

**TOWN MEETING OF JUNE 22, 2004**  
**MINUTES**

The June 22, 2004 meeting of the Town Commissioners of Charlestown was called to order by President Michael W. Doss at 7:35 p.m. Other Commissioners present were Vice President Steven W. Vandervort, Treasurer Donna M. Sheets, Commissioner Robert L. Gell and Commissioner G. Richard Price. Audience attendance sheet is attached hereto.

**Minutes** – Commissioners Sheets stated there were three minor changes and made a motion to approve the minutes of the June 8, 2004 meeting with those changes, seconded by Commissioner Vandervort. The motion passed 3-0-2 (Commissioners Doss and Gell abstained).

**Accounts Payable** – After some discussion, Commissioner Vandervort made a motion to approve the bills, including the URS bills for Lambdin and Principio once President Doss has reviewed those bills, seconded by Commissioner Sheets. The motion passed 4-0-1 (Commissioner Gell abstained).

Henry Burden – Mr. Burden stated he had requested information about the town pier and, in reviewing them, he found that all the slips last year might not have been rented, some of the contracts weren't signed and some of them were late. After much discussion, Mr. Burden stated he felt there was a violation of his due process rights. He further stated although he was offered a slip, half the boating season was over at the point. Mr. Burden suggested the Board review the matter because slips were rented after the due date and not offered to people on the waiting list. After more discussion, Commissioner Vandervort stated the Town had made a practice of sending reminder notices and actually called people who hadn't sent their contracts in. After more discussion, Commissioner Gell stated the procedures after the deadline were rather general and asked Mr. Burden if he wanted the procedures tighten to the point that when April 15<sup>th</sup>, then that's it. After much more discussion, Commissioner Vandervort stated the Board could consider changing the dates to say having payments and contracts due on March 1<sup>st</sup> and then a penalty period to March 15<sup>th</sup> so people don't automatically take the extension. He further stated that would give an opportunity to send out late notices. After much discussion, President Doss stated he would review the matter. He further stated at the next meeting the Board would be considering FY2006 Waterway Improvement grant projects and will be discussing extending the pier to handle larger boats and a floating pier for personal watercraft. Commissioner Vandervort stated previous Boards had not opted to do that because the marinas were going through hard times. President Doss stated he would work on this on as timely a manner as possible.

North East Fire Co. Ladies Auxiliary – Use of Veterans Park 8/15/04 12:30 p.m. – 5 p.m. – After some discussion, Commissioner Sheets made a motion to approve the request from the North East Fire Co. Ladies Auxiliary to use Veterans Park on August 15, 2004 from 12:30 p.m. to 5 p.m., seconded by Commissioner Price. The motion passed 5-0.

Scott Gardens Phase II – President Doss stated Mrs. Morgan had included this on the agenda for Commissioner Vandervort because the County had approved the storm water management plans for Phase II and he had concerns about the storm water management in Phase I. After discussion, Commissioner Price stated he didn't understand why we can't go to the County with the Board's concerns and get them taken care. Commissioner Vandervort stated he had a hard time getting them to look at the problem with Mr. Thompson and the others in that area being causing by that storm water management pond. He further stated there would be a quicker

response from someone we pay ourselves and, actually, because he had such a difficult time getting the County out there, that URS had come out and met with David Dodge, of Barry Andrews, to make recommendations on correcting the problem. After more discussion, Commissioner Price stated it seemed to be evidence of a system that wasn't working properly. He further stated if the Town had an engineer who was retained by the Town to deal with these issues, the systems would work better. After more discussion, Commissioner Gell stated the Town needed to response to this letter. Commissioner Vandervort stated if the County was saying all the issues from Phase I had been resolved, they haven't. He further stated if they are talking just about Phase II's design, the Town would need to have an engineer, like URS, review them. After more discussion, Commissioner Vandervort stated if URS, already doing storm water management for the Town, and then the County's doing it for Scott Gardens and there's no coordination there. He further stated the developers pay the County for storm water management review. After more discussion, Commissioner Vandervort stated Barry Andrews came in at the last Planning and Zoning Commission and asked for preliminary approval of Phase II and he had argued that he wouldn't vote for approval until they took care of this issue and their representative assured him he would have the matter taken care of. Commissioner Vandervort stated the last time URS had met with Mr. Dodge and, although the wetlands would prevent them for doing what would be best to do, there were things they could do that would substantially improve the situation but he wasn't sure if they'd been done. Commissioner Sheets stated they were supposed to have it done by the end of June. Mr. Burden stated there was an area at the end of their driveway that the water had washed away. He further stated water runs off of Caroline Street and Cooper Avenue and collects in their backyard.

Planning and Zoning Commission Appointment – President Doss stated he had letters from Henry Burden and Joseph Letts expressing interest in the appointment. He stated Mr. Hearne didn't leave a note that these were the only 2. Commissioner Vandervort stated the Board would need to interview the applicants anyway. After talking to Mr. Burden, Commissioner Vandervort made a motion to waive, with Mr. Burden's consent, the interview with Mr. Burden as he had been interviewed before, seconded by Commissioner Gell. The motion passed 5-0. The Board stated it would schedule an interview with Mr. Letts.

FY2006 Waterway Improvement Grant requests – After discussion, Commissioner Gell stated they had talked about extending the town pier. Commissioner Vandervort stated they still needed to fix the town boat ramp to extend that south wall out so the waves don't get trapped on the north wall. Commissioner Price asked about the stone wharf area that collapsed. President Doss stated that wouldn't qualify because that's above high tide. Commissioner Price stated he seemed to recall being in the Town Hall when Mr. Hearne was discussing this with someone from Waterway Improvement and, as it was above high tide, the State didn't need to be involved. He further stated there were several types of walls the Town could use to repair it but it needed to be done before it collapsed further. After more discussion, Commissioner Gell made a motion to request grant monies to extend the town pier, seconded by Commissioner Price. President Doss asked if that was the only thing or did the Board want to include the boat ramp. After more discussion, the Board decided to have Mr. Hearne request for extending the town pier and extending the one wall at the boat ramp.

Budget – Commissioner Vandervort stated there wouldn't be any significant changes to it. President Doss stated he had Mrs. Morgan input figures so it was current as of yesterday. Commissioner Gell stated the c-dock repairs coming out of the operating budget but would like to have that moved to the town pier fund. Commissioner Vandervort stated he would agree with

that but in the past the rent from c-dock had been used to fund the operating budget. After discussion, Commissioner Gell stated he had been down to the pier and there were rotten/damaged stringers. Commissioner Vandervort stated that was why he had asked to hold off paying the bill because he wanted to know exactly what stringers they repaired or replaced. Commissioner Gell stated the bulkhead also was a problem and needed to be repaired. He further stated there were problems with the pilings. After discussion, Commissioner Gell stated the Town had gotten a quote on repairing the bulkhead but that was some time ago.

Commissioner Vandervort stated he was not against switching it to the town pier fund but in the next ten years there will be a profit out of it and that money should be used in the general fund. After more discussion, Commissioner Gell mentioned there was a transformer hanging from a pole there. Commissioner Vandervort asked if it was ours. After more discussion, President Doss stated the power company cannot do anything on private property. He stated the Town would need to hire a commercial electrical contractor. After discussion, Commissioner Gell asked what the current contract was to cover. Commissioner Vandervort stated the contractor was to replace stringers as needed and re-deck the pier. He stated he wanted to talk to the contractor because he couldn't see significant stringer work. He further stated the Town knew that the pile driving would need to be done later and perhaps the contractor who had given the bulkhead work would be able to the pilings. After more discussion, Commissioner Vandervort stated he wanted to make sure that future boards were aware that the monies from c-dock was to be used in the general fund. Commissioner Price stated there should be a management plan so we can plan for repairs for the streets, for c-dock, etc. After more discussion, Commissioner made a motion to approve the budget with the actual figures for the previous budget year to be updated after July 1<sup>st</sup>, seconded by Commissioner Price. The motion passed 5-0.

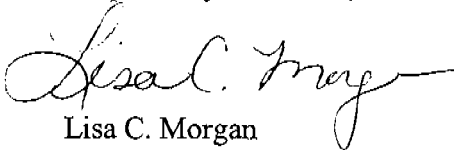
Commissioner Price stated the Strategic Planning Committee had met last week and drafted together a report and all commissioners should have gotten a copy. He stated the Board might want to get together and discuss the ideas the committee had raised and, hopefully, it would lead to an updated comprehensive plan for the town. Commissioner Gell stated the Board needed to look at it and then how to make these ideas available to the public so they can consider it. After some discussion, President Doss suggested doing a power point presentation and when ready, put it in the Chatter. Commissioner Price stated then after that point, consulting a professional planner to incorporate these ideas into the plan. Commissioner Gell stated the Town still had that commitment from Mr. Vaughan for \$30,000 for a planner. He asked when the Town would be meeting with him. Commissioner Vandervort stated he had been trying to set up a meeting with Mr. Vaughan and, after some discussion, he asked if the Board could meet with him on Friday this week. He further stated the Board needed to discuss whether the Town wanted this annexation or not and if we do, what issues the Town wanted to resolve with the developers. After much more discussion, Commissioner Price stated the developers supposedly have talked to the Town of North East to get water service in exchange for the future property owners be responsible for paying a fee that would be equal to the town taxes. Commissioner Vandervort stated the Board needed to decide if we are interested in the offer the developers have made to us and we might be able to get a little bit more but I don't believe we can change the deal very much. After more discussion, Commissioner Price stated the developers had done the smart thing, getting the rezoning from the county and the water deal across the street so now they have bargaining chips. Commissioner Gell stated at this point the developers don't have to the Town to do the development. Commissioner Vandervort stated if there could be agreement on the general terms then putting it down on paper should be the easy part. After more discussion, Commissioner Vandervort stated in his last conversation with Mr. Vaughan, Mr. Vaughan held that it would be best that the property was annexed into town. After more discussion,

Commissioner Gell stated this was the sort of a connecting hinge to the Lambdin development and eventually for Holloway Beach. He further stated Holloway Beach was going to be a negative on town services. Commissioner Vandervort stated these developers don't want to hear that what their positive contribution would be to the Town might be offset by Holloway Beach. After more discussion, Commissioner Vandervort stated one thing he wanted to discuss was the increase in the water and sewer connection fees. He stated we could tell them they would be subject to them or that the Town would assume part of that expense by expanding the water system capacity by putting in a new tower or the Town was raising the fees but they wouldn't be subject to them. President Doss stated he would rather raise the fees and the Town improve the system. Commissioner Vandervort stated the Town should ask the Town of Rising Sun because they had just put in a new water tank in so we had some idea of the cost. After discussion, Commissioner Vandervort stated his idea of discussing this now was so the Board decided in which direction their discussion would go with Mr. Vaughan on Friday. After more discussion, Commissioner Vandervort stated Mr. Vaughan would certainly have issues to discuss.

President Doss stated Commissioner Gell was going to attend a County Hazard Mitigation meeting tomorrow and he wanted him to ask about the FEMA monies for the pamphlets, etc. to make this information available to the public.

Commissioner Sheets made a motion to go into executive session for the purpose of discussing personnel matters, seconded by Commissioner Price. The motion passed 5-0. President Doss adjourned the meeting at 9:48 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF JUNE 22, 2004**  
**AGENDA**

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Henry Burden – Town Pier Slip Procedures
4. North East Fire Co. Ladies Auxiliary – Use of Veterans Park  
08/15/04 12:30 – 5 p.m.

PENDING

5. Scott Gardens Phase II
6. Planning & Zoning Commission – Appointment

NEW

7. FY2006 Waterway Improvement Grant Requests (deadline: 07/15/04)
8. Budget
9. Executive Session – Personnel Matters

ROSTER

CHARLESTOWN TOWN MEETING

DATE:

June 22, 2004

TIME:

7:30 p.m.

Judge Henry Borden

Kathleen Dempsey

Jim Black

Phil M

# Town of Charlestown

## Accounts Payable Bills

06/22/04

Name	Memo	Split	Amount
<b>1000.1 - General Fund Cash Accounts</b>			
<b>1010.1 - Cash-General Checking</b>			
URS Corporation	Project #20592171 Inv #1052997 - Scott Gardens - review revised road ...	2063.1 - Escrow - Scott ...	1,606.50-
URS Corporation	Project #20592168 - Inv #1052996 - Trinity Woods - coordinate proof roll...	2055.1 - Security Dep-T...	1,488.00-
URS Corporation	Project #20705323 - Inv #1053048 - Lambdin annexation - prepare & aft...	6341.1 - Engineering Se...	540.00-
URS Corporation	Project #20605321 - Inv #1053011 - Principio Business Park - coordinat...	6341.1 - Engineering Se...	945.00-
Charm Net, Inc.	Acct #15683 - Inv #153559 - internet services 06/01 - 06/30/04 (end)	6440.1 - Telephone	16.95-
Rising Sun Herald	yearly subscription	6219.1 - Other	16.00-
Central Printing & Office...	Inv #5709 - (1) self-inking stamp	6220.1 - Office Supplies	22.95-
U. S. Postal service	annual box rent	6219.1 - Other	24.00-
Beresh, Carol	court report - (1) hr Scott Gardens - Bd of Appeals hearing ; court report...	-SPLIT-	150.00-
AT&T	Acct #8014-058-9492 -Inv #63925948 13long distance town hall	6440.1 - Telephone	4.94-
Leon's Garden World, Inc.	inv #270981 - (4) wired baskets; 8 spikes; 6 mats; 12 6" plants; 12 4" pla...	6450.1 - Maintenance	234.00-
Council Baradel Kosmer...	Inv #71407 - prepare form annexation petition and related consents; me...	-SPLIT-	700.00-
Sheriff's Patrol	gasoline for Charlestown patrol - period of 05/01/04 - 05/28/04	6920.1 - Police Protection	125.24-
Sheriff's Patrol	Charlestown patrol - period of 05/01/04 - 05/28/04	6920.1 - Police Protection	3,008.10-
Institute for Government...	Inv #052546 - creation of personnel manual (final payment)	6219.1 - Other	375.00-
Verizon	000017861803 96Y - telephone - town hall	6440.1 - Telephone	150.23-
Queen Bee's Honey Pots	Inv #1639 - (2) portable toilets	6740.1 - P&R Miscellan...	190.00-
Best Cleaning Services, ...	Inv #20691 - (2) cleanings - Town Hall	6450.1 - Maintenance	70.00-
Staples	(1) cs copier paper; (1) toner cartridge - fax machine (2) telephones	-SPLIT-	144.96-
Total 1010.1 - Cash-General Checking			9,811.87-
Total 1000.1 - General Fund Cash Accounts			9,811.87-
<b>1000.2 - Utility Fund Cash Accounts</b>			
<b>1010.2 - Cash - Utility Checking</b>			
Verizon Wirefess	Acct #202583968-00001 - Inv #0517450169 - (2) cell phones	7132.2 - Telephone	220.65-
Atlantic Coast Laborator...	Inv #107252 - lab fees	7121.2 - Laboratory Tes...	16.00-
Verizon	000017861803 96Y - water tower telephone	7132.2 - Telephone	40.39-
Well 1 Electric	2096 5499 9991 Well 1 electric	7131.2 - Electric	379.44-
Sta 3 electric	2096 4739 9994 - Sta 3	6532.2 - Station #3	80.66-
Rt 7 electric	2096 9259 9993 - Rt 7 electric	6533.2 - Station RT. #7	25.12-
Total 1010.2 - Cash - Utility Checking			762.26-
Total 1000.2 - Utility Fund Cash Accounts			762.26-
<b>1000.3 - Special Fund Cash Accounts</b>			
<b>1005.3 - New-Checking-Special (Special checking County)</b>			

# Town of Charlestown

## Accounts Payable Bills

06/22/04

Name	Memo	Split	Amount
URS Corporation	Project #20605329 - Inv #1052909 - Charlestown drainage plan - perfor...	6300.3 · Streets	2,295.00-
Vulcan Signs	Acct #20192 - inv #87122 - (1) dead end st sign; (1) park closed after da...	6410.3 · Road Signs	58.99-
Treasurer of Cecil County	Inv #5709 - sand/salt for snow removal	6500.3 · Snow Removal	800.87-
Gilbert Enterprises Inc.	Inv#10010N - gasoline charges -t own trucks - May '04	6026.3 · Gasoline - Truck	503.98-
Street Lighting	2055 3529 9973 - street lighting	6010.3 · Street Lights	741.38-
Total 1005.3 · New-Checking-Special (Special checking County)			4,400.22-
Total 1000.3 · Special Fund Cash Accounts			4,400.22-
<b>TOTAL</b>			<b>14,974.35-</b>



**TOWN MEETING OF JUNE 8, 2004  
MINUTES**

The June 8, 2004 meeting of the Town Commissioners of Charlestown was called to order by Vice President Steven W. Vandervort at 7:30 p.m. Other commissioners present were Treasurer Donna M. Sheets and Commissioner G. Richard Price. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Minutes – Commissioner Price made a motion to approve the minutes of the May 25, 2004 meeting, seconded by Commissioner Sheets. The motion passed 3-0.

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

Commissioner Vandervort stated Kingfisher had completed the work on c dock but it had not been inspected yet but, once he inspected it, he asked the Board to approve that bill pending a satisfactory inspection. Commissioner Price so moved, seconded by Commissioner Sheets. The motion passed 3-0.

Miller Environmental, Inc. – Monthly Report – Robert Corn, of Miller Environmental, Inc., presented the May 2004 monthly water system operations report to the Board. Mr. Corn stated the Board had asked him to check into the cathodic protection and he contacted Corrosion Control. He further stated the company had recommended 2 years that the electrodes be replaced the next time the tower was drained to be painted. Mr. Corn stated he was given a verbal estimate of \$900 if the tank was empty but she didn't know what it would cost if it wasn't drained. Mr. Corn stated he would contact a company that would dive and inspect the tank integrity as well as the electrodes. Commissioner Vandervort stated the paint company did inspect the inside of the tank at the time AT&T installed the antennas on the tower and they said the interior was okay. He further said Mr. Hearne should have the results of their inspection. After more discussion, Mr. Hearne stated George Smith, of Miller Environmental, Inc., had stopped in to check on operations and with the Town on their satisfaction with operations.

Steve Miller/Boys and Girls Club – Steve Miller, of the Cecil County Boys and Girls Club, introduced Kathy Brown who will be the unit director for the Charlestown club. He also mentioned she is their education coordinator who keeps tracks of the kids' grades and who needs help in different academic areas. Mr. Miller also introduced Barbara Smith, director of operations, who is Ms. Brown's supervisor. Commissioner Sheets stated the Board had a copy of the proposed lease. After discussion, Commissioner Vandervort stated the Board had been working on the budget and, as of now, the Town had approximately \$7000 for the club next year. Commissioner Sheets stated they were also working on raising money from a community cookbook sale. After discussion, Commissioner Vandervort stated the renovations there would probably be done tomorrow. Commissioner Sheets stated there were 2 or 3 window screens that needed to be repaired. Commissioner Vandervort stated maintenance could fix them. Mr. Miller also mentioned they had submitted for 3 technology centers through the Beaumont

Foundation of the Boys and Girls Club of America, one each for North East, Perryville and Charlestown. He further stated he was informed yesterday that their proposals have passed the first selection process so it looked pretty good they will get the funding. Commissioner Sheets made a motion to approve the lease for the Boys and Girls Club, seconded by Commissioner Price. The motion passed 3-0. Commissioner Sheets mentioned some deadbolt locks needed to be installed and keys made and, after discussion, Commissioner Sheets stated she would have maintenance take care of the locks and get the keys to Mr. Miller. After more discussion, Mr. Miller stated he would contact the insurance company to get a copy of the liability insurance certificate sent to the Town.

Henry Burden – Town Pier Slip Procedures – Henry Burden, a town resident, discussed the fact that he had requested information under the Freedom of Information Act that he hadn't gotten yet. Commissioner Vandervort explained that there was a procedure the Town followed when it received FIA requests and, at times, it required checking with legal counsel before releasing information. Mr. Burden stated he needed the information he requested before he could clearly comment on the way the Town was handling renting boat slips. He stated the Town ordinance was specific as to when these signed contracts were due and payment needed to be made. Commissioner Vandervort stated he drafted those ordinances for the Board and understood what he intended them to be. Mr. Burden stated it seemed the Town had extended the time period for people to get these contracts in and paid for. After more discussion, Mr. Burden stated he believed there's a problem with due process and also believed, if correspondence was addressed to the Town Commissioners, each commissioner would get it. After much more discussion, Mr. Burden stated it seemed to him that the Town was not following its regulations giving people additional time past the deadline given the regulations. Commissioner Vandervort stated Mr. Burden was not aware of the evolution of the process. He stated the Board used to do it the way you're suggesting we do and it didn't work. Commissioner Vandervort stated the Board then opted to send notices to those individuals to get their applications and payments in as well as notices to the first 10 people on the waiting list that there might be a possibility they would get a slip that year. He further stated then as a result there might be 3 or 4 slips available and would then start sending letters to people on the waiting list. Commissioner Vandervort stated that taking the more friendly approach has worked very well for at least 8 years and believe yours was the first complaint we've received since then. Mr. Burden stated his complaint was that his due process rights were violated because the Town was not following the written procedures it had. Mr. Burden stated he would appreciate that when he sends correspondence to the Town on such magnitude and of this importance, that it was not ignored. He further stated it seemed to him such a grievous thing that they just totally ignore a town ordinance to just do it the way they want to do it. After more discussion, Mr. Burden stated all he was asking for was what he was entitled to under the law.

At this time, Vice-President Vandervort recessed the town meeting for five minutes. After five minutes, Vice-President Vandervort reconvened the meeting.

**PENDING BUSINESS**

Critical Area Commission FY&2005 Scope of Work Agreement (for approval) – Mr. Hearne stated this was the annual agreement the Town signed with the State for the State to reimburse the Town for him to administer the Critical Area program in the town regarding building permits, etc. Mr. Hearne stated the total reimbursement was \$2000. He further stated the Board could approve the agreement and President Doss could sign it when he returned. Commissioner Price made a motion to approve the agreement, seconded by Commissioner Sheets. The motion passed 3-0.

Water & Sewer Connection Fee Information – Commissioner Vandervort stated the Board had requested this information be obtained for them for this meeting. After brief discussion, Commissioner Vandervort stated the Board shouldn't take too long before changing them if the Town decided to do so. After discussion, the Board agreed to look at this information.

Shoreline Erosion Project – Commissioner Vandervort stated there was a walk-through meeting on the shoreline erosion project. Mr. Hearne stated Rick Ayella, of MDE, David Wilson, of the RC&D Council, Len Casanova, of MD DNR, and John Huang, the project engineer, were there. He further stated the walk through was to attempt to resolve some of the concerns of area property owners regarding the project. Mr. Hearne stated they had discussed shortening the groin some. Commissioner Vandervort asked what about extending the project. Mr. Hearne stated they had discussed it but if they do so, they'd have to redo the drawings and the costs would go up. He stated Mr. Wilson was going to contact Walid Saffouri, of MDE, regarding more grant money for the project and Mr. Casanova was also going to look into the matter. Mr. Hearne stated the MDE grant was \$120,000 and the DNR loan was \$50,000, \$2,000 a year for 25 years. After discussion, Commissioner Vandervort stated he needed to change the budget because he had wrong figures. Commissioner Price stated Mr. Ayella was trying to address the issues prior to a public hearing and, if those people are satisfied, there was no need to have the hearing. He further stated if someone asked for a public hearing, then they would need to have one. After more discussion, Commissioner Price stated they had discussed shortening the groin to address Mrs. Hahn's concern and also extending the work past Tasker Lane to address Ms. Williams and Mr. Dobay's concerns. After more discussion, Ms. Williams stated she had wanted Mr. Huang to look at her area to see where the pipe was involved but Mr. Huang would not unless authorized by Mr. Hearne. Mr. Hearne stated he would not authorize anything further unless it was approved by the Town Commissioners. He suggested she contact Mr. Ayella because he was coordinating resolution of all these concerns. Mr. Dobay stated he wasn't against the revetment but he had already paid out money to have erosion management work done. He further stated he needed to have something done because his property was eroding away yet didn't want to pay to have work done and then the Town do their project behind his work. Commissioner Vandervort stated he needed to let Mr. Ayella know you want the project done. Commissioner Price stated he wasn't sure if they had specifically discussed a timetable for the project. Mr. Hearne stated he believed they had discussed starting in October. After more discussion, Mr. Dobay asked there was also a question that if the project was extended in front of his property and the area was backfilled and his deed stated he

owned to the riverfront, would he then own that area. After more discussion, Commissioner Vandervort stated that would be a legal question for an attorney. After more discussion, Commissioner Vandervort stated it was a long and difficult time getting the fireboat pier project done. Commissioner Price stated it took so long the area needs to be dredged. Mr. Hearne stated he had gotten an estimate of the cost to dredge that area and needed to start applying for grant money on that. After more discussion, Mr. Hearne stated the Board would need to consider at some point Mr. Huang's proposal for additional engineering and surveying work to incorporate that extended area into the project. Commissioner Vandervort stated Mr. Ayella would make that recommendation based on his conversations with the people.

Conestoga Street drainage problem – Commissioner Vandervort stated Mrs. Morgan believed it was based on a complaint from the property owners on the corner of Conestoga and Calvert Street. He further stated it may be as a result of when the Town widened Conestoga Street. After brief discussion, Commissioner Vandervort stated if the problem was the embankment, he believed the maintenance workers would probably be able to weed eat the area until the Town could have the area graded properly. Mr. Hearne stated he would contact Mr. Ashworth to see if there was a problem there.

Town House Furnace Management agreement – Mr. Hearne stated Mrs. Morgan had only one quote, from Geiger. He further stated Mrs. Morgan believed the Town might want to purchase heating oil from another company than Alger. After discussion, Commissioner Vandervort stated the Town was purchasing heating oil for the Town Hall from Ferrell Fuel, who was much cheaper than Alger Oil, because Geiger had put a new furnace in town hall. After brief discussion, Commissioner Sheets asked if the Boys and Girls Club had central air installed in the townhouse, would they be able to add that to this agreement. Commissioner Vandervort stated companies usually do not have a problem adding a new system. After the Board asked several questions on what was covered under the maintenance agreement, Mr. Hearne stated he would contact Geiger for more information.

Athletic Complex signs (to start after 07/01) – Commissioner Sheets stated she had gotten an estimate from Paint N'Place on new signs for the athletic complex and the total cost would be \$905. She stated the old signs had become unreadable. Commissioner Sheets made a motion to approve (2) new signs from Paint N' Place for the athletic complex, seconded by Commissioner Price. The motion passed 3-0. Commissioner Price suggested and Commissioner Sheets stated she could have Paint N' Place incorporate "Welcome to the Charlestown Athletic Complex" and "this park is for your enjoyment" or something to that effect. Commissioner Vandervort asked why that park doesn't have a name like Veterans Park and Fair Green Park. Commissioner Sheets asked if he was suggesting a contest for naming the park. After some discussion, Commissioner Sheets asked them to think about what they wanted to do.

Athletic Complex fence & bollard quote (work to start after 07/01) - Mr. Hearne stated the quotes were to repair the fence at the athletic complex. He further stated he was not sure what the bollards were for and to go where. After discussion, Commissioner

Vandervort stated either Commissioner Gell or President Doss had asked for this information and tabled this until it could be discussed with them.

LGIT Ballot – After brief discussion, Commissioner Price made a motion to approve the nominees, seconded by Commissioner Sheets. The motion passed 3-0.

### **NEW BUSINESS**

Braking the Cycle – Request to Use Veterans Park 09/10/04 7:30 a.m. – 8:15 a.m. – After discussion, Commissioner Sheets stated it was a 45 minute rest stop during a charity bicycling event. Commissioner Sheets made a motion to approve the use of the park, seconded by Commissioner Price. The motion passed 3-0.

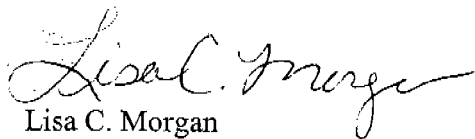
Budget – Commissioner Sheets stated she would feel more comfortable voting on the budget when all commissioners were present. Commissioner Vandervort stated he agreed. He did mention that he had met with President Doss over the weekend and had updated some of the figures based on the changes the commissioners had discussed at their previous meeting. Commissioner Vandervort stated there were some actuals that need to be updated in the computer. After some minor grammatical changes, Commissioner Vandervort stated he had changed the amount of rental income for next fiscal year after discussing this with President Doss. Commissioner Vandervort stated he also looked at the figures for Riverfest last year and after discussion, he said he estimated this year it would generate \$12,000. Commissioner Vandervort also stated he, at Commissioner Gell's suggestion, had moved the town pier income and expenses back under the Special Fund rather than leaving it under the General Fund. The Board agreed to continue reviewing the budget until the next meeting.

Commissioner Price stated he was concerned that there were some matters that were not getting done. He further stated Veterans Park still was not done. When asked, Commissioner Sheets stated the bid was awarded and the company needed to start on that work. Commissioner Price stated there was a tree in the marina on the town property that had no top and needed to be taken down. He further mentioned there were some posts at the stone wharf that needed to be replaced. Commissioner Price stated the potholes on Riverview Avenue that haven't been taken care of. He further said he didn't know what the status was on Louisa Lane. Commissioner Vandervort stated there were maintenance work orders so if the Board wanted something done, fill out a work order. After some discussion, Commissioner Vandervort stated in the past there were commissioners assigned to certain areas of responsibility such as streets and sidewalks, water and sewer, etc. Commissioner Price stated there was a town manager and staff to work on these things. After more discussion, Commissioner Price suggested a management report on what progress was being made on the various projects the Town had going on as well as a maintenance report. After more discussion, it was suggested a status board be located in the Town Hall so everyone could tell how everything was progressing. Commissioner Price made a motion to have "state of the town" and "maintenance" reports once a month, seconded by Commissioner Sheets. Mr. Hearne asked which meeting the reports were to be given. After some discussion, Commissioner Price amended his motion to include

having the reports due at the first meeting of each month, seconded as amended by Commissioner Sheets. The motion passed 3-0. Commissioner Price stated he was also concerned about the erosion at the stone wharf and getting something done with that. Mr. Hearne stated he had a grant that he should be submitting by Friday on that. Mr. Hearne mentioned that he had been working on the Byrne Memorial grant for additional street lighting in the Town. Commissioner Sheets mentioned that when Mr. Hearne needed some assistance in getting such paperwork done he needed to let the commissioners know and perhaps they could help out. Commissioner Price asked if URS could make recommendations on what could be done to stabilize the area. Mr. Hearne stated Ken Ropp would probably know and Commissioner Vandervort suggested Mr. Casanova might also know. Commissioner Vandervort stated usually you get those recommendations first and then bring in URS about the work to be done. Commissioner Vandervort stated Commissioner Price had brought up a personnel issue that he would like to discuss but it was sensitive enough he would like to go into executive session to discuss it. The Board agreed to do so. Mr. Hearne suggested the Board, at the previous meeting, had awarded the auditing bid to Mr. Crouch and he had checked the references Mr. Crouch provided and all the contacts he made were very favorable. After brief discussion, Mr. Hearne stated he would send the acceptance letter to Mr. Crouch.

As there was no further business to be discussed, Commissioner Sheets made a motion to go into executive session, seconded by Commissioner Price. The motion passed 3-0. Commissioner Vandervort adjourned the regular meeting at 10:07 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF JUNE 8, 2004  
AGENDA**

**7:30 P.M.**

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. – Monthly Report
4. Steve Miller/Boys & Girls Club
5. Henry Burden – Town Pier Slip Procedure

**PENDING BUSINESS**

6. Critical Area Commission FY2005 Scope of Work Agreement (for approval)
7. Water & Sewer Connection Fee Information
8. Shoreline Erosion Project
9. Conestoga Street drainage problem
10. Town House Furnace Maintenance agreement
11. Athletic Complex signs (to start after 07/01)
12. Athletic Complex fence & bollard quotes (work to start after 07/01)
13. LGIT Ballot

**NEW BUSINESS**

14. Braking the Cycle – Request to Use Veterans Park 09/10/04 7:30 a.m.-8:15 a.m.
15. Budget

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 6/8/2004 TIME: 7:30 AM

Henry Belin  
Robert Cox, MEI



**TOWN MEETING OF MAY 25, 2004  
MINUTES**

The May 25, 2004 meeting of the Town Commissioners of Charlestown was called to order by President Michael W. Doss at 7:35 p.m. Other Commissioners present were Vice President Steven W. Vandervort, Treasurer Donna M. Sheets, Commissioner Robert L. Gell and Commissioner G. Richard Price. Stanley W. Hearne, Town Administrator, was also present. Audience attendance sheet is attached hereto.

MINUTES – Commissioner Gell made a motion to approve the minutes of the April 27, 2004 meeting, seconded by Commissioner Price. The motion passed 5-0.

ACCOUNTS PAYABLE – Vice President Vandervort mentioned that the check for John Huang & Associates was a replacement check for one that was lost and the Town has stopped payment on. Commissioner Price made a motion to pay the bills, seconded by Commissioner Sheets. The motion passed 5-0.

Stephen Miller/Boys & Girls Club – Mrs. Sheets stated the agreement had been sent to Keith Baynes, the Town's attorney, but he hadn't responded yet. After discussion, Mrs. Sheets stated Kristen had gotten a full-time job so would not be able to work for the Town this summer and President Doss wanted to look at the budget before hiring anyone else. After discussion, Commissioner Price needed to know what real money would be exchanged between the Town and the Boys and Girls Club. Mrs. Sheets stated the Board had agreed to pay the utilities, town maintenance mowing the grass, and the Riverfest proceeds. After more discussion, Commissioner Sheets wanted to know how soon could the Club get into the building. Commissioner Vandervort stated they should be able to get in now because the work was on the outside and even that should be done in a week. Commissioner Sheets stated the Town needed to get a couple more quotes on installing the downstairs bathroom. Commissioner Sheets asked what else did the Club need from the Town. Mr. Miller stated just the financial commitment. He further stated they ask the participating towns to be involved in their fundraising because the funds are used to support all of them. After more discussion, Commissioner Sheets made a motion to give the Boys and Girls Club a lease/rental agreement for the Town House at 630 Water St. subject to Mr. Baynes' approval of the agreement. After discussion, Mr. Miller stated if they could develop a base of reliable volunteers, it cuts down on the expense of paid staff. After more discussion, the motion died due to a lack of second. After brief discussion, Mr. Miller stated the Club would have the Town put on their liability insurance as an additional insured and asked if the Town had insurance on the building. Mr. Hearne stated yes and asked Mr. Miller to give the Town a copy of the insurance certificate. After more discussion, the Board decided to table the matter until the next meeting.

**PENDING BUSINESS**

Auditing Services – Mr. Hearne stated there were two bids for auditing services: William Saddler and T. Jess Crouch. After some discussion, Commissioner Price made a motion to accept the bid for audit services from T. Jess Crouch subject to favorable results from checking references, seconded by Commissioner Sheets. The motion passed 5-0.

Planning & Zoning Commission – Resignation – Commissioner Price made a motion to accept John Magness' resignation from the Planning & Zoning Commission, seconded by Commissioner Gell. The motion passed 3-2.

Street Lights – Dr. Gell mentioned there were 2 lights, one on Black and one on Caroline St. that need to be upgraded and a new one that needs to be installed on Conestoga St. After some discussion, Commissioner Vandervort made a motion to have Commissioner Gell handle the lights, seconded by Commissioner Price. The motion passed 5-0.

President Doss asked Mr. Hearne to make sure plaques are done for Frank Bonsall and John Magness.

Survey – Trinity Woods Lot – After some discussion, the Board asked Mr. Hearne to get quotes from other surveyors and suggested he contact McAllister and Northern Bay at least.

Commissioner Sheets mentioned Paint 'N Place Signs was working on an estimate for two new signs at the athletic complex and should have it by the next meeting.

LGIT Ballot – After brief discussion, the Board approved the ballot.

Salute to Cecil County Veterans – The Board asked to have Mrs. Morgan e-mail this to Charlestown residents on the town information link.

Resolution – New Water & Sewer Connection Fees – President Doss stated he had asked Mr. Hearne to look into raising the connection fees. He further stated our fees were the same as the County and both were the lowest in the county. Commissioner Sheets asked how that would affect people who had already approached the Town about connecting to the town system. After discussion, Commissioner Vandervort stated the Town can take into consideration other improvements Stewart may do in regard to the water and sewer systems in charging connection fees to them. After much more discussion, Commissioner Gell stated he would feel more comfortable if he knew how much a capital improvement reserve the Town needed for the system and, secondly, the impact on the annexation. Commissioner Vandervort stated he would like to see what the other towns were charging. After more discussion, the Board asked Mr. Hearne to make a list of what other towns charged.

Tax Rate – Mr. Hearne stated the Town needed to set the tax rate so that information can be sent to the State so the tax tape they produce was accurate or the Town would need to have someone prepare the Town's tax bills. He further stated the current real property tax rate was \$0.32/\$100 of assessed value and the current personal property tax rate was \$0.80/\$100 of assessed value. Commissioner Vandervort stated the State had provided a projected assessable tax base of \$183,000. He further stated he believed it was a conservative figure because the State might not be aware of the growth in town. After discussion of income taxes and admissions taxes, the Board asked Mr. Hearne to check on whether admissions taxes have been declared illegal and the towns will need to repay these. After more discussion, Commissioner Vandervort stated he felt the tax rates should remain the same and the Town live within those means. Commissioner Vandervort made a motion to leave the tax rates the same, real property tax rate at \$0.32/\$100 of assessed value and personal property tax rate at \$0.80/\$100 of assessed value, seconded by Commissioner Gell. The motion passed 5-0.

Budget – After brief discussion, the Board decided to hold a workshop meeting on the budget and set it for Friday, May 28, 2004 at 7 p.m.

Commissioner Gell asked if the Town would loan 2 picnic tables to Bill Spangler, of the Bay Trader, who promised to keep them in good condition. Commissioner Sheets asked what happened if they were damaged. Commissioner Gell stated Mr. Spangler would be responsible for repairing them. After brief discussion, Commissioner (?) made a motion to allow Mr. Spangler, of the Bay Trader, to borrow 2 picnic tables, Commissioner (?) seconded. The motion passed 5-0.

Commissioner Price provided a draft of ideas he had from the Strategic Planning Commission. He stated it was not a report from that commission.

Commissioner Sheets stated Jay Waite did the flowers in the front of the building and was working on something to put in that empty area in front of the ramp.

Ronald Lynch, of 1479 W. Old Philadelphia Rd., stated the sewer line installation done by Stewart Associates on the town property has created a storm water management problem on his property. He further stated he was also concerned that a storm water runoff problem from Scott Gardens. After discussion, President Doss suggested they contact the County if a storm water problem developed from Scott Gardens. Commissioner Vandervort stated he thought he had seen a letter from the engineers mentioning there were still issues on the installation and have not approved that work. He said he would have to check on it. After more discussion, Mr. Hearne suggested Mr. Lynch contact Mike Heil or Dave Hollenbaugh, of the County Dept. of Public Works. When asked, Mr. Hearne stated he wasn't aware a second catch pond was to be installed but would check with the County. Commissioner Vandervort stated when they installed the sewer line, Stewart put in a stub toward Scott Gardens but don't believe the Town gave them approval to do that. Mr. Hearne stated the plan was for Scott Gardens to tie into that and had talked to Chris Rogers, of URS, if it was appropriate to do it that way and he said it was. Commissioner Vandervort said it might have been something dealt with at the engineering level. Mr. Hearne stated the Town could hold up on further public work agreements. Commissioner Vandervort and Mr. Hearne both stated they hadn't seen a plat for Phase II of Scott Gardens yet. Commissioner Vandervort suggested to Mr. Lynch that this might be a good time for him to call the County about it. After much more discussion, Mrs. Lynch asked if the Town had any authority over storm water management issues. Commissioner Vandervort stated he had been arguing for some time that the Town needed to take that away from the County and have someone working for the Town do it. After more discussion, Mrs. Lynch asked who were they responsible to and Commissioner Vandervort stated the County. Mr. Hearne stated he understood they had submitted a preliminary storm water management plan to the County but he hasn't seen a final plan yet.

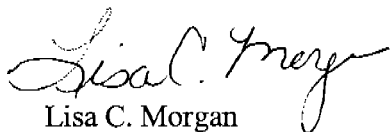
Someone in the audience asked for clarification on the discussion of the water and sewer connection fees and commented on the different purposes between user fees and hook up fees.

Commissioner Gell stated the Town had received a copy of the financial impact analysis on the TSMT annexation. Mr. Hearne stated all the commissioners had a copy put in their boxes. After more discussion, President Doss stated the Board could accept the document tonight but there will be ample opportunity in future meetings with Stewart to discuss the information. Commissioner Sheets so moved, seconded by Commissioner Gell. The motion passed 5-0. President Doss asked

Mr. Hearne to contact Mr. Sussman to update the time table and forward a copy of this to him. Mr. Hearne stated Mr. Sussman also needed to get the master plan from them. Commissioner Vandervort stated before we contact Mr. Sussman, the Town needed to contact Stewart to make sure they have agreed to pay Mr. Sussman's legal fees.

President Doss stated there were some personnel issues to discuss and asked for a motion to go into executive session. Commissioner Gell so moved, seconded by Commissioner Sheets. The motion passed 5-0. President Doss adjourned the meeting at 9:44 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF MAY 25, 2004  
AGENDA**

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Steven Miller/Boys & Girls Club

PENDING BUSINESS

4. Audit Services
5. Planning & Zoning Commission Resignation
6. Street Lights
7. Survey - Trinity Woods lot

NEW BUSINESS

8. LGIT Ballot
9. Athletic Complex Signs
10. Salute to Cecil County Veterans
11. Resolution - New Water/Sewer Connection Fees
12. Budget
13. Tax Rate
14. Personnel Issues - Closed Session

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 5/25/2004 TIME: 7:30 PM

DEANES DORBY  
Sandra Williams

**GENERAL FUND**

Cecil County Commissioners	landfill charges – Apr '04	124.47
Staples	office supplies	321.83
Cecil County Commissioners	gasoline charges – period of 04/03/04 – 04/30/04	113.20
Cecil County Commissioners	Sheriff's patrol – period of 04/03/04 – 04/30/04	2856.85
Cecil County Commissioners	gasoline charges – period of 03/06/04 – 04/02/04	136.38
Cecil County Commissioners	Sheriff's patrol – period of 03/06/04 – 04/02/04	3579.47
Best Cleaning Services	cleaning (2) & carpet cleaning – Town Hall	145.00
URS Corporation	Project #20605326 – Inv #1052908 – coordinate Work w/ contractor – Charlestown Cottages	31.50
Council Baradel Kosmarl & Nolan	Inv #70537 – Stewart Annexation – call to/from Rogers; review & analyze memo from Rogers on annex agreement; call to/from Hearne; revise annex agreement; memo To Rogers; attend mtg w/ Commissioners; Revise conceptual tasks/time outline	2655.20
CharmNet	Inv #153559 – internet access – May '04	16.95
Queen Bee's Honey Pots	Inv #1560 – portable toilets – Jun '04	190.00
Verizon	telephone – Town Hall	160.40
Radio Shack	Inv #489366 – (4) 3-pk cassette tapes	30.24
Attorney General's Office	(1) MD Public Information Act Manual	10.00
Central Printing	Inv #5661 – (1) bx window envelopes	93.00
AT&T	Inv #6392591090 – long-distance service	12.73
E.J. Sprague	Inv #62889 – (1) case paper towels & (1) case t.p.	128.99
Waste Management	Inv #1430621-0276-7 – trash removal – Apr '04	3465.44
Baynes, Keith	legal services – ofc conference w/ Hearne on FIA Requests; written opinion on FIA requests	100.00
Chesapeake Publishing Corp.	P&Z opening ad	84.80
	Stormwater drainage ads	271.36
	Auditing services bids ad	144.16

Benjamin Lumber			
Thomas Wright Consulting			
Conectiv			746.24
Conectiv			60.23
Conectiv			75.00
Conectiv			146.67
Conectiv			84.82
Conectiv			22.75
Conectiv			17.73
Conectiv			75.30
Conectiv			14.98
Eugene Baeder/Barrel Man			144.00
John Huang & Associates			681.50
Charlestown cemetery ad	50.88		
Workshop meetings ads	93.28		
Variance request ads	<u>101.76</u>		
	746.24		
Inv #344660 – paint – gazebo			
Inv #3096 – e-mail stmp configuration; files sharing			
electric – Town Hall			
electric – garage			
electric – comfort station			
electric – Town House			
electric – flagpole			
electric – Town pier			
(12) plastic drums – for town parks			
Inv #2 – Shoreline Erosion project work			

General Fund Subtotal: 16,340.87

**UTILITY FUND**

Verizon			40.16
USA Blue Book			160.17
Atlantic Coast Laboratories			16.00
National Waterworks			1324.80
Conectiv			134.36
Conectiv			62.35
Conectiv			12.70
Conectiv			23.46
Conectiv			420.38
Conectiv			142.33
Conectiv			362.81
Cecil County Commissioners			17423.94
County sewer user fee			
telephone – water tower			
inv #806814 – pH electrode			
Inv #106794 – lab fees			
Inv #1157683 (12) water meters			
electric – Sta #1			
electric – Sta #3			
electric – Lift Station			
electric – Rt 7			
electric – Well 1			
electric – Well 3			
electric – Water tank			



Utility Fund Subtotal: 18,623.46

**SPECIAL FUND**

Gilbert Enterprises	450.36
Connectiv	730.42
Ace Hardware	61.27
Benjamin Lumber	50.56
Cecil County Commissioners	72.45
W.N. Cooper & Sons	170.96
Mendenhall's Garage	54.50
Newark Mower Center	40.00
gasoline – town trucks	
electric – Street lights	
Inv #108178 – hardware/plywood – shop	
Inv #344629 – (2) pitchforks -- shop	
(1) white on blue sign	
Inv #73993 – plugs & string – weedeaters	
Inv #7492 – check & repair hydraulic oil leak – old truck	
Inv #9119 -- snow plow shoe	

Special Fund Subtotal: 1,630.52

Total Accounts Payable: \$ 36,594.85

**TOWN OF CHARLESTOWN  
MEETING OF APRIL 27, 2004  
MINUTES**

The April 27, 2004 meeting of the Town Commissioners of Charlestown was called to order by President Michael W. Doss at 7:30 p.m. Other commissioners present were Vice President Steven W. Vandervort, Treasurer Donna M. Sheets, Commissioner Robert L. Gell and Commissioner G. 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 April 13, 2004 meeting, seconded by Commissioner Sheets. The motion passed 5-0.

**ACCOUNTS PAYABLE** - Commissioner Gell made a motion to pay the bills, seconded by Commissioner Price. The motion passed 5-0.

**PENDING BUSINESS**

Frank Malloy - 22 Long Beach Rd - water & sewer service - Frank Malloy, of 22 Long Beach Road, was requesting to connect to the Town's water & sewer service. Mr. Malloy stated he was able to get permission from the property owners who were between Mr. Malloy's property and the Town's main. After much discussion, Commissioner Gell stated based on these discussions, the Board had turned down a number of people and don't believe your situation is dissimilar to theirs and, as much as we would like to help you, the Town needed to look toward the long-term solution of a water and sewer system and then everyone would have access to it.

Planning & Zoning Commission appointment - Commissioner Vandervort stated he and Commissioners Sheets and Price had met with Henry Burden and Christopher Capano yesterday. After briefly discussing and voting by secret ballot, President Doss stated Christopher Capano was selected. Mr. Hearne mentioned there was a Planning and Zoning Commission meeting on May 4, 2004.

County Commissioners meeting 05/18/04 - Refreshments - President Doss stated there was to be a County Commissioners meeting on May 18, 2004 at the elementary school. Mr. Hearne said the Board usually set a small budget for refreshments at the meeting. Commissioner Sheets made a motion to set a \$75 budget for refreshment, seconded by Commissioner Price. The motion passed 5-0. Commissioner Gell asked if the Town would host a dinner for the County Commissioners that night before the meeting. After discussion, Commissioner Gell made a motion to provide dinner to the County Commissioners that evening, seconded by Commissioner Price. After discussion, the motion passed 3-2. After discussion, Commissioner Doss asked to have Mrs. Morgan made the dinner arrangements for 6 p.m. at the Market Street Café.

Drainage bids - Mr. Hearne stated the Town had only received 1 bid from B&B Excavating for the Town Hall drainage but they had used greater quantities for Alternative A for the Town Hall work than URS estimated. After much discussion, Commissioner Gell made a motion to go with Alternative B for the Town Hall, seconded by Commissioner Sheets. The motion passed 5-0. After discussing the Water Street/Louisa Lane drainage project, Commissioner Vandervort stated the Board needed to find the funds for the project and most likely would need to take from the long-term maintenance fund for it. President Doss stated they would vote on the project first and then look at the funding. Commissioner Gell made a motion to accept the \$26,279 bid from B&B Excavating, seconded by Commissioner Price. After discussing funding, the motion passed 5-0. Commissioner Gell made a motion for a budget amendment of \$6,279 from the long-term fund. Commissioner Vandervort stated he would suggest the Town do a budget amendment to cover the cost of both projects and said the Board should take what's remaining in Account 6960.1 Miscellaneous and then the remainder from Account 7150.1 Long-Term Fund into a new line item for storm water management. Commissioner Gell amended his motion to take \$45,000 from the long-term account for these two projects, seconded by Commissioner Price. The motion passed 5-0. President Doss asked Mr. Hearne to do up the budget amendment form to be signed and attached to the current budget. Commissioner Gell asked if this wouldn't be considered under the Streets fund. After more discussion, the Board decided to leave the motion the way it was.

## NEW BUSINESS

Earle & Jean Mac Mullan - 232 Conestoga St - Gravel in Right of Way for Parking - Mr. Hearne stated Mr. & Mrs. Mac Mullan was asking to put down gravel in the right of way for parking. Commissioner Gell asked if that would interfere with storm water management. President Doss stated it was on the uphill side. Mr. Hearne stated the Town had allowed Mr. & Mrs. MacMullan to put gravel down there in the past. Commissioner Gell so moved, seconded by Commissioner Sheets. The motion passed 5-0.

Town House - Boys & Girls Club - Commissioner Sheets stated she met with Steve Miller and Barb Smith, of the Boys & Girls Club. After discussion, she further stated they had met to work on a possible after-school program but they don't really like to work through the school because of the differences in the age groups and the limitations it puts on what they can and cannot do with the kids. Commissioner Sheets stated she showed them the town house, after they discussed alternatives. She said originally she thought the Town would need to provide a house and \$50,000 but what she found out was the house with utilities would be an in-kind donation toward the \$50,000 start-up. Commissioner Sheets stated Mr. Miller would like to see Riverfest continued to support the club. She said Mr. Miller had a new grant to start a new branch in the county and believed Charlestown would be a good place for it. Commissioner Sheets stated if the Board was in agreement, Mr. Miller could get the paperwork started. Commissioner Sheets stated the Town would need to give them a lease and they would take it from there. She stated they send kids to the Ripken baseball camp, have art projects, homework help, etc. After discussion, Commissioner Sheets stated Mr. Miller will be coming to the May 11, 2004 meeting to talk to the Board about this. After more discussion, Commissioner Sheets stated the school was working with the Board of Education's transportation department to make the club a bus stop for the kids. Commissioner Price mentioned the Town had the summer recreation program and President Doss stated Kristen would work in conjunction with the club. Commissioner Gell said he was still working on a ground-floor bathroom. Commissioner Sheets stated it would need just a sink and toilet. President Doss stated he told her to go to the Home Depot because they donate to the Boys and Girls Club nationally so they might work with us. After more discussion, President Doss stated he was going to have someone inspect for safety requirements like emergency lights, etc.

Upper Bay Powerwashing, Inc. - Greg Newswanger, of Upper Bay Powerwashing, Inc., stated they were at the point the Town needed to let them know what color to paint the porches and, also, they had discussed replacing the wooden lattice with PVC lattice instead of painting the latticework. Mr. Newswanger stated they had 5 gallons of the yellow paint but if the Town decided to go with white, the PVC latticework comes in white and brown. After discussion, President Doss told Mr. Newswanger to paint the porch yellow and come back with prices on the PVC latticework. Mr. Newswanger stated he was requesting an additional \$1,000 for materials to finish the job. After more discussion, the Board agreed to allow a further \$1,000 draw for materials.

Ms. Sheets asked if the Holloway Beach residents could use the Veterans Park pavilion for the informal picnic. President Doss stated the Town usually asks for a request in writing. When Ms. Sheets stated the picnic was on a Saturday, Commissioner Vandervort stated the Town doesn't give exclusive use of the park on the weekends, that they would need to respect other people's right to use the park also.

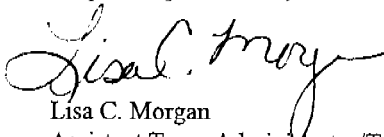
Budget - President Doss asked Commissioner Vandervort if the budget amendment the Board did tonight would affect the figures they are looking at now. Commissioner Vandervort stated no it won't. After discussion, Commissioner Vandervort stated that even though he and President Doss had discussed the budget, the budget is an evolving process from this, the first draft, to the final approved budget. Commissioner Vandervort mentioned certain line items show high expenditure, such as engineering, but we're waiting for payment from Stewart Associates for those expenses. President Doss mentioned streets fund was high but we are getting reimbursed for some of that expenditure. Commissioner Sheets asked if the Town had gotten back any monies for the dumpsters. Mr. Hearne stated the \$10,000 State grant was in the process of going to the Comptroller's Office but he hadn't billed the County for the dumpsters we paid for them. President Doss asked him to bill the County before the end of the fiscal year. After more discussion, Commissioner Vandervort stated he was trying to get Kingfisher working on c-dock because Larry wanted to get going and had an electrician looking at separating the electrical services. After more discussion, Commissioner Vandervort stated a lot of the estimated income figures from the State and the County do not come in this early. He stated for example the 2005 real property taxes, trash rebate, etc. Commissioner Gell asked where

would the State budget cuts affect us. Commissioner Vandervort stated the highway user revenues will be less next year but what we have right now was in the General fund because he and President Doss were still working on the Utility and Special Funds. After more discussion, President Doss stated one thing that might affect future budgets, the fire departments and the State draw monies from AMIS, a federal 508 account and the State was trying to their hand in that, like cutting out the medievac helicopters and privatizing that service. He stated the fire companies stand to lose a substantial amount of their funding and they are actually looking at getting legislation passed where a municipality could institute a fire tax for every home in their district so the Town would collect a fire tax, based on a certain percentage of the tax base, and pass it on to the fire company. After more discussion, Commissioner Vandervort stated the Board needed to pass a balanced budget, watching the budget trend, and those categories where the Town had been getting income in but will not be getting income for next year or a decreased income because of the State cuts. After more discussion, Commissioner Gell asked if the Board would get the chance to review the water and sewer rates. President Doss stated this was the section they had worked on and would have the remaining funding figures for Utility and Special at, probably, the next meeting. After more discussion, Commissioner Gell stated the Town needed to consider the TSMT and other annexations carefully, the generated incomes and estimated expenditures, that will impact the Town's budget. Commissioner Vandervort stated he didn't want to see the Town in a position where they had to request a tax increase because of it.

At this time, Commissioner Sheets left the meeting.

Commissioner Vandervort asked what the estimated taxes Phase I of Scott Gardens would bring in next year. Mr. Hearne stated he would need to check with Assessments and Taxation to see if they would be ½ year new construction or billed full year taxes. Mr. Hearne stated his salary costs would go up from changing from 3 days to 4 days. Commissioner Vandervort stated giving the town house to the Boys & Girls Club, and although I agree it should be so, that's at least \$12,000 a year income that the Town was foregoing. President Doss stated this was a starting draft for the Board to work with. Commissioner Price asked if the fire company was looking for a station on the TSMT property. President Doss stated they would because what the fire company has now covers their entire fire district but in that one move, annexing TSMT, would double the downtown area of the district. After more discussion, President Doss adjourned the meeting at 9:45 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF APRIL 27, 2004**  
**AGENDA**

7:30 P.M.

1. Minutes
2. Accounts Payable

PENDING BUSINESS

3. Charles Murphy – deed of easement
4. Frank Malloy – 22 Long Beach Rd. – water & sewer service
5. Planning & Zoning Commission appointment
6. County Commissioners meeting 05/18/04 – Refreshments
7. Drainage bids

NEW BUSINESS

8. Earle & Jean MacMullan – 232 Conestoga St. – Gravel in Right of Way for Parking
9. Town House – Boys & Girls Club
10. Budget

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 4/24/2004 TIME: 7:30 PM

- Open Vacady
- Henry Sela
- Bene Sheth
- Chris Capano
- Dirig Numer upper Bay
- Demetri Orkey

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
<b>1000.1 · General Fund Cash Accounts</b>			
<b>1010.1 · Cash-General Checking</b>			
AT&T	Acct #8014-058-9492 - Inv #6392587299 - long distance - Town Hall	6440.1 · Telephone	8.37-
Verizon	000017861803 96Y - telephone - Town Hall (Feb & Mar '04)	6440.1 · Telephone	322.75-
Beresh, Carol	Bd of Appeals hearing - Masonry Homes	6611.1 · Other	75.00-
Council Baradel Kosmer...	Stewart Associates annexation - Inv #69169 & Inv #69871 - call w/ Hear...	-SPLIT-	3,335.88-
Council Baradel Kosmer...	Inv #69872 - Lambdin annexation - call w/ Jones; call w/ Hearne; attend ...	6310.1 · Legal Counsel	1,340.92-
Council Baradel Kosmer...	Inv #69873 - Payne annexation - call w/ Hearne	6310.1 · Legal Counsel	50.00-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 02/07/04 - 03/05/04	6920.1 · Police Protection	89.04-
Sheriff's Patrol	Charlestown Patrol - period of 02/07/04 - 03/05/04	6920.1 · Police Protection	3,024.90-
Pitney-Bowes Inc	Acct #1955-0184-86-5 - Inv #614160 - postage meter rental	6260.1 · Office Equipm...	106.84-
Ferrell Fuel Co., Inc.	Acct #146210 - Inv #70485 - 162.1 gal x \$1.199/gal - Town Hall	6430.1 · Fuel	194.36-
URS Corporation	Project #20605325 - Inv #1007870 - additional surveying behind Town H...	6341.1 · Engineering Se...	189.00-
URS Corporation	Project #20605329 - Inv #1007872 - surveying of drainage structures - T...	6341.1 · Engineering Se...	3,391.50-
URS Corporation	Project #20592168 - Inv #1007911 - Trinity Woods - site visit flushing wa...	2055.1 · Security Dep-T...	1,836.00-
URS Corporation	Project #20592171 - Inv #1007912 - Scott Gardens - prepare for & atten...	2062.1 · Escrow - Scott ...	2,575.50-
URS Corporation	Project #20605321 - Inv #1007957 - Principio Business Park - coordiant...	6341.1 · Engineering Se...	1,845.00-
Queen Bees Honey Pots	Inv #1484 - portable toilet rentals - April & May '04	6740.1 · P&R Miscellan...	380.00-
Thomas Wright Consulti...	Inv #3048 - reconfigured old laptop	6260.1 · Office Equipm...	75.00-
Best Cleaning Services, ...	Inv #20531 - cleaning service - Town Hall	6450.1 · Maintenance	70.00-
M.R. Props	Inv #1377 - repair weld hand rails @ Town Hall and ladder for town pier	6450.1 · Maintenance	227.50-
Maryland Municipal Lea...	MML conference registration - Price	6212.1 · Conference Ex...	425.00-
Total 1010.1 · Cash-General Checking			19,562.56-
Total 1000.1 · General Fund Cash Accounts			19,562.56-
<b>1000.2 · Utility Fund Cash Accounts</b>			
<b>1010.2 · Cash - Utility Checking</b>			
Miller Environmental, Inc.	Inv #10050403 - monthly water sys ops - May '04	7120.2 · Contract Opera...	2,056.12-
M&T Bank, Trustee for ...	CDA Infrastructure Financing Bonds - 1999 Series A	7110.2 · Original Constr...	38,619.88-
Verizon	000017861803 96Y - telephone - water tower	7132.2 · Telephone	40.11-
Total 1010.2 · Cash - Utility Checking			40,716.11-
Total 1000.2 · Utility Fund Cash Accounts			40,716.11-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
Gilbert Enterprises Inc.	Inv #9929N - gasoline charges - Mar '04 - town trucks	6026.3 · Gasoline - Truck	415.50-
Ace Hardware	Acct #220358 - Inv #107314 - rope; holddown strap; bolt snap; concrete ...	-SPLIT-	81.22-

04/27/04

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
	Total 1005.3 · New-Checking-Special (Special checking County)		496.72-
	Total 1000.3 · Special Fund Cash Accounts		496.72-
<b>TOTAL</b>			<b>60,775.39-</b>



## TOWN MEETING OF APRIL 13, 2004

The April 13, 2004 meeting of the Town Commissioners of Charlestown was called to order by President Michael W. Doss at 7:30 p.m. Other Commissioners present were Treasurer Donna M. Sheets, Commissioner Robert L. Gell and Commissioner G. Richard Price. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Minutes – Commissioner Price made a motion to approve the minutes of March 9, 2004, seconded by Commissioner Sheets. The motion passed 3-0-1 (Commissioner Doss abstained).

Accounts Payable – Mr. Hearne stated Ted Mercer, of Kingfisher, wanted the 40% draw of \$7,290 for the work on C dock and his advise about the pilings and the stringers. After discussion, Commissioner Sheets made a motion to pay the bills including Kingfisher for \$7,290, seconded by Commissioner Price. The motion passed 4-0.

Miller Environmental, Inc. – Monthly Report – Robert Corn, of Miller Environmental, Inc., presented the March 2004 monthly water operations report. Mr. Hearne stated Mrs. Morgan included Miller's recommendations for FY05 capital improvements for replacing the cathodic protection probes and the soda ash pumps. After discussion, Mr. Corn stated he would get estimates.

Frank Malloy – 22 Long Beach Rd. – Request for water & sewer connection – Frank Malloy, of 22 Long Beach Road, stated he was requesting connections to the Town's water and sewer systems. He further stated he was aware property owners in the area were meeting to get water & sewer in exchange for annexation. After discussion, Commissioner Gell asked Mr. Malloy if he would support annexation if water and sewer were to be put in. Mr. Malloy stated he would. Commissioner Price asked what would be the next step to move this issue forward. President Doss stated the people in that area need to make a formal request for annexation. Mrs. Varady stated the property owners were meeting on April 24<sup>th</sup>. After much discussion, Mr. Malloy stated the other option was to get permission from the one property owner between him and the water main to run a line. After more discussion, President Doss stated the pipe running through the back end of the campground was only a 4" line and would need to be increased in size.

Karen Varady/Charlestown Fire Company – Use of Fair Green Park area & gazebo - Karen Varady, of the Charlestown Fire Company, was requesting permission to use the gazebo in and part of Fair Green Park for a band and vendors during the Fire Company's craft show on May 8<sup>th</sup>. Commissioner Gell made a motion to give permission, seconded by Commissioner Price. The motion passed 2-0-2 (Commissioners Doss and Sheets abstained).

### PENDING BUSINESS

Barbara Payne – 1721 W. Old Philadelphia Road – Barbara Payne stated she just wanted to keep the Board aware she was still seeking annexation for water and sewer service. President Doss stated the Board was aware but they had 2 other prior annexation requests they were dealing with and were waiting on information from Stewart Associates. Commissioner Gell asked what would happen if the property was later developed before it was actually annexed. Mr. Hearne stated Mr. Sussman said it would be a risk that the future property owners could defeat it at referendum. After more discussion, Mr. Hearne stated the Paynes could formally request

annexation and have Mr. Sussman work on an annexation agreement. President Doss suggested the Paynes engage an attorney who was familiar with the annexation process to get it started.

Drainage Bids – Mr. Hearne stated URS had first made an error on the quantities for the Town Hall work, the Town re-advertised for those bids and then discovered URS had made a quantity error on the work for Louisa Lane and Water Street. He further stated the Town got updated plans for both projects from URS and re-advertised yet again. Mr. Hearne stated the bids were due Monday, April 26<sup>th</sup> by 2 p.m. President Doss asked Mr. Hearne to send a letter to Mr. Brittingham about the status on this. After discussion, President Doss stated he would talk to Tom DeLorimier, of URS, about this problem and asked Mr. Hearne to keep track of the costs to re-advertise.

Planning & Zoning Commission appointment – President Doss stated Christopher Capano and Henry Burden had submitted letters of interest to fill the opening on the Planning and Zoning Commission. After discussion, President Doss asked Mr. Hearne to set up Mr. Burden's interview for 6 p.m. and Mr. Capano's interview for 6:30 p.m. the night of the next Planning and Zoning Commission meeting.

#### NEW BUSINESS

Joyce Tehers/Governor's Office – Meeting with Town Officials – Mr. Hearne stated Mrs. Tehers would like to meet with the Town's officials and tour the Town. Commissioner Gell suggested the Board invite her to come up September 11<sup>th</sup> or 12<sup>th</sup> when Riverfest was going on.

Dog Tags – After discussion, Commissioner Gell made a motion for the Town to sell dog tags, seconded by Commissioner Sheets. The motion passed 4-0.

Mr. Hearne stated the Town needed to consider auditing services for the next fiscal year as the contract with William Saddler & Co. expired with this audit. Mr. Hearne stated Mr. Saddler had provided a quote for the next 4 years but it had increased significantly. After discussion, President Doss stated the Town would need to advertise for bids. Mr. Hearne stated he would advertise.

Mr. Hearne stated members of the Board had met with John Huang, the project engineer, Dave Wilson, of the RC&D Council, and Mr. Ryan from MDE on how to respond or address the concerns property owners in the Shoreline Erosion project area had. He further stated Mr. Huang had provided a quote for the additional surveying work for \$5900 but that cost might decrease because Mr. Dobay was having his property surveyed due to another issue. Mr. Dobay stated he was still trying to get his surveyor to get the work done. Sandra Williams stated from Tasker Lane south was private property and the Town had a sewer easement across that private property but what legal mechanism the Town have to extend that revetment. Mr. Hearne stated the Town was working on getting that area surveyed and it would also need to determine the legalities.

Mr. Hearne stated Charles Murphy would like to combine his current 9 lots to make 5 conforming lots but there was a problem with Cather Avenue. He stated parts of the lane were on Mr. Murphy's property. Mr. Murphy stated he had found a 1927 plat of the street giving the dimensions. After further discussion, Mr. Murphy stated he was willing to give the Town a perpetual deed of easement for those portions that were on his property. He stated he needed to

have 70 ft. frontage onto an improved street for some of his lots. After discussion, Mr. Hearne stated Mr. Murphy needed to have his attorney draw up the deed. After more discussion, Mr. Hearne stated although the re-subdivided lots would be conforming, Mr. Murphy would need a variance from the Appeals Board for the non-conforming structures. Mr. Hearne stated they are non-conforming now and would stay non-conforming with the re-subdivision.

Gutter quote – Mr. Hearne stated there had been some comment about doing gutters on the town hall and post office and Mr. Suppa had gotten a quote for the work. Mr. Suppa stated Burton's quote was \$475. Commissioner Price made a motion to award the gutter work to Burton's for \$475, seconded by Commissioner Sheets. The motion passed 4-0.

Town House – Rent – Mr. Hearne stated Mrs. Morgan wanted to know what the rent would be on the town house. Commissioner Gell stated the work was not done. He further stated regarding the new downstairs bathroom, there might not be enough room in the crawlspace for the plumbing. Commissioner Gell stated if a plumber determined that it couldn't be done that way, another option would be enclosing that small section of the porch for a new bathroom. The Board agreed there was no need to set the rent until all the work was done.

Health Insurance – Mr. Hearne stated Mr. Burden believed he could help the Town get cheaper health insurance than through LGIT. After discussion, Mr. Burden asked Mr. Hearne to contact him about this.

Dennis Dobay – Mr. Hearne stated Mr. Dobay's residence at 317 Tasker Lane did not front on Tasker but was accessed through a private lane. He stated Mr. Dobay was requesting the Town to erect a street or address sign, blue and white because it's a private lane, at his expense, on Tasker Lane showing where his residence was. After discussion, President Doss asked to have Mr. Hearne contact County Sign Department for a sign and Town maintenance could put it up.

Commissioner Sheets stated Mrs. Morgan asked for clarification on the purchases of the power washer and the folding machine. She further stated the Board had approved \$1000 to purchase both. After discussion, Mr. Hearne stated the power washer was \$997. After further discussion, President Doss suggested deferring the folding machine until the next budget.

Commissioner Sheets asked if the Town would approve purchasing new bedding and flowers for the boxes in front of the Town Hall. She stated Mr. Waite volunteers the labor and he said the materials shouldn't be more than \$200. Commissioner Gell stated he had also talked to him about putting something along the handrails. After more discussion, the Board agreed to do so.

Commissioner Gell suggested the Town participate in the mosquito control program again this year. The Board agreed to approve participation.

President Doss stated the Town had contacted Karen DeLissio, the designer, about her doing the updating work on the website and she agreed. He stated if anyone had something for the website to give it to Mrs. Morgan who would get it to Ms. DeLissio. President Doss stated the computers, printers and copier would be wireless networked by this Friday.

Commissioner Price stated he was concerned that the work to be done in Veterans Park get done shortly and not during the middle of the summer. Mr. Hearne stated the Town had received one bid for the drainage work and the Veterans Park work was included in that bid.

Mr. Dobay stated he was asking if the Town would allow him, at least temporarily, to stabilize his property because the erosion was getting worse. Mrs. Williams stated part of the issue was getting the survey done to determine whether the work was on his property. After discussion, President Doss stated the Town would need to wait on the survey. Commissioner Price suggested there were measures Mr. Dobay could do that would temporarily stop the erosion.

Returning to the discussion on the Veterans Park drainage project, Commissioner Price made a motion to accept the bid from B&B Excavating for \$6340, seconded by Commissioner Sheets. The motion passed 4-0.

Commissioner Price stated he had pictures of potholes on both ends of Riverview Avenue. Mr. Suppa stated they had been working on a list of street repairs. Commissioner Price stated Mrs. Morgan had mentioned that heavy equipment used by Stewart Associates while doing the sewer line worked damaged part of Louisa Lane Extended. Mr. Hearne stated Stewart was supposed to take care of this but they haven't yet. President Doss stated the Town had billed them for the hookup fees and sewer flow from the G.E. building but haven't seen that money yet.

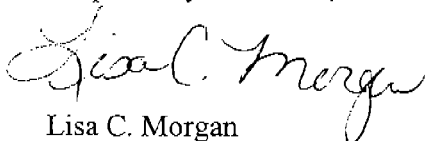
Commissioner Price stated the Strategic Planning Committee met in March and took a trip to Chestertown, Maryland and Odessa and New Castle, Delaware. He stated they gathered a lot of information about annexations, town hall physical and personnel requirements.

President Doss stated he had the maintenance workers working on redefining the ditch lines. He stated they were starting on Louisa Lane and working across. Mr. Burden stated the water in the backyard comes directly down Cooper Avenue, behind the abandoned house and then resurfaces on Frederick Street and gets reported as a water main break. Mr. Burden asked if the Town could do something about the pothole at Bladen and Frederick Streets. After discussion, Commissioner Gell stated he wanted to talk to Mr. Suppa about the Lilley property.

As there was no further business to be discussed, Commissioner Price made a motion to adjourn the meeting and go into executive session. Mrs. William asked what the Town was going to do as far as extending the revetment. After much discussion, Commissioner Doss stated they were considering extending the revetment past Tasker Lane and tie into the retaining wall at the campground. After more discussion, President Doss stated Mr. Hearne was going to contact Mr. Huang about doing the survey work. Commissioner Price made a motion to table a decision until the next meeting, seconded by Commissioner Sheets. The motion passed 4-0.

Commissioner Sheets seconded Commissioner Price's motion to go into executive session. The motion passed 4-0.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 4/13/2004

TIME: 9:30 AM

Karen Varsady

Barbara Payne

Ben & Sue Sappa

Bruce / Sue

Charlie DiMunn

Robert Coen, MEI

Denise Tobey

**TOWN MEETING OF APRIL 13, 2004  
AGENDA**

**7:30 P.M.**

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. – Monthly Report
4. Sheriff's Office Report
5. Frank Malloy – 22 Long Beach Rd. – Request for water & sewer connection
6. Karen Varady/Charlestown Fire Co. – Use of Fair Green park area & gazebo

**PENDING BUSINESS**

7. Barbara Payne – 1721 W. Old Philadelphia Rd.
8. Drainage bids
9. Planning & Zoning Commission appointment

**NEW BUSINESS**

10. Joyce Tehers/Governor's Office – Meeting with Town Officials
11. Drainage bids
12. Dog tags
13. Health insurance
14. Gutter quote
15. Town House – rent
16. Dennis Dobay
17. Personnel policy

# Town of Charlestown

## Accounts Payable Bills

04/13/04

Name	Memo	Split	Amount
<b>1000.1 - General Fund Cash Accounts</b>			
<b>1010.1 - Cash-General Checking</b>			
Pitney-Bowes Inc	Acct #1955-0184-86-5 Inv #574644 - (1) box ribbons for postage meter	6220.1 · Office Supplies	76.54-
Cecil County Chamber o...	Invoice #10646 - legislative update breakfast 03/01/04 - Gell	6212.1 · Conference Ex...	10.00-
Waste Management	Acct #275-0049441-0276-5 - Inv #1405091-0276-4 - trash removal - Feb...	6651.1 · Trash Collection	3,465.44-
Ferrell Fuel Co., Inc.	Acct #146210 - inv #63622 - 158.9 gal x \$1.199/gal	6430.1 · Fuel	190.52-
Charm Net, Inc.	Acct #15683 - Inv #149935 & Inv #151789 - internet services - 03/01/04 ...	-SPLIT-	34.15-
Baynes, Keith A.	prepare code enforcement resolution; opinion letter re: Murphy subdivision	-SPLIT-	157.50-
Central Printing & Office...	Inv #5503 - (500) business cards - Doss	6220.1 · Office Supplies	38.50-
Alger Oil, Inc.	Inv #5415 - 127.6 gal x \$1.699/gal (less applied credit) Inv #6681 - 169.9...	-SPLIT-	383.12-
Price, G. Richard	reimbursement for gasoline & tolls - Meiskin tour 3/11/04; reimbursemen...	-SPLIT-	89.78-
URS Corporation	Project #20705322 (Inv #966264 - preparation of intersection drainage p...	-SPLIT-	1,777.30-
URS Corporation	Project #20592168 Inv #966292 - coordinate w/ contractor re: flushing; r...	2055.1 · Security Dep-T...	788.00-
URS Corporation	Project #20592171 - Inv #966293 - review phase 2 construction drawing...	6613.1 · Scott Gardens	717.50-
URS Corporation	Project #20605321 - Inv #966338 - coordinate w/ Town & developer reg...	6341.1 · Engineering Se...	117.50-
Connectiv	Acct #2096 3159 9997 - Town Hall	6420.1 · Electric	142.66-
Garage electric	Acct # 2096 5479 9995 - Garage	6420.1 · Electric	87.97-
Comfort Station Electric	2096 4129 9992 - comfort station	6420.1 · Electric	21.34-
Flagpole Lighting	2105 5729 9992 - flagpole	6420.1 · Electric	71.41-
Town House Electric	2056 2019 9989	6420.1 · Electric	20.60-
Town Pier Electric	2056 2019 9997 - town pier	6985.1 · Electric	6.76-
Keystone Overhead Do...	Order #16492 - Inv #15551 - repair maintenance garage doors	6410.1 · Repairs	642.10-
Geiger Services	yearly maintenance agreement - town hall furnace & a/c unit	6450.1 · Maintenance	158.00-
Radio Shack	Acct #00001903060981 - Inv #485280 - (3) 3-pk cassette tapes	6220.1 · Office Supplies	22.68-
ShoreMaster	Acct #5888 - Inv #104290 - replacement pier hoops - fireboat pier	6915.1 · Fireboat Pier	750.00-
Benjamin Lumber Co., l...	Acct #1186 - Inv #342357 - (2) floodlights - town hall	6450.1 · Maintenance	6.64-
American Home & Hard...	Acct #685600 - Inv #122 - (1) outlet adapter - town hall; Inv #3285 - bulb...	-SPLIT-	62.26-
Ace Hardware	Acct #220358 - Inv #105972 - caulk; brackets; paint supplies - town hall ...	-SPLIT-	214.52-
Home Depot	Acct# 6035 3225 0250 8926 - Inv #8180759 - primer; lumber angle; pain...	-SPLIT-	803.96-
Staples	Acct# 7972 3200 0002 7426 - Inv #9144266949 - hanging folders; Inv #9...	-SPLIT-	2,017.93-
Static Electric	Inv #134 - repair lights at town pier	6983.1 · Maintenance, ...	203.07-
John Huang & Associat...	Inv #3009 - attended project mtg; conducted site reconnaissance; milea...	6704.1 · Shoreline Erosi...	681.50-
landfill	Acct #1043 - landfill charges - Mar '04	6651.1 · Trash Collection	147.71-
Pennsylvania Online	Cust id #charlestownrmd.org - Inv #584664 - website fees	6219.1 · Other	262.51-
Waste Management	Acct #275-0049441-0276-5 - Inv #1419906-0276-7 - trash removal - Mar...	6651.1 · Trash Collection	3,465.44-
Baynes, Keith A.	prepare & file notice of dismissal - Price; research & provide opinion reg...	-SPLIT-	360.00-
Total 1010.1 - Cash-General Checking			17,994.91-

# Town of Charlestown

## Accounts Payable Bills

04/13/04

Name	Memo	Split	Amount
Total 1000.1 · General Fund Cash Accounts			17,994.91-
<b>1000.2 · Utility Fund Cash Accounts</b>			
<b>1010.2 · Cash - Utility Checking</b>			
Miller Environmental, Inc.	Inv #10040402 - water sys ops contract - Apr '04		2,056.12-
Atlantic Coast Laborator...	Inv #105798 - lab fees		16.00-
Miller Environmental, Inc.	Inv #10020400-B - pass through expenses - Feb '04		1,702.20-
Verizon	Acct #0000178605-72 14Y - telephone - water tower		41.66-
Verizon Wireless	Acct #202583968-00001 - Inv #0509701894 - cell phones		177.87-
Sta 1 electric	2096 3069 9996 - Sta 1 electric		121.39-
Sta 3 electric	2096 4739 9994 - Sta 3		51.53-
Lift Station electric	2096 4139 9990 Lift station electric		14.20-
Rt 7 electric	2096 9259 9993 - Rt 7 electric		17.11-
Well 1 Electric	2096 5499 9991 Well 1 electric		367.31-
Well 3 Electric	2096 5769 9994 Well 3 electric		96.14-
Water Tank Electric	2096 5489 9993 - Water tank electric		387.10-
Atlantic Coast Laborator...	Inv #106303 - lab fees		16.00-
Total 1010.2 · Cash - Utility Checking			5,064.63-
Total 1000.2 · Utility Fund Cash Accounts			5,064.63-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
Gilbert Enterprises Inc.	Invoice #9893G - gasoline charges - Feb '04 - town trucks		360.94-
American Home & Hard...	Acct #685600 - Inv #1607 - gloves; fire extinguisher - shop		49.15-
Burke Equipment Co.	Acct #40769 - Inv #036790 - (2) tires - Kubota		298.00-
Wal*Mart	Acct #6032 2020 0054 7977 - acc f/c Inv #09		7.43-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #72912 - chainsaw blades		108.96-
Home Depot	Acct #6035 3225 0250 8926 - Inv #2141418 - powerwasher - shop		997.00-
Street Lighting	2055 3529 9973 - street lighting		730.42-
Total 1005.3 · New-Checking-Special (Special checking County)			2,551.90-
Total 1000.3 · Special Fund Cash Accounts			2,551.90-
<b>TOTAL</b>			<b>25,611.44-</b>



TOWN MEETING OF MARCH 9, 2004  
MINUTES

The March 9, 2004 meeting of the Town Commissioners of Charlestown was called to order by Vice President Steven W. Vandervort at 7:30 p.m. Other Commissioners present were Treasurer Donna M. Sheets, Commissioner Robert L. Gell and Commissioner G. 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 February 24, 2004 meeting. After discussion, the Board made the following changes to the minutes: changed "...since there would be community facilities available, they were interested in a planned unit development of 400 units." to "since there would be community facilities available, they were interested in annexation into the town."; changed "Commissioner Gell stated there were 15 bedrooms and one bathroom..." to "Commissioner Gell stated there were 15 rooms and one bathroom..."; and changed "Commissioner Price stated the Board had discussed tree planting..." to "Commissioner Price stated the Strategic Planning Committee had discussed tree planting...". Commissioner Sheets amended her motion subject to these changes being made to the minutes, seconded by Commissioner Price. The motion passed 4-0.

Accounts Payable – After discussion, Mr. Hearne stated they needed to add \$155.97 for Enterprise Rent-A-Car for the 15-passenger van for the Meiskin tour on Thursday. Commissioner Gell made a motion to approve the bills. Commissioner Gell mentioned there was a \$350 overage on the cost for the town hall roof also. Commissioner Vandervort stated issued checks won't appear on the accounts payable report so they need to be added by hand. Commissioner Sheets seconded the motion and the motion passed 4-0.

Miller Environmental, Inc. – Monthly Report – Robert Corn, of Miller Environmental, Inc. (MEI), presented the Feb '04 monthly water system operations report. After discussion of the A.C. Schultes bill for redeveloping well 1, Mr. Corn mentioned that Beth Hamilton had left the company so he would be operating the water system until they hired someone.

Frank Saunders/North East Little League – Use of Ballfield – Frank Saunders, representing the North East Little League, was requesting use of the ballfield, provided copies of the League's insurance and scheduled days/times at the field. Commissioner Sheet made a motion to allow North East Little League to use the ballfield, seconded by Commissioner Price. The motion passed 4-0.

Tree Committee Report – Audrey Edwards, chairman of the Tree Committee, presented a report of their first meeting (copy of report attached). Commissioner Price stated the Maryland Department of Natural Resources (DNR) was very willing to work with the Town in developing a plan. After discussion, Mrs. Edwards stated when DNR surveys, probably in the summer, the committee would be able to point out areas they're concerned about. She further stated the committee needed to do a mission statement. Commissioner Price stated they had suggested starting with an Arbor Day program at the school.

Christopher Capano – Christopher Capano stated he was requesting an easement from the Town because his storage building encroached onto Tasker Lane, a town street. After much discussion, Commissioner Vandervort stated the Planning and Zoning Commission had denied Mr. Capano's permit because they couldn't approve a permit to rebuild a building that was on someone else's property without the other property owner's permission, in this case the Town. After more discussion,

Commissioner Vandervort stated there was precedent and said the house on the corner of Louisa and Water Street had a chimney that encroached onto the town right-of-way and the Town made them remove the chimney before the property transferred to a new owner. After more discussion, Commissioner Vandervort stated if you allow encroachments to occur, where would you draw the line. He further stated it seemed to him this would be the time to rebuild the structure entirely on their property. After more discussion, Commissioner Vandervort stated the Town might want to get a legal opinion about it. Commissioner Price stated the neighbors should also be okay with this. Mr. Capano stated he had provided a copy of the plans to the neighbors and when the meetings were. After more discussion, Commissioner Vandervort stated due to so many encroachments made on town property, the Town narrowed the streets back in the 1950's. He further stated the past policy had been to do away with encroachments. After more discussion, Mr. Capano stated once the Town had the attorney's opinion, he would have to look into going through adverse possession. The Board asked Mr. Hearne to have Mr. Baynes, the Town's attorney, to provide an opinion on this.

Edgar McMullen – Mr. McMullen stated Mrs. Calvert's permit for a new house on her Chesapeake Road lot was denied by the Planning and Zoning Commission 4-0, Mr. Hall having voted and she, believing it was inappropriate for him to vote as he was an adjoining property owner, appealed. He further stated the Board of Appeals found no impropriety with the decision made by Planning and Zoning. Mr. Hearne stated the Board of Appeal didn't do that, they remanded the permit back to the Planning and Zoning Commission and Mrs. Calvert's attorney had asked the Ethics Commission to rule on whether Mr. Hall should have voted on the permit. After discussion, Mr. McMullen stated the Ethics Commission could not find anything in the ordinance that precluded Mr. Hall from voting on it although the Ethics Commission recommended that the ordinance be changed to preclude an adjoining property owner from voting on such a matter. After discussion, Commissioner Gell stated the issue was could a Planning and Zoning member vote on an issue when they own property adjoining the property in question. After discussion, Commissioner Gell stated according to the Board of Appeal's opinion, they wouldn't make a finding until the Ethics Commission ruled on the possible conflict of interest. After much discussion, Commissioner Price stated it appeared there was not an issue because, even with him not voting, the situation would not change. Mr. Hearne stated the permit was not rejected because he lived next door, it was because she didn't have enough land under the current zoning code to have two houses on it. After more discussion, Commissioner Vandervort stated Planning and Zoning Commission couldn't have approved it, she needed to get a variance. Mr. Hearne stated Mr. McCall had been sent a copy of the Ethics Board opinion and a letter about scheduling a continuation hearing of the appeal.

Commissioner Sheets stated at the last meeting the Board had approved selling two cremation lots at the request of parents whose son was buried in the cemetery for more than what the Town was charging anyone else. She asked the Board to reconsider their decision. Commissioner Sheets made a motion to rescind the previous motion on the matter and sell the 2 spots for \$200. After discussion, Commissioner Sheets stated the Town had decided to sell 3 spots for \$200 and then you voted at the last meeting to sell those two particular spots for \$300. Commissioner Gell seconded the motion. After discussion, Mr. Hearne stated to change the fees, the Town needed to pass a resolution. Commissioner Vandervort stated this space was not a cremation lot, it was an area in the aisle. After discussion, Mr. McMullen stated a 2x6 cremation lot was \$200 and a 4x6 cremation lot was \$400. After further discussion, the motion passed 3-1. Commissioner Gell asked Mr. McMullen to come back with a recommendation on pricing.

Mr. McMullen stated someone had put commercial fishing nets close to the stone wharf and by Mr. Gestewitz's pier. After discussion, the Board asked Mr. Hearne to call the Department of Natural Resources about it.

Town Hall Roof – Commissioner Vandervort stated the contractor had an overrun on his costs because there were 2 layers of shingles on the back roof and he repaired some damage to the underlayment on the post office side. Mr. Hearne stated the original bid was \$3500 and the contractor had requested an additional \$350, 10% of the original. Commissioner Vandervort stated past precedent had given the president leeway in these situations up to 10% and President Doss had approved this and it's been paid. Mr. McMullen asked about rainspouts. Commissioner Gell stated the Town didn't bid those.

#### PENDING BUSINESS

Resolution for Code Enforcement – Mr. Hearne stated the resolution was to authorize the Town Administrator or his designee as the code enforcement officer to protect the Town and himself in case of lawsuits. Commissioner Gell made a motion to approve Resolution 2004-02, seconded by Commissioner Sheets. The motion passed 4-0.

Barbara Payne – 1721 W. Old Philadelphia Rd. - Request for water/sewer service – Commissioner Vandervort stated Mrs. Payne had requested water/sewer service to her property that adjoined the Town property. He further stated the Town had given such service in exchange for annexation and Mr. Sussman stated he could do up an annexation agreement. After discussion, Mr. Hearne stated the fire hydrant marked there was where the water main ended. He further stated he located a sewer manhole directly across from the fire hydrant and walked up further but didn't see another one so he'd assume that's where the sewer ended. Commissioner Vandervort stated the next thing to do would be the annexation agreement. Mr. Hearne stated Mr. Sussman would need a copy of her deed and, if she had one, a copy of the plat. After more discussion, Mr. Hearne stated she would need to cover the legal costs for Mr. Sussman to draw up the annexation agreement. After more discussion, Commissioner Vandervort stated she would need to pay the out-of-town connection fee for water because we would not be annexing her in just executing an agreement to annex her later. He further stated connecting her to sewer would require the acquiescence of the County Commissioners. The Board asked Mr. Hearne to check on an estimate of Mr. Sussman's fee. Mrs. Payne asked if she could request annexation now. Commissioner Gell stated it was a much more involved process. She stated she'd really like to sell the property but would like to get it annexed into town because then the land would be more valuable. After more discussion, Commissioner Vandervort stated the Town would be approving a connection for the one house. He stated if they were bringing in pipes to serve a future development, they would need to be larger pipes and the Town engineer would need to review it, etc. After more discussion, Mrs. Payne stated she wanted to go forward getting water & sewer service and signing an annexation agreement.

Appraisal of lot #63 – Commissioner Vandervort stated this would be an appraisal of the lot in Trinity Woods that Mr. Porter was deeding to the Town. Mr. Hearne stated the appraisal was needed because the Town could the value of the lot to offside the Town's portion of the cost for putting in the basketball court. Commissioner Vandervort suggested using John Ulrich for the appraisal and the Board agreed. After discussion, Commissioner Gell asked if the lot had been surveyed. Commissioner Sheets made a motion to have the lot surveyed and appraised, seconded by Commissioner Price. The motion passed 4-0. Commissioner Vandervort asked if the Board agreed to use Michael McAllister for the survey and the Board agreed.

Gophery Richardson – Request for no golfing signs at athletic complex – Mr. Hearne stated Mr. Richardson was complaining about golf balls being hit at the athletic complex. After much discussion, Commissioner Sheets stated the sign down at the corner by Commissioner Doss' house needed to be replaced because it was unreadable. After more discussion, Mr. McMullen suggested the Town monitor the problem there and, if it persists, then consider options. Commissioner Vandervort asked what sign Commissioner Sheets was requesting to replace. Commissioner Price suggested Commissioner Sheets to check into a replacement sign since she was the parks and recreation commissioner. She stated she would.

Cross Country Garden Club - Use of Veterans Park 08/17/04 12-3 p.m. – After reviewing the letter from the Cross Country Garden Club, Commissioner Gell made a motion to approve the use of Veterans Park on 08-1704 by the Cross Country Garden Club, seconded by Commissioner Sheets. The motion passed 4-0.

Garage doors – Mr. Hearne stated Mr. Suppa was having a problem with the electric door opener on one of the garage doors on the new building. After discussion, Mr. Suppa suggested Keystone Overhead Doors should be able to fix the problem. After further discussion, Commissioner Price made a motion to get all the garage doors working, seconded by Commissioner Sheets. The motion passed 4-0.

When asked by Commissioner Sheets, Mr. Suppa mentioned the outside floodlights at the garages have been installed and are working. He further stated the powerwasher he had priced was \$995. After discussion, Mr. Suppa stated the Town had approved up to \$1000 for both the powerwasher and the folding machine Mrs. Morgan needed. After more discussion, Commissioner Price made a motion to approve purchasing the powerwasher from Home Depot for \$995, seconded by Commissioner Sheets. The motion passed 4-0.

Mr. Suppa stated MR Props had repaired a dock ladder damaged on the town pier. He asked about the dumpster. Commissioner Sheets stated they would be emptying and returning it Monday. Mr. Suppa stated the garage area was 80% clean up. He mentioned they would be replacing some of the 4x4 posts around the flagpole at the stone wharf as they are rotten. Commissioner Vandervort stated a new flag needed to be gotten for the stone wharf and Mr. Suppa should check with Mrs. Morgan to see if the Town had any.

Mr. Hearne reminded the Commissioners regarding several upcoming meetings. He mentioned the drawings for the Town Hall drainage problem were at the Town Hall and needed to be advertised for bid as well as Veterans Park and Lee's Marina.

President Vandervort stated David Dodge, with Scott Gardens, had suggested meeting with URS, the Town's engineers, about the drainage problem in the Caroline Street area.

Commissioner Sheets asked what the Town was doing about the erosion at the stone wharf caused by Hurricane Isabel. After discussion, Commissioner Sheets asked if the Town could determine what the options would be. Commissioner Vandervort asked Mr. Hearne to talk to Mr. Ropp about it.

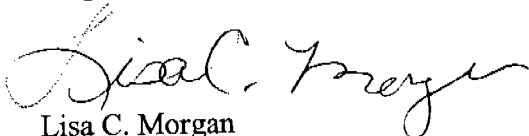
Mrs. Sheets stated the newsletter had mentioned the Town would be enforcing untagged, unlicensed vehicles and asked if that would be so and also what would be considered such. Commissioner Sheets stated Mr. Hearne would be working with the State's Attorney so they would help him with these cases. After discussion, Mr. Hearne stated he would need to check with the State's Attorney about

boats and trailers in campgrounds and boatyards. After more discussion, Mr. Hearne stated the Town had given residents until May to clean up. After more discussion, Mr. Hearne stated the Town had a 35mm camera that would be used for pictures.

Commissioner Gell stated he had worked on the ad the Town was buying in the Perryville High School Tide. He further stated the Town would have the town seal in the middle and then group all the Charlestown graduating seniors around the seal. Commissioner Gell stated one thing we didn't realize was the Tide would not come out until October.

Commissioner Sheets made a motion to adjourn, seconded by Commissioner Gell. The motion passed 4-0. Vice-President Vandervourt adjourned the meeting at 10:15 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

TOWN MEETING OF MARCH 9, 2004  
AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. – Monthly Report
4. Sheriff's Office – Monthly Report
5. Frank Saunders/North East Little League – Use of Ballfield
6. Tree Committee Report
7. Christopher Capano
8. Edgar McMullan – Ethics Ordinance

PENDING BUSINESS

9. Town Hall Roof
10. Resolution – Code Enforcement
11. Barbara Payne – 1721 W. Old Philadelphia Rd. – Request for Town Water & Sewer Service

NEW BUSINESS

12. Appraisal of lot #63
13. Gophery Richardson – Request for no golfing signs at athletic complex
14. Cross Country Garden Club – Request to use Veterans Park 08/17/04 12-3 p.m.
15. Garage door
16. Reminders

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 3/9/2004

TIME: 7:30 AM

Karen Vandy

Edgar M. Muller

Frank B. Payne

Barbara G. Payne

Therese Kuba

Pen + Audrey Edwards

Robert Cook MEI

Bene Sluts

Chris Capling

Ben & Sae Suppa

# Town of Charlestown

## Accounts Payable Bills

03/09/04

Name	Memo	Split	Amount
<b>1000.1 - General Fund Cash Accounts</b>			
1010.1 - Cash-General Checking			
Alger Oil, Inc.	Account #667541-13 - Inv #667542 - 241.9 ga x \$1.6990/gal	6430.1 - Fuel	410.99-
Best Cleaning Services, Inc.	Inv #20391 - cleaning service - Town Hall	6450.1 - Maintenance	70.00-
URS Corporation	Project #20592171 - Inv #884742 - review entrance plans; review as-builts - Scott Gardens	2063.1 - Escrow - Scott Gard ...	375.00-
URS Corporation	Project #20605321 - Inv #884792 - internal progress review mtg - Principio Business Park	6341.1 - Engineering Services	166.50-
URS Corporation	Project #20592168 - Inv #884741 - continued inspection of construction - Trinity Woods	2055.1 - Security Dep-Trinity	283.26-
URS Corporation	Project #20605329 - Inv #884687 - initial proj mgmt; determination of data collection process - ...	6341.1 - Engineering Services	604.65-
URS Corporation	Inv #5461 - (500) business cards - Sheets	6219.1 - Other	193.72-
Central Printing & Office Supply, Inc.	Acct #104333 - ad for rescheduled Town mtg. ad for Bd of Appeals hearing - Trinity Woods; ad for...	-SPLIT-	216.91-
Chesapeake Publishing Corp.	reimburse Commissioner Gall for 1 day deposit - MML hotel reservation	6214.1 - Dues & Memberships	50.00-
Gell, Robert L.	2004 membership dues	6652.1 - Landfill	45.09-
Maryland Association of Historic District	Cust #1043 - Landfill charges - Feb '04 (less \$18.65 credit from previous month)	-SPLIT-	1,110.09-
landfill	Inv #9143706976-000-002 - office supplies; Inv #198342 2 002 23937 - Quick Books 2004 & all-in-o...	6420.1 - Electric	150.87-
Staples	Acct #2096 3159 9997 - Town Hall	6420.1 - Electric	85.68-
Connectiv	Acct # 2096 5479 9995 - Garage	6420.1 - Electric	22.21-
Garage electric	2096 4129 9992 - comfort station	6420.1 - Electric	36.86-
Comfort Station Electric	Acct #2056 2019 9989 - Town House electric	6420.1 - Electric	76.49-
Town House Electric	2105 5729 9992 - flagpole	6985.1 - Electric	256.85-
Flagpole Lighting	2056 2019 9997 - town pier		4,171.67-
Town Pier Electric			4,171.67-
<b>Total 1010.1 - Cash-General Checking</b>			
<b>Total 1000.1 - General Fund Cash Accounts</b>			
<b>1000.2 - Utility Fund Cash Accounts</b>			
1010.2 - Cash - Utility Checking			
Sta 1 electric	2096 3069 9996 - Sta 1 electric	6531.2 - Station #1	147.31-
Sta 3 electric	2096 4739 9994 - Sta 3	6532.2 - Station #3	58.24-
Lift Station electric	2096 4139 9990 Lift station electric	6534.2 - Lift Station	11.95-
RI 7 electric	2096 9259 9993 - Rt 7 electric	6533.2 - Station RT. #7	22.39-
Well 1 Electric	2096 5499 9991 Well 1 electric	7131.2 - Electric	571.99-
Well 3 Electric	2096 5769 9994 Well 3 electric	7131.2 - Electric	80.99-
Water Tank Electric	2096 5489 9993 - Water tank electric	7131.2 - Electric	815.63-
Vertzon Wireless	Acct #202583966-00001 - Inv #0502008109 - (2) cell phones	7132.2 - Telephone	193.43-
Technical Electronic Consultants, Inc.	Inv #2631 - calibration of water tower system	7120.2 - Contract Operating	226.00-
A.C. Schultes of Maryland, Inc.	Inv #0203.H4438 - redevelopment of existing well #1	7740.2 - Other	5,200.00-
<b>Total 1010.2 - Cash - Utility Checking</b>			
<b>Total 1000.2 - Utility Fund Cash Accounts</b>			
<b>1000.3 - Special Fund Cash Accounts</b>			
1005.3 - New-Checking-Special (Special checking County)			
Cosans Marketing	Inv #224045 - Install 2 emergency lights on each town truck	6024.3 - Truck Repair	217.40-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #71965 - chainsaw blades; oil; air pressure gauge - shop	-SPLIT-	113.90-
American Home & Hardware	Acct #685600 - Inv #995262 - snow shovel; extender kit; iye - shop	6420.3 - General Maintenance	32.00-
Street Lighting	2055 3529 9973 - street lighting	6010.3 - Street Lights	666.11-
<b>Total 1005.3 - New-Checking-Special (Special checking County)</b>			
<b>Total 1000.3 - Special Fund Cash Accounts</b>			
<b>TOTAL</b>			



TOWN MEETING OF FEBRUARY 24, 2004  
MINUTES

The February 24, 2004 meeting of the Town Commissioners of Charlestown was called to order by Vice President Steven W. Vandervort at 7:30 p.m. Other Commissioners present were Treasurer Donna M. Sheets, Commissioner Robert L. Gell and Commissioner G. 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 February 10, 2004 meeting, seconded by Commissioner Gell. The motion passed 4-0.

Accounts Payable – After some discussion, Commissioner Sheets stated the cost for the Shaping the Future manual & video approved at the last meeting was not on the accounts payable. Commissioner Price made a motion to pay the bills including the cost of the manual & video, seconded by Commissioner Sheets. The motion passed 4-0.

Lambdin Group – Robert Jones, attorney for, and Don Sutton, of McCrone, Inc., representing James Lambdin, of Lambdin Development LLC, a developer in the area. He stated Mr. Lambdin had 2 parcels of land in the area under contract and was here to request annexation. Mr. Jones stated the property was approximately 102 acres, Parcels #101 and 110 in the area of Louisa Lane Extended. After Mr. Lambdin gave background information on his company, Mr. Sutton stated the property was currently zoned S-R (suburban residential), which permitted 1 unit per acre but since there would be community facilities possibly available, they were interested in annexation into the town. After showing the 1974 topographical mapping done by the County, he further stated they were in process of having a non-tidal wetlands delineation done as well as a boundary survey of the property. Mr. Sutton stated they were looking to connect into the Trinity Woods access points as this is a landlocked property. Commissioner Sheets asked if that was going to be the only means of entering that area. Mr. Sutton stated yes, at this time, and they haven't secured a right-of-way toward Louisa Lane Extended. Mr. Jones stated they were also talking to other property owners for a right-of-way toward Route 40 but haven't gotten anything yet. Commissioner Vandervort stated there might be opposition in Trinity Woods because of the increased traffic through there. Commissioner Sheets mentioned Trinity Woods only had one way in and one way out. After discussion, Mr. Lambdin stated the demand in the county had been for upscale large single-family homes. Commissioner Vandervort asked how many units were they considering. Mr. Sutton stated, depending on the delineation, they might be able to plan for 200-220 units. After some discussion, Commissioner Gell asked what the time frame for the project was. Mr. Jones stated the property survey and wetlands delineation needed to be completed first. He further stated then he would draft an annexation resolution, to be reviewed by Keith Baynes, the Town's attorney. Mr. Jones stated the Town Commissioners would then consider passage of the resolution and then advertising the hearings on the annexation. Commissioner Gell stated the attorney the Town used for annexations was Fred Sussman. Commissioner Vandervort stated there was another developer working on annexation of the Tri-State property. He further stated the Town had talked to him about needing another water tower to service that area. Commissioner Vandervort stated, since that was the highest point, increasing the size of that water tower so your area could be serviced as well, with you sharing the water tower cost with that developer would probably be more cost effective and practical.

Barbara Payne – 1721 W. Old Philadelphia Road – Request for Town water & sewer service – Mrs. Payne stated she lived at the house at the corner by Cooper's Bridge. She stated they are facing the situation of either drilling a new well, because the water in their well went bad, or getting town water

service. Commissioner Vandervort stated in the past the Town had allowed that as long as the water main goes that far, you don't need to cross anyone else's property, and you would need to agree to be annexed. After discussion, Commissioner Vandervort stated the fire hydrant might be the furthest extent of the water main. Mrs. Payne stated it was approximately 900 ft. from her house. After more discussion, Mrs. Payne stated they were interested in getting sewer service too. Commissioner Vandervort stated they would need to see where the sewer line was. Commissioner Price stated the next step would be for somebody, possibly Mr. Hearne, to work forward. Mr. Hearne stated he would look at the water and sewer drawings, she would need to get an engineer to design how they would connect to the water and sewer, URS would need to review it and one thing she would need to get someone to bore under Route 7 because State Highway will not allow you to cut the road. After more discussion, when Mrs. Payne said their house was next to Mr. Horney's, Mr. Hearne stated Mr. Horney was within town limits. After more discussion, Commissioner Vandervort stated the Town had denied people water service and approved others for particular reasons and wanted to make sure that allowing Mrs. Payne to do this was legally consistent with the others the Town had approved. Mr. Hearne stated he would look at the drawings and, if need be, have Miller and the County mark the end of the lines.

Edgar McMullen – Cemetery – Mr. McMullen stated Gary Butts and Thomas Ruff were buried in the 4 ft. aisle between lots 110 and 101. Mr. Butts' parents would like permission to be buried as close to their son as possible. Also, Mr. McMullen presented a suggestion regarding the cost for the cremation lots to be an amendment to the cemetery ordinance. After discussion, Commissioner Vandervort stated they should find out what cremation lots sell for. Commission Sheets stated the Board had set prices once before but not in ordinance form. Mr. McMullen stated he would try to find out what cremation lots are being sold for. Commissioner Sheets asked if Mr. McMullen was asking for permission for this couple to be buried next to their son and wanted to know what should be charged to do so. Mr. McMullen stated yes. After more discussion, Commissioner Vandervort made a motion to sell 2 2x2 lots to Mr. Butts' parents for \$300, seconded by Commissioner Gell. The motion passed 3-1.

#### PENDING BUSINESS

Town Hall Roof – Commissioner Gell stated the Town had received 2 quotes on the roof. Commissioner Sheets made a motion to accept the lower bid from C&C Roofing for \$3500, seconded by Commissioner Vandervort. The motion passed 4-0.

Computers – Commissioner Vandervort stated he had looked at some but we were probably looking at spending \$800 per unit. After discussion, Commissioner Vandervort stated he had the new printer already. After more discussion, Commissioner Price made a motion to authorize Commissioner Vandervort to purchase 2 new computers not to exceed \$2000 total, seconded by Commissioner Sheets. The motion passed 4-0.

C-dock – Commissioner Vandervort stated the Town had received 2 quotes to repair c-dock last year but, due to the bad weather at the end of the year, the work was not done. He stated he talked to Ted Mercer, of Kingfisher, and they could start the work now. After discussion, Commissioner Vandervort mentioned he had gotten a quote from Skip, of Baltimore Pile Driving but have since heard that Skip was no longer with that company so he didn't include that quote. He further stated Kingfisher's quote was the lower of the two. Commissioner Gell asked if this quote excluded replacing piling. Commissioner Vandervort stated it did. He further stated the only thing they asked was for the Town to put a dumpster out there so they could dispose of the old decking. Commissioner Vandervort stated they could drive new pilings if needed but can't do that until about May because they would need to

bring in a pile driver. After discussion, Commissioner Vandervort stated it has been explained to Mr. Mercer that the work needed to be done in such a way as to cause as little disruption to the dock occupants as possible. After more discussion, Commissioner Gell made a motion to approve the bid from Kingfisher, seconded by Commissioner Price. The motion passed 4-0. Commissioner Gell reminded the Board that the Town still needed to do something about the bulkhead. Commissioner Vandervort stated he would have Mr. Mercer take a look at that while he was there.

Summer Program – Commissioner Sheets stated she was getting calls already about a summer program again this year. She said she had talked to Kristen Hudson, who would be interested in doing it. Commissioner Sheets said we would have additional time to plan activities this year and mentioned Ms. Hudson was also working with the Cecil County Arts Council and could possibly coordinate some of their programs to be held in town. Commissioner Vandervort wanted to know what should be budgeted for the program. After discussion, he suggested setting it for \$7000. Commissioner Sheets stated the school had indicated they could meet there most of the time but at times when maintenance was being done there, the group would need to meet elsewhere, either the church like last year or the fire company, if they would allow that. After more discussion, Commissioner Price made a motion for the Town to support a children's summer program in the amount of \$7000 to include the hiring of a seasonal director and operating costs. Commissioner Vandervort asked how much did Riverfest raise because they were obligated to spend it on the children. Commissioner Sheets stated \$8500 but \$850 was spent to purchase a trailer for the Boy Scouts & Cub Scouts. After some discussion, Commissioner Price stated the group in charge of parks and recreations should make the program recommendations to the Board and that would be Commissioner Sheets. Commissioner Sheets stated they would like to get enough together to have a Boys and Girls club, the minimum was \$50,000 and a building for it. After more discussion, Commissioner Gell stated the \$7000 should come out of special events money, not Riverfest money. He further stated it should be like the \$3500 appropriated last year. Commissioner Vandervort stated he felt this summer program fits in the intent of Riverfest well. After more discussion, Commissioner Vandervort stated he could foresee later this year when the Riverfest committee asks for some operating money and, as they did last year, they would make that back plus a profit. He said when people ask whether they used the money on the kids, we can say yes. After discussion, Commissioner Sheets stated the Riverfest Committee didn't use town money for holding Riverfest. Commissioner Vandervort stated if it's seen the \$7,000 comes out of Riverfest, people see it's being used for the kids. Commissioner Sheets seconded Commissioner Price's motion and the motion passed 4-0.

Abandoned Vehicles – Mr. Hearne stated he wanted to hold off sending out letters regarding abandoned vehicles and give residents one last moratorium to get rid of them. He stated he had a meeting with three other town administrations, Al Wein, the County Administrator and Eric Sennstrom, director of County Planning and Zoning, as well as Lisa Hatfield, an assistant State's attorney, regarding this. When asked by Commissioner Price, Mr. Hearne stated it's a municipal infraction with a fine of \$100 and then, if needed, you can take them to District Court to get them to clean it up and the judge can order that. Mr. Hearne stated Ms. Hatfield was willing to even send the letters out on her letterhead. He stated he needed to get some paperwork to Ms. Hatfield before going further. After discussion, Commissioner Sheets stated Mr. Hearne had asked her to include an article in the Chatter to inform residents to take care of these vehicles before the Board starts to enforce the ordinance. Commissioner Vandervort asked if the Town would be able to enforce this with a marina, for example, that was storing unregistered boats and stated the Town wanted to be better prepared on what, where, and when they can enforce this. After much discussion, Mr. Hearne stated he would drop off a copy of the Town's ordinance for Ms. Hatfield.

National Night Out Against Crime – Commissioner Sheets stated we held a Night Out last year and they have sent an application for this year. She stated since last year was the first time we had done it for a while, it took her a while to get the police interested but they did come and they were interested in coming back again. Commissioner Sheets stated the event was held at the firehouse and they had several things going on such as fingerprinting, child safety seats, etc. After more discussion, Commissioner Sheets stated they only purchased some giveaways that came out of special events money. The Board agreed the Town could hold this. Commissioner Sheets asked Karen Varady, an audience member, to ask the Fire Company if they could use the firehouse for this event on August 3<sup>rd</sup>.

If I Were Mayor Contest – Commissioner Sheets stated she talked to the school about this contest. She stated the State had done away with MSPAP and gone with the Maryland State Assessment (MSA) testing, which started tomorrow and goes through next week. She said since the March 1<sup>st</sup> contest deadline was in the middle of testing and, in addition to that, they were still rearranging furniture, etc. with the school construction, the principal decided it wasn't feasible to have them participate this year but would still like the commissioners to come later to talk to the classes. After discussion, Commissioner Vandervort stated if all the kids statewide are being testing now, it might be a good suggestion to the MML to not schedule the contest around this time.

MML Parade of Flags – Commissioner Gell made a motion to have President Doss carry the flag, seconded by Commissioner Price. The motion passed 4-0.

Building Permits – Mr. Hearne provided a list of building permits received so far in 2004.

Stewart Associates meeting – Mr. Hearne stated the meeting with Stewart Associates was scheduled for 6:30 p.m. and Fred Sussman, our attorney, suggested we meet with him around 6 p.m. Mr. Hearne stated in talking to him today, Mr. Sussman suggested the Town find out if the property was in the Critical Area, that the Town get, in writing, that Stewart Associates would pay all of the Town's expenses, i.e. attorney, engineering fees, etc. and suggested, if the Town moved forward, to get cash up front toward the expenses. Commissioner Gell asked if Mr. Sussman had seen what Stewart Associates had sent. Mr. Hearne stated Mr. Sussman just got that list today. After discussion, Commissioner Gell stated he wouldn't want to go into a meeting with Stewart without having met with Mr. Sussman ahead of time. Mr. Hearne stated he would have Mrs. Morgan contact Mr. Sussman for the time he would be here tomorrow night. After discussion, Commissioner Price stated these details, such as the swimming pool, are those things we need to look and decide we want or not. He further stated it was important to understand the type of community Mieskin was looking to develop and a trip to such a community had been scheduled Thursday, March 11<sup>th</sup> for anyone interested in going. Commissioner Price asked individuals to contact him if they wanted to go.

Commissioner Vandervort stated he was asked by Gary White and Greg Newswanger, of Upper Bay Powerwashing, to bring up a few things about the townhouse. He stated first thing was whether the Board wanted a first-floor bathroom installed. Commissioner Gell stated there were 15 rooms and one bathroom on the second floor. He stated there was a pantry off the kitchen where a washer and dryer had been, and, if a stackable washer/dryer unit was used, a bathroom was possible. After discussion, Commissioner Gell asked the Board to allow him to get quotes on installing such and then the Board could decide whether it wanted to do it or not. Commissioner Sheets asked Commissioner Price if he had gotten the second bid on the plumbing for the town pier because Commissioner Gell might be able to a quote. Commissioner Vandervort suggested an ad be put in the newspaper regarding the drainage work the Town needed done. He further stated they had asked for a further draw under the contract. Commissioner Sheets stated she thought they had gotten all of the money. Mr. Hearne stated the

computer was up so Commissioner Vandervort could look. Commissioner Vandervort stated they seemed to be done with the interior work and they had mentioned that the Town could rent it at this time because the remainder of the work was on the exterior.

Judy Calvert asked Mr. McMullen if the Ethics Commission had put anything in writing as mentioned in their letter she received about her appeal because she was getting ready to go back to the Appeals Board. Mr. McMullen stated he would check on it.

Commissioner Price stated the Strategic Planning Committee had discussed tree planting and last Tuesday the State forester was there and they could do a survey of the rights-of-way in town and come up with recommendations from that. He further stated he wanted mentioned that on Calvert Street, at every road it intersects with, there were 4-way stops and suggested the Town remove stop signs at those intersection so only vehicles traveling on Calvert Street would have to stop. Commissioner Sheets stated her concern was the kids playing out in the streets, particularly in the summer.

Commissioner Vandervort stated Upper Bay Powerwashing has been paid \$14,500. After much discussion, Commissioner Vandervort stated he would ask President Doss to meet with them to see how far they are before the Town authorized a further draw against the contract.

Commissioner Price stated they had been discussing stop signs on Calvert Street. Commissioner Vandervort stated years ago people had asked for stop signs there. When asked by Commissioner Sheets, Commissioner Vandervort stated they wanted to slow traffic down. After discussion, Commissioner Price stated this was just something to think about.

Commissioner Price stated last meeting the Board had discussed getting a video projector. After discussing the cost of various projectors, Commissioner Price made a motion to purchase the Epson video projector for \$1700, seconded by Commissioner Sheets. The motion passed 4-0.

Karen Varady stated Mrs. Morgan was supposed to have the maintenance workers remove some metal cabinets she had out but they haven't taken them and asked if they could do so. Mr. Hearne stated he would leave a message for Mrs. Morgan.

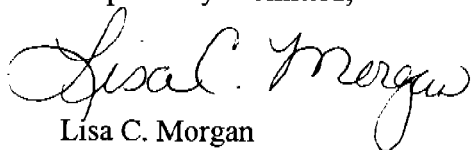
Judy Calvert asked several questions that pertained to the Zoning Ordinance. Commissioner Vandervort and Mr. Hearne cautioned Ms. Calvert that they were giving general answers to general questions but, without having a specific area or property to look at, several exceptions or the answers would be dependent on other factors, i.e. Critical Area designation, zoning area, non-conformity, etc. They also further told Ms. Calvert that she should really direct her questions to the Planning and Zoning Commission. After much discussion, Ms. Calvert asked about when the Town would do anything to Mr. Hall who had received a letter from the County to make his porch safe. After discussion, Ms. Calvert stated she was upset because the Town had enforced the matter of her property but has not enforced the matter of Mr. Hall's porch. After much discussion, Ms. Calvert stated Mr. Hall has done nothing to the porch. Commissioner Price stated he believed all the Commissioners would agree that the Town's ordinance should be enforced and enforced fairly but, having volunteer Commissioners and limited staff, at times things do not always come out even-handedly. After much discussion, Commissioner Vandervort asked Ms. Calvert how she was treated unfairly. Ms. Calvert stated she had asked the Commissioners questions that they should have the answers to. After much discussion, Ms. Calvert stated her appeal was seven months ago and something was supposed to be written in and when she asked Mr. McMullen tonight he told her not likely. After discussion, Ms. Calvert asked if the Board had gotten a copy of the Ethics letter. Mr. Hearne stated he had received a

copy of the letter and forwarded it to Mr. Baynes. He further stated he would contact Mr. Baynes about it. After much discussion, Don McMillan asked why wasn't she allowed to re-build because we came here one night and everyone told she could re-build, Howard Hall and all them did, and when she did, you stepped in and said she couldn't rebuild. Mr. Hearne stated Mr. Hall and the commission did not say that. Commissioner Vandervort stated he remembered there was a case in court and he was contacted by Mr. Baynes, our attorney, that your attorney had contacted him because you wanted to drop the case and correct the violation and would the Town agree to do that and give you 60 days rather than 30 days to that. He further stated he contacted the remaining commissioners and they agreed that was best and he told Mr. Baynes that. After discussion regarding the court case, Mr. Hearne told Ms. Calvert if she didn't agree with how Mr. Riddle, her attorney, handed the matter for her, that was between her and her attorney. Mr. McMillan stated he knew of a house where 90% of the ground was covered. When asked by Mr. Hearne, Mr. McMillan stated Ben Suppa's house. Mr. Hearne stated he would not comment on that because the Planning and Zoning Commission had approved that permit. Ms. Calvert asked if town equipment could be used for personal use. After much discussion, Commissioner Price stated the town vehicle can be outside of town limits as long as it was on town business. Ms. Calvert stated they weren't on town business but when asked, wouldn't say what they were doing. Commissioner Price stated it wasn't right to come before the Board and make innuendoes about other people. After much more discussion, Mr. McMillan asked if anyone was going to check on Mr. Suppa's property. After discussion, Commissioner Vandervort asked Mr. Hearne to check and make sure it's compliance with the permit.

Commissioner Gell asked if he could ask about the estimate from URS on the storm water management work for the Town Hall area. Commissioner Vandervort stated the contractors who bid on the projects should not been given this information and, at this time, believed the Town only have Mr. Niebel interested at this point. After discussion, Mr. Hearne stated URS wanted the Town to decide what option the Town wanted to go with before proceeding. Commissioner Price stated he believed alternative B would be the better options but really needed to see it on a plan to decide. During this discussion, Commissioner Sheets left the meeting. When asked, Commissioner Vandervort stated the Town should advertise the first two projects for bid.

As there was no further business to be discussed, Commissioner Vandervort adjourned the meeting at 11:15 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF FEBRUARY 24, 2004**  
**AGENDA**

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Lambdin Group
4. Barbara Payne – 1721 W. Old Philadelphia Rd. – Request for Town water & Sewer service
5. Edgar McMullen – Cemetery

**PENDING BUSINESS**

6. Town Hall Roof
7. Computers
8. C-dock
9. Summer program
10. Abandoned vehicles
11. National Night Out Against Crime
12. If I Were Mayor Contest
13. MML Parade of Flags
14. Building Permits
15. Stewart Associates Meeting

ROSTER  
CHARLESTOWN TOWN MEETING

DATE: 2/24/2024 TIME: 7:30 pm

- Judy Calvert
- Wanda McInel
- Robert Jones atty Camden Dev.
- Don Sutton McCrone, inc.
- Erin McMill
- James Dunham
- Clifford L. Guy Jr
- Judy Guy
- Clifford L. Guy Jr
- James Lambert
- Frank B. Payne
- Barbara O. Payne
- Karen Krady



# Town of Charlestown

## Accounts Payable Bills

02/24/04

Name	Memo	Split	Amount
<b>1000.1 - General Fund Cash Accounts</b>			
<b>1010.1 - Cash-General Checking</b>			
Radio Shack	Acct #00001903060981 - inv #478649 - (3) 3-pk cassette tapes	6220.1 - Office Supplies	23.97-
E.J. Sprague Co.	Inv #61694 - (1) case paper towels	6220.1 - Office Supplies	50.98-
Ferrell Fuel Co., Inc.	Acct #146210 - inv #62628 - 224.5 gal x \$1.199 gal - town hall	6430.1 - Fuel	269.18-
Verizon	000017861803 96Y - Town Hall telephone	6440.1 - Telephone	142.76-
Council Baradel Kosmerl & ...	Client #12119 - Inv #68756 - attorney's fees - Principio Busine...	6341.1 - Engineering Services	13.80-
Cecil County Chamber of Co...	Inv #10622 - O'Malley luncheon (Gell); Inv #10592 - Legislativ...	-SPLIT-	30.00-
Alger Oil, Inc.	Acct #667541-13 Inv #7631 - 241.9 gal x \$1.699/gal - Town H...	6430.1 - Fuel	410.99-
Conowingo Country Store & ...	Inv #514790 - (3) 6x10 American flags	6219.1 - Other	255.00-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 01/10/04 - 02/06/04	6920.1 - Police Protection	74.62-
Sheriff's Patrol	Charlestown patrol - period of 01/10/04 - 02/06/04	6920.1 - Police Protection	2,285.48-
Sheriff's Patrol	gasoline for Charlestown patrol - period of 12/13/03 - 01/09/04	6920.1 - Police Protection	82.17-
Sheriff's Patrol	Charlestown patrol - period of 12/13/03 - 01/09/04	6920.1 - Police Protection	3,008.10-
Hoopes Fire & Safety Equip...	Cust#200189 Inv #40351 - fire extinguisher inspection	6450.1 - Maintenance	40.63-
Chesapeake Electric Service	Inv #220337 - wire up 4 garage doors & wire 2 outside lights - ...	6450.1 - Maintenance	860.00-
URS Corporation	Project #20705322 - inv #884715 - Louisa & Water St. storm ...	6341.1 - Engineering Services	705.00-
URS Corporation	project #20705321 - Inv #884714 - Veterans Park storm water ...	6341.1 - Engineering Services	882.00-
URS Corporation	Project #20605326 - Inv #884686 - Charlestown Cottages - sit...	2059.1 - Escrow-Tiffin-Roads (escrow ...	157.50-
Total 1010.1 - Cash-General Checking			9,292.18-
Total 1000.1 - General Fund Cash Accounts			9,292.18-
<b>1000.2 - Utility Fund Cash Accounts</b>			
<b>1010.2 - Cash - Utility Checking</b>			
Miller Environmental, Inc.	Invoice #10030401 - monthly water system ops charges - Mar...	7120.2 - Contract Operating	2,056.12-
National Waterworks	Acct #094258 - Inv #79187 - (6) 2" valve box risers; (9) SR11 5...	-SPLIT-	2,199.43-
Verizon	000017861803 96Y - telephone water tower	7132.2 - Telephone	42.44-
USA Blue Book	Acct #950625 - Inv #769302 - LMI repair kit; suction valve ass...	-SPLIT-	438.37-
Miller Environmental, Inc.	inv #10020400-A - repair water leak on Rt 7 Jan 23&24 2004	7756.2 - Other Repairs	395.46-
Total 1010.2 - Cash - Utility Checking			5,131.82-
Total 1000.2 - Utility Fund Cash Accounts			5,131.82-
<b>1000.3 - Special Fund Cash Accounts</b>			
<b>1005.3 - New-Checking-Special (Special checking County)</b>			
Gilbert Enterprises Inc.	Inv #9845N - gasoline charges - Jan '04 - town trucks	6026.3 - Gasoline - Truck	420.65-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #9407 - ice melt & deicer - ; ...	6500.3 - Snow Removal	178.83-

**Town of Charlestown**  
Accounts Payable Bills

02/24/04

Name	Memo	Split	Amount
Total 1005.3 · New-Checking-Special (Special checking County)			599.48-
Total 1000.3 · Special Fund Cash Accounts			599.48-
<b>TOTAL</b>			<b>15,023.48-</b>

**TOWN MEETING OF FEBRUARY 10, 2004  
MINUTES**

The February 10, 2004 meeting of the Town Commissioners of Charlestown was called to order by President Michael W. Doss at 7:30 p.m. Other Commissioners present were Treasurer Donna M. Sheets and Commissioner G. Richard Price. Also present was Stanley W. Hearne, Town Administrator. Commissioners Gell and Vandervort arrived later in the meeting as indicated herein. Audience attendance sheet is attached hereto.

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

Miller Environmental, Inc.:

Monthly Report – Robert Corn, of Miller Environmental, Inc. (MEI), presented the January 2004 monthly water system operations report to the Board. Mr. Corn stated A.C. Schultz had started work on the well and, as of yesterday, the well was producing 81-82 gallons per minute. When asked by President Doss, Mr. Corn stated that was compared to 46 gpm before. Mr. Corn stated they indicated they might be done tomorrow.

Mr. Corn stated James Houston, of H.I.E. Contractors, with help from Charles Bowman, found and repaired the leak on Route 7.

Hach Colorimeter – Mr. Corn stated Hach had given them estimates for repairing or replacing the Hach colorimeter, with a discount for returning the old one, and recommended replacing the colorimeter. Commissioner Sheets made a motion to purchase a new colorimeter for \$268.24 plus shipping, seconded by Commissioner Price. The motion passed 3-0.

At this time, Commissioner Gell arrived at the meeting.

Minutes – Commissioner Sheets made a motion to approve the minutes for the January 13, 2004 meeting, seconded by Commissioner Gell. The motion passed 3-0-1 (Commissioner Price abstained).

Francis Malloy – 22 Long Beach Rd. – Request for Water & Sewer Connections – Mr. Hearne stated the Town had received a letter from him. President Doss tabled the matter until Mr. Malloy was available.

Merrill Hadry – Dogs, ATVs & police protection – Merrill Hadry stated, although the newsletter had talked about people needing to leash their dogs, there was a problem with loose dogs in his neighborhood. President Doss stated the S.P.C.A. was the enforcing agency. After some discussion, Mr. Hadry stated he was also concerned about the ATVs and dirt bikes in the area. After discussion, President Doss stated the Town had a similar problem with the athletic complex and had taken steps to secure that area. He further stated Sgt. Schmidt, of the Cecil County Sheriff's Office, was present. President Doss stated there were problems with the ATVs and dirt bikes in Scott Gardens and, particularly, the new section of Trinity Woods where the contractor was repairing the roadwork they had done the previous week after each weekend. After discussion, Sgt. Schmidt asked what period of time seemed to be the worst. Mr. Hadry stated Saturdays and Sundays from early morning to late at night. President Doss stated he would work with Sgt. Schmidt to revise the police schedule so they can have units sitting in the area. Sgt. Schmidt stated the Sheriff's Office would impound the ATV and charge the individual with everything they can. He stated they could be looking at a \$1,000 fine for driving uninsured and an additional \$275 for driving unregistered. President Doss stated the next

patrol schedule would be changed to include some daytime hours and Sgt. Schmidt stated the Sheriff's Office would also concentrate regular patrol in the area as much as possible.

Connie Waddell – untagged vehicle blocking road – Connie Waddell stated there was an unregistered navy blue truck with a cap on it at 80 Cecil Street blocking the street. She further stated she doesn't know who owns it. Mrs. Waddell also mentioned it seemed they had done some renovations and had placed a pile of furniture, wood and shingles there also. Commissioner Gell stated if this would be enforced elsewhere because there were many untagged vehicles throughout town. Mr. Hearne stated he would be meeting with Lisa Hatfield, an Assistant State's Attorney, on February 19<sup>th</sup> regarding legal prosecution and procedures to do so and, after that, the Town would start enforcing this heavily. President Doss asked Sgt. Schmidt if he could run the tags so we know whom it's registered to. Sgt. Schmidt stated it could be referred to Permits and Inspections Office who can issue them a letter and, if they don't take care of it, they can refer it to the court. Mrs. Waddell asked about Mr. Malloy's request for water/sewer service and said Mrs. Morgan had mentioned several people in the area had requested service. President Doss stated the Town would looking at a possible annexation of that area but it was up to the people in that area to get a petition together to get the matter going. He stated they needed to do that before the Town could do anything.

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

Charlestown Marina – standing water in Veterans Park – President Doss stated somebody from the marina was supposed to be here but wasn't. He further stated the Town had met with URS Corporation, the Town's engineers, and this was an area they had discussed. Commissioner Vandervort asked if URS had included any cross-section drawings that gave how much stone would be needed in the holes. President Doss stated the cross-section they showed for Veterans Park showed moving existing dirt from one area to another. Commissioner Vandervort stated he was concerned with the Lee's Marina area. He stated when they had met with URS earlier today, we'd indicated that one sheet drawing was sufficient but thinking about it, he believed URS should include a cross-section with more detail if we're going to bid it out.

Sgt. Ron Schmidt/Cecil County Sheriff's Office – Report – Sgt. Schmidt presented the January 2004 monthly report to the Board. He stated two shifts were not covered in the month, one was because of a CID call-out and the other was cancelled due to severe ice/snow conditions during the nighttime hours. After discussion, Sgt. Schmidt stated they were targeting the main road through town most times. Commissioner Gell stated he had gotten complaints about speeding on the side streets, particularly Ogle Drive. President Doss stated he had complaints about Cecil Street towards Holloway Beach and asked for the deputies to pay attention to those two areas. After more discussion, Sgt. Schmidt stated they would work on the ATV problem but one problem with the new section of Trinity Woods was the roads are private. He further stated if the property owner would post "no trespassing" signs on the property, they could arrest them for trespassing. When asked, Sgt. Schmidt stated the court would uphold it if it's a housing development under construction and posted. President Doss asked Mr. Hearne to contact the property owners and ask if they would do that. After more discussion, President Doss asked if Sgt. Schmidt could get a ruling on those mini-scooters. Sgt. Schmidt stated they're trying to get a ruling from the Motor Vehicles Administration. He further stated the way the law was written, anything under 50 cc was not considered a motor vehicle. After discussion, Sgt. Schmidt stated he would inform them as soon as they get a ruling.

President's Agenda – President Doss stated he had some items that he wanted to go over and provided copies of his agenda. He stated 2 ice-eaters had burned up and needed to be replaced and water leaks

in Trinity Woods and Route 7. He stated the actual nuts on the bolts rotted away and that's why the water valve came unseated. President Doss stated parts have been ordered so if a similar situation occurs, we have them on hand. He mentioned the Town went through a lot of salt and sand on the streets. President Doss stated the maintenance workers put in a lot of hours keeping the streets as safe as possible as well as clearing sidewalks, particularly on Baltimore Street. President Doss stated he wanted to go back to assigning commissioners to particular areas of oversight (for more detail see attached President's Agenda) as follows: streets & sidewalks – Commissioner Price; parks & recreation – Commissioner Sheets; water & sewer – Commissioner Gell; police & public safety – Commissioner Vandervort; Town Hall & employees – President Doss. President Doss stated there was another water/sewer infrastructure meeting on March 11<sup>th</sup> and was sure all the commissioners would want to be involved. After discussion, President Doss stated he wanted to send this information to the Cecil Whig and the Herald so townspeople would know what commissioner to contact. Commissioner Sheets asked and President Doss agreed it should be put in the newsletter also. President Doss stated all commissioners have access to budget balances, just ask Mrs. Morgan and she would get the information you requested. He further stated at the beginning of the second calendar quarter, he would provide a budget update and a State of the Town. Commissioner Vandervort asked and President Doss stated the Town had received the auditor's report and he should have a copy of it in his box. President Doss further said he would provide status reports in June, September and December to the Board but also expects a report from each commissioner regarding their particular assignments. President Doss discussed the operational chain of command and lists of employees' responsibilities with the Board. After much discussion of bank deposits and utility billing timing, President Doss stated he had discussed with Mrs. Morgan equipment that would speed up that operation. He also further mentioned the need to be aware of what she's working on so she doesn't get overloaded and also requests from other groups need to go through Mr. Hearne. President Doss asked Mr. Suppa, as the maintenance supervisor, to attend the first meeting of the month at least to keep the Board advised of what's coming on as far as maintenance. He mentioned that the plow was partially inoperable and the new truck needed new brakes. After discussion, President Doss stated Mr. Suppa was able to fix both problems. President Doss stated all non-exempt staff would take an unpaid 30-minute lunch and two 15-minute breaks during the day, bringing it to a 9-hour day. Commissioner Vandervort stated in the past people had asked about more land for the cemetery and was still interested in looking at that. After discussion, Commissioner Vandervort asked Mr. McMullen if people had been talking to him about that. Mr. McMullen stated there were a few but not many.

Mr. Suppa stated town maintenance could use a power washer. After discussion, President Doss stated he was fairly sure the Board had authorized that purchase. Mr. Hearne suggested the Board take a new vote. Commissioner Gell stated a paperfolding machine would speed up the utility billing. After discussion, Commissioner Gell made a motion to purchase a power washer and a paper folding machine up to \$1000 for both, seconded by Commissioner Sheets. The motion passed 5-0.

#### PENDING BUSINESS

Resolution – Charlestown Hazard Mitigation Plan – President Doss stated the plan had been approved by the Board and forwarded to the County but the Board didn't adopt the plan by resolution, which was a requirement. Commissioner Vandervort made a motion to adopt Resolution No. 2004-01, seconded by Commissioner Sheets. The motion passed 5-0.

#### NEW BUSINESS

Cathodic protection agreement – Mr. Hearne stated that was protection for the water tank and it's a 1-year contract. After discussion, Commissioner Gell made a motion to approve the cathodic protection contract for \$375, seconded by Commissioner Vandervort. The motion passed 5-0.

Town Hall Roof (Status/Condition and RFP's if needed) – Mr. Hearne stated the Town had 1 quote, Mr. Newswanger was supposed to contact Commissioner Gell about providing a bid. Commissioner Vandervort asked who had done the work on the boathouse at the town house. President Doss stated that was Curtis Elmer and the Town had gotten a bid from him. Commissioner Vandervort also asked that the Town get one from Mr. Lewis.

Fax Machine – Commissioner Vandervort stated the Town had the fax machine for several years, been fixed once or twice, and it's been an on-going problem getting it to work. After discussion, Commissioner Vandervort stated there was one Hewlett Packard machine for \$699 that uses toner rather than an ink cartridge, lasting longer. He further stated it could be used as a printer or copier if there was a problem with the other. After more discussion, Commissioner Vandervort made a motion to purchase the machine for \$699, seconded by Commissioner Gell. The motion passed 5-0.

Computer(s) – President Doss stated the laptop computer Mr. Hearne was using needs to be replaced because it was so outdated. Commissioner Doss stated the Town should get him the same computer as Mrs. Morgan's because we have do have a wireless router and they could be networked. Commissioner Vandervort stated every year the Town either needed to purchase an updated tax table or new version of Quick Books. He further stated he had found every time we get a new version of Quick Books, the computer works slower. He stated her computer should be replaced soon. Mr. Hearne mentioned that her computer locks up when she uses Quick Books and utility billing together. After discussion, President Doss asked Commissioner Vandervort to look at Staples and he would look at some local dealers.

Audit Services contract – Mr. Hearne stated the audit contract had reached its last year and needed to be re-bid. He further stated the Town didn't have to bid it because it's considered professional services. Mr. Hearne stated he believed Mr. Saddler would quote a higher price, one because of the GASB-34 requirements and also, as Ms. Dojan had mentioned, they had been a little lower than they should have. After discussion, Commissioner Vandervort stated the Town had been very satisfied with the current auditing firm and recommended that the Town continue with that firm. Mr. Hearne stated if the Town will be required, under GASB-34, to depreciate the Town's assets, then the audit would be more expensive than just an incremental increase would be. After more discussion, Commissioner Price made a motion to continue with the same auditor and requesting a quote for the next year, seconded by Commissioner Sheets. The motion passed 5-0.

Mr. Hearne asked about updating Excel and Microsoft Office on the computers. Commissioner Vandervort stated it would be a good idea as part of the computer purchase. President Doss asked him to check on it.

Shaping the Future – Manual & Video – Commissioner Sheets stated Commissioner Gell had gotten this information at a conference and it was a program directed to getting teenagers involved documented in a manual and video and stated it would cost \$35. Commissioner Vandervort asked when the part-time activities director return. Commissioner Sheets stated they were waiting on getting a reply from Upper Bay Counseling on the grant but haven't heard. She stated she had talked with Ms. Hudson. Commissioner Vandervort mentioned he thought they were also waiting for the school to be ready. Commissioner Sheets stated they were and Ms. Hudson was ready to come back and work with

us but we need to get an answer from Upper Bay Counseling first. She said she needed to talk to the principal about moving on the matter. Commissioner Gell made a motion to purchase the manual & video for \$35, seconded by Commissioner Vandervort. The motion passed 5-0.

Circuit Rider Program – Mr. Hearne stated Kevin Brooks, executive director, and Dale Mumford, the lead circuit rider, for Maryland Rural Development Corporation were supposed to send a letter to the Town asking the amount of hours the Town needed him to work. After discussion, Mr. Hearne stated the Town should be able to get 4 days but he would need to work for another town 1 day a week because he could not just work 1 town.

Commissioner Gell made a motion to have Mr. Hearne 4 days a week, seconded by Commissioner Sheets. After discussion, President Doss stated at this time the Board needed to discuss whether that was the course of action to take and a motion was not needed at this time.

Holiday Schedule – After much discussion, Commissioner Gell suggested changing the schedule so staff had July 5<sup>th</sup> off, November 26<sup>th</sup>, and December 24<sup>th</sup> off. After discussion, Commissioner Gell stated the Board should adopt this schedule and thereafter if staff requested another day, vacation time needed to be taken. Commissioner Gell made a motion to approve the schedule as amended, seconded by Commissioner Sheets. Commissioner Price mentioned New Year's Day was on Saturday and therefore December 31<sup>st</sup> should be a holiday. After discussion, Commissioner Gell asked when the Board should set next year's schedule. After more discussion, President Doss stated the Board should adopt the next schedule in November. Commissioner Gell made a motion to adopt the schedule as amended again, seconded by Commissioner Sheets. The motion passed 5-0.

310 Cecil Street - Mr. Hearne stated this was the matter of Mr. Murphy's house. He further stated the County had posted the property and Mr. Murphy needed to make the house safer or take it down and has given him 90 days to comply from receipt of their letter. Mr. Hearne further stated the County inspector had determined there wasn't a violation at 24 Cooper Avenue. After discussion, President Doss stated the Town would need to get a ruling from the attorney on the matter of not being connected to the water and sewer systems to determine what the next course of action would be. When mentioned that it was gone, Commissioner Vandervort stated Mr. Patchell had told him he was removing the vehicle from the property. He further stated one of the family members had discussed the possibility of selling off the property in lots but they were non-conforming lots. Commissioner Vandervort mentioned that might be a property to consider for a cemetery.

Program Open Space grant – athletic complex - \$11,472 – President Doss stated he and Mr. Hearne had attended a meeting in Annapolis in front of the Board of Public Works and the Town has received a \$11,472 grant to upgrade lights and some other things at the athletic complex. When asked, Mr. Suppa stated they could get the bleachers up anytime and the Board asked them to work on that. After discussion, President Doss stated the money was for additional lights because at the time this grant request was submitted, the current lights had not be installed yet. After more discussion, when reminded by Mr. Suppa, President Doss stated someone had damaged the fence around the athletic complex along Frederick Street. He stated that needed to be repaired.

LGIT Health Benefits Pool January Status Report – Mr. Hearne stated that was only an information update. After discussion, Mr. Burden stated he might be able to help the Town with health insurance. Mr. Hearne stated Mrs. Morgan had indicated she might have to pick up town health insurance in July. President Doss asked Mr. Hearne to give Mr. Burden a copy of the rates the Town currently pays. Mr. Burden stated he would look into it and get back to the Board.

P&Z Commission resignation – President Doss stated Frank Bonsall had resigned from the Planning and Zoning Commission. He further stated the position opening needed to be advertised.

Water/Sewer Infrastructure Council Meeting – March 11, 2004 6:30 p.m. County Administrative Building – President Doss mentioned the meeting date and time to the Board. Commissioner Vandervort stated he had been attending those meetings and they were trying to formalize a charter but didn't.

2005 Budget – Start on budget workshop in March – President Doss stated the Board would start working on the 2005 budget at a workshop in March.

Commissioner Price suggested the Town purchase a video projector to work off the computer. He stated it would be a useful tool in some situations so the Board could visually see what the problem(s) was/were. He stated prices have dropped significantly on the equipment. After discussion, Commissioner Vandervort stated he would look at prices while he was also looking at computer equipment.

Commissioner Price mentioned one of the items mentioned at the Strategic Planning Committee about trees and planting more of them. He stated there was the TREE-mendous Maryland program where the Town could purchase trees and shrubs cheaply. After discussion, Commissioner Price stated a committee could work with a local forester to inventory the trees in the Town's right-of-ways and make recommendations on what to plant, and the Board could decide if and where to plant. After more discussion, Commissioner Price stated Mr. Waite and Mrs. Edwards had indicated they would be interested in serving on such a committee. Commissioner Price made a motion to have a tree-planting committee, seconded by Commissioner Gell. The motion passed 5-0. When asked by Commissioner Price, President Doss stated the committee was not to exceed more than 5 individuals and the Board agreed.

Commissioner Gell asked what the Town was going to do about the eroded area at the Town point. After discussion, Commissioner Vandervort stated he'd rather see grasses than riprap. President Doss stated sloping it down would probably eliminate the same thing happening again because it wouldn't be so steep.

When asked by Commissioner Sheets, Mr. Hearne stated the State had received enough public comment on the shoreline erosion project that they wanted to hold a public hearing. After more discussion, Mr. Hearne stated Rick Ayella, of the Maryland Department of the Environment (MDE) wants to inspect the project area. He further stated the commissioners should be there for that and the Town was required to notify the affected property owners, particularly the ones who had commented on the project. Mr. Hearne stated after that the public hearing would be held. After discussion, President Doss stated the Town needed to protect its infrastructure and this was one of those tough decisions the Board will have to make that's not going to please everybody.

Commissioner Gell asked if there was a problem with the flagpole. President Doss stated the flag was damaged due to the weather and the ropes were straightened out. Commissioner Vandervort stated the Town needed to buy (3) flags of the size we fly everyday, seconded by Commissioner Price. The motion passed 5-0.

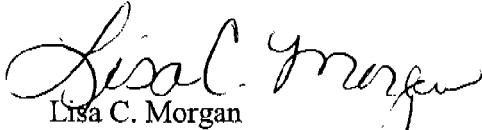
Commissioner Sheets asked if the Town was going to change the telephone system so commissioners would get messages on individual voice mail boxes. President Doss stated he would take of this.



Mr. Suppa stated the new cell phone was broken. President Doss told Mr. Suppa to go to the Verizon company store in Bear, Delaware to get it fixed, replacement or whatever needed to be done.

As there was no further business to be discussed, Commissioner Gell made a motion to adjourn, seconded by Commissioner Sheets. The motion passed 5-0. President Doss adjourned the meeting at 10:05 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF FEBRUARY 10, 2004  
AGENDA**

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. – Monthly Report  
Parts Order  
Hachs Colorimeter
4. Francis Malloy – 22 Long Beach Rd – Request for Water & Sewer Connections
5. Merrill Hadry – dogs, ATVs & police protection
6. Connie Waddell – untagged vehicle blocking road
7. Charlestown Marina – standing water in Veterans Park
8. President's Agenda

PENDING BUSINESS

9. Resolution – Charlestown Hazard Mitigation Plan

NEW BUSINESS

10. Cathodic protection agreement
11. Town Hall Roof (Status/Condition and RFP's if needed)
12. Fax Machine
13. Computer(s)
14. Audit Services contract
15. Shaping the Future – Manual & Video
16. Circuit Rider program
17. Holiday schedule
18. 310 Cecil St.
19. Program Open Space grant – athletic complex - \$11,472
20. LGIT Health Benefits Pool January Status Report
21. P&Z Commission resignation
22. Water/Sewer Infrastructure Council Meeting – March 11, 2004 6:30 p.m.  
County Administrative Bldg
23. 2005 Budget – Start on budget workshop in March

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 2/10/2004 TIME: 7:30 PM

Herrill Hadry  
Karen Verrault  
Colin J. Mullen  
Robert Corn, MEI  
Bill & Sherry Ross  
Connie Waddell  
JA Buzzi  
Ben Suppe

Henry Buser

# Town of Charlestown

## Accounts Payable Bills

02/10/04

Name	Memo	Split	Amount
<b>1000.1 - General Fund Cash Accounts</b>			
<b>1010.1 - Cash-General Checking</b>			
Alger Oil, Inc.	Account #667541-13 - Inv #926 - 197.8 gal x \$1.599/gal - tow...	6430.1 · Fuel	316.28-
URS Corporation	Project #20605326 - Inv #849820 - coordinate replacement of ...	2059.1 · Escrow-Tiffin-Roads (escrow ...	90.00-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 11/15/03 - 12/12/03	6920.1 · Police Protection	78.51-
Sheriff's Patrol	Charlestown Patrol - period of 11/15/03 - 12/12/03	6920.1 · Police Protection	2,621.58-
Cecil County Treasurer's Offi...	Account #1043 - Inv #20033350010 - landfill charges - Dec '03	6652.1 · Landfill	65.86-
URS Corporation	Project #20605321 - Inv #851797 - review construction; coordi...	6341.1 · Engineering Services	621.50-
Garage electric	Acct # 2096 5479 9995 - Garage	6420.1 · Electric	75.75-
Flagpole Lighting	2105 5729 9992 - flagpole	6420.1 · Electric	75.30-
Town House Electric	2056 2019 9989 - town house electric	6420.1 · Electric	46.76-
Comfort Station Electric	2096 4129 9992 - comfort station	6420.1 · Electric	22.42-
Connectiv	Acct #2096 3159 9997 - Town Hall	6420.1 · Electric	183.69-
Town Pier Electric	2056 2019 9997 - town pier	6985.1 · Electric	174.54-
URS Corporation	Project #20592168 - Inv #851785 - construction inspection & ...	2055.1 · Security Dep-Trinity	2,385.60-
Council Baradel Kosmerl & ...	Client #12119 - Inv #67939 - Principio Business Park - memo ...	6310.1 · Legal Counsel	451.80-
Injured Workers' Ins. Fund	Policy #2801346	6160.1 · Workmen's Compensation	473.00-
Best Cleaning Services, Inc.	inv #20317 - (2) cleanings - town hall	6450.1 · Maintenance	70.00-
Verizon	000017861803 96Y	6440.1 · Telephone	136.49-
KM-T Enterprises - Bernard ...	Inv #6183 - 7 hrs (Linda Brigham - 01/23/04) & Inv #6102 - 8 ...	6340.1 · Temp Services	180.00-
Wm G Saddler & Co., P.A.	auditing services	6320.1 · Auditor	4,259.00-
American Home & Hardware	Acct #685600 - Inv #990854 - 3 ft door bottom - town hall door	6450.1 · Maintenance	16.18-
Charm Net, Inc.	Acct #15683 - Inv #148057 - internet service - period of 02/01/...	6440.1 · Telephone	16.70-
Chesapeake Publishing Corp.	Acct #104333 - election ads	6240.1 · Election	59.36-
Maryland Rural Developmen...	Circuit Rider Program - 1st qtr '04 (Jan-Mar '04)	6330.1 · Administration	3,133.50-
Waste Management	Acct #275-0049441-0276-5 - Inv #1393892-0276-9 - trash re...	6651.1 · Trash Collection	3,465.44-
Wal*Mart	IAcct #6032 2020 0054 7977 - Inv #3421 - items for Holiday O...	6218.1 · Promotionals	146.64-
Hoopes Fire & Safety Equip...	Cust #200189 - Inv #39951 - annual fire extinguisher inspection	6450.1 · Maintenance	63.60-
Ferrell Fuel Co., Inc.	Account #146210 - Inv #66452 - 128.4 gal x \$1.99/gal - town ...	6430.1 · Fuel	153.95-
Total 1010.1 - Cash-General Checking			19,383.45-
Total 1000.1 - General Fund Cash Accounts			19,383.45-
<b>1000.2 - Utility Fund Cash Accounts</b>			
<b>1010.2 - Cash - Utility Checking</b>			
Miller Environmental, Inc.	Inv #10020400 - water sys ops charges - Feb '04	7120.2 · Contract Operating	2,056.12-
Water Tank Electric	2096 5489 9993 - WWater tank electric	7131.2 · Electric	586.54-
Well 1 Electric	2096 5499 9991 Well 1 electric	7131.2 · Electric	454.34-
Well 3 Electric	2096 5769 9994 Well 3 electric	7131.2 · Electric	168.82-

# Town of Charlestown

## Accounts Payable Bills

02/10/04

Name	Memo	Split	Amount
Rt 7 electric	2096 9259 9993 - Rt 7 electric	6533.2 · Station RT. #7	27.03-
Cecil County Treasurer's Offi...	Cust #226035 - Inv #15500010 - co sewer user fees - 4QCY04	6550.2 · County Regional System User...	16,417.47-
Verizon Wireless	Acct #202583968-00001 - Inv #0494403550	7132.2 · Telephone	83.46-
Sta 3 electric	2096 4739 9994 - Sta 3	6532.2 · Station #3	48.09-
Lift Station electric	2096 4139 9990 Lift station electric	6534.2 · Lift Station	12.70-
Sta 1 electric	2096 3069 9996 - Sta 1 electric	6531.2 · Station #1	134.36-
Verizon	000017860572 14Y - telephone water tower	7132.2 · Telephone	42.39-
H.I.E. Contractors, Inc.	Inv #2004-11 - repair water main leak along Rt 7 at 1607 W O...	7756.2 · Other Repairs	650.00-
Atlantic Coast Laboratories	inv #105426 - lab fees	7121.2 · Laboratory Testing	16.00-
Total 1010.2 · Cash - Utility Checking			20,697.32-
Total 1000.2 · Utility Fund Cash Accounts			20,697.32-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
American Home & Hardware	Acct #685600 - Inv #990854 - gloves; tape rule; dulco cement;...	6420.3 · General Maintenance	26.81-
Ace Hardware	Account #220358 - Inv #105698 - single cut key; Inv #105235 ...	-SPLIT-	93.12-
Mendenhall's Garage	Invoice #7189 - rebuild & reseal dump bed cylinder to correct ...	6024.3 · Truck Repair	413.95-
Street Lighting	2055 3529 9973 - street lighting	6010.3 · Street Lights	666.11-
Newark Mower Center, Inc.	Inv #8788 - (4) Western plow shoes; (1) Western plow guides ...	6500.3 · Snow Removal	395.50-
Gilbert Enterprises Inc.	Inv #9816N - gasoline charges - Dec '03 - town trucks	6026.3 · Gasoline - Truck	317.49-
York Building Products	Account #6241 - Invoice #6239-01 - 5.20 tons sand - snow re...	6500.3 · Snow Removal	39.01-
Total 1005.3 · New-Checking-Special (Special checking County)			1,951.99-
Total 1000.3 · Special Fund Cash Accounts			1,951.99-
<b>TOTAL</b>			<b>42,032.76-</b>

**TOWN MEETING OF JANUARY 13, 2004  
MINUTES**

The January 13, 2004 meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:40 p.m. Other Commissioners present were Vice President Michael W. Doss, Treasurer Donna M. Sheets, and Commissioner Robert L. Gell. Also present were Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Election Results – Mrs. Morgan announced the results of the Town Election held Monday, January 13, 2004 as follows:

294 voted out of 550 registered voters, resulting in a 53.4% voter turnout.

Donna Sheets	-	182
Steve Vandervort	-	148
Robert Gell	-	132
Joseph Letts, Sr.	-	121
Henry Burden	-	106
Judy Calvert	-	106
Albert VanDyke	-	20

Mrs. Morgan stated that based on the results, Donna Sheets, Steve Vandervort and Robert Gell won the 3 commissioner seats.

Oath of Office – William Brueckman, Clerk of the Circuit Court for Cecil County, swore in Donna Sheets, Steve Vandervort and Robert Gell in as commissioners.

Election of Town Officers – The Board voted, by secret ballot, in turn for President, Vice President and Treasurer. As a result of the balloting, Mr. Hearne announced Commissioner Doss, Commissioner Vandervort and Commissioner Sheets were elected President, Vice President and Treasurer respectively. Mr. Brueckman swore them in.

Minutes – Commissioner Gell made a motion to approve the minutes of the December 9, 2003 meeting, seconded by Commissioner Sheets. The motion passed 4-0.

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

Miller Environmental, Inc. – Monthly Report – Robert Corn, of Miller Environmental, Inc. (MEI) asked if the Town would consider giving keys to the water tower and gate to Intercoastal Trucking, the company that delivers chemicals to the water tower for use in the water system. He further stated although Intercoastal was supposed to provide 24 hours notice of a delivery, they have not several times resulting in either Beth Hamilton, the water system operator, having to leave a job to unlock for them or, if she's a distance away, Town maintenance or clerk unlocking for them. After discussion, the Board decided not to provide a key being concerned with security and limiting the number of people who have direct access to the water tower. Mr. Corn also presented the December 2003 monthly water system operations report. He also asked if the Town had signed the A.C. Shultz contract. Commissioner Vandervort stated the Town had approved the contract at a previous meeting but the only contract the Town received was a faxed copy. He further stated if the company didn't

mind the Town signing a faxed copy, the Town would execute it now. After brief discussion, President Doss signed the faxed contract copy and Mr. Corn stated he would contact A.C. Shultz to start work.

Water Meters – Mrs. Morgan stated she was requesting to purchase more water meters and, when asked, suggested purchasing 9 due to the number of houses nearing the end of construction in Scott Gardens. Commissioner Sheets made a motion to purchase 9 water meters, seconded by Commissioner Vandervort. The motion passed 4-0.

Commissioner Gell asked what the outcome of the no water complaint at the corner of Chesapeake Road and Cecil Street. Mrs. Morgan stated Mrs. Hamilton had checked the water meter and found the water meter was not frozen but the property owner had a problem either in the water lateral or in the residence itself. She further stated Mr. Malinowski, the property owner, was going to have a plumber check it.

Carey Snyder – 16 & 20 Cecil Street – Request for water/sewer service – Al Snyder, owner of 16 Cecil Street in the Holloway Beach area outside of town limits, stated Hurricane Isabel damaged the existing home to the extent they had to tear it down. He further said they wanted to rebuild and asked if the Town would permit them to tie a sewer line into his father's, Carey Snyder, existing sewer lateral at 20 Cecil Street, also outside of town limits. Mr. Snyder stated his father had tied into the system back around 1974. Commissioner Vandervort stated he believed there were a few properties that tied in back then in exchange for right-of-way needed for the system. President Doss stated the Town needed to put them in the same hold status as everyone else in that area who had come and requested service because the Town couldn't allow one person to tie for one reason and not allow another to tie in for the same reason. He stated it would be setting a precedent. President Doss stated the Town was working on annexation of the area and suggested Mr. Carey talk to Renee Sheets, a property owner in that area who working on the residents' behalf on the annexation. After more discussion, President Doss stated the Town hoped to have the annexation moving forward well by spring.

#### PENDING BUSINESS

Pat's Marina lease – Commissioner Vandervort stated Leonard Newswanger, owner of Pat's Marina was agreeable to renewing a lease with the same terms as the current one. After brief discussion, Commissioner Vandervort made a motion to approve the new lease with the same terms for 3 years, seconded by Commissioner Gell. The motion passed 4-0. President Doss signed the lease on behalf of the Town and Mr. Hearne will forward it to Mr. Newswanger to sign.

Commission appointment – Glenn Lewis – Ethics Commission (expires 01/2004) – Commissioner Vandervort stated the Board appointed Mr. Lewis in November to fill a vacated position on the Ethics Commission and now the term of that position was to expire at the end of this month. After discussion, Commissioner Gell made a motion to waive the interview for Mr. Lewis. After more discussion, Commissioner Gell amended his motion to waive the interview requirement and reappoint Mr. Lewis to the Ethics Commission for a new 3 year term, seconded by Commissioner Vandervort. The motion passed 4-0.

State Water Appropriation & Use Permit – Mr. Hearne stated the current permit issued in 1992 was due to expire in September 2004. He asked if the Town wanted to ask for an increase in the water appropriation when he files the paperwork for the new permit. The Board agreed the Town needed to ask for an increase but would need to talk to MEI about it and tabled the matter until the next meeting.

Boat Slip Fees – Mr. Hearne stated last year the Board had raised the annual slip fee to \$300 in anticipation of installing lights and water to the town pier. Mrs. Morgan stated the fee needed to be set because the Town needed to get the State approval of the fee. After brief discussion, Commissioner Sheets made a motion to set the 2004 boat slip fee at \$300, seconded by Commissioner Vandervort. The motion passed 4-0.

LGIT FY04 training grants – President Doss stated LGIT had discontinued offering safety grants. After discussion, the Board requested Ben Suppa, the town maintenance supervisor, look at the information and, if there was any training he believed the Town should submit for grant money, to let them know at the next meeting. Mr. Hearne stated the grant application needed to be submitted to LGIT by March 17, 2004.

Town of North East Information Request – Commissioner Vandervort stated the Town of North East had requested all records, maps, plans, plats, agreements, letters, minutes, correspondence, tapes, and/or information regarding the Tri-State Properties, LLC under the Freedom of Information Act. He further stated he had reviewed the information Mr. Hearne had collected. When asked by Commissioner Vandervort on Mr. Baynes' response, Mr. Hearne stated Mr. Baynes, the Town's attorney, said it was not necessary to include copies of the Town's engineer's bills or the bills from Fred Sussman, the attorney who was working on this matter for the Town. Mr. Hearne stated he had calculated and an invoice was done for \$184.69 charging for the hours Commissioner Vandervort, Mrs. Morgan and he spend gathering the paperwork, cost of copying, cost of tapes and the dubbing fees. He further stated a copy of the invoice was faxed to Melissa Cook-MacKenzie, North East Town Administrator, so they had a check ready when he dropped off the materials tomorrow. After brief discussion, Commissioner Vandervort suggested a discount as North East had allowed the Town to use their copier when ours was not working when we had to issue the boiled water advisory months back. After discussion, Commissioner Vandervort made a motion to submit an invoice showing total cost and the inter-government good neighbor discount, to be of such amount that the adjusted cost was \$130.00, seconded by Commissioner Sheets. The motion passed. Commissioner Vandervort stated he would revise the invoice tonight and Mr. Hearne stated he would call Mrs. MacKenzie tomorrow morning about the revised amount.

County Comprehensive Plan changes – Request for comments – President Doss stated the commissioners needed to review and make comments in writing. After more discussion, Commissioner Gell stated he talked to Al Wein, the County Administrator, and he said this hadn't anything to do with the water/sewer service plan. After more discussion, President Vandervort stated it should be asked in writing so they respond in writing. Commissioner Gell stated he would talk to Mr. Wein again.

MML Conference – hotel information to be received from MML on 01/19/04 – Mrs. Morgan stated she needed the hotel information for each commissioner for the conference. She further stated MML usually sent the hotel information so every town received it the day after Martin Luther King Jr.'s birthday and, due to the large attendance at the conference, most hotel rooms are taken by the end of the day.

Building Permits – Mr. Hearne stated there were only two major permits and one minor permit received since the last meeting; for Barry Andrews Homes, Jimmy Martin and a minor permit for the Suppas for a driveway. Commissioner Vandervort stated the one for Mr. Martin was to remove the existing mobile home to create 5 more campsites and asked if in doing that the Town should charge



another hookup fee. The Board wanted to look into that before making a decision. Commissioner Vandervort stated the developers of Scott Gardens were ready to start Phase II and the public works agreement required them to widen Louisa Lane at this point. Commissioner Vandervort stated when the road was widened, it would be over as far as where Mr. Scott's living room is now. He further stated Mr. Scott was upset because Mrs. Morgan had told him he would need to tear the existing house down before his new one could be built. Mrs. Morgan stated Planning and Zoning started requiring this when they had allowed someone to build a new home before tearing down the old one and they had a problem getting the property owner to tear the old one down. Commissioner Gell stated the developers told him they were willing to put up a bond guaranteeing that the Scotts' original house will be demolished once the new house was built. Commissioner Vandervort stated he would discuss this with Mr. Magness, the Planning and Zoning Commission chairman, because the developers were even willing to post a bond and then he would talk to Mr. Scott.

Municipal Government Week – 04/26 – 04/30/04 – Mr. Hearne stated the Maryland Municipal League had forwarded information regarding municipal government week and suggested activities, etc. to encourage people to participate in municipal government. After much discussion, the Board decided to fly the municipal government flag and pass a proclamation.

Mrs. Morgan stated Ms. Mumpower was in for her first day of community service work and would be back on Thursday. She further stated minutes of town meetings have been scanned back to 1998.

Commissioner Gell stated he would like the Town to look into moving the town election from the 2<sup>nd</sup> Monday in January to the 2<sup>nd</sup> Monday in April. After discussion, Mr. Hearne stated it would take a charter amendment but would need to check on all the procedures to do so. Rebecca Phillips, an audience member stated she would be interested in knowing also.

President Doss stated the Town approved the hazard mitigation plan and submitted to the County but forgot that a resolution needed to be passed adopting it as the official hazard mitigation plan for Charlestown. He further asked Mr. Hearne to work on a resolution for the next meeting.

President Doss mentioned that Michael Ross, a member of the Fire Company and who also was the Fire Company's representative on the Streetscape Committee, died recently. He said Mr. Ross had the second highest total service hours during Hurricane Isabel and did most of the water rescues for the Fire Company. President Doss made a motion to have the Town to recognize Mr. Ross for that by proclamation, seconded by Commissioner Sheets. The motion passed 4-0. President Doss stated he would work on the proclamation.

President Doss asked Mr. Hearne if the Town had received any money back from FEMA for Hurricane Isabel. Mr. Hearne stated the Town had received some reimbursements but the Town hadn't received anything yet on two remaining reimbursement requests and would check with FEMA on them. Mr. Hearne also stated he needed to submit paperwork for the \$10,000 MDE grant for the shore debris yet.

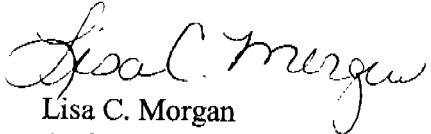
Commissioner Gell made a motion to adjourn.

Thomas Gatch, an audience member, asked about the boat upside down in the river. President Doss stated he had already contacted the Maryland Department of Natural Resources Police (DNR Police) and, since its mooring was still holding, the DNR police told him they would remove it, probably salvage it, in the spring.

Briefly, the Board discussed with the audience the outstanding voter turnout at the town election yesterday.

President Doss stated Commissioner Gell had made a motion to adjourn. Commissioner Sheets seconded the motion. The motion passed 4-0. President Doss adjourned the meeting at 9:16 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF JANUARY 13, 2004  
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. Carey Snyder – 16 & 20 Cecil St. – Request for water/sewer service

**PENDING BUSINESS**

8. Pat's Marina lease

**NEW BUSINESS**

9. Commission Appointment – Glenn Lewis – Ethics Commission (expires Jan '04)
10. State Water Appropriation & Use Permit
11. Boat Slip Fees
12. LGIT FY04 Training Grant
13. Town of North East Information Request
14. County Comprehensive Plan changes – Request for comments
15. Water meters
16. MML Conference – hotel information to be rec'd from MML on 01/06/04
17. Building Permits
18. Municipal Government Week – 04/26 – 04/30/04

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 1/13/2004 TIME: 7:30 PM

~~Carey Sample~~

Alan Syden

James J. J. J.

Robert C. C. , MEI

Bob Phillips

Rebecca Phillips

Tom Leach

Alliet Van Der

Paul Chesnut

Danielle Rapposelli

Katrina Vandervort

01/13/04

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
<b>1000.1 · General Fund Cash Accounts</b>			
<b>1010.1 · Cash-General Checking</b>			
AT&T	Acct #8014-058-9492 - Inv #6392573902 - Town Hall telephone	6440.1 · Telephone	16.01-
Glowstickfactory.com	(300) 6" glowsticks - Halloween	6963.1 · Halloween Party	242.00-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 10/18/03 - 11/14/03	6920.1 · Police Protection	88.39-
Sheriff's Patrol	Charlestown patrol - period of 10/18/03 - 11/14/03	6920.1 · Police Protection	2,957.68-
Cecil County Chamber of Co...	Inv #10464 - MD Sec'y of Transportation; Rob't Flanagan lunch - Co...	6212.1 · Conference Expenses	20.00-
Beresh, Carol	court reporter - Bd of Appeals hearing - Masonry Homes	6611.1 · Other	75.00-
Verizon	Acct #000017861803 96Y - Town Hall telephone	6440.1 · Telephone	136.07-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #8421 - (24 rls) paper towels - Tow...	6221.1 · Supplies	40.08-
Waste Management	Acct #276-0035805-0276-7 - Inv #0432001-0276-2 - dumpsters - Hu...	6651.1 · Trash Collection	1,545.72-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #334398 - drill bit - post office door; Inv #333759 - d...	6410.1 · Repairs	26.11-
URS Corporation	Project #20592171 - Inv #789540 - Scott Gardens Phase II; Inv #818...	-SPLIT-	1,165.86-
URS Corporation	Project #20605323 - Inv #796921 - mtg w/ Town & developer; mtg w/...	-SPLIT-	4,785.61-
URS Corporation	Project #20605321 - Inv #796920 - mtg w/ Developer & Town; part-ti...	6341.1 · Engineering Services	4,564.50-
URS Corporation	Project #20592168 - Inv #796853 - coordinate with developer on nex...	-SPLIT-	1,637.97-
URS Corporation	Project #20605326 - Inv #793997 & Inv #818403 - Tiffin Builders (Co...	-SPLIT-	1,409.56-
Thomas, Don H.	Inv #2245 - removed old light; installed wall light in bathroom near sh...	6410.1 · Repairs	113.00-
Best Cleaning Services, Inc.	Inv #20253 - (3) cleanings - Town Hall	6450.1 · Maintenance	105.00-
Council Baradel Kosmerl & ...	Client #12119 - Inv #67456 - FedEx charges & telephone charge - T...	6310.1 · Legal Counsel	16.08-
Council Baradel Kosmerl & ...	Client #12119 - Inv #67457 - calls w/ Vandervort; revise agreement; ...	6310.1 · Legal Counsel	1,064.00-
NEBS	Account #961219-139077 - Order #1031384962 - (1000) checks	6220.1 · Office Supplies	141.76-
KM-T Enterprises - Bernard ...	Inv #6026 - temp services	6340.1 · Temp Services	168.00-
Baynes, Keith A.	research & provide opinion ltr regarding election law questions	6240.1 · Election	45.00-
Ferrell Fuel Co., Inc.	Account #146210 - Inv #68352 - 205.3 gal x \$1.199/gal	6430.1 · Fuel	246.16-
Maryland Department of the ...	Inv #AD006536 - ad for Shoreline Erosion project	6704.1 · Shoreline Erosion (grant)	86.00-
Chesapeake Publishing Corp.	Account #104333 - ad for Board of Appeals hearing - temp sales trail...	6610.1 · Administration	48.90-
Staples	Account #797223000027426 - office supplies	6220.1 · Office Supplies	73.37-
Connectiv	Acct #2096 3159 9997 - Town Hall	6420.1 · Electric	163.94-
Garage electric	Acct # 2096 5479 9995 - Garage	6420.1 · Electric	74.14-
Comfort Station Electric	2096 4129 9992 - comfort station	6420.1 · Electric	23.61-
Flagpole Lighting	2105 5729 9992 - flagpole	6420.1 · Electric	76.06-
Town House Electric	Account #2056 2019 9989 - Town House electric	6420.1 · Electric	10.66-
Town Pier Electric	2056 2019 9997 - town pier	6985.1 · Electric	9.03-
URS Corporation	Project #20605321 - Inv #818399 - progress mtg w/ Town to review l...	6341.1 · Engineering Services	8,880.39-
AT&T	Acct #8014-058-9492 - Inv #6392577629 - long-distance telephone	6440.1 · Telephone	8.66-
Pitney-Bowes Inc	Account #1955-0184-96-5 - Inv #725613 - rental charges - postage ...	6260.1 · Office Equipment Repair	106.84-
Waste Management	Acct #275-0049441-0276-5 - Inv #1364977-0276-3 - trash removal - ...	6651.1 · Trash Collection	3,521.34-
Central Printing & Office Sup...	Inv #5345 - (600) election ballots	6240.1 · Election	48.00-

# Town of Charlestown

## Accounts Payable Bills

01/13/04

Name	Memo	Split	Amount
Total 1010.1 · Cash-General Checking			33,740.50-
Total 1000.1 · General Fund Cash Accounts			33,740.50-
<b>1000.2 · Utility Fund Cash Accounts</b>			
<b>1010.2 · Cash - Utility Checking</b>			
Verizon	Acct #000017860572 14Y - telephone - water tower	7132.2 · Telephone	41.40-
USA Blue Book	Acct #950625 - Inv #748395 - (1) pk 21" blue wire flags	7142.2 · Office Supplies	12.56-
Miller Environmental, Inc.	Inv #10010399 - monthly water ops charges - Jan '04	7120.2 · Contract Operating	2,056.12-
Verizon Wireless	Account #202583968-00001 - Inv #486875128 - (2) cell phones	7132.2 · Telephone	134.69-
Sta 1 electric	2096 3069 9996 - Sta 1 electric	6531.2 · Station #1	186.19-
Lift Station electric	2096 4139 9990 Lift station electric	6534.2 · Lift Station	13.45-
Rt 7 electric	2096 9259 9993 - Rt 7 electric	6533.2 · Station RT. #7	38.69-
Well 1 Electric	2096 5499 9991 Well 1 electric	7131.2 · Electric	449.72-
Well 3 Electric	2096 5769 9994 Well 3 electric	7131.2 · Electric	98.89-
Water Tank Electric	2096 5489 9993 - Water tank electric	7131.2 · Electric	529.66-
Sta 3 electric	2096 4739 9994 - Sta 3	6532.2 · Station #3	77.04-
Total 1010.2 · Cash - Utility Checking			3,638.41-
Total 1000.2 · Utility Fund Cash Accounts			3,638.41-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #657 - oil; ice melt; air hose; deicer...	6420.3 · General Maintenance	135.53-
Newark Mower Center, Inc.	Inv #8594 - (2) Western plow feet	6022.3 · Equipment Repair	80.00-
York Building Products	Acct #6241 - Inv #5956-01 - 4.68 tons sand (to mix w/ salt) for snow ...	-SPLIT-	57.80-
American Home & Hardware	Acct #685600 - Inv #979511 - organizer kits; utility hooks; gloves; ke...	6420.3 · General Maintenance	62.03-
Gilbert Enterprises Inc.	Inv #8722N - gasoline for town trucks - Nov '03	6026.3 · Gasoline - Truck	174.06-
Kunkle Service Co.	Account #369904 - Inv #344271 - hydraulic fluid - truck; Inv #344457 ...	-SPLIT-	81.69-
Street Lighting	2055 3529 9973 - street lighting	6010.3 · Street Lights	666.11-
Atlantic Coast Laboratories	Inv #105027 - lab testing (monthly coliform; VOC & nitrates testing	7121.2 · Laboratory Testing	83.00-
Total 1005.3 · New-Checking-Special (Special checking County)			1,340.22-
Total 1000.3 · Special Fund Cash Accounts			1,340.22-
<b>TOTAL</b>			<b>38,719.13-</b>

**TOWN MEETING OF DECEMBER 9, 2003  
MINUTES**

The December 9, 2003 meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:44 p.m. Other commissioners present were Vice President Michael W. Doss, Treasurer Donna M. Sheets, Commissioner Robert L. Gell and Commissioner G. Richard Price. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Minutes – Commissioner Price stated a line saying “President Vandervort stated he would provide a budget statement to the Board” should be put after the last line in the first paragraph on the last page of the minutes after the word “helped”. He further stated there was a typo on the last page in the paragraph regarding the streetlight and said it should be “an ongoing problem”, not “a ongoing problem”. Commissioner Price then made a motion to approve the minutes of the November 25, 2003 meeting with those corrections, seconded by Commissioner Gell. The motion passed 3-0-2 (Commissioners Doss and Sheets abstained).

PENDING BUSINESS

Commission Appointments – Commissioner Gell made a motion to reappoint Nelson McCall to the Board of Appeals, seconded by Commissioner Doss. The motion passed 5-0. Commissioner Doss made a motion to appoint Glenn Lewis to the Ethics Commission, seconded by Commissioner Sheets. The motion passed 5-0. Commissioner Doss made a motion to reappoint Roger Clements to the Planning and Zoning Commission, seconded by Commissioner Sheets. The motion passed 5-0. After discussion, President Vandervort stated the Town should check with Keith Baynes, the Town’s attorney, because he believed the President had the power to appoint members of commissions and, although his practice had been to include the entire Board in these decisions, he would not want to diminish the power of future Board presidents. After more discussion, President Vandervort made a motion to reappoint Suzann Barker and Nancy Bowles to the Historic District Commission, seconded by Commissioner Doss. The motion passed 5-0.

Town House Painting – Commissioner Gell stated there were two quotes on the town house work – one from Upper Bay Pressure Washing and one from Pierce Contracting. After discussion, Commissioner Gell made a motion to have Upper Bay Pressure Washing do the work, seconded by Commissioner Doss. The motion passed 4-0-1 (President Vandervort abstained).

Commissioner Doss stated the Board had discussed Lee’s Marina at the last meeting and wanted to know what was being done. President Vandervort stated they have a really bad runoff problem and there was a pipe that went under the building but they weren’t sure whether the pipe was damaged or it was just not handling the amount of runoff coming down. He further stated he had asked URS Corporation, the Town’s engineers, to include this area in their report. Commissioner Doss stated his concern was the weather report was calling for heavy rains tomorrow night. After discussion, Commissioner Doss suggested sandbagging to help keep the water out. After more discussion, Commissioner Doss asked Mr. Brittingham, of Lee’s Marina, if he would mind if the Town would put some sand in front of the building tomorrow to keep water out in the meantime until the Town could determine what to do as a more permanent solution. President Vandervort stated URS should be looking at that problem.

President Vandervort stated Mr. Hearne and Mrs. Morgan would be off on several of the same days around Christmas and wanted to know if the Board wanted to hire a temp. Commissioner Gell asked if

the Town Hall was open all day on Christmas Eve. After discussion, the Board decided to ask Mrs. Lubking if she would work temporarily for the Town on December 24, 26 and 31<sup>st</sup> and January 2, 2004 and, if she couldn't, to contact a temp agency for a temporary worker.

**Building Permits** – The Board reviewed the list of building permits with Mr. Hearne. Commissioner Doss asked about Permit #03-116 as he hadn't submitted it because they had decided not to do the work. Mr. Hearne stated he had numbered the copy but, as the work was not going to be done, he would void the permit.

**Bonuses** – President Vandervort stated in the past the Town had given Christmas bonuses to the town employees. After discussion, Commissioner Gell made a motion to pay the full-time employees and Mr. Hearne a \$125 bonus and the two part-time employees a \$75 bonus, seconded by Commissioner Doss. The motion passed 5-0.

**Pat's Marina lease** – President Vandervort stated Pat's Marina changed in the mid-1980's and extended some of their docks out in front of town property and the Town stated they didn't have a right to do that. He further stated an agreement was reached that the marina would pay 10% of the cost of 1 slip so those 10 slips could remain. After discussion, President Vandervort stated his recommendation would be to renew the agreement on the same terms. When mentioned by Commissioner Gell, President Vandervort stated Lee's Marina's lease included a piece of land that they, in turn, lease to Pat's Marina. He further stated the Town had received a letter from Pat's Marina asking to lease the piece of land directly from the Town. President Vandervort stated he didn't believe that would be possible at this time unless Lee's Marina's lease was due to expire or they agreed to this also. He further stated it was a separate issue from the lease itself and, in continuing, said he'd recommend offering the same terms as in the current lease to Pat's Marina. After discussion, the Board asked President Vandervort to offer those terms.

**Maryland Mayors' Association 10<sup>th</sup> Winter Conference** – 02/05 – 02/07/03 – Loew's Hotel, Annapolis – President Vandervort stated a decision on this couldn't be made until after the election in January.

Commissioner Gell asked if a commissioner was going to be attending the MML Chapter dinner this Thursday. President Vandervort stated he was going as long as it didn't conflict with a viewing he needed to attend.

President Vandervort stated Robert Niebel had submitted an invoice for his work. He further stated Mr. Niebel, although he said he had given the Town Hall a copy of his insurance certificate when he first started working, was told it was not on file at Town Hall and the Town couldn't pay him until he did so because he didn't notify Miss Utility before digging and cut utility lines twice. He further stated Bruce Criscuolo repaired the one area for \$390.30 and Verizon fixed the other area for \$946.45. President Vandervort stated he wanted to deduct those amounts from Mr. Niebel's bill unless Mr. Niebel's insurance company would pay those amounts and then the Town would pay the original invoice amount. Commissioner Doss so moved, seconded by Commissioner Sheets. The motion passed 5-0.

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

Commissioner Gell stated the inspector found the light over the shower in the town house was illegal and dangerous. He further stated Mr. Thomas, an electrician, put a light on the wall but in the process found the neutral was at 70 volts. Commissioner Gell stated that problem was being worked on.



Commissioner Sheets asked if President Vandervort had talked to Mr. Knapp, of Avalon Yacht Basin, about his request to reduce his sewer bill because of his claim of damage from Hurricane Isabel. President Vandervort stated he had attempted to contact Mr. Knapp several times but he wasn't home at those times.

Commissioner Sheets stated President Vandervort had caught several kids writing graffiti on the gazebo and said it hadn't been covered over yet. President Vandervort stated the kids hadn't painted yet because of the weather. After discussion, Commissioner Doss stated the kids will either find a ride to get here and do the painting or the Town had a year and a day to file charges against them.

Miller Environmental, Inc. – Monthly Report – President Vandervort stated there wasn't a MEI representative here but the Board could review the monthly report.

Commissioner Sheets stated on the Andrew Thompson matter about the flooding in the area and she had talked to David Dodge, representing Barry Andrews, and he stated they would be willing to pay half because there were other contributing factors causing the problem so believed the Town should move on that. She asked if URS could look at that. President Vandervort stated he had included that in his discussion with URS and they should be here shortly working on it. After more discussion, President Vandervort stated the County handled our storm water management but believed the Town had gotten to the point that perhaps we needed to have our own engineers doing it. He further stated it really didn't make sense to have the engineers develop a storm water management plan and then have the County enforce it. Commissioner Sheets asked what the Town would need to do to terminate the agreement with the County. President Vandervort stated the Town would need an agreement with URS or some other engineering firm and, also, he needed to check the agreement with the County. Mr. Hearne stated he will be in a MRDC seminar all day on Friday.

Mr. Hearne stated the Board had talked about doing something about abandoned vehicles and, looking at what was in place for Millington and what North East had in their ordinance, he believed that the Town needed to change the ordinance. Commissioner Doss asked if the Town had the citation books. Mr. Hearne stated he could order the books but first the ordinance needed to be redone. After discussion, Mr. Burden stated every ditch and pipe on Caroline Street are blocked so the water flowed down Cooper Avenue and behind there and flows into my and neighbors' backyards. After more discussion, President Vandervort stated URS was working on a storm water management plan for the Town. Commissioner Price stated that once it was done, it also needed to be maintained.

Commissioner Price stated he and Commissioner Gell had talked to Michael Vaughan and Michael Mizel regarding the TSMT property and said what the Town needed to do was develop a list of ideas the Town would like to see as a result of annexing that property into town. After discussion, Commissioner Price stated additional town employees due to the increased number of residents in town, more roads to maintain, which might mean a new town truck, etc. Commissioner Doss stated there would be a need for increased police and fire protection. Commissioner Sheets stated she would like to see a new post office so everyone in town has a Charlestown address. After discussion, Commissioner Price stated there should also be some things that should be beneficial to both them and the Town, such as signage, lighting, and other things that would tie them into the town. Commissioner Gell stated they had talked about putting in recreational facilities, such as swimming pools, but he would like to see them accessible to everyone in town. Commissioner Price stated usually a homeowners' association would run facilities such as that. Commissioner Gell stated a strong homeowners' association could be in competition with the town. He further stated developers have been known to pay an impact fee, which would pay for fire trucks, town trucks, snow plows, etc. After

more discussion, President Vandervort stated another consideration was the sewer system because if they hook up to the town's system, they would pay a \$2000 connection fee per home, which would help rebuild the Town's pumping stations. He further stated they will try to hook up to the County and try to convince us to allow them to do that and the County will argue that way and say we don't have a choice. President Vandervort stated the Town absolutely has the right to have that as part of Charlestown's sewer and the agreement specifically says that any land Charlestown annexed was covered by the agreement. He further stated he didn't believe the County could legally stop us from doing that. After more discussion, Commissioner Price stated the Town needed to make as comprehensive a list of what the Town wants so the Town had a good negotiation base. After more discussion, President Vandervort stated another issue to keep in mind was the annexation of the Holloway Beach area, which would be easier if TSMT happened because financially they would balance.

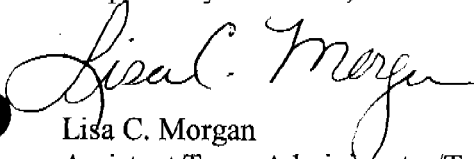
Miller Environmental, Inc. (MEI) – Monthly Report – Robert Corn, of Miller Environmental, Inc., presented the monthly water system operations report to the Board. He further discussed the progress on getting information and quotes on redeveloping the Cecil Street well. Mr. Corn stated he was thinking of contacting Shore Well Drillers again but would not recommend using them for the work because of their unresponsiveness when contacted them months ago when the Town had a problem with the well pump. President Vandervort stated if the Town solicited bids and only received one quote, then the Town had satisfied the charter's bid requirement. After brief discussion, President Vandervort stated the Town could go with the quote we had gotten from A.C. Shultzes. He further stated the Town wants them to redevelop the well and flowcheck it so the appropriate size pump was installed. President Vandervort stated he believed their quote was for \$3600 or \$4800. Commissioner Doss made a motion to award the work to A.C. Shultzes, seconded by Commissioner Sheets. The motion passed 5-0.

Commissioner Price stated he had gotten two plumbers to look at putting water on the town pier. He further stated one option was to connect the line to the water at the town house but then it would not be metered. He asked if MEI actually does the connection from the main to the meter. Mr. Corn stated no. President Vandervort stated they inspect the connection but they don't install it. After discussion, President Vandervort stated the question was to either connect to the water at the town house or put in a new connection. Mr. Corn stated if the Town was thinking about putting 8 hose bibs in, then a 1-inch line would be okay. President Vandervort asked if MEI would contact A.C. Shultzes or the Town. Mr. Corn stated the Town would need to sign the contract. President Vandervort stated he would do that and when contacting them, he would have them coordinate the work with MEI.

Commissioner Price stated the Town hadn't come up with a solid list but the commissioners should work on this for the next meeting.

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

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF DECEMBER 9, 2003  
AGENDA**

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. – Monthly Report
4. Andrew Thompson/David Dodge – Water problem

PENDING BUSINESS

5. Commission Appointments

NEW BUSINESS

6. Town House Paint
7. Days off at Christmas – Temp
8. Building Permits
9. Bonuses
10. Pat's Marina – Lease
11. Maryland Mayors Association 10<sup>th</sup> Winter Conference – 2/5-2/7 – Loews Hotel,  
Annapolis

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 12/9/2003 TIME: 7:30 PM

Christine Wertsch

Bob Phillips

Rebecca Phillips

Yancy Bowen

Finda Oliver

Suzanne Barker

Bene Stib

Glen Lewis

Thom, Juber

Karen Vorachy

Robert Cold - MEH

Mrs. Newmayer

# Town of Charlestown

## Accounts Payable Bills

12/09/03

Name	Memo	Split	Amount
<b>1000.1 - General Fund Cash Accounts</b>			
<b>1010.1 - Cash-General Checking</b>			
Conectiv	Acct #2096 3159 9997 - Town Hall	6420.1 - Electric	155.52-
Garage electric	Acct # 2096 5479 9995 - Garage	6420.1 - Electric	64.20-
Comfort Station Electric	2096 4129 9992 - comfort station	6420.1 - Electric	15.94-
Flagpole Lighting	2105 5729 9992 - flagpole	6420.1 - Electric	74.44-
Town House Electric	Account #2056 2019 9989	6420.1 - Electric	10.88-
Town Pier Electric	2056 2019 9997 - town pier	6985.1 - Electric	15.19-
LazerBlazers.Com	Inv #25478 - (2) plaques	6216.1 - Memorials	63.00-
Council Baradel Kosmerl & ...	Inv #12119-00002-003 FCS - legal services - Principio Business Park a...	6310.1 - Legal Counsel	989.00-
Cecil County Chamber of Co...	membership dues	6214.1 - Dues & Memberships	200.00-
Charm Net, Inc.	Acct #15683 - Inv # 144077 internet service - period of 12/1/03 - 01/01/...	6440.1 - Telephone	16.95-
Central Printing & Office Sup...	Inv #5273 - (500) voter registration cards	6240.1 - Election	63.00-
Staples	Acct #7972 3200 0002 7426 - office supplies	6221.1 - Supplies	114.00-
Baynes, Keith A.	review & comment on lease w/ Chesapeake Bay Maritime Foundation; ...	6310.1 - Legal Counsel	135.00-
Viking Office Products	Acct #4867589 - Inv #850302 - (1) time clock; time cards & ribbon	6250.1 - Office Equipment	337.45-
Chesapeake Publishing Corp.	Account #104333 - ads for commission openings; election notices	-SPLIT-	268.96-
Maryland Rural Developmen...	Circuit Rider program - 2nd FY Qtr '03	6330.1 - Administration	3,133.50-
landfill	Acct # 1043 - landfill charges - Nov '03	6652.1 - Landfill	78.07-
Waste Management	Acct #275-0049441-0276-5 - Inv #1338380-0276-3 - trash removal - N...	6651.1 - Trash Collection	3,465.44-
Crothers-Littles Ins.	Cust #CH011206094732 - Inv #1401 - bond	6520.1 - Fidelity Bonds	150.00-
Radio Shack	Account #00001903060981 - Inv #469348 - (4) 3pk cassette tapes	6221.1 - Supplies	31.96-
Local Government Insurance...	Inv #LGT02PO064 - liability deductible due on lease dispute case - Price	6219.1 - Other	1,000.00-
First National Bank of North ...	Box #10617 - safe deposit box rental	6219.1 - Other	48.00-
Total 1010.1 - Cash-General Checking			10,430.50-
Total 1000.1 - General Fund Cash Accounts			10,430.50-
<b>1000.2 - Utility Fund Cash Accounts</b>			
<b>1010.2 - Cash - Utility Checking</b>			
Sta 1 electric	2096 3069 9996 - Sta 1 electric	6531.2 - Station #1	147.31-
Sta 3 electric	2096 4739 9994 - Sta 3	6532.2 - Station #3	81.72-
Lift Station electric	2096 4139 9990 Lift station electric	6534.2 - Lift Station	11.31-
Rt 7 electric	2096 9259 9993 - Rt 7 electric	6533.2 - Station RT. #7	31.58-
Well 1 Electric	2096 5499 9991 Well 1 electric	7131.2 - Electric	455.50-
Well 3 Electric	2096 5769 9994 Well 3 electric	7131.2 - Electric	153.87-
Water Tank Electric	2096 5489 9993 - Water tank electric	7131.2 - Electric	214.26-
USA Blue Book	Inv #742846 - (6) pints liquid dye	7142.2 - Office Supplies	133.75-
National Waterworks	Acct #94258 - Inv #9940796 - (6) hydrant seats; (6) hydrant locking pins	7756.2 - Other Repairs	276.30-

12/09/03

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
Atlantic Coast Laboratories	Inv #104558 - lab fees	7121.2 · Laboratory Testing	16.00-
Total 1010.2 · Cash - Utility Checking			1,521.60-
Total 1000.2 · Utility Fund Cash Accounts			1,521.60-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
Gilbert Enterprises Inc.	Inv #8697G & Inv #8694G - gasoline charges - Oct '03	-SPLIT-	348.80-
Street Lighting	2055 3529 9973 - street lighting	6010.3 · Street Lights	666.11-
Advantage Ford	Acct #11395 - Inv #FOCS44675 - oil change & replace front stabilizer d...	6024.3 · Truck Repair	224.30-
Total 1005.3 · New-Checking-Special (Special checking County)			1,239.21-
Total 1000.3 · Special Fund Cash Accounts			1,239.21-
<b>TOTAL</b>			<b>13,191.31-</b>

**TOWN MEETING OF NOVEMBER 25, 2003**  
**MINUTES**

The November 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 Commissioner Robert L. Gell and Commissioner G. 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 November 11, 2003 meeting, seconded by Commissioner Price. The motion passed 3-0.

Accounts Payable – After discussion, Commissioner Gell made a motion to approve the bills, seconded by Commissioner Price. The motion passed 3-0. Commissioner Gell asked Mr. Hearne to check on whether Don Thomas' bill was paid or not. Mr. Hearne also mentioned the Town needed to get an insurance certificate from Mr. Niebel. Mr. Hearne stated Verizon was looking to bill for repairing line damaged caused by Mr. Niebel during digging. President Vandervort stated Commissioner Sheets submitted her cell phone for partial reimbursement because she had made calls to schedule dumpsters after Hurricane Isabel. President Vandervort asked Mr. Hearne to check to see whether it could be submitted for FEMA reimbursement. Commissioner Gell made a motion to reimburse Commissioner Sheets for part of her bill, seconded by Commissioner Price. The motion passed 3-0. Mr. Hearne stated he was still working on the dumpster bills to submit against the DNR grant and then submit the remainder to FEMA.

PENDING BUSINESS

Commission Appointments – President Vandervort stated there were the following openings on commissions: 1 on Board of Appeals; 2 on Historic District Commission; 1 on Planning & Zoning Commission and 1 on Ethics Commission. He further stated the Town had received letters of interest from the following individuals for the stated openings: Rogers Clements for Planning & Zoning; Glenn Lewis for Ethics Commission; Renee Sheets, Christine Wertsch, Suzann Barker and Nancy Bowles for Historic District Commission. After discussion, Commissioner Price made a motion to invite Mr. Lewis to an interview with the Board, seconded by Commissioner Gell. The motion passed 3-0. After discussion, Commissioner Price stated the Board should interview all these individuals for the openings. After much discussion, the Board decided to send letters to all these individuals to come for interviews at 7 p.m. on December 9<sup>th</sup>. After discussing the Board of Appeals opening that nobody had submitted a letter of interest for, Mr. Hearne asked if he should include Mr. McCall. Commissioner Gell stated he would talk to Nelson McCall about the Board of Appeals opening first.

NEW BUSINESS

Friday after Thanksgiving – President Vandervort stated the Town had an official holiday list but from time to time, there had been a request to have the day after Thanksgiving as a holiday. Commissioner Gell stated these requests should be made at the beginning of the calendar year. After more discussion, the Board took no action.

Open House – date/time/budget – President Vandervort stated the Board needed to decide when it will be, the budget for it and the Board had a tentative list of people to invite to add to if the Board wished. Commissioner Gell made a motion to have the open house on Friday, December 19<sup>th</sup>. The motion died for a lack of second. Karen Varady, an audience member asked if the Board was going to have it at the

Town Hall or at the firehouse. After more discussion, Commissioner Price made a motion to have the open house on December 19<sup>th</sup> from 1-6 p.m. at the firehouse, seconded by Commissioner Gell. The motion passed 3-0. President Vandervort asked and Mr. Hearne stated last year's budget was \$900. After more discussion, President Vandervort suggested the Board set a tentative budget same as last year and then by December 9<sup>th</sup>, find out if it needed to be adjusted. After discussion, President Vandervort stated Commissioner Sheets would be in charge and Mrs. Morgan would do the work.

Meeting for revised draft 10 year Water/Sewer Plan – Planning Office Conference Room – 12/04/03 @ 9 a.m. (RSVP to Al Wein) – President Vandervort stated Al Wein, the County Administrator, sent a letter stating there would be a meeting on December 4<sup>th</sup> at 9 a.m. regarding revised draft 10 year water/sewer plan. Mr. Hearne stated he would not be able to attend. President Vandervort stated he would attend and wanted the other commissioners to know about the meeting in case they wanted to attend also.

Town House Paint – Commissioner Gell stated there were two quotes, one which does not include the repairs and the other does. President Vandervort stated the town maintenance workers had taken a look at the house and they should be able to do the work. After discussion, Commissioner Gell made a motion to approve the low bid submitted by Upper Bay Pressure Washing with the understanding that they will submit an estimate on repairs. The motion died due to a lack of a second. After more discussion, Commissioner Gell stated he would get a quote from them for the repairs. Commissioner Gell mentioned he had Mrs. Morgan call Alger for an oil delivery to the town house. After discussion, Mr. Hearne stated there was a service contract with Alger for the town house. President Vandervort stated the Town no longer had a service contract on the Town Hall with Alger so the Town should be able to get a better price.

Commissioner Gell asked Mr. Suppa if he was getting quotes to replace the shingles on the Town Hall roof because he had one person interested in submitting a quote. Mr. Suppa stated Steve Burchett might be interested in submitting a quote.

Letter from Avalon Yacht Basin – Request to reduce sewer bill – After discussion, Commissioner Gell asked if the bill was based on the number of boats or the number of slips. President Vandervort stated it would be setting a dangerous precedence to fluctuate the bill based on good or bad seasons. After discussion, President Vandervort stated the Town charged a sewer fee on a flat-rate system. He further stated originally the Town had determined 8 slips were equal to one residential unit. President Vandervort stated Hurricane Isabel occurred at the end of the season and Mr. Knapp should have those slips repairs by the next season. Commissioner Price asked why the marina had been allowed to get into the condition it's in. After discussion, President Vandervort stated the Board would need to decide whether it wanted to do something about that and follow through. After more discussion on reducing the bill, Commissioner Price stated the Board did agree to promote a cleanup of the marina facility and pursue it. After more discussion, President Vandervort stated he thought it was a matter of enabling legislation rather than citation books. Mr. Hearne stated the Town needed the citation books, they're \$2 a book, because the citations goes through District Court. After more discussion, Mr. Hearne stated the ordinance was amended to make the offense a municipal infraction punishable by a fine of \$100. He stated the idea behind that was to make it easier to enforce. After more discussion, Commissioner Price stated the Board needed to pursue this issue more steadily for the Town to have a good appearance. He further stated on the undeveloped portion of Tasker Lane, up where the ditch work was done, there was a lot of junk. Mr. Suppa stated they had taken a truckload out of that area. The Board agreed to send a letter to Mr. Knapp that the sewer bill would not be reduced.



Lee's Marina – water leaking into building – President Vandervort stated there's a lot more water coming down the embankment than there used to be. He further stated there's a catch basin across the street with three pipes. He stated probably 2 were incoming and 1 was outgoing and the outgoing pipe probably goes across the street, through the interior of the building and across the marina parking lot. After discussing the problems found during the last few heavy rainstorms, Commissioner Gell asked what URS had said. President Vandervort stated it was not one of the areas the Town had asked them to look at but we could. He further stated it would probably be better to dig a new ditch and put a pipe going off towards Louisa Lane. After more discussion, President Vandervort stated if the new pipe was directed toward Louisa Lane, there was another problem that could be solved. He stated currently water from the corner at Water St. and Louisa Lane goes to Lot B and fans out across the lot. President Vandervort stated since the lot is slated to be used by the boat building foundation, a pipe could be installed so the water no longer did that.

MML "If I Were Mayor" Contest – President Vandervort stated the Maryland Municipal League sponsors a essay contest every year for 4<sup>th</sup> graders. Mr. Hearne stated someone needed to make sure the information packet was received by the elementary school.

Commissioner Price stated the Strategic Planning Committee met on November 18<sup>th</sup> and looked at the code in regard to the Historic District Commission and they do have review power and must issue a certificate of suitability for any work done in the district. He further said they can't require one period of architecture over another but they can be strict on properties acknowledged to be historic. After discussion, Commissioner Price stated in December they would be working on some suggestions that would enter into a strategic plan.

Commissioner Price stated there had been some complaints about housekeeping in the Town Hall. After discussion, Commissioner Gell asked if shelves couldn't be installed in bathroom for storage. Mr. Suppa stated he talked to Mr. Racine about the items the Town wanted to take the auction and, when Mr. Bagri took the truckload up, Mr. Racine didn't want it. After discussion, President Vandervort stated the problem in the past with giving away something to somebody, the Town had been accused of favoritism. Commissioner Gell stated the college had to develop a policy regarding it. After discussion, Mrs. Varady mentioned Good Will might take some. The Board asked Mr. Suppa to check with them and then the remainder can be given away. Commissioner Price stated the Town might need to look at different storage capacity, perhaps to get some of the filing cabinets out of the way. Mr. Hearne mentioned Commissioner Sheets had contacted the high school about getting a student to do community service by scanning documents for the Town but he didn't know what the result of her contact was.

Commissioner Price stated the Board still needed to have a budget statement that can be understandable so the Board can make knowledgeable decisions. He further stated he didn't know what was funded for streets. Commissioner Price stated there are areas in town where street improvements should be made but we don't know what we have or do not have to spend. After more discussion, Commissioner Gell asked about the auditor. Mr. Hearne stated the Town had requested an extension and the auditor should be here in the next couple of weeks. Commissioner Gell asked if the commissioners could talk to the auditor. President Vandervort stated the auditor was here to comply the State's requirements for fiscal accountability. After discussion, Commissioner Gell asked why don't they provide a management report. Commissioner Price stated it was difficult for a group of people to make a decision when they don't all know the figures. After more discussion, President Vandervort stated they had asked for a budget report a couple of times but he just hadn't time yet to so. After more discussion, Commissioner Gell stated a management letter would make suggestions on best

fiscal practices. President Vandervort stated the president was the chief financial officer and such decisions should be made by the president. After more discussion, President Vandervort stated there was an investment policy that the president must adhere to but if, as long as the president stayed in those guidelines, he was allowed by the charter to make those decisions. After more discussion, Commissioner Price stated the Board had discussed some issues, such as water and sewer rates, where having the budget report information would have helped. President Vandervort stated he would get a budget statement done for the Board.

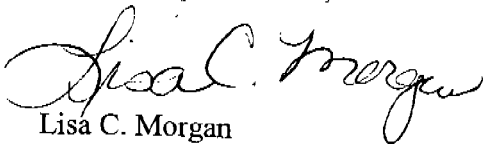
President Vandervort stated Michael Vaughan called and the annexation of the TSMT property was heading in a new direction with a new entity. He further stated Mr. Vaughan wanted the Town to develop a wish list on what the Town wanted to see as far as the TSMT property. After discussion, Commissioner Gell suggested the Board meet and decide.

President Vandervort stated as far as the sewer line for the Principio Business Park, there was a lot of I&I occurring in the line. He further stated there had been a lot of meetings to discuss and resolve this matter. President Vandervort stated URS, the Town's engineers, had made a list of the problems and, not only did the Town receive a copy, but the County also. He further stated Mr. Vaughan was upset because some of the items were on the County's portion of the line and felt URS shouldn't have reported on that section. President Vandervort stated irregardless on whether it was or not, the Town would be annexing it. After more discussion, President Vandervort stated the agreement required the line to be inspected and approved before flow could start but, with all the I&I problems, Mr. Vaughan asked if flow could start once they had corrected the problems and had them inspected because there's a certain amount of paperwork required to turn the line over to the Town. President Vandervort stated URS was working on an amendment but didn't have it ready for tonight.

Commissioner Gell stated he wanted to request another streetlight. He stated the Town had an on-going problem with kids congregating on Tasker Lane and wanted approval to install a light there. He explained that it was location #7 on the map of proposed streetlights. After brief discussion, Commissioner Gell so moved, seconded by Commissioner Price. The motion passed 3-0.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 10:39 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF NOVEMBER 25, 2003**  
**AGENDA**

7:30 P.M.

1. Minutes
2. Accounts Payable

PENDING BUSINESS

3. Commission Appointments:
  - Board of Appeals – (1) 3-year term expiring Dec 2006
  - Historic District Commission – (2) 3-year terms expiring Dec 2006
  - Planning & Zoning Commission – (1) 5-year term expiring Nov 2008
  - Ethics Commission – (1) vacated term expiring Jan 2004

NEW BUSINESS

4. Friday after Thanksgiving
5. Open House – date/time/budget
6. Meeting for revised draft 10 year Water/Sewer Plan – Planning Office Conference  
Room – 12/04/03 @ 9 a.m. (RSVP to Al Wein)
7. Town House Paint
8. Letter from Avalon Yacht Basin – Request to reduce sewer bill
9. Lee's Marina – water leaking into building
10. MML "If I Were Mayor" Contest

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 11/25/2003 TIME: 7:30 PM

Rebecca C. Phillips

Henry Burdick

Karen Harcey

Gen Sue Suppa

Jess Barbri

11/25/03

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
<b>1000.1 · General Fund Cash Accounts</b>			
<b>1010.1 · Cash-General Checking</b>			
AT&T	Acct #8014-058-9492 - Inv #6395270059 - telephone - Town ...	6440.1 · Telephone	10.57-
Occupational Medicine	Account #39574 - 2 drug screenings	6219.1 · Other	80.00-
Cecil-Harford Chapter, MML	membership dues	6214.1 · Dues & Memberships	70.00-
Charm Net, Inc.	Acct #15683 - Inv #142083 - internet service period of 11/1/03...	6440.1 · Telephone	17.20-
Verizon	000017861803 96Y - telephone - Town Hall	6440.1 · Telephone	140.04-
Council Baradel Kosmerl & ...	Invoice #12119-00001-004 FCS - TSMT annexation - Stewart ...	6310.1 · Legal Counsel	6,591.03-
Injured Workers' Ins. Fund	Policy #2801346	6160.1 · Workmen's Compensation	468.00-
Best Cleaning Services, Inc.	Invoice #20186 - cleaning services	6450.1 · Maintenance	70.00-
Oriental Trading	Customer #26336799 - Inv #541468567-01 - items for Childre...	6964.1 · Holiday party	385.80-
Waste Management	Acct #276-0035805-0276-7 - Inv #0425804-0276-8 - dumpste...	6651.1 · Trash Collection	664.05-
Waste Management	Acct #275-0049441-0276-5 - Inv #1323634 - 0276-0 - trash re...	6651.1 · Trash Collection	3,465.44-
Central Printing & Office Sup...	Inv #5254 - (2) boxes letterhead; (2) boxes window envelopes...	6222.2 · Printing	258.00-
Total 1010.1 · Cash-General Checking			12,220.13-
Total 1000.1 · General Fund Cash Accounts			12,220.13-
<b>1000.2 · Utility Fund Cash Accounts</b>			
<b>1010.2 · Cash - Utility Checking</b>			
Cecil County Treasurer's Offi...	Customer #226035 - Inv #15500010 - 3rd qtr '03 county sewer...	6550.2 · County Regional System User...	24,365.61-
Verizon	Account #000017860572 14Y - water tower telephone	7132.2 · Telephone	41.14-
Miller Environmental, Inc.	Inv #10110397-A - pass thru expenses - Nov '03	7120.2 · Contract Operating	45.59-
Miller Environmental, Inc.	Inv #10120398 - water system ops charge	7120.2 · Contract Operating	2,056.12-
Verizon Wireless	Account #202583968-00001 - Inv #0479450036 - (2) cell pho...	7132.2 · Telephone	86.25-
Total 1010.2 · Cash - Utility Checking			26,594.71-
Total 1000.2 · Utility Fund Cash Accounts			26,594.71-
<b>TOTAL</b>			<b>38,814.84-</b>

**TOWN MEETING OF NOVEMBER 11, 2003**  
**MINUTES**

The November 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 G. Richard Price. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Minutes – Commissioner Price made a motion to approve the minutes of the October 28, 2003 meeting, seconded by Commissioner Sheets. The motion passed 4-0-1 (Commissioner Doss abstained).

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

Miller Environmental, Inc. – Monthly Report – Beth Hamilton, of Miller Environmental, Inc. (MEI), presented the October 2003 monthly water system operations report. Mrs. Hamilton stated she was concerned about 1 valve in the Cottages of Charlestown when inspecting valves after the paving was done. She further said she would have Robert Korn, of MEI, take a look at it to determine what the contractor needed to do to correct the problem. Mrs. Hamilton stated on October 24, 2003, the fire hydrants were flushed and, in the course of doing so, found that the hydrant at the corner of Chesapeake Road and Ogle Street was leaking. She stated it was removed from service, notified Fire Headquarters of such and about a week or so later, replaced the hydrant seat and it's working properly. Commissioner Gell stated what was the status of the leak at Chesapeake and Cecil Street. Mrs. Hamilton stated a property owner uphill from the area had installed a line from his sump pump to the middle of his driveway and it flows down to that area. She further added that a couple of years ago, due to a complaint about water there, they had dug up the pavement in that area so the pavement may be weakened and that's where water was channeling. Mrs. Hamilton stated she tests the area every couple of days for chlorine but the results were negative. She also stated she was waiting for Charles Bowman, of the Maryland Rural Water Association, to be available to come out and look at it with a sounding device. President Vandervort stated water production on well 1 had dropped and had asked MEI for a recommendation and they recommend that we re-develop the well. He further stated the Town had one quote from A.C. Schultzes for \$3600 but, since it was over the threshold, the Town needed to get at least one more quote. When asked by President Vandervort, Mrs. Hamilton stated she would try to get 2 more quotes. Mr. Hearne stated Mrs. Morgan was requesting to purchase 6 more hydrant seats and 6 sets of hydrant pins. President Vandervort stated she could purchase them.

Mark Adams – 10 Long Beach Rd – Request for water & sewer service – Mark Adams, property owner at 10 Long Beach Road, was requesting town water & sewer service. After discussion, President Vandervort stated the individuals who had come to the last meeting with the same issue had contacted Renee Sheets about it. After more discussion, President Vandervort suggested they contact Renee Sheets, a property owner in that area, and when your group was ready, the Town would meet with your group about annexation.

Ron Moore – 530 Charlestown Place – Request to Eliminate Utility Bill – Ron Moore, property owner of 528 & 530 Charlestown Place, stated he discontinued the wiring, water and sewer to 530 Charlestown Place and would be using it as a storage building. He further stated he was requesting the Town discontinue water and sewer billing for it. President Vandervort stated it would be the same

situation he faced himself in 1985, that in giving that connection up, the building could never be used as a residential unit again. Mr. Moore stated he was aware of that. Commissioner Doss made a motion to eliminate the utility bill for 530 Charlestown Place, seconded by Commissioner Sheets. After discussion, Commissioner Doss amended his motion to include that Mr. Moore needed sign a letter acknowledging that he understood that the grandfather status to allow that structure to be used as residence was lost with the discontinuance of water & sewer service to that structure and elimination of future utility bills effective the 4<sup>th</sup> quarter 2003 utility billing, seconded by Commissioner Gell. The motion passed 5-0. Mr. Moore also mentioned the ditch behind his residence still needed to be cleaned out.

#### PENDING BUSINESS

Proclamations – Hurricane Isabel – Commissioner Doss stated this was discussed some time ago and had provided Mrs. Morgan with a list. After more discussion, Commissioner Doss stated he would do another list and give it to Mrs. Morgan again.

Program Open Space – Unused Funds for Fair Green park, Veterans Park & Stone Wharf – Mr. Hearne stated he had gathered some information on benches and their cost. After brief discussion, the Board decided to look at the information later.

President Vandervort stated Ben Suppa, one of the Town maintenance workers, had been cleaning out the garage and he had asked about what items were to go up to the auction. President Vandervort stated he had asked Mr. Suppa to make a list so the Board could decide what should go to auction. Commissioner Gell suggested they get rid of all the items around the building that had been collected from residences in town but never made it to the landfill. After more discussion, the Board reviewed the list and had no objection to having those items go to Racine's auction.

#### NEW BUSINESS

Building Permits – Mr. Hearne provided copies of the building permit list for the Board to review.

URS – retainer fee – Commissioner Gell made a motion to approve to retain URS' engineering services for 2004 for \$1, seconded by Commissioner Sheets. The motion passed 5-0.

Perryville High School Yearbook Ad – Commissioner Gell stated last year the ad was supposed to include pictures of all the graduating seniors who lived in Charlestown and he had made several unsuccessful trips to see an ad proof, which he never saw, and he still didn't know what the ad looked like because the Town was never given one of the books. He further suggested that, if the Town took an ad this year, the Town make certain that the ad was designed the way it wanted and get a copy of the book or, at the very least, a copy of the page. Commissioner Gell made a motion to take a full-page ad for \$300 with those stipulations regarding the ad design and getting a book, seconded by Commissioner Doss. When President Vandervort asked, Commissioner Gell stated he would handle the ad. The motion passed 5-0.

2003 Clergy Award – Beverly Lewis Certificate – Commissioner Sheets stated she thought it would be nice to give her a certificate acknowledging her achievement in receiving the State's 2003 Clergy Award for her work on domestic violence. After discussion, Commissioner Sheets stated she would write out the information to base the proclamation on.

Fire Company – Office Supplies/Gas-Diesel – President Vandervort stated for some time, the Town has gotten diesel fuel for the Kubota from the fire company. He further stated, although Mr. Suppa was not aware of this, Town maintenance was supposed to note down readings so the Town repaid the fire company for the diesel even though when we have offered payment, the fire company had refused to take it. President Vandervort stated the fire company, needing office supplies, had piggybacked onto a town supply order and the fire company was asking the Town to absorb that cost since they had never accepted payment for diesel fuel. After discussion, President Vandervort stated when the Town got the Kubota, there was discussion about putting in a tank up at the garage but, when the fire company offered, the Town decided to use the fire company's tank. Commissioner Gell made a motion that the Town absorb the cost of the supplies, seconded by Commissioner Price. The motion passed 3-0-2 (Commissioners Sheets and Doss abstained).

Boat Storage on "C" dock parking lot – President Vandervort stated one of the principals involved with the Chesapeake Bay Maritime Foundation asked if they could store a 40 ft. schooner on the c-dock parking lot. He further asked if the Board would approve that as long as Larry Metz didn't have an objection to it. President Vandervort explained Mr. Metz's lease for the c-dock was to start in January. After discussion, Commissioner Gell made a motion to approve storage of the boat on the c-dock lot contingent on there being no objection from Mr. Metz, seconded by Commissioner Price. The motion passed 5-0.

Streetlights of Phase 2B of Trinity Woods – President Vandervort stated the Town received the proposed lighting plan for phase 2B of the Trinity Woods subdivision. After discussion, Commissioner Doss made a motion to approve the lighting plan, seconded by Commissioner Sheets. The motion passed 5-0.

Letter from Rebecca Phillips regarding Historic District Commission – President Vandervort stated the Town had received a letter from Rebecca Phillips, Historic District Commission chairman, regarding the appointments to be made to the commission. When asked by Mrs. Phillips if the letter was from someone other than the two members whose appointments were due to expire, President Vandervort stated the Town had received a letter of interest from Renee Sheets to be appointed to the commission. He further stated Mrs. Phillips had submitted a letter recommending the reappointment of the two current members. President Vandervort stated the commissioner members have not submitted letters of interest. After discussion, President Vandervort mentioned Nelson McCall, of the Board of Appeals, had not submitted either. Commissioner Sheets stated she thought Frank Bonsall's position on the Planning and Zoning Commission was due to expire. Mr. Hearne stated Mrs. Morgan had his position expiring in November 2005. After discussion, Commissioner Doss asked to have Mrs. Morgan research and make sure it was correct. After discussion of where the written authority was to appoint a town commissioner to be a member of the Planning and Zoning Commission, Commissioner Price stated it was in the Code of the Town of Charlestown, not the Town's charter or the State's Annotated Code Article 66B and further stated it reads "shall", not "may".

Emergency Communications Antenna on Water Tower (HAM/ARES/RACE/EOC) – Commissioner Doss stated the Board had discussed this a while ago about putting a town radio system up there and at that time, after talking to EOC, there didn't seem to be a real need to have it. He stated however, after Hurricane Isabel, the Town had no power, no phones and no cell phones. Commissioner Doss stated he owned a ham radio repeater antenna that was installed on top of his parents' residence and EOC had approached him at one time asking to utilize it as part of the County's emergency communication system. He further stated in order to do so it has to be high profile, up much higher than being on the house roof. Commissioner Doss stated if it's done, when EOC was activated, we would have direct




communications through the HAM links to EOC, MEMA and other different agencies in the State. He stated it would not cost the Town anything to put it on the tower because he planned to do the work himself with the help of Mr. Suppa and Mr. Bagri, on their off work hours, and Ted Walls, of the County EOC, on his off work hours. After discussion, Commissioner Doss stated the wiring would be run along the Verizon lines down through the tower as the repeater unit needed to be kept dry. President Vandervort stated the Town had an obligation through leases not to interfere with the operation of either Verizon's or AT&T equipment already there. Commissioner Doss stated the antenna would be installed in the shadow area above and behind their equipment and it would operate at much less power than they are. Commissioner Gell asked if either lease stated the Town needed to clear this with them before doing so. Commissioner Doss stated the leases just said that we couldn't allow interference. Commissioner Gell made a motion to allow Commissioner Doss to put the antenna on the tower, seconded by Commissioner Sheets. The motion passed 4-0-1 (Commissioner Doss abstained).

Commissioner Gell stated he was still trying to get another quote on painting of the town house and, if one came in between meetings, perhaps the Board would consider holding a special meeting to expedite that work. The Board agreed to do so.

Mr. Hearne stated the Town received a fax from URS and they were still very concerned about the work being done by Stewart Associates. President Vandervort stated Mr. Hearne had talked to him about the issue because URS was very concerned. Mr. Hearne stated the fax was from Kevin Pampuch, an engineer with URS, stating his concerns about the work. He mentioned Mr. Pampuch had scheduled a meeting for Friday, November 14, 2003 at 10 a.m. at the project site near sewer manhole #1 and asked for President Vandervort to attend. After discussion, Mr. Hearne stated Mr. Vaughan had the idea that the Town had given them the okay but what we meant was their engineer needed to meet and resolve this with the Town's engineer. After discussion, President Vandervort stated the meeting has been scheduled for Friday at 10 a.m. at manhole #1 out in Scott Gardens.

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 9:07 p.m.

Respectfully submitted,

  
Lisa C. Morgan  
Assistant Town Administrator

**TOWN MEETING OF NOVEMBER 11, 2003  
AGENDA**

**7:30 P.M.**

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. – Monthly Report
  - Recommendation regarding well pump
  - (6) hydrant seats & (6) hydrant operating nut pins
4. Mark Adams – 10 Long Beach Rd – Request for water & sewer service
5. Ron Moore – 530 Charlestown Pl – Request to Eliminate Utility bill

**PENDING BUSINESS**

6. Proclamations – Hurricane Isabel
7. Program Open Space – Unused Funds for Fair Green Park, Veterans Park &

**NEW BUSINESS**

8. Building Permits
9. URS – retainer fee
10. Perryville High School Yearbook Ad
11. 2003 Clergy Award – Beverly Lewis Certificate
12. Fire Company – Office Supplies/Gas-Diesel
13. Boat Storage on “C” dock parking lot
14. Streetlights of Phase 2B of Trinity Woods
15. Letter from Rebecca Phillips regarding Historic District Commission
16. Emergency Communications Antenna on Water Tower (HAM/ARES/RACES/EOC)

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 11/11/2023 TIME: 7:30 PM

Henry Borden

Rebecca Phillips

Mark Adams

Bob Phillips

Bill Hart

Ben & Sue Sappa

11/10/03

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
<b>1000.1 - General Fund Cash Accounts</b>			
<b>1010.1 - Cash-General Checking</b>			
Vandervort, Steven W.	reimburse purchase of McAfee Antivirus Program		
Connectiv	Acct #2096 3159 9997 - Town Hall	6250.1 · Office Equipment	19.94-
Garage electric	Acct # 2096 5479 9995 - Garage	6420.1 · Electric	175.97-
Comfort Station Elect...	2096 4129 9992 - comfort station	6420.1 · Electric	67.64-
Flagpole Lighting	2105 5729 9992 - flagpole	6420.1 · Electric	35.93-
Town Pier Electric	2056 2019 9997 - town pier	6420.1 · Electric	114.31-
Harford Sanitation S...	Acct #RO604463 - Inv for service from 09/20/03 - 10/02/03; Inv for serv...	6985.1 · Electric	28.56-
Pitney-Bowes Inc	Account #1955-0184-86-5 - Inv #339582 - rental charges on postal ma...	-SPLIT-	18,473.20-
URS Corporation	Inv #728494 - review of plans for Principio Business Park; Inv #728495...	6250.1 · Office Equipment	108.90-
Printing Systems	Job #34224 - Inv #24033 - 3,000 billing forms	-SPLIT-	1,615.98-
Thomas, Don H.	Invoice #2153 - installed 2 add'l lights in bsement ; installed add'l outlet;...	-SPLIT-	260.08-
Charm Net, Inc.	Acct #15683 - Inv #139970 - internet service period of 10/01/03 - 11/1/03	6410.1 · Repairs	179.00-
Baynes, Keith A.	letters to Selective Insur, Insurance Inc. & Wm Riddle regarding paving...	6440.1 · Telephone	17.20-
Domain Registry of A...	domain name registry for www.charlestownmd.org - period of 03/31/04 ...	-SPLIT-	112.50-
Canon Business Sol...	Account #1023680 - Inv #140045549 - maintenance agreement for Ca...	6219.1 · Other	25.00-
North East Florist, Inc.	Inv #135916 - funeral arrangement - Berry	6260.1 · Office Equipment Repair	782.50-
DeLissio, Karen	website setup	6216.1 · Memorials	67.50-
Sheriff's Patrol	Charlestown patrol - period of 09/20/03 - 10/17/03	6219.1 · Other	1,775.00-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 09/20/03 - 10/17/03	6920.1 · Police Protection	2,806.44-
Waste Management	Account #276-0035805-0276-7 - Inv #0425304-0276-9 - dumpsters - H...	6920.1 · Police Protection	93.57-
Staples	Account #7972 3200 0002 7426 - office supplies	6651.1 · Trash Collection	1,168.86-
landfill	Account #1043 - landfill charges - October '03	6221.1 · Supplies	318.50-
American Home & H...	Acct #685600 - Inv #971669 - flashlight - town hall; flourescent tubes - t...	6652.1 · Landfill	251.28-
Radio Shack	Account #00001903060981 - Inv #463820 - (2) 3-pk cassette tapes; (1)...	-SPLIT-	226.12-
		-SPLIT-	37.77-
Total 1010.1 - Cash-General Checking			28,761.75-
Total 1000.1 - General Fund Cash Accounts			28,761.75-
<b>1000.2 - Utility Fund Cash Accounts</b>			
<b>1010.2 - Cash - Utility Checking</b>			
Atlantic Coast Labor...	Inv #104147 - lab fees - Oct '03	7121.2 · Laboratory Testing	16.00-
Sta 1 electric	2096 3069 9996 - Sta 1 electric	6531.2 · Station #1	132.06-
Sta 3 electric	2096 4739 9994 - Sta 3	6532.2 · Station #3	92.04-
Lift Station electric	2096 4139 9990 Lift station electric	6534.2 · Lift Station	14.03-
Rt 7 electric	2096 9259 9993 - Rt 7 electric	6533.2 · Station RT. #7	34.73-
Well 1 Electric	2096 5499 9991 Well 1 electric	7131.2 · Electric	468.93-
Well 3 Electric	2096 5769 9994 Well 3 electric	7131.2 · Electric	71.91-

# Town of Charlestown

## Accounts Payable Bills

11/10/03

Name	Memo	Split	Amount
Water Tank Electric	2096 5489 9993 - Water tank electric	7131.2 · Electric	110.57-
Radio Shack	Account #00001903060981 - Inv #463820 - (2) walkie-talkies - mainten...	6021.3 · Equipment Purchase	339.98-
Total 1010.2 · Cash - Utility Checking			1,280.25-
Total 1000.2 · Utility Fund Cash Accounts			1,280.25-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
American Home & H...	Acct #685600 - Inv #971669 - flashlight - shop; electrical wire - shop; (2...	-SPLIT-	154.91-
W.N. Cooper & Sons...	Account #29843 - Inv #518293 - estimate on repairs for Sthl chain saw...	6022.3 · Equipment Repair	33.16-
Burke Equipment Co.	Account #40769 - Inv #35202 - (1) rim for Kubota; Inv #35091 - Echo le...	-SPLIT-	699.78-
Street Lighting	2055 3529 9973 - street lighting	6010.3 · Street Lights	676.01-
Total 1005.3 · New-Checking-Special (Special checking County)			1,563.86-
Total 1000.3 · Special Fund Cash Accounts			1,563.86-
<b>TOTAL</b>			<b>31,605.86-</b>

**TOWN MEETING OF OCTOBER 28, 2003  
MINUTES**

The October 28, 2003 meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:36 p.m. Other commissioners present were Treasurer Donna M. Sheets, Commissioner Robert L. Gell and Commissioners G. 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 September 23, 2003 meeting, seconded by Commissioner Sheets. The motion passed 4-0.

Accounts Payable – After discussing the County bill of \$2700 for pumping out the main lift station for 18 hours, Commissioner Price made a motion to add that bill to the accounts payable, seconded by Commissioner Sheets. The motion passed 4-0. Commissioner Price made a motion to approve the accounts payable, seconded by Commissioner Sheets. The motion passed 4-0.

Kim Baker – 28 Cecil Parkway – Request for Sewer service – Mrs. Baker stated in checking with the County about tearing down their small existing home and rebuilding a larger one, they were informed by the County if they didn't build a house the same size as the existing one, they would need a perc test, which wouldn't be until February and, also, were told there was 90% failure rate for perc tests in their area. She further stated the County had suggested approaching the Town about sewer service. After much discussion, the Board suggested Mrs. Baker contact Renee Sheets, another resident in that area, who was working on getting property owner information for a proposed annexation.

Miller Environmental, Inc. – Monthly Report – After brief discussion of the change in the operator primarily responsible for operations at the water tower, Commissioner Gell stated there had been a complaint of a possible water leak at Chesapeake Road and Cecil Street. Mr. Hearne stated that today Mrs. Hamilton had turned off water at a residence in that area, prompted by a complaint received by Mrs. Morgan. He further stated Mrs. Morgan had attempted to reach the property owner by telephone. He further stated he wasn't sure if this was the same problem. After further discussion, the Board review the September 2003 monthly water operations report.

Robert Appleton, of the Chesapeake Bay Maritime Foundation, stated there had been some negotiation between the Foundation's attorneys and Keith Baynes, the Town's attorney regarding the agreement for Lot B and the boathouse. President Vandervort stated the Town hadn't received anything from Mr. Baynes yet. Mr. Appleton stated they needed to know, hopefully by the next meeting at the latest about the boathouse because they needed to begin renovations. After further discussion, President Vandervort mentioned the town house was available to rent and Mr. Appleton stated he would like to complete and return a rental application on it. President Vandervort stated he would contact Mr. Baynes tomorrow about the agreement.

PENDING BUSINESS

Principio Business Park Agreement – President Vandervort stated the Board had approved a previous draft but further revision was made regarding the sewer line Stewart Associates would be installing and connecting to the Town's sewer. He further stated the Town wanted the line dedicated to the Town so the Town would get the revenues from future connections but the County Dept. of Public Works wanted to keep the line. He further stated the Board had agreed to ask the County Commissioners to give the Town the line. President Vandervort stated Stewart Associates would like the Board to approve the agreement tonight because they were concerned not doing so would hold up

their occupancy permit. Commissioner Gell made a motion to approve. The motion died due to a lack of a second. President Vandervort mentioned one final revision still needed to be made, which Mr. Vaughan was aware of and that's why the final agreement was not ready for this meeting, to put back the clause that stated if the County would not give the Town the line, Stewart Associates had agreed, upon annexation, to install another line. Commissioner Gell made a motion to approve the agreement so revised, seconded by Commissioner Sheets. The motion passed 4-0. President Vandervort stated he would contact Mr. Vaughan to get the finalized agreement.

Charlestown Fire Company – Donation – Commissioner Price made a motion to approve the \$1600 donation to the fire company, seconded by Commissioner Gell. The motion passed 3-0-1 (Commissioner Sheets abstained).

Proclamations – Hurricane Isabel – After discussion, Mr. Hearne stated he would look for sample proclamations for the Board to look at.

Program Open Space – After much discussion, Mr. Hearne stated the Town had unused grant monies for benches and picnic tables at Fair Green Park and benches and a sign for both Veterans Park and the Stone Wharf. During the discussion, President Vandervort mentioned he would like to see fencing put around the playground at Fair Green Park. Mr. Hearne mentioned the remaining funds were small amounts and the fencing could be requested on the FY05 funding request. After more discussion, the Board asked for any information we had on types of benches and cost. After more discussion, Commissioner Gell asked what about the park in Trinity Woods. Mr. Hearne stated the Town had applied for the \$20,000 grant for the basketball court. President Vandervort asked if the property had been deeded to the Town and Mr. Hearne stated not yet. After more discussion, President Vandervort asked what the deadline for submitted the request. Mr. Hearne stated the request needed to be in January or, at the latest, February. Commissioner Gell asked if the Town could purchase additional land. After discussion, President Vandervort stated Program Open Space had given priority to land acquisition in the past and believed Commissioner Gell was asking if the Town would consider purchasing with Program Open Space funding a lot adjacent to the one we're supposed to get deeded to us so we have a half acre lot rather than a quarter acre. Mr. Hearne stated we could request that under the FY05 request. President Vandervort asked and the Board agreed the request should include the fencing, the land acquisition and more playground equipment for Trinity Woods.

Storm Water Management – Commissioner Gell stated URS, the Town's engineers, had submitted a proposal for doing as-built water system drawings for Trinity Woods. President Vandervort stated he had asked URS to submit it because Stewart Associates had mentioned they were having difficulty getting plans for Trinity Woods and Mr. Hearne stated the Town did not have as-builts because the public works agreement used at that time did not require developers to provide them to the Town. After discussion, President Vandervort stated URS' proposal was for \$1800, not to exceed that amount without prior authorization from the Town. Commissioner Gell made a motion to have URS do the as-builts for Trinity Woods, seconded by Commissioner Price. President Vandervort asked Mr. Hearne if the developer for Phase IIB would provide as-builts since the proposal only covered Phase I and IIA. Mr. Hearne stated the developer had already provided them. The motion passed 4-0. Commissioner Gell stated URS had submitted a engineering proposal for drainage work at Veterans Park. After discussion, Commissioner Gell made a motion to approve the proposal for \$1200, seconded by Commissioner Sheets. The motion passed 4-0. Commissioner Gell stated URS also submitted a proposal to do the engineering for drainage at the Town Hall. He stated in his and Commissioner Price's meeting with URS engineers, the engineers had discussed changing the contour of the street with an asphalt overlay. He also said the engineers would like town maintenance to dig down where the pipe is and open it up so the engineers could see what's there. After discussion, Commissioner

Sheets asked if they couldn't dig up where the water's coming up in the playground. Commissioner Gell stated that would be the next phase. After discussion, President Vandervort stated his concern was in the past when URS had done bid documents, the bid package had been so voluminous it scared off bidders. After more discussion, President Vandervort stated he would talk to URS about keeping the bid documents to the minimum. Commissioner Gell stated the design would include the placement of the bollards in front of the handicap ramp railings. Commissioner Gell made a motion to approve the proposal for \$975, seconded by Commissioner Price. The motion passed 4-0. Commissioner Gell stated the last URS proposal was to do a master drainage plan for the Town so that we know where all the pipes are and where they go. After discussion, Commissioner Gell stated once the plan was done, then the Town could develop a routine storm drain maintenance program so the pipes were flushed out at least once a year. After more discussion, President Vandervort stated he would agree to this as long as the Board was aware that a budget amendment from the reserve funds might be necessary if they hadn't budgeted sufficient monies for streets in the current budget. Commissioner Sheets asked if they could get a budget report to see if there was. President Vandervort stated he'd have one at the next meeting. Commissioner Gell made a motion to approve the proposal, seconded by Commissioner Sheets. The motion passed 4-0.

Cottages at Charlestown – Lights – Commissioner Gell stated when he and Mr. McMullen, of Conectiv had looked at the Cottages, they had only looked at Manor Avenue. He further stated the Board had approved 3 lights for Manor Avenue. Commissioner Gell stated it had come to his attention that Delaware Avenue was also a town street and he would like approval for 1 light to be installed halfway down Delaware Avenue and 1 Cobra light at the corner of Delaware and Clearview Avenues. After more discussion, President Vandervort made a motion to approve the lighting plan, seconded by Commissioner Sheets. The motion passed 4-0.

Well pump quote -- President Vandervort stated there was a quote from A.C. Shultzes that included several different options. He further stated he favored redeveloping the well with the largest pump the well was capable of handling. At President Vandervort's request, the Board tabled this until the next meeting so he could talk to the contractor and Miller Environmental about what would be the best option.

Commission Appointments – President Vandervort stated there were several appointments due to expire:

Nelson McCall – Board of Appeals – expires in December 2003  
Suzann Barker – Historic District Commission – expires in December 2003  
Nancy Bowles – Historic District Commission – expires in December 2003  
Rogers Clements – Planning & Zoning Commission – expires in November 2003

He further stated there were two resignations: Meredith Lubking, from the Ethics Commission, and Les Upperco, from the Planning and Zoning Commission. After discussion, Commissioner Sheets stated there was a letter of interest from a Glenn Lewis. Commissioner Price stated it might be the time for the Board to follow the charter, which says a commissioner shall serve on the Planning and Zoning Commission during that Commissioner's term. After discussion, President Vandervort stated he'd like to serve on the commission. Commissioner Sheets made a motion to appoint President Vandervort to the Planning & Zoning Commission, seconded by Commissioner Price. The motion passed 3-0-1 (President Vandervort abstained). Commissioner Price made a motion to accept the resignations of Mrs. Lubking and Mr. Upperco. When mentioned by President Vandervort, the Board agreed to get plaques of recognition for them. President Vandervort seconded Commissioner Price's motion. The motion passed 4-0.



Copier Maintenance Agreement – President Vandervort stated the maintenance agreement was for 3 years or 65,000 copies. He further stated we've had the copier for 8 months and have run almost 65,000 copies. President Vandervort stated Mrs. Morgan had checked with Canon and they had a 1-year agreement with more copies but it comes out to be more expensive than the plan we had. After discussion, Commissioner Price made a motion to approve the 36 months or 65,000 copy optima plan for \$775, seconded by Commissioner Sheets. The motion passed 4-0.

American Marine Construction – President Vandervort stated American Marine Construction had submitted two proposals: one for replacing the c-dock bulkhead and the other to install alternative steps on the docking platform at the stone wharf. He further stated, in looking at the specs for the fiberglass steps, he would rather have wooden steps like there was before. After discussion, Commissioner Gell so moved. Mr. Hearne stated they didn't quote the cost for wooden steps. President Vandervort stated that might have been included in the original work for the platform but, if not, shouldn't be too much more. He further stated he hadn't asked them for the other proposal but, even if there was a problem and the Board decided it needed to be repaired, the amount puts it over the \$2500 bid threshold and would need to get additional quotes. After brief discussion, President Vandervort tabled that proposal.

Town House Painting – Commissioner Gell stated some work needed to be done if the Town planned to rent it. He further stated there had a problem with the basement lights and the sump pump and an electrician, after looking at the problem, stated there was a short and new wiring was needed from the switch to the breaker box. Commissioner Gell stated Upper Bay Pressure Washing had submitted a 4-part proposal for work at the town house. He stated the first part was to scrape the loose interior paint, spackle the walls and paint with semi-gloss off-white paint and complimenting trim paint. Commissioner Sheets asked about lead paint. Commissioner Gell stated that's more a problem on the outside and said on the inside, as far as the molding, etc., a good latex paint would seal it. He further stated the second part was to, on the exterior, power wash, scrape and seal cedar shingles with an exterior stain. Commissioner Gell stated some pillars on the back porch that were rotten or swelling and buckling and the lattice underneath. He said there was lead paint there that would need to be scraped and sealed. After some discussion, Commissioner Gell stated the third part was to replace the fence and paint and the fourth part was to refinish the floors. He stated the proposal was for \$17,000. President Vandervort stated the Town would need additional quotes. Commissioner Gell stated it could be broken down into 4 separate jobs but President Vandervort stated even doing that, there was only part that was below the bid threshold. After much discussion on utilizing town maintenance for all or part of the work, Commissioner Gell stated he would get additional quotes. President Vandervort stated he had Mr. Suppa look at the house because we were looking to rent it again. Mr. Suppa stated all the closets needed to be spackled, sanded and primed, on the third floor all the loose wallpaper needed to be removed, flashed, sanded and primed, three or four planks on the third floor need to be replaced, some baseboard and quarter round was missing, there were a couple of holes in the bedrooms, the smoke detectors do not work. He further stated the tub surround and the light in the bathroom needed to be replaced. Mr. Suppa suggested the Board consider carpeting the family room and the stairs because the flooring was in bad shape. He further stated he had a list, especially on the exterior, to make the house look better such as re-pointing the brick and turning the insulation in the basement the right way around and the house needed gutters. Mr. Suppa stated new shingles were needed. After some discussion, Mr. Suppa stated he would look at the shingles again. After discussion, Commissioner Gell stated he would get additional quotes. President Vandervort stated if additional bids were gotten before the next meeting, the Board could have a special meeting.

Request to purchase safety equipment – After much discussion, Mr. Suppa would work on a list of items and prices for the next meeting. Mr. Suppa stated he had talked to Commissioner Gell about purchasing 2 walkie-talkies for town maintenance, which would save time trying to communicate between themselves. President Vandervort asked if the price was \$169.99 each and would need 2. Mr. Suppa stated yes. After discussion, Commissioner Gell made a motion to purchase 2 walkie-talkies from Radio Shack at \$169.99 each, seconded by Commissioner Sheets. The motion passed 4-0.

Halloween Trick or Treat Hours – Mr. Hearne stated the Town traditionally followed the County and they had set it for 6-8 p.m. on October 31<sup>st</sup>. Commissioner Gell so moved, seconded by Commissioner Sheets. The motion passed 4-0.

Electric at Ice House – After much discussion, Commissioner Sheets stated the electrician who looked at it, found that the wiring from the box was bare but said it wasn't a problem unless someone used the electric. After more discussion, President Vandervort suggested the Town contact Conectiv and have them turn the service off. Commissioner Gell mentioned he had found the electric had been turned off at the town house and had it turned back on in the Town's name. He further asked Mr. Suppa if he could check to see where the turn off was on the ice house. Mr. Suppa stated he would check on it.

Mr. Suppa asked the Board what to do with all the furniture, etc. that had been taken out of the Town Hall. After discussion, the Board asked Mr. Suppa to make a list of what's there and they'll decide what to keep and what to auction off.

Veterans Day – 1<sup>st</sup> meeting in November – After discussion, the Board decided to hold the meeting that night although it was a Town holiday.

LGIT FY04 Health Pool Status Report – Mr. Hearne stated it was just for their information and mentioned there wasn't an employee enrolled in the health pool at the present time.

After reviewing, President Vandervort stated the following were just announcements for any commissioner who wanted to attend/participate:

Cecil County Christmas Parade (RSVP by 11/14/03)  
Elkton's Veterans Parade (RSVP by 10/31/03)

Commissioner Sheets asked if the Town would purchase a time clock. She further stated one with a lock was \$169.99 and one without was \$129.99. After discussion, President Vandervort made a motion to purchase a time clock with a lock for \$169.99, seconded by Commissioner Sheets. The motion passed 4-0.

Commissioner Price stated people had asked if Mrs. Morgan and Mr. Hearne could park across the street to maximize the parking available in front of the building for customers. The Board agreed to have them do so.

Commissioner Price stated he would be meeting with 2 plumbers to look at the plumbing work to be done on the town pier.

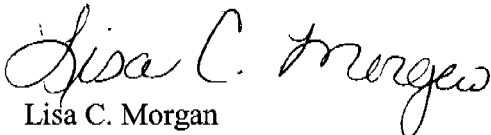
Mr. Suppa stated they had gotten a majority of the work orders done. President Vandervort asked if they could work on Fair Green Park. Mr. Suppa asked if they should get the chips or wait until after the drain work was done. President Vandervort stated there were weeds that needed to be removed before chips could be put done. He further stated the three complaints he had been getting about the

park were the amount of trash laying around, the general appearance (but he had explained about getting new chips) and the third was about foul-mouthed teenage girls hanging around in the park.

Commissioner Sheets asked if the Town was going to fill the vacant town employee position. After discussion, President Vandervort stated both Mr. Suppa and Mr. Bagri had their drug testing done but Mr. Hearne stated the Town had not received the results yet. At this time, Commissioner Gell left the meeting. President Vandervort stated Mr. Bott's hourly rate was \$10.73. Commissioner Price asked if the position was full-time and President Vandervort stated it would be part-time, full-time when needed. After more discussion, Commissioner Sheets made a motion to raise Mr. Bott's hourly rate to \$11 and Mr. Bagri part-time at \$10.50 per hour, seconded by Commissioner Price. The motion passed 3-0. As to the effective date for both, President Vandervort stated he would look at when it would work best as far as administratively and payroll-wise.

Commissioner Sheets made a motion to adjourn, seconded by Commissioner Price. The motion passed 4-0. President Vandervort adjourned the meeting at 10:29 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF OCTOBER 28, 2003**

**AGENDA**

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Kim Baker – 28 Cecil Parkway – Request to Connect to Sewer
4. Miller Environmental, Inc. – Monthly Report

**PENDING BUSINESS**

5. Principio Business Park agreement
6. Charlestown Fire Company – Donation
7. Proclamations – Hurricane Isabel
8. Program Open Space – Unused Funds for Fair Green Park, Veterans Park & Stone Wharf
9. FY05 Program Open Space Funding Requests
10. Storm Water Management
11. Cottages of Charlestown – Lights
12. Well Pump Quote

**NEW BUSINESS**

13. Commission appointments:  
Nelson McCall (expires 12/03 – 3 year term) – Board of Appeals  
Suzanne Barker (expires 12/03 – 3 year term) – Historic District  
Nancy Bowles (expires 12/03 – 3 year term) – Historic District  
Rogers Clements (expires 11/03 – 5 year term) – Planning & Zoning
14. Commission resignations:  
Meredith Lubking (position expires 1/2004) – Ethics Commission  
Leslie Upperco (position expires 11/07) – Planning & Zoning
15. Copier Maintenance Agreement
16. URS proposal – as built drawings of Trinity Woods water system
17. American Marina Construction proposals:  
Replacement of 80 ft. of c-dock bulkhead  
Install steps on boarding platform of fishing pier
18. Town House – Painting
19. Request to purchase safety equipment
20. Halloween – Trick or treat hours
21. Electric – Ice House
22. Veterans Day – falls on 1<sup>st</sup> meeting in November
23. LGIT FY04 Health Pool Status Report
24. Cecil County Christmas Parade (RSVP by 11/14)
25. Elkton's Veterans Day Parade (RSVP by 10/31)

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 10/28/2003 TIME: 7:30 PM

Karen Voady  
DENNIS & PATTY DOBAY  
CBMTF INC.

Blank lined area for additional entries.

# Town of Charlestown

## Accounts Payable Bills

10/28/03

Name	Memo	Split	Amount
<b>1000.1 - General Fund Cash Accounts</b>			
<b>1010.1 - Cash-General Checking</b>			
Waste Management	Acct #275-0049441-0276-5 - Inv #1313004-0276-8: Inv #0418795-...	-SPLIT-	10,078.23-
Waste Management	Acct #275-0049441-0276-5 - Inv #0423472-0276 - 6 - dumpsters - ...	6967.1 - RiverFest 2003	55.90-
TriState Waste Solutions, ...	Acct #6651 - Inv #28248; 28122; 28113; 28241- dumpsters - Hurri...	-SPLIT-	3,275.88-
American Home & Hardw...	Acct #685600 - Inv #958715 - misc tools & tool box - 1/2 Special e...	-SPLIT-	165.64-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv # 1518 - developing costs - Rive...	6967.1 - RiverFest 2003	62.82-
Octoraro Publishing Com...	Riverfest advertisement	6967.1 - RiverFest 2003	140.00-
E.J. Sprague Co.	Ref #27764 - Inv #60329 - (1) cs trash bags - town Hall	6221.1 - Supplies	18.59-
Best Cleaning Services, Inc.	Inv #20109 - cleaning services - town hall	6450.1 - Maintenance	105.00-
Charlestown Marina, Inc.	Inv #9316 - replaced missing C-dock boards - Hurricane Isabel	6983.1 - Maintenance, Repairs, Imp...	520.00-
Capuccio, Amy L.	reimbursement from Riverfest for postage stamps; yellow marking...	6967.1 - RiverFest 2003	71.18-
C.W. Over & Sons, Inc.	Inv #16932 - soil analysis - lower part of Fair Green - Hurricane Isa...	6740.1 - P&R Miscellaneous	631.25-
Verizon	Acct # 000017861803 96Y - telephone - Town Hall	6440.1 - Telephone	158.82-
Council Baradel Kosmerl ...	Inv #12119-00001-003 FCS - legal services - Stewart Associates a...	6310.1 - Legal Counsel	1,756.00-
AT&T	Acct #8014-058-9492 - Inv #6392565970 - long distance - Town Hall	6440.1 - Telephone	14.45-
Alger Oil, Inc.	Acct #667541-13 - Inv #1661 - 36.9 gal x \$1.349/gal - Town Hall	6430.1 - Fuel	49.78-
landfill	Acct #1043 - landfill charges - Sep '03	6652.1 - Landfill	146.24-
Oriental Trading	Cust #12840496 - Inv #528637970-01 - prizes for Halloween gam...	6963.1 - Halloween Party	249.04-
Sheriff's Patrol	Charlestown Patrol - period of 08/23/03 - 09/19/03 - (\$302.49 to be...	-SPLIT-	5,428.02-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 08/23/03 - 09/19/03 (\$1...	-SPLIT-	139.99-
Central Printing & Office ...	Inv #5077 - 750 historical sites booklets - Riverfest; 2500 Riverfest...	-SPLIT-	391.50-
Conectiv	Acct #2096 3159 9997 - Town Hall	6420.1 - Electric	190.87-
Garage electric	Acct # 2096 5479 9995 - Garage	6420.1 - Electric	13.24-
Comfort Station Electric	2096 4129 9992 - comfort station	6420.1 - Electric	6.76-
Flagpole Lighting	2105 5729 9992 - flagpole	6420.1 - Electric	31.06-
Town Pier Electric	2056 2019 9997 - town pier	6985.1 - Electric	6.76-
Maryland Rural Developm...	Circuit Rider program 1st qtr '04 (Jul - Sep '03)	6330.1 - Administration	3,133.50-
Injured Workers' Ins. Fund	Policy #2801346	6160.1 - Workmen's Compensation	473.00-
URS Corporation	Project #20605326 Inv #728498 - inspect existing paving to deter...	2059.1 - Escrow-Tiffin-Roads (escr...	681.21-
URS Corporation	Project #20592171 - Inv #753085 - site visit; planning, review & co...	-SPLIT-	1,365.50-
URS Corporation	Project #20605321 - Inv #702096 - reiew & revise draft of public ...	6341.1 - Engineering Services	1,188.13-
Chesapeake Publishing C...	Acct #104333 - notice to close boat ramp; road closures; ad for Ri...	-SPLIT-	1,410.40-
Baynes, Keith A.	conversations & correspondence w/ Worley - Comcast agreement;...	-SPLIT-	405.00-
Charm Net, Inc.	Acct #15683 - Inv #139970 - internet service - period of 10/01/03 - ...	6440.1 - Telephone	16.95-
Harford Alarm System	Premise ID: 28479 - Inv #467592 - annual alarm monitoring fee	6460.1 - Alarms	252.00-
Staples	Acct #797232000027426 - office supplies	6221.1 - Supplies	277.68-
Bradley Electric Service	Inv #461 - service call - trace & locate break in line to light pole in ...	6740.1 - P&R Miscellaneous	530.00-
Cecil County Chamber of ...	Inv #10358 - CCPS Strategic Planning w/ Dr. Carl Roberts - Com...	6212.1 - Conference Expenses	17.00-

10/28/03

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
Total 1010.1 · Cash-General Checking			33,457.39-
Total 1000.1 · General Fund Cash Accounts			33,457.39-
<b>1000.2 · Utility Fund Cash Accounts</b>			
<b>1010.2 · Cash - Utility Checking</b>			
Verizon Wireless	Acct #202583968-00001 - Inv #46477476 - (2) cell phones; Inv #4...	7132.2 · Telephone	152.03-
RACO Manufacturing & E...	Inv #54608 - repair auto dialer - water tower	7756.2 · Other Repairs	145.00-
Verizon	000017860572 14Y - telephone - water tower	7132.2 · Telephone	41.71-
National Waterworks	Acct #094258 - Inv #9789898 - (6) water crock lids (A32T type A c...	7742.2 · Water system Parts	356.70-
Dennis Chlorination Servi...	Acct #1449 - Inv #03-1711 - service LMI chemical pump - water to...	7756.2 · Other Repairs	390.00-
Sta 1 electric	2096 3069 9996 - Sta 1 electric	6531.2 · Station #1	136.41-
Sta 3 electric	2096 4739 9994 - Sta 3	6532.2 · Station #3	111.08-
Lift Station electric	2096 4139 9990 Lift station electric	6534.2 · Lift Station	9.84-
Rt 7 electric	2096 9259 9993 - Rt 7 electric	6533.2 · Station RT. #7	31.27-
Well 1 Electric	2096 5499 9991 Well 1 electric	7131.2 · Electric	549.83-
Well 3 Electric	2096 5769 9994 Well 3 electric	7131.2 · Electric	87.00-
Water Tank Electric	2096 5489 9993 - Water tank electric	7131.2 · Electric	81.51-
Miller Environmental, Inc.	Inv #10110397 - water sys op contract - Nov '03	7120.2 · Contract Operating	2,056.12-
Atlantic Coast Laboratories	Inv #103654 - lab testing	7121.2 · Laboratory Testing	16.00-
M&T Bank, Trustee for C...	CDA infrastructure bond - 1999 series A payment	7110.2 · Original Construction Loan	21,019.88-
Total 1010.2 · Cash - Utility Checking			25,184.38-
Total 1000.2 · Utility Fund Cash Accounts			25,184.38-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
Heartwood Landscaping ...	Inv #092603; Inv #092903; Inv #093003; Inv #100203; Inv #10030...	-SPLIT-	5,700.00-
American Home & Hardw...	Acct #685600 - Inv #964834 - (2) rakes - Hurricane Isabel; Inv # 9...	-SPLIT-	603.38-
Gilbert Enterprises Inc.	Inv #9650N - gasoline charges - Sep '03	-SPLIT-	322.50-
Burke Equipment Co.	Acct #40769 - Inv #34878 - oil filter; bolt; stud; nut; spring washer ...	-SPLIT-	51.51-
Mendenhall's Garage	Inv #6710 - repair front braking brake cable; diagnose for oil leak - ...	6024.3 · Truck Repair	97.35-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #6880615 - Stihl chainsaw	6021.3 · Equipment Purchase	350.00-
Street Lighting	2055 3529 9973 - street lighting	6010.3 · Street Lights	659.73-
URS Corporation	Project #20605325 - Inv #728497 - surveying for stormwater mgmt...	-SPLIT-	3,162.47-
Total 1005.3 · New-Checking-Special (Special checking County)			10,946.94-
Total 1000.3 · Special Fund Cash Accounts			10,946.94-

10/28/03

**Town of Charlestown**  
Accounts Payable Bills

Name	Memo	Split	Amount
TOTAL			<u>69,588.71-</u>



**TOWN MEETING OF SEPTEMBER 23, 2003  
MINUTES**

The September 23, 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 G. Richard Price. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Minutes – After discussion, Commissioner Price requested a sentence in the last paragraph of the first page to be deleted regarding the chainsaw and, also, change the next sentence to read “President Vandervort stated ...”. Commissioner Gell made a motion to approve the minutes of the September 9, 2003 meeting, seconded by Commissioner Sheets. The motion passed 5-0.

Accounts Payable – President Vandervort stated he wanted to look at the bill for fireworks because it was \$8050 and should have been \$7500. Mr. Hearne stated he also questions the Maryland Rural Development Corporation bill and suggested Mrs. Morgan check on that. He further stated he had two bills from Paint ‘N Place for the accounts payable for signs and banners for Riverfest. After discussion, Commissioner Gell made a motion to pay the bills with the inclusion of the 2 bills from Paint ‘N Place Signs, seconded by Commissioner Price. The motion passed 5-0.

Edgar McMullen – Sewerage – Edgar McMullen stated he had checked Saturday and there were several uncovered sewer laterals in the campground due to trailers being shifted and they needed to be taken care of. He further stated the manhole at the end of Colonial Drive on the river is leaking badly. Mr. McMullen stated after the tide receded water was spewing up out of it. He stated the gasket might be damaged or part of it missing. President Vandervort stated some of those are supposed to be waterproof and sewage was coming out of the one on Water Street when the tide receded. After discussion, Commissioner Doss stated that was one he thought was leaking the last time we did a walk through on the system. Mr. McMullen stated water was coming up around it. After more discussion, President Vandervort stated that would have happened when the tide receded and when we didn’t have any power.

Catherine McIntyre, on behalf of some of the property owners, thanked the Town, specifically Commissioners Doss and Sheets and Millard Bott and Bennie Suppa, and the Charlestown Fire Company for all the help they provided to the homeowners during and after the hurricane. Rosalyn Bott, an audience member, also mentioned the help Market Street Café and the Wellwood Club provided.

PENDING BUSINESS

Plumbing Work at Town Pier – President Vandervort stated there was nothing new on this matter.

Pothole at Baltimore & Cecil Sts. – Commissioner Doss stated the pothole had been repaired. Commissioner Gell stated there’s one right out front here in the middle of the street. Commissioner Doss stated the Town would need to look at the streets in the next couple of weeks and make a list because there will be sinkholes and washed out areas. President Vandervort stated Mr. Suppa should make a list and determine which they could fix and those that a contractor would be needed for.

Generator – Commissioner Gell stated Ritchie Brothers had some generators for sale and looked to be in good condition. Commissioner Doss stated he would be interested in a mobile unit. After discussion, President Vandervort stated he had not been able to any accurate information from Conectiv about when the electric would be restored until he had talked to a work crew that had come into town. He further

stated he had talked to the County Public Works crew working on the pump stations about the sewage problem with the power being out. President Vandervort stated he was also concerned about the water supply because at the meeting on Tuesday prior to the hurricane, we calculated we had a 5-day supply of water but the initial reading taken at the water tower after the power went off showed that a lot of water had been used. He stated he didn't know why so much water was used unless it was an inaccurate reading. Commissioner Doss stated people would have heeded the hurricane warning and filled their bathtubs, etc. so they had water. After more discussion, Commissioner Doss stated he talked to Beth Hamilton, of Miller Environmental, Inc., on Saturday when the power came back on and at that point the water level in the tower hadn't even dropped to a level when a pump would have normally come on. After more discussion, President Vandervort stated the wastewater plant was without power and they were telling their crews at the lift stations to stop pumping because they couldn't handle the flow. Commissioner Gell stated if the Town wanted a generator, it would be for the water tower. After discussion, President Vandervort stated there was a 7.5 hp 3-phase pump in the well so would need to calculate from that what size generator would be needed. He further stated the Town would have had a generator on Monday if it had been needed. Commissioner Gell suggested the Town consult with the sewer and water operators to help to determine what to get.

#### NEW BUSINESS

Hurricane Isabel issues – President Vandervort suggested Mr. Suppa give the maintenance report as part of this. Mr. Suppa stated Thursday night he worked cutting up trees and limbs blocking the streets and the same on Friday as well as blocking off streets. He further stated on Saturday they had been busy cleaning up debris. The Board discussed the placement and emptying of dumpsters placed around town to help with residents cleaning up. President Vandervort stated the ditches and storm drains need to be checked and cleaned out. Mr. Suppa stated they would work on that tomorrow. When asked if they had adequate equipment, Mr. Suppa stated they could use a few more leaf and wire rakes and, maybe, a leaf blower. After discussion, Commissioner Gell stated Commissioner Doss mentioned they had one at the firehouse they could use but they do have ones at Ritchie Brothers. Mr. Suppa stated they had small sweepers at Fleming but didn't know what they would cost but they would be good for around here. President Vandervort stated he wanted to stop there tomorrow to look at them. Commissioner Gell mentioned in light of all of the tree trimming and the Christmas decorations, they might want to consider a cherry picker. Mrs. Bott stated the drain on the corner of Calvert and Frederick Streets was blocked up. She further mentioned she was concerned that Mrs. Morgan, the town clerk, was out picking up limbs rather than working in town hall. President Vandervort stated the State had declared a state of emergency and State governmental non-essential personnel were not to report and she kind of falls into that category. He further stated the Town should have made better arrangements. After Mrs. Bott asked if she was going to be paid for Friday, President Vandervort stated she shouldn't get paid for anything other than work she did at town hall. He further stated the Board had discussed getting the Town Hall telephone lines forwarded to the firehouse but the firehouse only had one line. Commissioner Doss stated the original idea was to have all operations, fire and Town, at the firehouse but, in losing power, running off a portable generator and also, using it for the kitchen equipment to provide meals, there wasn't room to do so. After more discussion, President Vandervort stated we probably should have brought the generator down from the garage to have power at the town hall. Mrs. Bott stated the Town should have had the generator so there was electric at the town hall so it could be open for townspeople. After more discussion, Commissioner Doss stated he would be setting up a review meeting for the Emergency Operations Plan when these issues will also be addressed. Mrs. Bott also mentioned that the next time when there was an incident where fuel's on the streets, the maintenance workers should have masks. Commissioner Doss stated that was an oversight and he checked last night with the County Haz Mat team and they said they would need charcoal respirator style. He stated we can get those from the County but

the masks would need to be fitted on each worker. Commissioner Doss stated there are different phases that you go through after an major emergency and, right now, the Town was in a salvage and recovery mode. He stated Conestoga Street, one of the hardest hit areas, and there were still a lot of issues to deal with. Commissioner Doss stated there was a haz mat issue that has to be dealt with but MDE doesn't know when they will be here. He stated they would probably make us remove the entire bottom 1/3 of that lot and if the contamination was 1 foot deep, they will make us to remove to a 2-foot depth. Commissioner Doss stated he believed most of the property owners there have removed what they can and now were waiting for their insurance companies to allow them to continue further. He stated he believed it was to the point that the street could be reopened. Commissioner Doss stated one home, Mr. Riley's, had been condemned and Val's home had been deemed uninhabitable because she lost the point of egress on the front of the home. He stated the other homes are okay at this time but need to be re-inspected once the water recedes. Commissioner Doss stated clean up at the town point had started and the pier seems to be okay. President Vandervort stated some of the boards on the ramp part had been loosened but the floating dock hadn't been decked yet. Mr. Bott asked if the Town would consider removing the dock for the winter. President Vandervort stated that was the idea when we originally put in it but there's a natural spring that keeps it from icing there and it wasn't issue until this winter when we had the heavy drifting ice. Commissioner Doss stated they're calling for another bad winter. President Vandervort stated in that case we might remove it. Commissioner Doss stated the Board had talked about putting "dolphins" in out there. President Vandervort stated we had but to do that, we would need permits. He further stated the repairs we're doing we didn't need a permit for. Commissioner Doss stated the major problem there was the erosion along the bank, which we have barricaded off. He further stated we would need to contact the State to see if we can do a ballasted beach and backfill it in. After discussion, President Vandervort stated it had done the same thing at the Coopers property on Tasker Lane. After more discussion, Commissioner Doss stated the clean up of the boat ramp area was about done and can be reopened. He further stated there was a dumpster at Veterans Park, basically for the town workers for clean up. He mentioned the comfort station had been cleaned and reopened but the picnic tables were washed out of the pavilion and will need to be repaired. Mr. Suppa stated the picnic tables were okay and have been put back in the pavilion. Commissioner Doss stated Lot B, as it's out of season and rarely used, should be the last area to be cleaned up. He further stated there were two dumpsters at Holloway Beach seeing heavy use because there were a lot of trailers, decks and outbuildings destroyed. Commissioner Doss stated Howard Hall, the campground owner, indicated clean up would take another couple of weeks. He further said in Coulter's Point, there was one private dumpster and two of the town's there and they are all full. Commissioner Doss stated the upper end of Cecil Parkway and they're just about 80% done. He stated on the lower end of Cecil Parkway, they had just started but most of the people are weekenders so we should make sure the dumpsters are emptied by Friday so they have them for use on the weekend. Commissioner Doss said the Charlestown Manor area was supposed to have 2 dumpsters but there was a communication problem and they don't have any yet. He stated we were working on getting dumpsters down there. He mentioned there was a very large fuel spill there on the corner and got carried way back up on Edgewater Avenue so there are some haz mat issues there. He stated most of the roadway was in the County and MDE might even make them take the roadbed up. Commissioner Gell mentioned the Town had the dumpsters placed in the Coulters Point area at the request of the County. Commissioner Doss stated Mark Guns, a County Commissioner, had requested the Town help them by getting dumpsters put in the Coulters Point area and in Charlestown Manor. He stated whatever we expend there, we would get back. Commissioner Doss stated the Cathers Heights area was 100% including the foot log area. He further stated the floating dock at the fireboat pier started to float away. He said the fire company was able to reposition it back on the piling but most of the hoops and rollers have been damaged. Commissioner Doss stated the fireboat was damaged and would need repaired. After discussion, Mr. Bott stated most of the posts at Veterans Park have been damaged. President Vandervort stated the fence posts were to protect the grasses planted as part of the shoreline

erosion project and the Town was to maintain them for 3 years. Commissioner Gell mentioned that the posts along the parking lot are rotten also. Commissioner Doss stated those posts needed to be there and should be replaced. After more discussion, Commissioner Doss stated items in the report that needed to be addressed are: first, the Town should have a tree service come in and mulch and chip all these downed limbs and dump the mulch up at the town garage as it takes a load off the town workers and then they could cut down the hazardous trees around town and get rid of those; second, the Town needed to do something to formalize the arrangement between the Town and Jess Bagri, hiring him as a contractual employee and setting his rate of pay; third, the Town needed to be proactive about the Conestoga Street area and contract that job and get that area cleaned up. After much discussion, Commissioner Doss made a motion to pay Jess Bagri for the contractual work he had and would be performing for the Town at the rate of \$12.00 per hour, seconded by Commissioner Sheets. After more discussion, Commissioner Doss amended his motion to have Mr. Bagri continue his contractual employment to Friday, October 6, 2003. The motion passed 5-0. President Vandervort stated he would like to see some kind of guidance on what the Town would be required to do with the Conestoga Street area. Commissioner Doss stated he could have the County haz mat team come down and do an evaluation but their report would go to MDE anyway. He stated his concern was people and cars are going through that and it was a safety and health hazard and the Town was responsible for it. Commissioner Sheets stated it would continue seeping further into the ground also. After discussion, President Vandervort stated the Town should contact MDE and get some guidance on what they want us to do so we have it done right the first time. President Vandervort stated MDE had certain rules on what they will or won't pay for. Commissioner Doss stated he would get haz mat come and do an assessment. Commissioner Doss asked about the chipping. After much discussion, Commissioner Doss stated Mrs. Morgan had made preliminary calls to several tree services. After more discussion, Commissioner Doss stated he would have her call the companies again. Commissioner Doss stated the next time there's a storm like this one, the Town will have everyone pull their boats off the town pier and, if necessary, lock the gate.

President Vandervort stated American Marine Construction (also known as Baltimore Pile Driving) had provided quotes for replacing the floating dock at the stone wharf and for capping the pilings also. Commissioner Gell made a motion to install the copper caps on the pilings at the stone wharf, seconded by Commissioner Price. The motion passed 5-0. Commissioner Gell stated the other work had already started. President Vandervort stated he was having the contractor replace the galvanized bolts he was using to stainless steel bolts. After brief discussion, Commissioner Doss made a motion to have them replace the floating dock at the stone wharf for \$2950, seconded by Commissioner Sheets. The motion passed 5-0. President Vandervort stated he was going to have Mr. Hearne submit this for additional grant money. He further stated the Town had already gotten a \$5,000 grant towards it but, now that we know what the damage cost, we'll submit for further money.

Town House Rental – Commissioner Doss stated Warren Riley, who rented the condemned house on Conestoga Street, was interested in renting the town house. He mentioned Commissioner Gell might have another person interested also. Commissioner Gell stated there was some work that needed to be done. He said there was furniture in the yard. President Vandervort said they were taking a long time moving everything out. After discussion, Mr. Hearne stated the renters had paid the September rent. After more discussion, President Vandervort stated Mr. Riley might be willing to live there while some repair work was done. When asked by Mrs. Bott, Commissioner Doss stated he didn't know what Mr. Riley had been paying for rent or whether he could afford the rent for the town house. After more discussion, President Vandervort stated Mr. Riley would need to fill out an application and, based on looking at that information, the Board could decide.

Program Open Space Funding FY05 – Mr. Hearne stated the Board needed to decide what projects they wanted to submit for FY05 funding. Commissioner Gell asked about the playground in Trinity Woods. Mr. Hearne stated that was FY04 funding. Commissioner Gell asked if they could submit for further improvements there and Mr. Hearne said yes. Mrs. Bott stated the Town could submit for improvements to Fair Green Park also. Mrs. Bott asked Mr. Hearne if he could mention to the Planning and Zoning Commission that developers needed to plan for parks. Commissioner Sheets stated there wasn't a park in Trinity Woods because it had started as a development in the county. After more discussion, Commissioner Doss stated Fair Green Park needed a facelift because it sees a lot of use. Commissioner Gell stated the Town shouldn't put wood chips in the playground until the ground dried out. President Vandervort mentioned the drainpipe through the playground needed to be cleaned out because it was partially clogged. President Vandervort stated the Town might be able to have the County bring a truck with a high-pressure hose and do that since we provided help to them because of the storm.

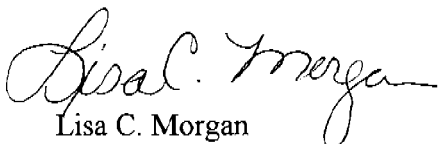
Commissioner Gell stated there's a Governor's Regional Summit meeting for local elected officials tomorrow and asked if anyone was attending that. He stated it was an executive summary briefing on the FEMA/MEMA recovery process sponsored by the Governor's Office. Commissioner Doss asked where the meeting was and Commissioner Gell stated it was in Cambridge. After discussion, Mr. Hearne stated they should have several meetings around the state. Commissioner Gell stated this other paperwork was for a wastewater disposal system for rural community grant and believed Mr. Hearne should follow up on that for Holloway Beach. Mr. Hearne stated he needed some numbers from URS to apply for the grant. President Vandervort stated the Town had the rough figures from the County we could use. He further stated first the Town needed a grant to have URS do cost estimates for the project.

Commissioner Doss stated the Town should do proclamations for businesses and people who had gone beyond the call in providing assistance: the restaurants, the fire company, Chief Daniels, who was there for about 48 hours.

Mr. Hearne stated the document scanner should be here in 3 days and Mr. Hofman wants to set up a date and time for training. After discussion, President Vandervort asked if Mr. Hearne could schedule it for sometime next week. Commissioner Doss asked if there was anything they wanted on the website's calendar of events, they needed to get it to him shortly because the calendar should be ready to go before the next meeting.

Commissioner Doss made a motion to adjourn the meeting so the Board could go into executive session regarding a personnel matter, seconded by Commissioner Price. The motion passed 5-0.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF SEPTEMBER 23, 2003  
AGENDA**

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Edgar McMullen – Sewer

**PENDING BUSINESS**

4. Plumbing Work at Town Pier
5. Pothole at Baltimore & Cecil Sts.
6. Generator

**NEW BUSINESS**

7. Hurricane Isabel issues
8. American Marine Construction Quotes – trim tops of piling & install caps  
- reconstruct floating platform
9. Town House rental
10. FY05 Program Open Space Funding Request

ROSTER  
CHARLESTOWN TOWN MEETING

DATE: 9/23/2007 TIME: 7:30 PM

- Maxine Lutting
- Edgar McMullen
- Karen Vandyke
- Joseph Bott
- John Doss
- Norman Mc Doss
- Carl Jutting
- Angie McKeen
- Charlie Hahn
- Val Hahn
- Carl Hahn
- Tom Mc Doss
- Jean C. Robinson
- Dennis Tobey
- Sandra Williams
- Melvin T. Bott

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
<b>1000.1 - General Fund Cash Accounts</b>			
<b>1010.1 - Cash-General Checking</b>			
Morgan, Lisa C.	reimburse for sodas for town meeting; reimburse for refreshm...	-SPLIT-	36.86-
Hearne, Stan	reimburse for dry ice - Hurricane Isabel; reimburse for batterie...	-SPLIT-	55.49-
AT&T	8014-058-9492 - Inv #6392562634 - long-distance telephone	6440.1 - Telephone	5.07-
Static Electric	Inv #110 - remainder due on electrical work - town pier	6983.1 - Maintenance, Repairs, I...	400.00-
Central Printing & Office Sup...	Inv #5059 - (500) business cards - Kristen Hudson	6740.1 - P&R Miscellaneous	35.00-
McIntyre, Catherine	reimburse for vinyl letters for Riverfest signs; reimburse for lu...	-SPLIT-	118.97-
Hall, Howard C.	reimburse for game rental; stuffed animals for games; trophie...	6967.1 - RiverFest 2003	750.00-
Radio Shack	Acct #00001903060981 - Inv #458257 - (3) 3-pk cassette tape...	6221.1 - Supplies	23.97-
Fireworks Productions, Inc.	Inv #2003-070 - remainder due - fireworks show	6760.1 - Special Events	8,050.00-
Boulden Inc.	portable toilets rented for Riverfest 2003	6967.1 - RiverFest 2003	1,165.00-
Viking Office Products	Acct #4867589 - Inv #712548 - (2) inkjet cartridges; (2) cs toil...	-SPLIT-	127.99-
Maryland Rural Developmen...	Circuit Rider program - 1st qtr '03 (Jul - Sep 2003)	6330.1 - Administration	1,566.75-
Chesapeake Electric Service	Inv #39 - remainder due - athletic complex light project	6719.1 - Athletic Complex Lighting	1,550.00-
Verizon	Acct #000017861803 96Y - telephone - town hall	6440.1 - Telephone	138.46-
Council Baradel Kosmerl & ...	Inv #12119-00001-002 FCS - legal services - TSMT annexation	6310.1 - Legal Counsel	2,335.72-
Council Baradel Kosmerl & ...	Inv #12119-00002-001 FCS - legal services - Principio Busine...	6310.1 - Legal Counsel	675.00-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 07/26/03 - 08/22/03	6920.1 - Police Protection	88.36-
Sheriff's Patrol	Charlestown Patrol - period of 07/26/03 - 08/22/03	6920.1 - Police Protection	2,991.29-
Queen Bee's Honey Pots	Inv #1103 - (1) std toilet - athletic complex; (1) h/c toilet - Fair ...	-SPLIT-	190.00-
Cecil Co. Commissioners	Inv #20028 - (2) cleanings - Sept '03	6219.1 - Other	150.00-
Best Cleaning Services, Inc.	Acct #6032 2020 0054 7977 - Inv #5118 - paper towels; toilet ...	6450.1 - Maintenance	70.00-
Wal*Mart	Acct #7972 3200 0002 7426 - office supplies	6221.1 - Supplies	10.12-
Staples		6221.1 - Supplies	111.57-
Total 1010.1 - Cash-General Checking			20,645.62-
Total 1000.1 - General Fund Cash Accounts			20,645.62-
<b>1000.2 - Utility Fund Cash Accounts</b>			
<b>1010.2 - Cash - Utility Checking</b>			
Miller Environmental, Inc.	Inv #10100396 - water sys operations contract - Oct '03	7120.2 - Contract Operating	2,056.12-
Verizon	Acct #000017860572 14Y - water tower telephone	7132.2 - Telephone	55.33-
Total 1010.2 - Cash - Utility Checking			2,111.45-
Total 1000.2 - Utility Fund Cash Accounts			2,111.45-
<b>1000.3 - Special Fund Cash Accounts</b>			
<b>1005.3 - New-Checking-Special (Special checking County)</b>			



09/23/03

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
McDonald Safety Equipment...	Inv #1094310 - 01 - (12) traffic cones - shop		144.00-
Gilbert Enterprises Inc.	Inv #9573N - gasoline charges - Aug '03 for trucks & mowers	6021.3 · Equipment Purchase	334.24-
	Total 1005.3 · New-Checking-Special (Special checking County)	-SPLIT-	478.24-
	Total 1000.3 · Special Fund Cash Accounts		478.24-
	<b>TOTAL</b>		<b>23,235.31-</b>

## TOWN MEETING OF SEPTEMBER 9, 2003 MINUTES

The September 9, 2003 meeting of the Town Commissioners of Charlestown was called to order by 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 G. 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 August 12, 2003 meeting, seconded by Commissioner Price. The motion passed 5-0. Commissioner Price made a motion to approve the minutes of the August 26, 2003 meeting, seconded by Commissioner Gell. The motion passed 3-0-2 (Commissioners Doss and Sheets abstained).

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

Miller Environmental, Inc. – Monthly Report – George Smith, of Miller Environmental, Inc., introduced Robert Poyne, the new operations manager for Maryland. He also presented the August 2003 monthly operations report. President Vandervort had asked and Mr. Smith stated truck loads of water could be drawn from the first fire hydrant from the tower. After discussion, Mr. Vandervort stated that was a question Stewart Associates had asked about.

Tawnya Hinckle/Charlestown P.T.A. – Request for donation – Tawnya Hinckle, president of the Charlestown Elementary School P.T.A., requested a donation of the same amount the Town donated last night. After discussion, Commissioner Price made a motion to donate \$1000 to the Charlestown Elementary School P.T.A., seconded by Commissioner Gell. The motion passed 4-0-1 (Commissioner Sheets abstained). Millard Bott, an audience member, mentioned that the North East V.F.W. post donated some money to the P.T.A.

Hershel Armour – Hershel Armour, former maintenance worker, discussed comments made at the last meeting and stated there were problems they had turned into the Town but nothing was done about them. After much discussion, Commissioner Doss stated one change was going to written work orders so there was better accountability. President Vandervort stated the Town had approved a new mower but Ben Suppa, one of the new maintenance workers, stated he preferred to use a different mower. President Vandervort stated they should discuss any equipment needs with the new employees. He further stated the mower company didn't have a problem changing the order and provided a quote for it. After discussion with Mr. Suppa, Mr. Hearne stated the new mower was \$6,700. After more discussion, Commissioner Price made a motion to rescind the previous motion and purchase a 60" John Deere zero radius mower from Cooper's for \$6,700, seconded by Commissioner Gell. Commissioner Doss stated they needed to state for the record that the competitive bidding requirement was satisfied. President Vandervort stated it was because the price was the GSA list price. The motion passed 5-0. When asked, Mr. Suppa stated it would be good to have a chainsaw and Stihl was a good brand. After discussion, Commissioner Doss made a motion to expend \$250 to purchase a chainsaw, seconded by Commissioner Sheets. When asked by Sandra Williams, an audience member, President Vandervort stated Waste Management picked up household trash and the maintenance workers picked up everything else. Mr. Hearne mentioned the Town did like to be notified ahead of any large bulk items so both workers would go to pick it up. The motion for a new chainsaw passed 5-0.

## PENDING BUSINESS

MEDI – Quote for Document Scanner - Commissioner Doss stated MEDI came and demonstrated the document scanner at the last meeting and they had provided a quote. Commissioner Doss stated this was the third quote the Town had received on a scanning system and this was the best price. After more discussion, Commissioner Doss made a motion to purchase the document scanner with a year's p.m.a. for \$8101 as quoted, seconded by Commissioner Sheets. Commissioner Price made a motion to amend the motion to just purchase the machine and later decide within the 90-day warranty period if the Town wanted to purchase the year's p.m.a, seconded by Commissioner Vandervort. After more discussion, President Vandervort withdrew his second from Commissioner Price's motion to amend. The original motion passed 3-2.

Plumbing Work at Town Pier - Commissioner Price stated he was still trying to get plumbers to provide a quote. After discussion, Commissioner Price stated the electrician was finished. President Vandervort stated he had gotten some complaints about the way the lights were mounted. After more discussion, Commissioner Doss asked if the Town had to live with it or did we specify what fixtures. Commissioner Price stated the fixtures weren't specified. After more discussion, Commissioner Doss stated the athletic complex lights really light up the dark area in the woods.

## NEW BUSINESS

Building Permits – Mr. Hearne discussed the building permits submitted for approval since the last meeting.

Comfort Station – Commissioner Doss stated he believed Mr. Bott had a couple of issues with the comfort station. He stated when the electricity goes out, the locks are off by whatever number of minutes the electricity was off. He also stated another problem was the person who does the parking for the Wellwood seems to be blocking the doors open for boaters who are on the water late. After discussion, Commissioner Doss stated the commissioners had set what hours the doors would lock, believed it was 10 p.m., but people have been trashing the place late at night. After some discussion about having the comfort station locked at dark, President Vandervort stated the first thing would be to make sure the timers were set to the correct time. Mr. Suppa stated he would make a point to check on it. President Vandervort stated it was like a pool timer.

Pothole at Baltimore & Cecil Sts. – Commissioner Doss stated the pothole was huge. President Vandervort asked if we had gotten a quote. Commissioner Doss stated Bob Nieval, the same guy doing the work at Frederick & Water Sts., had quoted \$750 if approved tonight because he's getting ready to pave down there. After discussion, Commissioner Gell made a motion to approve to pay Mr. Nieval \$750 to repair and repave the pothole, seconded by Commissioner Price. The motion passed 5-0.

E.J. Sprague Account – Commissioner Doss stated sending maintenance workers up to Walmart to get paper towels and toilet paper is not cost effective. He further stated the County had an E.J. Sprague account and all we have to do is set up our own account with them and then call County Purchasing Department and have them contact E.J. Sprague to put us on the County pricing. Commissioner Doss stated then all the Town had to do was call in an order and they deliver it to wherever you want. Commissioner Doss made a motion to do so, seconded by Commissioner Gell. The motion passed 5-0.

Town Garage Door Openers – Commissioner Doss asked if the Town was going to get the door openers hooked up soon. After discussion, Mr. Suppa stated he would look at it and see if he could hook them up or an electrician would be required.

Commissioner Gell stated there are no outside lights on the buildings at the garage area. After discussion, Commissioner Gell stated they could get exterior lights and pull the electric from the inside. After more discussion, Commissioner Doss made a motion to install a mercury vapor or sodium vapor light on each of the garages, seconded by Commissioner Sheets. The motion passed 5-0. At the Board's request, Mr. Hearne stated he would do a work order for it.

Cecil Tree Service – Quote – Commissioner Gell stated the worst part was directly behind the parsonage building. President Vandervort mentioned that while Jerry Cox, of Cecil Tree Service, was in town doing the previous work, he had approved taking down several other trees while he was there. After discussion, President Vandervort stated the Town had already approved cutting down the trees in the cemetery and this should have been included but wasn't. The Board agreed to have the trees listed be removed.

SHA – ditch line clean out on Market St. & lower end of Cecil St. @ Market St. – Commissioner Doss stated he had asked Mrs. Morgan to contact State Highway about fixing the ditch that runs between him and the town property. He stated the water is not being contained properly and floods the back of his property.

Louisa Lane Extended – Crusher run for potholes – After discussion, Commissioner Doss asked why the Town didn't get a quote from Mr. Nievel to fix the potholes. Commissioner Gell asked why that one portion of Caroline Street had never been paved. After discussion, Commissioner Gell asked if the Town could do something with the potholes at the Cottages of Charlestown. Mr. Hearne stated Keith Baynes, the Town's attorney, was supposed to be sending letters out to Mr. Tiffin's attorney and bonding agent to get the paving done or we'd use the bond. Mr. Suppa stated he had mentioned to Mrs. Morgan about getting 22 tons of crusher run to fill in the potholes back toward Mr. Hall's property. After more discussion, President Vandervort stated he would contact Mr. Dodge about fixing the road or the Town would not approve any more permits. Mr. Armour stated they had added crusher run for years there and suggested having it graded because it's flat and the water just lies in the road. President Vandervort stated he would contact Mr. Dodge.

President Vandervort stated it was mentioned that Commissioner Price's motion at the last meeting to approve the same amount as last year to provide refreshments at the County Commissioners meeting was not seconded or voted on. Commissioner Doss seconded the motion and the motion passed 5-0. Commissioner Gell mentioned the Town had invited the County Commissioners to dinner prior to their county meeting. Commissioner Gell made a motion to have the Town pay for the County Commissioners' meals. After much discussion, the motion died for the lack of a second.

Pay Raises – President Vandervort stated he asked the Board to consider the cost-of-living increase to Mrs. Morgan and Mr. Bott. He further stated these were not merit raises because the Board had decided to wait until policies and procedures were looked at and established. After more discussion, President Vandervort suggested a 3% cost-of-living increase and it would be retroactive to July 1<sup>st</sup>. President Vandervort so moved, seconded by Commissioner Gell. The motion passed 5-0. Mr. Armour asked if he would qualify for the retroactive cost-of-living increases. After discussion, President Vandervort stated he and Mr. Algard would also be entitled to that. He further stated he meant, by specifying Mr. Bott and Mrs. Morgan, was to exclude the individuals just hired.

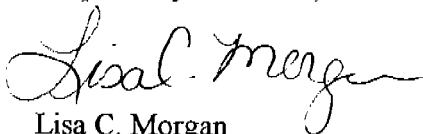
Commissioner Doss stated the stone wharf fishing pier was done and Commissioner Gell stated everything except for the boating pier. After discussion, President Vandervort stated he had talked to the contractor and he will build a new one and have it put back exactly where it was. William Doss, an audience member, stated it was on the wrong side of the pier. President Vandervort stated the contractor will put a kind of cap on the tops of the pilings because they're aging, cracking and letting moisture getting down inside.

Commissioner Gell stated Mr. Bradley, the electrician, was supposed to be coming tomorrow to dig up the wire to the light in Fair Green Park and get it fixed.

Commissioner Gell stated this was the map he showed everyone at the last meeting with the 3 streetlights he would like approval to have installed on Water Street rather than the 2 lights he had asked for at the last meeting. After much discussion, Commissioner Gell made a motion to install 3 lights on Water Street. Rebecca Phillips, an audience member, asked if the streetlights would be the same or would they be different from each other. President Vandervort stated the lights in the Cottages of Charlestown and Scott Gardens would be a traditional streetlamp because they don't have any utility poles in those developments. Mrs. Phillips stated the Town should consider taking out the utility poles. President Vandervort stated that had been one suggestion when the Town was looking at doing a Streetscape project and he stated Edgar McMullen, another resident, had stated he wanted the utility poles left in. After more discussion, Commissioner Price seconded the motion and the motion passed 4-1.

As there was no further business to be discussed, Commissioner Sheets made a motion to adjourn, seconded by Commissioner Doss. The motion passed 5-0. President Vandervort adjourned the meeting at 9:31 a.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF SEPTEMBER 9, 2003**

**AGENDA**

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. – Monthly Report
4. Tawnya Hinckle/Charlestown P.T.A. – Request for donation
5. Hershel Armour

**PENDING BUSINESS**

6. MEDI – Quote for Document Scanner
7. Plumbing Work at Town Pier

**NEW BUSINESS**

8. Building Permits
9. Comfort Station
10. Pothole at Baltimore & Cecil Sts.
11. E.J. Sprague Account
12. Town Garage Door Openers
13. Generator – Homeland security issue
14. Cecil Tree Service – Quote
15. SHA – ditch line clean out on Market St. & lower end of Cecil St. @ Market St.
16. Louisa Lane Ext – Crusher run for potholes
17. Pay Raises

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 9/9/2003 TIME: 7:30 PM

Hershel Armour

Sandra Williams

Robert Corn MEI

GEORGE Smith MEI

Tawnya Hinckle

Immaet Fikang

Bent Sue Suppa

Bell / Shail Dass

Rebecca Phillipps

Bob Phillipps

09/09/03

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
<b>1000.1 - General Fund Cash Accounts</b>			
<b>1010.1 - Cash-General Checking</b>			
Hudson, Kristen	reimburse for brochure prints for Riverfest		25.00-
URS Corporation	Ref #20592171 - Inv #647056inspections - Scott Garden		285.00-
Connectiv	Acct #2096 3159 9997 - Town Hall		294.19-
Comfort Station Electric	2096 4129 9992 - comfort station		12.10-
Garage electric	Acct # 2096 5479 9995 - Garage		12.46-
Flagpole Lighting	2105 5729 9992 - flagpole		79.14-
Town Pier Electric	2056 2019 9997 - town pier		8.14-
Chesapeake Publishing ...	Acct #7228569 - ad for employee opening		166.25-
Chesapeake Publishing ...	ad for election board opening; ad for SBA ordinance		154.85-
URS Corporation	Ref #20605321 - Inv #647125 reviewing plans for Principio Busine...		2,007.78-
Waste Management	Acct #275-0049441-0276-5 - Inv #1298068-0276-2 - trash removal...		3,465.44-
Charm Net, Inc.	Acct #15683 - Inv #137838 - internet service - period of 09/01/03 - ...		16.95-
landfill	Acct #1043 - landfill charges - Aug '03		171.55-
American Home & Hardw...	Acct #685600 - Inv #951615 - 14 fluorescent tubes - town hall		26.46-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #330392 - wasp & hornet spray - Fair Green Park		5.53-
Total 1010.1 - Cash-General Checking			6,730.84-
Total 1000.1 - General Fund Cash Accounts			6,730.84-
<b>1000.2 - Utility Fund Cash Accounts</b>			
<b>1010.2 - Cash - Utility Checking</b>			
Miller Environmental, Inc.	additional soda ash usage - FY03		2,158.93-
Sta 1 electric	2096 3069 9996 - Sta 1 electric		159.16-
Sta 3 electric	2096 4739 9994 - Sta 3		101.89-
Lift Station electric	2096 4139 9990 Lift station electric		12.22-
Rt 7 electric	2096 9259 9993 - Rt 7 electric		46.74-
Well 1 Electric	2096 5499 9991 Well 1 electric		424.30-
Well 3 Electric	2096 5769 9994 Well 3 electric		146.08-
Water Tank Electric	2096 5489 9993 - Water tank electric		84.36-
Atlantic Coast Laboratories	Inv #103225 - lab testing - Aug '03		16.00-
Total 1010.2 - Cash - Utility Checking			3,149.68-
Total 1000.2 - Utility Fund Cash Accounts			3,149.68-
<b>1000.3 - Special Fund Cash Accounts</b>			
<b>1005.3 - New-Checking-Special (Special checking County)</b>			
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #331427 - keys - shop		3.00-



# Town of Charlestown

## Accounts Payable Bills

09/09/03

Name	Memo	Split	Amount
Vulcan Signs	Acct #20192 - Inv #74205 - (1) handicapped parking sign (1) stop ...	6410.3 · Road Signs	72.99-
Vulcan Signs	Acct #20192 - Inv #74412 - (2) r/s caution tape for Riverfest	6967.1 · RiverFest 2003	38.34-
Street Lighting	2055 3529 9973 - street lighting	6010.3 · Street Lights	647.58-
Kunkle Service Co.	Acct #369904 - Inv #N33368 - battery & core - tractor	6022.3 · Equipment Repair	24.95-
Cecil Tree Service	remove trees on list provided - various areas around town	6300.3 · Streets	2,730.00-
Total 1005.3 · New-Checking-Special (Special checking County)			3,516.86-
Total 1000.3 · Special Fund Cash Accounts			3,516.86-
<b>TOTAL</b>			<b>13,397.38-</b>

## TOWN MEETING OF AUGUST 26, 2003

### MINUTES

The August 26, 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 Commissioner Robert Gell and Commissioner Richard Price. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Minutes – After much discussion, the Board tabled the minutes until the meeting tape was reviewed by Mrs. Morgan regarding the number of street lights approved for Water Street, whether the motion for refreshments at the County Commissioners' meeting was voted on, inclusion of John Swain as the Chesapeake Bay Maritime Foundation representative and rewording of the second to last paragraph to read "commitment in writing for Scott Gardens to address the drainage problem in the area between Caroline and Frederick Streets on this side of the railroad tracks.

Accounts Payable – After discussion, Commissioner Gell made a motion to pay the bills, seconded by Commissioner Price. The motion passed 3-0.

John Hoffman – Document Scanning – John Hoffman made a presentation of and demonstrated the document scanning system. After much discussion, President Vandervort asked Mr. Hoffman about the cost. Mr. Hoffman stated the federal government was allowing state governments to purchase under the GSA contract and believed the cost to be \$6907. He further stated there was an automatic \$250 GSA rebate good until the end of September 2003. Bruce Criscuolo, an audience member, asked about free software upgrades. Mr. Hoffman stated if they had the maintenance contract then free software upgrades. When asked by Commissioner Gell, Mr. Hoffman said he believed the indexing software was GSA priced at \$1495. Rosalyn Bott, an audience member, asked if there was a local company already using the system so the Town could contact them. Mr. Hoffman stated Harford and Frederick County Commissioners were using it. President Vandervort asked about the cost of a maintenance agreement and Mr. Hoffman stated it would be \$85 per month. After much discussion, Mr. Hoffman further stated there was a 90-day warranty. Sandra Williams, an audience member, asked about training, which Mr. Hoffman stated they would do when they set up the system. President Vandervort mentioned the new copier the Town purchased might have the same software. After more discussion, Mr. Hoffman mentioned one of the big problems using your processor that way was you ran the risk of crashing it. He further stated Moblis would pull all the directories on the CDS allowing you to enter a name and Moblis would identify every CD that name appears on. After more discussion, Mr. Hoffman stated he would forward a quote to the Town.

Strategic Planning Committee Report – Commissioner Price stated one thing the committee was looking at was how to manage the Historic District to maintain a stronger historic flavor for the area. After more discussion, Commissioner Price stated they were continuing their discussions.

President Vandervort stated there was a large pothole at Baltimore and Cecil Streets. Commissioner Gell mentioned there were several smaller ones that Town maintenance should be able to clean out and patch but agreed a paving contractor needed to look at that particular one. After discussion, Commissioner Gell made a motion to have McGuirk Construction do an estimate, to make sure the work would be under the bid threshold, and, if so, repair it, seconded by Commissioner Price. The motion passed 3-0.

Plumbing Work at Town Pier – Commissioner Price stated he was still working on getting two additional quotes for the work.

Tour of Charlestown Elementary School – Mr. Hearne stated Delegate Rudolph suggested doing the tour prior to the second September meeting. After discussion, Mr. Hearne stated he would confirm with Delegate Rudolph's office the September 23<sup>rd</sup> date and a time, which would need to be early enough so it didn't interfere with the town meeting and would let the commissioners know when it would be.

President Vandervort stated at the last meeting the Board agreed to discuss the Maritime Foundation's proposal to use the boathouse as a temporary office and perhaps later as a ticket office. After much discussion, Commissioner Gell stated the Town would still need to repair the windows and stabilize the floor. After more discussion, the Board agreed to discuss the matter further with the Foundation.

President Vandervort stated Baltimore Pile Driving is going to start the work on the stone wharf next Wednesday and should be done by that weekend.

#### NEW BUSINESS

Stephen Stott – Quit Claim Deed – Mr. Hearne stated Stephen Stott was requesting a quit claim deed for his property at 200 Market St. He further stated Mrs. Morgan didn't have the folio and liber information to complete the deed but was asking the Board to authorize President Vandervort to sign the deed once it was completed. After discussion, Mr. Hearne mentioned Mr. Stott had agreed to pay for the attorney's certification Mr. Baynes would need to do. Commissioner Gell made a motion authorizing President Vandervort to sign, seconded by Commissioner Price. The motion passed 3-0.

President Vandervort stated the County Commissioners will be holding their September 18<sup>th</sup> meeting at the Charlestown firehouse and last time the Board had dinner with them prior to the meeting and agreed it was time well spent. President Vandervort stated each individual paid for the cost of their dinner, no money was expended from Town funds. After discussion, Commissioner Price made a motion to invite the County Commissioners to dinner prior to their meeting, seconded by Commissioner Gell. The motion passed 3-0. Commissioner Gell stated he would contact the County about the dinner.

Building Permits – After reviewing the list, President Vandervort stated he had talked to Larry Metz about getting a permit for the deck. Mr. Hearne stated they had gotten preliminary approval and were in the process of getting the county permit. He further

mentioned they had paid the fee plus the penalty for doing the work without a permit. Mrs. Bott asked if they had gotten a permit for the concrete pads in the back. Mr. Hearne stated the pads were on that permit. After discussion, President Vandervort stated they were doing the pads without final permit approval and a stop work order should be issued to them until they do.

Chainsaw – Mr. Hearne stated the maintenance workers had taken a chainsaw to Coopers for a price to repair it and Coopers quoted them \$200 for labor and materials. He further stated the maintenance workers had mentioned a new one would cost a little more than that. After discussion, the Board agreed to ask the new maintenance workers if it was needed and, if so, what would a new one cost.

Commissioner Gell stated at the last meeting, Mrs. Atkinson had complained about water run off from the new roadway onto her property on Tasker Lane. After discussion, Commissioner Gell stated that sooner or later the Town would need to put in a drain or a ditch. President Vandervort said the maintenance workers should be able to do it as the Town had purchased a bucket for the Kubota to do such work.

Commissioner Gell stated he would contact Geiger Services about the vent at the post office. He mentioned that one vent was not working as well as the others. Mr. Hearne stated it was mentioned about installing a new vent in the back office area there. After discussion, Commissioner Gell stated a new one might be needed but would talk to Geiger about it.

Commissioner Gell stated Bradley Electric was supposed to repair the Fair Green Park light on Wednesday or Thursday this week and John Jones, of Chesapeake Electric, was to install the lights at the athletic complex this Saturday.

Commissioner Gell stated he would like to install 3 lights rather than the two he might have requested in error at the last meeting. After much discussion, Mrs. Bott stated trimming the branches away from the existing lights would help. After more discussion, Commissioner Gell suggested he show President Vandervort the areas he was talking about.

Mrs. Bott mentioned a metal pole, surrounded by a tree, that has been pushed over and might be hit by a vehicle trying to make room for another vehicle pass. She further stated it was located on town property in front of the Wellwood Club parking lot. President Vandervort stated maintenance should be able to remove it with the Kubota.

Commissioner Gell stated Robert Nievel, the contractor working on the drainage pipe on the town property in front of c-dock, cut the telephone wire down there. He further stated Mr. Criscuolo repaired the telephone wire and had submitted a bill. After discussion, Commissioner Gell made a motion to pay Mr. Criscuolo's bill and deduct the cost from Mr. Nievel's bill, seconded by Commissioner Price. The motion passed 3-0.

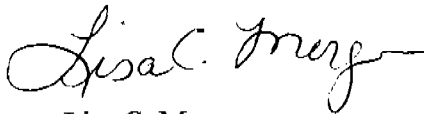
Mr. Hearne stated the Town had not gotten a response from Dan Tiffin, of Tiffin Builders, regarding paving of the streets in the Cottages of Charlestown. After discussion, President Vandervort asked Mr. Hearne to get Mr. Baynes involved.

Mr. Criscuolo stated in looking at the pipe installation at the bulkhead, he believed it was being done incorrectly. He stated the end of the pipe needed to have concrete poured around it otherwise there would be a problem. He also said they needed to dig the dirt out of the ditch, put in stone and compact it before paving. After discussion, the Board agreed to tell the contractor.

Mrs. Bott stated the padding under the sliding board at Fair Green Park needed to be replaced. After discussion, President Vandervort stated he would have the town maintenance workers working on the park. Commissioner Gell mentioned the Town had approved ordering 25 c.y. of wood chips for the park. Mrs. Bott also mentioned she had not been getting copies of the minutes and building permit lists even after several requests. After discussion, President Vandervort asked Mr. Hearne to talk to Mrs. Morgan about that.

As there was no further business to be discussed, President Vandervort adjourned the meeting so the Board could go into an executive session to discuss the hiring of a new employee.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 8/26/2003 TIME: 7:30 AM

~~Sydney R. Gott~~

Bence G. Criscuolo

Edward M. Miller

Immanuel Lutting

Don C. Anderson

Millard T. Gott

SANDRA WILLIAMS

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
<b>1000.1 · General Fund Cash Accounts</b>			
<b>1010.1 · Cash-General Checking</b>			
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #5733 - (1) box hanging file ...	6221.1 · Supplies	7.94-
Cecil County Chamber of...	Inv #10284 - (2) reservations Mikulski luncheon - Gell & Glenn...	6212.1 · Conference Expenses	40.00-
NEBS	Acct #9612129 - 139077 - inv #9918256205-0 - (1) box utility ...	6221.1 · Supplies	102.74-
B. B. Martin Outdoor Adv...	(1) digital bleed poster - Riverfest	6220.1 · Office Supplies	157.06-
Best Cleaning Services, I...	Inv #19948 - (2) cleanings - Town Hall	6450.1 · Maintenance	70.00-
Charlestown Marina, Inc.	Inv #9245 - repair catwalk on c dock - removed old bolts, jack...	6966.1 · C-dock repairs	163.40-
Zeager Bros., Inc.	Cust #2116300 - Inv #61943 (2) anchored mats & anchoring k...	6716.1 · Fairgreen Park	593.10-
Sheriff's Patrol	Charlestown Patrol - period of 06/28/03 to 07/25/03	6920.1 · Police Protection	3,932.37-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 06/28/03 - 07/25/03	6920.1 · Police Protection	123.23-
Thomas, Don H.	Inv #2053 - checked for short in light at playground, checked ...	6740.1 · P&R Miscellaneous	301.00-
Verizon	Acct #000017861803 96Y - telephone - Town Hall	6440.1 · Telephone	133.33-
Queen Bee's Honey Pots	Inv #1043 - (1) std unit-athletic complex; (1) h/c unit - Fair Gr...	6740.1 · P&R Miscellaneous	190.00-
Council Baradel Kosmerl...	Inv #12119-0001-001 FCS - legal work on Stewart Associates...	6310.1 · Legal Counsel	4,225.64-
Total 1010.1 · Cash-General Checking			10,039.81-
Total 1000.1 · General Fund Cash Accounts			10,039.81-
<b>1000.2 · Utility Fund Cash Accounts</b>			
<b>1010.2 · Cash - Utility Checking</b>			
Verizon Wireless	Acct #202583968-00001 - Inv #0457531244 - (2) cell phones	7132.2 · Telephone	68.60-
Miller Environmental, Inc.	Inv #10090395 - water sys operations - Sep '03	7120.2 · Contract Operating	2,056.12-
Verizon	Acct #0000178650572 14Y - telephone - water tower	7132.2 · Telephone	41.81-
Total 1010.2 · Cash - Utility Checking			2,166.53-
Total 1000.2 · Utility Fund Cash Accounts			2,166.53-
<b>TOTAL</b>			<b>12,206.34-</b>

**TOWN MEETING OF AUGUST 12, 2003**  
**MINUTES**

The August 12, 2003 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 Robert L. Gell and Commissioner G. 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 July 22, 2003, seconded by Commissioner Sheets. The motion passed 3-0-1 (Commissioner Price abstained). Commissioner Gell stated in reviewing the July 8, 2003 meeting minutes that there was no actual motion to hire Kristen Hudson and now so move effective July 7, 2003, seconded by Commissioner Sheets. The motion passed 4-0.

Accounts Payable – President Vandervort stated he wanted to review the Staples bill. After some discussion, Commissioner Price made a motion to pay the bills, seconded by Commissioner Gell. The motion passed 4-0.

Miller Environmental, Inc. – Monthly Report – President Vandervort stated a Miller Environmental, Inc. representative was not present but the Town had the monthly report for July 2003 and proceeded to review it with the Board.

Charles Combs – Charles Combs discussed an accident he had at the intersection of Louisa Lane Extension and Route 7 on June 16, 2003. He stated Colmer Construction, the Scott Gardens contractor who widened the road, left a stop sign in the middle of the intersection and Mr. Combs hit the stop sign. After much discussion, Mr. Combs stated Colmer Construction moved the sign the same day he reported it. President Vandervort stated the construction company/developer would have insurance for the project, the town's engineers who are under contract to inspect the construction would have insurance and the Town was insured. After more discussion, President Vandervort asked if Mr. Combs had turned it into his insurance. Mr. Combs stated he was not going to because he was 100% not at fault. After more discussion, President Vandervort stated since Mr. Combs had come to the meeting and advised us of the incident, he needed to contact the Town's insurance company so they were advised also.

Michael Seth – Mr. Seth stated there was a spring in the area of 460 Chesapeake Road causing a problem. He stated there used to be a spring house there but there wasn't one there now. After brief discussion, Commissioner Gell stated there were several problems. He stated the drain to the river was plugged so it runs down and pools at Mrs. Pruitt's house and then runs all the way down Ogle St. He further stated when the Town filled up the well instead of going through a pipe, it seeps up in their yard, creating a swamp, and then it oozes down across the street and ends up on Mrs. Pruitt's property. After discussion, President Vandervort suggested redefining the ditch. Commissioner Gell stated that would only get it to Ogle St. because the drainpipe from there to the river was crushed. After more discussion, President Vandervort stated the Town was waiting for a report from the Town's engineers and it should come shortly.

Chesapeake Maritime Trades Foundation – John Swain, of the Chesapeake Bay Maritime Trade Foundation, stated they were following up on the letter of intent submitted to the Town. After discussion, Commissioner Price made a motion to accept the letter of intent and the Town intends to proceed to work on the details for leasing Lot B to be used as the site, seconded by Commissioner Sheets. The motion passed 4-0. Commissioner Gell stated they had asked whether the old boathouse



at the townhouse could be used as their office. He stated the foundation would be doing the repairs needed to make the floors safe, etc. After discussion, President Vandervort asked whether it would be a temporary office. Mr. Swain stated they were looking to use as a temporary office until the other facility was done and then maybe using it for ticket sales or point of communications for charters of the schooner. President Vandervort stated details would need to be discussed. Mr. Swain wanted to know if this could be worked out in the next two weeks or so for restoration to be started. President Vandervort stated he believed the Board could look into any issues there might be and should be able to decide on the issue at the next meeting. Mr. Swain stated he had talked to Commissioners Gell and Sheets about bringing over "Island Time" for Riverfest. Commissioner Gell stated the docking location had been changed to C dock. Mr. Swain asked if they could tie up at the end of the town pier after the event. After discussion, President Vandervort stated there wouldn't be a problem doing that.

### PENDING BUSINESS

Plumbing Work at Town Pier – Commissioner Price stated he was having difficulty getting bids on the plumbing work. After discussion, President Vandervort stated the Town really needed to get at least one other price. After more discussion, Commissioner Price stated he would contact some contractors to try and get more quotes.

Commissioner Price stated the Strategic Planning Committee had its first meeting on July 29<sup>th</sup>. He stated currently the 14 members were James Black, Thomas Brittingham (Lee's Marina), Ron and Audrey Edwards (owners of the Red Lyon, an historic residence), Thomas Gatch, Howard Hall (Planning and Zoning member), David Jarinko and Joseph Letts (former Town Commissioners), Allen McDaniel, Larry Metz (Wellwood Club), Rebecca Phillips (Historic District Commission), Sandra Williams, Glenn Youngblood and himself. He stated they were reviewing the old comprehensive plan to begin their discussions. After discussion, Commissioner Price stated they had decided to meet on the 3<sup>rd</sup> Tuesday each month. President Vandervort stated he wanted to comment on the procedure used in setting up this committee. He stated he spoke to Commissioner Price that, being an official town committee, the charter stated that the members, including the chairman, are appointed and removed by whomever was the President of the Town Commissioners. He further stated he agreed with Commissioner Price on the members selected but would like to take the procedural step to recommend these people be officially appointed as members of the committee to the Board and he made that a motion. Commissioner Sheets seconded the motion and the motion passed 4-0.

Comcast Agreement – President Vandervort stated he talked to Mr. Worley and informed him that the Town had decided to go with Keith Baynes', the Town's attorney, recommended wording. He further stated he told Mr. Worley if the wording still wasn't acceptable to contact Mr. Baynes about working on it. President Vandervort stated the copy of wording the Board now had was acceptable to Comcast and Mr. Baynes would recommend. Commissioner Gell made a motion to accept the agreement as amended, seconded by Commissioner Sheets. The motion passed 4-0.

Public Works Agreement – Principio Business Park – President Vandervort stated he had reviewed their original draft and had forwarded copies of it to URS, the Town's engineers, Mr. Baynes and Frederick Sussman, another attorney, who reviewed it, particularly the annexation clause, and their recommendations had been incorporated by Mr. Baynes into the copy of the agreement you have. He further stated if the Board approved this draft and to give him authority to sign it and it would then be sent to Stewart Associates. Commissioner Gell asked what about if Stewart Associates wanted changes. President Vandervort stated if it was a minor change that didn't substantially change the agreement but if it were a major change, it would require another vote of the Board, either at a special meeting or wait until the next regular meeting. Commissioner Gell made a motion to approve the agreement and forward it to Stewart Associates, seconded by Commissioner Price. When asked,

Commissioner Gell amended his motion to include authority for President Vandervort to sign and execute it and Commissioner Price seconded the amended motion. The motion passed 4-0.

FY2004 Waterway Improvement Fund Grant Approval – President Vandervort stated the Town had received grant approval for \$4,000 for improvements requested by the fire company to the fireboat pier. After discussion, President Vandervort stated the fire company needed to get quotes on the work they want done.

President Vandervort asked if the Town had submitted for any Program Open Space grants. Mr. Hearne stated the Town had requested funding for the basketball court in Trinity Woods. President Vandervort stated in discussion, the Board had come up with further funding needs for drainage improvements to Veterans Park and Fair Green Park and asked when these could be submitted. Mr. Hearne stated they would need to submit them next year.

### NEW BUSINESS

Town Maintenance Vacancy – President Vandervort stated there were several applicants for the position. After brief discussion, President Vandervort stated Hershel Armour, one of the town maintenance workers, had verbally given his two weeks' notice tonight. After discussion, the Board agreed to have Mr. Hearne review the applications, check their references and, after doing an initial interview, then recommend those he felt were best qualified for a second interview with the Board.

Building Permits – After discussion, Commissioner Gell suggested the Board get a copy of the list every 2 weeks. President Vandervort stated the Board used to get a copy at the first meeting each month. Mr. Hearne stated he had left it off the agenda for the last meeting or two because of the length of the agendas. After discussion, Mr. Hearne stated he would put the building permits on the agenda for the first meeting of each month. Commissioner Gell stated he would like to see the minutes of the Planning and Zoning Commission meetings also. After more discussion, Judy Calvert asked if any permits had been issued for anyone at Howard Hall's campground in the last 2-3 weeks and if not, whether fines had been imposed or did anyone from the Town check down there. Mr. Hearne stated he had and no fines were imposed. Mr. Hearne stated an awning was being put in place. Mrs. Calvert stated it had been torn down and asked why it was. Mr. Hearne stated Mr. Hall told him the awning was the wrong type awning for the trailer. Mrs. Calvert asked if they needed a permit for it. Mr. Hearne stated a permit was needed and had checked with the County and Mr. Conway stated based on the preliminary information he needed a permit but Mr. Hall was going to take the specifications on the awning to Mr. Conway and have them determine if a permit was needed. After much discussion, Mr. Hearne stated he would follow up on the matter with Mr. Conway.

Special Buffer Area Ordinance – Change from 2003-01 to 2003-02 – President Vandervort stated there was a mistake in number between this ordinance and the ordinance to rescind property tax discounts. Commissioner Gell made a motion to renumber this ordinance to Ordinance No. 2003-02, seconded by Commissioner Sheets. The motion passed 4-0.

Commission Appointments – Election Board (expires 10/03) – President Vandervort stated the Board had established procedures to deal with openings. He further stated he still didn't feel it was needed when the Board was satisfied with the current appointee and the appointee was still interested in serving. After more discussion, the Board decided to follow the procedure it established and advertise the openings.

FY2004 LGIT Education & Safety Grant applications (1<sup>st</sup> deadline 09/30/03) - President Vandervort stated the application deadline was September 30<sup>th</sup> and we've gotten grant money through them. Mr. Hearne stated the Town hadn't been successful for the past several years since they changed their determining criteria for the grants. After discussion, President Vandervort asked the Board to consider projects that the Town might apply for under these grants.

DNR BIG Grant applications (deadline 09/30/03) – Mr. Hearne stated this grant was to enhance boating for boats 26 ft. or more overall. After much discussion, Commissioner Gell made a motion for the Town to apply for transient slips to accommodate boats 26 ft. or more, which may involve some dredging, at the town pier. The motion was seconded by Commissioner Price and the motion passed 4-0.

Water/Sewer Infrastructure Implementation Council Meeting – 08/21/03 6:30 p.m. – County Admin. Bldg. – Mr. Hearne stated he had a schedule conflict and when he asked, President Vandervort stated he would try to attend.

Delegate Rudolph – Tour of new Charlestown Elementary School – Mr. Hearne stated if the Board was interested once the school was finished and open for a tour, Delegate Rudolph would be happy to arrange it for us. The Board agreed they would like a tour and asked Mr. Hearne to let Delegate Rudolph know.

Hosting of County Commissioners Meeting – 09/16/03 7 p.m. – Charlestown Fire Company – Refreshments – President Vandervort stated the Board had usually provided a small budget to provide refreshments during that meeting. After discussion, Commissioner Price made a motion to budget the same amount as last year for refreshments.

Commissioner Sheets asked about the status of the light at Fair Green Park. Commissioner Gell stated Mr. Bradley said he would do it at the end of this week or next week. Commissioner Sheets asked about the ball field lights. Commissioner Gell asked Mr. Armour if Mr. Jones had talked to him. Mr. Armour stated he had and as it involved working overtime, had asked Mrs. Morgan and Mr. Hearne to have President Vandervort contact him. After much discussion as to what arrangements may have been made, President Vandervort stated as far as overtime for that project, he would have authorized that if he had been asked. After more discussion, Commissioner Gell stated he had talked to him about getting the job done and he had told him he was going to get a couple of more men and get it done on Saturday. Mr. Armour asked who was going to level the ground as it had been torn up digging the ditch to run the wire. President Vandervort stated town maintenance should restore it.

Edgar McMullen asked if there was any news regarding the town pier and was there anything being done about the property at the corner of Water Street and Louisa Lane. Commissioner Sheets mentioned to Mr. McMullen the Town was removing the dead trees along the property line of the cemetery and will replace them.

President Vandervort stated he had talked to the pile driver because was getting concerned about how close Riverfest was getting. He stated he also met with Ted Mercer, another pile driver who was going to be doing work this week in the area, and after looking at the site, Mr. Mercer had provided a quote. After discussion, President Vandervort stated he wanted to talk with Baltimore Pile Driving one more time but if not satisfactory, would like the authority to have this other company do the work if needed. He further stated Mr. Mercer needed to know by the end of business tomorrow. Commissioner Gell made a motion to authorize President Vandervort to get the stone wharf pier fixed in the best way possible, seconded by Commissioner Sheets. The motion passed 4-0.

Commissioner Gell stated he had a drawing of the proposed streetlights. He further stated they were still trying to get them to upgrade more than 12. After discussion, President Vandervort stated the Town had sent a letter to each individual who had signed the petition from the residents of Charlestown Manor about getting the street lights installed and then getting the paving done. After more discussion, Commissioner Gell stated he was requesting to put lights halfway between Conestoga and Market Sts. and halfway between Market and Frederick Sts. He further stated they would be installed on existing poles, which makes installation easier. After some discussion of dead trees and trees needing to be trimmed, Commissioner Gell made a motion to have those 2 lights installed, seconded by Commissioner Sheets. The motion passed 4-0.

Mr. Hearne stated Keith Levesque, the town house renter, stated he was moving out on September 15, 2003 and asked if the Town wanted to rent it again. President Vandervort stated the Town had given him a 6-month lease but would have to look at the lease. President Vandervort said the Town should rent it again. After discussion, Commissioner Gell stated there had been discussion about using it as the town hall and if we rent it for a year, it would be difficult to do repairs. After more discussion, Commissioner Sheets made a motion to rent the townhouse for another year, seconded by Commissioner Price. The motion passed 3-1.

Commissioner Gell stated the postmistress was complaining that another vent was needed in the office area of the post office and asked to have the heating company check to see if one could be installed. He also stated the Town now had a postage meter and should be getting a folding machine shortly.

Commissioner Sheets stated she had pictures to give Commissioner Gell about the storm water management problem Mrs. Atkinson on Tasker Lane had been complaining about.

After much discussion about the state of various properties throughout town that may be in violation of the property clean up ordinance and untagged vehicles, the Board agreed that these properties needed to be looked at and the ordinance had to be applied fairly.

Mr. Armour asked who had approved the catch basin at Scott Gardens near Isaac Galloway's house. President Vandervort stated the Planning and Zoning Commission approved it. After discussion, President Vandervort stated the county reviews the plan for storm water management but the Planning and Zoning Commission could approve or disapprove if they didn't like it. After more discussion, President Vandervort stated he believed the Town should consider using URS for storm water management review rather than the County because the County does charge the developer to review. After more discussion, when asked, President Vandervort stated he had a commitment in writing for Scott Gardens to address the drainage problem in the area between Frederick and Caroline Streets on this side of the railroad tracks.

As there was no further business to be discussed, Commissioner Gell made a motion to adjourn, seconded by Commissioner Sheets. The motion passed 4-0. President Vandervort adjourned the meeting at 22:44 p.m.

Respectfully submitted,

Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF AUGUST 12, 2003**  
**AGENDA**

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. – Monthly Report
4. Cecil County Sheriff's Office – Monthly Report
5. Charles Combs
6. Dan Kline

**PENDING BUSINESS**

7. Plumbing Work @ town pier
8. Comcast Agreement
9. Public Works Agreement – Principio Business Park
10. FY2004 Waterway Improvement Fund Grant Approval

**NEW BUSINESS**

11. Town Maintenance Vacancy
12. Building Permits
13. SBA Ordinance – Change from 2003-01 to 2003-02
14. Commission Appointments – Election Board (expires 10/03)
15. FY2004 LGIT Education & Safety Grant applications (1<sup>st</sup> deadline 09/30/03)
16. DNR BIG grant applications (deadline 09/30/03)
17. Water/Sewer Infrastructure Implementation Council Meeting – 08/21/03  
6:30 p.m. – County Admin. Bldg.
18. Delegate Rudolph – Tour of new Charlestown Elementary School
19. Hosting of County Commissioners Meeting – 09/16/03 7 p.m. – Charlestown  
Fire Company - Refreshments

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 8/12/2003 TIME: 4:30 pm

Charles + Rachelle Combs

Edgar M. Muller

Harold E. Vernon

Tim Trimble CBMTF

Greg woods CBMTF

Millard T. Fay

Judy Colvert

Paul Ble

Jan C. Atkinson

SANDRA WILLIAMS

Andrew Prevett

William Ewing

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
<b>1000.1 - General Fund Cash Accounts</b>			
<b>1010.1 - Cash-General Checking</b>			
Lynch, Susan Schaeffer	court reporter - Board of Appeals hearing	6611.1 - Other	150.00-
Chesapeake Publishing Corp.	Acct #01 0017841 - year subscription	6219.1 - Other	80.50-
Hickory Offset Printing	(50) brochures - RiverFest	6967.1 - RiverFest 2003	58.00-
Cecil Co. Commissioners	mosquito control spraying - 06/19, 6/26, 7 6960.1 - Miscellaneous		300.00-
Cedar Creek Fundraising Inc.	Cust #3141 - (2) cases - classic rounds - 6967.1 - RiverFest 2003		120.00-
Radio Shack	Acct #1903060981 - Inv #453850 - (3) 3-1 6221.1 - Supplies		23.97-
URS Corporation	Inv #592688 - review of Principio Busines	6341.1 - Engineering Services	890.40-
Conectiv	Acct #2096 3159 9997 - Town Hall	6420.1 - Electric	273.28-
Garage electric	Acct # 2096 5479 9995 - Garage	6420.1 - Electric	17.56-
Comfort Station Electric	2096 4129 9992 - comfort station	6420.1 - Electric	12.79-
Flagpole Lighting	2105 5729 9992 - flagpole	6420.1 - Electric	77.43-
Town Pier Electric	2056 2019 9997 - town pier	6985.1 - Electric	7.10-
Baynes, Keith A.	conference w/ Hearne re: cable agreemen	-SPLIT-	832.50-
Waste Management	Acct #275-0049441-0276-5 - Inv #12855	6651.1 - Trash Collection	3,465.44-
Chesapeake Publishing Corp.	Acct #104333 - ads for Board of Appeals	6611.1 - Other	142.63-
Charm Net, Inc.	Acct #15683 - Inv #135819 - internet serv	6440.1 - Telephone	16.95-
AT&T	8014-058-9492 - Inv #6392558749 - long	6440.1 - Telephone	8.52-
Cecil County Chamber of Commerce	Inv #10224 - (*) reservation for Mayor's lu	6212.1 - Conference Expenses	17.00-
Maryland Rural Water Association	Inv #302 - membership dues	6214.1 - Dues & Memberships	150.00-
Terminix	termite contract renewal	6450.1 - Maintenance	97.00-
Wal-Mart Community BRC	Acct #6032 2020 0054 7977 - Inv #4438	6221.1 - Supplies	42.88-
Charlestown Marina, Inc.	Inv #9240 - repairs to main catwalk on c-d	6966.1 - C-dock repairs	343.15-
American Home & Hardware	Acct #685600 - Inv #943824 - conduit, pv	-SPLIT-	65.00-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #328598 - duplex & com	-SPLIT-	51.36-
Hudson, Kristen	reimburse for (4) basketballs purchased	f 6740.1 - P&R Miscellaneous	19.64-
landfill	Acct #1043 - landfill charges - Jul '03	6652.1 - Landfill	19.87-
Staples	Acct #7972 3200 0002 7426 - office supp	-SPLIT-	539.63-
Verizon	application fee for pole use for holiday	dec 6760.1 - Special Events	100.00-
Oriental Trading	prizes ordered for Riverfest	6967.1 - RiverFest 2003	126.60-
Parker, Robert	reimburse for purchase of greased pole	- 6967.1 - RiverFest 2003	50.28-
			<u>8,099.88-</u>
<b>Total 1010.1 - Cash-General Checking</b>			<b>8,099.88-</b>
<b>Total 1000.1 - General Fund Cash Accounts</b>			
<b>1000.2 - Utility Fund Cash Accounts</b>			
<b>1010.2 - Cash - Utility Checking</b>			
American Home & Hardware	Acct #685600 - Inv #944350 - anchor bolt	-SPLIT-	33.54-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #328866 - coupling nuts	7120.2 - Contract Operating	13.02-
Verizon Wireless	Acct #202583968-00001 - Inv #04488097	7132.2 - Telephone	124.29-
Cecil Co. Commissioners	Cust #226035 - Inv #15500010 - county s	6550.2 - County Regional System User	Ft 17,549.10-
Atlantic Coast Laboratories	Inv #102707 - lab testing	7121.2 - Laboratory Testing	16.00-
Sta 1 electric	2096 3069 9996 - Sta 1 electric	6531.2 - Station #1	136.41-
Sta 3 electric	2096 4739 9994 - Sta 3	6532.2 - Station #3	170.83-

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
Lift Station electric	2096 4139 9990 Lift station electric	6534.2 · Lift Station	11,189-
Rt 7 electric	2096 9259 9993 - Rt 7 electric	6533.2 · Station RT. #7	63,668-
Well 1 Electric	2096 5499 9991 Well 1 electric	7131.2 · Electric	447,32-
Well 3 Electric	2096 5769 9994 Well 3 electric	7131.2 · Electric	211,02-
Water Tank Electric	2096 5489 9993 - Water tank electric	7131.2 · Electric	90,14-
Miller Environmental, Inc.	Inv #10070383-A - pass thru expenses Jt. 7120.2 · Contract Operating		15,72-
			<u>18,882.26-</u>
Total 1010.2 · Cash - Utility Checking			18,882.26-
Total 1000.2 · Utility Fund Cash Accounts			
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
American Home & Hardware	Acct #685600 - Inv #942492 - great stuff; -SPLIT-		215,12-
Benjamin Lumber Co., Inc.	Inv #329868 - duct tape, byr 6420.3 · General Maintenance		16,99-
Gilbert Enterprises Inc.	Inv #9536N - gasoline charges - Jul '03 - I6026.3 · Gasoline - Truck		243,41-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #05-66645 - repairs to I 6022.3 · Equipment Repair		108,85-
Street Lighting	2055 3529 9973 - street lighting	6010.3 · Street Lights	657,20-
Advantage Ford	Cust #11395 Inv #FOCS42529 - oil chngt 6024.3 · Truck Repair		30,87-
Total 1005.3 · New-Checking-Special (Special checking County)			<u>1,272.44-</u>
Total 1000.3 · Special Fund Cash Accounts			1,272.44-
<b>TOTAL</b>			<u><b>28,254.58-</b></u>



**TOWN MEETING OF JULY 22, 2003**  
**MINUTES**

The July 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, Treasurer Donna M. Sheets 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 July 8, 2003 meeting, seconded by Commissioner Gell. The motion passed 4-0.

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

**PENDING BUSINESS**

Robert Appleton – Boat Building School – Robert Appleton, of the Chesapeake Bay Maritime Trades Foundation, stated the foundation had selected Charlestown as the site for the school. After giving a brief progress update, Mr. Appleton submitted a proposed letter of intent to the Board and provided copies of their financial plan package to each commissioner. After Mr. Appleton answered several questions from the Board and the audience, the Board agreed to review the financial information and the letter of intent before signing it.

Kristen Hudson/Recreational Director – Kristen Hudson, the recreation director, stated she had August completely booked with events and presented a copy of that calendar to the Board. She further asked the Board to approve the expenditure of \$300 from the parks and recreation budget to purchase arts and craft supplies for the planned activities. After the Board answered some questions from the audience, Commissioner Sheets so moved, seconded by Commissioner Gell. The motion passed 4-0.

Shoreline Erosion project – President Vandervort stated he had met with John Huang, of John Huang & Associates, Inc., the project engineer, and Shawn Ryan, of the Maryland Department of Natural Resources (DNR), because they had reached 95% engineering completion. He further stated project materials would be brought on-site through the ends of Baltimore Street and Tasker Lane. Sandra Williams, the Tasker Lane property owner, over whose property they would be traveling, stated she had no objection to giving them construction access over her property but was concerned about the property being restored to pre-construction condition. President Vandervort stated the construction contract would specify that the contractor would restore the property. Mr. Hearne asked and President Vandervort stated he hadn't but would talk to Mr. Baynes about a response to Betty Shockley's letter.

**NEW BUSINESS**

Ruth Noel – Bladen Street – Storm water run off across driveway – Mrs. Morgan stated Ruth Noel, of Bladen Street, called complaining about the storm water run off down Bladen Street continuously washing out their driveway causing them numerous repairs. After discussion, the Board requested the State Highway Administration be contacted as that section of Bladen Street was State Route 267.

Wood Chips – Playground – President Vandervort stated maintenance was requesting to purchase wood chips for the playground. William Algard, one of the maintenance workers, stated the amount purchased the last time was not adequate.

Robert Phillips, an audience member, asked when the Town would fill the low spots in Veterans Park as the Riverfest committee had planned for vendor stands, etc. in the park. President Vandervort stated URS Corporation, the Town's engineers, looking at the area down there and the Board was waiting for their recommendations, which they should have by the next meeting, to see how that area should be handled.

Halloween – Commissioner Sheets asked to purchase the same amount of glow sticks the Town bought last year for the Halloween parade and party to be held on October 29<sup>th</sup>. Commissioner Sheets made a motion to purchase 200 glow sticks, seconded by Commissioner Gell. The motion passed 4-0.

Petition – Completion of Roads in Cottages of Charlestown – President Vandervort stated the Town had received a petition and several letters from the residents in the Cottages of Charlestown in Charlestown Manor. After much discussion, the Board decided to send letters to each individual explaining Conectiv would be installing 3 new street lights in the area, since there weren't any there, and then the street paving would be done.

Commissioner Doss made a motion to purchase 25 cubic yards of wood chips, seconded by Commissioner Sheets. The motion passed 4-0.

Park Light – Commissioner Gell stated the electrician had determined there was a problem in the buried wire. He further stated the electrician needed to trench and put in new wire. President Vandervort and Mr. Algard stated caution needed to be used in that area because there were drainage pipes, etc. that might be hit. Commissioner Doss stated if the electrician pulled up the old wire, it would define the area that needed to be trenched.

President Vandervort stated Mr. Algard's last actual workday would be this Thursday and then he would be using up his accrued vacation time. After much discussion, Commissioner Doss stated the position opening needed to be advertised in the Cecil Whig and at the Job Center. Hershel Armour, one of the maintenance workers, stated what would be the job description. Commissioner Gell stated that would be the first step. The Board decided to request sample job descriptions from the Maryland Municipal League to look at. After discussion, Mr. Algard stated his main reason for leaving was Commissioner Gell. After more discussion, President Vandervort stated overall in the seven years Mr. Algard had been with the Town, he had saved the Town a lot of money and the Town, in general, looked better. Rosalyn Bott, an audience member, stated the main problem was maintenance needed 1 boss, not 5, because they shouldn't have to be mind readers as to what project needed to be done first.

Pay Raises – President Vandervort stated the Town gives a cost-of-living increase to its employees every year and believed the increase should be limited to Mrs. Morgan, Mr. Armour and Mr. Bott. After some discussion, Commissioner Sheets made a motion to give a 3% increase. The motion died due to the lack of a second. Mrs. Bott stated Ms. Hudson was already asking for more money. President Vandervort stated the Town had budgeted for youth activities but she needed to inform the Town of the cost of purchases she needed to make. Mrs. Bott stated she didn't think a youth recreation program for children would do anything about the problem

teens in the area. After discussion, Commissioner Doss stated the Town has limited it to a short-term project for now to see if it works. He further stated if the program didn't work, they would try something else but one reason he was for the project was to maybe start small, a kick start, and hopefully, if the project draws the kids, the Boys and Clubs Club would be interested in taking over. After more discussion, Mr. Armour stated he and Millard Bott had been with the Town for several years and it's pretty bad when a new part-time employee was making a dollar more an hour than they are. After more discussion, Commissioner Doss suggested and the Board agreed to table any decision on pay raises until the next meeting to get them an opportunity to look at pay structures.

President Vandervort stated he had a 10 a.m. meeting tomorrow with David Dodge, the storm water management consultant hired by Scott Gardens, regarding the flooding that's occurring on some Caroline Street properties. He further mentioned he would be meeting at 10:30 a.m. tomorrow with Chris Rodgers, of URS Corporation, and Michael Vaughan, of Stewart Associates, regarding URS' comments on the proposed sewer line for the Principio Business Park.

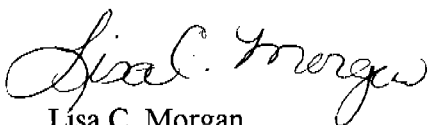
Mrs. Williams asked if Miller Environmental (MEI) had done the testing for sewage in the Holloway Beach area. Mr. Hearne stated George Smith, of MEI, had contacted him because they had reservations about doing the bacti testing and suggested the Town have the County, who operates the Town's sewer system, do the testing. After some discussion, Commissioner Doss stated he would contact Chuck Smyser, of the Cecil County Health Department, and, perhaps also, David Hollenbaugh, of the County Department of Public Works about getting the area tested.

President Vandervort mentioned he had talked to James Lambdin, of Lambdin Developers, who was interested in doing a 100-acre subdivision between Trinity Woods and Scott Gardens.

Commissioner Doss asked and Mr. Algard stated John Jones, the electrician, had wired the athletic complex lights to the poles and they were ready to install. He further stated maintenance needed to coordinate with Mr. Jones on a day to install the lights because it would take several people to do so and, then, Mr. Jones could finish the wiring. Mrs. Morgan stated she would call Mr. Jones tomorrow.

As there was no further business, Commissioner Sheets made a motion to adjourn, seconded by Commissioner Gell. The motion passed 4-0. President Vandervort adjourned the meeting at 9:43 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF JULY 22, 2003**  
**AGENDA**

7:30 P.M.

1. Minutes
2. Accounts Payable

**PENDING BUSINESS**

3. Robert Appleton – Boat Building School
4. Shoreline Erosion project
5. Plumbing work @ town pier

**NEW BUSINESS**

6. Ruth Noel – Bladen St. – Storm water runoff across driveway
7. Wood chips – playground
8. Halloween
9. Petition – Completion of Roads in the Cottages of Charlestown
10. Park Light
11. Pay Raises

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 4/22/2003

TIME: 4:30 PM

Marshall C. Benson  
Randy R. Bost  
D.A. Hill  
William C. Clarend  
Rebecca C. Phillips  
Bob Phillips  
TOM DRUMMOND  
Bole Bolen  
Jan C. Calkins  
SANDRA WILLIAMS

# Town of Charlestown

## Accounts Payable Bills

07/22/03

Name	Memo	Split	Amount
<b>1000.1 · General Fund Cash Accounts</b>			
<b>1010.1 · Cash-General Checking</b>			
Best Cleaning Services, Inc.	Inv #19878 - (2) cleanings - Town Hall	6450.1 · Maintenance	70.00-
John Huang & Associates, Inc.	Inv #03011 billing #2 JHA Proj No. 03004 - engineering 95% c...	6704.1 · Shoreline Erosion (grant)	5,805.00-
Queen Bee's Honey Pots	Inv #985 - (1) std toilet - athletic complex; (1) h/c toilet - Fair G...	-SPLIT-	190.00-
Sheriff's Patrol	Charlestown Patrol - period of 05/31/03 - 06/27/03	6920.1 · Police Protection	2,205.00-
Sheriff's Patrol	gasoline for Sheriff's Patrol - period of 05/31/03 - 06/27/03	6920.1 · Police Protection	69.91-
Verizon	Acct #000017861803 96 Y - telephone - Town Hall	6440.1 · Telephone	142.70-
Rakes Floral Shop	(1) fruit & junk food basket - Bonsall	6216.1 · Memorials	57.00-
International Institute of Muni...	annual membership dues	6214.1 · Dues & Memberships	75.00-
LGIT Health Pool	Cust #H-CHAR Inv #2115 - health insurance - Aug '03	6170.1 · Medical Insurance	402.70-
Local Government Insurance...	Cust #LGIT-0028 INV #1973 - property & liability insurance	-SPLIT-	7,181.00-
Cook, Carl	reimburse purchase & installation fee for link wireless access ...	6250.1 · Office Equipment	179.98-
Maryland Portable Concrete ...	Cust #2265 Inv #121844 - concrete for athletic complex light p...	6719.1 · Athletic Complex Lighting	370.00-
AT&T	Acct #8014-058-9492 Inv #639255346 - long distance - Tow...	6440.1 · Telephone	11.93-
Lowe's Home Centers Inc.	Acct #0120402 0217 002237 - Inv #21710790405 - lock & key...	6450.1 · Maintenance	9.70-
Radio Shack	Acct #1903060981 - inv #449773 - (2) 5-pk cassette tapes	6221.1 · Supplies	25.98-
Total 1010.1 · Cash-General Checking			16,795.90-
Total 1000.1 · General Fund Cash Accounts			16,795.90-
<b>1000.2 · Utility Fund Cash Accounts</b>			
<b>1010.2 · Cash - Utility Checking</b>			
Verizon	Acct #000017860572 14Y - telephone water tower	7132.2 · Telephone	42.74-
Miller Environmental, Inc.	Inv #10080394 - water sys ops contract - Aug '03	7120.2 · Contract Operating	2,056.12-
U. S. Postmaster	(8) rolls postage	-SPLIT-	296.00-
Total 1010.2 · Cash - Utility Checking			2,394.86-
Total 1000.2 · Utility Fund Cash Accounts			2,394.86-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
Mendenhall's Garage	Inv #6177 - repairs to old town truck to pass emissions testing...	6024.3 · Truck Repair	1,703.90-
Street Lighting	2055 3529 9973 - street lighting	6010.3 · Street Lights	641.46-
Maryland Materials Inc.	Acct #60503 - Inv #160273 - crusher run for drainage pipe - ...	6300.3 · Streets	342.61-
Gilbert Enterprises Inc.	Inv #9469N - gasoline for town trucks & mowers - Jun '03	-SPLIT-	215.61-
Total 1005.3 · New-Checking-Special (Special checking County)			2,903.58-

07/22/03

**Town of Charlestown**  
**Accounts Payable Bills**

Name

Memo

Split

Amount

Total 1000.3 · Special Fund Cash Accounts

**TOTAL**

2,903.58-

**22,094.34-**

**TOWN MEETING OF JUNE 8, 2004**  
**MINUTES**

The June 8, 2004 meeting of the Town Commissioners of Charlestown was called to order by Vice President Steven W. Vandervort at 7:30 p.m. Other commissioners present were Treasurer Donna M. Sheets and Commissioner G. Richard Price. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Minutes – Commissioner Price made a motion to approve the minutes of the May 25, 2004 meeting, seconded by Commissioner Sheets. The motion passed 3-0.

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

Commissioner Vandervort stated Kingfisher had completed the work on c dock but it had not been inspected yet but, once he inspected it, he asked the Board to approve that bill pending a satisfactory inspection. Commissioner Price so moved, seconded by Commissioner Sheets. The motion passed 3-0.

Miller Environmental, Inc. – Monthly Report – Robert Corn, of Miller Environmental, Inc., presented the May 2004 monthly water system operations report to the Board. Mr. Corn stated the Board had asked him to check into the cathodic protection and he contacted Corrosion Control. He further stated the company had recommended 2 years that the electrodes be replaced the next time the tower was drained to be painted. Mr. Corn stated he was given a verbal estimate of \$900 if the tank was empty but she didn't know what it would cost if it wasn't drained. Mr. Corn stated he would contact a company that would dive and inspect the tank integrity as well as the electrodes. Commissioner Vandervort stated the paint company did inspect the inside of the tank at the time AT&T installed the antennas on the tower and they said the interior was okay. He further said Mr. Hearne should have the results of their inspection. After more discussion, Mr. Hearne stated George Smith, of Miller Environmental, Inc., had stopped in to check on operations and with the Town on their satisfaction with operations.

Steve Miller/Boys and Girls Club – Steve Miller, of the Cecil County Boys and Girls Club, introduced Kathy Brown who will be the unit director for the Charlestown club. He also mentioned she is their education coordinator who keeps tracks of the kids' grades and who needs help in different academic areas. Mr. Miller also introduced Barbara Smith, director of operations, who is Ms. Brown's supervisor. Commissioner Sheets stated the Board had a copy of the proposed lease. After discussion, Commissioner Vandervort stated the Board had been working on the budget and, as of now, the Town had approximately \$7000 for the club next year. Commissioner Sheets stated they were also working on raising money from a community cookbook sale. After discussion, Commissioner Vandervort stated the renovations there would probably be done tomorrow. Commissioner Sheets stated there were 2 or 3 window screens that needed to be repaired. Commissioner Vandervort stated maintenance could fix them. Mr. Miller also mentioned they had submitted for 3 technology centers through the Beaumont



Foundation of the Boys and Girls Club of America, one each for North East, Perryville and Charlestown. He further stated he was informed yesterday that their proposals have passed the first selection process so it looked pretty good they will get the funding. Commissioner Sheets made a motion to approve the lease for the Boys and Girls Club, seconded by Commissioner Price. The motion passed 3-0. Commissioner Sheets mentioned some deadbolt locks needed to be installed and keys made and, after discussion, Commissioner Sheets stated she would have maintenance take care of the locks and get the keys to Mr. Miller. After more discussion, Mr. Miller stated he would contact the insurance company to get a copy of the liability insurance certificate sent to the Town.

Henry Burden – Town Pier Slip Procedures – Henry Burden, a town resident, discussed the fact that he had requested information under the Freedom of Information Act that he hadn't gotten yet. Commissioner Vandervort explained that there was a procedure the Town followed when it received FIA requests and, at times, it required checking with legal counsel before releasing information. Mr. Burden stated he needed the information he requested before he could clearly comment on the way the Town was handling renting boat slips. He stated the Town ordinance was specific as to when these signed contracts were due and payment needed to be made. Commissioner Vandervort stated he drafted those ordinances for the Board and understood what he intended them to be. Mr. Burden stated it seemed the Town had extended the time period for people to get these contracts in and paid for. After more discussion, Mr. Burden stated he believed there's a problem with due process and also believed, if correspondence was addressed to the Town Commissioners, each commissioner would get it. After much more discussion, Mr. Burden stated it seemed to him that the Town was not following its regulations giving people additional time past the deadline given the regulations. Commissioner Vandervort stated Mr. Burden was not aware of the evolution of the process. He stated the Board used to do it the way you're suggesting we do and it didn't work. Commissioner Vandervort stated the Board then opted to send notices to those individuals to get their applications and payments in as well as notices to the first 10 people on the waiting list that there might be a possibility they would get a slip that year. He further stated then as a result there might be 3 or 4 slips available and would then start sending letters to people on the waiting list. Commissioner Vandervort stated that taking the more friendly approach has worked very well for at least 8 years and believe yours was the first complaint we've received since then. Mr. Burden stated his complaint was that his due process rights were violated because the Town was not following the written procedures it had. Mr. Burden stated he would appreciate that when he sends correspondence to the Town on such magnitude and of this importance, that it was not ignored. He further stated it seemed to him such a grievous thing that they just totally ignore a town ordinance to just do it the way they want to do it. After more discussion, Mr. Burden stated all he was asking for was what he was entitled to under the law.

At this time, Vice-President Vandervort recessed the town meeting for five minutes. After five minutes, Vice-President Vandervort reconvened the meeting.

**PENDING BUSINESS**

Critical Area Commission FY&2005 Scope of Work Agreement (for approval) – Mr. Hearne stated this was the annual agreement the Town signed with the State for the State to reimburse the Town for him to administer the Critical Area program in the town regarding building permits, etc. Mr. Hearne stated the total reimbursement was \$2000. He further stated the Board could approve the agreement and President Doss could sign it when he returned. Commissioner Price made a motion to approve the agreement, seconded by Commissioner Sheets. The motion passed 3-0.

Water & Sewer Connection Fee Information – Commissioner Vandervort stated the Board had requested this information be obtained for them for this meeting. After brief discussion, Commissioner Vandervort stated the Board shouldn't take too long before changing them if the Town decided to do so. After discussion, the Board agreed to look at this information.

Shoreline Erosion Project – Commissioner Vandervort stated there was a walk-through meeting on the shoreline erosion project. Mr. Hearne stated Rick Ayella, of MDE, David Wilson, of the RC&D Council, Len Casanova, of MD DNR, and John Huang, the project engineer, were there. He further stated the walk through was to attempt to resolve some of the concerns of area property owners regarding the project. Mr. Hearne stated they had discussed shortening the groin some. Commissioner Vandervort asked what about extending the project. Mr. Hearne stated they had discussed it but if they do so, they'd have to redo the drawings and the costs would go up. He stated Mr. Wilson was going to contact Walid Saffouri, of MDE, regarding more grant money for the project and Mr. Casanova was also going to look into the matter. Mr. Hearne stated the MDE grant was \$120,000 and the DNR loan was \$50,000, \$2,000 a year for 25 years. After discussion, Commissioner Vandervort stated he needed to change the budget because he had wrong figures. Commissioner Price stated Mr. Ayella was trying to address the issues prior to a public hearing and, if those people are satisfied, there was no need to have the hearing. He further stated if someone asked for a public hearing, then they would need to have one. After more discussion, Commissioner Price stated they had discussed shortening the groin to address Mrs. Hahn's concern and also extending the work past Tasker Lane to address Ms. Williams and Mr. Dobay's concerns. After more discussion, Ms. Williams stated she had wanted Mr. Huang to look at her area to see where the pipe was involved but Mr. Huang would not unless authorized by Mr. Hearne. Mr. Hearne stated he would not authorize anything further unless it was approved by the Town Commissioners. He suggested she contact Mr. Ayella because he was coordinating resolution of all these concerns. Mr. Dobay stated he wasn't against the revetment but he had already paid out money to have erosion management work done. He further stated he needed to have something done because his property was eroding away yet didn't want to pay to have work done and then the Town do their project behind his work. Commissioner Vandervort stated he needed to let Mr. Ayella know you want the project done. Commissioner Price stated he wasn't sure if they had specifically discussed a timetable for the project. Mr. Hearne stated he believed they had discussed starting in October. After more discussion, Mr. Dobay asked there was also a question that if the project was extended in front of his property and the area was backfilled and his deed stated he

owned to the riverfront, would he then own that area. After more discussion, Commissioner Vandervort stated that would be a legal question for an attorney. After more discussion, Commissioner Vandervort stated it was a long and difficult time getting the fireboat pier project done. Commissioner Price stated it took so long the area needs to be dredged. Mr. Hearne stated he had gotten an estimate of the cost to dredge that area and needed to start applying for grant money on that. After more discussion, Mr. Hearne stated the Board would need to consider at some point Mr. Huang's proposal for additional engineering and surveying work to incorporate that extended area into the project. Commissioner Vandervort stated Mr. Ayella would make that recommendation based on his conversations with the people.

Conestoga Street drainage problem – Commissioner Vandervort stated Mrs. Morgan believed it was based on a complaint from the property owners on the corner of Conestoga and Calvert Street. He further stated it may be as a result of when the Town widened Conestoga Street. After brief discussion, Commissioner Vandervort stated if the problem was the embankment, he believed the maintenance workers would probably be able to weed eat the area until the Town could have the area graded properly. Mr. Hearne stated he would contact Mr. Ashworth to see if there was a problem there.

Town House Furnace Management agreement – Mr. Hearne stated Mrs. Morgan had only one quote, from Geiger. He further stated Mrs. Morgan believed the Town might want to purchase heating oil from another company than Alger. After discussion, Commissioner Vandervort stated the Town was purchasing heating oil for the Town Hall from Ferrell Fuel, who was much cheaper than Alger Oil, because Geiger had put a new furnace in town hall. After brief discussion, Commissioner Sheets asked if the Boys and Girls Club had central air installed in the townhouse, would they be able to add that to this agreement. Commissioner Vandervort stated companies usually do not have a problem adding a new system. After the Board asked several questions on what was covered under the maintenance agreement, Mr. Hearne stated he would contact Geiger for more information.

Athletic Complex signs (to start after 07/01) – Commissioner Sheets stated she had gotten an estimate from Paint N'Place on new signs for the athletic complex and the total cost would be \$905. She stated the old signs had become unreadable. Commissioner Sheets made a motion to approve (2) new signs from Paint N' Place for the athletic complex, seconded by Commissioner Price. The motion passed 3-0. Commissioner Price suggested and Commissioner Sheets stated she could have Paint N' Place incorporate "Welcome to the Charlestown Athletic Complex" and "this park is for your enjoyment" or something to that effect. Commissioner Vandervort asked why that park doesn't have a name like Veterans Park and Fair Green Park. Commissioner Sheets asked if he was suggesting a contest for naming the park. After some discussion, Commissioner Sheets asked them to think about what they wanted to do.

Athletic Complex fence & bollard quote (work to start after 07/01) - Mr. Hearne stated the quotes were to repair the fence at the athletic complex. He further stated he was not sure what the bollards were for and to go where. After discussion, Commissioner

Vandervort stated either Commissioner Gell or President Doss had asked for this information and tabled this until it could be discussed with them.

LGIT Ballot – After brief discussion, Commissioner Price made a motion to approve the nominees, seconded by Commissioner Sheets. The motion passed 3-0.

### **NEW BUSINESS**

Braking the Cycle – Request to Use Veterans Park 09/10/04 7:30 a.m. – 8:15 a.m. – After discussion, Commissioner Sheets stated it was a 45 minute rest stop during a charity bicycling event. Commissioner Sheets made a motion to approve the use of the park, seconded by Commissioner Price. The motion passed 3-0.


Budget – Commissioner Sheets stated she would feel more comfortable voting on the budget when all commissioners were present. Commissioner Vandervort stated he agreed. He did mention that he had met with President Doss over the weekend and had updated some of the figures based on the changes the commissioners had discussed at their previous meeting. Commissioner Vandervort stated there were some actuals that need to be updated in the computer. After some minor grammatical changes, Commissioner Vandervort stated he had changed the amount of rental income for next fiscal year after discussing this with President Doss. Commissioner Vandervort stated he also looked at the figures for Riverfest last year and after discussion, he said he estimated this year it would generate \$12,000. Commissioner Vandervort also stated he, at Commissioner Gell's suggestion, had moved the town pier income and expenses back under the Special Fund rather than leaving it under the General Fund. The Board agreed to continue reviewing the budget until the next meeting.

Commissioner Price stated he was concerned that there were some matters that were not getting done. He further stated Veterans Park still was not done. When asked, Commissioner Sheets stated the bid was awarded and the company needed to start on that work. Commissioner Price stated there was a tree in the marina on the town property that had no top and needed to be taken down. He further mentioned there were some posts at the stone wharf that needed to be replaced. Commissioner Price stated the potholes on Riverview Avenue that haven't been taken care of. He further said he didn't know what the status was on Louisa Lane. Commissioner Vandervort stated there were maintenance work orders so if the Board wanted something done, fill out a work order. After some discussion, Commissioner Vandervort stated in the past there were commissioners assigned to certain areas of responsibility such as streets and sidewalks, water and sewer, etc. Commissioner Price stated there was a town manager and staff to work on these things. After more discussion, Commissioner Price suggested a management report on what progress was being made on the various projects the Town had going on as well as a maintenance report. After more discussion, it was suggested a status board be located in the Town Hall so everyone could tell how everything was progressing. Commissioner Price made a motion to have "state of the town" and "maintenance" reports once a month, seconded by Commissioner Sheets. Mr. Hearne asked which meeting the reports were to be given. After some discussion, Commissioner Price amended his motion to include

having the reports due at the first meeting of each month, seconded as amended by Commissioner Sheets. The motion passed 3-0. Commissioner Price stated he was also concerned about the erosion at the stone wharf and getting something done with that. Mr. Hearne stated he had a grant that he should be submitting by Friday on that. Mr. Hearne mentioned that he had been working on the Byrne Memorial grant for additional street lighting in the Town. Commissioner Sheets mentioned that when Mr. Hearne needed some assistance in getting such paperwork done he needed to let the commissioners know and perhaps they could help out. Commissioner Price asked if URS could make recommendations on what could be done to stabilize the area. Mr. Hearne stated Ken Ropp would probably know and Commissioner Vandervort suggested Mr. Casanova might also know. Commissioner Vandervort stated usually you get those recommendations first and then bring in URS about the work to be done. Commissioner Vandervort stated Commissioner Price had brought up a personnel issue that he would like to discuss but it was sensitive enough he would like to go into executive session to discuss it. The Board agreed to do so. Mr. Hearne suggested the Board, at the previous meeting, had awarded the auditing bid to Mr. Crouch and he had checked the references Mr. Crouch provided and all the contacts he made were very favorable. After brief discussion, Mr. Hearne stated he would send the acceptance letter to Mr. Crouch.

As there was no further business to be discussed, Commissioner Sheets made a motion to go into executive session, seconded by Commissioner Price. The motion passed 3-0. Commissioner Vandervort adjourned the regular meeting at 10:07 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF JUNE 8, 2004**  
**AGENDA**

**7:30 P.M.**

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. – Monthly Report
4. Steve Miller/Boys & Girls Club
5. Henry Burden – Town Pier Slip Procedure

**PENDING BUSINESS**

6. Critical Area Commission FY2005 Scope of Work Agreement (for approval)
7. Water & Sewer Connection Fee Information
8. Shoreline Erosion Project
9. Conestoga Street drainage problem
10. Town House Furnace Maintenance agreement
11. Athletic Complex signs (to start after 07/01)
12. Athletic Complex fence & bollard quotes (work to start after 07/01)
13. LGIT Ballot

**NEW BUSINESS**

14. Braking the Cycle – Request to Use Veterans Park 09/10/04 7:30 a.m.-8:15 a.m.
15. Budget



**TOWN MEETING OF JUNE 22, 2004**  
**MINUTES**

The June 22, 2004 meeting of the Town Commissioners of Charlestown was called to order by President Michael W. Doss at 7:35 p.m. Other Commissioners present were Vice President Steven W. Vandervort, Treasurer Donna M. Sheets, Commissioner Robert L. Gell and Commissioner G. Richard Price. Audience attendance sheet is attached hereto.

**Minutes** – Commissioners Sheets stated there were three minor changes and made a motion to approve the minutes of the June 8, 2004 meeting with those changes, seconded by Commissioner Vandervort. The motion passed 3-0-2 (Commissioners Doss and Gell abstained).

**Accounts Payable** – After some discussion, Commissioner Vandervort made a motion to approve the bills, including the URS bills for Lambdin and Principio once President Doss has reviewed those bills, seconded by Commissioner Sheets. The motion passed 4-0-1 (Commissioner Gell abstained).

**Henry Burden** – Mr. Burden stated he had requested information about the town pier and, in reviewing them, he found that all the slips last year might not have been rented, some of the contracts weren't signed and some of them were late. After much discussion, Mr. Burden stated he felt there was a violation of his due process rights. He further stated although he was offered a slip, half the boating season was over at the point. Mr. Burden suggested the Board review the matter because slips were rented after the due date and not offered to people on the waiting list. After more discussion, Commissioner Vandervort stated the Town had made a practice of sending reminder notices and actually called people who hadn't sent their contracts in. After more discussion, Commissioner Gell stated the procedures after the deadline were rather general and asked Mr. Burden if he wanted the procedures tighten to the point that when April 15<sup>th</sup>, then that's it. After much more discussion, Commissioner Vandervort stated the Board could consider changing the dates to say having payments and contracts due on March 1<sup>st</sup> and then a penalty period to March 15<sup>th</sup> so people don't automatically take the extension. He further stated that would give an opportunity to send out late notices. After much discussion, President Doss stated he would review the matter. He further stated at the next meeting the Board would be considering FY2006 Waterway Improvement grant projects and will be discussing extending the pier to handle larger boats and a floating pier for personal watercraft. Commissioner Vandervort stated previous Boards had not opted to do that because the marinas were going through hard times. President Doss stated he would work on this on as timely a manner as possible.

**North East Fire Co. Ladies Auxiliary** – Use of Veterans Park 8/15/04 12:30 p.m. – 5 p.m. – After some discussion, Commissioner Sheets made a motion to approve the request from the North East Fire Co. Ladies Auxiliary to use Veterans Park on August 15, 2004 from 12:30 p.m. to 5 p.m., seconded by Commissioner Price. The motion passed 5-0.

**Scott Gardens Phase II** – President Doss stated Mrs. Morgan had included this on the agenda for Commissioner Vandervort because the County had approved the storm water management plans for Phase II and he had concerns about the storm water management in Phase I. After discussion, Commissioner Price stated he didn't understand why we can't go to the County with the Board's concerns and get them taken care. Commissioner Vandervort stated he had a hard time getting them to look at the problem with Mr. Thompson and the others in that area being causing by that storm water management pond. He further stated there would be a quicker



response from someone we pay ourselves and, actually, because he had such a difficult time getting the County out there, that URS had come out and met with David Dodge, of Barry Andrews, to make recommendations on correcting the problem. After more discussion, Commissioner Price stated it seemed to be evidence of a system that wasn't working properly. He further stated if the Town had an engineer who was retained by the Town to deal with these issues, the systems would work better. After more discussion, Commissioner Gell stated the Town needed to respond to this letter. Commissioner Vandervort stated if the County was saying all the issues from Phase I had been resolved, they haven't. He further stated if they are talking just about Phase II's design, the Town would need to have an engineer, like URS, review them. After more discussion, Commissioner Vandervort stated if URS, already doing storm water management for the Town, and then the County's doing it for Scott Gardens and there's no coordination there. He further stated the developers pay the County for storm water management review. After more discussion, Commissioner Vandervort stated Barry Andrews came in at the last Planning and Zoning Commission and asked for preliminary approval of Phase II and he had argued that he wouldn't vote for approval until they took care of this issue and their representative assured him he would have the matter taken care of. Commissioner Vandervort stated the last time URS had met with Mr. Dodge and, although the wetlands would prevent them for doing what would be best to do, there were things they could do that would substantially improve the situation but he wasn't sure if they'd been done. Commissioner Sheets stated they were supposed to have it done by the end of June. Mr. Burden stated there was an area at the end of their driveway that the water had washed away. He further stated water runs off of Caroline Street and Cooper Avenue and collects in their backyard.

Planning and Zoning Commission Appointment – President Doss stated he had letters from Henry Burden and Joseph Letts expressing interest in the appointment. He stated Mr. Hearne didn't leave a note that these were the only 2. Commissioner Vandervort stated the Board would need to interview the applicants anyway. After talking to Mr. Burden, Commissioner Vandervort made a motion to waive, with Mr. Burden's consent, the interview with Mr. Burden as he had been interviewed before, seconded by Commissioner Gell. The motion passed 5-0. The Board stated it would schedule an interview with Mr. Letts.

FY2006 Waterway Improvement Grant requests – After discussion, Commissioner Gell stated they had talked about extending the town pier. Commissioner Vandervort stated they still needed to fix the town boat ramp to extend that south wall out so the waves don't get trapped on the north wall. Commissioner Price asked about the stone wharf area that collapsed. President Doss stated that wouldn't qualify because that's above high tide. Commissioner Price stated he seemed to recall being in the Town Hall when Mr. Hearne was discussing this with someone from Waterway Improvement and, as it was above high tide, the State didn't need to be involved. He further stated there were several types of walls the Town could use to repair it but it needed to be done before it collapsed further. After more discussion, Commissioner Gell made a motion to request grant monies to extend the town pier, seconded by Commissioner Price. President Doss asked if that was the only thing or did the Board want to include the boat ramp. After more discussion, the Board decided to have Mr. Hearne request for extending the town pier and extending the one wall at the boat ramp.

Budget – Commissioner Vandervort stated there wouldn't be any significant changes to it. President Doss stated he had Mrs. Morgan input figures so it was current as of yesterday. Commissioner Gell stated the c-dock repairs coming out of the operating budget but would like to have that moved to the town pier fund. Commissioner Vandervort stated he would agree with

that but in the past the rent from c-dock had been used to fund the operating budget. After discussion, Commissioner Gell stated he had been down to the pier and there were rotten/damaged stringers. Commissioner Vandervort stated that was why he had asked to hold off paying the bill because he wanted to know exactly what stringers they repaired or replaced. Commissioner Gell stated the bulkhead also was a problem and needed to be repaired. He further stated there were problems with the pilings. After discussion, Commissioner Gell stated the Town had gotten a quote on repairing the bulkhead but that was some time ago. Commissioner Vandervort stated he was not against switching it to the town pier fund but in the next ten years there will be a profit out of it and that money should be used in the general fund. After more discussion, Commissioner Gell mentioned there was a transformer hanging from a pole there. Commissioner Vandervort asked if it was ours. After more discussion, President Doss stated the power company cannot do anything on private property. He stated the Town would need to hire a commercial electrical contractor. After discussion, Commissioner Gell asked what the current contract was to cover. Commissioner Vandervort stated the contractor was to replace stringers as needed and re-deck the pier. He stated he wanted to talk to the contractor because he couldn't see significant stringer work. He further stated the Town knew that the pile driving would need to be done later and perhaps the contractor who had given the bulkhead work would be able to do the pilings. After more discussion, Commissioner Vandervort stated he wanted to make sure that future boards were aware that the monies from c-dock was to be used in the general fund. Commissioner Price stated there should be a management plan so we can plan for repairs for the streets, for c-dock, etc. After more discussion, Commissioner made a motion to approve the budget with the actual figures for the previous budget year to be updated after July 1<sup>st</sup>, seconded by Commissioner Price. The motion passed 5-0.

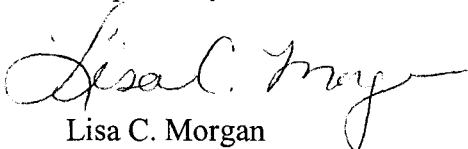
Commissioner Price stated the Strategic Planning Committee had met last week and drafted together a report and all commissioners should have gotten a copy. He stated the Board might want to get together and discuss the ideas the committee had raised and, hopefully, it would lead to an updated comprehensive plan for the town. Commissioner Gell stated the Board needed to look at it and then how to make these ideas available to the public so they can consider it. After some discussion, President Doss suggested doing a power point presentation and when ready, put it in the Chatter. Commissioner Price stated then after that point, consulting a professional planner to incorporate these ideas into the plan. Commissioner Gell stated the Town still had that commitment from Mr. Vaughan for \$30,000 for a planner. He asked when the Town would be meeting with him. Commissioner Vandervort stated he had been trying to set up a meeting with Mr. Vaughan and, after some discussion, he asked if the Board could meet with him on Friday this week. He further stated the Board needed to discuss whether the Town wanted this annexation or not and if we do, what issues the Town wanted to resolve with the developers. After much more discussion, Commissioner Price stated the developers supposedly have talked to the Town of North East to get water service in exchange for the future property owners be responsible for paying a fee that would be equal to the town taxes. Commissioner Vandervort stated the Board needed to decide if we are interested in the offer the developers have made to us and we might be able to get a little bit more but I don't believe we can change the deal very much. After more discussion, Commissioner Price stated the developers had done the smart thing, getting the rezoning from the county and the water deal across the street so now they have bargaining chips. Commissioner Gell stated at this point the developers don't have to the Town to do the development. Commissioner Vandervort stated if there could be agreement on the general terms then putting it down on paper should be the easy part. After more discussion, Commissioner Vandervort stated in his last conversation with Mr. Vaughan, Mr. Vaughan held that it would be best that the property was annexed into town. After more discussion,

Commissioner Gell stated this was the sort of a connecting hinge to the Lambdin development and eventually for Holloway Beach. He further stated Holloway Beach was going to be a negative on town services. Commissioner Vandervort stated these developers don't want to hear that what their positive contribution would be to the Town might be offset by Holloway Beach. After more discussion, Commissioner Vandervort stated one thing he wanted to discuss was the increase in the water and sewer connection fees. He stated we could tell them they would be subject to them or that the Town would assume part of that expense by expanding the water system capacity by putting in a new tower or the Town was raising the fees but they wouldn't be subject to them. President Doss stated he would rather raise the fees and the Town improve the system. Commissioner Vandervort stated the Town should ask the Town of Rising Sun because they had just put in a new water tank in so we had some idea of the cost. After discussion, Commissioner Vandervort stated his idea of discussing this now was so the Board decided in which direction their discussion would go with Mr. Vaughan on Friday. After more discussion, Commissioner Vandervort stated Mr. Vaughan would certainly have issues to discuss.

President Doss stated Commissioner Gell was going to attend a County Hazard Mitigation meeting tomorrow and he wanted him to ask about the FEMA monies for the pamphlets, etc. to make this information available to the public.

Commissioner Sheets made a motion to go into executive session for the purpose of discussing personnel matters, seconded by Commissioner Price. The motion passed 5-0. President Doss adjourned the meeting at 9:48 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF JUNE 22, 2004**  
**AGENDA**

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Henry Burden – Town Pier Slip Procedures
4. North East Fire Co. Ladies Auxiliary – Use of Veterans Park  
08/15/04 12:30 – 5 p.m.

PENDING

5. Scott Gardens Phase II
6. Planning & Zoning Commission – Appointment

NEW

7. FY2006 Waterway Improvement Grant Requests (deadline: 07/15/04)
8. Budget
9. Executive Session – Personnel Matters

ROSTER

CHARLESTOWN TOWN MEETING

DATE: June 22, 2004 TIME: 7:30p.m

Julie Henry Berden

Kathleen Dempsey

Jim Black

Phil M

# Town of Charlestown

## Accounts Payable Bills

06/22/04

Name	Memo	Split	Amount
<b>1000.1 · General Fund Cash Accounts</b>			
<b>1010.1 · Cash-General Checking</b>			
URS Corporation	Project #20592171 Inv #1052997 - Scott Gardens - review revised road ...	2063.1 · Escrow - Scott ...	1,606.50-
URS Corporation	Project #20592168 - Inv #1052996 - Trinity Woods - coordinate proof roll...	2055.1 · Security Dep-T...	1,488.00-
URS Corporation	Project #20705323 - Inv #1053048 - Lambdin annexation - prepare & att...	6341.1 · Engineering Se...	540.00-
URS Corporation	Project #20605321 - Inv #1053011 - Principio Business Park - coordinat...	6341.1 · Engineering Se...	945.00-
Charm Net, Inc.	Acct #15683 - Inv #153559 - internet services 06/01 - 06/30/04 (end)	6440.1 · Telephone	16.95-
Rising Sun Herald	yearly subscription	6219.1 · Other	16.00-
Central Printing & Office...	Inv #5709 - (1) self-inking stamp	6220.1 · Office Supplies	22.95-
U. S. Postal service	annual box rent	6219.1 · Other	24.00-
Beresh, Carol	court report - (1) hr Scott Gardens - Bd of Appeals hearing ; court report...	-SPLIT-	150.00-
AT&T	Acct #8014-058-9492 -Inv #63925948 13long distance town hall	6440.1 · Telephone	4.94-
Leon's Garden World, Inc.	inv #270981 - (4) wired baskets; 8 spikes; 6 mats; 12 6" plants; 12 4" pla...	6450.1 · Maintenance	234.00-
Council Baradel Kosmer...	Inv #71407 - prepare form annexation petition and related consents; me...	-SPLIT-	700.00-
Sheriff's Patrol	gasoline for Charlestown patrol - period of 05/01/04 - 05/28/04	6920.1 · Police Protection	125.24-
Sheriff's Patrol	Charlestown patrol - period of 05/01/04 - 05/28/04	6920.1 · Police Protection	3,008.10-
Institute for Government...	Inv #052546 - creation of personnel manual (final payment)	6219.1 · Other	375.00-
Verizon	000017861803 96Y - telephone - town hall	6440.1 · Telephone	150.23-
Queen Bee's Honey Pots	Inv #1639 - (2) portable toilets	6740.1 · P&R Miscellan...	190.00-
Best Cleaning Services, ...	Inv #20691 - (2) cleanings - Town Hall	6450.1 · Maintenance	70.00-
Staples	(1) cs copier paper; (1) toner cartridge - fax machine (2) telephones	-SPLIT-	144.96-
Total 1010.1 · Cash-General Checking			9,811.87-
Total 1000.1 · General Fund Cash Accounts			9,811.87-
<b>1000.2 · Utility Fund Cash Accounts</b>			
<b>1010.2 · Cash - Utility Checking</b>			
Verizon Wireless	Acct #202583968-00001 - Inv #0517450169 - (2) cell phones	7132.2 · Telephone	220.65-
Atlantic Coast Laborator...	Inv #107252 - lab fees	7121.2 · Laboratory Tes...	16.00-
Verizon	000017861803 96Y - water tower telephone	7132.2 · Telephone	40.39-
Well 1 Electric	2096 5499 9991 Well 1 electric	7131.2 · Electric	379.44-
Sta 3 electric	2096 4739 9994 - Sta 3	6532.2 · Station #3	80.66-
Rt 7 electric	2096 9259 9993 - Rt 7 electric	6533.2 · Station RT. #7	25.12-
Total 1010.2 · Cash - Utility Checking			762.26-
Total 1000.2 · Utility Fund Cash Accounts			762.26-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			

**Town of Charlestown**  
**Accounts Payable Bills**

06/22/04

Name	Memo	Split	Amount
URS Corporation	Project #20605329 - Inv #1052909 - Charlestown drainage plan - perfor...	6300.3 · Streets	2,295.00-
Vulcan Signs	Acct #20192 - inv #87122 - (1) dead end st sign; (1) park closed after da...	6410.3 · Road Signs	58.99-
Treasurer of Cecil County	Inv #5709 - sand/salt for snow removal	6500.3 · Snow Removal	800.87-
Gilbert Enterprises Inc.	Inv#10010N - gasoline charges -t own trucks - May '04	6026.3 · Gasoline - Truck	503.98-
Street Lighting	2055 3529 9973 - street lighting	6010.3 · Street Lights	741.38-
Total 1005.3 · New-Checking-Special (Special checking County)			4,400.22-
Total 1000.3 · Special Fund Cash Accounts			4,400.22-
<b>TOTAL</b>			<b>14,974.35-</b>

**TOWN MEETING OF JULY 8, 2003**  
**MINUTES**

The July 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 G. Richard Price. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Accounts Payable – Mr. Hearne asked how the invoice for drainage pipe from Elkton Supply would be handled. After brief discussion, the Board added the invoice to the accounts payable and Commissioner Gell made a motion to pay the bills. Commissioner Doss seconded and the motion passed 4-0-1 (Commissioner Sheets abstained).

Miller Environmental, Inc. – Monthly Report – Beth Hamilton, of Miller Environmental, Inc., presented the June 2003 water system operations report to the Board. Commissioner Gell stated the Cecil County Health Department had sent a letter to the Town stating after a visual inspection of the Holloway Beach that it didn't appear to be contaminated. After brief discussion, Mrs. Hamilton stated if the Town wanted them to test for sewage, she would need to talk George Smith, her boss, because that was out of their scope of work.

Kristen Hudson – Recreation Director – Ms. Hudson introduced herself to the Board and the audience. After brief description of ideas for programs, Commissioner Gell stated Renee Sheets, a Charlestown resident, had attended a seminar held by the Health Department regarding teen pregnancy. Ms. Sheets stated a study held found that Cecil County had the highest teen pregnancy rate of any county in Maryland. She also stated that 3-6 p.m., after school and before parents are home, was the time identified as the trouble time.

Don Ottey/URS – Mr. Ottey, of URS Corporation, the Town's engineers, discussed their proposals regarding the ponding problem at Town Hall and, also, the storm water management problems in miscellaneous areas in the town. After discussion, Commissioner Gell made a motion to accept URS' proposal for \$2500 to update the storm water management study and URS' proposal of \$950 to do the engineering to resolve the ponding problem at Town Hall, seconded by Commissioner Sheets. The motion passed 5-0. Tom DeLorimier, of URS, stated he had given President Vandervort comments about the proposed sewer line for the Principio Business Park. President Vandervort stated he would have copies made and put in the commissioners' boxes.

Phil Price – C-dock – Phil Price, owner of Charlestown Marina, asked if the Town would do something about the water that lays against the marina's store building. President Vandervort stated he would talk to the Town maintenance workers about it. Mr. Price asked if they had determined where the beginning of the culvert pipe was. President Vandervort stated they had not although they had been working on the Wellwood Club flooding problem and those pipes seem to be draining well. Mr. Price also asked if the Town would reconsider the way the marina was billed for water and/or sewer. After discussion, President Vandervort stated he would have the information on how the marina was currently billed at the next meeting for the



commissioners. After Commissioner Price mentioned the boat building school project to Mr. Price, Commissioner Sheets thanked him for his cooperation and generosity with Riverfest. President Vandervort stated the Board had held an executive session on June 16, 2003 on a lease proposal for c-dock. President Vandervort asked the Board if they wanted to open those minutes to the public since the litigation between Mr. Price and the Town had been settled. Commissioner Sheets made a motion to open the minutes of the June 16, 2003 executive session to the public. The motion died due to the lack of a second. Mr. Price stated he was interested in either buying the property or a long-term lease. After discussion, President Vandervort stated there was an ordinance that prohibited the Town from selling town-owned property. Commissioner Doss suggested the Board schedule a workshop meeting to discuss the sewer/water issue and the request for sale or lease. President Vandervort suggested he get the billing information first before the Board scheduled a workshop.

Comcast Cable Agreement – Franchise Fees Wording – Mr. Hearne stated Tom Worley, of Comcast, had sent a letter with different wording than that suggested previously by Keith Baynes, the Town's attorney, and provided copies of both. After discussion, Commissioner Doss made a motion to accept Mr. Baynes' wording, seconded by Commissioner Sheets. The motion passed 5-0. President Vandervort suggested Commissioner Price do a letter that would inform Comcast of that but in a way that would make it more acceptable to them.

Shoreline Erosion Project – President Vandervort stated the Town had received a letter from Betty Shockley, a property owner, regarding the shoreline erosion project and read the letter to the Board (copy attached). He asked the Board how they wanted to respond to the letter. After much discussion, Commissioner Doss suggested that Mr. Baynes be provided all the information regarding the issue and have him respond to Mrs. Shockley.

Commissioner Price stated he had received a bid for the plumbing work and several bids for the electrical work on the town boat pier. After discussion, he stated the electrical bids were from Static Electric for \$720, Marrs Electric for \$1200 and Cooper for \$1395 which included mention that the bid included \$100 for inspection costs. After more discussion, President Vandervort stated the Board really needed another quote for the plumbing and Commissioner Price stated he would work on it. Commissioner Sheets made a motion to award the electrical work to Static Electric, seconded by Commissioner Price. The motion passed 5-0.

Commissioner Price stated the Board had discussed the need for a strategic planning committee. He suggested the committee be comprised of a commissioner, a planning and zoning commission member, an Historic District Commission member, a business community member, and various experts as required, and townspeople. Commissioner Price stated the committee should review the comprehensive plan, develop a vision to serve as the basis for 5 & 10 year growth plans and interface with parties seeking presence in the town as well as with county and state planning agencies and provide a report or reports on their activity as appropriate during the year. Commissioner Price suggested setting a \$5,000 budget to cover supplies, travel, consultants and other appropriate expenses. He suggested the committee operate for 1 year after being established or until work was completed if it was less than a year. Commissioner Price stated they wouldn't do the comprehensive plan however, they would work on the vision the comprehensive plan should accomplish. After discussion, President Vandervort stated he

believed this proposal should be discussed with the Planning and Zoning Commission because, although they deal mainly with building permits, they are the planning commission and, if one looks at Article 66B, much of what's mentioned here falls under them. Commissioner Price stated he had talked to Mr. Magness about it and he was all right with this. Mr. Hearne mentioned he thought Mr. Hall had volunteered to serve on the committee. President Vandervort stated the committee should not be such that any power or authority would be taken from the Planning and Zoning Commission or the Town Commissioners and had a problem with some of the wording in the statement. Commissioner Gell suggested that it could change to review existing plan and recommend updates to the plan. Mr. Hearne mentioned that URS was working on a sensitive elements program for the plan, required by State law, incorporating the Critical Area program into the zoning ordinance. After much discussion, Commissioner Gell made a motion to adopt this as an outline for a charter for the strategic planning committee, seconded by Commissioner Doss. The motion passed 5-0.

Critical Area Commission FY2004 agreement – President Vandervort stated every year the Board needed to approve the agreement with the Critical Area Commission which reimburses the Town for the time Mr. Hearne spends enforcing Critical Area regulations. Commissioner Doss made a motion to adopt the agreement, seconded by Commissioner Sheets. The motion passed 5-0.

FY2004 & 2005 Waterway Improvement Grants – Mr. Hearne stated the FY2004 funding was questionable. President Vandervort asked where the Town stood on funding for the wave attenuation project at the boat ramp. After brief discussion, Mr. Hearne stated the Town had a grant for the engineering but President Vandervort needed to let him know that the engineer could go ahead because you had contended the jetty didn't need to be as long as the engineer planned. After discussion, President Vandervort asked Mr. Hearne to get him the engineer's number so he can call him. President Vandervort mentioned the Town might want to consider dredging at the stone wharf. Commissioner Doss stated the Town needed to re-dredge at the fireboat pier. After discussion, President Vandervort stated as part of the dredging at the stone wharf, it should include mooring pilings. After more discussion, President Vandervort stated there had been times where the Town had remaining grant monies from a project and the State had allowed them to shift it to do another one. After more discussion, President Vandervort stated the Town should submit for dredging and installing mooring piling at the stone wharf and dredging at the fireboat pier.

Trees @ Town House – Mr. Hearne stated Mr. Algard had mentioned and Mr. Algard stated there are large limbs on the trees in front of the town house that are dead and, because they are so large, were dangerous. Mr. Hearne stated Mrs. Morgan had taken Jerry Cox, of Cecil Tree Service, around to the several trees the Board wanted the cost for taking down. President Vandervort stated the Board had already decided to have Cecil Tree Service cut down the tree on Caroline Street. After discussion, Commissioner Gell stated there were also branches rubbing and damaging the roof and the Board agreed to have the dead limbs cut out and the trees overgrowing the roof trimmed back.

Proposed Subdivision – Sadler property – Mr. Hearne stated Mrs. Morgan wanted it mentioned so the Board was aware a subdivision was being proposed for the property. President Vandervort stated he attending the Planning & Zoning meeting, the area used as a driveway was

actually a town street. He mentioned they were proposing to put a row of townhouses faced on Bladen Street and then turning onto Louisa Lane, which would be opened up, there would be another row of townhouses. Mr. Hearne stated the Planning and Zoning Commission would be holding a workshop meeting this Thursday on the proposal. After much discussion, Mr. Hearne stated he had the drawings and information if any of the commissioners want to review it.

Commissioner Gell mentioned that the house on the Webb property had been demolished. Mr. Hearne stated it was partially demolished and President Vandervort stated a stop work order was issued because he hadn't gotten a permit to take it down. After discussion, President Vandervort stated he left a message for Mr. Justice that the Town would expedite the permit so that problem was taken care of.

Commissioner Doss asked Mr. Hearne what the exit point for those townhouses. Mr. Hearne stated they were proposing to come out Louisa Lane but he didn't think the State Highway Administration (SHA) would allow them to. After discussion, Commissioner Doss stated there were several issues to be considered such as fire protection (be able to get a ladder truck in there, increased fire hydrants, sprinkler system or not).

Maryland Municipal Clerks Association Dues – Commissioner Sheets stated she had stopped at their booth at the MML Conference and after some discussion, Commissioner Sheets made a motion to approve \$110 for dues this year, seconded by Commissioner Gell. The motion passed 5-0.

Commissioner Doss thanked Mr. Algard for getting the concrete poured for the light bases at the athletic complex and the wellheads but wanted to know why this park light was out. After discussion, Commissioner Gell stated he had an electrician coming Thursday for some personal work and would have him look at it. Commissioner Doss stated the dock lights are out, also, so they're on the same circuit and now there's not any light there at all.

Commissioner Gell stated the Board had looked at Bill McMullen's, of Conectiv, proposal on the street light replacement and he said he could replace 12 of them a year. He further stated the Town had 81 lights in town costing \$641 a month, which was \$7.92 a light. Commissioner Gell stated Mr. McMullen indicated they would be willing to upgrade 12 lights. President Vandervort asked and Commissioner Gell stated the new lights would cost less a month than the current ones. Commissioner Gell stated there were 5 on Chesapeake Road and recommended starting in that area and working in this direction. After discussion, Commissioner Gell stated he would like to work with Mr. McMullen to identify the 12 upgrades for this year. He also mentioned they had identified 36 areas where new lights needed to be installed but that issue could be discussed at another time. After discussion, Commissioner Gell recommended the Town install floodlights on the two streetlights that go past the athletic complex so the field was lighted. After more discussion, Commissioner Gell stated the Cottages of Charlestown had no street lights and was recommending installing 3 lights, the same ones being put in Scott Gardens. Commissioner Gell made a motion to upgrade the 12 lights starting on Chesapeake Road, install the floodlights on the 2 lights at the athletic complex and install 3 new lights in the Cottages of Charlestown, seconded by Commissioner Sheets. The motion passed 5-0.

Andrew Thompson asked the Board if the Town could do something about the storm water run off coming onto his property. He stated there was a natural runoff between his and the Oikemus property before their house was built but during that time, a pipe was installed that comes out on his property. He asked if the Town would look at restoring that natural run off area. President Vandervort stated he was involved in that problem and had instructed Mr. Hearne not to issue further permits until he told him to. He further stated David Dodge, a storm water consultant hired by Scott Gardens, had met with him and President Vandervort wanted to arrange a meeting with Mr. Dodge and him because it's easier to discuss the problem while looking at the area. After much discussion, President Vandervort stated the developers have been told to discuss the matter with you property owners and correct the run off problems before they will get any permits.

A member of the audience stated she still wanted to see the Holloway Beach area annexed into town. President Vandervort stated he had been so busy but really wanted to be involved in that process because since it's so expensive in time and money, he really wanted people in that area to understand the annexation. She stated the standing water was still a problem and Commissioner Sheets asked if the Board would agree, for the time being, to have Miller test that. After discussion, President Vandervort stated the Town had gotten a preliminary figure of \$2 million to bring them water and sewer and upgrade the roads. After more discussion, President Vandervort stated they needed to form a group of people who will ask all the questions about grant monies, loans, etc. and then allow the people decide if it was something they wanted to do. After more discussion, President Vandervort stated Mrs. Hamilton, of Miller, had been asked to test that. President Gell stated the Health Dept. had looked at it and didn't see any problem.

Commissioner Sheets asked about the boat building school. President Vandervort stated they really wanted to come to Charlestown and they had met with Chick Hamm, of County Bank, to review their financials.

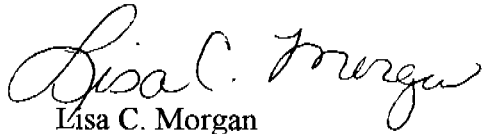
Minutes – Commissioner Sheets made a motion to approve the April 19, 2003 minutes, seconded by Commissioner Price. The motion passed 4-0-1 (Commissioner Doss abstained). Commissioner Doss made a motion to approve the April 22, 2003, seconded by Commissioner Gell. The motion passed 4-0-1 (Commissioner Sheets abstained). Commissioner Doss made a motion to approve the May 14, 2003 workshop minutes, seconded by Commissioner Sheets. The motion passed 5-0. Commissioner Sheets made a motion to approve the May 27, 2003 minutes, seconded by Commissioner Gell. The motion passed 4-0-1 (Commissioner Doss abstained). Commissioner Doss made a motion to approve the minutes of the June 10, 2003, seconded by Commissioner Gell. The motion passed 4-0-1 (Commissioner Sheets abstained). Commissioner Gell stated he questioned whether a motion and vote was taken on the budget because it wasn't on the recorded. President Vandervort stated he checked with the other commissioners present at that meeting and they agreed the budget was passed but with the understanding there were budget amendments that needed to be made. Commissioner Doss made a motion to approve the June 16, 2003 minutes, seconded by Commissioner Sheets. The motion passed 4-0-1 (Commissioner Gell abstained)

Sandra Williams asked about c-dock and asked if that was the town pier. President Vandervort stated the Town had a town pier on which people rent out a slip and it was built with State

boating monies. Mrs. Williams stated that was good because she had a 25-foot boat. President Vandervort stated there was a 2 to 3 year waiting list for a slip. Commissioner Doss stated c-dock was a whole different issue.

President Vandervort asked the Board if they had decided on whether to open the minutes of the June 16, 2003 executive session. After discussion, Commissioner Sheets made a motion to open the minutes of that meeting, seconded by Commissioner Gell. The motion passed 5-0. As there was no further business to be discussed, Commissioner Doss, seconded by Commissioner Sheets. The motion passed 5-0. President Vandervort adjourned the meeting at 10:27 p.m.

Respectfully submitted,

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

Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

MEETING OF JULY 8, 2003  
AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. – Monthly Report
4. Sheriff's Office – Monthly Report
5. Kristen Hudson – Recreation Director
6. Deborah Addison – Parking
7. Phil Price – C-dock

PENDING BUSINESS

8. Comcast Cable Agreement – Percentage of Franchise Fees wording
9. Shoreline Erosion

NEW BUSINESS

10. CAC FY2004 Agreement
11. FY2004 & FY2005 Waterway Improvement Grants
12. URS engineering proposals – Ponding @ Town Hall & Misc. drainage  
Problems in Town
13. Trees at town house
14. Proposed subdivision – Sadler property
15. Municipal Clerks Association dues

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 7/8/2003 TIME: 7:30 PM

- Andrew J. Thompson
- William C. Plagard
- Millard T. Boff
- Tom deLorimier URS
- DAVID ATHEY URS
- Phil Price
- Kenee Sheets
- Kathleen Dempsey
- Jim Black
- SANDRA WILLIAMS
- Norman & Shirley Doss
- Kristen Hudson
- Rebecca Phillips
- Robert Phillips
- Bill Wadell
- Donald Mcmillan

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
<b>1000.1 - General Fund Cash Accounts</b>			
<b>1010.1 - Cash-General Checking</b>			
Charm Net, Inc.	Acct #15683 - Inv #133657 - internet service 07/01/03 - 07/31/...	6440.1 · Telephone	16.95-
Chesapeake Publishing Corp.	Acct #104333 - ad for plumbing & electrical work on town pier;...	-SPLIT-	256.73-
Central Printing & Office Sup...	Inv #4675 - (500 business cards; (2) boxes window envelopes	6222.2 · Printing	126.00-
Martin Limestone Inc.	Acct #11817 - 12 trns regular diamondtext	6740.1 · P&R Miscellaneous	333.10-
Waste Management	Acct #275-0049441-0276-5 - Inv #1270624-0276-4 - trash re...	6651.1 · Trash Collection	3,465.44-
KM-T Enterprises - Bernard ...	Inv #4858 - temp services for period of 6/23-25/03	6340.1 · Temp Services	240.00-
Baynes, Keith A.	research water serv legis & annex proposal; review response ...	-SPLIT-	585.00-
Sheets, Donna M.	reimburse meal, tolls & mileage - MML Conference	-SPLIT-	152.48-
Leon's Garden World, Inc.	Inv #133188 - (4) window boxes; (1) flat of flowers; (1) bag Mir...	6450.1 · Maintenance	199.00-
LGIT Health Pool	Cust #H-CHAR - health insurance - Jul '03	6170.1 · Medical Insurance	402.70-
Maryland Municipal League	Cust #Char0024 - Inv #5491 - FY2004 membership dues	6214.1 · Dues & Memberships	746.44-
URS Corporation	Inv #20592171 - Proj #574600 - road inspections - Scott Gard...	2063.1 · Escrow - Scott Gard - Roads ...	1,080.00-
John Huang & Associates, Inc.	JHA Proj #03004 - Inv #03009 - 50% payment of engineering ...	6704.1 · Shoreline Erosion (grant)	6,681.00-
Best Cleaning Services, Inc.	Inv #19794 - cleaning services - June '03	6450.1 · Maintenance	70.00-
Injured Workers' Ins. Fund	Policy #2801346 - initial premium	6160.1 · Workmen's Compensation	945.00-
Queen Bee's Honey Pots	Inv #952 - handicapped toilet - Fair Green & std toilet - athleti...	-SPLIT-	190.00-
LazerBlazers.Com	Inv #25177 & 25166 - (3) add'l name tags	6221.1 · Supplies	31.35-
Sheriff's Patrol	Charlestown Patrol - period of 05/03/03 - 05/30/03	6920.1 · Police Protection	3,240.00-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 05/03/03 - 05/30/03	6920.1 · Police Protection	107.87-
Verizon	000017861803 96Y - telephone - Town Hall	6440.1 · Telephone	131.19-
AT&T	Acct #8014-058-9492 - Inv #6392551375 - long distance - To...	6440.1 · Telephone	10.74-
Accredited Home Inspection...	Report No. 3144 - home inspection of Town House	6450.1 · Maintenance	400.00-
Staples	Acct #7972 3200 0002 7426 - office supplies	6221.1 · Supplies	284.97-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #328138 - padlock & keys - park at cor of Co...	-SPLIT-	55.93-
landfill	1043 - landfill charges for May '03 & Jun '03	-SPLIT-	149.25-
Connectiv	Acct #2096 3159 9997 - Town Hall	6420.1 · Electric	157.36-
Garage electric	Acct # 2096 5479 9995 - Garage	6420.1 · Electric	17.11-
Comfort Station Electric	2096 4129 9992 - comfort station electric	6420.1 · Electric	11.56-
Flagpole Lighting	2105 5729 9992 - flagpole	6420.1 · Electric	75.93-
Town Pier Electric	2056 2019 9997	6985.1 · Electric	6.81-
NATW	Items ordered for Night Out Against Crime	6968.1 · Night Out Against Crime	178.97-
Morgan, Lisa C.	reimburse payment made to Global Solution Services (sub for...	6250.1 · Office Equipment	31.79-
Total 1010.1 · Cash-General Checking			20,380.67-
Total 1000.1 · General Fund Cash Accounts			20,380.67-
<b>1000.2 · Utility Fund Cash Accounts</b>			



# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
<b>1010.2 · Cash - Utility Checking</b>			
Atlantic Coast Laboratories	Inv #102251 - monthly lab fees	7121.2 · Laboratory Testing	16.00-
Verizon Wireless	Acct #202583968-00001 - Inv #0442008797 - (2) cell phones	7132.2 · Telephone	61.01-
York Building Products	Acct #6241 - Inv #4182-01 - sand & gravel - wellhead pads	7740.2 · Other	51.26-
Verizon	Acct #000017860572 14Y - water tower telephone	7132.2 · Telephone	42.98-
Joseph G. Pollard Co., Inc.	Acct #A16670 - Inv #1100672-IN - (1) meter book (1) pk mete...	7142.2 · Office Supplies	80.12-
Fireline	Inv #682822 - annual fire extinguisher inspection - water tower	7120.2 · Contract Operating	72.60-
Miller Environmental, Inc.	Inv #10070393 - water sys operations - Jul '03	7120.2 · Contract Operating	1,977.04-
Sta 1 electric	2096 3069 9996 - Sta 1 electric	6531.2 · Station #1	185.38-
Sta 3 electric	2096 4739 9994 - Sta 3	6532.2 · Station #3	54.66-
Lift Station electric	2096 4139 9990 Lift station electric	6534.2 · Lift Station	10.54-
Rt 7 electric	2096 9259 9993 - Rt 7 electric	6533.2 · Station RT. #7	71.63-
Well 1 Electric	2096 5499 9991 Well 1 electric	7131.2 · Electric	398.20-
Well 3 Electric	2096 5769 9994 Well 3 electric	7131.2 · Electric	137.89-
Water Tank Electric	2096 5489 9993 - Water tank electric	7131.2 · Electric	81.57-
Total 1010.2 · Cash - Utility Checking			3,240.88-
Total 1000.2 · Utility Fund Cash Accounts			3,240.88-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
Vulcan Signs	Acct #20192 - Inv #69908 - (2) no parking; (1) private lane sign	6410.3 · Road Signs	55.74-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #4528 - antifreeze; funnel; p...	6420.3 · General Maintenance	34.20-
Total 1005.3 · New-Checking-Special (Special checking County)			89.94-
Total 1000.3 · Special Fund Cash Accounts			89.94-
<b>TOTAL</b>			<b>23,711.49-</b>

**TOWN MEETING OF JULY 22, 2003**  
**MINUTES**

The July 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, Treasurer Donna M. Sheets 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 July 8, 2003 meeting, seconded by Commissioner Gell. The motion passed 4-0.

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

**PENDING BUSINESS**

Robert Appleton – Boat Building School – Robert Appleton, of the Chesapeake Bay Maritime Trades Foundation, stated the foundation had selected Charlestown as the site for the school. After giving a brief progress update, Mr. Appleton submitted a proposed letter of intent to the Board and provided copies of their financial plan package to each commissioner. After Mr. Appleton answered several questions from the Board and the audience, the Board agreed to review the financial information and the letter of intent before signing it.

Kristen Hudson/Recreational Director – Kristen Hudson, the recreation director, stated she had August completely booked with events and presented a copy of that calendar to the Board. She further asked the Board to approve the expenditure of \$300 from the parks and recreation budget to purchase arts and craft supplies for the planned activities. After the Board answered some questions from the audience, Commissioner Sheets so moved, seconded by Commissioner Gell. The motion passed 4-0.

Shoreline Erosion project – President Vandervort stated he had met with John Huang, of John Huang & Associates, Inc., the project engineer, and Shawn Ryan, of the Maryland Department of Natural Resources (DNR), because they had reached 95% engineering completion. He further stated project materials would be brought on-site through the ends of Baltimore Street and Tasker Lane. Sandra Williams, the Tasker Lane property owner, over whose property they would be traveling, stated she had no objection to giving them construction access over her property but was concerned about the property being restored to pre-construction condition. President Vandervort stated the construction contract would specify that the contractor would restore the property. Mr. Hearne asked and President Vandervort stated he hadn't but would talk to Mr. Baynes about a response to Betty Shockley's letter.

**NEW BUSINESS**

Ruth Noel – Bladen Street – Storm water run off across driveway – Mrs. Morgan stated Ruth Noel, of Bladen Street, called complaining about the storm water run off down Bladen Street continuously washing out their driveway causing them numerous repairs. After discussion, the Board requested the State Highway Administration be contacted as that section of Bladen Street was State Route 267.

Wood Chips – Playground – President Vandervort stated maintenance was requesting to purchase wood chips for the playground. William Algard, one of the maintenance workers, stated the amount purchased the last time was not adequate.

Robert Phillips, an audience member, asked when the Town would fill the low spots in Veterans Park as the Riverfest committee had planned for vendor stands, etc. in the park. President Vandervort stated URS Corporation, the Town's engineers, looking at the area down there and the Board was waiting for their recommendations, which they should have by the next meeting, to see how that area should be handled.

Halloween – Commissioner Sheets asked to purchase the same amount of glow sticks the Town bought last year for the Halloween parade and party to be held on October 29<sup>th</sup>. Commissioner Sheets made a motion to purchase 200 glow sticks, seconded by Commissioner Gell. The motion passed 4-0.

Petition – Completion of Roads in Cottages of Charlestown – President Vandervort stated the Town had received a petition and several letters from the residents in the Cottages of Charlestown in Charlestown Manor. After much discussion, the Board decided to send letters to each individual explaining Conectiv would be installing 3 new street lights in the area, since there weren't any there, and then the street paving would be done.

Commissioner Doss made a motion to purchase 25 cubic yards of wood chips, seconded by Commissioner Sheets. The motion passed 4-0.

Park Light – Commissioner Gell stated the electrician had determined there was a problem in the buried wire. He further stated the electrician needed to trench and put in new wire. President Vandervort and Mr. Algard stated caution needed to be used in that area because there were drainage pipes, etc. that might be hit. Commissioner Doss stated if the electrician pulled up the old wire, it would define the area that needed to be trenched.

President Vandervort stated Mr. Algard's last actual workday would be this Thursday and then he would be using up his accrued vacation time. After much discussion, Commissioner Doss stated the position opening needed to be advertised in the Cecil Whig and at the Job Center. Hershel Armour, one of the maintenance workers, stated what would be the job description. Commissioner Gell stated that would be the first step. The Board decided to request sample job descriptions from the Maryland Municipal League to look at. After discussion, Mr. Algard stated his main reason for leaving was Commissioner Gell. After more discussion, President Vandervort stated overall in the seven years Mr. Algard had been with the Town, he had saved the Town a lot of money and the Town, in general, looked better. Rosalyn Bott, an audience member, stated the main problem was maintenance needed 1 boss, not 5, because they shouldn't have to be mind readers as to what project needed to be done first.

Pay Raises – President Vandervort stated the Town gives a cost-of-living increase to its employees every year and believed the increase should be limited to Mrs. Morgan, Mr. Armour and Mr. Bott. After some discussion, Commissioner Sheets made a motion to give a 3% increase. The motion died due to the lack of a second. Mrs. Bott stated Ms. Hudson was already asking for more money. President Vandervort stated the Town had budgeted for youth activities but she needed to inform the Town of the cost of purchases she needed to make. Mrs. Bott stated she didn't think a youth recreation program for children would do anything about the problem

teens in the area. After discussion, Commissioner Doss stated the Town has limited it to a short-term project for now to see if it works. He further stated if the program didn't work, they would try something else but one reason he was for the project was to maybe start small, a kick start, and hopefully, if the project draws the kids, the Boys and Clubs Club would be interested in taking over. After more discussion, Mr. Armour stated he and Millard Bott had been with the Town for several years and it's pretty bad when a new part-time employee was making a dollar more an hour than they are. After more discussion, Commissioner Doss suggested and the Board agreed to table any decision on pay raises until the next meeting to get them an opportunity to look at pay structures.

President Vandervort stated he had a 10 a.m. meeting tomorrow with David Dodge, the storm water management consultant hired by Scott Gardens, regarding the flooding that's occurring on some Caroline Street properties. He further mentioned he would be meeting at 10:30 a.m. tomorrow with Chris Rodgers, of URS Corporation, and Michael Vaughan, of Stewart Associates, regarding URS' comments on the proposed sewer line for the Principio Business Park.

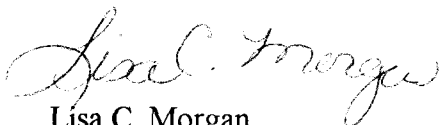
Mrs. Williams asked if Miller Environmental (MEI) had done the testing for sewage in the Holloway Beach area. Mr. Hearne stated George Smith, of MEI, had contacted him because they had reservations about doing the bacti testing and suggested the Town have the County, who operates the Town's sewer system, do the testing. After some discussion, Commissioner Doss stated he would contact Chuck Smyser, of the Cecil County Health Department, and, perhaps also, David Hollenbaugh, of the County Department of Public Works about getting the area tested.

President Vandervort mentioned he had talked to James Lambdin, of Lambdin Developers, who was interested in doing a 100-acre subdivision between Trinity Woods and Scott Gardens.

Commissioner Doss asked and Mr. Algard stated John Jones, the electrician, had wired the athletic complex lights to the poles and they were ready to install. He further stated maintenance needed to coordinate with Mr. Jones on a day to install the lights because it would take several people to do so and, then, Mr. Jones could finish the wiring. Mrs. Morgan stated she would call Mr. Jones tomorrow.

As there was no further business, Commissioner Sheets made a motion to adjourn, seconded by Commissioner Gell. The motion passed 4-0. President Vandervort adjourned the meeting at 9:43 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF JULY 22, 2003**  
**AGENDA**

7:30 P.M.

1. Minutes
2. Accounts Payable

**PENDING BUSINESS**

3. Robert Appleton – Boat Building School
4. Shoreline Erosion project
5. Plumbing work @ town pier

**NEW BUSINESS**

6. Ruth Noel – Bladen St. – Storm water runoff across driveway
7. Wood chips – playground
8. Halloween
9. Petition – Completion of Roads in the Cottages of Charlestown
10. Park Light
11. Pay Raises

ROSTER  
CHARLESTOWN TOWN MEETING

DATE: 4/22/2003 TIME: 4:30 PM

Marsha Brown  
Randy R. Bott  
PA Amick  
William C. Alford  
Rebecca C. Phillips  
Bob Phillips  
TOM BRITTINGHAM  
Bob Bolan  
Jean C. Calkins  
SANDRA WILLIAMS

07/22/03

## Town of Charlestown

### Accounts Payable Bills

Name	Memo	Split	Amount
<b>1000.1 · General Fund Cash Accounts</b>			
<b>1010.1 · Cash-General Checking</b>			
Best Cleaning Services, Inc.	Inv #19878 - (2) cleanings - Town Hall	6450.1 · Maintenance	70.00-
John Huang & Associates, Inc.	Inv #03011 billing #2 JHA Proj No. 03004 - engineering 95% c...	6704.1 · Shoreline Erosion (grant)	5,805.00-
Queen Bee's Honey Pots	Inv #985 - (1) std toilet - athletic complex; (1) h/c toilet - Fair G...	-SPLIT-	190.00-
Sheriff's Patrol	Charlestown Patrol - period of 05/31/03 - 06/27/03	6920.1 · Police Protection	2,205.00-
Sheriff's Patrol	gasoline for Sheriff's Patrol - period of 05/31/03 - 06/27/03	6920.1 · Police Protection	69.91-
Verizon	Acct #000017861803 96 Y - telephone - Town Hall	6440.1 · Telephone	142.70-
Rakes Floral Shop	(1) fruit & junk food basket - Bonsall	6216.1 · Memorials	57.00-
International Institute of Muni...	annual membership dues	6214.1 · Dues & Memberships	75.00-
LGIT Health Pool	Cust #H-CHAR Inv #2115 - health insurance - Aug '03	6170.1 · Medical Insurance	402.70-
Local Government Insurance...	Cust #LGIT-0028 iNV #1973 - property & liability insurance	-SPLIT-	7,181.00-
Cook, Carl	reimburse purchase & installation fee for link wireless access ...	6250.1 · Office Equipment	179.98-
Maryland Portable Concrete ...	Cust #2265 Inv #121844 - concrete for athletic complex light p...	6719.1 · Athletic Complex Lighting	370.00-
AT&T	Acct #8014-058-9492 Inv #6392555346 - long distance - Tow...	6440.1 · Telephone	11.93-
Lowe's Home Centers Inc.	Acct #0120402 0217 002237 - Inv #21710790405 - lock & key...	6450.1 · Maintenance	9.70-
Radio Shack	Acct #1903060981 - inv #449773 - (2) 5-pk cassette tapes	6221.1 · Supplies	25.98-
Total 1010.1 · Cash-General Checking			16,795.90-
Total 1000.1 · General Fund Cash Accounts			16,795.90-
<b>1000.2 · Utility Fund Cash Accounts</b>			
<b>1010.2 · Cash - Utility Checking</b>			
Verizon	Acct #000017860572 14Y - telephone water tower	7132.2 · Telephone	42.74-
Miller Environmental, Inc.	Inv #10080394 - water sys ops contract - Aug '03	7120.2 · Contract Operating	2,056.12-
U. S. Postmaster	(8) rolls postage	-SPLIT-	296.00-
Total 1010.2 · Cash - Utility Checking			2,394.86-
Total 1000.2 · Utility Fund Cash Accounts			2,394.86-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
Mendenhall's Garage	Inv #6177 - repairs to old town truck to pass emissions testing...	6024.3 · Truck Repair	1,703.90-
Street Lighting	2055 3529 9973 - street lighting	6010.3 · Street Lights	641.46-
Maryland Materials Inc.	Acct #60503 - Inv #160273 - crusher run for drainage pipe - ...	6300.3 · Streets	342.61-
Gilbert Enterprises Inc.	Inv #9469N - gasoline for town trucks & mowers - Jun '03	-SPLIT-	215.61-
Total 1005.3 · New-Checking-Special (Special checking County)			2,903.58-

07/22/03

Town of Charlestown  
Accounts Payable Bills

Name	Memo	Split	Amount
Total 1000.3 · Special Fund Cash Accounts			<u>2,903.58-</u>
<b>TOTAL</b>			<u><u>22,094.34-</u></u>



**TOWN MEETING OF AUGUST 12, 2003**  
**MINUTES**

The August 12, 2003 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 Robert L. Gell and Commissioner G. 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 July 22, 2003, seconded by Commissioner Sheets. The motion passed 3-0-1 (Commissioner Price abstained). Commissioner Gell stated in reviewing the July 8, 2003 meeting minutes that there was no actual motion to hire Kristen Hudson and now so move effective July 7, 2003, seconded by Commissioner Sheets. The motion passed 4-0.

Accounts Payable – President Vandervort stated he wanted to review the Staples bill. After some discussion, Commissioner Price made a motion to pay the bills, seconded by Commissioner Gell. The motion passed 4-0.

Miller Environmental, Inc. – Monthly Report – President Vandervort stated a Miller Environmental, Inc. representative was not present but the Town had the monthly report for July 2003 and proceeded to review it with the Board.

Charles Combs – Charles Combs discussed an accident he had at the intersection of Louisa Lane Extension and Route 7 on June 16, 2003. He stated Colmer Construction, the Scott Gardens contractor who widened the road, left a stop sign in the middle of the intersection and Mr. Combs hit the stop sign. After much discussion, Mr. Combs stated Colmer Construction moved the sign the same day he reported it. President Vandervort stated the construction company/developer would have insurance for the project, the town's engineers who are under contract to inspect the construction would have insurance and the Town was insured. After more discussion, President Vandervort asked if Mr. Combs had turned it into his insurance. Mr. Combs stated he was not going to because he was 100% not at fault. After more discussion, President Vandervort stated since Mr. Combs had come to the meeting and advised us of the incident, he needed to contact the Town's insurance company so they were advised also.

Michael Seth – Mr. Seth stated there was a spring in the area of 460 Chesapeake Road causing a problem. He stated there used to be a spring house there but there wasn't one there now. After brief discussion, Commissioner Gell stated there were several problems. He stated the drain to the river was plugged so it runs down and pools at Mrs. Pruitt's house and then runs all the way down Ogle St. He further stated when the Town filled up the well instead of going through a pipe, it seeps up in their yard, creating a swamp, and then it oozes down across the street and ends up on Mrs. Pruitt's property. After discussion, President Vandervort suggested redefining the ditch. Commissioner Gell stated that would only get it to Ogle St. because the drainpipe from there to the river was crushed. After more discussion, President Vandervort stated the Town was waiting for a report from the Town's engineers and it should come shortly.

Chesapeake Maritime Trades Foundation – John Swain, of the Chesapeake Bay Maritime Trade Foundation, stated they were following up on the letter of intent submitted to the Town. After discussion, Commissioner Price made a motion to accept the letter of intent and the Town intends to proceed to work on the details for leasing Lot B to be used as the site, seconded by Commissioner Sheets. The motion passed 4-0. Commissioner Gell stated they had asked whether the old boathouse

at the townhouse could be used as their office. He stated the foundation would be doing the repairs needed to make the floors safe, etc. After discussion, President Vandervort asked whether it would be a temporary office. Mr. Swain stated they were looking to use as a temporary office until the other facility was done and then maybe using it for ticket sales or point of communications for charters of the schooner. President Vandervort stated details would need to be discussed. Mr. Swain wanted to know if this could be worked out in the next two weeks or so for restoration to be started. President Vandervort stated he believed the Board could look into any issues there might be and should be able to decide on the issue at the next meeting. Mr. Swain stated he had talked to Commissioners Gell and Sheets about bringing over "Island Time" for Riverfest. Commissioner Gell stated the docking location had been changed to C dock. Mr. Swain asked if they could tie up at the end of the town pier after the event. After discussion, President Vandervort stated there wouldn't be a problem doing that.

### PENDING BUSINESS

Plumbing Work at Town Pier – Commissioner Price stated he was having difficulty getting bids on the plumbing work. After discussion, President Vandervort stated the Town really needed to get at least one other price. After more discussion, Commissioner Price stated he would contact some contractors to try and get more quotes.

Commissioner Price stated the Strategic Planning Committee had its first meeting on July 29<sup>th</sup>. He stated currently the 14 members were James Black, Thomas Brittingham (Lee's Marina), Ron and Audrey Edwards (owners of the Red Lyon, an historic residence), Thomas Gatch, Howard Hall (Planning and Zoning member), David Jarinko and Joseph Letts (former Town Commissioners), Allen McDaniel, Larry Metz (Wellwood Club), Rebecca Phillips (Historic District Commission), Sandra Williams, Glenn Youngblood and himself. He stated they were reviewing the old comprehensive plan to begin their discussions. After discussion, Commissioner Price stated they had decided to meet on the 3<sup>rd</sup> Tuesday each month. President Vandervort stated he wanted to comment on the procedure used in setting up this committee. He stated he spoke to Commissioner Price that, being an official town committee, the charter stated that the members, including the chairman, are appointed and removed by whomever was the President of the Town Commissioners. He further stated he agreed with Commissioner Price on the members selected but would like to take the procedural step to recommend these people be officially appointed as members of the committee to the Board and he made that a motion. Commissioner Sheets seconded the motion and the motion passed 4-0.

Comcast Agreement – President Vandervort stated he talked to Mr. Worley and informed him that the Town had decided to go with Keith Baynes', the Town's attorney, recommended wording. He further stated he told Mr. Worley if the wording still wasn't acceptable to contact Mr. Baynes about working on it. President Vandervort stated the copy of wording the Board now had was acceptable to Comcast and Mr. Baynes would recommend. Commissioner Gell made a motion to accept the agreement as amended, seconded by Commissioner Sheets. The motion passed 4-0.

Public Works Agreement – Principio Business Park – President Vandervort stated he had reviewed their original draft and had forwarded copies of it to URS, the Town's engineers, Mr. Baynes and Frederick Sussman, another attorney, who reviewed it, particularly the annexation clause, and their recommendations had been incorporated by Mr. Baynes into the copy of the agreement you have. He further stated if the Board approved this draft and to give him authority to sign it and it would then be sent to Stewart Associates. Commissioner Gell asked what about if Stewart Associates wanted changes. President Vandervort stated if it was a minor change that didn't substantially change the agreement but if it were a major change, it would require another vote of the Board, either at a special meeting or wait until the next regular meeting. Commissioner Gell made a motion to approve the agreement and forward it to Stewart Associates, seconded by Commissioner Price. When asked,

Commissioner Gell amended his motion to include authority for President Vandervort to sign and execute it and Commissioner Price seconded the amended motion. The motion passed 4-0.

FY2004 Waterway Improvement Fund Grant Approval – President Vandervort stated the Town had received grant approval for \$4,000 for improvements requested by the fire company to the fireboat pier. After discussion, President Vandervort stated the fire company needed to get quotes on the work they want done.

President Vandervort asked if the Town had submitted for any Program Open Space grants. Mr. Hearne stated the Town had requested funding for the basketball court in Trinity Woods. President Vandervort stated in discussion, the Board had come up with further funding needs for drainage improvements to Veterans Park and Fair Green Park and asked when these could be submitted. Mr. Hearne stated they would need to submit them next year.

### NEW BUSINESS

Town Maintenance Vacancy – President Vandervort stated there were several applicants for the position. After brief discussion, President Vandervort stated Hershel Armour, one of the town maintenance workers, had verbally given his two weeks' notice tonight. After discussion, the Board agreed to have Mr. Hearne review the applications, check their references and, after doing an initial interview, then recommend those he felt were best qualified for a second interview with the Board.

Building Permits – After discussion, Commissioner Gell suggested the Board get a copy of the list every 2 weeks. President Vandervort stated the Board used to get a copy at the first meeting each month. Mr. Hearne stated he had left it off the agenda for the last meeting or two because of the length of the agendas. After discussion, Mr. Hearne stated he would put the building permits on the agenda for the first meeting of each month. Commissioner Gell stated he would like to see the minutes of the Planning and Zoning Commission meetings also. After more discussion, Judy Calvert asked if any permits had been issued for anyone at Howard Hall's campground in the last 2-3 weeks and if not, whether fines had been imposed or did anyone from the Town check down there. Mr. Hearne stated he had and no fines were imposed. Mr. Hearne stated an awning was being put in place. Mrs. Calvert stated it had been torn down and asked why it was. Mr. Hearne stated Mr. Hall told him the awning was the wrong type awning for the trailer. Mrs. Calvert asked if they needed a permit for it. Mr. Hearne stated a permit was needed and had checked with the County and Mr. Conway stated based on the preliminary information he needed a permit but Mr. Hall was going to take the specifications on the awning to Mr. Conway and have them determine if a permit was needed. After much discussion, Mr. Hearne stated he would follow up on the matter with Mr. Conway.

Special Buffer Area Ordinance – Change from 2003-01 to 2003-02 – President Vandervort stated there was a mistake in number between this ordinance and the ordinance to rescind property tax discounts. Commissioner Gell made a motion to renumber this ordinance to Ordinance No. 2003-02, seconded by Commissioner Sheets. The motion passed 4-0.

Commission Appointments – Election Board (expires 10/03) – President Vandervort stated the Board had established procedures to deal with openings. He further stated he still didn't feel it was needed when the Board was satisfied with the current appointee and the appointee was still interested in serving. After more discussion, the Board decided to follow the procedure it established and advertise the openings.

FY2004 LGIT Education & Safety Grant applications (1<sup>st</sup> deadline 09/30/03) - President Vandervort stated the application deadline was September 30<sup>th</sup> and we've gotten grant money through them. Mr. Hearne stated the Town hadn't been successful for the past several years since they changed their determining criteria for the grants. After discussion, President Vandervort asked the Board to consider projects that the Town might apply for under these grants.

DNR BIG Grant applications (deadline 09/30/03) – Mr. Hearne stated this grant was to enhance boating for boats 26 ft. or more overall. After much discussion, Commissioner Gell made a motion for the Town to apply for transient slips to accommodate boats 26 ft. or more, which may involve some dredging ,at the town pier. The motion was seconded by Commissioner Price and the motion passed 4-0.

Water/Sewer Infrastructure Implementation Council Meeting – 08/21/03 6:30 p.m. – County Admin. Bldg. – Mr. Hearne stated he had a schedule conflict and when he asked, President Vandervort stated he would try to attend.

Delegate Rudolph – Tour of new Charlestown Elementary School – Mr. Hearne stated if the Board was interested once the school was finished and open for a tour, Delegate Rudolph would be happy to arrange it for us. The Board agreed they would like a tour and asked Mr. Hearne to let Delegate Rudolph know.

Hosting of County Commissioners Meeting – 09/16/03 7 p.m. – Charlestown Fire Company – Refreshments – President Vandervort stated the Board had usually provided a small budget to provide refreshments during that meeting. After discussion, Commissioner Price made a motion to budget the same amount as last year for refreshments.

Commissioner Sheets asked about the status of the light at Fair Green Park. Commissioner Gell stated Mr. Bradley said he would do it at the end of this week or next week. Commissioner Sheets asked about the ball field lights. Commissioner Gell asked Mr. Armour if Mr. Jones had talked to him. Mr. Armour stated he had and as it involved working overtime, had asked Mrs. Morgan and Mr. Hearne to have President Vandervort contact him. After much discussion as to what arrangements may have been made, President Vandervort stated as far as overtime for that project, he would have authorized that if he had been asked. After more discussion, Commissioner Gell stated he had talked to him about getting the job done and he had told him he was going to get a couple of more men and get it done on Saturday. Mr. Armour asked who was going to level the ground as it had been torn up digging the ditch to run the wire. President Vandervort stated town maintenance should restore it.

Edgar McMullen asked if there was any news regarding the town pier and was there anything being done about the property at the corner of Water Street and Louisa Lane. Commissioner Sheets mentioned to Mr. McMullen the Town was removing the dead trees along the property line of the cemetery and will replace them.

President Vandervort stated he had talked to the pile driver because was getting concerned about how close Riverfest was getting. He stated he also met with Ted Mercer, another pile driver who was going to be doing work this week in the area, and after looking at the site, Mr. Mercer had provided a quote. After discussion, President Vandervort stated he wanted to talk with Baltimore Pile Driving one more time but if not satisfactory, would like the authority to have this other company do the work if needed. He further stated Mr. Mercer needed to know by the end of business tomorrow. Commissioner Gell made a motion to authorize President Vandervort to get the stone wharf pier fixed in the best way possible, seconded by Commissioner Sheets. The motion passed 4-0.

Commissioner Gell stated he had a drawing of the proposed streetlights. He further stated they were still trying to get them to upgrade more than 12. After discussion, President Vandervort stated the Town had sent a letter to each individual who had signed the petition from the residents of Charlestown Manor about getting the street lights installed and then getting the paving done. After more discussion, Commissioner Gell stated he was requesting to put lights halfway between Conestoga and Market Sts. and halfway between Market and Frederick Sts. He further stated they would be installed on existing poles, which makes installation easier. After some discussion of dead trees and trees needing to be trimmed, Commissioner Gell made a motion to have those 2 lights installed, seconded by Commissioner Sheets. The motion passed 4-0.

Mr. Hearne stated Keith Levesque, the town house renter, stated he was moving out on September 15, 2003 and asked if the Town wanted to rent it again. President Vandervort stated the Town had given him a 6-month lease but would have to look at the lease. President Vandervort said the Town should rent it again. After discussion, Commissioner Gell stated there had been discussion about using it as the town hall and if we rent it for a year, it would be difficult to do repairs. After more discussion, Commissioner Sheets made a motion to rent the townhouse for another year, seconded by Commissioner Price. The motion passed 3-1.

Commissioner Gell stated the postmistress was complaining that another vent was needed in the office area of the post office and asked to have the heating company check to see if one could be installed. He also stated the Town now had a postage meter and should be getting a folding machine shortly.

Commissioner Sheets stated she had pictures to give Commissioner Gell about the storm water management problem Mrs. Atkinson on Tasker Lane had been complaining about.

After much discussion about the state of various properties throughout town that may be in violation of the property clean up ordinance and untagged vehicles, the Board agreed that these properties needed to be looked at and the ordinance had to be applied fairly.

Mr. Armour asked who had approved the catch basin at Scott Gardens near Isaac Galloway's house. President Vandervort stated the Planning and Zoning Commission approved it. After discussion, President Vandervort stated the county reviews the plan for storm water management but the Planning and Zoning Commission could approve or disapprove if they didn't like it. After more discussion, President Vandervort stated he believed the Town should consider using URS for storm water management review rather than the County because the County does charge the developer to review. After more discussion, when asked, President Vandervort stated he had a commitment in writing for Scott Gardens to address the drainage problem in the area between Frederick and Caroline Streets on this side of the railroad tracks.

As there was no further business to be discussed, Commissioner Gell made a motion to adjourn, seconded by Commissioner Sheets. The motion passed 4-0. President Vandervort adjourned the meeting at 22:44 p.m.

Respectfully submitted,

Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF AUGUST 12, 2003**  
**AGENDA**

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. – Monthly Report
4. Cecil County Sheriff's Office – Monthly Report
5. Charles Combs
6. Dan Kline

**PENDING BUSINESS**

7. Plumbing Work @ town pier
8. Comcast Agreement
9. Public Works Agreement – Principio Business Park
10. FY2004 Waterway Improvement Fund Grant Approval

**NEW BUSINESS**

11. Town Maintenance Vacancy
12. Building Permits
13. SBA Ordinance – Change from 2003-01 to 2003-02
14. Commission Appointments – Election Board (expires 10/03)
15. FY2004 LGIT Education & Safety Grant applications (1<sup>st</sup> deadline 09/30/03)
16. DNR BIG grant applications (deadline 09/30/03)
17. Water/Sewer Infrastructure Implementation Council Meeting – 08/21/03  
6:30 p.m. – County Admin. Bldg.
18. Delegate Rudolph – Tour of new Charlestown Elementary School
19. Hosting of County Commissioners Meeting – 09/16/03 7 p.m. – Charlestown  
Fire Company - Refreshments

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 8/12/2003 TIME: 4:30 pm

- Charles + Rachel Combs
- Edward M. Muller
- Marshall C. Vernon
- Jim Trimble CBMTF
- Greg woods CBMTF
- Millard T. Boy
- Judy Calvert
- Paul Blue
- Joan C. Atkinson
- SANDRA WILLIAMS
- Andrew Prevett
- William Ewing

## Town of Charlestown

### Accounts Payable Bills

Name	Memo	Split	Amount
<b>1000.1 - General Fund Cash Accounts</b>			
<b>1010.1 - Cash-General Checking</b>			
Lynch, Susan Schaeffer	court reporter - Board of Appeals hearing	6611.1 · Other	150.00-
Chesapeake Publishing Corp.	Acct #01 0017841 - year subscription	6219.1 · Other	80.50-
Hickory Offset Printing	(50) brochures - Riverfest	6967.1 · RiverFest 2003	58.00-
Cecil Co. Commissioners	mosquito control spraying - 06/19, 6/26, 7	6960.1 · Miscellaneous	300.00-
Cedar Creek Fundraising Inc.	Cust #3141 - (2) cases - classic rounds -	6967.1 · RiverFest 2003	120.00-
Radio Shack	Acct #1903060981 - Inv #453850 - (3) 3-1	6221.1 · Supplies	23.97-
URS Corporation	Inv #592688 - review of Principio Busines	6341.1 · Engineering Services	890.40-
Conectiv	Acct #2096 3159 9997 - Town Hall	6420.1 · Electric	273.28-
Garage electric	Acct # 2096 5479 9995 - Garage	6420.1 · Electric	17.56-
Comfort Station Electric	2096 4129 9992 - comfort station	6420.1 · Electric	12.79-
Flagpole Lighting	2105 5729 9992 - flagpole	6420.1 · Electric	77.43-
Town Pier Electric	2056 2019 9997 - town pier	6985.1 · Electric	7.10-
Baynes, Keith A.	conference w/ Hearne re: cable agreemen	-SPLIT-	832.50-
Waste Management	Acct #275-0049441-0276-5 - Inv #12855	6651.1 · Trash Collection	3,465.44-
Chesapeake Publishing Corp.	Acct #104333 - ads for Board of Appeals	6611.1 · Other	142.63-
Charm Net, Inc.	Acct #15683 - Inv #135819 - internet serv	6440.1 · Telephone	16.95-
AT&T	8014-058-9492 - Inv #6392558749 - long	6440.1 · Telephone	8.52-
Cecil County Chamber of Commerce	Inv #10224 - (1) reservation for Mayor's lu	6212.1 · Conference Expenses	17.00-
Maryland Rural Water Association	Inv #302 - membership dues	6214.1 · Dues & Memberships	150.00-
Terminix	termite contract renewal	6450.1 · Maintenance	97.00-
Wal*Mart Community BRC	Acct #6032 2020 0054 7977 - Inv #4438	6221.1 · Supplies	42.88-
Charlestown Marina, Inc.	Inv #9240 - repairs to main catwalk on c-d	6966.1 · C-dock repairs	343.15-
American Home & Hardware	Acct #685600 - Inv #943824 - conduit, pv	-SPLIT-	65.00-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #328598 - duplex & com	-SPLIT-	51.36-
Hudson, Kristen	reimburse for (4) basketballs purchased fr	6740.1 · P&R Miscellaneous	19.84-
landfill	Acct #1043 - landfill charges - Jul '03	6652.1 · Landfill	19.87-
Staples	Acct #7972 3200 0002 7426 - office supp	-SPLIT-	539.83-
Verizon	application fee for pole use for holiday dec	6760.1 · Special Events	100.00-
Oriental Trading	prizes ordered for Riverfest	6967.1 · RiverFest 2003	126.60-
Parker, Robert	reimburse for purchase of greased pole -	6967.1 · RiverFest 2003	50.28-
Total 1010.1 - Cash-General Checking			<u>8,099.88-</u>
Total 1000.1 - General Fund Cash Accounts			8,099.88-
<b>1000.2 - Utility Fund Cash Accounts</b>			
<b>1010.2 - Cash - Utility Checking</b>			
American Home & Hardware	Acct #685600 - Inv #944350 - anchor bolt	-SPLIT-	33.54-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #328866 - coupling nuts	7120.2 · Contract Operating	13.02-
Verizon Wireless	Acct #202583968-00001 - Inv #04488097	7132.2 · Telephone	124.29-
Cecil Co. Commissioners	Cust #226035 - inv #15500010 - county s	6550.2 · County Regional System User Fr	17,549.10-
Atlantic Coast Laboratories	Inv #102707 - lab testing	7121.2 · Laboratory Testing	16.00-
Sta 1 electric	2096 3069 9996 - Sta 1 electric	6531.2 · Station #1	136.41-
Sta 3 electric	2096 4739 9994 - Sta 3	6532.2 · Station #3	170.83-



08/12/03

**Town of Charlestown**  
**Accounts Payable Bills**

<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
Lift Station electric	2096 4139 9990 Lift station electric	6534.2 · Lift Station	11.19-
Rt 7 electric	2096 9259 9993 - Rt 7 electric	6533.2 · Station RT. #7	63.68-
Well 1 Electric	2096 5499 9991 Well 1 electric	7131.2 · Electric	447.32-
Well 3 Electric	2096 5769 9994 Well 3 electric	7131.2 · Electric	211.02-
Water Tank Electric	2096 5489 9993 - Water tank electric	7131.2 · Electric	90.14-
Miller Environmental, Inc.	Inv #10070393-A - pass thru expenses	Jt 7120.2 · Contract Operating	15.72-
Total 1010.2 · Cash - Utility Checking			<u>18,882.26-</u>
Total 1000.2 · Utility Fund Cash Accounts			18,882.26-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
American Home & Hardware	Acct #685600 - Inv #942492 - great stuff; -SPLIT-		215.12-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #329868 - duct tape, by	6420.3 · General Maintenance	16.99-
Gilbert Enterprises Inc.	Inv #9536N - gasoline charges - Jul '03 -	16026.3 · Gasoline - Truck	243.41-
W.N. Cooper & Sons Inc.	Acct #29843 - inv #05-66645 - repairs to	6022.3 · Equipment Repair	108.85-
Street Lighting	2055 3529 9973 - street lighting	6010.3 · Street Lights	657.20-
Advantage Ford	Cust #11395 Inv #FOCS42529 - oil chan	6024.3 · Truck Repair	30.87-
Total 1005.3 · New-Checking-Special (Special checking County)			<u>1,272.44-</u>
Total 1000.3 · Special Fund Cash Accounts			<u>1,272.44-</u>
<b>TOTAL</b>			<u><b>28,254.58-</b></u>

**TOWN MEETING OF AUGUST 26, 2003**  
**MINUTES**

The August 26, 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 Commissioner Robert Gell and Commissioner Richard Price. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Minutes – After much discussion, the Board tabled the minutes until the meeting tape was reviewed by Mrs. Morgan regarding the number of street lights approved for Water Street, whether the motion for refreshments at the County Commissioners' meeting was voted on, inclusion of John Swain as the Chesapeake Bay Maritime Foundation representative and rewording of the second to last paragraph to read “commitment in writing for Scott Gardens to address the drainage problem in the area between Caroline and Frederick Streets on this side of the railroad tracks.

Accounts Payable – After discussion, Commissioner Gell made a motion to pay the bills, seconded by Commissioner Price. The motion passed 3-0.

John Hoffman – Document Scanning – John Hoffman made a presentation of and demonstrated the document scanning system. After much discussion, President Vandervort asked Mr. Hoffman about the cost. Mr. Hoffman stated the federal government was allowing state governments to purchase under the GSA contract and believed the cost to be \$6907. He further stated there was an automatic \$250 GSA rebate good until the end of September 2003. Bruce Criscuolo, an audience member, asked about free software upgrades. Mr. Hoffman stated if they had the maintenance contract then free software upgrades. When asked by Commissioner Gell, Mr. Hoffman said he believed the indexing software was GSA priced at \$1495. Rosalyn Bott, an audience member, asked if there was a local company already using the system so the Town could contact them. Mr. Hoffman stated Harford and Frederick County Commissioners were using it. President Vandervort asked about the cost of a maintenance agreement and Mr. Hoffman stated it would be \$85 per month. After much discussion, Mr. Hoffman further stated there was a 90-day warranty. Sandra Williams, an audience member, asked about training, which Mr. Hoffman stated they would do when they set up the system. President Vandervort mentioned the new copier the Town purchased might have the same software. After more discussion, Mr. Hoffman mentioned one of the big problems using your processor that way was you ran the risk of crashing it. He further stated Moblis would pull all the directories on the CDS allowing you to enter a name and Moblis would identify every CD that name appears on. After more discussion, Mr. Hoffman stated he would forward a quote to the Town.

Strategic Planning Committee Report – Commissioner Price stated one thing the committee was looking at was how to manage the Historic District to maintain a stronger historic flavor for the area. After more discussion, Commissioner Price stated they were continuing their discussions.

President Vandervort stated there was a large pothole at Baltimore and Cecil Streets. Commissioner Gell mentioned there were several smaller ones that Town maintenance should be able to clean out and patch but agreed a paving contractor needed to look at that particular one. After discussion, Commissioner Gell made a motion to have McGuirk Construction do an estimate, to make sure the work would be under the bid threshold, and, if so, repair it, seconded by Commissioner Price. The motion passed 3-0.

Plumbing Work at Town Pier – Commissioner Price stated he was still working on getting two additional quotes for the work.

Tour of Charlestown Elementary School – Mr. Hearne stated Delegate Rudolph suggested doing the tour prior to the second September meeting. After discussion, Mr. Hearne stated he would confirm with Delegate Rudolph's office the September 23<sup>rd</sup> date and a time, which would need to be early enough so it didn't interfere with the town meeting and would let the commissioners know when it would be.

President Vandervort stated at the last meeting the Board agreed to discuss the Maritime Foundation's proposal to use the boathouse as a temporary office and perhaps later as a ticket office. After much discussion, Commissioner Gell stated the Town would still need to repair the windows and stabilize the floor. After more discussion, the Board agreed to discuss the matter further with the Foundation.

President Vandervort stated Baltimore Pile Driving is going to start the work on the stone wharf next Wednesday and should be done by that weekend.

#### NEW BUSINESS

Stephen Stott – Quit Claim Deed – Mr. Hearne stated Stephen Stott was requesting a quit claim deed for his property at 200 Market St. He further stated Mrs. Morgan didn't have the folio and liber information to complete the deed but was asking the Board to authorize President Vandervort to sign the deed once it was completed. After discussion, Mr. Hearne mentioned Mr. Stott had agreed to pay for the attorney's certification Mr. Baynes would need to do. Commissioner Gell made a motion authorizing President Vandervort to sign, seconded by Commissioner Price. The motion passed 3-0.

President Vandervort stated the County Commissioners will be holding their September 18<sup>th</sup> meeting at the Charlestown firehouse and last time the Board had dinner with them prior to the meeting and agreed it was time well spent. President Vandervort stated each individual paid for the cost of their dinner, no money was expended from Town funds. After discussion, Commissioner Price made a motion to invite the County Commissioners to dinner prior to their meeting, seconded by Commissioner Gell. The motion passed 3-0. Commissioner Gell stated he would contact the County about the dinner.

Building Permits – After reviewing the list, President Vandervort stated he had talked to Larry Metz about getting a permit for the deck. Mr. Hearne stated they had gotten preliminary approval and were in the process of getting the county permit. He further

mentioned they had paid the fee plus the penalty for doing the work without a permit. Mrs. Bott asked if they had gotten a permit for the concrete pads in the back. Mr. Hearne stated the pads were on that permit. After discussion, President Vandervort stated they were doing the pads without final permit approval and a stop work order should be issued to them until they do.

Chainsaw – Mr. Hearne stated the maintenance workers had taken a chainsaw to Coopers for a price to repair it and Coopers quoted them \$200 for labor and materials. He further stated the maintenance workers had mentioned a new one would cost a little more than that. After discussion, the Board agreed to ask the new maintenance workers if it was needed and, if so, what would a new one cost.

Commissioner Gell stated at the last meeting, Mrs. Atkinson had complained about water run off from the new roadway onto her property on Tasker Lane. After discussion, Commissioner Gell stated that sooner or later the Town would need to put in a drain or a ditch. President Vandervort said the maintenance workers should be able to do it as the Town had purchased a bucket for the Kubota to do such work.

Commissioner Gell stated he would contact Geiger Services about the vent at the post office. He mentioned that one vent was not working as well as the others. Mr. Hearne stated it was mentioned about installing a new vent in the back office area there. After discussion, Commissioner Gell stated a new one might be needed but would talk to Geiger about it.

Commissioner Gell stated Bradley Electric was supposed to repair the Fair Green Park light on Wednesday or Thursday this week and John Jones, of Chesapeake Electric, was to install the lights at the athletic complex this Saturday.

Commissioner Gell stated he would like to install 3 lights rather than the two he might have requested in error at the last meeting. After much discussion, Mrs. Bott stated trimming the branches away from the existing lights would help. After more discussion, Commissioner Gell suggested he show President Vandervort the areas he was talking about.

Mrs. Bott mentioned a metal pole, surrounded by a tree, that has been pushed over and might be hit by a vehicle trying to make room for another vehicle pass. She further stated it was located on town property in front of the Wellwood Club parking lot. President Vandervort stated maintenance should be able to remove it with the Kubota.

Commissioner Gell stated Robert Nievel, the contractor working on the drainage pipe on the town property in front of c-dock, cut the telephone wire down there. He further stated Mr. Criscuolo repaired the telephone wire and had submitted a bill. After discussion, Commissioner Gell made a motion to pay Mr. Criscuolo's bill and deduct the cost from Mr. Nievel's bill, seconded by Commissioner Price. The motion passed 3-0.

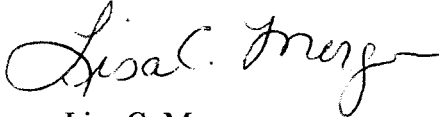
Mr. Hearne stated the Town had not gotten a response from Dan Tiffin, of Tiffin Builders, regarding paving of the streets in the Cottages of Charlestown. After discussion, President Vandervort asked Mr. Hearne to get Mr. Baynes involved.

Mr. Criscuolo stated in looking at the pipe installation at the bulkhead, he believed it was being done incorrectly. He stated the end of the pipe needed to have concrete poured around it otherwise there would be a problem. He also said they needed to dig the dirt out of the ditch, put in stone and compact it before paving. After discussion, the Board agreed to tell the contractor.

Mrs. Bott stated the padding under the sliding board at Fair Green Park needed to be replaced. After discussion, President Vandervort stated he would have the town maintenance workers working on the park. Commissioner Gell mentioned the Town had approved ordering 25 c.y. of wood chips for the park. Mrs. Bott also mentioned she had not been getting copies of the minutes and building permit lists even after several requests. After discussion, President Vandervort asked Mr. Hearne to talk to Mrs. Morgan about that.

As there was no further business to be discussed, President Vandervort adjourned the meeting so the Board could go into an executive session to discuss the hiring of a new employee.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

ROSTER  
CHARLESTOWN TOWN MEETING

DATE: 9/16/2003 TIME: 7:30 PM

~~Stanley R. Holt~~

Bence G. Criscuolo

Edward W. Walker

Ernest L. Felling

Don C. Atkinson

Michael T. Batt

SANDRA WILLIAMS

08/26/03

## Town of Charlestown

### Accounts Payable Bills

Name	Memo	Split	Amount
<b>1000.1 · General Fund Cash Accounts</b>			
<b>1010.1 · Cash-General Checking</b>			
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #5733 - (1) box hanging file ...	6221.1 · Supplies	7.94-
Cecil County Chamber of...	Inv #10284 - (2) reservations Mikulski luncheon - Gell & Glenn...	6212.1 · Conference Expenses	40.00-
NEBS	Acct #9612129 - 139077 - inv #9918256205-0 - (1) box utility ...	6221.1 · Supplies	102.74-
B. B. Martin Outdoor Adv...	(1) digital bleed poster - Riverfest	6220.1 · Office Supplies	157.06-
Best Cleaning Services, I...	Inv #19948 - (2) cleanings - Town Hall	6450.1 · Maintenance	70.00-
Charlestown Marina, Inc.	Inv #9245 - repair catwalk on c dock - removed old bolts, jack...	6966.1 · C-dock repairs	163.40-
Zeager Bros., Inc.	Cust #2116300 - Inv #61943 (2) anchored mats & anchoring k...	6716.1 · Fairgreen Park	593.10-
Sheriff's Patrol	Charlestown Patrol - period of 06/28/03 to 07/25/03	6920.1 · Police Protection	3,932.37-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 06/28/03 - 07/25/03	6920.1 · Police Protection	123.23-
Thomas, Don H.	Inv #2053 - checked for short in light at playground, checked ...	6740.1 · P&R Miscellaneous	301.00-
Verizon	Acct #000017861803 96Y - telephone - Town Hall	6440.1 · Telephone	133.33-
Queen Bee's Honey Pots	Inv #1043 - (1) std unit -athletic complex; (1) h/c unit - Fair Gr...	6740.1 · P&R Miscellaneous	190.00-
Council Baradel Kosmerl...	Inv #12119-0001-001 FCS - legal work on Stewart Associates...	6310.1 · Legal Counsel	4,225.64-
Total 1010.1 · Cash-General Checking			10,039.81-
Total 1000.1 · General Fund Cash Accounts			10,039.81-
<b>1000.2 · Utility Fund Cash Accounts</b>			
<b>1010.2 · Cash - Utility Checking</b>			
Verizon Wireless	Acct #202583968-00001 - Inv #0457531244 - (2) cell phones	7132.2 · Telephone	68.60-
Miller Environmental, Inc.	Inv #10090395 - water sys operations - Sep '03	7120.2 · Contract Operating	2,056.12-
Verizon	Acct #0000178650572 14Y - telephone - water tower	7132.2 · Telephone	41.81-
Total 1010.2 · Cash - Utility Checking			2,166.53-
Total 1000.2 · Utility Fund Cash Accounts			2,166.53-
<b>TOTAL</b>			<b>12,206.34-</b>

## TOWN MEETING OF SEPTEMBER 9, 2003 MINUTES

The September 9, 2003 meeting of the Town Commissioners of Charlestown was called to order by 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 G. 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 August 12, 2003 meeting, seconded by Commissioner Price. The motion passed 5-0. Commissioner Price made a motion to approve the minutes of the August 26, 2003 meeting, seconded by Commissioner Gell. The motion passed 3-0-2 (Commissioners Doss and Sheets abstained).

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

Miller Environmental, Inc. – Monthly Report – George Smith, of Miller Environmental, Inc., introduced Robert Poyne, the new operations manager for Maryland. He also presented the August 2003 monthly operations report. President Vandervort had asked and Mr. Smith stated truck loads of water could be drawn from the first fire hydrant from the tower. After discussion, Mr. Vandervort stated that was a question Stewart Associates had asked about.

Tawnya Hinckle/Charlestown P.T.A. – Request for donation – Tawnya Hinckle, president of the Charlestown Elementary School P.T.A., requested a donation of the same amount the Town donated last night. After discussion, Commissioner Price made a motion to donate \$1000 to the Charlestown Elementary School P.T.A., seconded by Commissioner Gell. The motion passed 4-0-1 (Commissioner Sheets abstained). Millard Bott, an audience member, mentioned that the North East V.F.W. post donated some money to the P.T.A.

Hershel Armour – Hershel Armour, former maintenance worker, discussed comments made at the last meeting and stated there were problems they had turned into the Town but nothing was done about them. After much discussion, Commissioner Doss stated one change was going to written work orders so there was better accountability. President Vandervort stated the Town had approved a new mower but Ben Suppa, one of the new maintenance workers, stated he preferred to use a different mower. President Vandervort stated they should discuss any equipment needs with the new employees. He further stated the mower company didn't have a problem changing the order and provided a quote for it. After discussion with Mr. Suppa, Mr. Hearne stated the new mower was \$6,700. After more discussion, Commissioner Price made a motion to rescind the previous motion and purchase a 60" John Deere zero radius mower from Cooper's for \$6,700, seconded by Commissioner Gell. Commissioner Doss stated they needed to state for the record that the competitive bidding requirement was satisfied. President Vandervort stated it was because the price was the GSA list price. The motion passed 5-0. When asked, Mr. Suppa stated it would be good to have a chainsaw and Stihl was a good brand. After discussion, Commissioner Doss made a motion to expend \$250 to purchase a chainsaw, seconded by Commissioner Sheets. When asked by Sandra Williams, an audience member, President Vandervort stated Waste Management picked up household trash and the maintenance workers picked up everything else. Mr. Hearne mentioned the Town did like to be notified ahead of any large bulk items so both workers would go to pick it up. The motion for a new chainsaw passed 5-0.



## PENDING BUSINESS

MEDI – Quote for Document Scanner - Commissioner Doss stated MEDI came and demonstrated the document scanner at the last meeting and they had provided a quote. Commissioner Doss stated this was the third quote the Town had received on a scanning system and this was the best price. After more discussion, Commissioner Doss made a motion to purchase the document scanner with a year's p.m.a. for \$8101 as quoted, seconded by Commissioner Sheets. Commissioner Price made a motion to amend the motion to just purchase the machine and later decide within the 90-day warranty period if the Town wanted to purchase the year's p.m.a, seconded by Commissioner Vandervort. After more discussion, President Vandervort withdrew his second from Commissioner Price's motion to amend. The original motion passed 3-2.

Plumbing Work at Town Pier - Commissioner Price stated he was still trying to get plumbers to provide a quote. After discussion, Commissioner Price stated the electrician was finished. President Vandervort stated he had gotten some complaints about the way the lights were mounted. After more discussion, Commissioner Doss asked if the Town had to live with it or did we specify what fixtures. Commissioner Price stated the fixtures weren't specified. After more discussion, Commissioner Doss stated the athletic complex lights really light up the dark area in the woods.

## NEW BUSINESS

Building Permits – Mr. Hearne discussed the building permits submitted for approval since the last meeting.

Comfort Station – Commissioner Doss stated he believed Mr. Bott had a couple of issues with the comfort station. He stated when the electricity goes out, the locks are off by whatever number of minutes the electricity was off. He also stated another problem was the person who does the parking for the Wellwood seems to be blocking the doors open for boaters who are on the water late. After discussion, Commissioner Doss stated the commissioners had set what hours the doors would lock, believed it was 10 p.m., but people have been trashing the place late at night. After some discussion about having the comfort station locked at dark, President Vandervort stated the first thing would be to make sure the timers were set to the correct time. Mr. Suppa stated he would make a point to check on it. President Vandervort stated it was like a pool timer.

Pothole at Baltimore & Cecil Sts. – Commissioner Doss stated the pothole was huge. President Vandervort asked if we had gotten a quote. Commissioner Doss stated Bob Nievel, the same guy doing the work at Frederick & Water Sts., had quoted \$750 if approved tonight because he's getting ready to pave down there. After discussion, Commissioner Gell made a motion to approve to pay Mr. Nievel \$750 to repair and repave the pothole, seconded by Commissioner Price. The motion passed 5-0.

E.J. Sprague Account – Commissioner Doss stated sending maintenance workers up to Walmart to get paper towels and toilet paper is not cost effective. He further stated the County had an E.J. Sprague account and all we have to do is set up our own account with them and then call County Purchasing Department and have them contact E.J. Sprague to put us on the County pricing. Commissioner Doss stated then all the Town had to do was call in an order and they deliver it to wherever you want. Commissioner Doss made a motion to do so, seconded by Commissioner Gell. The motion passed 5-0.

Town Garage Door Openers – Commissioner Doss asked if the Town was going to get the door openers hooked up soon. After discussion, Mr. Suppa stated he would look at it and see if he could hook them up or an electrician would be required.

Commissioner Gell stated there are no outside lights on the buildings at the garage area. After discussion, Commissioner Gell stated they could get exterior lights and pull the electric from the inside. After more discussion, Commissioner Doss made a motion to install a mercury vapor or sodium vapor light on each of the garages, seconded by Commissioner Sheets. The motion passed 5-0. At the Board's request, Mr. Hearne stated he would do a work order for it.

Cecil Tree Service – Quote – Commissioner Gell stated the worst part was directly behind the parsonage building. President Vandervort mentioned that while Jerry Cox, of Cecil Tree Service, was in town doing the previous work, he had approved taking down several other trees while he was there. After discussion, President Vandervort stated the Town had already approved cutting down the trees in the cemetery and this should have been included but wasn't. The Board agreed to have the trees listed be removed.

SHA – ditch line clean out on Market St. & lower end of Cecil St. @ Market St. – Commissioner Doss stated he had asked Mrs. Morgan to contact State Highway about fixing the ditch that runs between him and the town property. He stated the water is not being contained properly and floods the back of his property.

Louisa Lane Extended – Crusher run for potholes – After discussion, Commissioner Doss asked why the Town didn't get a quote from Mr. Nievel to fix the potholes. Commissioner Gell asked why that one portion of Caroline Street had never been paved. After discussion, Commissioner Gell asked if the Town could do something with the potholes at the Cottages of Charlestown. Mr. Hearne stated Keith Baynes, the Town's attorney, was supposed to be sending letters out to Mr. Tiffin's attorney and bonding agent to get the paving done or we'd use the bond. Mr. Suppa stated he had mentioned to Mrs. Morgan about getting 22 tons of crusher run to fill in the potholes back toward Mr. Hall's property. After more discussion, President Vandervort stated he would contact Mr. Dodge about fixing the road or the Town would not approve any more permits. Mr. Armour stated they had added crusher run for years there and suggested having it graded because it's flat and the water just lies in the road. President Vandervort stated he would contact Mr. Dodge.

President Vandervort stated it was mentioned that Commissioner Price's motion at the last meeting to approve the same amount as last year to provide refreshments at the County Commissioners meeting was not seconded or voted on. Commissioner Doss seconded the motion and the motion passed 5-0. Commissioner Gell mentioned the Town had invited the County Commissioners to dinner prior to their county meeting. Commissioner Gell made a motion to have the Town pay for the County Commissioners' meals. After much discussion, the motion died for the lack of a second.

Pay Raises – President Vandervort stated he asked the Board to consider the cost-of-living increase to Mrs. Morgan and Mr. Bott. He further stated these were not merit raises because the Board had decided to wait until policies and procedures were looked at and established. After more discussion, President Vandervort suggested a 3% cost-of-living increase and it would be retroactive to July 1<sup>st</sup>. President Vandervort so moved, seconded by Commissioner Gell. The motion passed 5-0. Mr. Armour asked if he would qualify for the retroactive cost-of-living increases. After discussion, President Vandervort stated he and Mr. Algard would also be entitled to that. He further stated he meant, by specifying Mr. Bott and Mrs. Morgan, was to exclude the individuals just hired.

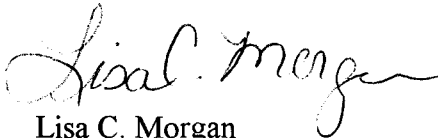
Commissioner Doss stated the stone wharf fishing pier was done and Commissioner Gell stated everything except for the boating pier. After discussion, President Vandervort stated he had talked to the contractor and he will build a new one and have it put back exactly where it was. William Doss, an audience member, stated it was on the wrong side of the pier. President Vandervort stated the contractor will put a kind of cap on the tops of the pilings because they're aging, cracking and letting moisture getting down inside.

Commissioner Gell stated Mr. Bradley, the electrician, was supposed to be coming tomorrow to dig up the wire to the light in Fair Green Park and get it fixed.

Commissioner Gell stated this was the map he showed everyone at the last meeting with the 3 streetlights he would like approval to have installed on Water Street rather than the 2 lights he had asked for at the last meeting. After much discussion, Commissioner Gell made a motion to install 3 lights on Water Street. Rebecca Phillips, an audience member, asked if the streetlights would be the same or would they be different from each other. President Vandervort stated the lights in the Cottages of Charlestown and Scott Gardens would be a traditional streetlamp because they don't have any utility poles in those developments. Mrs. Phillips stated the Town should consider taking out the utility poles. President Vandervort stated that had been one suggestion when the Town was looking at doing a Streetscape project and he stated Edgar McMullen, another resident, had stated he wanted the utility poles left in. After more discussion, Commissioner Price seconded the motion and the motion passed 4-1.

As there was no further business to be discussed, Commissioner Sheets made a motion to adjourn, seconded by Commissioner Doss. The motion passed 5-0. President Vandervort adjourned the meeting at 9:31 a.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF SEPTEMBER 9, 2003**  
**AGENDA**

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. – Monthly Report
4. Tawnya Hinckle/Charlestown P.T.A. – Request for donation
5. Hershel Armour

**PENDING BUSINESS**

6. MEDI – Quote for Document Scanner
7. Plumbing Work at Town Pier

**NEW BUSINESS**

8. Building Permits
9. Comfort Station
10. Pothole at Baltimore & Cecil Sts.
11. E.J. Sprague Account
12. Town Garage Door Openers
13. Generator – Homeland security issue
14. Cecil Tree Service – Quote
15. SHA – ditch line clean out on Market St. & lower end of Cecil St. @ Market St.
16. Louisa Lane Ext – Crusher run for potholes
17. Pay Raises

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 9/9/2003 TIME: 7:30 PM

Hershel Aremour

Sandra Williams

Robert Corn MEI

GEORGE SMITH MEI

Taunya Hinckle

Imanah Zingay

Ben & Sue Suppa

Jill / Shirl Doss

Rebecca Phillips

Bob Phillips

09/09/03

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
<b>1000.1 · General Fund Cash Accounts</b>			
<b>1010.1 · Cash-General Checking</b>			
Hudson, Kristen	reimburse for brochure prints for Riverfest	6967.1 · RiverFest 2003	25.00-
URS Corporation	Ref #20592171 - Inv #647056inspections - Scott Garden	2063.1 · Escrow - Scott Gard - Roads ...	285.00-
Conectiv	Acct #2096 3159 9997 - Town Hall	6420.1 · Electric	294.19-
Comfort Station Electric	2096 4129 9992 - comfort station	6420.1 · Electric	12.10-
Garage electric	Acct # 2096 5479 9995 - Garage	6420.1 · Electric	12.46-
Flagpole Lighting	2105 5729 9992 - flagpole	6420.1 · Electric	79.14-
Town Pier Electric	2056 2019 9997 - town pier	6985.1 · Electric	8.14-
Chesapeake Publishing ...	Acct #7228569 - ad for employee opening	6215.1 · Advertising	166.25-
Chesapeake Publishing ...	ad for election board opening; ad for SBA ordinance	6215.1 · Advertising	154.85-
URS Corporation	Ref #20605321 - Inv #647125 reviewing plans for Principio Busine...	6341.1 · Engineering Services	2,007.78-
Waste Management	Acct #275-0049441-0276-5 - Inv #1298068-0276-2 - trash removal...	6651.1 · Trash Collection	3,465.44-
Charm Net, Inc.	Acct #15683 - Inv #137838 - internet service - period of 09/01/03 - ...	6440.1 · Telephone	16.95-
landfill	Acct #1043 - landfill charges - Aug '03	6652.1 · Landfill	171.55-
American Home & Hardw...	Acct #685600 - Inv #951615 - 14 fluorescent tubes - town hall	6450.1 · Maintenance	26.46-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #330392 - wasp & hornet spray - Fair Green Park	6740.1 · P&R Miscellaneous	5.53-
Total 1010.1 · Cash-General Checking			6,730.84-
Total 1000.1 · General Fund Cash Accounts			6,730.84-
<b>1000.2 · Utility Fund Cash Accounts</b>			
<b>1010.2 · Cash - Utility Checking</b>			
Miller Environmental, Inc.	additional soda ash usage - FY03	7120.2 · Contract Operating	2,158.93-
Sta 1 electric	2096 3069 9996 - Sta 1 electric	6531.2 · Station #1	159.16-
Sta 3 electric	2096 4739 9994 - Sta 3	6532.2 · Station #3	101.89-
Lift Station electric	2096 4139 9990 Lift station electric	6534.2 · Lift Station	12.22-
Rt 7 electric	2096 9259 9993 - Rt 7 electric	6533.2 · Station RT. #7	46.74-
Well 1 Electric	2096 5499 9991 Well 1 electric	7131.2 · Electric	424.30-
Well 3 Electric	2096 5769 9994 Well 3 electric	7131.2 · Electric	146.08-
Water Tank Electric	2096 5489 9993 - Water tank electric	7131.2 · Electric	84.36-
Atlantic Coast Laboratories	Inv #103225 - lab testing - Aug '03	7121.2 · Laboratory Testing	16.00-
Total 1010.2 · Cash - Utility Checking			3,149.68-
Total 1000.2 · Utility Fund Cash Accounts			3,149.68-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #331427 - keys - shop	6420.3 · General Maintenance	3.00-

09/09/03

**Town of Charlestown**  
**Accounts Payable Bills**

Name	Memo	Split	Amount
Vulcan Signs	Acct #20192 - Inv #74205 - (1) handicapped parking sign (1) stop ...	6410.3 · Road Signs	72.99-
Vulcan Signs	Acct #20192 - Inv #74412 - (2) rls caution tape for Riverfest	6967.1 · RiverFest 2003	38.34-
Street Lighting	2055 3529 9973 - street lighting	6010.3 · Street Lights	647.58-
Kunkle Service Co.	Acct #369904 - Inv #N333388 - battery & core - tractor	6022.3 · Equipment Repair	24.95-
Cecil Tree Service	remove trees on list provided - various areas around town	6300.3 · Streets	2,730.00-
Total 1005.3 · New-Checking-Special (Special checking County)			3,516.86-
Total 1000.3 · Special Fund Cash Accounts			3,516.86-
<b>TOTAL</b>			<b><u>13,397.38-</u></b>

**TOWN MEETING OF SEPTEMBER 23, 2003  
MINUTES**

The September 23, 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 G. Richard Price. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Minutes – After discussion, Commissioner Price requested a sentence in the last paragraph of the first page to be deleted regarding the chainsaw and, also, change the next sentence to read “President Vandervort stated ...”. Commissioner Gell made a motion to approve the minutes of the September 9, 2003 meeting, seconded by Commissioner Sheets. The motion passed 5-0.

Accounts Payable – President Vandervort stated he wanted to look at the bill for fireworks because it was \$8050 and should have been \$7500. Mr. Hearne stated he also questions the Maryland Rural Development Corporation bill and suggested Mrs. Morgan check on that. He further stated he had two bills from Paint ‘N Place for the accounts payable for signs and banners for Riverfest. After discussion, Commissioner Gell made a motion to pay the bills with the inclusion of the 2 bills from Paint ‘N Place Signs, seconded by Commissioner Price. The motion passed 5-0.

Edgar McMullen – Sewerage – Edgar McMullen stated he had checked Saturday and there were several uncovered sewer laterals in the campground due to trailers being shifted and they needed to be taken care of. He further stated the manhole at the end of Colonial Drive on the river is leaking badly. Mr. McMullen stated after the tide receded water was spewing up out of it. He stated the gasket might be damaged or part of it missing. President Vandervort stated some of those are supposed to be waterproof and sewage was coming out of the one on Water Street when the tide receded. After discussion, Commissioner Doss stated that was one he thought was leaking the last time we did a walk through on the system. Mr. McMullen stated water was coming up around it. After more discussion, President Vandervort stated that would have happened when the tide receded and when we didn’t have any power.

Catherine McIntyre, on behalf of some of the property owners, thanked the Town, specifically Commissioners Doss and Sheets and Millard Bott and Bennie Suppa, and the Charlestown Fire Company for all the help they provided to the homeowners during and after the hurricane. Rosalyn Bott, an audience member, also mentioned the help Market Street Café and the Wellwood Club provided.

PENDING BUSINESS

Plumbing Work at Town Pier – President Vandervort stated there was nothing new on this matter.

Pothole at Baltimore & Cecil Sts. – Commissioner Doss stated the pothole had been repaired. Commissioner Gell stated there’s one right out front here in the middle of the street. Commissioner Doss stated the Town would need to look at the streets in the next couple of weeks and make a list because there will be sinkholes and washed out areas. President Vandervort stated Mr. Suppa should make a list and determine which they could fix and those that a contractor would be needed for.

Generator – Commissioner Gell stated Ritchie Brothers had some generators for sale and looked to be in good condition. Commissioner Doss stated he would be interested in a mobile unit. After discussion, President Vandervort stated he had not been able to any accurate information from Conectiv about when the electric would be restored until he had talked to a work crew that had come into town. He further



stated he had talked to the County Public Works crew working on the pump stations about the sewage problem with the power being out. President Vandervort stated he was also concerned about the water supply because at the meeting on Tuesday prior to the hurricane, we calculated we had a 5-day supply of water but the initial reading taken at the water tower after the power went off showed that a lot of water had been used. He stated he didn't know why so much water was used unless it was an inaccurate reading. Commissioner Doss stated people would have heeded the hurricane warning and filled their bathtubs, etc. so they had water. After more discussion, Commissioner Doss stated he talked to Beth Hamilton, of Miller Environmental, Inc., on Saturday when the power came back on and at that point the water level in the tower hadn't even dropped to a level when a pump would have normally come on. After more discussion, President Vandervort stated the wastewater plant was without power and they were telling their crews at the lift stations to stop pumping because they couldn't handle the flow. Commissioner Gell stated if the Town wanted a generator, it would be for the water tower. After discussion, President Vandervort stated there was a 7.5 hp 3-phase pump in the well so would need to calculate from that what size generator would be needed. He further stated the Town would have had a generator on Monday if it had been needed. Commissioner Gell suggested the Town consult with the sewer and water operators to help to determine what to get.

## NEW BUSINESS

Hurricane Isabel issues – President Vandervort suggested Mr. Suppa give the maintenance report as part of this. Mr. Suppa stated Thursday night he worked cutting up trees and limbs blocking the streets and the same on Friday as well as blocking off streets. He further stated on Saturday they had been busy cleaning up debris. The Board discussed the placement and emptying of dumpsters placed around town to help with residents cleaning up. President Vandervort stated the ditches and storm drains need to be checked and cleaned out. Mr. Suppa stated they would work on that tomorrow. When asked if they had adequate equipment, Mr. Suppa stated they could use a few more leaf and wire rakes and, maybe, a leaf blower. After discussion, Commissioner Gell stated Commissioner Doss mentioned they had one at the firehouse they could use but they do have ones at Ritchie Brothers. Mr. Suppa stated they had small sweepers at Fleming but didn't know what they would cost but they would be good for around here. President Vandervort stated he wanted to stop there tomorrow to look at them. Commissioner Gell mentioned in light of all of the tree trimming and the Christmas decorations, they might want to consider a cherry picker. Mrs. Bott stated the drain on the corner of Calvert and Frederick Streets was blocked up. She further mentioned she was concerned that Mrs. Morgan, the town clerk, was out picking up limbs rather than working in town hall. President Vandervort stated the State had declared a state of emergency and State governmental non-essential personnel were not to report and she kind of falls into that category. He further stated the Town should have made better arrangements. After Mrs. Bott asked if she was going to be paid for Friday, President Vandervort stated she shouldn't get paid for anything other than work she did at town hall. He further stated the Board had discussed getting the Town Hall telephone lines forwarded to the firehouse but the firehouse only had one line. Commissioner Doss stated the original idea was to have all operations, fire and Town, at the firehouse but, in losing power, running off a portable generator and also, using it for the kitchen equipment to provide meals, there wasn't room to do so. After more discussion, President Vandervort stated we probably should have brought the generator down from the garage to have power at the town hall. Mrs. Bott stated the Town should have had the generator so there was electric at the town hall so it could be open for townspeople. After more discussion, Commissioner Doss stated he would be setting up a review meeting for the Emergency Operations Plan when these issues will also be addressed. Mrs. Bott also mentioned that the next time when there was an incident where fuel's on the streets, the maintenance workers should have masks. Commissioner Doss stated that was an oversight and he checked last night with the County Haz Mat team and they said they would need charcoal respirator style. He stated we can get those from the County but

the masks would need to be fitted on each worker. Commissioner Doss stated there are different phases that you go through after an major emergency and, right now, the Town was in a salvage and recovery mode. He stated Conestoga Street, one of the hardest hit areas, and there were still a lot of issues to deal with. Commissioner Doss stated there was a haz mat issue that has to be dealt with but MDE doesn't know when they will be here. He stated they would probably make us remove the entire bottom 1/3 of that lot and if the contamination was 1 foot deep, they will make us to remove to a 2-foot depth. Commissioner Doss stated he believed most of the property owners there have removed what they can and now were waiting for their insurance companies to allow them to continue further. He stated he believed it was to the point that the street could be reopened. Commissioner Doss stated one home, Mr. Riley's, had been condemned and Val's home had been deemed uninhabitable because she lost the point of egress on the front of the home. He stated the other homes are okay at this time but need to be re-inspected once the water recedes. Commissioner Doss stated clean up at the town point had started and the pier seems to be okay. President Vandervort stated some of the boards on the ramp part had been loosened but the floating dock hadn't been decked yet. Mr. Bott asked if the Town would consider removing the dock for the winter. President Vandervort stated that was the idea when we originally put in it but there's a natural spring that keeps it from icing there and it wasn't issue until this winter when we had the heavy drifting ice. Commissioner Doss stated they're calling for another bad winter. President Vandervort stated in that case we might remove it. Commissioner Doss stated the Board had talked about putting "dolphins" in out there. President Vandervort stated we had but to do that, we would need permits. He further stated the repairs we're doing we didn't need a permit for. Commissioner Doss stated the major problem there was the erosion along the bank, which we have barricaded off. He further stated we would need to contact the State to see if we can do a ballasted beach and backfill it in. After discussion, President Vandervort stated it had done the same thing at the Coopers property on Tasker Lane. After more discussion, Commissioner Doss stated the clean up of the boat ramp area was about done and can be reopened. He further stated there was a dumpster at Veterans Park, basically for the town workers for clean up. He mentioned the comfort station had been cleaned and reopened but the picnic tables were washed out of the pavilion and will need to be repaired. Mr. Suppa stated the picnic tables were okay and have been put back in the pavilion. Commissioner Doss stated Lot B, as it's out of season and rarely used, should be the last area to be cleaned up. He further stated there were two dumpsters at Holloway Beach seeing heavy use because there were a lot of trailers, decks and outbuildings destroyed. Commissioner Doss stated Howard Hall, the campground owner, indicated clean up would take another couple of weeks. He further said in Coulter's Point, there was one private dumpster and two of the town's there and they are all full. Commissioner Doss stated the upper end of Cecil Parkway and they're just about 80% done. He stated on the lower end of Cecil Parkway, they had just started but most of the people are weekenders so we should make sure the dumpsters are emptied by Friday so they have them for use on the weekend. Commissioner Doss said the Charlestown Manor area was supposed to have 2 dumpsters but there was a communication problem and they don't have any yet. He stated we were working on getting dumpsters down there. He mentioned there was a very large fuel spill there on the corner and got carried way back up on Edgewater Avenue so there are some haz mat issues there. He stated most of the roadway was in the County and MDE might even make them take the roadbed up. Commissioner Gell mentioned the Town had the dumpsters placed in the Coulters Point area at the request of the County. Commissioner Doss stated Mark Guns, a County Commissioner, had requested the Town help them by getting dumpsters put in the Coulters Point area and in Charlestown Manor. He stated whatever we expend there, we would get back. Commissioner Doss stated the Cathers Heights area was 100% including the foot log area. He further stated the floating dock at the fireboat pier started to float away. He said the fire company was able to reposition it back on the piling but most of the hoops and rollers have been damaged. Commissioner Doss stated the fireboat was damaged and would need repaired. After discussion, Mr. Bott stated most of the posts at Veterans Park have been damaged. President Vandervort stated the fence posts were to protect the grasses planted as part of the shoreline

erosion project and the Town was to maintain them for 3 years. Commissioner Gell mentioned that the posts along the parking lot are rotten also. Commissioner Doss stated those posts needed to be there and should be replaced. After more discussion, Commissioner Doss stated items in the report that needed to be addressed are: first, the Town should have a tree service come in and mulch and chip all these downed limbs and dump the mulch up at the town garage as it takes a load off the town workers and then they could cut down the hazardous trees around town and get rid of those; second, the Town needed to do something to formalize the arrangement between the Town and Jess Bagri, hiring him as a contractual employee and setting his rate of pay; third, the Town needed to be proactive about the Conestoga Street area and contract that job and get that area cleaned up. After much discussion, Commissioner Doss made a motion to pay Jess Bagri for the contractual work he had and would be performing for the Town at the rate of \$12.00 per hour, seconded by Commissioner Sheets. After more discussion, Commissioner Doss amended his motion to have Mr. Bagri continue his contractual employment to Friday, October 6, 2003. The motion passed 5-0. President Vandervort stated he would like to see some kind of guidance on what the Town would be required to do with the Conestoga Street area. Commissioner Doss stated he could have the County haz mat team come down and do an evaluation but their report would go to MDE anyway. He stated his concern was people and cars are going through that and it was a safety and health hazard and the Town was responsible for it. Commissioner Sheets stated it would continue seeping further into the ground also. After discussion, President Vandervort stated the Town should contact MDE and get some guidance on what they want us to do so we have it done right the first time. President Vandervort stated MDE had certain rules on what they will or won't pay for. Commissioner Doss stated he would get haz mat come and do an assessment. Commissioner Doss asked about the chipping. After much discussion, Commissioner Doss stated Mrs. Morgan had made preliminary calls to several tree services. After more discussion, Commissioner Doss stated he would have her call the companies again. Commissioner Doss stated the next time there's a storm like this one, the Town will have everyone pull their boats off the town pier and, if necessary, lock the gate.

President Vandervort stated American Marine Construction (also known as Baltimore Pile Driving) had provided quotes for replacing the floating dock at the stone wharf and for capping the pilings also. Commissioner Gell made a motion to install the copper caps on the pilings at the stone wharf, seconded by Commissioner Price. The motion passed 5-0. Commissioner Gell stated the other work had already started. President Vandervort stated he was having the contractor replace the galvanized bolts he was using to stainless steel bolts. After brief discussion, Commissioner Doss made a motion to have them replace the floating dock at the stone wharf for \$2950, seconded by Commissioner Sheets. The motion passed 5-0. President Vandervort stated he was going to have Mr. Hearne submit this for additional grant money. He further stated the Town had already gotten a \$5,000 grant towards it but, now that we know what the damage cost, we'll submit for further money.

Town House Rental – Commissioner Doss stated Warren Riley, who rented the condemned house on Conestoga Street, was interested in renting the town house. He mentioned Commissioner Gell might have another person interested also. Commissioner Gell stated there was some work that needed to be done. He said there was furniture in the yard. President Vandervort said they were taking a long time moving everything out. After discussion, Mr. Hearne stated the renters had paid the September rent. After more discussion, President Vandervort stated Mr. Riley might be willing to live there while some repair work was done. When asked by Mrs. Bott, Commissioner Doss stated he didn't know what Mr. Riley had been paying for rent or whether he could afford the rent for the town house. After more discussion, President Vandervort stated Mr. Riley would need to fill out an application and, based on looking at that information, the Board could decide.

Program Open Space Funding FY05 – Mr. Hearne stated the Board needed to decide what projects they wanted to submit for FY05 funding. Commissioner Gell asked about the playground in Trinity Woods. Mr. Hearne stated that was FY04 funding. Commissioner Gell asked if they could submit for further improvements there and Mr. Hearne said yes. Mrs. Bott stated the Town could submit for improvements to Fair Green Park also. Mrs. Bott asked Mr. Hearne if he could mention to the Planning and Zoning Commission that developers needed to plan for parks. Commissioner Sheets stated there wasn't a park in Trinity Woods because it had started as a development in the county. After more discussion, Commissioner Doss stated Fair Green Park needed a facelift because it sees a lot of use. Commissioner Gell stated the Town shouldn't put wood chips in the playground until the ground dried out. President Vandervort mentioned the drainpipe through the playground needed to be cleaned out because it was partially clogged. President Vandervort stated the Town might be able to have the County bring a truck with a high-pressure hose and do that since we provided help to them because of the storm.

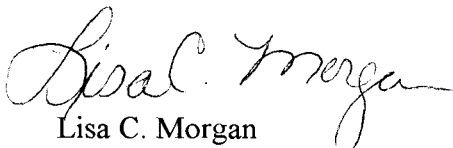
Commissioner Gell stated there's a Governor's Regional Summit meeting for local elected officials tomorrow and asked if anyone was attending that. He stated it was an executive summary briefing on the FEMA/MEMA recovery process sponsored by the Governor's Office. Commissioner Doss asked where the meeting was and Commissioner Gell stated it was in Cambridge. After discussion, Mr. Hearne stated they should have several meetings around the state. Commissioner Gell stated this other paperwork was for a wastewater disposal system for rural community grant and believed Mr. Hearne should follow up on that for Holloway Beach. Mr. Hearne stated he needed some numbers from URS to apply for the grant. President Vandervort stated the Town had the rough figures from the County we could use. He further stated first the Town needed a grant to have URS do cost estimates for the project.

Commissioner Doss stated the Town should do proclamations for businesses and people who had gone beyond the call in providing assistance: the restaurants, the fire company, Chief Daniels, who was there for about 48 hours.

Mr. Hearne stated the document scanner should be here in 3 days and Mr. Hofman wants to set up a date and time for training. After discussion, President Vandervort asked if Mr. Hearne could schedule it for sometime next week. Commissioner Doss asked if there was anything they wanted on the website's calendar of events, they needed to get it to him shortly because the calendar should be ready to go before the next meeting.

Commissioner Doss made a motion to adjourn the meeting so the Board could go into executive session regarding a personnel matter, seconded by Commissioner Price. The motion passed 5-0.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF SEPTEMBER 23, 2003**  
**AGENDA**

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Edgar McMullen – Sewer

PENDING BUSINESS

4. Plumbing Work at Town Pier
5. Pothole at Baltimore & Cecil Sts.
6. Generator

NEW BUSINESS

7. Hurricane Isabel issues
8. American Marine Construction Quotes – trim tops of piling & install caps  
- reconstruct floating platform
9. Town House rental
10. FY05 Program Open Space Funding Request

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 9/23/2007 TIME: 7:30 PM

- Meredith Lubking
- Edgar McMullen
- Karen Varnady
- Joseph Bott
- John Doss
- Norman W. Doss
- Carl Jalko
- Cory Dupre
- Charlie Hahn
- Val Hahn
- Walter
- Tom McAnulty
- Jean C. Clarkson
- Dennis Dubay
- Sandra Williams
- Mellon T Bott

09/23/03

## Town of Charlestown

### Accounts Payable Bills

Name	Memo	Split	Amount
<b>1000.1 · General Fund Cash Accounts</b>			
<b>1010.1 · Cash-General Checking</b>			
Morgan, Lisa C.	reimburse for sodas for town meeting; reimburse for refreshm...	-SPLIT-	36.86-
Hearne, Stan	reimburse for dry ice - Hurricane Isabel; reimburse for batterie...	-SPLIT-	55.49-
AT&T	8014-058-9492 - Inv #6392562634 - long-distance telephone	6440.1 · Telephone	5.07-
Static Electric	Inv #110 - remainder due on electrical work - town pier	6983.1 · Maintenance, Repairs, I...	400.00-
Central Printing & Office Sup...	inv #5059 - (500) business cards - Kristen Hudson	6740.1 · P&R Miscellaneous	35.00-
McIntyre, Catherine	reimburse for vinyl letters for Riverfest signs: reimburse for lu...	-SPLIT-	118.97-
Hall, Howard C.	reimburse for game rental; stuffed animals for games; trophie...	6967.1 · RiverFest 2003	750.00-
Radio Shack	Acct #00001903060981 - Inv #458257 - (3) 3-pk cassette tape...	6221.1 · Supplies	23.97-
Fireworks Productions, Inc.	Inv #2003-070 - remainder due - fireworks show	6760.1 · Special Events	8,050.00-
Boulden Inc.	portable toilets rented for Riverfest 2003	6967.1 · RiverFest 2003	1,165.00-
Viking Office Products	Acct #4867589 - Inv #712548 - (2) inkjet cartridges; (2) cs toil...	-SPLIT-	127.99-
Maryland Rural Developmen...	Circuit Rider program - 1st qtr '03 (Jul - Sep 2003)	6330.1 · Administration	1,566.75-
Chesapeake Electric Service	Inv #39 - remainder due - athletic complex light project	6719.1 · Athletic Complex Lighting	1,550.00-
Verizon	Acct #000017861803 96Y - telephone - town hall	6440.1 · Telephone	138.46-
Council Baradel Kosmerl & ...	Inv #12119-00001-002 FCS - legal services - TSMT annexation	6310.1 · Legal Counsel	2,335.72-
Council Baradel Kosmerl & ...	Inv #12119-00002-001 FCS - legal services - Principio Busine...	6310.1 · Legal Counsel	675.00-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 07/26/03 - 08/22/03	6920.1 · Police Protection	88.36-
Sheriff's Patrol	Charlestown Patrol - period of 07/26/03 - 08/22/03	6920.1 · Police Protection	2,991.29-
Queen Bee's Honey Pots	Inv #1103 - (1) std toilet - athletic complex; (1) h/c toilet - Fair ...	-SPLIT-	190.00-
Cecil Co. Commissioners		6219.1 · Other	150.00-
Best Cleaning Services, Inc.	Inv #20028 - (2) cleanings - Sept '03	6450.1 · Maintenance	70.00-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #5118 - paper towels; toilet ...	6221.1 · Supplies	10.12-
Staples	Acct #7972 3200 0002 7426 - office supplies	6221.1 · Supplies	111.57-
Total 1010.1 · Cash-General Checking			20,645.62-
Total 1000.1 · General Fund Cash Accounts			20,645.62-
<b>1000.2 · Utility Fund Cash Accounts</b>			
<b>1010.2 · Cash - Utility Checking</b>			
Miller Environmental, Inc.	Inv #10100396 - water sys operations contract - Oct '03	7120.2 · Contract Operating	2,056.12-
Verizon	Acct #000017860572 14Y - water tower telephone	7132.2 · Telephone	55.33-
Total 1010.2 · Cash - Utility Checking			2,111.45-
Total 1000.2 · Utility Fund Cash Accounts			2,111.45-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			

09/23/03

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
McDonald Safety Equipment...	Inv #1094310 - 01 - (12) traffic cones - shop	6021.3 · Equipment Purchase	144.00-
Gilbert Enterprises Inc.	Inv #9573N - gasoline charges - Aug '03 for trucks & mowers	-SPLIT-	334.24-
Total 1005.3 · New-Checking-Special (Special checking County)			478.24-
Total 1000.3 · Special Fund Cash Accounts			478.24-
<b>TOTAL</b>			<b>23,235.31-</b>



**TOWN MEETING OF OCTOBER 28, 2003**  
**MINUTES**

The October 28, 2003 meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:36 p.m. Other commissioners present were Treasurer Donna M. Sheets, Commissioner Robert L. Gell and Commissioners G. 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 September 23, 2003 meeting, seconded by Commissioner Sheets. The motion passed 4-0.

Accounts Payable – After discussing the County bill of \$2700 for pumping out the main lift station for 18 hours, Commissioner Price made a motion to add that bill to the accounts payable, seconded by Commissioner Sheets. The motion passed 4-0. Commissioner Price made a motion to approve the accounts payable, seconded by Commissioner Sheets. The motion passed 4-0.

Kim Baker – 28 Cecil Parkway – Request for Sewer service – Mrs. Baker stated in checking with the County about tearing down their small existing home and rebuilding a larger one, they were informed by the County if they didn't build a house the same size as the existing one, they would need a perc test, which wouldn't be until February and, also, were told there was 90% failure rate for perc tests in their area. She further stated the County had suggested approaching the Town about sewer service. After much discussion, the Board suggested Mrs. Baker contact Renee Sheets, another resident in that area, who was working on getting property owner information for a proposed annexation.

Miller Environmental, Inc. – Monthly Report – After brief discussion of the change in the operator primarily responsible for operations at the water tower, Commissioner Gell stated there had been a complaint of a possible water leak at Chesapeake Road and Cecil Street. Mr. Hearne stated that today Mrs. Hamilton had turned off water at a residence in that area, prompted by a complaint received by Mrs. Morgan. He further stated Mrs. Morgan had attempted to reach the property owner by telephone. He further stated he wasn't sure if this was the same problem. After further discussion, the Board review the September 2003 monthly water operations report.

Robert Appleton, of the Chesapeake Bay Maritime Foundation, stated there had been some negotiation between the Foundation's attorneys and Keith Baynes, the Town's attorney regarding the agreement for Lot B and the boathouse. President Vandervort stated the Town hadn't received anything from Mr. Baynes yet. Mr. Appleton stated they needed to know, hopefully by the next meeting at the latest about the boathouse because they needed to begin renovations. After further discussion, President Vandervort mentioned the town house was available to rent and Mr. Appleton stated he would like to complete and return a rental application on it. President Vandervort stated he would contact Mr. Baynes tomorrow about the agreement.

**PENDING BUSINESS**

Principio Business Park Agreement – President Vandervort stated the Board had approved a previous draft but further revision was made regarding the sewer line Stewart Associates would be installing and connecting to the Town's sewer. He further stated the Town wanted the line dedicated to the Town so the Town would get the revenues from future connections but the County Dept. of Public Works wanted to keep the line. He further stated the Board had agreed to ask the County Commissioners to give the Town the line. President Vandervort stated Stewart Associates would like the Board to approve the agreement tonight because they were concerned not doing so would hold up

their occupancy permit. Commissioner Gell made a motion to approve. The motion died due to a lack of a second. President Vandervort mentioned one final revision still needed to be made, which Mr. Vaughan was aware of and that's why the final agreement was not ready for this meeting, to put back the clause that stated if the County would not give the Town the line, Stewart Associates had agreed, upon annexation, to install another line. Commissioner Gell made a motion to approve the agreement so revised, seconded by Commissioner Sheets. The motion passed 4-0. President Vandervort stated he would contact Mr. Vaughan to get the finalized agreement.

Charlestown Fire Company – Donation – Commissioner Price made a motion to approve the \$1600 donation to the fire company, seconded by Commissioner Gell. The motion passed 3-0-1 (Commissioner Sheets abstained).

Proclamations – Hurricane Isabel – After discussion, Mr. Hearne stated he would look for sample proclamations for the Board to look at.

Program Open Space – After much discussion, Mr. Hearne stated the Town had unused grant monies for benches and picnic tables at Fair Green Park and benches and a sign for both Veterans Park and the Stone Wharf. During the discussion, President Vandervort mentioned he would like to see fencing put around the playground at Fair Green Park. Mr. Hearne mentioned the remaining funds were small amounts and the fencing could be requested on the FY05 funding request. After more discussion, the Board asked for any information we had on types of benches and cost. After more discussion, Commissioner Gell asked what about the park in Trinity Woods. Mr. Hearne stated the Town had applied for the \$20,000 grant for the basketball court. President Vandervort asked if the property had been deeded to the Town and Mr. Hearne stated not yet. After more discussion, President Vandervort asked what the deadline for submitted the request. Mr. Hearne stated the request needed to be in January or, at the latest, February. Commissioner Gell asked if the Town could purchase additional land. After discussion, President Vandervort stated Program Open Space had given priority to land acquisition in the past and believed Commissioner Gell was asking if the Town would consider purchasing with Program Open Space funding a lot adjacent to the one we're supposed to get deeded to us so we have a half acre lot rather than a quarter acre. Mr. Hearne stated we could request that under the FY05 request. President Vandervort asked and the Board agreed the request should include the fencing, the land acquisition and more playground equipment for Trinity Woods.

Storm Water Management – Commissioner Gell stated URS, the Town's engineers, had submitted a proposal for doing as-built water system drawings for Trinity Woods. President Vandervort stated he had asked URS to submit it because Stewart Associates had mentioned they were having difficulty getting plans for Trinity Woods and Mr. Hearne stated the Town did not have as-builts because the public works agreement used at that time did not require developers to provide them to the Town. After discussion, President Vandervort stated URS' proposal was for \$1800, not to exceed that amount without prior authorization from the Town. Commissioner Gell made a motion to have URS do the as-builts for Trinity Woods, seconded by Commissioner Price. President Vandervort asked Mr. Hearne if the developer for Phase IIB would provide as-builts since the proposal only covered Phase I and IIA. Mr. Hearne stated the developer had already provided them. The motion passed 4-0. Commissioner Gell stated URS had submitted a engineering proposal for drainage work at Veterans Park. After discussion, Commissioner Gell made a motion to approve the proposal for \$1200, seconded by Commissioner Sheets. The motion passed 4-0. Commissioner Gell stated URS also submitted a proposal to do the engineering for drainage at the Town Hall. He stated in his and Commissioner Price's meeting with URS engineers, the engineers had discussed changing the contour of the street with an asphalt overlay. He also said the engineers would like town maintenance to dig down where the pipe is and open it up so the engineers could see what's there. After discussion, Commissioner

Sheets asked if they couldn't dig up where the water's coming up in the playground. Commissioner Gell stated that would be the next phase. After discussion, President Vandervort stated his concern was in the past when URS had done bid documents, the bid package had been so voluminous it scared off bidders. After more discussion, President Vandervort stated he would talk to URS about keeping the bid documents to the minimum. Commissioner Gell stated the design would include the placement of the bollards in front of the handicap ramp railings. Commissioner Gell made a motion to approve the proposal for \$975, seconded by Commissioner Price. The motion passed 4-0. Commissioner Gell stated the last URS proposal was to do a master drainage plan for the Town so that we know where all the pipes are and where they go. After discussion, Commissioner Gell stated once the plan was done, then the Town could develop a routine storm drain maintenance program so the pipes were flushed out at least once a year. After more discussion, President Vandervort stated he would agree to this as long as the Board was aware that a budget amendment from the reserve funds might be necessary if they hadn't budgeted sufficient monies for streets in the current budget. Commissioner Sheets asked if they could get a budget report to see if there was. President Vandervort stated he'd have one at the next meeting. Commissioner Gell made a motion to approve the proposal, seconded by Commissioner Sheets. The motion passed 4-0.

Cottages at Charlestown – Lights – Commissioner Gell stated when he and Mr. McMullen, of Conectiv had looked at the Cottages, they had only looked at Manor Avenue. He further stated the Board had approved 3 lights for Manor Avenue. Commissioner Gell stated it had come to his attention that Delaware Avenue was also a town street and he would like approval for 1 light to be installed halfway down Delaware Avenue and 1 Cobra light at the corner of Delaware and Clearview Avenues. After more discussion, President Vandervort made a motion to approve the lighting plan, seconded by Commissioner Sheets. The motion passed 4-0.

Well pump quote – President Vandervort stated there was a quote from A.C. Shultzes that included several different options. He further stated he favored redeveloping the well with the largest pump the well was capable of handling. At President Vandervort's request, the Board tabled this until the next meeting so he could talk to the contractor and Miller Environmental about what would be the best option.

Commission Appointments – President Vandervort stated there were several appointments due to expire:

Nelson McCall – Board of Appeals – expires in December 2003  
Suzann Barker – Historic District Commission – expires in December 2003  
Nancy Bowles – Historic District Commission – expires in December 2003  
Rogers Clements – Planning & Zoning Commission – expires in November 2003

He further stated there were two resignations: Meredith Lubking, from the Ethics Commission, and Les Upperco, from the Planning and Zoning Commission. After discussion, Commissioner Sheets stated there was a letter of interest from a Glenn Lewis. Commissioner Price stated it might be the time for the Board to follow the charter, which says a commissioner shall serve on the Planning and Zoning Commission during that Commissioner's term. After discussion, President Vandervort stated he'd like to serve on the commission. Commissioner Sheets made a motion to appoint President Vandervort to the Planning & Zoning Commission, seconded by Commissioner Price. The motion passed 3-0-1 (President Vandervort abstained). Commissioner Price made a motion to accept the resignations of Mrs. Lubking and Mr. Upperco. When mentioned by President Vandervort, the Board agreed to get plaques of recognition for them. President Vandervort seconded Commissioner Price's motion. The motion passed 4-0.

Copier Maintenance Agreement – President Vandervort stated the maintenance agreement was for 3 years or 65,000 copies. He further stated we've had the copier for 8 months and have run almost 65,000 copies. President Vandervort stated Mrs. Morgan had checked with Canon and they had a 1-year agreement with more copies but it comes out to be more expensive than the plan we had. After discussion, Commissioner Price made a motion to approve the 36 months or 65,000 copy optima plan for \$775, seconded by Commissioner Sheets. The motion passed 4-0.

American Marine Construction – President Vandervort stated American Marine Construction had submitted two proposals: one for replacing the c-dock bulkhead and the other to install alternative steps on the docking platform at the stone wharf. He further stated, in looking at the specs for the fiberglass steps, he would rather have wooden steps like there was before. After discussion, Commissioner Gell so moved. Mr. Hearne stated they didn't quote the cost for wooden steps. President Vandervort stated that might have been included in the original work for the platform but, if not, shouldn't be too much more. He further stated he hadn't asked them for the other proposal but, even if there was a problem and the Board decided it needed to be repaired, the amount puts it over the \$2500 bid threshold and would need to get additional quotes. After brief discussion, President Vandervort tabled that proposal.

Town House Painting – Commissioner Gell stated some work needed to be done if the Town planned to rent it. He further stated there had a problem with the basement lights and the sump pump and an electrician, after looking at the problem, stated there was a short and new wiring was needed from the switch to the breaker box. Commissioner Gell stated Upper Bay Pressure Washing had submitted a 4-part proposal for work at the town house. He stated the first part was to scrape the loose interior paint, spackle the walls and paint with semi-gloss off-white paint and complimenting trim paint. Commissioner Sheets asked about lead paint. Commissioner Gell stated that's more a problem on the outside and said on the inside, as far as the molding, etc., a good latex paint would seal it. He further stated the second part was to, on the exterior, power wash, scrape and seal cedar shingles with an exterior stain. Commissioner Gell stated some pillars on the back porch that were rotten or swelling and buckling and the lattice underneath. He said there was lead paint there that would need to be scraped and sealed. After some discussion, Commissioner Gell stated the third part was to replace the fence and paint and the fourth part was to refinish the floors. He stated the proposal was for \$17,000. President Vandervort stated the Town would need additional quotes. Commissioner Gell stated it could be broken down into 4 separate jobs but President Vandervort stated even doing that, there was only part that was below the bid threshold. After much discussion on utilizing town maintenance for all or part of the work, Commissioner Gell stated he would get additional quotes. President Vandervort stated he had Mr. Suppa look at the house because we were looking to rent it again. Mr. Suppa stated all the closets needed to be spackled, sanded and primed, on the third floor all the loose wallpaper needed to be removed, flashed, sanded and primed, three or four planks on the third floor need to be replaced, some baseboard and quarter round was missing, there were a couple of holes in the bedrooms, the smoke detectors do not work. He further stated the tub surround and the light in the bathroom needed to be replaced. Mr. Suppa suggested the Board consider carpeting the family room and the stairs because the flooring was in bad shape. He further stated he had a list, especially on the exterior, to make the house look better such as re-pointing the brick and turning the insulation in the basement the right way around and the house needed gutters. Mr. Suppa stated new shingles were needed. After some discussion, Mr. Suppa stated he would look at the shingles again. After discussion, Commissioner Gell stated he would get additional quotes. President Vandervort stated if additional bids were gotten before the next meeting, the Board could have a special meeting.

Request to purchase safety equipment – After much discussion, Mr. Suppa would work on a list of items and prices for the next meeting. Mr. Suppa stated he had talked to Commissioner Gell about purchasing 2 walkie-talkies for town maintenance, which would save time trying to communicate between themselves. President Vandervort asked if the price was \$169.99 each and would need 2. Mr. Suppa stated yes. After discussion, Commissioner Gell made a motion to purchase 2 walkie-talkies from Radio Shack at \$169.99 each, seconded by Commissioner Sheets. The motion passed 4-0.

Halloween Trick or Treat Hours – Mr. Hearne stated the Town traditionally followed the County and they had set it for 6-8 p.m. on October 31<sup>st</sup>. Commissioner Gell so moved, seconded by Commissioner Sheets. The motion passed 4-0.

Electric at Ice House – After much discussion, Commissioner Sheets stated the electrician who looked at it, found that the wiring from the box was bare but said it wasn't a problem unless someone used the electric. After more discussion, President Vandervort suggested the Town contact Conectiv and have them turn the service off. Commissioner Gell mentioned he had found the electric had been turned off at the town house and had it turned back on in the Town's name. He further asked Mr. Suppa if he could check to see where the turn off was on the ice house. Mr. Suppa stated he would check on it.

Mr. Suppa asked the Board what to do with all the furniture, etc. that had been taken out of the Town Hall. After discussion, the Board asked Mr. Suppa to make a list of what's there and they'll decide what to keep and what to auction off.

Veterans Day – 1<sup>st</sup> meeting in November – After discussion, the Board decided to hold the meeting that night although it was a Town holiday.

LGIT FY04 Health Pool Status Report – Mr. Hearne stated it was just for their information and mentioned there wasn't an employee enrolled in the health pool at the present time.

After reviewing, President Vandervort stated the following were just announcements for any commissioner who wanted to attend/participate:

Cecil County Christmas Parade (RSVP by 11/14/03)  
Elkton's Veterans Parade (RSVP by 10/31/03)

Commissioner Sheets asked if the Town would purchase a time clock. She further stated one with a lock was \$169.99 and one without was \$129.99. After discussion, President Vandervort made a motion to purchase a time clock with a lock for \$169.99, seconded by Commissioner Sheets. The motion passed 4-0.

Commissioner Price stated people had asked if Mrs. Morgan and Mr. Hearne could park across the street to maximize the parking available in front of the building for customers. The Board agreed to have them do so.

Commissioner Price stated he would be meeting with 2 plumbers to look at the plumbing work to be done on the town pier.

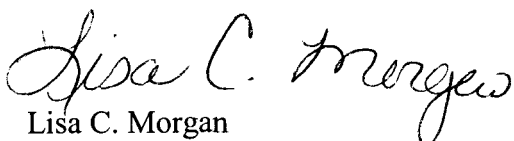
Mr. Suppa stated they had gotten a majority of the work orders done. President Vandervort asked if they could work on Fair Green Park. Mr. Suppa asked if they should get the chips or wait until after the drain work was done. President Vandervort stated there were weeds that needed to be removed before chips could be put done. He further stated the three complaints he had been getting about the

park were the amount of trash laying around, the general appearance (but he had explained about getting new chips) and the third was about foul-mouthed teenage girls hanging around in the park.

Commissioner Sheets asked if the Town was going to fill the vacant town employee position. After discussion, President Vandervort stated both Mr. Suppa and Mr. Bagri had their drug testing done but Mr. Hearne stated the Town had not received the results yet. At this time, Commissioner Gell left the meeting. President Vandervort stated Mr. Bott's hourly rate was \$10.73. Commissioner Price asked if the position was full-time and President Vandervort stated it would be part-time, full-time when needed. After more discussion, Commissioner Sheets made a motion to raise Mr. Bott's hourly rate to \$11 and Mr. Bagri part-time at \$10.50 per hour, seconded by Commissioner Price. The motion passed 3-0. As to the effective date for both, President Vandervort stated he would look at when it would work best as far as administratively and payroll-wise.

Commissioner Sheets made a motion to adjourn, seconded by Commissioner Price. The motion passed 4-0. President Vandervort adjourned the meeting at 10:29 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 OCTOBER 28, 2003**

**AGENDA**

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Kim Baker – 28 Cecil Parkway – Request to Connect to Sewer
4. Miller Environmental, Inc. – Monthly Report

**PENDING BUSINESS**

5. Principio Business Park agreement
6. Charlestown Fire Company – Donation
7. Proclamations – Hurricane Isabel
8. Program Open Space – Unused Funds for Fair Green Park, Veterans Park & Stone Wharf
9. FY05 Program Open Space Funding Requests
10. Storm Water Management
11. Cottages of Charlestown – Lights
12. Well Pump Quote

**NEW BUSINESS**

13. Commission appointments:
  - Nelson McCall (expires 12/03 – 3 year term) – Board of Appeals
  - Suzanne Barker (expires 12/03 – 3 year term) – Historic District
  - Nancy Bowles (expires 12/03 – 3 year term) – Historic District
  - Rogers Clements (expires 11/03 – 5 year term) – Planning & Zoning
14. Commission resignations:
  - Meredith Lubking (position expires 1/2004) – Ethics Commission
  - Leslie Upperco (position expires 11/07) – Planning & Zoning
15. Copier Maintenance Agreement
16. URS proposal – as built drawings of Trinity Woods water system
17. American Marina Construction proposals:
  - Replacement of 80 ft. of c-dock bulkhead
  - Install steps on boarding platform of fishing pier
18. Town House – Painting
19. Request to purchase safety equipment
20. Halloween – Trick or treat hours
21. Electric – Ice House
22. Veterans Day – falls on 1<sup>st</sup> meeting in November
23. LGIT FY04 Health Pool Status Report
24. Cecil County Christmas Parade (RSVP by 11/14)
25. Elkton's Veterans Day Parade (RSVP by 10/31)

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 10/22/2003

TIME: 7:30 PM

Karen Veady

DENNIS & PATTY DOWDY

CBMTF INC.



# Town of Charlestown

## Accounts Payable Bills

10/28/03

Name	Memo	Split	Amount
<b>1000.1 - General Fund Cash Accounts</b>			
<b>1010.1 - Cash-General Checking</b>			
Waste Management	Acct #275-0049441-0276-5 - Inv #1313004-0276-8; Inv #0418795-...	-SPLIT-	10,078.23-
Waste Management	Acct #275-0049441-0276-5 - Inv #0423472-0276 - 6 - dumpsters -...	6967.1 · RiverFest 2003	55.90-
TriState Waste Solutions, ...	Acct #6651 - Inv #28248; 28122; 28113; 28241- dumpsters - Hurri...	-SPLIT-	3,275.88-
American Home & Hardw...	Acct #685600 - Inv #958715 - misc tools & tool box - 1/2 Special e...	-SPLIT-	165.64-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv # 1518 - developing costs - Rive...	6967.1 · RiverFest 2003	62.82-
Octoraro Publishing Com...	Riverfest advertisement	6967.1 · RiverFest 2003	140.00-
E.J. Sprague Co.	Ref #27764 - Inv #60329 - (1) cs trash bags - town Hall	6221.1 · Supplies	18.59-
Best Cleaning Services, Inc.	Inv #20109 - cleaning services - town hall	6450.1 · Maintenance	105.00-
Charlestown Marina, Inc.	Inv #9316 - replaced missing C-dock boards - Hurricane Isabel	6983.1 · Maintenance, Repairs, Imp...	520.00-
Capuccio, Amy L.	reimbursement from Riverfest for postage stamps; yellow marking...	6967.1 · RiverFest 2003	71.18-
C.W. Over & Sons, Inc.	Inv #16932 - soil analysis - lower part of Fair Green - Hurricane Isa...	6740.1 · P&R Miscellaneous	631.25-
Verizon	Acct # 000017861803 96Y - telephone - Town Hall	6440.1 · Telephone	158.82-
Council Baradel Kosmerl ...	Inv #12119-00001-003 FCS - legal services - Stewart Associates a...	6310.1 · Legal Counsel	1,756.00-
AT&T	Acct #8014-058-9492 - Inv #6392565970 - long distance - Town Hall	6440.1 · Telephone	14.45-
Alger Oil, Inc.	Acct #667541-13 - Inv #1661 - 36.9 gal x \$1.349/gal - Town Hall	6430.1 · Fuel	49.78-
landfill	Acct #1043 - landfill charges - Sep '03	6652.1 · Landfill	146.24-
Oriental Trading	Cust #12840496 - Inv #528637970-01 - prizes for Halloween gam...	6963.1 · Halloween Party	249.04-
Sheriff's Patrol	Charlestown Patrol - period of 08/23/03 - 09/19/03 - (\$302.49 to be...	-SPLIT-	5,428.02-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 08/23/03 - 09/19/03 (\$1...	-SPLIT-	139.99-
Central Printing & Office ...	Inv #5077 - 750 historical sites booklets - Riverfest; 2500 Riverfest...	-SPLIT-	391.50-
Conectiv	Acct #2096 3159 9997 - Town Hall	6420.1 · Electric	190.87-
Garage electric	Acct # 2096 5479 9995 - Garage	6420.1 · Electric	13.24-
Comfort Station Electric	2096 4129 9992 - comfort station	6420.1 · Electric	6.76-
Flagpole Lighting	2105 5729 9992 - flagpole	6420.1 · Electric	31.06-
Town Pier Electric	2056 2019 9997 - town pier	6985.1 · Electric	6.76-
Maryland Rural Developm...	Circuit Rider program 1st qtr '04 (Jul - Sep '03)	6330.1 · Administration	3,133.50-
Injured Workers' Ins. Fund	Policy #2801346	6160.1 · Workmen's Compensation	473.00-
URS Corporation	Project #20605326 Inv #728498 - inspect existing paving to deter...	2059.1 · Escrow-Tiffin-Roads (escr...	681.21-
URS Corporation	Project #20592171 - Inv #753085 - site visit, planning, review & co...	-SPLIT-	1,365.50-
URS Corporation	Project #20605321 - Inv #702096 - reivew & revise draft of public ...	6341.1 · Engineering Services	1,188.13-
Chesapeake Publishing C...	Acct #104333 - notice to close boat ramp; road closures; ad for Ri...	-SPLIT-	1,410.40-
Baynes, Keith A.	conversations & correspondence w/ Worley - Comcast agreement;...	-SPLIT-	405.00-
Charm Net, Inc.	Acct #15683 - Inv #139970 - internet service - period of 10/01/03 - ...	6440.1 · Telephone	16.95-
Harford Alarm System	Premise ID: 28479 - Inv #467592 - annual alarm monitoring fee	6460.1 · Alarms	252.00-
Staples	Acct #7972320000027426 - office supplies	6221.1 · Supplies	277.68-
Bradley Electric Service	Inv #461 - service call - trace & locate break in line to light pole in ...	6740.1 · P&R Miscellaneous	530.00-
Cecil County Chamber of ...	Inv #10358 - CCPS Strategic Planning w/ Dr. Carl Roberts - Com...	6212.1 · Conference Expenses	17.00-

10/28/03

## Town of Charlestown

### Accounts Payable Bills

Name	Memo	Split	Amount
Total 1010.1 · Cash-General Checking			33,457.39-
Total 1000.1 · General Fund Cash Accounts			33,457.39-
<b>1000.2 · Utility Fund Cash Accounts</b>			
<b>1010.2 · Cash - Utility Checking</b>			
Verizon Wireless	Acct #202583968-00001 - Inv #46477476 - (2) cell phones; Inv #4...	7132.2 · Telephone	152.03-
RACO Manufacturing & E...	Inv #54608 - repair auto dialer - water tower	7756.2 · Other Repairs	145.00-
Verizon	000017860572 14Y - telephone - water tower	7132.2 · Telephone	41.71-
National Waterworks	Acct #094258 - Inv #9789898 - (6) water crock lids (A32T type A c...	7742.2 · Water system Parts	356.70-
Dennis Chlorination Servi...	Acct #1449 - Inv #03-1711 - service LMI chemical pump - water to...	7756.2 · Other Repairs	390.00-
Sta 1 electric	2096 3069 9996 - Sta 1 electric	6531.2 · Station #1	136.41-
Sta 3 electric	2096 4739 9994 - Sta 3	6532.2 · Station #3	111.08-
Lift Station electric	2096 4139 9990 Lift station electric	6534.2 · Lift Station	9.84-
Rt 7 electric	2096 9259 9993 - Rt 7 electric	6533.2 · Station RT. #7	31.27-
Well 1 Electric	2096 5499 9991 Well 1 electric	7131.2 · Electric	549.83-
Well 3 Electric	2096 5769 9994 Well 3 electric	7131.2 · Electric	87.00-
Water Tank Electric	2096 5489 9993 - Water tank electric	7131.2 · Electric	81.51-
Miller Environmental, Inc.	Inv #10110397 - water sys op contract - Nov '03	7120.2 · Contract Operating	2,056.12-
Atlantic Coast Laboratories	Inv #103654 - lab testing	7121.2 · Laboratory Testing	16.00-
M&T Bank, Trustee for C...	CDA infrastructure bond - 1999 series A payment	7110.2 · Original Construction Loan	21,019.88-
Total 1010.2 · Cash - Utility Checking			25,184.38-
Total 1000.2 · Utility Fund Cash Accounts			25,184.38-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
Heartwood Landscaping ...	Inv #092603; Inv #092903; Inv #093003; Inv #100203; Inv #10030...	-SPLIT-	5,700.00-
American Home & Hardw...	Acct #685600 - Inv #964834 - (2) rakes - Hurricane Isabel; Inv # 9...	-SPLIT-	603.38-
Gilbert Enterprises Inc.	Inv #9650N - gasoline charges - Sep '03	-SPLIT-	322.50-
Burke Equipment Co.	Acct #40769 - Inv #34878 - oil filter; bolt; stud; nut; spring washer -...	-SPLIT-	51.51-
Mendenhall's Garage	Inv #6710 - repair front braking brake cable; diagnose for oil leak - ...	6024.3 · Truck Repair	97.35-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #6880615 - Stihl chainsaw	6021.3 · Equipment Purchase	350.00-
Street Lighting	2055 3529 9973 - street lighting	6010.3 · Street Lights	659.73-
URS Corporation	Project #20605325 - Inv #728497 - surveying for stormwater mgmt...	-SPLIT-	3,162.47-
Total 1005.3 · New-Checking-Special (Special checking County)			10,946.94-
Total 1000.3 · Special Fund Cash Accounts			10,946.94-

10/28/03

Town of Charlestown  
Accounts Payable Bills

Name	Memo	Split	Amount
TOTAL			<u>69,588.71-</u>

**TOWN MEETING OF NOVEMBER 11, 2003**  
**MINUTES**

The November 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 G. Richard Price. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Minutes – Commissioner Price made a motion to approve the minutes of the October 28, 2003 meeting, seconded by Commissioner Sheets. The motion passed 4-0-1 (Commissioner Doss abstained).

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

Miller Environmental, Inc. – Monthly Report – Beth Hamilton, of Miller Environmental, Inc. (MEI), presented the October 2003 monthly water system operations report. Mrs. Hamilton stated she was concerned about 1 valve in the Cottages of Charlestown when inspecting valves after the paving was done. She further said she would have Robert Korn, of MEI, take a look at it to determine what the contractor needed to do to correct the problem. Mrs. Hamilton stated on October 24, 2003, the fire hydrants were flushed and, in the course of doing so, found that the hydrant at the corner of Chesapeake Road and Ogle Street was leaking. She stated it was removed from service, notified Fire Headquarters of such and about a week or so later, replaced the hydrant seat and it's working properly. Commissioner Gell stated what was the status of the leak at Chesapeake and Cecil Street. Mrs. Hamilton stated a property owner uphill from the area had installed a line from his sump pump to the middle of his driveway and it flows down to that area. She further added that a couple of years ago, due to a complaint about water there, they had dug up the pavement in that area so the pavement may be weakened and that's where water was channeling. Mrs. Hamilton stated she tests the area every couple of days for chlorine but the results were negative. She also stated she was waiting for Charles Bowman, of the Maryland Rural Water Association, to be available to come out and look at it with a sounding device. President Vandervort stated water production on well 1 had dropped and had asked MEI for a recommendation and they recommend that we re-develop the well. He further stated the Town had one quote from A.C. Schultzes for \$3600 but, since it was over the threshold, the Town needed to get at least one more quote. When asked by President Vandervort, Mrs. Hamilton stated she would try to get 2 more quotes. Mr. Hearne stated Mrs. Morgan was requesting to purchase 6 more hydrant seats and 6 sets of hydrant pins. President Vandervort stated she could purchase them.

Mark Adams – 10 Long Beach Rd – Request for water & sewer service – Mark Adams, property owner at 10 Long Beach Road, was requesting town water & sewer service. After discussion, President Vandervort stated the individuals who had come to the last meeting with the same issue had contacted Renee Sheets about it. After more discussion, President Vandervort suggested they contact Renee Sheets, a property owner in that area, and when your group was ready, the Town would meet with your group about annexation.

Ron Moore – 530 Charlestown Place – Request to Eliminate Utility Bill – Ron Moore, property owner of 528 & 530 Charlestown Place, stated he discontinued the wiring, water and sewer to 530 Charlestown Place and would be using it as a storage building. He further stated he was requesting the Town discontinue water and sewer billing for it. President Vandervort stated it would be the same

situation he faced himself in 1985, that in giving that connection up, the building could never be used as a residential unit again. Mr. Moore stated he was aware of that. Commissioner Doss made a motion to eliminate the utility bill for 530 Charlestown Place, seconded by Commissioner Sheets. After discussion, Commissioner Doss amended his motion to include that Mr. Moore needed sign a letter acknowledging that he understood that the grandfather status to allow that structure to be used as residence was lost with the discontinuance of water & sewer service to that structure and elimination of future utility bills effective the 4<sup>th</sup> quarter 2003 utility billing, seconded by Commissioner Gell. The motion passed 5-0. Mr. Moore also mentioned the ditch behind his residence still needed to be cleaned out.

### PENDING BUSINESS

Proclamations – Hurricane Isabel – Commissioner Doss stated this was discussed some time ago and had provided Mrs. Morgan with a list. After more discussion, Commissioner Doss stated he would do another list and give it to Mrs. Morgan again.

Program Open Space – Unused Funds for Fair Green park, Veterans Park & Stone Wharf – Mr. Hearne stated he had gathered some information on benches and their cost. After brief discussion, the Board decided to look at the information later.

President Vandervort stated Ben Suppa, one of the Town maintenance workers, had been cleaning out the garage and he had asked about what items were to go up to the auction. President Vandervort stated he had asked Mr. Suppa to make a list so the Board could decide what should go to auction. Commissioner Gell suggested they get rid of all the items around the building that had been collected from residences in town but never made it to the landfill. After more discussion, the Board reviewed the list and had no objection to having those items go to Racine's auction.

### NEW BUSINESS

Building Permits – Mr. Hearne provided copies of the building permit list for the Board to review.

URS – retainer fee – Commissioner Gell made a motion to approve to retain URS' engineering services for 2004 for \$1, seconded by Commissioner Sheets. The motion passed 5-0.

Perryville High School Yearbook Ad – Commissioner Gell stated last year the ad was supposed to include pictures of all the graduating seniors who lived in Charlestown and he had made several unsuccessful trips to see an ad proof, which he never saw, and he still didn't know what the ad looked like because the Town was never given one of the books. He further suggested that, if the Town took an ad this year, the Town make certain that the ad was designed the way it wanted and get a copy of the book or, at the very least, a copy of the page. Commissioner Gell made a motion to take a full-page ad for \$300 with those stipulations regarding the ad design and getting a book, seconded by Commissioner Doss. When President Vandervort asked, Commissioner Gell stated he would handle the ad. The motion passed 5-0.

2003 Clergy Award – Beverly Lewis Certificate – Commissioner Sheets stated she thought it would be nice to give her a certificate acknowledging her achievement in receiving the State's 2003 Clergy Award for her work on domestic violence. After discussion, Commissioner Sheets stated she would write out the information to base the proclamation on.

Fire Company – Office Supplies/Gas-Diesel – President Vandervort stated for some time, the Town has gotten diesel fuel for the Kubota from the fire company. He further stated, although Mr. Suppa was not aware of this, Town maintenance was supposed to note down readings so the Town repaid the fire company for the diesel even though when we have offered payment, the fire company had refused to take it. President Vandervort stated the fire company, needing office supplies, had piggybacked onto a town supply order and the fire company was asking the Town to absorb that cost since they had never accepted payment for diesel fuel. After discussion, President Vandervort stated when the Town got the Kubota, there was discussion about putting in a tank up at the garage but, when the fire company offered, the Town decided to use the fire company's tank. Commissioner Gell made a motion that the Town absorb the cost of the supplies, seconded by Commissioner Price. The motion passed 3-0-2 (Commissioners Sheets and Doss abstained).

Boat Storage on "C" dock parking lot – President Vandervort stated one of the principals involved with the Chesapeake Bay Maritime Foundation asked if they could store a 40 ft. schooner on the c-dock parking lot. He further asked if the Board would approve that as long as Larry Metz didn't have an objection to it. President Vandervort explained Mr. Metz's lease for the c-dock was to start in January. After discussion, Commissioner Gell made a motion to approve storage of the boat on the c-dock lot contingent on there being no objection from Mr. Metz, seconded by Commissioner Price. The motion passed 5-0.

Streetlights of Phase 2B of Trinity Woods – President Vandervort stated the Town received the proposed lighting plan for phase 2B of the Trinity Woods subdivision. After discussion, Commissioner Doss made a motion to approve the lighting plan, seconded by Commissioner Sheets. The motion passed 5-0.

Letter from Rebecca Phillips regarding Historic District Commission – President Vandervort stated the Town had received a letter from Rebecca Phillips, Historic District Commission chairman, regarding the appointments to be made to the commission. When asked by Mrs. Phillips if the letter was from someone other than the two members whose appointments were due to expire, President Vandervort stated the Town had received a letter of interest from Renee Sheets to be appointed to the commission. He further stated Mrs. Phillips had submitted a letter recommending the reappointment of the two current members. President Vandervort stated the commissioner members have not submitted letters of interest. After discussion, President Vandervort mentioned Nelson McCall, of the Board of Appeals, had not submitted either. Commissioner Sheets stated she thought Frank Bonsall's position on the Planning and Zoning Commission was due to expire. Mr. Hearne stated Mrs. Morgan had his position expiring in November 2005. After discussion, Commissioner Doss asked to have Mrs. Morgan research and make sure it was correct. After discussion of where the written authority was to appoint a town commissioner to be a member of the Planning and Zoning Commission, Commissioner Price stated it was in the Code of the Town of Charlestown, not the Town's charter or the State's Annotated Code Article 66B and further stated it reads "shall", not "may".

Emergency Communications Antenna on Water Tower (HAM/ARES/RACE/EOC) – Commissioner Doss stated the Board had discussed this a while ago about putting a town radio system up there and at that time, after talking to EOC, there didn't seem to be a real need to have it. He stated however, after Hurricane Isabel, the Town had no power, no phones and no cell phones. Commissioner Doss stated he owned a ham radio repeater antenna that was installed on top of his parents' residence and EOC had approached him at one time asking to utilize it as part of the County's emergency communication system. He further stated in order to do so it has to be high profile, up much higher than being on the house roof. Commissioner Doss stated if it's done, when EOC was activated, we would have direct

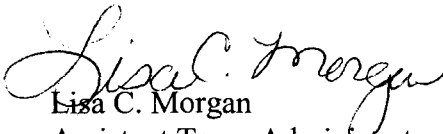
communications through the HAM links to EOC, MEMA and other different agencies in the State. He stated it would not cost the Town anything to put it on the tower because he planned to do the work himself with the help of Mr. Suppa and Mr. Bagri, on their off work hours, and Ted Walls, of the County EOC, on his off work hours. After discussion, Commissioner Doss stated the wiring would be run along the Verizon lines down through the tower as the repeater unit needed to be kept dry. President Vandervort stated the Town had an obligation through leases not to interfere with the operation of either Verizon's or AT&T equipment already there. Commissioner Doss stated the antenna would be installed in the shadow area above and behind their equipment and it would operate at much less power than they are. Commissioner Gell asked if either lease stated the Town needed to clear this with them before doing so. Commissioner Doss stated the leases just said that we couldn't allow interference. Commissioner Gell made a motion to allow Commissioner Doss to put the antenna on the tower, seconded by Commissioner Sheets. The motion passed 4-0-1 (Commissioner Doss abstained).

Commissioner Gell stated he was still trying to get another quote on painting of the town house and, if one came in between meetings, perhaps the Board would consider holding a special meeting to expedite that work. The Board agreed to do so.

Mr. Hearne stated the Town received a fax from URS and they were still very concerned about the work being done by Stewart Associates. President Vandervort stated Mr. Hearne had talked to him about the issue because URS was very concerned. Mr. Hearne stated the fax was from Kevin Pampuch, an engineer with URS, stating his concerns about the work. He mentioned Mr. Pampuch had scheduled a meeting for Friday, November 14, 2003 at 10 a.m. at the project site near sewer manhole #1 and asked for President Vandervort to attend. After discussion, Mr. Hearne stated Mr. Vaughan had the idea that the Town had given them the okay but what we meant was their engineer needed to meet and resolve this with the Town's engineer. After discussion, President Vandervort stated the meeting has been scheduled for Friday at 10 a.m. at manhole #1 out in Scott Gardens.

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 9:07 p.m.

Respectfully submitted,

  
Lisa C. Morgan  
Assistant Town Administrator

**TOWN MEETING OF NOVEMBER 11, 2003**  
**AGENDA**

**7:30 P.M.**

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. – Monthly Report
  - Recommendation regarding well pump
  - (6) hydrant seats & (6) hydrant operating nut pins
4. Mark Adams – 10 Long Beach Rd – Request for water & sewer service
5. Ron Moore – 530 Charlestown Pl – Request to Eliminate Utility bill

PENDING BUSINESS

6. Proclamations – Hurricane Isabel
7. Program Open Space – Unused Funds for Fair Green Park, Veterans Park &

NEW BUSINESS

8. Building Permits
9. URS – retainer fee
10. Perryville High School Yearbook Ad
11. 2003 Clergy Award – Beverly Lewis Certificate
12. Fire Company – Office Supplies/Gas-Diesel
13. Boat Storage on “C” dock parking lot
14. Streetlights of Phase 2B of Trinity Woods
15. Letter from Rebecca Phillips regarding Historic District Commission
16. Emergency Communications Antenna on Water Tower (HAM/ARES/RACES/EOC)



11/10/03

## Town of Charlestown

### Accounts Payable Bills

Name	Memo	Split	Amount
<b>1000.1 · General Fund Cash Accounts</b>			
<b>1010.1 · Cash-General Checking</b>			
Vandervort, Steven W.	reimburse purchase of McAfee Antivirus Program	6250.1 · Office Equipment	19.94-
Conectiv	Acct #2096 3159 9997 - Town Hall	6420.1 · Electric	175.97-
Garage electric	Acct # 2096 5479 9995 - Garage	6420.1 · Electric	67.64-
Comfort Station Elect...	2096 4129 9992 - comfort station	6420.1 · Electric	35.93-
Flagpole Lighting	2105 5729 9992 - flagpole	6420.1 · Electric	114.31-
Town Pier Electric	2056 2019 9997 - town pier	6985.1 · Electric	28.56-
Harford Sanitation S...	Acct #RO604463 - Inv for service from 09/20/03 - 10/02/03; Inv for serv...	-SPLIT-	18,473.20-
Pitney-Bowes Inc	Account #1955-0184-86-5 - Inv #339582 - rental charges on postal ma...	6250.1 · Office Equipment	108.90-
URS Corporation	Inv #728494 - review of plans for Principio Business Park; Inv #728495...	-SPLIT-	1,615.98-
Printing Systems	Job #34224 - Inv #24033 - 3,000 billing forms	-SPLIT-	260.08-
Thomas, Don H.	Invoice #2153 - installed 2 add'l lights in bsement ; installed add'l outlet;...	6410.1 · Repairs	179.00-
Charm Net, Inc.	Acct #15683 - Inv #139970 - internet service period of 10/01/03 - 11/1/03	6440.1 · Telephone	17.20-
Baynes, Keith A.	letters to Selective Insur, Insurance Inc. & Wm Riddle regarding paving...	-SPLIT-	112.50-
Domain Registry of A...	domain name registry for www.charlestownmd.org - period of 03/31/04 ...	6219.1 · Other	25.00-
Canon Business Sol...	Account #1023680 - Inv #140045549 - maintenance agreement for Ca...	6260.1 · Office Equipment Repair	782.50-
North East Florist, Inc.	Inv #135916 - funeral arrangement - Berry	6216.1 · Memorials	67.50-
DeLissio, Karen	website setup	6219.1 · Other	1,775.00-
Sheriff's Patrol	Charlestown patrol - period of 09/20/03 - 10/17/03	6920.1 · Police Protection	2,806.44-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 09/20/03 - 10/17/03	6920.1 · Police Protection	93.57-
Waste Management	Account #276-0035805-0276-7 - Inv #0425304-0276-9 - dumpsters - H...	6651.1 · Trash Collection	1,168.86-
Staples	Account #7972 3200 0002 7426 - office supplies	6221.1 · Supplies	318.50-
landfill	Account #1043 - landfill charges - October '03	6652.1 · Landfill	251.28-
American Home & H...	Acct #685600 - Inv #971669 - flashlight - town hall; flourescent tubes - t...	-SPLIT-	226.12-
Radio Shack	Account #00001903060981 - Inv #463820 - (2) 3-pk cassette tapes; (1)...	-SPLIT-	37.77-
Total 1010.1 · Cash-General Checking			28,761.75-
Total 1000.1 · General Fund Cash Accounts			28,761.75-
<b>1000.2 · Utility Fund Cash Accounts</b>			
<b>1010.2 · Cash - Utility Checking</b>			
Atlantic Coast Labor...	Inv #104147 - lab fees - Oct '03	7121.2 · Laboratory Testing	16.00-
Sta 1 electric	2096 3069 9996 - Sta 1 electric	6531.2 · Station #1	132.06-
Sta 3 electric	2096 4739 9994 - Sta 3	6532.2 · Station #3	92.04-
Lift Station electric	2096 4139 9990 Lift station electric	6534.2 · Lift Station	14.03-
Rt 7 electric	2096 9259 9993 - Rt 7 electric	6533.2 · Station RT. #7	34.73-
Well 1 Electric	2096 5499 9991 Well 1 electric	7131.2 · Electric	468.93-
Well 3 Electric	2096 5769 9994 Well 3 electric	7131.2 · Electric	71.91-

11/10/03

**Town of Charlestown**  
**Accounts Payable Bills**

Name	Memo	Split	Amount
Water Tank Electric	2096 5489 9993 - Water tank electric	7131.2 · Electric	110.57-
Radio Shack	Account #00001903060981 - Inv #463820 - (2) walkie-talkies - mainten...	6021.3 · Equipment Purchase	339.98-
Total 1010.2 · Cash - Utility Checking			1,280.25-
Total 1000.2 · Utility Fund Cash Accounts			1,280.25-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
American Home & H...	Acct #685600 - Inv #971669 - flashlight - shop; electrical wire - shop; (2...	-SPLIT-	154.91-
W.N. Cooper & Sons...	Account #29843 - Inv #518293 - estimate on repairs for Stihl chain saw...	6022.3 · Equipment Repair	33.16-
Burke Equipment Co.	Account #40769 - Inv #35202 - (1) rim for Kubota; Inv #35091 - Echo le...	-SPLIT-	699.78-
Street Lighting	2055 3529 9973 - street lighting	6010.3 · Street Lights	676.01-
Total 1005.3 · New-Checking-Special (Special checking County)			1,563.86-
Total 1000.3 · Special Fund Cash Accounts			1,563.86-
<b>TOTAL</b>			<b>31,605.86-</b>

**TOWN MEETING OF NOVEMBER 25, 2003**  
**MINUTES**

The November 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 Commissioner Robert L. Gell and Commissioner G. 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 November 11, 2003 meeting, seconded by Commissioner Price. The motion passed 3-0.

Accounts Payable – After discussion, Commissioner Gell made a motion to approve the bills, seconded by Commissioner Price. The motion passed 3-0. Commissioner Gell asked Mr. Hearne to check on whether Don Thomas' bill was paid or not. Mr. Hearne also mentioned the Town needed to get an insurance certificate from Mr. Niebel. Mr. Hearne stated Verizon was looking to bill for repairing line damaged caused by Mr. Niebel during digging. President Vandervort stated Commissioner Sheets submitted her cell phone for partial reimbursement because she had made calls to schedule dumpsters after Hurricane Isabel. President Vandervort asked Mr. Hearne to check to see whether it could be submitted for FEMA reimbursement. Commissioner Gell made a motion to reimburse Commissioner Sheets for part of her bill, seconded by Commissioner Price. The motion passed 3-0. Mr. Hearne stated he was still working on the dumpster bills to submit against the DNR grant and then submit the remainder to FEMA.

PENDING BUSINESS

Commission Appointments – President Vandervort stated there were the following openings on commissions: 1 on Board of Appeals; 2 on Historic District Commission; 1 on Planning & Zoning Commission and 1 on Ethics Commission. He further stated the Town had received letters of interest from the following individuals for the stated openings: Rogers Clements for Planning & Zoning; Glenn Lewis for Ethics Commission; Renee Sheets, Christine Wertsch, Suzann Barker and Nancy Bowles for Historic District Commission. After discussion, Commissioner Price made a motion to invite Mr. Lewis to an interview with the Board, seconded by Commissioner Gell. The motion passed 3-0. After discussion, Commissioner Price stated the Board should interview all these individuals for the openings. After much discussion, the Board decided to send letters to all these individuals to come for interviews at 7 p.m. on December 9<sup>th</sup>. After discussing the Board of Appeals opening that nobody had submitted a letter of interest for, Mr. Hearne asked if he should include Mr. McCall. Commissioner Gell stated he would talk to Nelson McCall about the Board of Appeals opening first.

NEW BUSINESS

Friday after Thanksgiving – President Vandervort stated the Town had an official holiday list but from time to time, there had been a request to have the day after Thanksgiving as a holiday. Commissioner Gell stated these requests should be made at the beginning of the calendar year. After more discussion, the Board took no action.

Open House – date/time/budget – President Vandervort stated the Board needed to decide when it will be, the budget for it and the Board had a tentative list of people to invite to add to if the Board wished. Commissioner Gell made a motion to have the open house on Friday, December 19<sup>th</sup>. The motion died for a lack of second. Karen Varady, an audience member asked if the Board was going to have it at the

Town Hall or at the firehouse. After more discussion, Commissioner Price made a motion to have the open house on December 19<sup>th</sup> from 1-6 p.m. at the firehouse, seconded by Commissioner Gell. The motion passed 3-0. President Vandervort asked and Mr. Hearne stated last year's budget was \$900. After more discussion, President Vandervort suggested the Board set a tentative budget same as last year and then by December 9<sup>th</sup>, find out if it needed to be adjusted. After discussion, President Vandervort stated Commissioner Sheets would be in charge and Mrs. Morgan would do the work.

Meeting for revised draft 10 year Water/Sewer Plan – Planning Office Conference Room – 12/04/03 @ 9 a.m. (RSVP to Al Wein) – President Vandervort stated Al Wein, the County Administrator, sent a letter stating there would be a meeting on December 4<sup>th</sup> at 9 a.m. regarding revised draft 10 year water/sewer plan. Mr. Hearne stated he would not be able to attend. President Vandervort stated he would attend and wanted the other commissioners to know about the meeting in case they wanted to attend also.

Town House Paint – Commissioner Gell stated there were two quotes, one which does not include the repairs and the other does. President Vandervort stated the town maintenance workers had taken a look at the house and they should be able to do the work. After discussion, Commissioner Gell made a motion to approve the low bid submitted by Upper Bay Pressure Washing with the understanding that they will submit an estimate on repairs. The motion died due to a lack of a second. After more discussion, Commissioner Gell stated he would get a quote from them for the repairs. Commissioner Gell mentioned he had Mrs. Morgan call Alger for an oil delivery to the town house. After discussion, Mr. Hearne stated there was a service contract with Alger for the town house. President Vandervort stated the Town no longer had a service contract on the Town Hall with Alger so the Town should be able to get a better price.

Commissioner Gell asked Mr. Suppa if he was getting quotes to replace the shingles on the Town Hall roof because he had one person interested in submitting a quote. Mr. Suppa stated Steve Burchett might be interested in submitting a quote.

Letter from Avalon Yacht Basin – Request to reduce sewer bill – After discussion, Commissioner Gell asked if the bill was based on the number of boats or the number of slips. President Vandervort stated it would be setting a dangerous precedence to fluctuate the bill based on good or bad seasons. After discussion, President Vandervort stated the Town charged a sewer fee on a flat-rate system. He further stated originally the Town had determined 8 slips were equal to one residential unit. President Vandervort stated Hurricane Isabel occurred at the end of the season and Mr. Knapp should have those slips repairs by the next season. Commissioner Price asked why the marina had been allowed to get into the condition it's in. After discussion, President Vandervort stated the Board would need to decide whether it wanted to do something about that and follow through. After more discussion on reducing the bill, Commissioner Price stated the Board did agree to promote a cleanup of the marina facility and pursue it. After more discussion, President Vandervort stated he thought it was a matter of enabling legislation rather than citation books. Mr. Hearne stated the Town needed the citation books, they're \$2 a book, because the citations goes through District Court. After more discussion, Mr. Hearne stated the ordinance was amended to make the offense a municipal infraction punishable by a fine of \$100. He stated the idea behind that was to make it easier to enforce. After more discussion, Commissioner Price stated the Board needed to pursue this issue more steadily for the Town to have a good appearance. He further stated on the undeveloped portion of Tasker Lane, up where the ditch work was done, there was a lot of junk. Mr. Suppa stated they had taken a truckload out of that area. The Board agreed to send a letter to Mr. Knapp that the sewer bill would not be reduced.

Lee's Marina – water leaking into building – President Vandervort stated there's a lot more water coming down the embankment than there used to be. He further stated there's a catch basin across the street with three pipes. He stated probably 2 were incoming and 1 was outgoing and the outgoing pipe probably goes across the street, through the interior of the building and across the marina parking lot. After discussing the problems found during the last few heavy rainstorms, Commissioner Gell asked what URS had said. President Vandervort stated it was not one of the areas the Town had asked them to look at but we could. He further stated it would probably be better to dig a new ditch and put a pipe going off towards Louisa Lane. After more discussion, President Vandervort stated if the new pipe was directed toward Louisa Lane, there was another problem that could be solved. He stated currently water from the corner at Water St. and Louisa Lane goes to Lot B and fans out across the lot. President Vandervort stated since the lot is slated to be used by the boat building foundation, a pipe could be installed so the water no longer did that.

MML "If I Were Mayor" Contest – President Vandervort stated the Maryland Municipal League sponsors a essay contest every year for 4<sup>th</sup> graders. Mr. Hearne stated someone needed to make sure the information packet was received by the elementary school.

Commissioner Price stated the Strategic Planning Committee met on November 18<sup>th</sup> and looked at the code in regard to the Historic District Commission and they do have review power and must issue a certificate of suitability for any work done in the district. He further said they can't require one period of architecture over another but they can be strict on properties acknowledged to be historic. After discussion, Commissioner Price stated in December they would be working on some suggestions that would enter into a strategic plan.

Commissioner Price stated there had been some complaints about housekeeping in the Town Hall. After discussion, Commissioner Gell asked if shelves couldn't be installed in bathroom for storage. Mr. Suppa stated he talked to Mr. Racine about the items the Town wanted to take the auction and, when Mr. Bagri took the truckload up, Mr. Racine didn't want it. After discussion, President Vandervort stated the problem in the past with giving away something to somebody, the Town had been accused of favoritism. Commissioner Gell stated the college had to develop a policy regarding it. After discussion, Mrs. Varady mentioned Good Will might take some. The Board asked Mr. Suppa to check with them and then the remainder can be given away. Commissioner Price stated the Town might need to look at different storage capacity, perhaps to get some of the filing cabinets out of the way. Mr. Hearne mentioned Commissioner Sheets had contacted the high school about getting a student to do community service by scanning documents for the Town but he didn't know what the result of her contact was.

Commissioner Price stated the Board still needed to have a budget statement that can be understandable so the Board can make knowledgeable decisions. He further stated he didn't know what was funded for streets. Commissioner Price stated there are areas in town where street improvements should be made but we don't know what we have or do not have to spend. After more discussion, Commissioner Gell asked about the auditor. Mr. Hearne stated the Town had requested an extension and the auditor should be here in the next couple of weeks. Commissioner Gell asked if the commissioners could talk to the auditor. President Vandervort stated the auditor was here to comply the State's requirements for fiscal accountability. After discussion, Commissioner Gell asked why don't they provide a management report. Commissioner Price stated it was difficult for a group of people to make a decision when they don't all know the figures. After more discussion, President Vandervort stated they had asked for a budget report a couple of times but he just hadn't time yet to so. After more discussion, Commissioner Gell stated a management letter would make suggestions on best

fiscal practices. President Vandervort stated the president was the chief financial officer and such decisions should be made by the president. After more discussion, President Vandervort stated there was an investment policy that the president must adhere to but if, as long as the president stayed in those guidelines, he was allowed by the charter to make those decisions. After more discussion, Commissioner Price stated the Board had discussed some issues, such as water and sewer rates, where having the budget report information would have helped. President Vandervort stated he would get a budget statement done for the Board.

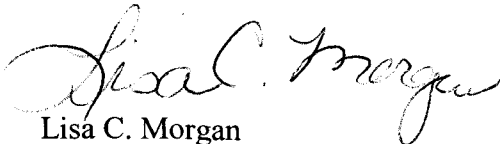
President Vandervort stated Michael Vaughan called and the annexation of the TSMT property was heading in a new direction with a new entity. He further stated Mr. Vaughan wanted the Town to develop a wish list on what the Town wanted to see as far as the TSMT property. After discussion, Commissioner Gell suggested the Board meet and decide.

President Vandervort stated as far as the sewer line for the Principio Business Park, there was a lot of I&I occurring in the line. He further stated there had been a lot of meetings to discuss and resolve this matter. President Vandervort stated URS, the Town's engineers, had made a list of the problems and, not only did the Town receive a copy, but the County also. He further stated Mr. Vaughan was upset because some of the items were on the County's portion of the line and felt URS shouldn't have reported on that section. President Vandervort stated irregardless on whether it was or not, the Town would be annexing it. After more discussion, President Vandervort stated the agreement required the line to be inspected and approved before flow could start but, with all the I&I problems, Mr. Vaughan asked if flow could start once they had corrected the problems and had them inspected because there's a certain amount of paperwork required to turn the line over to the Town. President Vandervort stated URS was working on an amendment but didn't have it ready for tonight.

Commissioner Gell stated he wanted to request another streetlight. He stated the Town had an on-going problem with kids congregating on Tasker Lane and wanted approval to install a light there. He explained that it was location #7 on the map of proposed streetlights. After brief discussion, Commissioner Gell so moved, seconded by Commissioner Price. The motion passed 3-0.

As there was no further business to be discussed, President Vandervort adjourned the meeting at 10:39 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF NOVEMBER 25, 2003**  
**AGENDA**

7:30 P.M.

1. Minutes
2. Accounts Payable

PENDING BUSINESS

3. Commission Appointments:
  - Board of Appeals – (1) 3-year term expiring Dec 2006
  - Historic District Commission – (2) 3-year terms expiring Dec 2006
  - Planning & Zoning Commission – (1) 5-year term expiring Nov 2008
  - Ethics Commission – (1) vacated term expiring Jan 2004

NEW BUSINESS

4. Friday after Thanksgiving
5. Open House – date/time/budget
6. Meeting for revised draft 10 year Water/Sewer Plan – Planning Office Conference  
Room – 12/04/03 @ 9 a.m. (RSVP to Al Wein)
7. Town House Paint
8. Letter from Avalon Yacht Basin – Request to reduce sewer bill
9. Lee's Marina – water leaking into building
10. MML "If I Were Mayor" Contest

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 11/25/2003 TIME: 7:30 PM

Rebecca C. Phillips

Henry Burden

Ann Kennedy

Don't Sue Suppa

Jess Barbic



11/25/03

## Town of Charlestown

### Accounts Payable Bills

Name	Memo	Split	Amount
<b>1000.1 · General Fund Cash Accounts</b>			
<b>1010.1 · Cash-General Checking</b>			
AT&T	Acct #8014-058-9492 - Inv #6395270059 - telephone - Town ...	6440.1 · Telephone	10.57-
Occupational Medicine	Account #39574 - 2 drug screenings	6219.1 · Other	80.00-
Cecil-Harford Chapter, MML	membership dues	6214.1 · Dues & Memberships	70.00-
Charm Net, Inc.	Acct #15683 - Inv #142083 - internet service period of 11/1/03...	6440.1 · Telephone	17.20-
Verizon	000017861803 96Y - telephone - Town Hall	6440.1 · Telephone	140.04-
Council Baradel Kosmerl & ...	Invoice #12119-00001-004 FCS - TSMT annexation - Stewart ...	6310.1 · Legal Counsel	6,591.03-
Injured Workers' Ins. Fund	Policy #2801346	6160.1 · Workmen's Compensation	468.00-
Best Cleaning Services, Inc.	Invoice #20186 - cleaning services	6450.1 · Maintenance	70.00-
Oriental Trading	Customer #26336799 - Inv #541468567-01 - items for Childre...	6964.1 · Holiday party	385.80-
Waste Management	Acct #276-0035805-0276-7 - Inv #0425804-0276-8 - dumpste...	6651.1 · Trash Collection	664.05-
Waste Management	Acct #275-0049441-0276-5 - Inv #1323634 - 0276-0 - trash re...	6651.1 · Trash Collection	3,465.44-
Central Printing & Office Sup...	Inv #5254 - (2) boxes letterhead; (2) boxes window envelopes...	6222.2 · Printing	258.00-
Total 1010.1 · Cash-General Checking			12,220.13-
Total 1000.1 · General Fund Cash Accounts			12,220.13-
<b>1000.2 · Utility Fund Cash Accounts</b>			
<b>1010.2 · Cash - Utility Checking</b>			
Cecil County Treasurer's Offi...	Customer #226035 - Inv #15500010 - 3rd qtr '03 county sewer...	6550.2 · County Regional System User...	24,365.61-
Verizon	Account #000017860572 14Y - water tower telephone	7132.2 · Telephone	41.14-
Miller Environmental, Inc.	Inv #10110397-A - pass thru expenses - Nov '03	7120.2 · Contract Operating	45.59-
Miller Environmental, Inc.	Inv #10120398 - water system ops charge	7120.2 · Contract Operating	2,056.12-
Verizon Wireless	Account #202583968-00001 - Inv #0479450036 - (2) cell pho...	7132.2 · Telephone	86.25-
Total 1010.2 · Cash - Utility Checking			26,594.71-
Total 1000.2 · Utility Fund Cash Accounts			26,594.71-
<b>TOTAL</b>			<b>38,814.84-</b>

ROSTER

CHARLESTOWN TOWN MEETING

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

- Henry Borden
- Rebecca Phillips
- Mark Adams
- Bob Phillips
- Bill Hantz
- Ben & Sue Suppa

**TOWN MEETING OF DECEMBER 9, 2003**  
**MINUTES**

The December 9, 2003 meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:44 p.m. Other commissioners present were Vice President Michael W. Doss, Treasurer Donna M. Sheets, Commissioner Robert L. Gell and Commissioner G. Richard Price. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Minutes – Commissioner Price stated a line saying “President Vandervort stated he would provide a budget statement to the Board” should be put after the last line in the first paragraph on the last page of the minutes after the word “helped”. He further stated there was a typo on the last page in the paragraph regarding the streetlight and said it should be “an ongoing problem”, not “a ongoing problem”. Commissioner Price then made a motion to approve the minutes of the November 25, 2003 meeting with those corrections, seconded by Commissioner Gell. The motion passed 3-0-2 (Commissioners Doss and Sheets abstained).

PENDING BUSINESS

Commission Appointments – Commissioner Gell made a motion to reappoint Nelson McCall to the Board of Appeals, seconded by Commissioner Doss. The motion passed 5-0. Commissioner Doss made a motion to appoint Glenn Lewis to the Ethics Commission, seconded by Commissioner Sheets. The motion passed 5-0. Commissioner Doss made a motion to reappoint Roger Clements to the Planning and Zoning Commission, seconded by Commissioner Sheets. The motion passed 5-0. After discussion, President Vandervort stated the Town should check with Keith Baynes, the Town’s attorney, because he believed the President had the power to appoint members of commissions and, although his practice had been to include the entire Board in these decisions, he would not want to diminish the power of future Board presidents. After more discussion, President Vandervort made a motion to reappoint Suzann Barker and Nancy Bowles to the Historic District Commission, seconded by Commissioner Doss. The motion passed 5-0.

Town House Painting – Commissioner Gell stated there were two quotes on the town house work – one from Upper Bay Pressure Washing and one from Pierce Contracting. After discussion, Commissioner Gell made a motion to have Upper Bay Pressure Washing do the work, seconded by Commissioner Doss. The motion passed 4-0-1 (President Vandervort abstained).

Commissioner Doss stated the Board had discussed Lee’s Marina at the last meeting and wanted to know what was being done. President Vandervort stated they have a really bad runoff problem and there was a pipe that went under the building but they weren’t sure whether the pipe was damaged or it was just not handling the amount of runoff coming down. He further stated he had asked URS Corporation, the Town’s engineers, to include this area in their report. Commissioner Doss stated his concern was the weather report was calling for heavy rains tomorrow night. After discussion, Commissioner Doss suggested sandbagging to help keep the water out. After more discussion, Commissioner Doss asked Mr. Brittingham, of Lee’s Marina, if he would mind if the Town would put some sand in front of the building tomorrow to keep water out in the meantime until the Town could determine what to do as a more permanent solution. President Vandervort stated URS should be looking at that problem.

President Vandervort stated Mr. Hearne and Mrs. Morgan would be off on several of the same days around Christmas and wanted to know if the Board wanted to hire a temp. Commissioner Gell asked if

the Town Hall was open all day on Christmas Eve. After discussion, the Board decided to ask Mrs. Lubking if she would work temporarily for the Town on December 24, 26 and 31<sup>st</sup> and January 2, 2004 and, if she couldn't, to contact a temp agency for a temporary worker.

Building Permits – The Board reviewed the list of building permits with Mr. Hearne. Commissioner Doss asked about Permit #03-116 as he hadn't submitted it because they had decided not to do the work. Mr. Hearne stated he had numbered the copy but, as the work was not going to be done, he would void the permit.

Bonuses – President Vandervort stated in the past the Town had given Christmas bonuses to the town employees. After discussion, Commissioner Gell made a motion to pay the full-time employees and Mr. Hearne a \$125 bonus and the two part-time employees a \$75 bonus, seconded by Commissioner Doss. The motion passed 5-0.

Pat's Marina lease – President Vandervort stated Pat's Marina changed in the mid-1980's and extended some of their docks out in front of town property and the Town stated they didn't have a right to do that. He further stated an agreement was reached that the marina would pay 10% of the cost of 1 slip so those 10 slips could remain. After discussion, President Vandervort stated his recommendation would be to renew the agreement on the same terms. When mentioned by Commissioner Gell, President Vandervort stated Lee's Marina's lease included a piece of land that they, in turn, lease to Pat's Marina. He further stated the Town had received a letter from Pat's Marina asking to lease the piece of land directly from the Town. President Vandervort stated he didn't believe that would be possible at this time unless Lee's Marina's lease was due to expire or they agreed to this also. He further stated it was a separate issue from the lease itself and, in continuing, said he'd recommend offering the same terms as in the current lease to Pat's Marina. After discussion, the Board asked President Vandervort to offer those terms.

Maryland Mayors' Association 10<sup>th</sup> Winter Conference – 02/05 – 02/07/03 – Loew's Hotel, Annapolis – President Vandervort stated a decision on this couldn't be made until after the election in January.

Commissioner Gell asked if a commissioner was going to be attending the MML Chapter dinner this Thursday. President Vandervort stated he was going as long as it didn't conflict with a viewing he needed to attend.

President Vandervort stated Robert Niebel had submitted an invoice for his work. He further stated Mr. Niebel, although he said he had given the Town Hall a copy of his insurance certificate when he first started working, was told it was not on file at Town Hall and the Town couldn't pay him until he did so because he didn't notify Miss Utility before digging and cut utility lines twice. He further stated Bruce Criscuolo repaired the one area for \$390.30 and Verizon fixed the other area for \$946.45. President Vandervort stated he wanted to deduct those amounts from Mr. Niebel's bill unless Mr. Niebel's insurance company would pay those amounts and then the Town would pay the original invoice amount. Commissioner Doss so moved, seconded by Commissioner Sheets. The motion passed 5-0.

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

Commissioner Gell stated the inspector found the light over the shower in the town house was illegal and dangerous. He further stated Mr. Thomas, an electrician, put a light on the wall but in the process found the neutral was at 70 volts. Commissioner Gell stated that problem was being worked on.

Commissioner Sheets asked if President Vandervort had talked to Mr. Knapp, of Avalon Yacht Basin, about his request to reduce his sewer bill because of his claim of damage from Hurricane Isabel. President Vandervort stated he had attempted to contact Mr. Knapp several times but he wasn't home at those times.

Commissioner Sheets stated President Vandervort had caught several kids writing graffiti on the gazebo and said it hadn't been covered over yet. President Vandervort stated the kids hadn't painted yet because of the weather. After discussion, Commissioner Doss stated the kids will either find a ride to get here and do the painting or the Town had a year and a day to file charges against them.

Miller Environmental, Inc. – Monthly Report – President Vandervort stated there wasn't a MEI representative here but the Board could review the monthly report.

Commissioner Sheets stated on the Andrew Thompson matter about the flooding in the area and she had talked to David Dodge, representing Barry Andrews, and he stated they would be willing to pay half because there were other contributing factors causing the problem so believed the Town should move on that. She asked if URS could look at that. President Vandervort stated he had included that in his discussion with URS and they should be here shortly working on it. After more discussion, President Vandervort stated the County handled our storm water management but believed the Town had gotten to the point that perhaps we needed to have our own engineers doing it. He further stated it really didn't make sense to have the engineers develop a storm water management plan and then have the County enforce it. Commissioner Sheets asked what the Town would need to do to terminate the agreement with the County. President Vandervort stated the Town would need an agreement with URS or some other engineering firm and, also, he needed to check the agreement with the County. Mr. Hearne stated he will be in a MRDC seminar all day on Friday.

Mr. Hearne stated the Board had talked about doing something about abandoned vehicles and, looking at what was in place for Millington and what North East had in their ordinance, he believed that the Town needed to change the ordinance. Commissioner Doss asked if the Town had the citation books. Mr. Hearne stated he could order the books but first the ordinance needed to be redone. After discussion, Mr. Burden stated every ditch and pipe on Caroline Street are blocked so the water flowed down Cooper Avenue and behind there and flows into my and neighbors' backyards. After more discussion, President Vandervort stated URS was working on a storm water management plan for the Town. Commissioner Price stated that once it was done, it also needed to be maintained.

Commissioner Price stated he and Commissioner Gell had talked to Michael Vaughan and Michael Mizel regarding the TSMT property and said what the Town needed to do was develop a list of ideas the Town would like to see as a result of annexing that property into town. After discussion, Commissioner Price stated additional town employees due to the increased number of residents in town, more roads to maintain, which might mean a new town truck, etc. Commissioner Doss stated there would be a need for increased police and fire protection. Commissioner Sheets stated she would like to see a new post office so everyone in town has a Charlestown address. After discussion, Commissioner Price stated there should also be some things that should be beneficial to both them and the Town, such as signage, lighting, and other things that would tie them into the town. Commissioner Gell stated they had talked about putting in recreational facilities, such as swimming pools, but he would like to see them accessible to everyone in town. Commissioner Price stated usually a homeowners' association would run facilities such as that. Commissioner Gell stated a strong homeowners' association could be in competition with the town. He further stated developers have been known to pay an impact fee, which would pay for fire trucks, town trucks, snow plows, etc. After

more discussion, President Vandervort stated another consideration was the sewer system because if they hook up to the town's system, they would pay a \$2000 connection fee per home, which would help rebuild the Town's pumping stations. He further stated they will try to hook up to the County and try to convince us to allow them to do that and the County will argue that way and say we don't have a choice. President Vandervort stated the Town absolutely has the right to have that as part of Charlestown's sewer and the agreement specifically says that any land Charlestown annexed was covered by the agreement. He further stated he didn't believe the County could legally stop us from doing that. After more discussion, Commissioner Price stated the Town needed to make as comprehensive a list of what the Town wants so the Town had a good negotiation base. After more discussion, President Vandervort stated another issue to keep in mind was the annexation of the Holloway Beach area, which would be easier if TSMT happened because financially they would balance.

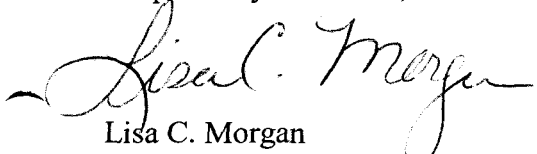
Miller Environmental, Inc. (MEI) – Monthly Report – Robert Corn, of Miller Environmental, Inc., presented the monthly water system operations report to the Board. He further discussed the progress on getting information and quotes on redeveloping the Cecil Street well. Mr. Corn stated he was thinking of contacting Shore Well Drillers again but would not recommend using them for the work because of their unresponsiveness when contacted them months ago when the Town had a problem with the well pump. President Vandervort stated if the Town solicited bids and only received one quote, then the Town had satisfied the charter's bid requirement. After brief discussion, President Vandervort stated the Town could go with the quote we had gotten from A.C. Shultzes. He further stated the Town wants them to redevelop the well and flowcheck it so the appropriate size pump was installed. President Vandervort stated he believed their quote was for \$3600 or \$4800. Commissioner Doss made a motion to award the work to A.C. Shultzes, seconded by Commissioner Sheets. The motion passed 5-0.

Commissioner Price stated he had gotten two plumbers to look at putting water on the town pier. He further stated one option was to connect the line to the water at the town house but then it would not be metered. He asked if MEI actually does the connection from the main to the meter. Mr. Corn stated no. President Vandervort stated they inspect the connection but they don't install it. After discussion, President Vandervort stated the question was to either connect to the water at the town house or put in a new connection. Mr. Corn stated if the Town was thinking about putting 8 hose bibs in, then a 1-inch line would be okay. President Vandervort asked if MEI would contact A.C. Shultzes or the Town. Mr. Corn stated the Town would need to sign the contract. President Vandervort stated he would do that and when contacting them, he would have them coordinate the work with MEI.

Commissioner Price stated the Town hadn't come up with a solid list but the commissioners should work on this for the next meeting.

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

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF DECEMBER 9, 2003**  
**AGENDA**

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. – Monthly Report
4. Andrew Thompson/David Dodge – Water problem

PENDING BUSINESS

5. Commission Appointments

NEW BUSINESS

6. Town House Paint
7. Days off at Christmas – Temp
8. Building Permits
9. Bonuses
10. Pat's Marina – Lease
11. Maryland Mayors Association 10<sup>th</sup> Winter Conference – 2/5-2/7 – Loews Hotel,  
Annapolis

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 12/9/2003 TIME: 7:30 PM

Christine Wertsch  
Bob Phillips  
Rebecca Phillips  
Yanay Boehler  
Linda Oliver  
Susan Barker  
Bene Shub  
Glen Lewis  
Kenny Duber

Rosen Vercady  
Robert Corn - MEH  
Greg Newmeyer



12/09/03

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
<b>1000.1 · General Fund Cash Accounts</b>			
<b>1010.1 · Cash-General Checking</b>			
Conectiv	Acct #2096 3159 9997 - Town Hall	6420.1 · Electric	155.52-
Garage electric	Acct # 2096 5479 9995 - Garage	6420.1 · Electric	64.20-
Comfort Station Electric	2096 4129 9992 - comfort station	6420.1 · Electric	15.94-
Flagpole Lighting	2105 5729 9992 - flagpole	6420.1 · Electric	74.44-
Town House Electric	Account #2056 2019 9989	6420.1 · Electric	10.88-
Town Pier Electric	2056 2019 9997 - town pier	6985.1 · Electric	15.19-
LazerBlazers.Com	Inv #25478 - (2) plaques	6216.1 · Memorials	63.00-
Council Baradel Kosmerl & ...	Inv #12119-00002-003 FCS - legal services - Principio Business Park a...	6310.1 · Legal Counsel	989.00-
Cecil County Chamber of Co...	membership dues	6214.1 · Dues & Memberships	200.00-
Charm Net, Inc.	Acct #15683 - Inv # 144077 internet service - period of 12/1/03 - 01/01/...	6440.1 · Telephone	16.95-
Central Printing & Office Sup...	Inv #5273 - (500) voter registration cards	6240.1 · Election	63.00-
Staples	Acct #7972 3200 0002 7426 - office supplies	6221.1 · Supplies	114.00-
Baynes, Keith A.	review & comment on lease w/ Chesapeake Bay Maritime Foundation; ...	6310.1 · Legal Counsel	135.00-
Viking Office Products	Acct #4867589 - Inv #850302 - (1) time clock; time cards & ribbon	6250.1 · Office Equipment	337.45-
Chesapeake Publishing Corp.	Account #104333 - ads for commission openings; election notices	-SPLIT-	268.96-
Maryland Rural Developmen...	Circuit Rider program - 2nd FY Qtr '03	6330.1 · Administration	3,133.50-
landfill	Acct # 1043 - landfill charges - Nov '03	6652.1 · Landfill	78.07-
Waste Management	Acct #275-0049441-0276-5 - Inv #1338380-0276-3 - trash removal - N...	6651.1 · Trash Collection	3,465.44-
Crothers-Littles Ins.	Cust #CH011206094732 - inv #1401 - bond	6520.1 · Fidelity Bonds	150.00-
Radio Shack	Account #00001903060981 - Inv #469348 - (4) 3pk cassette tapes	6221.1 · Supplies	31.96-
Local Government Insurance...	Inv #LGT02PO064 - liability deductible due on lease dispute case - Price	6219.1 · Other	1,000.00-
First National Bank of North ...	Box #10617 - safe deposit box rental	6219.1 · Other	48.00-
Total 1010.1 · Cash-General Checking			10,430.50-
Total 1000.1 · General Fund Cash Accounts			10,430.50-
<b>1000.2 · Utility Fund Cash Accounts</b>			
<b>1010.2 · Cash - Utility Checking</b>			
Sta 1 electric	2096 3069 9996 - Sta 1 electric	6531.2 · Station #1	147.31-
Sta 3 electric	2096 4739 9994 - Sta 3	6532.2 · Station #3	81.72-
Lift Station electric	2096 4139 9990 Lift station electric	6534.2 · Lift Station	11.31-
Rt 7 electric	2096 9259 9993 - Rt 7 electric	6533.2 · Station RT. #7	31.58-
Well 1 Electric	2096 5499 9991 Well 1 electric	7131.2 · Electric	455.50-
Well 3 Electric	2096 5769 9994 Well 3 electric	7131.2 · Electric	153.87-
Water Tank Electric	2096 5489 9993 - Water tank electric	7131.2 · Electric	214.26-
USA Blue Book	Inv #742846 - (6) pints liquid dye	7142.2 · Office Supplies	133.75-
National Waterworks	Acct #94258 - Inv #9940796 - (6) hydrant seats; (6) hydrant locking pins	7756.2 · Other Repairs	276.30-

12/09/03

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
Atlantic Coast Laboratories	Inv #104558 - lab fees	7121.2 · Laboratory Testing	16.00-
Total 1010.2 · Cash - Utility Checking			1,521.60-
Total 1000.2 · Utility Fund Cash Accounts			1,521.60-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
Gilbert Enterprises Inc.	Inv #8697G & Inv #8694G - gasoline charges - Oct '03	-SPLIT-	348.80-
Street Lighting	2055 3529 9973 - street lighting	6010.3 · Street Lights	666.11-
Advantage Ford	Acct #11395 - Inv #FOCS44675 - oil change & replace front stabilizer d...	6024.3 · Truck Repair	224.30-
Total 1005.3 · New-Checking-Special (Special checking County)			1,239.21-
Total 1000.3 · Special Fund Cash Accounts			1,239.21-
<b>TOTAL</b>			<b>13,191.31-</b>

**TOWN MEETING OF JANUARY 13, 2004  
MINUTES**

The January 13, 2004 meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 7:40 p.m. Other Commissioners present were Vice President Michael W. Doss, Treasurer Donna M. Sheets, and Commissioner Robert L. Gell. Also present were Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Election Results – Mrs. Morgan announced the results of the Town Election held Monday, January 13, 2004 as follows:

294 voted out of 550 registered voters, resulting in a 53.4% voter turnout.

Donna Sheets	-	182
Steve Vandervort	-	148
Robert Gell	-	132
Joseph Letts, Sr.	-	121
Henry Burden	-	106
Judy Calvert	-	106
Albert VanDyke	-	20

Mrs. Morgan stated that based on the results, Donna Sheets, Steve Vandervort and Robert Gell won the 3 commissioner seats.

Oath of Office – William Brueckman, Clerk of the Circuit Court for Cecil County, swore in Donna Sheets, Steve Vandervort and Robert Gell in as commissioners.

Election of Town Officers – The Board voted, by secret ballot, in turn for President, Vice President and Treasurer. As a result of the balloting, Mr. Hearne announced Commissioner Doss, Commissioner Vandervort and Commissioner Sheets were elected President, Vice President and Treasurer respectively. Mr. Brueckman swore them in.

Minutes – Commissioner Gell made a motion to approve the minutes of the December 9, 2003 meeting, seconded by Commissioner Sheets. The motion passed 4-0.

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

Miller Environmental, Inc. – Monthly Report – Robert Corn, of Miller Environmental, Inc. (MEI) asked if the Town would consider giving keys to the water tower and gate to Intercoastal Trucking, the company that delivers chemicals to the water tower for use in the water system. He further stated although Intercoastal was supposed to provide 24 hours notice of a delivery, they have not several times resulting in either Beth Hamilton, the water system operator, having to leave a job to unlock for them or, if she's a distance away, Town maintenance or clerk unlocking for them. After discussion, the Board decided not to provide a key being concerned with security and limiting the number of people who have direct access to the water tower. Mr. Corn also presented the December 2003 monthly water system operations report. He also asked if the Town had signed the A.C. Shultz contract. Commissioner Vandervort stated the Town had approved the contract at a previous meeting but the only contract the Town received was a faxed copy. He further stated if the company didn't

mind the Town signing a faxed copy, the Town would execute it now. After brief discussion, President Doss signed the faxed contract copy and Mr. Corn stated he would contact A.C. Shultz to start work.

Water Meters – Mrs. Morgan stated she was requesting to purchase more water meters and, when asked, suggested purchasing 9 due to the number of houses nearing the end of construction in Scott Gardens. Commissioner Sheets made a motion to purchase 9 water meters, seconded by Commissioner Vandervort. The motion passed 4-0.

Commissioner Gell asked what the outcome of the no water complaint at the corner of Chesapeake Road and Cecil Street. Mrs. Morgan stated Mrs. Hamilton had checked the water meter and found the water meter was not frozen but the property owner had a problem either in the water lateral or in the residence itself. She further stated Mr. Malinowski, the property owner, was going to have a plumber check it.

Carey Snyder – 16 & 20 Cecil Street – Request for water/sewer service – Al Snyder, owner of 16 Cecil Street in the Holloway Beach area outside of town limits, stated Hurricane Isabel damaged the existing home to the extent they had to tear it down. He further said they wanted to rebuild and asked if the Town would permit them to tie a sewer line into his father's, Carey Snyder, existing sewer lateral at 20 Cecil Street, also outside of town limits. Mr. Snyder stated his father had tied into the system back around 1974. Commissioner Vandervort stated he believed there were a few properties that tied in back then in exchange for right-of-way needed for the system. President Doss stated the Town needed to put them in the same hold status as everyone else in that area who had come and requested service because the Town couldn't allow one person to tie for one reason and not allow another to tie in for the same reason. He stated it would be setting a precedent. President Doss stated the Town was working on annexation of the area and suggested Mr. Carey talk to Renee Sheets, a property owner in that area who working on the residents' behalf on the annexation. After more discussion, President Doss stated the Town hoped to have the annexation moving forward well by spring.

#### PENDING BUSINESS

Pat's Marina lease – Commissioner Vandervort stated Leonard Newswanger, owner of Pat's Marina was agreeable to renewing a lease with the same terms as the current one. After brief discussion, Commissioner Vandervort made a motion to approve the new lease with the same terms for 3 years, seconded by Commissioner Gell. The motion passed 4-0. President Doss signed the lease on behalf of the Town and Mr. Hearne will forward it to Mr. Newswanger to sign.

Commission appointment – Glenn Lewis – Ethics Commission (expires 01/2004) – Commissioner Vandervort stated the Board appointed Mr. Lewis in November to fill a vacated position on the Ethics Commission and now the term of that position was to expire at the end of this month. After discussion, Commissioner Gell made a motion to waive the interview for Mr. Lewis. After more discussion, Commissioner Gell amended his motion to waive the interview requirement and reappoint Mr. Lewis to the Ethics Commission for a new 3 year term, seconded by Commissioner Vandervort. The motion passed 4-0.

State Water Appropriation & Use Permit – Mr. Hearne stated the current permit issued in 1992 was due to expire in September 2004. He asked if the Town wanted to ask for an increase in the water appropriation when he files the paperwork for the new permit. The Board agreed the Town needed to ask for an increase but would need to talk to MEI about it and tabled the matter until the next meeting.

Boat Slip Fees – Mr. Hearne stated last year the Board had raised the annual slip fee to \$300 in anticipation of installing lights and water to the town pier. Mrs. Morgan stated the fee needed to be set because the Town needed to get the State approval of the fee. After brief discussion, Commissioner Sheets made a motion to set the 2004 boat slip fee at \$300, seconded by Commissioner Vandervort. The motion passed 4-0.

LGIT FY04 training grants – President Doss stated LGIT had discontinued offering safety grants. After discussion, the Board requested Ben Suppa, the town maintenance supervisor, look at the information and, if there was any training he believed the Town should submit for grant money, to let them know at the next meeting. Mr. Hearne stated the grant application needed to be submitted to LGIT by March 17, 2004.

Town of North East Information Request – Commissioner Vandervort stated the Town of North East had requested all records, maps, plans, plats, agreements, letters, minutes, correspondence, tapes, and/or information regarding the Tri-State Properties, LLC under the Freedom of Information Act. He further stated he had reviewed the information Mr. Hearne had collected. When asked by Commissioner Vandervort on Mr. Baynes' response, Mr. Hearne stated Mr. Baynes, the Town's attorney, said it was not necessary to include copies of the Town's engineer's bills or the bills from Fred Sussman, the attorney who was working on this matter for the Town. Mr. Hearne stated he had calculated and an invoice was done for \$184.69 charging for the hours Commissioner Vandervort, Mrs. Morgan and he spend gathering the paperwork, cost of copying, cost of tapes and the dubbing fees. He further stated a copy of the invoice was faxed to Melissa Cook-MacKenzie, North East Town Administrator, so they had a check ready when he dropped off the materials tomorrow. After brief discussion, Commissioner Vandervort suggested a discount as North East had allowed the Town to use their copier when ours was not working when we had to issue the boiled water advisory months back. After discussion, Commissioner Vandervort made a motion to submit an invoice showing total cost and the inter-government good neighbor discount, to be of such amount that the adjusted cost was \$130.00, seconded by Commissioner Sheets. The motion passed. Commissioner Vandervort stated he would revise the invoice tonight and Mr. Hearne stated he would call Mrs. MacKenzie tomorrow morning about the revised amount.

County Comprehensive Plan changes – Request for comments – President Doss stated the commissioners needed to review and make comments in writing. After more discussion, Commissioner Gell stated he talked to Al Wein, the County Administrator, and he said this hadn't anything to do with the water/sewer service plan. After more discussion, President Vandervort stated it should be asked in writing so they respond in writing. Commissioner Gell stated he would talk to Mr. Wein again.

MML Conference – hotel information to be received from MML on 01/19/04 – Mrs. Morgan stated she needed the hotel information for each commissioner for the conference. She further stated MML usually sent the hotel information so every town received it the day after Martin Luther King Jr.'s birthday and, due to the large attendance at the conference, most hotel rooms are taken by the end of the day.

Building Permits – Mr. Hearne stated there were only two major permits and one minor permit received since the last meeting; for Barry Andrews Homes, Jimmy Martin and a minor permit for the Suppas for a driveway. Commissioner Vandervort stated the one for Mr. Martin was to remove the existing mobile home to create 5 more campsites and asked if in doing that the Town should charge

another hookup fee. The Board wanted to look into that before making a decision. Commissioner Vandervort stated the developers of Scott Gardens were ready to start Phase II and the public works agreement required them to widen Louisa Lane at this point. Commissioner Vandervort stated when the road was widened, it would be over as far as where Mr. Scott's living room is now. He further stated Mr. Scott was upset because Mrs. Morgan had told him he would need to tear the existing house down before his new one could be built. Mrs. Morgan stated Planning and Zoning started requiring this when they had allowed someone to build a new home before tearing down the old one and they had a problem getting the property owner to tear the old one down. Commissioner Gell stated the developers told him they were willing to put up a bond guaranteeing that the Scotts' original house will be demolished once the new house was built. Commissioner Vandervort stated he would discuss this with Mr. Magness, the Planning and Zoning Commission chairman, because the developers were even willing to post a bond and then he would talk to Mr. Scott.

Municipal Government Week – 04/26 – 04/30/04 – Mr. Hearne stated the Maryland Municipal League had forwarded information regarding municipal government week and suggested activities, etc. to encourage people to participate in municipal government. After much discussion, the Board decided to fly the municipal government flag and pass a proclamation.

Mrs. Morgan stated Ms. Mumpower was in for her first day of community service work and would be back on Thursday. She further stated minutes of town meetings have been scanned back to 1998.

Commissioner Gell stated he would like the Town to look into moving the town election from the 2<sup>nd</sup> Monday in January to the 2<sup>nd</sup> Monday in April. After discussion, Mr. Hearne stated it would take a charter amendment but would need to check on all the procedures to do so. Rebecca Phillips, an audience member stated she would be interested in knowing also.

President Doss stated the Town approved the hazard mitigation plan and submitted to the County but forgot that a resolution needed to be passed adopting it as the official hazard mitigation plan for Charlestown. He further asked Mr. Hearne to work on a resolution for the next meeting.

President Doss mentioned that Michael Ross, a member of the Fire Company and who also was the Fire Company's representative on the Streetscape Committee, died recently. He said Mr. Ross had the second highest total service hours during Hurricane Isabel and did most of the water rescues for the Fire Company. President Doss made a motion to have the Town to recognize Mr. Ross for that by proclamation, seconded by Commissioner Sheets. The motion passed 4-0. President Doss stated he would work on the proclamation.

President Doss asked Mr. Hearne if the Town had received any money back from FEMA for Hurricane Isabel. Mr. Hearne stated the Town had received some reimbursements but the Town hadn't received anything yet on two remaining reimbursement requests and would check with FEMA on them. Mr. Hearne also stated he needed to submit paperwork for the \$10,000 MDE grant for the shore debris yet.

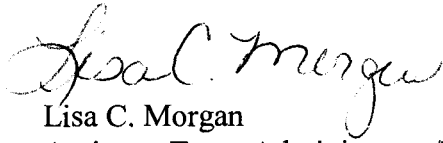
Commissioner Gell made a motion to adjourn.

Thomas Gatch, an audience member, asked about the boat upside down in the river. President Doss stated he had already contacted the Maryland Department of Natural Resources Police (DNR Police) and, since its mooring was still holding, the DNR police told him they would remove it, probably salvage it, in the spring.

Briefly, the Board discussed with the audience the outstanding voter turnout at the town election yesterday.

President Doss stated Commissioner Gell had made a motion to adjourn. Commissioner Sheets seconded the motion. The motion passed 4-0. President Doss adjourned the meeting at 9:16 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 JANUARY 13, 2004  
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. Carey Snyder – 16 & 20 Cecil St. – Request for water/sewer service

**PENDING BUSINESS**

8. Pat's Marina lease

**NEW BUSINESS**

9. Commission Appointment – Glenn Lewis – Ethics Commission (expires Jan '04)
10. State Water Appropriation & Use Permit
11. Boat Slip Fees
12. LGIT FY04 Training Grant
13. Town of North East Information Request
14. County Comprehensive Plan changes – Request for comments
15. Water meters
16. MML Conference – hotel information to be rec'd from MML on 01/06/04
17. Building Permits
18. Municipal Government Week – 04/26 – 04/30/04



ROSTER

CHARLESTOWN TOWN MEETING

DATE: 1/13/2004 TIME: 7:30 PM

Corey Sample

Alan Suxder

James Sun

Robert Curn, MEI

Bob Phillips

Rebecca Phillips

Tom Gauth

Alliet Van Dyke

Carl Chesnik

Danielle Rapposelli

Katrine Vandervort

01/13/04

## Town of Charlestown

### Accounts Payable Bills

Name	Memo	Split	Amount
<b>1000.1 · General Fund Cash Accounts</b>			
<b>1010.1 · Cash-General Checking</b>			
AT&T	Acct #8014-058-9492 - Inv #6392573902 - Town Hall telephone	6440.1 · Telephone	16.01-
Glowstickfactory.com	(300) 6" glowsticks - Halloween	6963.1 · Halloween Party	242.00-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 10/18/03 - 11/14/03	6920.1 · Police Protection	88.39-
Sheriff's Patrol	Charlestown patrol - period of 10/18/03 - 11/14/03	6920.1 · Police Protection	2,957.68-
Cecil County Chamber of Co...	Inv #10464 - MD Sec'y of Transportation: Rob't Flanagan lunch - Co...	6212.1 · Conference Expenses	20.00-
Beresh, Carol	court reporter - Bd of Appeals hearing - Masonry Homes	6611.1 · Other	75.00-
Verizon	Acct #000017861803 96Y - Town Hall telephone	6440.1 · Telephone	136.07-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #8421 - (24 rls) paper towels - Tow...	6221.1 · Supplies	40.08-
Waste Management	Acct #276-0035805-0276-7 - Inv #0432001-0276-2 - dumpsters - Hu...	6651.1 · Trash Collection	1,545.72-
Benjamin Lumber Co., Inc.	Acct #1186 - Inv #334398 - drill bit - post office door; Inv #333759 - d...	6410.1 · Repairs	26.11-
URS Corporation	Project #20592171 - Inv #789540 - Scott Gardens Phase II; Inv #818...	-SPLIT-	1,165.86-
URS Corporation	Project #20605323 - Inv #796921 - mtg w/ Town & developer; mtg w/...	-SPLIT-	4,785.61-
URS Corporation	Project #20605321 - Inv #796920 - mtg w/ Developer & Town; part-ti...	6341.1 · Engineering Services	4,564.50-
URS Corporation	Project #20592168 - Inv #796853 - coordinate with developer on nex...	-SPLIT-	1,637.97-
URS Corporation	Project #20605326 - Inv #793997 & Inv #818403 - Tiffin Builders (Co...	-SPLIT-	1,409.56-
Thomas, Don H.	Inv #2245 - removed old light; installed wall light in bathroom near sh...	6410.1 · Repairs	113.00-
Best Cleaning Services, Inc.	Inv #20253 - (3) cleanings - Town Hall	6450.1 · Maintenance	105.00-
Council Baradel Kosmerl & ...	Client #12119 - Inv #67456 - FedEx charges & telephone charge - T...	6310.1 · Legal Counsel	16.08-
Council Baradel Kosmerl & ...	Client #12119 - Inv #67457 - calls w/ Vandervort; revise agreement; ...	6310.1 · Legal Counsel	1,064.00-
NEBS	Account #961219-139077 - Order #1031384962 - (1000) checks	6220.1 · Office Supplies	141.76-
KM-T Enterprises - Bernard ...	Inv #6026 - temp services	6340.1 · Temp Services	168.00-
Baynes, Keith A.	research & provide opinion ltr regarding election law questions	6240.1 · Election	45.00-
Ferrell Fuel Co., Inc.	Account #146210 - Inv #68352 - 205.3 gal x \$1.199/gal	6430.1 · Fuel	246.16-
Maryland Department of the ...	Inv #AD006536 - ad for Shoreline Erosion project	6704.1 · Shoreline Erosion (grant)	86.00-
Chesapeake Publishing Corp.	Account #104333 - ad for Board of Appeals hearing - temp sales trail...	6610.1 · Administration	48.90-
Staples	Account #7972230000027426 - office supplies	6220.1 · Office Supplies	73.37-
Conectiv	Acct #2096 3159 9997 - Town Hall	6420.1 · Electric	163.94-
Garage electric	Acct # 2096 5479 9995 - Garage	6420.1 · Electric	74.14-
Comfort Station Electric	2096 4129 9992 - comfort station	6420.1 · Electric	23.61-
Flagpole Lighting	2105 5729 9992 - flagpole	6420.1 · Electric	76.06-
Town House Electric	Account #2056 2019 9989 - Town House electric	6420.1 · Electric	10.66-
Town Pier Electric	2056 2019 9997 - town pier	6985.1 · Electric	9.03-
URS Corporation	Project #20605321 - Inv #818399 - progress mtg w/ Town to review l...	6341.1 · Engineering Services	8,880.39-
AT&T	Acct #8014-058-9492 - Inv #6392577629 - long-distance telephone	6440.1 · Telephone	8.66-
Pitney-Bowes Inc	Account #1955-0184-96-5 - Inv #725613 - rental charges - postage ...	6260.1 · Office Equipment Repair	106.84-
Waste Management	Acct #275-0049441-0276-5 - Inv #1364977-0276-3 - trash removal - ...	6651.1 · Trash Collection	3,521.34-
Central Printing & Office Sup...	Inv #5345 - (600) election ballots	6240.1 · Election	48.00-

01/13/04

## Town of Charlestown

### Accounts Payable Bills

Name	Memo	Split	Amount
Total 1010.1 · Cash-General Checking			33,740.50-
Total 1000.1 · General Fund Cash Accounts			33,740.50-
<b>1000.2 · Utility Fund Cash Accounts</b>			
<b>1010.2 · Cash - Utility Checking</b>			
Verizon	Acct #000017860572 14Y - telephone - water tower	7132.2 · Telephone	41.40-
USA Blue Book	Acct #950625 - Inv #748395 - (1) pk 21" blue wire flags	7142.2 · Office Supplies	12.56-
Miller Environmental, Inc.	Inv #10010399 - monthly water ops charges - Jan '04	7120.2 · Contract Operating	2,056.12-
Verizon Wireless	Account #202583968-00001 - Inv #486875128 - (2) cell phones	7132.2 · Telephone	134.69-
Sta 1 electric	2096 3069 9996 - Sta 1 electric	6531.2 · Station #1	186.19-
Lift Station electric	2096 4139 9990 Lift station electric	6534.2 · Lift Station	13.45-
Rt 7 electric	2096 9259 9993 - Rt 7 electric	6533.2 · Station RT. #7	38.69-
Well 1 Electric	2096 5499 9991 Well 1 electric	7131.2 · Electric	449.72-
Well 3 Electric	2096 5769 9994 Well 3 electric	7131.2 · Electric	98.89-
Water Tank Electric	2096 5489 9993 - Water tank electric	7131.2 · Electric	529.66-
Sta 3 electric	2096 4739 9994 - Sta 3	6532.2 · Station #3	77.04-
Total 1010.2 · Cash - Utility Checking			3,638.41-
Total 1000.2 · Utility Fund Cash Accounts			3,638.41-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #657 - oil; ice melt; air hose; deicer...	6420.3 · General Maintenance	135.53-
Newark Mower Center, Inc.	Inv #8594 - (2) Western plow feet	6022.3 · Equipment Repair	80.00-
York Building Products	Acct #6241 - Inv #5956-01 - 4.68 tons sand (to mix w/ salt) for snow ...	-SPLIT-	57.80-
American Home & Hardware	Acct #685600 - Inv #979511 - organizer kits; utility hooks; gloves; ke...	6420.3 · General Maintenance	62.03-
Gilbert Enterprises Inc.	Inv #8722N - gasoline for town trucks - Nov '03	6026.3 · Gasoline - Truck	174.06-
Kunkle Service Co.	Account #369904 - Inv #344271 - hydraulic fluid - truck; Inv #344457 ...	-SPLIT-	81.69-
Street Lighting	2055 3529 9973 - street lighting	6010.3 · Street Lights	666.11-
Atlantic Coast Laboratories	Inv #105027 - lab testing (monthly coliform; VOC & nitrates testing	7121.2 · Laboratory Testing	83.00-
Total 1005.3 · New-Checking-Special (Special checking County)			1,340.22-
Total 1000.3 · Special Fund Cash Accounts			1,340.22-
<b>TOTAL</b>			<b>38,719.13-</b>

## TOWN MEETING OF FEBRUARY 10, 2004 MINUTES

The February 10, 2004 meeting of the Town Commissioners of Charlestown was called to order by President Michael W. Doss at 7:30 p.m. Other Commissioners present were Treasurer Donna M. Sheets and Commissioner G. Richard Price. Also present was Stanley W. Hearne, Town Administrator. Commissioners Gell and Vandervort arrived later in the meeting as indicated herein. Audience attendance sheet is attached hereto.

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

Miller Environmental, Inc.:

Monthly Report – Robert Corn, of Miller Environmental, Inc. (MEI), presented the January 2004 monthly water system operations report to the Board. Mr. Corn stated A.C. Schultz had started work on the well and, as of yesterday, the well was producing 81-82 gallons per minute. When asked by President Doss, Mr. Corn stated that was compared to 46 gpm before. Mr. Corn stated they indicated they might be done tomorrow.

Mr. Corn stated James Houston, of H.I.E. Contractors, with help from Charles Bowman, found and repaired the leak on Route 7.

Hach Colorimeter – Mr. Corn stated Hach had given them estimates for repairing or replacing the Hach colorimeter, with a discount for returning the old one, and recommended replacing the colorimeter. Commissioner Sheets made a motion to purchase a new colorimeter for \$268.24 plus shipping, seconded by Commissioner Price. The motion passed 3-0.

At this time, Commissioner Gell arrived at the meeting.

Minutes – Commissioner Sheets made a motion to approve the minutes for the January 13, 2004 meeting, seconded by Commissioner Gell. The motion passed 3-0-1 (Commissioner Price abstained).

Francis Malloy – 22 Long Beach Rd. – Request for Water & Sewer Connections – Mr. Hearne stated the Town had received a letter from him. President Doss tabled the matter until Mr. Malloy was available.

Merrill Hadry – Dogs, ATVs & police protection – Merrill Hadry stated, although the newsletter had talked about people needing to leash their dogs, there was a problem with loose dogs in his neighborhood. President Doss stated the S.P.C.A. was the enforcing agency. After some discussion, Mr. Hadry stated he was also concerned about the ATVs and dirt bikes in the area. After discussion, President Doss stated the Town had a similar problem with the athletic complex and had taken steps to secure that area. He further stated Sgt. Schmidt, of the Cecil County Sheriff's Office, was present. President Doss stated there were problems with the ATVs and dirt bikes in Scott Gardens and, particularly, the new section of Trinity Woods where the contractor was repairing the roadwork they had done the previous week after each weekend. After discussion, Sgt. Schmidt asked what period of time seemed to be the worst. Mr. Hadry stated Saturdays and Sundays from early morning to late at night. President Doss stated he would work with Sgt. Schmidt to revise the police schedule so they can have units sitting in the area. Sgt. Schmidt stated the Sheriff's Office would impound the ATV and charge the individual with everything they can. He stated they could be looking at a \$1,000 fine for driving uninsured and an additional \$275 for driving unregistered. President Doss stated the next

patrol schedule would be changed to include some daytime hours and Sgt. Schmidt stated the Sheriff's Office would also concentrate regular patrol in the area as much as possible.

Connie Waddell – untagged vehicle blocking road – Connie Waddell stated there was an unregistered navy blue truck with a cap on it at 80 Cecil Street blocking the street. She further stated she doesn't know who owns it. Mrs. Waddell also mentioned it seemed they had done some renovations and had placed a pile of furniture, wood and shingles there also. Commissioner Gell stated if this would be enforced elsewhere because there were many untagged vehicles throughout town. Mr. Hearne stated he would be meeting with Lisa Hatfield, an Assistant State's Attorney, on February 19<sup>th</sup> regarding legal prosecution and procedures to do so and, after that, the Town would start enforcing this heavily. President Doss asked Sgt. Schmidt if he could run the tags so we know whom it's registered to. Sgt. Schmidt stated it could be referred to Permits and Inspections Office who can issue them a letter and, if they don't take care of it, they can refer it to the court. Mrs. Waddell asked about Mr. Malloy's request for water/sewer service and said Mrs. Morgan had mentioned several people in the area had requested service. President Doss stated the Town would looking at a possible annexation of that area but it was up to the people in that area to get a petition together to get the matter going. He stated they needed to do that before the Town could do anything.

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

Charlestown Marina – standing water in Veterans Park – President Doss stated somebody from the marina was supposed to be here but wasn't. He further stated the Town had met with URS Corporation, the Town's engineers, and this was an area they had discussed. Commissioner Vandervort asked if URS had included any cross-section drawings that gave how much stone would be needed in the holes. President Doss stated the cross-section they showed for Veterans Park showed moving existing dirt from one area to another. Commissioner Vandervort stated he was concerned with the Lee's Marina area. He stated when they had met with URS earlier today, we'd indicated that one sheet drawing was sufficient but thinking about it, he believed URS should include a cross-section with more detail if we're going to bid it out.

Sgt. Ron Schmidt/Cecil County Sheriff's Office – Report – Sgt. Schmidt presented the January 2004 monthly report to the Board. He stated two shifts were not covered in the month, one was because of a CID call-out and the other was cancelled due to severe ice/snow conditions during the nighttime hours. After discussion, Sgt. Schmidt stated they were targeting the main road through town most times. Commissioner Gell stated he had gotten complaints about speeding on the side streets, particularly Ogle Drive. President Doss stated he had complaints about Cecil Street towards Holloway Beach and asked for the deputies to pay attention to those two areas. After more discussion, Sgt. Schmidt stated they would work on the ATV problem but one problem with the new section of Trinity Woods was the roads are private. He further stated if the property owner would post "no trespassing" signs on the property, they could arrest them for trespassing. When asked, Sgt. Schmidt stated the court would uphold it if it's a housing development under construction and posted. President Doss asked Mr. Hearne to contact the property owners and ask if they would do that. After more discussion, President Doss asked if Sgt. Schmidt could get a ruling on those mini-scooters. Sgt. Schmidt stated they're trying to get a ruling from the Motor Vehicles Administration. He further stated the way the law was written, anything under 50 cc was not considered a motor vehicle. After discussion, Sgt. Schmidt stated he would inform them as soon as they get a ruling.

President's Agenda – President Doss stated he had some items that he wanted to go over and provided copies of his agenda. He stated 2 ice-eaters had burned up and needed to be replaced and water leaks

in Trinity Woods and Route 7. He stated the actual nuts on the bolts rotted away and that's why the water valve came unseated. President Doss stated parts have been ordered so if a similar situation occurs, we have them on hand. He mentioned the Town went through a lot of salt and sand on the streets. President Doss stated the maintenance workers put in a lot of hours keeping the streets as safe as possible as well as clearing sidewalks, particularly on Baltimore Street. President Doss stated he wanted to go back to assigning commissioners to particular areas of oversight (for more detail see attached President's Agenda) as follows: streets & sidewalks – Commissioner Price; parks & recreation – Commissioner Sheets; water & sewer – Commissioner Gell; police & public safety – Commissioner Vandervort; Town Hall & employees – President Doss. President Doss stated there was another water/sewer infrastructure meeting on March 11<sup>th</sup> and was sure all the commissioners would want to be involved. After discussion, President Doss stated he wanted to send this information to the Cecil Whig and the Herald so townspeople would know what commissioner to contact. Commissioner Sheets asked and President Doss agreed it should be put in the newsletter also. President Doss stated all commissioners have access to budget balances, just ask Mrs. Morgan and she would get the information you requested. He further stated at the beginning of the second calendar quarter, he would provide a budget update and a State of the Town. Commissioner Vandervort asked and President Doss stated the Town had received the auditor's report and he should have a copy of it in his box. President Doss further said he would provide status reports in June, September and December to the Board but also expects a report from each commissioner regarding their particular assignments. President Doss discussed the operational chain of command and lists of employees' responsibilities with the Board. After much discussion of bank deposits and utility billing timing, President Doss stated he had discussed with Mrs. Morgan equipment that would speed up that operation. He also further mentioned the need to be aware of what she's working on so she doesn't get overloaded and also requests from other groups need to go through Mr. Hearne. President Doss asked Mr. Suppa, as the maintenance supervisor, to attend the first meeting of the month at least to keep the Board advised of what's coming on as far as maintenance. He mentioned that the plow was partially inoperable and the new truck needed new brakes. After discussion, President Doss stated Mr. Suppa was able to fix both problems. President Doss stated all non-exempt staff would take an unpaid 30-minute lunch and two 15-minute breaks during the day, bringing it to a 9-hour day. Commissioner Vandervort stated in the past people had asked about more land for the cemetery and was still interested in looking at that. After discussion, Commissioner Vandervort asked Mr. McMullen if people had been talking to him about that. Mr. McMullen stated there were a few but not many.

Mr. Suppa stated town maintenance could use a power washer. After discussion, President Doss stated he was fairly sure the Board had authorized that purchase. Mr. Hearne suggested the Board take a new vote. Commissioner Gell stated a paperfolding machine would speed up the utility billing. After discussion, Commissioner Gell made a motion to purchase a power washer and a paper folding machine up to \$1000 for both, seconded by Commissioner Sheets. The motion passed 5-0.

#### PENDING BUSINESS

Resolution – Charlestown Hazard Mitigation Plan – President Doss stated the plan had been approved by the Board and forwarded to the County but the Board didn't adopt the plan by resolution, which was a requirement. Commissioner Vandervort made a motion to adopt Resolution No. 2004-01, seconded by Commissioner Sheets. The motion passed 5-0.

#### NEW BUSINESS

Cathodic protection agreement – Mr. Hearne stated that was protection for the water tank and it's a 1-year contract. After discussion, Commissioner Gell made a motion to approve the cathodic protection contract for \$375, seconded by Commissioner Vandervort. The motion passed 5-0.

Town Hall Roof (Status/Condition and RFP's if needed) – Mr. Hearne stated the Town had 1 quote, Mr. Newswanger was supposed to contact Commissioner Gell about providing a bid. Commissioner Vandervort asked who had done the work on the boathouse at the town house. President Doss stated that was Curtis Elmer and the Town had gotten a bid from him. Commissioner Vandervort also asked that the Town get one from Mr. Lewis.

Fax Machine – Commissioner Vandervort stated the Town had the fax machine for several years, been fixed once or twice, and it's been an on-going problem getting it to work. After discussion, Commissioner Vandervort stated there was one Hewlett Packard machine for \$699 that uses toner rather than an ink cartridge, lasting longer. He further stated it could be used as a printer or copier if there was a problem with the other. After more discussion, Commissioner Vandervort made a motion to purchase the machine for \$699, seconded by Commissioner Gell. The motion passed 5-0.

Computer(s) – President Doss stated the laptop computer Mr. Hearne was using needs to be replaced because it was so outdated. Commissioner Doss stated the Town should get him the same computer as Mrs. Morgan's because we have do have a wireless router and they could be networked. Commissioner Vandervort stated every year the Town either needed to purchase an updated tax table or new version of Quick Books. He further stated he had found every time we get a new version of Quick Books, the computer works slower. He stated her computer should be replaced soon. Mr. Hearne mentioned that her computer locks up when she uses Quick Books and utility billing together. After discussion, President Doss asked Commissioner Vandervort to look at Staples and he would look at some local dealers.

Audit Services contract – Mr. Hearne stated the audit contract had reached its last year and needed to be re-bid. He further stated the Town didn't have to bid it because it's considered professional services. Mr. Hearne stated he believed Mr. Saddler would quote a higher price, one because of the GASB-34 requirements and also, as Ms. Dojan had mentioned, they had been a little lower than they should have. After discussion, Commissioner Vandervort stated the Town had been very satisfied with the current auditing firm and recommended that the Town continue with that firm. Mr. Hearne stated if the Town will be required, under GASB-34, to depreciate the Town's assets, then the audit would be more expensive than just an incremental increase would be. After more discussion, Commissioner Price made a motion to continue with the same auditor and requesting a quote for the next year, seconded by Commissioner Sheets. The motion passed 5-0.

Mr. Hearne asked about updating Excel and Microsoft Office on the computers. Commissioner Vandervort stated it would be a good idea as part of the computer purchase. President Doss asked him to check on it.

Shaping the Future – Manual & Video – Commissioner Sheets stated Commissioner Gell had gotten this information at a conference and it was a program directed to getting teenagers involved documented in a manual and video and stated it would cost \$35. Commissioner Vandervort asked when the part-time activities director return. Commissioner Sheets stated they were waiting on getting a reply from Upper Bay Counseling on the grant but haven't heard. She stated she had talked with Ms. Hudson. Commissioner Vandervort mentioned he thought they were also waiting for the school to be ready. Commissioner Sheets stated they were and Ms. Hudson was ready to come back and work with

us but we need to get an answer from Upper Bay Counseling first. She said she needed to talk to the principal about moving on the matter. Commissioner Gell made a motion to purchase the manual & video for \$35, seconded by Commissioner Vandervort. The motion passed 5-0.

Circuit Rider Program – Mr. Hearne stated Kevin Brooks, executive director, and Dale Mumford, the lead circuit rider, for Maryland Rural Development Corporation were supposed to send a letter to the Town asking the amount of hours the Town needed him to work. After discussion, Mr. Hearne stated the Town should be able to get 4 days but he would need to work for another town 1 day a week because he could not just work 1 town.

Commissioner Gell made a motion to have Mr. Hearne 4 days a week, seconded by Commissioner Sheets. After discussion, President Doss stated at this time the Board needed to discuss whether that was the course of action to take and a motion was not needed at this time.

Holiday Schedule – After much discussion, Commissioner Gell suggested changing the schedule so staff had July 5<sup>th</sup> off, November 26<sup>th</sup>, and December 24<sup>th</sup> off. After discussion, Commissioner Gell stated the Board should adopt this schedule and thereafter if staff requested another day, vacation time needed to be taken. Commissioner Gell made a motion to approve the schedule as amended, seconded by Commissioner Sheets. Commissioner Price mentioned New Year's Day was on Saturday and therefore December 31<sup>st</sup> should be a holiday. After discussion, Commissioner Gell asked when the Board should set next year's schedule. After more discussion, President Doss stated the Board should adopt the next schedule in November. Commissioner Gell made a motion to adopt the schedule as amended again, seconded by Commissioner Sheets. The motion passed 5-0.

310 Cecil Street - Mr. Hearne stated this was the matter of Mr. Murphy's house. He further stated the County had posted the property and Mr. Murphy needed to make the house safer or take it down and has given him 90 days to comply from receipt of their letter. Mr. Hearne further stated the County inspector had determined there wasn't a violation at 24 Cooper Avenue. After discussion, President Doss stated the Town would need to get a ruling from the attorney on the matter of not being connected to the water and sewer systems to determine what the next course of action would be. When mentioned that it was gone, Commissioner Vandervort stated Mr. Patchell had told him he was removing the vehicle from the property. He further stated one of the family members had discussed the possibility of selling off the property in lots but they were non-conforming lots. Commissioner Vandervort mentioned that might be a property to consider for a cemetery.

Program Open Space grant – athletic complex - \$11,472 – President Doss stated he and Mr. Hearne had attended a meeting in Annapolis in front of the Board of Public Works and the Town has received a \$11,472 grant to upgrade lights and some other things at the athletic complex. When asked, Mr. Suppa stated they could get the bleachers up anytime and the Board asked them to work on that. After discussion, President Doss stated the money was for additional lights because at the time this grant request was submitted, the current lights had not be installed yet. After more discussion, when reminded by Mr. Suppa, President Doss stated someone had damaged the fence around the athletic complex along Frederick Street. He stated that needed to be repaired.

LGIT Health Benefits Pool January Status Report – Mr. Hearne stated that was only an information update. After discussion, Mr. Burden stated he might be able to help the Town with health insurance. Mr. Hearne stated Mrs. Morgan had indicated she might have to pick up town health insurance in July. President Doss asked Mr. Hearne to give Mr. Burden a copy of the rates the Town currently pays. Mr. Burden stated he would look into it and get back to the Board.



P&Z Commission resignation – President Doss stated Frank Bonsall had resigned from the Planning and Zoning Commission. He further stated the position opening needed to be advertised.

Water/Sewer Infrastructure Council Meeting – March 11, 2004 6:30 p.m. County Administrative Building – President Doss mentioned the meeting date and time to the Board. Commissioner Vandervort stated he had been attending those meetings and they were trying to formalize a charter but didn't.

2005 Budget – Start on budget workshop in March – President Doss stated the Board would start working on the 2005 budget at a workshop in March.

Commissioner Price suggested the Town purchase a video projector to work off the computer. He stated it would be a useful tool in some situations so the Board could visually see what the problem(s) was/were. He stated prices have dropped significantly on the equipment. After discussion, Commissioner Vandervort stated he would look at prices while he was also looking at computer equipment.

Commissioner Price mentioned one of the items mentioned at the Strategic Planning Committee about trees and planting more of them. He stated there was the TREE-mendous Maryland program where the Town could purchase trees and shrubs cheaply. After discussion, Commissioner Price stated a committee could work with a local forester to inventory the trees in the Town's right-of-ways and make recommendations on what to plant, and the Board could decide if and where to plant. After more discussion, Commissioner Price stated Mr. Waite and Mrs. Edwards had indicated they would be interested in serving on such a committee. Commissioner Price made a motion to have a tree-planting committee, seconded by Commissioner Gell. The motion passed 5-0. When asked by Commissioner Price, President Doss stated the committee was not to exceed more than 5 individuals and the Board agreed.

Commissioner Gell asked what the Town was going to do about the eroded area at the Town point. After discussion, Commissioner Vandervort stated he'd rather see grasses than riprap. President Doss stated sloping it down would probably eliminate the same thing happening again because it wouldn't be so steep.

When asked by Commissioner Sheets, Mr. Hearne stated the State had received enough public comment on the shoreline erosion project that they wanted to hold a public hearing. After more discussion, Mr. Hearne stated Rick Ayella, of the Maryland Department of the Environment (MDE) wants to inspect the project area. He further stated the commissioners should be there for that and the Town was required to notify the affected property owners, particularly the ones who had commented on the project. Mr. Hearne stated after that the public hearing would be held. After discussion, President Doss stated the Town needed to protect its infrastructure and this was one of those tough decisions the Board will have to make that's not going to please everybody.

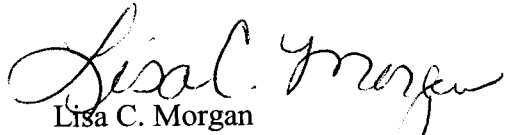
Commissioner Gell asked if there was a problem with the flagpole. President Doss stated the flag was damaged due to the weather and the ropes were straightened out. Commissioner Vandervort stated the Town needed to buy (3) flags of the size we fly everyday, seconded by Commissioner Price. The motion passed 5-0.

Commissioner Sheets asked if the Town was going to change the telephone system so commissioners would get messages on individual voice mail boxes. President Doss stated he would take of this.

Mr. Suppa stated the new cell phone was broken. President Doss told Mr. Suppa to go to the Verizon company store in Bear, Delaware to get it fixed, replacement or whatever needed to be done.

As there was no further business to be discussed, Commissioner Gell made a motion to adjourn, seconded by Commissioner Sheets. The motion passed 5-0. President Doss adjourned the meeting at 10:05 p.m.

Respectfully submitted,



Lisa C. Morgan

Assistant Town Administrator/Town Clerk

**TOWN MEETING OF FEBRUARY 10, 2004  
AGENDA**

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. – Monthly Report  
Parts Order  
Hachs Colorimeter
4. Francis Malloy – 22 Long Beach Rd – Request for Water & Sewer Connections
5. Merrill Hadry – dogs, ATVs & police protection
6. Connie Waddell – untagged vehicle blocking road
7. Charlestown Marina – standing water in Veterans Park
8. President's Agenda

PENDING BUSINESS

9. Resolution – Charlestown Hazard Mitigation Plan

NEW BUSINESS

10. Cathodic protection agreement
11. Town Hall Roof (Status/Condition and RFP's if needed)
12. Fax Machine
13. Computer(s)
14. Audit Services contract
15. Shaping the Future – Manual & Video
16. Circuit Rider program
17. Holiday schedule
18. 310 Cecil St.
19. Program Open Space grant – athletic complex - \$11,472
20. LGIT Health Benefits Pool January Status Report
21. P&Z Commission resignation
22. Water/Sewer Infrastructure Council Meeting – March 11, 2004 6:30 p.m.  
County Administrative Bldg
23. 2005 Budget – Start on budget workshop in March

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 2/10/2004 TIME: 7:30 PM

Herrill Hacky  
Karen Vranich  
John J. Miller  
Robert Corn, MEI  
Bill & Sherry Ross  
Connie Waddell  
J.A. Buzzi  
Ben Suppa

Henry Bauer

02/10/04

## Town of Charlestown

### Accounts Payable Bills

Name	Memo	Split	Amount
<b>1000.1 · General Fund Cash Accounts</b>			
<b>1010.1 · Cash-General Checking</b>			
Alger Oil, Inc.	Account #667541-13 - Inv #926 - 197.8 gal x \$1.599/gal - tow...	6430.1 · Fuel	316.28-
URS Corporation	Project #20605326 - Inv #849820 - coordinate replacement of ...	2059.1 · Escrow-Tiffin-Roads (escrow ...	90.00-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 11/15/03 - 12/12/03	6920.1 · Police Protection	78.51-
Sheriff's Patrol	Charlestown Patrol - period of 11/15/03 - 12/12/03	6920.1 · Police Protection	2,621.58-
Cecil County Treasurer's Offi...	Account #1043 - Inv #20033350010 - landfill charges - Dec '03	6652.1 · Landfill	65.86-
URS Corporation	Project #20605321 - Inv #851797 - review construction; coordi...	6341.1 · Engineering Services	621.50-
Garage electric	Acct # 2096 5479 9995 - Garage	6420.1 · Electric	75.75-
Flagpole Lighting	2105 5729 9992 - flagpole	6420.1 · Electric	75.30-
Town House Electric	2056 2019 9989 - town house electric	6420.1 · Electric	46.76-
Comfort Station Electric	2096 4129 9992 - comfort station	6420.1 · Electric	22.42-
Conectiv	Acct #2096 3159 9997 - Town Hall	6420.1 · Electric	183.69-
Town Pier Electric	2056 2019 9997 - town pier	6985.1 · Electric	174.54-
URS Corporation	Project #20592168 - Inv #851785 - construction inspection & ...	2055.1 · Security Dep-Trinity	2,385.60-
Council Baradel Kosmerl & ...	Client #12119 - Inv #67939 - Principio Business Park - memo ...	6310.1 · Legal Counsel	451.80-
Injured Workers' Ins. Fund	Policy #2801346	6160.1 · Workmen's Compensation	473.00-
Best Cleaning Services, Inc.	inv #20317 - (2) cleanings - town hall	6450.1 · Maintenance	70.00-
Verizon	000017861803 96Y	6440.1 · Telephone	136.49-
KM-T Enterprises - Bernard ...	Inv #6183 - 7 hrs (Linda Brigham - 01/23/04) & Inv #6102 - 8 ...	6340.1 · Temp Services	180.00-
Wm G Saddler & Co., P.A.	auditing services	6320.1 · Auditor	4,259.00-
American Home & Hardware	Acct #685600 - Inv #990854 - 3 ft door bottom - town hall door	6450.1 · Maintenance	16.18-
Charm Net, Inc.	Acct #15683 - Inv #148057 - internet service - period of 02/01/...	6440.1 · Telephone	16.70-
Chesapeake Publishing Corp.	Acct #104333 - election ads	6240.1 · Election	59.36-
Maryland Rural Developmen...	Circuit Rider Program - 1st qtr '04 (Jan-Mar '04)	6330.1 · Administration	3,133.50-
Waste Management	Acct #275-0049441-0276-5 - Inv #1393892-0276-9 - trash re...	6651.1 · Trash Collection	3,465.44-
Wal*Mart	IAcct #6032 2020 0054 7977 - Inv #3421 - items for Holiday O...	6218.1 · Promotionals	146.64-
Hoopes Fire & Safety Equip...	Cust #200189 - Inv #39951 - annual fire extinguisher inspection	6450.1 · Maintenance	63.60-
Ferrell Fuel Co., Inc.	Account #146210 - Inv #66452 - 128.4 gal x \$1.99/gal - town ...	6430.1 · Fuel	153.95-
Total 1010.1 · Cash-General Checking			19,383.45-
Total 1000.1 · General Fund Cash Accounts			19,383.45-
<b>1000.2 · Utility Fund Cash Accounts</b>			
<b>1010.2 · Cash - Utility Checking</b>			
Miller Environmental, Inc.	Inv #10020400 - water sys ops charges - Feb '04	7120.2 · Contract Operating	2,056.12-
Water Tank Electric	2096 5489 9993 - Water tank electric	7131.2 · Electric	586.54-
Well 1 Electric	2096 5499 9991 Well 1 electric	7131.2 · Electric	454.34-
Well 3 Electric	2096 5769 9994 Well 3 electric	7131.2 · Electric	168.82-

**Town of Charlestown**  
**Accounts Payable Bills**

02/10/04

Name	Memo	Split	Amount
Rt 7 electric	2096 9259 9993 - Rt 7 electric	6533.2 · Station RT. #7	27.03-
Cecil County Treasurer's Offi...	Cust #226035 - Inv #15500010 - co sewer user fees - 4QCY04	6550.2 · County Regional System User...	16,417.47-
Verizon Wireless	Acct #202583968-00001 - Inv #0494403550	7132.2 · Telephone	83.46-
Sta 3 electric	2096 4739 9994 - Sta 3	6532.2 · Station #3	48.09-
Lift Station electric	2096 4139 9990 Lift station electric	6534.2 · Lift Station	12.70-
Sta 1 electric	2096 3069 9996 - Sta 1 electric	6531.2 · Station #1	134.36-
Verizon	000017860572 14Y - telephone water tower	7132.2 · Telephone	42.39-
H.I.E. Contractors, Inc.	Inv #2004-11 - repair water main leak along Rt 7 at 1607 W O...	7756.2 · Other Repairs	650.00-
Atlantic Coast Laboratories	inv #105426 - lab fees	7121.2 · Laboratory Testing	16.00-
Total 1010.2 · Cash - Utility Checking			20,697.32-
Total 1000.2 · Utility Fund Cash Accounts			20,697.32-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
American Home & Hardware	Acct #685600 - Inv #990854 - gloves; tape rule; dulco cement;...	6420.3 · General Maintenance	26.81-
Ace Hardware	Account #220358 - Inv #105698 - single cut key; Inv #105235 ...	-SPLIT-	93.12-
Mendenhall's Garage	Invoice #7189 - rebuild & reseal dump bed cylinder to correct ...	6024.3 · Truck Repair	413.95-
Street Lighting	2055 3529 9973 - street lighting	6010.3 · Street Lights	666.11-
Newark Mower Center, Inc.	Inv #8788 - (4) Western plow shoes; (1) Western plow guides ...	6500.3 · Snow Removal	395.50-
Gilbert Enterprises Inc.	Inv #9816N - gasoline charges - Dec '03 - town trucks	6026.3 · Gasoline - Truck	317.49-
York Building Products	Account #6241 - Invoice #6239-01 - 5.20 tons sand - snow re...	6500.3 · Snow Removal	39.01-
Total 1005.3 · New-Checking-Special (Special checking County)			1,951.99-
Total 1000.3 · Special Fund Cash Accounts			1,951.99-
<b>TOTAL</b>			<b>42,032.76-</b>

TOWN MEETING OF FEBRUARY 24, 2004  
MINUTES

The February 24, 2004 meeting of the Town Commissioners of Charlestown was called to order by Vice President Steven W. Vandervort at 7:30 p.m. Other Commissioners present were Treasurer Donna M. Sheets, Commissioner Robert L. Gell and Commissioner G. 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 February 10, 2004 meeting, seconded by Commissioner Gell. The motion passed 4-0.

Accounts Payable – After some discussion, Commissioner Sheets stated the cost for the Shaping the Future manual & video approved at the last meeting was not on the accounts payable. Commissioner Price made a motion to pay the bills including the cost of the manual & video, seconded by Commissioner Sheets. The motion passed 4-0.

Lambdin Group – Robert Jones, attorney for, and Don Sutton, of McCrone, Inc., representing James Lambdin, of Lambdin Development LLC, a developer in the area. He stated Mr. Lambdin had 2 parcels of land in the area under contract and was here to request annexation. Mr. Jones stated the property was approximately 102 acres, Parcels #101 and 110 in the area of Louisa Lane Extended. After Mr. Lambdin gave background information on his company, Mr. Sutton stated the property was currently zoned S-R (suburban residential), which permitted 1 unit per acre but since there would be community facilities possibly available, they were interested in annexation into the town. After showing the 1974 topographical mapping done by the County, he further stated they were in process of having a non-tidal wetlands delineation done as well as a boundary survey of the property. Mr. Sutton stated they were looking to connect into the Trinity Woods access points as this is a landlocked property. Commissioner Sheets asked if that was going to be the only means of entering that area. Mr. Sutton stated yes, at this time, and they haven't secured a right-of-way toward Louisa Lane Extended. Mr. Jones stated they were also talking to other property owners for a right-of-way toward Route 40 but haven't gotten anything yet. Commissioner Vandervort stated there might be opposition in Trinity Woods because of the increased traffic through there. Commissioner Sheets mentioned Trinity Woods only had one way in and one way out. After discussion, Mr. Lambdin stated the demand in the county had been for upscale large single-family homes. Commissioner Vandervort asked how many units were they considering. Mr. Sutton stated, depending on the delineation, they might be able to plan for 200-220 units. After some discussion, Commissioner Gell asked what the time frame for the project was. Mr. Jones stated the property survey and wetlands delineation needed to be completed first. He further stated then he would draft an annexation resolution, to be reviewed by Keith Baynes, the Town's attorney. Mr. Jones stated the Town Commissioners would then consider passage of the resolution and then advertising the hearings on the annexation. Commissioner Gell stated the attorney the Town used for annexations was Fred Sussman. Commissioner Vandervort stated there was another developer working on annexation of the Tri-State property. He further stated the Town had talked to him about needing another water tower to service that area. Commissioner Vandervort stated, since that was the highest point, increasing the size of that water tower so your area could be serviced as well, with you sharing the water tower cost with that developer would probably be more cost effective and practical.

Barbara Payne – 1721 W. Old Philadelphia Road – Request for Town water & sewer service – Mrs. Payne stated she lived at the house at the corner by Cooper's Bridge. She stated they are facing the situation of either drilling a new well, because the water in their well went bad, or getting town water

service. Commissioner Vandervort stated in the past the Town had allowed that as long as the water main goes that far, you don't need to cross anyone else's property, and you would need to agree to be annexed. After discussion, Commissioner Vandervort stated the fire hydrant might be the furthest extent of the water main. Mrs. Payne stated it was approximately 900 ft. from her house. After more discussion, Mrs. Payne stated they were interested in getting sewer service too. Commissioner Vandervort stated they would need to see where the sewer line was. Commissioner Price stated the next step would be for somebody, possibly Mr. Hearne, to work forward. Mr. Hearne stated he would look at the water and sewer drawings, she would need to get an engineer to design how they would connect to the water and sewer, URS would need to review it and one thing she would need to get someone to bore under Route 7 because State Highway will not allow you to cut the road. After more discussion, when Mrs. Payne said their house was next to Mr. Horney's, Mr. Hearne stated Mr. Horney was within town limits. After more discussion, Commissioner Vandervort stated the Town had denied people water service and approved others for particular reasons and wanted to make sure that allowing Mrs. Payne to do this was legally consistent with the others the Town had approved. Mr. Hearne stated he would look at the drawings and, if need be, have Miller and the County mark the end of the lines.

Edgar McMullen – Cemetery – Mr. McMullen stated Gary Butts and Thomas Ruff were buried in the 4 ft. aisle between lots 110 and 101. Mr. Butts' parents would like permission to be buried as close to their son as possible. Also, Mr. McMullen presented a suggestion regarding the cost for the cremation lots to be an amendment to the cemetery ordinance. After discussion, Commissioner Vandervort stated they should find out what cremation lots sell for. Commissioner Sheets stated the Board had set prices once before but not in ordinance form. Mr. McMullen stated he would try to find out what cremation lots are being sold for. Commissioner Sheets asked if Mr. McMullen was asking for permission for this couple to be buried next to their son and wanted to know what should be charged to do so. Mr. McMullen stated yes. After more discussion, Commissioner Vandervort made a motion to sell 2 2x2 lots to Mr. Butts' parents for \$300, seconded by Commissioner Gell. The motion passed 3-1.

### PENDING BUSINESS

Town Hall Roof – Commissioner Gell stated the Town had received 2 quotes on the roof. Commissioner Sheets made a motion to accept the lower bid from C&C Roofing for \$3500, seconded by Commissioner Vandervort. The motion passed 4-0.

Computers – Commissioner Vandervort stated he had looked at some but we were probably looking at spending \$800 per unit. After discussion, Commissioner Vandervort stated he had the new printer already. After more discussion, Commissioner Price made a motion to authorize Commissioner Vandervort to purchase 2 new computers not to exceed \$2000 total, seconded by Commissioner Sheets. The motion passed 4-0.

C-dock – Commissioner Vandervort stated the Town had received 2 quotes to repair c-dock last year but, due to the bad weather at the end of the year, the work was not done. He stated he talked to Ted Mercer, of Kingfisher, and they could start the work now. After discussion, Commissioner Vandervort mentioned he had gotten a quote from Skip, of Baltimore Pile Driving but have since heard that Skip was no longer with that company so he didn't include that quote. He further stated Kingfisher's quote was the lower of the two. Commissioner Gell asked if this quote excluded replacing piling. Commissioner Vandervort stated it did. He further stated the only thing they asked was for the Town to put a dumpster out there so they could dispose of the old decking. Commissioner Vandervort stated they could drive new pilings if needed but can't do that until about May because they would need to



bring in a pile driver. After discussion, Commissioner Vandervort stated it has been explained to Mr. Mercer that the work needed to be done in such a way as to cause as little disruption to the dock occupants as possible. After more discussion, Commissioner Gell made a motion to approve the bid from Kingfisher, seconded by Commissioner Price. The motion passed 4-0. Commissioner Gell reminded the Board that the Town still needed to do something about the bulkhead. Commissioner Vandervort stated he would have Mr. Mercer take a look at that while he was there.

Summer Program – Commissioner Sheets stated she was getting calls already about a summer program again this year. She said she had talked to Kristen Hudson, who would be interested in doing it. Commissioner Sheets said we would have additional time to plan activities this year and mentioned Ms. Hudson was also working with the Cecil County Arts Council and could possibly coordinate some of their programs to be held in town. Commissioner Vandervort wanted to know what should be budgeted for the program. After discussion, he suggested setting it for \$7000. Commissioner Sheets stated the school had indicated they could meet there most of the time but at times when maintenance was being done there, the group would need to meet elsewhere, either the church like last year or the fire company, if they would allow that. After more discussion, Commissioner Price made a motion for the Town to support a children's summer program in the amount of \$7000 to include the hiring of a seasonal director and operating costs. Commissioner Vandervort asked how much did Riverfest raise because they were obligated to spend it on the children. Commissioner Sheets stated \$8500 but \$850 was spent to purchase a trailer for the Boy Scouts & Cub Scouts. After some discussion, Commissioner Price stated the group in charge of parks and recreations should make the program recommendations to the Board and that would be Commissioner Sheets. Commissioner Sheets stated they would like to get enough together to have a Boys and Girls club, the minimum was \$50,000 and a building for it. After more discussion, Commissioner Gell stated the \$7000 should come out of special events money, not Riverfest money. He further stated it should be like the \$3500 appropriated last year. Commissioner Vandervort stated he felt this summer program fits in the intent of Riverfest well. After more discussion, Commissioner Vandervort stated he could foresee later this year when the Riverfest committee asks for some operating money and, as they did last year, they would make that back plus a profit. He said when people ask whether they used the money on the kids, we can say yes. After discussion, Commissioner Sheets stated the Riverfest Committee didn't use town money for holding Riverfest. Commissioner Vandervort stated if it's seen the \$7,000 comes out of Riverfest, people see it's being used for the kids. Commissioner Sheets seconded Commissioner Price's motion and the motion passed 4-0.

Abandoned Vehicles – Mr. Hearne stated he wanted to hold off sending out letters regarding abandoned vehicles and give residents one last moratorium to get rid of them. He stated he had a meeting with three other town administrations, Al Wein, the County Administrator and Eric Sennstrom, director of County Planning and Zoning, as well as Lisa Hatfield, an assistant State's attorney, regarding this. When asked by Commissioner Price, Mr. Hearne stated it's a municipal infraction with a fine of \$100 and then, if needed, you can take them to District Court to get them to clean it up and the judge can order that. Mr. Hearne stated Ms. Hatfield was willing to even send the letters out on her letterhead. He stated he needed to get some paperwork to Ms. Hatfield before going further. After discussion, Commissioner Sheets stated Mr. Hearne had asked her to include an article in the Chatter to inform residents to take care of these vehicles before the Board starts to enforce the ordinance. Commissioner Vandervort asked if the Town would be able to enforce this with a marina, for example, that was storing unregistered boats and stated the Town wanted to be better prepared on what, where, and when they can enforce this. After much discussion, Mr. Hearne stated he would drop off a copy of the Town's ordinance for Ms. Hatfield.

National Night Out Against Crime – Commissioner Sheets stated we held a Night Out last year and they have sent an application for this year. She stated since last year was the first time we had done it for a while, it took her a while to get the police interested but they did come and they were interested in coming back again. Commissioner Sheets stated the event was held at the firehouse and they had several things going on such as fingerprinting, child safety seats, etc. After more discussion, Commissioner Sheets stated they only purchased some giveaways that came out of special events money. The Board agreed the Town could hold this. Commissioner Sheets asked Karen Varady, an audience member, to ask the Fire Company if they could use the firehouse for this event on August 3<sup>rd</sup>.

If I Were Mayor Contest – Commissioner Sheets stated she talked to the school about this contest. She stated the State had done away with MSPAP and gone with the Maryland State Assessment (MSA) testing, which started tomorrow and goes through next week. She said since the March 1<sup>st</sup> contest deadline was in the middle of testing and, in addition to that, they were still rearranging furniture, etc. with the school construction, the principal decided it wasn't feasible to have them participate this year but would still like the commissioners to come later to talk to the classes. After discussion, Commissioner Vandervort stated if all the kids statewide are being testing now, it might be a good suggestion to the MML to not schedule the contest around this time.

MML Parade of Flags – Commissioner Gell made a motion to have President Doss carry the flag, seconded by Commissioner Price. The motion passed 4-0.

Building Permits – Mr. Hearne provided a list of building permits received so far in 2004.

Stewart Associates meeting – Mr. Hearne stated the meeting with Stewart Associates was scheduled for 6:30 p.m. and Fred Sussman, our attorney, suggested we meet with him around 6 p.m. Mr. Hearne stated in talking to him today, Mr. Sussman suggested the Town find out if the property was in the Critical Area, that the Town get, in writing, that Stewart Associates would pay all of the Town's expenses, i.e. attorney, engineering fees, etc. and suggested, if the Town moved forward, to get cash up front toward the expenses. Commissioner Gell asked if Mr. Sussman had seen what Stewart Associates had sent. Mr. Hearne stated Mr. Sussman just got that list today. After discussion, Commissioner Gell stated he wouldn't want to go into a meeting with Stewart without having met with Mr. Sussman ahead of time. Mr. Hearne stated he would have Mrs. Morgan contact Mr. Sussman for the time he would be here tomorrow night. After discussion, Commissioner Price stated these details, such as the swimming pool, are those things we need to look and decide we want or not. He further stated it was important to understand the type of community Mieskin was looking to develop and a trip to such a community had been scheduled Thursday, March 11<sup>th</sup> for anyone interested in going. Commissioner Price asked individuals to contact him if they wanted to go.

Commissioner Vandervort stated he was asked by Gary White and Greg Newswanger, of Upper Bay Powerwashing, to bring up a few things about the townhouse. He stated first thing was whether the Board wanted a first-floor bathroom installed. Commissioner Gell stated there were 15 rooms and one bathroom on the second floor. He stated there was a pantry off the kitchen where a washer and dryer had been, and, if a stackable washer/dryer unit was used, a bathroom was possible. After discussion, Commissioner Gell asked the Board to allow him to get quotes on installing such and then the Board could decide whether it wanted to do it or not. Commissioner Sheets asked Commissioner Price if he had gotten the second bid on the plumbing for the town pier because Commissioner Gell might be able to a quote. Commissioner Vandervort suggested an ad be put in the newspaper regarding the drainage work the Town needed done. He further stated they had asked for a further draw under the contract. Commissioner Sheets stated she thought they had gotten all of the money. Mr. Hearne stated the

computer was up so Commissioner Vandervort could look. Commissioner Vandervort stated they seemed to be done with the interior work and they had mentioned that the Town could rent it at this time because the remainder of the work was on the exterior.

Judy Calvert asked Mr. McMullen if the Ethics Commission had put anything in writing as mentioned in their letter she received about her appeal because she was getting ready to go back to the Appeals Board. Mr. McMullen stated he would check on it.

Commissioner Price stated the Strategic Planning Committee had discussed tree planting and last Tuesday the State forester was there and they could do a survey of the rights-of-way in town and come up with recommendations from that. He further stated he wanted mentioned that on Calvert Street, at every road it intersects with, there were 4-way stops and suggested the Town remove stop signs at those intersections so only vehicles traveling on Calvert Street would have to stop. Commissioner Sheets stated her concern was the kids playing out in the streets, particularly in the summer.

Commissioner Vandervort stated Upper Bay Powerwashing has been paid \$14,500. After much discussion, Commissioner Vandervort stated he would ask President Doss to meet with them to see how far they are before the Town authorized a further draw against the contract.

Commissioner Price stated they had been discussing stop signs on Calvert Street. Commissioner Vandervort stated years ago people had asked for stop signs there. When asked by Commissioner Sheets, Commissioner Vandervort stated they wanted to slow traffic down. After discussion, Commissioner Price stated this was just something to think about.

Commissioner Price stated last meeting the Board had discussed getting a video projector. After discussing the cost of various projectors, Commissioner Price made a motion to purchase the Epson video projector for \$1700, seconded by Commissioner Sheets. The motion passed 4-0.

Karen Varady stated Mrs. Morgan was supposed to have the maintenance workers remove some metal cabinets she had out but they haven't taken them and asked if they could do so. Mr. Hearne stated he would leave a message for Mrs. Morgan.

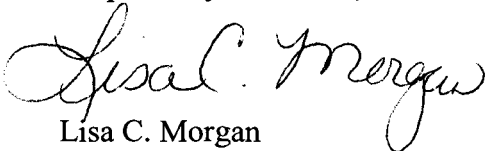
Judy Calvert asked several questions that pertained to the Zoning Ordinance. Commissioner Vandervort and Mr. Hearne cautioned Ms. Calvert that they were giving general answers to general questions but, without having a specific area or property to look at, several exceptions or the answers would be dependent on other factors, i.e. Critical Area designation, zoning area, non-conformity, etc. They also further told Ms. Calvert that she should really direct her questions to the Planning and Zoning Commission. After much discussion, Ms. Calvert asked about when the Town would do anything to Mr. Hall who had received a letter from the County to make his porch safe. After discussion, Ms. Calvert stated she was upset because the Town had enforced the matter of her property but has not enforced the matter of Mr. Hall's porch. After much discussion, Ms. Calvert stated Mr. Hall has done nothing to the porch. Commissioner Price stated he believed all the Commissioners would agree that the Town's ordinance should be enforced and enforced fairly but, having volunteer Commissioners and limited staff, at times things do not always come out even-handedly. After much discussion, Commissioner Vandervort asked Ms. Calvert how she was treated unfairly. Ms. Calvert stated she had asked the Commissioners questions that they should have the answers to. After much discussion, Ms. Calvert stated her appeal was seven months ago and something was supposed to be written in and when she asked Mr. McMullen tonight he told her not likely. After discussion, Ms. Calvert asked if the Board had gotten a copy of the Ethics letter. Mr. Hearne stated he had received a

copy of the letter and forwarded it to Mr. Baynes. He further stated he would contact Mr. Baynes about it. After much discussion, Don McMillan asked why wasn't she allowed to re-build because we came here one night and everyone told she could re-build, Howard Hall and all them did, and when she did, you stepped in and said she couldn't rebuild. Mr. Hearne stated Mr. Hall and the commission did not say that. Commissioner Vandervort stated he remembered there was a case in court and he was contacted by Mr. Baynes, our attorney, that your attorney had contacted him because you wanted to drop the case and correct the violation and would the Town agree to do that and give you 60 days rather than 30 days to that. He further stated he contacted the remaining commissioners and they agreed that was best and he told Mr. Baynes that. After discussion regarding the court case, Mr. Hearne told Ms. Calvert if she didn't agree with how Mr. Riddle, her attorney, handed the matter for her, that was between her and her attorney. Mr. McMillan stated he knew of a house where 90% of the ground was covered. When asked by Mr. Hearne, Mr. McMillan stated Ben Suppa's house. Mr. Hearne stated he would not comment on that because the Planning and Zoning Commission had approved that permit. Ms. Calvert asked if town equipment could be used for personal use. After much discussion, Commissioner Price stated the town vehicle can be outside of town limits as long as it was on town business. Ms. Calvert stated they weren't on town business but when asked, wouldn't say what they were doing. Commissioner Price stated it wasn't right to come before the Board and make innuendoes about other people. After much more discussion, Mr. McMillan asked if anyone was going to check on Mr. Suppa's property. After discussion, Commissioner Vandervort asked Mr. Hearne to check and make sure it's compliance with the permit.

Commissioner Gell asked if he could ask about the estimate from URS on the storm water management work for the Town Hall area. Commissioner Vandervort stated the contractors who bid on the projects should not been given this information and, at this time, believed the Town only have Mr. Niebel interested at this point. After discussion, Mr. Hearne stated URS wanted the Town to decide what option the Town wanted to go with before proceeding. Commissioner Price stated he believed alternative B would be the better options but really needed to see it on a plan to decide. During this discussion, Commissioner Sheets left the meeting. When asked, Commissioner Vandervort stated the Town should advertise the first two projects for bid.

As there was no further business to be discussed, Commissioner Vandervort adjourned the meeting at 11:15 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF FEBRUARY 24, 2004**  
**AGENDA**

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Lambdin Group
4. Barbara Payne – 1721 W. Old Philadelphia Rd. – Request for Town water &  
Sewer service
5. Edgar McMullen – Cemetery

**PENDING BUSINESS**

6. Town Hall Roof
7. Computers
8. C-dock
9. Summer program
10. Abandoned vehicles
11. National Night Out Against Crime
12. If I Were Mayor Contest
13. MML Parade of Flags
14. Building Permits
15. Stewart Associates Meeting

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 2/24/2004

TIME: 7:30 PM

- Judy Albert
- David McInelw
- Robert Jones atty lamden Dev.
- Don Sutton McCrone, inc.
- Eric McMillan
- Clifford L. Guy Jr
- Judy Guy
- Clifford L. Guy Sr
- James Lambdin
- Frank B. Payne
- Barbara O. Payne
- Karen Krady

## Town of Charlestown

### Accounts Payable Bills

Name	Memo	Split	Amount
<b>1000.1 · General Fund Cash Accounts</b>			
<b>1010.1 · Cash-General Checking</b>			
Radio Shack	Acct #00001903060981 - inv #478649 - (3) 3-pk cassette tapes	6220.1 · Office Supplies	23.97-
E.J. Sprague Co.	Inv #61694 - (1) case paper towels	6220.1 · Office Supplies	50.98-
Ferrell Fuel Co., Inc.	Acct #146210 - inv #62628 - 224.5 gal x \$1.199 gal - town hall	6430.1 · Fuel	269.18-
Verizon	000017861803 96Y - Town Hall telephone	6440.1 · Telephone	142.76-
Council Baradel Kosmerl & ...	Client #12119 - Inv #68756 - attorney's fees - Principio Busine...	6341.1 · Engineering Services	13.80-
Cecil County Chamber of Co...	Inv #10622 - O'Malley luncheon (Gell); Inv #10592 - Legislativ...	-SPLIT-	30.00-
Alger Oil, Inc.	Acct #667541-13 Inv #7631 - 241.9 gal x \$1.699/gal - Town H...	6430.1 · Fuel	410.99-
Conowingo Country Store & ...	Inv #514790 - (3) 6x10 American flags	6219.1 · Other	255.00-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 01/10/04 - 02/06/04	6920.1 · Police Protection	74.62-
Sheriff's Patrol	Charlestown patrol - period of 01/10/04 - 02/06/04	6920.1 · Police Protection	2,285.48-
Sheriff's Patrol	gasoline for Charlestown patrol - period of 12/13/03 - 01/09/04	6920.1 · Police Protection	82.17-
Sheriff's Patrol	Charlestown patrol - period of 12/13/03 - 01/09/04	6920.1 · Police Protection	3,008.10-
Hoopes Fire & Safety Equip...	Cust#200189 Inv #40351 - fire extinguisher inspection	6450.1 · Maintenance	40.63-
Chesapeake Electric Service	Inv #220337 - wire up 4 garage doors & wire 2 outside lights - ...	6450.1 · Maintenance	860.00-
URS Corporation	Project #20705322 - inv #884715 - Louisa & Water St. storm ...	6341.1 · Engineering Services	705.00-
URS Corporation	project #20705321 - Inv #884714 - Veterans Park storm water...	6341.1 · Engineering Services	882.00-
URS Corporation	Project #20605326 - Inv #884686 - Charlestown Cottages - sit...	2059.1 · Escrow-Tiffin-Roads (escrow ...	157.50-
Total 1010.1 · Cash-General Checking			9,292.18-
Total 1000.1 · General Fund Cash Accounts			9,292.18-
<b>1000.2 · Utility Fund Cash Accounts</b>			
<b>1010.2 · Cash - Utility Checking</b>			
Miller Environmental, Inc.	Invoice #10030401 - monthly water system ops charges - Mar...	7120.2 · Contract Operating	2,056.12-
National Waterworks	Acct #094258 - Inv #79187 - (6) 2" valve box risers; (9) SR11 5...	-SPLIT-	2,199.43-
Verizon	000017861803 96Y - telephone water tower	7132.2 · Telephone	42.44-
USA Blue Book	Acct #950625 - Inv #769302 - LMI repair kit; suction valve ass...	-SPLIT-	438.37-
Miller Environmental, Inc.	inv #10020400-A - repair water leak on Rt 7 Jan 23&24 2004	7756.2 · Other Repairs	395.46-
Total 1010.2 · Cash - Utility Checking			5,131.82-
Total 1000.2 · Utility Fund Cash Accounts			5,131.82-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
Gilbert Enterprises Inc.	Inv #9845N - gasoline charges - Jan '04 - town trucks	6026.3 · Gasoline - Truck	420.65-
Wal*Mart	Acct #6032 2020 0054 7977 - Inv #9407 - ice melt & deicer - ; ...	6500.3 · Snow Removal	178.83-

02/24/04

**Town of Charlestown**  
**Accounts Payable Bills**

<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
Total 1005.3 · New-Checking-Special (Special checking County)			<u>599.48-</u>
Total 1000.3 · Special Fund Cash Accounts			<u>599.48-</u>
<b>TOTAL</b>			<b><u><u>15,023.48-</u></u></b>



TOWN MEETING OF MARCH 9, 2004  
MINUTES

The March 9, 2004 meeting of the Town Commissioners of Charlestown was called to order by Vice President Steven W. Vandervort at 7:30 p.m. Other Commissioners present were Treasurer Donna M. Sheets, Commissioner Robert L. Gell and Commissioner G. 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 February 24, 2004 meeting. After discussion, the Board made the following changes to the minutes: changed "...since there would be community facilities available, they were interested in a planned unit development of 400 units." to "since there would be community facilities available, they were interested in annexation into the town."; changed "Commissioner Gell stated there were 15 bedrooms and one bathroom..." to "Commissioner Gell stated there were 15 rooms and one bathroom..."; and changed "Commissioner Price stated the Board had discussed tree planting..." to "Commissioner Price stated the Strategic Planning Committee had discussed tree planting...". Commissioner Sheets amended her motion subject to these changes being made to the minutes, seconded by Commissioner Price. The motion passed 4-0.

Accounts Payable – After discussion, Mr. Hearne stated they needed to add \$155.97 for Enterprise Rent-A-Car for the 15-passenger van for the Meiskin tour on Thursday. Commissioner Gell made a motion to approve the bills. Commissioner Gell mentioned there was a \$350 overage on the cost for the town hall roof also. Commissioner Vandervort stated issued checks won't appear on the accounts payable report so they need to be added by hand. Commissioner Sheets seconded the motion and the motion passed 4-0.

Miller Environmental, Inc. – Monthly Report – Robert Corn, of Miller Environmental, Inc. (MEI), presented the Feb '04 monthly water system operations report. After discussion of the A.C. Schultes bill for redeveloping well 1, Mr. Corn mentioned that Beth Hamilton had left the company so he would be operating the water system until they hired someone.

Frank Saunders/North East Little League – Use of Ballfield – Frank Saunders, representing the North East Little League, was requesting use of the ballfield, provided copies of the League's insurance and scheduled days/times at the field. Commissioner Sheet made a motion to allow North East Little League to use the ballfield, seconded by Commissioner Price. The motion passed 4-0.

Tree Committee Report – Audrey Edwards, chairman of the Tree Committee, presented a report of their first meeting (copy of report attached). Commissioner Price stated the Maryland Department of Natural Resources (DNR) was very willing to work with the Town in developing a plan. After discussion, Mrs. Edwards stated when DNR surveys, probably in the summer, the committee would be able to point out areas they're concerned about. She further stated the committee needed to do a mission statement. Commissioner Price stated they had suggested starting with an Arbor Day program at the school.

Christopher Capano – Christopher Capano stated he was requesting an easement from the Town because his storage building encroached onto Tasker Lane, a town street. After much discussion, Commissioner Vandervort stated the Planning and Zoning Commission had denied Mr. Capano's permit because they couldn't approve a permit to rebuild a building that was on someone else's property without the other property owner's permission, in this case the Town. After more discussion,

Commissioner Vandervort stated there was precedent and said the house on the corner of Louisa and Water Street had a chimney that encroached onto the town right-of-way and the Town made them remove the chimney before the property transferred to a new owner. After more discussion, Commissioner Vandervort stated if you allow encroachments to occur, where would you draw the line. He further stated it seemed to him this would be the time to rebuild the structure entirely on their property. After more discussion, Commissioner Vandervort stated the Town might want to get a legal opinion about it. Commissioner Price stated the neighbors should also be okay with this. Mr. Capano stated he had provided a copy of the plans to the neighbors and when the meetings were. After more discussion, Commissioner Vandervort stated due to so many encroachments made on town property, the Town narrowed the streets back in the 1950's. He further stated the past policy had been to do away with encroachments. After more discussion, Mr. Capano stated once the Town had the attorney's opinion, he would have to look into going through adverse possession. The Board asked Mr. Hearne to have Mr. Baynes, the Town's attorney, to provide an opinion on this.

Edgar McMullen – Mr. McMullen stated Mrs. Calvert's permit for a new house on her Chesapeake Road lot was denied by the Planning and Zoning Commission 4-0, Mr. Hall having voted and she, believing it was inappropriate for him to vote as he was an adjoining property owner, appealed. He further stated the Board of Appeals found no impropriety with the decision made by Planning and Zoning. Mr. Hearne stated the Board of Appeal didn't do that, they remanded the permit back to the Planning and Zoning Commission and Mrs. Calvert's attorney had asked the Ethics Commission to rule on whether Mr. Hall should have voted on the permit. After discussion, Mr. McMullen stated the Ethics Commission could not find anything in the ordinance that precluded Mr. Hall from voting on it although the Ethics Commission recommended that the ordinance be changed to preclude an adjoining property owner from voting on such a matter. After discussion, Commissioner Gell stated the issue was could a Planning and Zoning member vote on an issue when they own property adjoining the property in question. After discussion, Commissioner Gell stated according to the Board of Appeal's opinion, they wouldn't make a finding until the Ethics Commission ruled on the possible conflict of interest. After much discussion, Commissioner Price stated it appeared there was not an issue because, even with him not voting, the situation would not change. Mr. Hearne stated the permit was not rejected because he lived next door, it was because she didn't have enough land under the current zoning code to have two houses on it. After more discussion, Commissioner Vandervort stated Planning and Zoning Commission couldn't have approved it, she needed to get a variance. Mr. Hearne stated Mr. McCall had been sent a copy of the Ethics Board opinion and a letter about scheduling a continuation hearing of the appeal.

Commissioner Sheets stated at the last meeting the Board had approved selling two cremation lots at the request of parents whose son was buried in the cemetery for more than what the Town was charging anyone else. She asked the Board to reconsider their decision. Commissioner Sheets made a motion to rescind the previous motion on the matter and sell the 2 spots for \$200. After discussion, Commissioner Sheets stated the Town had decided to sell 3 spots for \$200 and then you voted at the last meeting to sell those two particular spots for \$300. Commissioner Gell seconded the motion. After discussion, Mr. Hearne stated to change the fees, the Town needed to pass a resolution. Commissioner Vandervort stated this space was not a cremation lot, it was an area in the aisle. After discussion, Mr. McMullen stated a 2x6 cremation lot was \$200 and a 4x6 cremation lot was \$400. After further discussion, the motion passed 3-1. Commissioner Gell asked Mr. McMullen to come back with a recommendation on pricing.

Mr. McMullen stated someone had put commercial fishing nets close to the stone wharf and by Mr. Gestewitz's pier. After discussion, the Board asked Mr. Hearne to call the Department of Natural Resources about it.

Town Hall Roof – Commissioner Vandervort stated the contractor had an overrun on his costs because there were 2 layers of shingles on the back roof and he repaired some damage to the underlayment on the post office side. Mr. Hearne stated the original bid was \$3500 and the contractor had requested an additional \$350, 10% of the original. Commissioner Vandervort stated past precedent had given the president leeway in these situations up to 10% and President Doss had approved this and it's been paid. Mr. McMullen asked about rainspouts. Commissioner Gell stated the Town didn't bid those.

## PENDING BUSINESS

Resolution for Code Enforcement – Mr. Hearne stated the resolution was to authorize the Town Administrator or his designee as the code enforcement officer to protect the Town and himself in case of lawsuits. Commissioner Gell made a motion to approve Resolution 2004-02, seconded by Commissioner Sheets. The motion passed 4-0.

Barbara Payne – 1721 W. Old Philadelphia Rd. - Request for water/sewer service – Commissioner Vandervort stated Mrs. Payne had requested water/sewer service to her property that adjoined the Town property. He further stated the Town had given such service in exchange for annexation and Mr. Sussman stated he could do up an annexation agreement. After discussion, Mr. Hearne stated the fire hydrant marked there was where the water main ended. He further stated he located a sewer manhole directly across from the fire hydrant and walked up further but didn't see another one so he'd assume that's where the sewer ended. Commissioner Vandervort stated the next thing to do would be the annexation agreement. Mr. Hearne stated Mr. Sussman would need a copy of her deed and, if she had one, a copy of the plat. After more discussion, Mr. Hearne stated she would need to cover the legal costs for Mr. Sussman to draw up the annexation agreement. After more discussion, Commissioner Vandervort stated she would need to pay the out-of-town connection fee for water because we would not be annexing her in just executing an agreement to annex her later. He further stated connecting her to sewer would require the acquiescence of the County Commissioners. The Board asked Mr. Hearne to check on an estimate of Mr. Sussman's fee. Mrs. Payne asked if she could request annexation now. Commissioner Gell stated it was a much more involved process. She stated she'd really like to sell the property but would like to get it annexed into town because then the land would be more valuable. After more discussion, Commissioner Vandervort stated the Town would be approving a connection for the one house. He stated if they were bringing in pipes to serve a future development, they would need to be larger pipes and the Town engineer would need to review it, etc. After more discussion, Mrs. Payne stated she wanted to go forward getting water & sewer service and signing an annexation agreement.

Appraisal of lot #63 – Commissioner Vandervort stated this would be an appraisal of the lot in Trinity Woods that Mr. Porter was deeding to the Town. Mr. Hearne stated the appraisal was needed because the Town could the value of the lot to offside the Town's portion of the cost for putting in the basketball court. Commissioner Vandervort suggested using John Ulrich for the appraisal and the Board agreed. After discussion, Commissioner Gell asked if the lot had been surveyed. Commissioner Sheets made a motion to have the lot surveyed and appraised, seconded by Commissioner Price. The motion passed 4-0. Commissioner Vandervort asked if the Board agreed to use Michael McAllister for the survey and the Board agreed.

Gophery Richardson – Request for no golfing signs at athletic complex – Mr. Hearne stated Mr. Richardson was complaining about golf balls being hit at the athletic complex. After much discussion, Commissioner Sheets stated the sign down at the corner by Commissioner Doss' house needed to be replaced because it was unreadable. After more discussion, Mr. McMullen suggested the Town monitor the problem there and, if it persists, then consider options. Commissioner Vandervort asked what sign Commissioner Sheets was requesting to replace. Commissioner Price suggested Commissioner Sheets to check into a replacement sign since she was the parks and recreation commissioner. She stated she would.

Cross Country Garden Club - Use of Veterans Park 08/17/04 12-3 p.m. – After reviewing the letter from the Cross Country Garden Club, Commissioner Gell made a motion to approve the use of Veterans Park on 08-1704 by the Cross Country Garden Club, seconded by Commissioner Sheets. The motion passed 4-0.

Garage doors – Mr. Hearne stated Mr. Suppa was having a problem with the electric door opener on one of the garage doors on the new building. After discussion, Mr. Suppa suggested Keystone Overhead Doors should be able to fix the problem. After further discussion, Commissioner Price made a motion to get all the garage doors working, seconded by Commissioner Sheets. The motion passed 4-0.

When asked by Commissioner Sheets, Mr. Suppa mentioned the outside floodlights at the garages have been installed and are working. He further stated the powerwasher he had priced was \$995. After discussion, Mr. Suppa stated the Town had approved up to \$1000 for both the powerwasher and the folding machine Mrs. Morgan needed. After more discussion, Commissioner Price made a motion to approve purchasing the powerwasher from Home Depot for \$995, seconded by Commissioner Sheets. The motion passed 4-0.

Mr. Suppa stated MR Props had repaired a dock ladder damaged on the town pier. He asked about the dumpster. Commissioner Sheets stated they would be emptying and returning it Monday. Mr. Suppa stated the garage area was 80% clean up. He mentioned they would be replacing some of the 4x4 posts around the flagpole at the stone wharf as they are rotten. Commissioner Vandervort stated a new flag needed to be gotten for the stone wharf and Mr. Suppa should check with Mrs. Morgan to see if the Town had any.

Mr. Hearne reminded the Commissioners regarding several upcoming meetings. He mentioned the drawings for the Town Hall drainage problem were at the Town Hall and needed to be advertised for bid as well as Veterans Park and Lee's Marina.

President Vandervort stated David Dodge, with Scott Gardens, had suggested meeting with URS, the Town's engineers, about the drainage problem in the Caroline Street area.

Commissioner Sheets asked what the Town was doing about the erosion at the stone wharf caused by Hurricane Isabel. After discussion, Commissioner Sheets asked if the Town could determine what the options would be. Commissioner Vandervort asked Mr. Hearne to talk to Mr. Ropp about it.

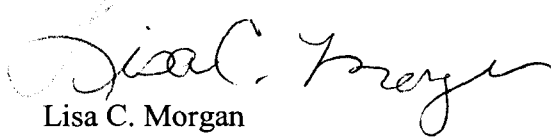
Mrs. Sheets stated the newsletter had mentioned the Town would be enforcing untagged, unlicensed vehicles and asked if that would be so and also what would be considered such. Commissioner Sheets stated Mr. Hearne would be working with the State's Attorney so they would help him with these cases. After discussion, Mr. Hearne stated he would need to check with the State's Attorney about

boats and trailers in campgrounds and boatyards. After more discussion, Mr. Hearne stated the Town had given residents until May to clean up. After more discussion, Mr. Hearne stated the Town had a 35mm camera that would be used for pictures.

Commissioner Gell stated he had worked on the ad the Town was buying in the Perryville High School Tide. He further stated the Town would have the town seal in the middle and then group all the Charlestown graduating seniors around the seal. Commissioner Gell stated one thing we didn't realize was the Tide would not come out until October.

Commissioner Sheets made a motion to adjourn, seconded by Commissioner Gell. The motion passed 4-0. Vice-President Vandervourt adjourned the meeting at 10:15 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

TOWN MEETING OF MARCH 9, 2004  
AGENDA

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. – Monthly Report
4. Sheriff's Office – Monthly Report
5. Frank Saunders/North East Little League – Use of Ballfield
6. Tree Committee Report
7. Christopher Capano
8. Edgar McMullan – Ethics Ordinance

PENDING BUSINESS

9. Town Hall Roof
10. Resolution – Code Enforcement
11. Barbara Payne – 1721 W. Old Philadelphia Rd. – Request for Town Water & Sewer Service

NEW BUSINESS

12. Appraisal of lot #63
13. Gophery Richardson – Request for no golfing signs at athletic complex
14. Cross Country Garden Club – Request to use Veterans Park 08/17/04 12-3 p.m.
15. Garage door
16. Reminders

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 3/9/2004

TIME: 7:30 PM

Karen Vandy

Eugene M. Mullen

Frank B. Payne

Barbara D. Payne

John Ryan

Ken + Audrey Edwards

Robert Cora MEI

Brene Skub

Chris Caputo

Ben & Sue Suppa

**Town of Charlestown**  
**Accounts Payable Bills**

03/09/04

Name	Memo	Split	Amount
<b>1000.1 · General Fund Cash Accounts</b>			
<b>1010.1 · Cash-General Checking</b>			
Alger Oil, Inc.	Account #667541-13 - Inv #667542 - 241.9 ga x \$1.6990/gal	6430.1 · Fuel	410.99-
Best Cleaning Services, Inc.	Inv #20391 - cleaning service - Town Hall	6450.1 · Maintenance	70.00-
URS Corporation	Project #20592171 - inv #884742 - review entrance plans; review as-builts - Scott Gardens	2063.1 · Escrow - Scott Gard ...	375.00-
URS Corporation	Project #20605321 - Inv #884792 - internal progress review mtg - Principio Business Park	6341.1 · Engineering Services	166.50-
URS Corporation	Project #20592168 - Inv #884741 - continued inspection of construction - Trinity Woods	2055.1 · Security Dep-Trinity	263.26-
URS Corporation	Project #20605329 - Inv #884687 - initial proj mgmt; determination of data collection process - ...	6341.1 · Engineering Services	604.65-
Central Printing & Office Supply, Inc.	Inv #5461 - (500) business cards - Sheets	6219.1 · Other	37.50-
Chesapeake Publishing Corp.	Acct #104333 - ad for rescheduled Town mtg; ad for Bd of Appeals hearing - Trinity Woods; ad for...	-SPLIT-	193.72-
Gell, Robert L.	reimburse Commissioner Gell for 1 day deposit - MML hotel reservation	6212.1 · Conference Expenses	216.91-
Maryland Association of Historic District	2004 membership dues	6214.1 · Dues & Memberships	50.00-
landfill	Cust #1043 - Landfill charges - Feb '04 (less \$18.65 credit from previous month)	6652.1 · Landfill	45.09-
Staples	Inv #9143706976-000-002 - office supplies; Inv #198342 2 002 23937 - Quick Books 2004 & all-in-o...	-SPLIT-	1,110.09-
Conectiv	Acct #2096 3159 9997 - Town Hall	6420.1 · Electric	150.87-
Garage electric	Acct # 2096 5479 9995 - Garage	6420.1 · Electric	85.68-
Comfort Station Electric	2096 4129 9992 - comfort station	6420.1 · Electric	22.21-
Town House Electric	Acct #2056 2019 9989 - Town House electric	6420.1 · Electric	36.86-
Flagpole Lighting	2105 5729 9992 - flagpole	6420.1 · Electric	76.49-
Town Pier Electric	2056 2019 9997 - town pier	6985.1 · Electric	255.85-
Total 1010.1 · Cash-General Checking			4,171.67-
Total 1000.1 · General Fund Cash Accounts			4,171.67-
<b>1000.2 · Utility Fund Cash Accounts</b>			
<b>1010.2 · Cash - Utility Checking</b>			
Sta 1 electric	2096 3069 9996 - Sta 1 electric	6531.2 · Station #1	147.31-
Sta 3 electric	2096 4739 9994 - Sta 3	6532.2 · Station #3	58.24-
Lift Station electric	2096 4139 9990 Lift station electric	6534.2 · Lift Station	11.95-
Rt 7 electric	2096 9259 9993 - Rt 7 electric	6533.2 · Station RT. #7	22.39-
Well 1 Electric	2096 5499 9991 Well 1 electric	7131.2 · Electric	571.99-
Well 3 Electric	2096 5769 9994 Well 3 electric	7131.2 · Electric	80.99-
Water Tank Electric	2096 5489 9993 - Water tank electric	7131.2 · Electric	815.63-
Verizon Wireless	Acct #202583968-00001 - Inv #0502008109 - (2) cell phones	7132.2 · Telephone	193.43-
Technical Electronic Consultants, Inc.	Inv #2631 - calibration of water tower system	7120.2 · Contract Operating	226.00-
A.C. Schultes of Maryland, Inc.	Inv #0203.H4438 - redevelopment of existing well #1	7740.2 · Other	5,200.00-
Total 1010.2 · Cash - Utility Checking			7,327.93-
Total 1000.2 · Utility Fund Cash Accounts			7,327.93-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
Cosans Marketing	Inv #224045 - install 2 emergency lights on each town truck	6024.3 · Truck Repair	217.40-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #71965 - chainsaw blades; oil; air pressure gauge - shop	-SPLIT-	113.90-
American Home & Hardware	Acct #685600 - inv #995262 - snow shovel; extender kit; lye - shop	6420.3 · General Maintenance	32.09-
Street Lighting	2055 3529 9973 - street lighting	6010.3 · Street Lights	666.11-
Total 1005.3 · New-Checking-Special (Special checking County)			1,029.50-
Total 1000.3 · Special Fund Cash Accounts			1,029.50-
<b>TOTAL</b>			<b>12,529.10-</b>



## TOWN MEETING OF APRIL 13, 2004

The April 13, 2004 meeting of the Town Commissioners of Charlestown was called to order by President Michael W. Doss at 7:30 p.m. Other Commissioners present were Treasurer Donna M. Sheets, Commissioner Robert L. Gell and Commissioner G. Richard Price. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Minutes – Commissioner Price made a motion to approve the minutes of March 9, 2004, seconded by Commissioner Sheets. The motion passed 3-0-1 (Commissioner Doss abstained).

Accounts Payable – Mr. Hearne stated Ted Mercer, of Kingfisher, wanted the 40% draw of \$7,290 for the work on C dock and his advise about the pilings and the stringers. After discussion, Commissioner Sheets made a motion to pay the bills including Kingfisher for \$7,290, seconded by Commissioner Price. The motion passed 4-0.

Miller Environmental, Inc. – Monthly Report – Robert Corn, of Miller Environmental, Inc., presented the March 2004 monthly water operations report. Mr. Hearne stated Mrs. Morgan included Miller's recommendations for FY05 capital improvements for replacing the cathodic protection probes and the soda ash pumps. After discussion, Mr. Corn stated he would get estimates.

Frank Malloy – 22 Long Beach Rd. – Request for water & sewer connection – Frank Malloy, of 22 Long Beach Road, stated he was requesting connections to the Town's water and sewer systems. He further stated he was aware property owners in the area were meeting to get water & sewer in exchange for annexation. After discussion, Commissioner Gell asked Mr. Malloy if he would support annexation if water and sewer were to be put in. Mr. Malloy stated he would. Commissioner Price asked what would be the next step to move this issue forward. President Doss stated the people in that area need to make a formal request for annexation. Mrs. Varady stated the property owners were meeting on April 24<sup>th</sup>. After much discussion, Mr. Malloy stated the other option was to get permission from the one property owner between him and the water main to run a line. After more discussion, President Doss stated the pipe running through the back end of the campground was only a 4" line and would need to be increased in size.

Karen Varady/Charlestown Fire Company – Use of Fair Green Park area & gazebo - Karen Varady, of the Charlestown Fire Company, was requesting permission to use the gazebo in and part of Fair Green Park for a band and vendors during the Fire Company's craft show on May 8<sup>th</sup>. Commissioner Gell made a motion to give permission, seconded by Commissioner Price. The motion passed 2-0-2 (Commissioners Doss and Sheets abstained).

### PENDING BUSINESS

Barbara Payne – 1721 W. Old Philadelphia Road – Barbara Payne stated she just wanted to keep the Board aware she was still seeking annexation for water and sewer service. President Doss stated the Board was aware but they had 2 other prior annexation requests they were dealing with and were waiting on information from Stewart Associates. Commissioner Gell asked what would happen if the property was later developed before it was actually annexed. Mr. Hearne stated Mr. Sussman said it would be a risk that the future property owners could defeat it at referendum. After more discussion, Mr. Hearne stated the Paynes could formally request

annexation and have Mr. Sussman work on an annexation agreement. President Doss suggested the Paynes engage an attorney who was familiar with the annexation process to get it started.

Drainage Bids – Mr. Hearne stated URS had first made an error on the quantities for the Town Hall work, the Town re-advertised for those bids and then discovered URS had made a quantity error on the work for Louisa Lane and Water Street. He further stated the Town got updated plans for both projects from URS and re-advertised yet again. Mr. Hearne stated the bids were due Monday, April 26<sup>th</sup> by 2 p.m. President Doss asked Mr. Hearne to send a letter to Mr. Brittingham about the status on this. After discussion, President Doss stated he would talk to Tom DeLorimier, of URS, about this problem and asked Mr. Hearne to keep track of the costs to re-advertise.

Planning & Zoning Commission appointment – President Doss stated Christopher Capano and Henry Burden had submitted letters of interest to fill the opening on the Planning and Zoning Commission. After discussion, President Doss asked Mr. Hearne to set up Mr. Burden's interview for 6 p.m. and Mr. Capano's interview for 6:30 p.m. the night of the next Planning and Zoning Commission meeting.

#### NEW BUSINESS

Joyce Tehers/Governor's Office – Meeting with Town Officials – Mr. Hearne stated Mrs. Tehers would like to meet with the Town's officials and tour the Town. Commissioner Gell suggested the Board invite her to come up September 11<sup>th</sup> or 12<sup>th</sup> when Riverfest was going on.

Dog Tags – After discussion, Commissioner Gell made a motion for the Town to sell dog tags, seconded by Commissioner Sheets. The motion passed 4-0.

Mr. Hearne stated the Town needed to consider auditing services for the next fiscal year as the contract with William Saddler & Co. expired with this audit. Mr. Hearne stated Mr. Saddler had provided a quote for the next 4 years but it had increased significantly. After discussion, President Doss stated the Town would need to advertise for bids. Mr. Hearne stated he would advertise.

Mr. Hearne stated members of the Board had met with John Huang, the project engineer, Dave Wilson, of the RC&D Council, and Mr. Ryan from MDE on how to respond or address the concerns property owners in the Shoreline Erosion project area had. He further stated Mr. Huang had provided a quote for the additional surveying work for \$5900 but that cost might decrease because Mr. Dobay was having his property surveyed due to another issue. Mr. Dobay stated he was still trying to get his surveyor to get the work done. Sandra Williams stated from Tasker Lane south was private property and the Town had a sewer easement across that private property but what legal mechanism the Town have to extend that revetment. Mr. Hearne stated the Town was working on getting that area surveyed and it would also need to determine the legalities.

Mr. Hearne stated Charles Murphy would like to combine his current 9 lots to make 5 conforming lots but there was a problem with Cather Avenue. He stated parts of the lane were on Mr. Murphy's property. Mr. Murphy stated he had found a 1927 plat of the street giving the dimensions. After further discussion, Mr. Murphy stated he was willing to give the Town a perpetual deed of easement for those portions that were on his property. He stated he needed to

have 70 ft. frontage onto an improved street for some of his lots. After discussion, Mr. Hearne stated Mr. Murphy needed to have his attorney draw up the deed. After more discussion, Mr. Hearne stated although the re-subdivided lots would be conforming, Mr. Murphy would need a variance from the Appeals Board for the non-conforming structures. Mr. Hearne stated they are non-conforming now and would stay non-conforming with the re-subdivision.

Gutter quote – Mr. Hearne stated there had been some comment about doing gutters on the town hall and post office and Mr. Suppa had gotten a quote for the work. Mr. Suppa stated Burton's quote was \$475. Commissioner Price made a motion to award the gutter work to Burton's for \$475, seconded by Commissioner Sheets. The motion passed 4-0.

Town House – Rent – Mr. Hearne stated Mrs. Morgan wanted to know what the rent would be on the town house. Commissioner Gell stated the work was not done. He further stated regarding the new downstairs bathroom, there might not be enough room in the crawlspace for the plumbing. Commissioner Gell stated if a plumber determined that it couldn't be done that way, another option would be enclosing that small section of the porch for a new bathroom. The Board agreed there was no need to set the rent until all the work was done.

Health Insurance – Mr. Hearne stated Mr. Burden believed he could help the Town get cheaper health insurance than through LGIT. After discussion, Mr. Burden asked Mr. Hearne to contact him about this.

Dennis Dobay – Mr. Hearne stated Mr. Dobay's residence at 317 Tasker Lane did not front on Tasker but was accessed through a private lane. He stated Mr. Dobay was requesting the Town to erect a street or address sign, blue and white because it's a private lane, at his expense, on Tasker Lane showing where his residence was. After discussion, President Doss asked to have Mr. Hearne contact County Sign Department for a sign and Town maintenance could put it up.

Commissioner Sheets stated Mrs. Morgan asked for clarification on the purchases of the power washer and the folding machine. She further stated the Board had approved \$1000 to purchase both. After discussion, Mr. Hearne stated the power washer was \$997. After further discussion, President Doss suggested deferring the folding machine until the next budget.

Commissioner Sheets asked if the Town would approve purchasing new bedding and flowers for the boxes in front of the Town Hall. She stated Mr. Waite volunteers the labor and he said the materials shouldn't be more than \$200. Commissioner Gell stated he had also talked to him about putting something along the handrails. After more discussion, the Board agreed to do so.

Commissioner Gell suggested the Town participate in the mosquito control program again this year. The Board agreed to approve participation.

President Doss stated the Town had contacted Karen DeLissio, the designer, about her doing the updating work on the website and she agreed. He stated if anyone had something for the website to give it to Mrs. Morgan who would get it to Ms. DeLissio. President Doss stated the computers, printers and copier would be wireless networked by this Friday.

Commissioner Price stated he was concerned that the work to be done in Veterans Park get done shortly and not during the middle of the summer. Mr. Hearne stated the Town had received one bid for the drainage work and the Veterans Park work was included in that bid.

Mr. Dobay stated he was asking if the Town would allow him, at least temporarily, to stabilize his property because the erosion was getting worse. Mrs. Williams stated part of the issue was getting the survey done to determine whether the work was on his property. After discussion, President Doss stated the Town would need to wait on the survey. Commissioner Price suggested there were measures Mr. Dobay could do that would temporarily stop the erosion.

Returning to the discussion on the Veterans Park drainage project, Commissioner Price made a motion to accept the bid from B&B Excavating for \$6340, seconded by Commissioner Sheets. The motion passed 4-0.

Commissioner Price stated he had pictures of potholes on both ends of Riverview Avenue. Mr. Suppa stated they had been working on a list of street repairs. Commissioner Price stated Mrs. Morgan had mentioned that heavy equipment used by Stewart Associates while doing the sewer line worked damaged part of Louisa Lane Extended. Mr. Hearne stated Stewart was supposed to take care of this but they haven't yet. President Doss stated the Town had billed them for the hookup fees and sewer flow from the G.E. building but haven't seen that money yet.

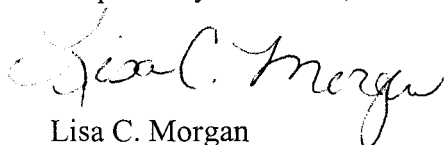
Commissioner Price stated the Strategic Planning Committee met in March and took a trip to Chestertown, Maryland and Odessa and New Castle, Delaware. He stated they gathered a lot of information about annexations, town hall physical and personnel requirements.

President Doss stated he had the maintenance workers working on redefining the ditch lines. He stated they were starting on Louisa Lane and working across. Mr. Burden stated the water in the backyard comes directly down Cooper Avenue, behind the abandoned house and then resurfaces on Frederick Street and gets reported as a water main break. Mr. Burden asked if the Town could do something about the pothole at Bladen and Frederick Streets. After discussion, Commissioner Gell stated he wanted to talk to Mr. Suppa about the Lilley property.

As there was no further business to be discussed, Commissioner Price made a motion to adjourn the meeting and go into executive session. Mrs. William asked what the Town was going to do as far as extending the revetment. After much discussion, Commissioner Doss stated they were considering extending the revetment past Tasker Lane and tie into the retaining wall at the campground. After more discussion, President Doss stated Mr. Hearne was going to contact Mr. Huang about doing the survey work. Commissioner Price made a motion to table a decision until the next meeting, seconded by Commissioner Sheets. The motion passed 4-0.

Commissioner Sheets seconded Commissioner Price's motion to go into executive session. The motion passed 4-0.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 4/13/2004 TIME: 9:30 PM

- Karen Varady
- Barbara Payne
- Ben & Sue Sappa
- Henry / Sue
- Charlie DiMunn
- Robert Coen, MEI
- Denise Tobey

**TOWN MEETING OF APRIL 13, 2004**  
**AGENDA**

**7:30 P.M.**

1. Minutes
2. Accounts Payable
3. Miller Environmental, Inc. – Monthly Report
4. Sheriff's Office Report
5. Frank Malloy – 22 Long Beach Rd. – Request for water & sewer connection
6. Karen Varady/Charlestown Fire Co. – Use of Fair Green park area & gazebo

**PENDING BUSINESS**

7. Barbara Payne – 1721 W. Old Philadelphia Rd.
8. Drainage bids
9. Planning & Zoning Commission appointment

**NEW BUSINESS**

10. Joyce Tehers/Governor's Office – Meeting with Town Officials
11. Drainage bids
12. Dog tags
13. Health insurance
14. Gutter quote
15. Town House – rent
16. Dennis Dobay
17. Personnel policy

04/13/04

## Town of Charlestown

### Accounts Payable Bills

Name	Memo	Split	Amount
<b>1000.1 · General Fund Cash Accounts</b>			
<b>1010.1 · Cash-General Checking</b>			
Pitney-Bowes Inc	Acct #1955-0184-86-5 Inv #574644 - (1) box ribbons for postage meter	6220.1 · Office Supplies	76.54-
Cecil County Chamber o...	Invoice #10646 - legislative update breakfast 03/01/04 - Gell	6212.1 · Conference Ex...	10.00-
Waste Management	Acct #275-0049441-0276-5 - Inv #1405091-0276-4 - trash removal - Feb...	6651.1 · Trash Collection	3,465.44-
Ferrell Fuel Co., Inc.	Acct #146210 - inv #63622 - 158.9 gal x \$1.199/gal	6430.1 · Fuel	190.52-
Charm Net, Inc.	Acct #15683 - Inv #149935 & Inv #151789 - internet services - 03/01/04 ...	-SPLIT-	34.15-
Baynes, Keith A.	prepare code enforcement resolution; opinion letter re: Murphy subdivision	-SPLIT-	157.50-
Central Printing & Office...	Inv #5503 - (500) business cards - Doss	6220.1 · Office Supplies	38.50-
Alger Oil, Inc.	Inv #5415 - 127.6 gal x \$1.699/gal (less applied credit) Inv #6681 - 169.9...	-SPLIT-	383.12-
Price, G. Richard	reimbursement for gasoline & tolls - Meiskin tour 3/11/04; reimbursemen...	-SPLIT-	89.78-
URS Corporation	Project #20705322 (Inv #966264 - preparation of intersection drainage p...	-SPLIT-	1,777.30-
URS Corporation	Project #20592168 Inv #966292 - coordinate w/ contractor re: flushing; r...	2055.1 · Security Dep-T...	788.00-
URS Corporation	Project #20592171 - Inv #966293 - review phase 2 construction drawing...	6613.1 · Scott Gardens	717.50-
URS Corporation	Project #20605321 - Inv #966338 - coordinate w/ Town & developer reg...	6341.1 · Engineering Se...	117.50-
Conectiv	Acct #2096 3159 9997 - Town Hall	6420.1 · Electric	142.66-
Garage electric	Acct # 2096 5479 9995 - Garage	6420.1 · Electric	87.97-
Comfort Station Electric	2096 4129 9992 - comfort station	6420.1 · Electric	21.34-
Flagpole Lighting	2105 5729 9992 - flagpole	6420.1 · Electric	71.41-
Town House Electric	2056 2019 9989	6420.1 · Electric	20.60-
Town Pier Electric	2056 2019 9997 - town pier	6985.1 · Electric	6.76-
Keystone Overhead Do...	Order #16492 - Inv #15551 - repair maintenance garage doors	6410.1 · Repairs	642.10-
Geiger Services	yearly maintenance agreement - town hall furnace & a/c unit	6450.1 · Maintenance	158.00-
Radio Shack	Acct #00001903060981 - Inv #485280 - (3) 3-pk cassette tapes	6220.1 · Office Supplies	22.68-
ShoreMaster	Acct #5888 - Inv #104290 - replacement pier hoops - fireboat pier	6915.1 · Fireboat Pier	750.00-
Benjamin Lumber Co., I...	Acct #1186 - Inv #342357 - (2) floodlights - town hall	6450.1 · Maintenance	6.64-
American Home & Hard...	Acct #685600 - Inv #122 - (1) outlet adapter - town hall; Inv #3285 - bulb...	-SPLIT-	62.26-
Ace Hardware	Acct #220358 - Inv #105972 - caulk; brackets; paint supplies - town hall ...	-SPLIT-	214.52-
Home Depot	Acct# 6035 3225 0250 8926 - Inv #8180759 - primer; lumber angle; pain...	-SPLIT-	803.96-
Staples	Acct# 7972 3200 0002 7426 - Inv #9144266949 - hanging folders; Inv #9...	-SPLIT-	2,017.93-
Static Electric	Inv #134 - repair lights at town pier	6983.1 · Maintenance, ...	203.07-
John Huang & Associat...	Inv #3009 - attended project mtg; conducted site reconnaissance; milea...	6704.1 · Shoreline Erosi...	681.50-
landfill	Acct #1043 - landfill charges - Mar '04	6651.1 · Trash Collection	147.71-
Pennsylvania Online	Cust id #charlestownmd.org - Inv #584664 - website fees	6219.1 · Other	262.51-
Waste Management	Acct #275-0049441-0276-5 - Inv #1419906-0276-7 - trash removal - Mar...	6651.1 · Trash Collection	3,465.44-
Baynes, Keith A.	prepare & file notice of dismissal - Price; research & provide opinion reg...	-SPLIT-	360.00-
Total 1010.1 · Cash-General Checking			17,994.91-

04/13/04

## Town of Charlestown

### Accounts Payable Bills

Name	Memo	Split	Amount
Total 1000.1 · General Fund Cash Accounts			17,994.91-
<b>1000.2 · Utility Fund Cash Accounts</b>			
<b>1010.2 · Cash - Utility Checking</b>			
Miller Environmental, Inc.	Inv #10040402 - water sys ops contract - Apr '04	7120.2 · Contract Opera...	2,056.12-
Atlantic Coast Laborator...	Inv #105798 - lab fees	7121.2 · Laboratory Tes...	16.00-
Miller Environmental, Inc.	Inv #10020400-B - pass through expenses - Feb '04	7120.2 · Contract Opera...	1,702.20-
Verizon	Acct #0000178605-72 14Y - telephone - water tower	7132.2 · Telephone	41.66-
Verizon Wireless	Acct #202583968-00001 - Inv #0509701894 - cell phones	7132.2 · Telephone	177.87-
Sta 1 electric	2096 3069 9996 - Sta 1 electric	6531.2 · Station #1	121.39-
Sta 3 electric	2096 4739 9994 - Sta 3	6532.2 · Station #3	51.53-
Lift Station electric	2096 4139 9990 Lift station electric	6534.2 · Lift Station	14.20-
Rt 7 electric	2096 9259 9993 - Rt 7 electric	6533.2 · Station RT. #7	17.11-
Well 1 Electric	2096 5499 9991 Well 1 electric	7131.2 · Electric	367.31-
Well 3 Electric	2096 5769 9994 Well 3 electric	7131.2 · Electric	96.14-
Water Tank Electric	2096 5489 9993 - Water tank electric	7131.2 · Electric	387.10-
Atlantic Coast Laborator...	Inv #106303 - lab fees	7121.2 · Laboratory Tes...	16.00-
Total 1010.2 · Cash - Utility Checking			5,064.63-
Total 1000.2 · Utility Fund Cash Accounts			5,064.63-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
Gilbert Enterprises Inc.	Invoice #9893G - gasoline charges - Feb '04 - town trucks	6026.3 · Gasoline - Truck	360.94-
American Home & Hard...	Acct #685600 - Inv #1607 - gloves; fire extinguisher - shop	6420.3 · General Mainte...	49.15-
Burke Equipment Co.	Acct #40769 - Inv #036790 - (2) tires - Kubota	6022.3 · Equipment Re...	298.00-
Wal*Mart	Acct #6032 2020 0054 7977 - acc f/c Inv #09	6420.3 · General Mainte...	7.43-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #72912 - chainsaw blades	6022.3 · Equipment Re...	108.96-
Home Depot	Acct #6035 3225 0250 8926 - Inv #2141418 - powerwasher - shop	6021.3 · Equipment Pur...	997.00-
Street Lighting	2055 3529 9973 - street lighting	6010.3 · Street Lights	730.42-
Total 1005.3 · New-Checking-Special (Special checking County)			2,551.90-
Total 1000.3 · Special Fund Cash Accounts			2,551.90-
<b>TOTAL</b>			<b>25,611.44-</b>



**TOWN OF CHARLESTOWN  
MEETING OF APRIL 27, 2004  
MINUTES**

The April 27, 2004 meeting of the Town Commissioners of Charlestown was called to order by President Michael W. Doss at 7:30 p.m. Other commissioners present were Vice President Steven W. Vandervort, Treasurer Donna M. Sheets, Commissioner Robert L. Gell and Commissioner G. 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 April 13, 2004 meeting, seconded by Commissioner Sheets. The motion passed 5-0.

**ACCOUNTS PAYABLE** - Commissioner Gell made a motion to pay the bills, seconded by Commissioner Price. The motion passed 5-0.

**PENDING BUSINESS**

Frank Malloy - 22 Long Beach Rd - water & sewer service - Frank Malloy, of 22 Long Beach Road, was requesting to connect to the Town's water & sewer service. Mr. Malloy stated he was able to get permission from the property owners who were between Mr. Malloy's property and the Town's main. After much discussion, Commissioner Gell stated based on these discussions, the Board had turned down a number of people and don't believe your situation is dissimilar to theirs and, as much as we would like to help you, the Town needed to look toward the long-term solution of a water and sewer system and then everyone would have access to it.

Planning & Zoning Commission appointment - Commissioner Vandervort stated he and Commissioners Sheets and Price had met with Henry Burden and Christopher Capano yesterday. After briefly discussing and voting by secret ballot, President Doss stated Christopher Capano was selected. Mr. Hearne mentioned there was a Planning and Zoning Commission meeting on May 4, 2004.

County Commissioners meeting 05/18/04 - Refreshments - President Doss stated there was to be a County Commissioners meeting on May 18, 2004 at the elementary school. Mr. Hearne said the Board usually set a small budget for refreshments at the meeting. Commissioner Sheets made a motion to set a \$75 budget for refreshment, seconded by Commissioner Price. The motion passed 5-0. Commissioner Gell asked if the Town would host a dinner for the County Commissioners that night before the meeting. After discussion, Commissioner Gell made a motion to provide dinner to the County Commissioners that evening, seconded by Commissioner Price. After discussion, the motion passed 3-2. After discussion, Commissioner Doss asked to have Mrs. Morgan make the dinner arrangements for 6 p.m. at the Market Street Café.

Drainage bids - Mr. Hearne stated the Town had only received 1 bid from B&B Excavating for the Town Hall drainage but they had used greater quantities for Alternative A for the Town Hall work than URS estimated. After much discussion, Commissioner Gell made a motion to go with Alternative B for the Town Hall, seconded by Commissioner Sheets. The motion passed 5-0. After discussing the Water Street/Louisa Lane drainage project, Commissioner Vandervort stated the Board needed to find the funds for the project and most likely would need to take from the long-term maintenance fund for it. President Doss stated they would vote on the project first and then look at the funding. Commissioner Gell made a motion to accept the \$26,279 bid from B&B Excavating, seconded by Commissioner Price. After discussing funding, the motion passed 5-0. Commissioner Gell made a motion for a budget amendment of \$6,279 from the long-term fund. Commissioner Vandervort stated he would suggest the Town do a budget amendment to cover the cost of both projects and said the Board should take what's remaining in Account 6960.1 Miscellaneous and then the remainder from Account 7150.1 Long-Term Fund into a new line item for storm water management. Commissioner Gell amended his motion to take \$45,000 from the long-term account for these two projects, seconded by Commissioner Price. The motion passed 5-0. President Doss asked Mr. Hearne to do up the budget amendment form to be signed and attached to the current budget. Commissioner Gell asked if this wouldn't be considered under the Streets fund. After more discussion, the Board decided to leave the motion the way it was.

## NEW BUSINESS

Earle & Jean Mac Mullan - 232 Conestoga St - Gravel in Right of Way for Parking - Mr. Hearne stated Mr. & Mrs. Mac Mullan was asking to put down gravel in the right of way for parking. Commissioner Gell asked if that would interfere with storm water management. President Doss stated it was on the uphill side. Mr. Hearne stated the Town had allowed Mr. & Mrs. MacMullan to put gravel down there in the past. Commissioner Gell so moved, seconded by Commissioner Sheets. The motion passed 5-0.

Town House - Boys & Girls Club - Commissioner Sheets stated she met with Steve Miller and Barb Smith, of the Boys & Girls Club. After discussion, she further stated they had met to work on a possible after-school program but they don't really like to work through the school because of the differences in the age groups and the limitations it puts on what they can and cannot do with the kids. Commissioner Sheets stated she showed them the town house, after they discussed alternatives. She said originally she thought the Town would need to provide a house and \$50,000 but what she found out was the house with utilities would be an in-kind donation toward the \$50,000 start-up. Commissioner Sheets stated Mr. Miller would like to see Riverfest continued to support the club. She said Mr. Miller had a new grant to start a new branch in the county and believed Charlestown would be a good place for it. Commissioner Sheets stated if the Board was in agreement, Mr. Miller could get the paperwork started. Commissioner Sheets stated the Town would need to give them a lease and they would take it from there. She stated they send kids to the Ripken baseball camp, have art projects, homework help, etc. After discussion, Commissioner Sheets stated Mr. Miller will be coming to the May 11, 2004 meeting to talk to the Board about this. After more discussion, Commissioner Sheets stated the school was working with the Board of Education's transportation department to make the club a bus stop for the kids. Commissioner Price mentioned the Town had the summer recreation program and President Doss stated Kristen would work in conjunction with the club. Commissioner Gell said he was still working on a ground-floor bathroom. Commissioner Sheets stated it would need just a sink and toilet. President Doss stated he told her to go to the Home Depot because they donate to the Boys and Girls Club nationally so they might work with us. After more discussion, President Doss stated he was going to have someone inspect for safety requirements like emergency lights, etc.

Upper Bay Powerwashing, Inc. - Greg Newswanger, of Upper Bay Powerwashing, Inc., stated they were at the point the Town needed to let them know what color to paint the porches and, also, they had discussed replacing the wooden lattice with PVC lattice instead of painting the latticework. Mr. Newswanger stated they had 5 gallons of the yellow paint but if the Town decided to go with white, the PVC latticework comes in white and brown. After discussion, President Doss told Mr. Newswanger to paint the porch yellow and come back with prices on the PVC latticework. Mr. Newswanger stated he was requesting an additional \$1,000 for materials to finish the job. After more discussion, the Board agreed to allow a further \$1,000 draw for materials.

Ms. Sheets asked if the Holloway Beach residents could use the Veterans Park pavilion for the informal picnic. President Doss stated the Town usually asks for a request in writing. When Ms. Sheets stated the picnic was on a Saturday, Commissioner Vandervort stated the Town doesn't give exclusive use of the park on the weekends, that they would need to respect other people's right to use the park also.

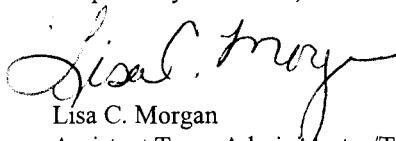
Budget - President Doss asked Commissioner Vandervort if the budget amendment the Board did tonight would affect the figures they are looking at now. Commissioner Vandervort stated no it won't. After discussion, Commissioner Vandervort stated that even though he and President Doss had discussed the budget, the budget is an evolving process from this, the first draft, to the final approved budget. Commissioner Vandervort mentioned certain line items show high expenditure, such as engineering, but we're waiting for payment from Stewart Associates for those expenses. President Doss mentioned streets fund was high but we are getting reimbursed for some of that expenditure. Commissioner Sheets asked if the Town had gotten back any monies for the dumpsters. Mr. Hearne stated the \$10,000 State grant was in the process of going to the Comptroller's Office but he hadn't billed the County for the dumpsters we paid for them. President Doss asked him to bill the County before the end of the fiscal year. After more discussion, Commissioner Vandervort stated he was trying to get Kingfisher working on c-dock because Larry wanted to get going and had an electrician looking at separating the electrical services. After more discussion, Commissioner Vandervort stated a lot of the estimated income figures from the State and the County do not come in this early. He stated for example the 2005 real property taxes, trash rebate, etc. Commissioner Gell asked where

would the State budget cuts affect us. Commissioner Vandervort stated the highway user revenues will be less next year but what we have right now was is the General fund because he and President Doss were still working on the Utility and Special Funds. After more discussion, President Doss stated one thing that might affect future budgets, the fire departments and the State draw monies from AMIS, a federal 508 account and the State was trying to their hand in that, like cutting out the medievac helicopters and privatizing that service. He stated the fire companies stand to lose a substantial amount of their funding and they are actually looking at getting legislation passed where a municipality could institute a fire tax for every home in their district so the Town would collect a fire tax, based on a certain percentage of the tax base, and pass it on to the fire company. After more discussion, Commissioner Vandervort stated the Board needed to pass a balanced budget, watching the budget trend, and those categories where the Town had been getting income in but will not be getting income for next year or a decreased income because of the State cuts. After more discussion, Commissioner Gell asked if the Board would get the chance to review the water and sewer rates. President Doss stated this was the section they had worked on and would have the remaining funding figures for Utility and Special at, probably, the next meeting. After more discussion, Commissioner Gell stated the Town needed to consider the TSMT and other annexations carefully, the generated incomes and estimated expenditures, that will impact the Town's budget. Commissioner Vandervort stated he didn't want to see the Town in a position where they had to request a tax increase because of it.

At this time, Commissioner Sheets left the meeting.

Commissioner Vandervort asked what the estimated taxes Phase I of Scott Gardens would bring in next year. Mr. Hearne stated he would need to check with Assessments and Taxation to see if they would be ½ year new construction or billed full year taxes. Mr. Hearne stated his salary costs would go up from changing from 3 days to 4 days. Commissioner Vandervort stated giving the town house to the Boys & Girls Club, and although I agree it should be so, that's at least \$12,000 a year income that the Town was foregoing. President Doss stated this was a starting draft for the Board to work with. Commissioner Price asked if the fire company was looking for a station on the TSMT property. President Doss stated they would because what the fire company has now covers their entire fire district but in that one move, annexing TSMT, would double the downtown area of the district. After more discussion, President Doss adjourned the meeting at 9:45 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF APRIL 27, 2004**  
**AGENDA**

7:30 P.M.

1. Minutes
2. Accounts Payable

PENDING BUSINESS

3. Charles Murphy – deed of easement
4. Frank Malloy – 22 Long Beach Rd. – water & sewer service
5. Planning & Zoning Commission appointment
6. County Commissioners meeting 05/18/04 – Refreshments
7. Drainage bids

NEW BUSINESS

8. Earle & Jean MacMullan – 232 Conestoga St. – Gravel in Right of Way for Parking
9. Town House – Boys & Girls Club
10. Budget

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 4/24/2004 TIME: 7:30 PM

John Kennedy  
Henry Sala  
Renee Sheth  
Chris Capano  
Dreg Amador Upper Bay  
Demetri Drake

04/27/04

## Town of Charlestown

### Accounts Payable Bills

Name	Memo	Split	Amount
<b>1000.1 · General Fund Cash Accounts</b>			
<b>1010.1 · Cash-General Checking</b>			
AT&T	Acct #8014-058-9492 - Inv #6392587299 - long distance - Town Hall	6440.1 · Telephone	8.37-
Verizon	000017861803 96Y - telephone - Town Hall (Feb & Mar '04)	6440.1 · Telephone	322.75-
Beresh, Carol	Bd of Appeals hearing - Masonry Homes	6611.1 · Other	75.00-
Council Baradel Kosmer...	Stewart Associates annexation - Inv #69169 & Inv #69871 - call t/f Hear...	-SPLIT-	3,335.88-
Council Baradel Kosmer...	Inv #69872 - Lambdin annexation - call t/f Jones; call t/f Hearne; attend ...	6310.1 · Legal Counsel	1,340.92-
Council Baradel Kosmer...	Inv #69873 - Payne annexation - call t/f Hearne	6310.1 · Legal Counsel	50.00-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 02/07/04 - 03/05/04	6920.1 · Police Protection	89.04-
Sheriff's Patrol	Charlestown Patrol - period of 02/07/04 - 03/05/04	6920.1 · Police Protection	3,024.90-
Pitney-Bowes Inc	Acct #1955-0184-86-5 - inv #614160 - postage meter rental	6260.1 · Office Equipm...	106.84-
Ferrell Fuel Co., Inc.	Acct #146210 - Inv #70485 - 162.1 gal x \$1.199/gal - Town Hall	6430.1 · Fuel	194.36-
URS Corporation	Project #20605325 - Inv #1007870 - additional surveying behind Town H...	6341.1 · Engineering Se...	189.00-
URS Corporation	Project #20605329 - Inv #1007872 - surveying of drainage structures - T...	6341.1 · Engineering Se...	3,391.50-
URS Corporation	Project #20592168 - Inv #1007911 - Trinity Woods - site visit flushing wa...	2055.1 · Security Dep-T...	1,836.00-
URS Corporation	Project #20592171 - Inv #1007912 - Scott Gardens - prepare for & atten...	2062.1 · Escrow - Scott ...	2,575.50-
URS Corporation	Project #20605321 - Inv #1007957 - Principio Business Park - coordiant...	6341.1 · Engineering Se...	1,845.00-
Queen Bee's Honey Pots	Inv #1484 - portable toilet rentals - April & May '04	6740.1 · P&R Miscellan...	380.00-
Thomas Wright Consulti...	Inv #3048 - reconfigured old laptop	6260.1 · Office Equipm...	75.00-
Best Cleaning Services, ...	Inv #20531 - cleaning service - Town Hall	6450.1 · Maintenance	70.00-
M.R. Props	Inv #1377 - repair weld hand rails @ Town Hall and ladder for town pier	6450.1 · Maintenance	227.50-
Maryland Municipal Lea...	MML conference registration - Price	6212.1 · Conference Ex...	425.00-
Total 1010.1 · Cash-General Checking			19,562.56-
Total 1000.1 · General Fund Cash Accounts			19,562.56-
<b>1000.2 · Utility Fund Cash Accounts</b>			
<b>1010.2 · Cash - Utility Checking</b>			
Miller Environmental, Inc.	Inv #10050403 - monthly water sys ops - May '04	7120.2 · Contract Opera...	2,056.12-
M&T Bank, Trustee for ...	CDA Infrastructure Financing Bonds - 1999 Series A	7110.2 · Original Constr...	38,619.88-
Verizon	000017861803 96Y - telephone - water tower	7132.2 · Telephone	40.11-
Total 1010.2 · Cash - Utility Checking			40,716.11-
Total 1000.2 · Utility Fund Cash Accounts			40,716.11-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
Gilbert Enterprises Inc.	Inv #9929N - gasoline charges - Mar '04 - town trucks	6026.3 · Gasoline - Truck	415.50-
Ace Hardware	Acct #220358 - Inv #107314 - rope; holddown strap; bolt snap; concrete ...	-SPLIT-	81.22-

04/27/04

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
Total 1005.3 · New-Checking-Special (Special checking County)			496.72-
Total 1000.3 · Special Fund Cash Accounts			496.72-
<b>TOTAL</b>			<b>60,775.39-</b>

)

)

)

**TOWN MEETING OF MAY 25, 2004**  
**MINUTES**

The May 25, 2004 meeting of the Town Commissioners of Charlestown was called to order by President Michael W. Doss at 7:35 p.m. Other Commissioners present were Vice President Steven W. Vandervort, Treasurer Donna M. Sheets, Commissioner Robert L. Gell and Commissioner G. Richard Price. Stanley W. Hearne, Town Administrator, was also present. Audience attendance sheet is attached hereto.

MINUTES – Commissioner Gell made a motion to approve the minutes of the April 27, 2004 meeting, seconded by Commissioner Price. The motion passed 5-0.

ACCOUNTS PAYABLE – Vice President Vandervort mentioned that the check for John Huang & Associates was a replacement check for one that was lost and the Town has stopped payment on. Commissioner Price made a motion to pay the bills, seconded by Commissioner Sheets. The motion passed 5-0.

Stephen Miller/Boys & Girls Club – Mrs. Sheets stated the agreement had been sent to Keith Baynes, the Town's attorney, but he hadn't responded yet. After discussion, Mrs. Sheets stated Kristen had gotten a full-time job so would not be able to work for the Town this summer and President Doss wanted to look at the budget before hiring anyone else. After discussion, Commissioner Price needed to know what real money would be exchanged between the Town and the Boys and Girls Club. Mrs. Sheets stated the Board had agreed to pay the utilities, town maintenance mowing the grass, and the Riverfest proceeds. After more discussion, Commissioner Sheets wanted to know how soon could the Club get into the building. Commissioner Vandervort stated they should be able to get in now because the work was on the outside and even that should be done in a week. Commissioner Sheets stated the Town needed to get a couple more quotes on installing the downstairs bathroom. Commissioner Sheets asked what else did the Club need from the Town. Mr. Miller stated just the financial commitment. He further stated they ask the participating towns to be involved in their fundraising because the funds are used to support all of them. After more discussion, Commissioner Sheets made a motion to give the Boys and Girls Club a lease/rental agreement for the Town House at 630 Water St. subject to Mr. Baynes' approval of the agreement. After discussion, Mr. Miller stated if they could develop a base of reliable volunteers, it cuts down on the expense of paid staff. After more discussion, the motion died due to a lack of second. After brief discussion, Mr. Miller stated the Club would have the Town put on their liability insurance as an additional insured and asked if the Town had insurance on the building. Mr. Hearne stated yes and asked Mr. Miller to give the Town a copy of the insurance certificate. After more discussion, the Board decided to table the matter until the next meeting.

**PENDING BUSINESS**

Auditing Services – Mr. Hearne stated there were two bids for auditing services: William Saddler and T. Jess Crouch. After some discussion, Commissioner Price made a motion to accept the bid for audit services from T. Jess Crouch subject to favorable results from checking references, seconded by Commissioner Sheets. The motion passed 5-0.



Planning & Zoning Commission – Resignation – Commissioner Price made a motion to accept John Magness' resignation from the Planning & Zoning Commission, seconded by Commissioner Gell. The motion passed 3-2.

Street Lights – Dr. Gell mentioned there were 2 lights, one on Black and one on Caroline St. that need to be upgraded and a new one that needs to be installed on Conestoga St. After some discussion, Commissioner Vandervort made a motion to have Commissioner Gell handle the lights, seconded by Commissioner Price. The motion passed 5-0.

President Doss asked Mr. Hearne to make sure plaques are done for Frank Bonsall and John Magness.

Survey – Trinity Woods Lot – After some discussion, the Board asked Mr. Hearne to get quotes from other surveyors and suggested he contact McAllister and Northern Bay at least.

Commissioner Sheets mentioned Paint 'N Place Signs was working on an estimate for two new signs at the athletic complex and should have it by the next meeting.

LGIT Ballot – After brief discussion, the Board approved the ballot.

Salute to Cecil County Veterans – The Board asked to have Mrs. Morgan e-mail this to Charlestown residents on the town information link.

Resolution – New Water & Sewer Connection Fees – President Doss stated he had asked Mr. Hearne to look into raising the connection fees. He further stated our fees were the same as the County and both were the lowest in the county. Commissioner Sheets asked how that would affect people who had already approached the Town about connecting to the town system. After discussion, Commissioner Vandervort stated the Town can take into consideration other improvements Stewart may do in regard to the water and sewer systems in charging connection fees to them. After much more discussion, Commissioner Gell stated he would feel more comfortable if he knew how much a capital improvement reserve the Town needed for the system and, secondly, the impact on the annexation. Commissioner Vandervort stated he would like to see what the other towns were charging. After more discussion, the Board asked Mr. Hearne to make a list of what other towns charged.

Tax Rate – Mr. Hearne stated the Town needed to set the tax rate so that information can be sent to the State so the tax tape they produce was accurate or the Town would need to have someone prepare the Town's tax bills. He further stated the current real property tax rate was \$0.32/\$100 of assessed value and the current personal property tax rate was \$0.80/\$100 of assessed value. Commissioner Vandervort stated the State had provided a projected assessable tax base of \$183,000. He further stated he believed it was a conservative figure because the State might not be aware of the growth in town. After discussion of income taxes and admissions taxes, the Board asked Mr. Hearne to check on whether admissions taxes have been declared illegal and the towns will need to repay these. After more discussion, Commissioner Vandervort stated he felt the tax rates should remain the same and the Town live within those means. Commissioner Vandervort made a motion to leave the tax rates the same, real property tax rate at \$0.32/\$100 of assessed value and personal property tax rate at \$0.80/\$100 of assessed value, seconded by Commissioner Gell. The motion passed 5-0.

Budget – After brief discussion, the Board decided to hold a workshop meeting on the budget and set it for Friday, May 28, 2004 at 7 p.m.

Commissioner Gell asked if the Town would loan 2 picnic tables to Bill Spangler, of the Bay Trader, who promised to keep them in good condition. Commissioner Sheets asked what happened if they were damaged. Commissioner Gell stated Mr. Spangler would be responsible for repairing them. After brief discussion, Commissioner (?) made a motion to allow Mr. Spangler, of the Bay Trader, to borrow 2 picnic tables, Commissioner (?) seconded. The motion passed 5-0.

Commissioner Price provided a draft of ideas he had from the Strategic Planning Commission. He stated it was not a report from that commission.

Commissioner Sheets stated Jay Waite did the flowers in the front of the building and was working on something to put in that empty area in front of the ramp.

Ronald Lynch, of 1479 W. Old Philadelphia Rd., stated the sewer line installation done by Stewart Associates on the town property has created a storm water management problem on his property. He further stated he was also concerned that a storm water runoff problem from Scott Gardens. After discussion, President Doss suggested they contact the County if a storm water problem developed from Scott Gardens. Commissioner Vandervort stated he thought he had seen a letter from the engineers mentioning there were still issues on the installation and have not approved that work. He said he would have to check on it. After more discussion, Mr. Hearne suggested Mr. Lynch contact Mike Heil or Dave Hollenbaugh, of the County Dept. of Public Works. When asked, Mr. Hearne stated he wasn't aware a second catch pond was to be installed but would check with the County. Commissioner Vandervort stated when they installed the sewer line, Stewart put in a stub toward Scott Gardens but don't believe the Town gave them approval to do that. Mr. Hearne stated the plan was for Scott Gardens to tie into that and had talked to Chris Rogers, of URS, if it was appropriate to do it that way and he said it was. Commissioner Vandervort said it might have been something dealt with at the engineering level. Mr. Hearne stated the Town could hold up on further public work agreements. Commissioner Vandervort and Mr. Hearne both stated they hadn't seen a plat for Phase II of Scott Gardens yet. Commissioner Vandervort suggested to Mr. Lynch that this might be a good time for him to call the County about it. After much more discussion, Mrs. Lynch asked if the Town had any authority over storm water management issues. Commissioner Vandervort stated he had been arguing for some time that the Town needed to take that away from the County and have someone working for the Town do it. After more discussion, Mrs. Lynch asked who were they responsible to and Commissioner Vandervort stated the County. Mr. Hearne stated he understood they had submitted a preliminary storm water management plan to the County but he hasn't seen a final plan yet.

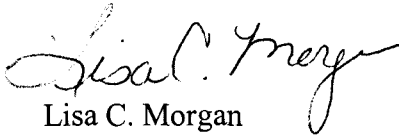
Someone in the audience asked for clarification on the discussion of the water and sewer connection fees and commented on the different purposes between user fees and hook up fees.

Commissioner Gell stated the Town had received a copy of the financial impact analysis on the TSMT annexation. Mr. Hearne stated all the commissioners had a copy put in their boxes. After more discussion, President Doss stated the Board could accept the document tonight but there will be ample opportunity in future meetings with Stewart to discuss the information. Commissioner Sheets so moved, seconded by Commissioner Gell. The motion passed 5-0. President Doss asked

Mr. Hearne to contact Mr. Sussman to update the time table and forward a copy of this to him. Mr. Hearne stated Mr. Sussman also needed to get the master plan from them. Commissioner Vandervort stated before we contact Mr. Sussman, the Town needed to contact Stewart to make sure they have agreed to pay Mr. Sussman's legal fees.

President Doss stated there were some personnel issues to discuss and asked for a motion to go into executive session. Commissioner Gell so moved, seconded by Commissioner Sheets. The motion passed 5-0. President Doss adjourned the meeting at 9:44 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF MAY 25, 2004  
AGENDA**

7:30 P.M.

1. Minutes
2. Accounts Payable
3. Steven Miller/Boys & Girls Club

PENDING BUSINESS

4. Audit Services
5. Planning & Zoning Commission Resignation
6. Street Lights
7. Survey - Trinity Woods lot

NEW BUSINESS

8. LGIT Ballot
9. Athletic Complex Signs
10. Salute to Cecil County Veterans
11. Resolution - New Water/Sewer Connection Fees
12. Budget
13. Tax Rate
14. Personnel Issues - Closed Session

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 5/25/2004 TIME: 7:30 PM

JENNIS DORR  
Sandra Williams

Lined area for additional names or notes.



**GENERAL FUND**

Cecil County Commissioners	landfill charges – Apr '04	124.47
Staples	office supplies	321.83
Cecil County Commissioners	gasoline charges – period of 04/03/04 – 04/30/04	113.20
Cecil County Commissioners	Sheriff's patrol – period of 04/03/04 – 04/30/04	2856.85
Cecil County Commissioners	gasoline charges – period of 03/06/04 – 04/02/04	136.38
Cecil County Commissioners	Sheriff's patrol – period of 03/06/04 – 04/02/04	3579.47
Best Cleaning Services	cleaning (2) & carpet cleaning – Town Hall	145.00
URS Corporation	Project #20605326 – Inv #1052908 – coordinate Work w/ contractor – Charlestown Cottages	31.50
Council Baradel Kosmarl & Nolan	Inv #70537 – Stewart Annexation – call to/from Rogers; review & analyze memo from Rogers on annex agreement; call to/from Hearne; revise annex agreement; memo To Rogers; attend mtg w/ Commissioners; Revise conceptual tasks/time outline	2655.20
CharmNet	Inv #153559 – internet access – May '04	16.95
Queen Bee's Honey Pots	Inv #1560 – portable toilets – Jun '04	190.00
Verizon	telephone – Town Hall	160.40
Radio Shack	Inv #489366 – (4) 3-pk cassette tapes	30.24
Attorney General's Office	(1) MD Public Information Act Manual	10.00
Central Printing	Inv #5661 – (1) bx window envelopes	93.00
AT&T	Inv #6392591090 – long-distance service	12.73
E.J. Sprague	Inv #62889 – (1) case paper towels & (1) case t.p.	128.99
Waste Management	Inv #1430621-0276-7 – trash removal – Apr '04	3465.44
Baynes, Keith	legal services – ofc conference w/ Hearne on FIA Requests; written opinion on FIA requests	100.00
Chesapeake Publishing Corp.	P&Z opening ad	84.80
	Stormwater drainage ads	271.36
	Auditing services bids ad	144.16

	Charlestown cemetery ad	50.88	
	Workshop meetings ads	93.28	
	Variance request ads	<u>101.76</u>	
		746.24	746.24
Benjamin Lumber	Inv #344660 – paint – gazebo	60.23	
Thomas Wright Consulting	Inv #3096 – e-mail stmp configuration; files sharing	75.00	
Conectiv	electric – Town Hall	146.67	
Conectiv	electric – garage	84.82	
Conectiv	electric – comfort station	22.75	
Conectiv	electric – Town House	17.73	
Conectiv	electric – flagpole	75.30	
Conectiv	electric – Town pier	14.98	
Eugene Baeder/Barrel Man	(12) plastic drums – for town parks	144.00	
John Huang & Associates	Inv #2 – Shoreline Erosion project work	681.50	
	General Fund Subtotal:		16,340.87

### UTILITY FUND

Verizon	telephone – water tower	40.16	
USA Blue Book	inv #806814 – pH electrode	160.17	
Atlantic Coast Laboratories	Inv #106794 – lab fees	16.00	
National Waterworks	Inv #1157683 (12) water meters	1324.80	
Conectiv	electric – Sta #1	134.36	
Conectiv	electric – Sta #3	62.35	
Conectiv	electric – Lift Station	12.70	
Conectiv	electric – Rt 7	23.46	
Conectiv	electric – Well 1	420.38	
Conectiv	electric – Well 3	142.33	
Conectiv	electric – Water tank	362.81	
Cecil County Commissioners	County sewer user fee	17423.94	



Utility Fund Subtotal: 18,623.46

**SPECIAL FUND**

Gilbert Enterprises	gasoline – town trucks	450.36
Conectiv	electric – Street lights	730.42
Ace Hardware	Inv #108178 – hardware/plywood – shop	61.27
Benjamin Lumber	Inv #344629 – (2) pitchforks – shop	50.56
Cecil County Commissioners	(1) white on blue sign	72.45
W.N. Cooper & Sons	Inv #73993 – plugs & string – weed eaters	170.96
Mendenhall's Garage	Inv #7492 – check & repair hydraulic oil leak – old truck	54.50
Newark Mower Center	Inv #9119 – snow plow shoe	40.00

Special Fund Subtotal: 1,630.52

Total Accounts Payable: \$ 36,594.85