

## MINUTES OF THE COMMISSIONERS MEETING

June 14, 2005

The Meeting of The Charlestown Town Commissioners was called to order at 6:30PM on June 14, 2005 by President Steven Vandervort. Commissioners present were: Commissioner Robert Gell, Commissioner Joseph Letts, Sr., Commissioner Donna Sheets and Commissioner Peter Williams. Mr. Stanley Hearne Town Administrator was also present.

**Minutes:** The minutes of the regular May 24, 2005. Were approved as written.

**Miller Environmental:** Robert Korn presented the Monthly Report.

New section of Trinity Woods, The plumber left junk in the lines on homeowner's side of meter and isn't concerned about addressing the issue.

Avalon Marina - Louisa Lane, new owner now would like water service. At present House and Marina are being read and billed. Both meters are on the house property. Steve Vandervort suggested a site visit with the new owners. Miller Environmental asked as to why the water service was disconnected. Commissioner Vandervort said he would look into this. Water leak on Caroline Street, from main to meter is still being studied.

Commissioner Pete Williams made a motion for report from Miller Environmental be accepted. All in favor.

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**Resolution for Permit and Penalty Fees:** were agreed upon to increase 5x the cost of the permit.

Minor - \$100.00

Major - \$250.00

After work has begun.

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Increase will begin August 1, 2005 The New fees will be published in Charlestown Chatter.

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It was agreed upon that no Minutes were needed for Budget discussion.

Meeting was adjourned after taping was completed so I'm unable to give a time for adjournment.

Respectfully Submitted,

Resa Laird,  
Town Clerk

LAW OFFICES  
**STONER, PRESTON & BOSWELL, CHARTERED**

188 EAST MAIN STREET  
POST OFFICE BOX 389  
WESTMINSTER, MARYLAND 21158-0389

CHARLES E. STONER  
CHARLES M. PRESTON  
RICHARD V. BOSWELL  
MICHAEL O. RITCHBY  
ERIN M. DANZ

Telephone: 410-848-7777  
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HAROLD L. BURGIN  
Towson Office  
28 WEST ALLEGHENY AVENUE  
SUITE 500  
TOWSON, MARYLAND 21284  
Telephone: 410-825-8910  
Facsimile: 410-825-7878

June 30, 2005

The Honorable Steven Vandervort  
Town of Charlestown  
P. O. Box 154  
Charlestown MD 21914

**RE: THE ESTATE OF PAULINE C. WIGGINS**

Dear Mr. Vandervort:

Please be advised that I represent the estate of Pauline C. Wiggins and Beverly Ziellnski, Personal Representative of the estate.

At the time of her death, Mrs. Wiggins owned a parcel of unimproved property containing .46 Ac of land and identified as Parcel 599 Lot 6 on Map 31, Grid 19. The parcel lies on the W/S of Old Philadelphia Road, N/E of Charleston.

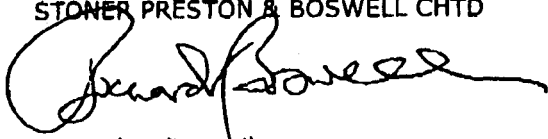
The estate has a prospective buyer for the lot who would like to construct a home on the property and in that regard the estate, by this letter, is petitioning for permission to hook up to the Town water line which runs directly in front of said parcel.

Representatives from the estate and the prospective buyer/builder will be present at the next scheduled meeting of the Commissioners which we believe to be on July 12, 2005 @ 6:30 PM in event there are questions to be addressed.

Thank you for your attention in this regard.

Very truly yours,

STONER PRESTON & BOSWELL CHTD



Richard V. Boswell  
Attorney for the Estate of Pauline C. Wiggins

CC: Ms. Shirley J. Ziellnski, Personal Representative



**MARYLAND**  
DEPARTMENT OF  
NATURAL RESOURCES

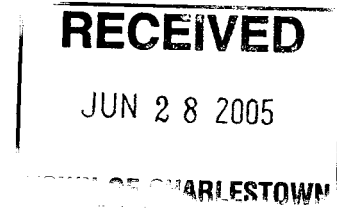
Robert L. Ehrlich, Jr., Governor

Michael S. Steele, Lt. Governor

C. Ronald Franks, Secretary

## Memorandum

To: County & Municipality Grant Coordinators  
From: Robert Gaudette, Director, Waterway Improvement Program  
Date: June 22, 2005  
Subject: Federal Boating Infrastructure Grant (BIG) Program



The U.S. Fish and Wildlife Service is now accepting applications for the Federal Boating Infrastructure Grant (BIG) Program. This Program provides matching fund grants (up to 75% Federal Funds) for projects that will enhance boating for nontralerable recreational boats (26' or over in length), when such boats are in transient status. Only states may apply for the funding, however, the monies are available for both government and privately owned boating facilities.

There are two levels of BIG Projects, Tier I (max. state allocation of \$100,000 and Tier II projects over \$100,000). Tier I Projects are competitive within the state, while the Tier II projects are complete nationally. More detailed information of the Program and applications can be obtained from the Maryland Department of Natural Resources, Waterway Improvement's Web Site labeled Waterway Improvement Program Federally Funded Grants Process at the following web address:

<http://www.dnr.state.md.us/grantsandloans/waterwayimprovement.asp>

The BIG Program is authorized by the Sportfishing and Boating Safety Act of 1998 and funded by excise taxes on motorboat fuel. Future funding for this Program is contingent upon its reauthorization by Congress and cannot be guaranteed at this time. However, in anticipation of Congress reauthorizing this Program, The U.S. Fish and Wildlife Service will be accepting proposals for new projects. The federal deadline for project applications is September 30, 2005. Therefore, the Department of Natural Resources (DNR) needs your proposed projects(s) by **August 15, 2005**.

If you have a potential project, please contact Mr. Fred Watkins, Federal Aid Coordinator, DNR's Waterway Improvement Program, at 410-260-8452. In addition, please mark all the items on the enclosed checklist that apply to your project and either mail or fax this information to Mr. Watkins at the Department of Natural Resources, Tawes State Office Building E-4, 580 Taylor Avenue, Annapolis, Maryland 21401 (Fax Number 410-260-8404). Again, we appreciate your consideration for the BIG Program and are looking forward hearing from you.

June 2005

Wednesday June 1 2005

Work around shop pick land fill and dump run 5 hours ( ben off sick)  
Cut grass all areas of town .(all day)

Thursday June 2,2005

Work on boat house and land fill run 6 hours  
Cut grass area of stone wharf and park area (all day)

Friday June 3, 2005

Work on boat shed and work around shop (rain)

Monday June 6 2005

Pick up land fill and several dump runs 4 hours  
Kubota was returned from shop and was checked out for work done 2 hours  
Clean up around colored cemetery 3 hours

Tuesday June 7, 2005

Remove limbs from Charlestown Pl. and made dump run 2 hours  
Pick up brush around town and made five dump runs 5 hours  
Work around shop 1 hour.  
Picked up Trash that was not picked up by trash co. on Monday 1.5 hours

Wednesday June 8, 2005

Work at shop removing a machine and old records (Letts and Gill) 2 hours  
Repair wash out at Conistoga and Bladen st. 1 hours  
Clean Comfort Station 2.5 Hour  
Pick up brush and make dump run 2 hours  
Work on roof at old ice house 2 hours  
Clean up at shop and remove old machines. 2 hours

Thursday June 9,2005

Grad Parking lot at shop 3 hours  
Fix hole on Conistoga St. 1hours  
Work on Equipment at shop 2 hours.  
Cut Grass at Boys and Grils Club, Vets. Park, and cemetery (all day)  
Pickedup brush and made dump run 1.5 hours  
Water break at Caroline st. .45 hours

June 2005

Friday June 10,2005

Drag Ball field 1 hour  
Power Wash Vets park comfort station 2.5 Hours  
Check Elect and replace bulds as needed 1.0 hours  
Dig out vegetation on Louisa La. and Calvert St. 1.5 hours

Monday June 13,2005 (0600/1430)

Mount lights on red truck and kubota 3 hours  
Picke up land fill ,recycle, metal dump run 2.5 hors  
Cut grass at flag pole,stone wharf, fair green park (all day)  
Mulch area around boat ramp. 1.5 hours

Tuesday June 14, 2005

Metal Pick and dump run 2.hours  
Mulch to boat ramp 1.5 hours  
Mount Yellow Light on tractor 2 hours  
Work around shop clean trucks 2 hours  
Looked at problems at Boys and Grils Club (letts) 1.5 Hours  
Asst. Edgar with cemitary 1 hour

Wednesday June 15,2005

Pick up brush and dump run 2 hours  
Clean comfort station 1.5 Hours  
Pick up paint for truck and parts for work at beach 2 hours  
Work at shop 2 hours

Thursday June 16, 2005

Replace window bath room Town Hall 1.5 hours  
Pick up brush manor dump run 1 hour  
Work on Beach Baltimore St. 2 Hours  
Work Beach At Stone Wharf 1.5 Hour  
Work on Play Ground Fair Green Park 2 Hour  
Repair light on white truck 1 hour

Friday June 17,2005

Work on beach on Baltimore St. 4 hours  
Pick trash dump run 2 hour

June 2005

Pick up brush and metal made Two dump runs 3 Hours  
Went to York Building Prod. ref. to ball dimonds (Letts) 1.5 HOURS

Monday June 20,2005

Pick ups recycle and brush dump run 3 Hours  
Work on beach on Baltimore St. 2.5 hours  
Spread crush run on parking lot at shop 3 Hours  
Worked on mowers at shop 1 hour

Tuesday June 21, 2005

Clean comfort station vets. park 1.5 hours  
Work on beach Baltimore St. 1 hours  
Load Brush and make dump run 2 hours  
Metal pick up and dump run 1.5 Hours

Wednesday June 22, 2005

Service Mowers at shop 2.5 hours  
Work on ball field get ready for diamond tech 3 hours  
Pick up post and wire for ball field fence 3 hours  
Pick up sand for play ground fair green park 2 hours

Thursday June 23,2005

Worked on frnce at ball field 1.5 hours  
Helped with mowing at stone wharf 1 hours  
Work and replaced sand in play ground Fair Green Park 2.5 hours  
Work on in field at ball park 3.5 hours

Friday June 24, 2005

Finished work at ball field 2.5 hours  
Picked up trash and metal dump run 2 hours  
Cleaned comfort station at vet. park 1.5 hours

Monday July 27,2005

Pick up recycle dump run 2 hour  
Pick up landfill and dump run 1.5 hour  
Work on sitting up ball field 2 hours  
Work on truck bed would not come down 3 hours



June 2005

Tuesday July 28, 2005

Pick up brush and made dump run 3 hours

Clean comfort Station Vet. park noticed small leak in pipe , need to get plumer 2.5. hours

work to repair dump truck 3 hours

Wednesday July 29,2005

Cut up fallen tree at foot log and haul away 3 hours

Picked up bulk trash and made two dump run 2 hours

Picked up brush and made dump run 3 hours

Thursday July 30,2005

Pick up metal and made dump run 2.5 hours

Replaced post at foot log 3.5 hours

Work on beach at end of Baltimore St. 2 hours

# MILLER ENVIRONMENTAL, INC.

*The Water and Wastewater Authority®*

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

452 Franklin Street  
Havre de Grace, MD 21078  
Telephone: (410) 942-0380  
Facsimile: (410) 942-0381  
E-mail: [info@miller-env.com](mailto:info@miller-env.com)  
[www.miller-env.com](http://www.miller-env.com)

July 11, 2005

Re: **Charlestown - Water Treatment Plant Operations and Maintenance Report for June 2005.**

Dear President and Commissioners:

This is to advise you on the status of operations and maintenance of the water treatment plant and distribution system for the reporting period of June 2005. Subsequent reports will be submitted no later than the fifteenth day of the month following each months activities.

## WATER TREATMENT PLANT DATA

TOTAL MONTHLY WATER PRODUCTION = 3,590,000 Gallons

TOTAL COLIFORM SAMPLES POSITIVE = 0

## PLANT ACTIVITIES

1. Collected two Bacti. samples.
2. Checked for water leak on Caroline St.—found leak in service line on town's side, HIE repaired.
3. Secured water meter crock lid at 1237 W. Old Philadelphia Rd.
4. Completed four settlement/new installation readings.
5. Checked for low pressure at several locations on Inspiration Rd. Met with the builder's plumber and verified pressure. Also surveyed hydrant pressure in the area—all hydrants over 55 psi.
6. Turned off water at 411 Chesapeake Rd. due to leak under un-occupied house.
7. Verified meter readings due to customer usage complaints at six locations. One location, 111 Market St., showed a small leak on the customer's side.
8. Checked for leak at 11 Charity Ct. There may be a small leak in the area or it may be water from sprinklers operating in the area. Currently awaiting assistance from MRWA to determine the source of the water.

## MISCELLANEOUS

1. Weekly house keeping of the water plant was performed
2. Weekly and monthly maintenance was performed

Please feel free to contact me with any questions you may have concerning this report.  
Sincerely,



Robert Corn,  
Operations Manager

Welcome to  
TOWN HALL

COMMISSIONERS MEETING  
JULY 12, 2005

PLEASE SIGN IN

Brenda Thomas	
Dawana Humphreys	
Jeffrey Wiggins	
Nancy Letts	
Mich M Malley	
Dequay Doherty	
Paul [Signature]	
Harold How [Signature]	
Aria McDaniel	
Gladys Blankenship	
Robert Coen, M.E.I	
Jeff & Sherry Willis	
Howard Hall	
Walter [Signature]	
Donald McMillan	
Judge Calvert	
Art Gallagher	
Chapin Boudart	
David D. [Signature]	



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**Minutes:** The minutes of the regular May 24, 2005. Were approved as written.

**Miller Environmental:** Robert Korn presented the Monthly Report.

New section of Trinity Woods, The plumber left junk in the lines on homeowner's side of meter and isn't concerned about addressing the issue.

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Respectfully Submitted,



Resa Laird,  
Town Clerk





## Deposit Summary

5/24/2005

Summary of Deposits to 1000.1 · General Fund Cash Accounts:1020.1 · Cash-Regular Savings on 01/24/2005

Chk No.	PmtMethod	Rcd From	Memo	Amount
11	check	Varady, Alexander	Permit fee	25.00
1547	check	McIntyre, Catherine	Permit Fee	25.00
1859	check	Baker, Timothy & Karen	Permit Fee	25.00
0403	check	Hunsicker, Edwin & Christine	JellyBean License	6.00
3159	check	Coble, Sanford & Susan	No Notation on check	14.00
287	check	Lowe, Kelly	Charlestown Regulations	20.00
0142411	check	Verizon	Property Tax payment	902.20
015006	check	Cecil Co. Commissioners	Refuse Rebate	1,503.97
4949	check	Durange, Thomas	Riverfest/Cook Books	40.00
267	check	Holland, Scott	Riverfest/Vender profits	150.00
2526014	check	Directv, Inc.	Property Tax payment	0.82
3042	check	Sheets, Donna M.	Dog Tags/Sheets	6.00
897	check	Youngblood, Darryl	Dog Tags/Youngblood	6.00

**Less Cash Back:**

**Deposit Total:**

**2,723.99**

Town of Charlestown  
Commissioner's Meeting  
May 24, 2005

The May 24, 2005 workshop meeting of the Charlestown Commissioners was called to order by President Steven Vandervort. Present were Commissioners Robert Gell, Peter Williams and Joseph Letts.

Minutes for May 10, 2005 were approved as corrected.

A plaque was presented to John Magness for his service to the community and the Commissioners.

Gary Bott, Charlestown Fire Company. The Fire Department has requested additional funding as expenses have exceeded income. Mr. Bott asked the Board to increase funding provided by the Town from \$1,600 to \$10,000 annually and implement a plan whereby Town funding would increase proportionally with town growth. Mr. Bott presented financial statements for the past three years. He commented that with the exception of the building debt at \$60K per year, the fire company is debt free. Of the \$200K in the bank, \$100K is earmarked for a new ambulance which absolutely needs to be replaced this year. Operating expenses average \$120K annually. Several grants are being sought, but federal and state allocations and grants are scarce.

A plaque was presented to Mike Doss for his service to the community and the Commissioners.

The State of Maryland Critical Area Commission has an agreement with the Town of Charlestown that pays \$2000 for Stanley Hearne's services in regard to Critical Area activities. The Board agreed to renew and sign the agreement.

Tax Rate. Comm. Williams made a motion that the tax rate (\$0.32 per hundred of assessed value) remain the same; Joe Letts seconded. The motion passed.

Veterans Park. A verbal request was made for use of Veterans Park by a resident. The Board's position was that the individual could use the facility, but not exclusively (the park and pavilion would be open to the public).

Maintenance. Comm. Letts reported that the white truck required ball joints and other steering repairs, including replacing two tires; "the truck is in good shape". Ms. Johnson, 48 Canvasback Lane, has called twice about grass clippings and debris, and when Comm. Letts went to inspect, none were to be found.

Comm. Letts commented that Commissioners had interviewed Susan Gell this morning and were satisfied with the interview. He went on to say that Henry Burden has been sent a letter scheduling his interview on June 14, 2005 at 9 am.

A town resident speaking from the floor raised concerns whether Mr. Burden's occupation as a realtor was a conflict of interest as a Planning & Zoning Commissioner. Pres. Vandervort explained that unless the commissioner was affiliated with a company doing business with the Town, there was no conflict. If a matter should arise where a conflict may be present, the Commissioner should recuse him(her)self from the proceedings.

Judy Calvert questioned a bill she received. She reviewed her complaints with the Town.

Comm. Letts reported that McGuirk looked at Louisa Lane. He reported that to do the road from 267 to the river would be \$16K. He feels that certain portions should be repaired, fill in pot-holes and revisit the matter at a later time.

Stanley Hearne reported that ticket books have been received. Uses of the tickets were discussed as well as who has the authority (or desire) to write them. A problem on Manor Avenue was cited by a resident.

The remainder of the meeting (2+ hours) focused on the FY 2006 Budget of the General Fund and the discussion of income and expenses. The Commissioners were queried as to whether this discussion should appear as part of these Minutes: the consensus was that the actual budget discussion was not required and would not appear in the Minutes. A recording of the entire meeting is available by request.

Pres. Vandervort adjourned the meeting at 10:13 p.m.

Top 3

The image shows a screenshot of the Microsoft Outlook 'E-mail Accounts' dialog box. The dialog is titled 'E-mail Accounts' and has a sub-header 'Internet E-mail Settings (POP3)'. Below this, it says 'Each of these settings are required to get your e-mail account working.' The dialog is divided into four sections: 'User Information', 'Server Information', 'Logon Information', and 'Test Settings'.  
- **User Information:** 'Your Name' is 'Donna Sheets', 'E-mail Address' is 'charlestown.riverfest@'.  
- **Server Information:** 'Incoming mail server (POP3)' is 'mail.comcast.net', 'Outgoing mail server (SMTP)' is 'smtp.comcast.net'.  
- **Logon Information:** 'User Name' is 'charlestown.riverfest', 'Password' is 'september', and 'Remember password' is checked. There is also an unchecked checkbox for 'Log on using Secure Password Authentication (SPA)'.  
- **Test Settings:** Contains the text 'After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)' and a 'Test Account Settings ...' button.  
At the bottom are buttons for '< Back', 'Next >', and 'Cancel'.  
Handwritten annotations include: 'comcast.net' written next to the SMTP server name; 'DO LAST, THEN' written in the center with arrows pointing to the 'Test Account Settings ...' and 'Next >' buttons; and a starburst icon pointing to the 'Test Account Settings ...' button. The background shows the Outlook interface with a folder list on the left and a search bar at the top.



State of Maryland

DEPARTMENT OF ASSESSMENTS AND TAXATION

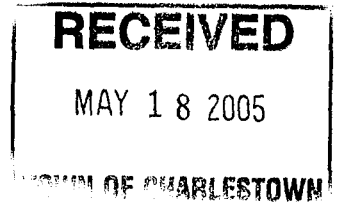
Cecil County Office

ROBERT L. EHRlich, JR.  
Governor

C. JOHN SULLIVAN, JR.  
Director

DALE K. DEWEESE  
Supervisor of Assessments

May 13, 2005



Mr. Stanley W. Hearne  
Town Administrator - Town of Charlestown  
P. O. Box 154  
Charlestown, MD 21914-0154

Dear Mr. Hearne:

Please provide this office with your tax rates for both Real Property and Personal Property for FY2005-2006 by June 1, 2005.

This information is needed by then to ensure that both your taxes and the County's are processed and out on time. We must close our tax tape off on June 3 and without the above information those properties receiving Homeowners' Tax Credits will not be calculated and put on the tax bill.

Please do not hesitate to call this office at 410-996-2760 or Debbie Duff at the Treasurer's Office 410-996-5313 if you have any questions. Thank you for your prompt attention to this request.

Sincerely,

DALE K. DEWEESE  
SUPERVISOR

DKD:cjl

03/08/05

# 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>			
Cecil County Treasurer Baynes, Keith A.	Invoice 20050320011 thru 02/28/2005	6652.1 · Landfill	83.34-
Cecil Tree Service	Removal of tree, Calvert & Conestoga	6310.1 · Legal Counsel	650.00-
Stanley Hearne	Removal of tree, Calvert & Conestoga	6715.1 · Other	630.00-
Commissioners of Cecil ...	wkend 03/04/05 and postage	-SPLIT-	119.57-
Waste Management	Patrol services & gasoline 01/08/05-02/04/05	-SPLIT-	2,666.77-
Benjamin Lumber Co., I...	Acct #275-0049441-0276-5	6651.1 · Trash Collection	3,465.44-
Staples	Acct #1186, 02/2005	6410.1 · Repairs	12.42-
Best Cleaning Services, ...	Acct #7972320000027426	6220.1 · Office Supplies	118.77-
Maryland Association of ...	Invoice # 21455	6450.1 · Maintenance	70.00-
Keystone Overhead Do...	Basic Membership 2005	6214.1 · Dues & Memb...	50.00-
Accountemps	Service Call/Order #19268	6410.1 · Repairs	107.75-
Accountemps	Baumgartner 02/18/05	6340.1 · Temp Services	1,267.49-
Ferrell Fuel Co., Inc.	Baumgartner 02/25/05	6340.1 · Temp Services	1,488.92-
Ferrell Fuel Co., Inc.	630 Water Street//157360	6430.1 · Fuel	306.01-
Cecil Whig	241 Market Street//146210	6430.1 · Fuel	266.30-
Boys & Girls Clubs of C...	Acct #104333 Zoning Comm Announce	6215.1 · Advertising	48.13-
Cecil County Treasurer	12/31/04 Invoice 01/31/05 Late Fee	6970.1 RiverFest 2005 (...)	3,500.00-
		6652.1 · Landfill	263.41-
Total 1010.1 · Cash-General Checking			15,114.32-
Total 1000.1 · General Fund Cash Accounts			15,114.32-
<b>1000.2 · Utility Fund Cash Accounts</b>			
<b>1010.2 · Cash - Utility Checking</b>			
National Waterworks	Invoice 2116241	7741.2 · Water meters	1,324.80-
Atlantic Coast Laborator...		7121.2 · Laboratory Tes...	16.00-
Total 1010.2 · Cash - Utility Checking			1,340.80-
Total 1000.2 · Utility Fund Cash Accounts			1,340.80-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
Atlantic Tractor		-SPLIT-	29.75-
Kunkle Service Co.	Customer #36904	6024.3 · Truck Repair	148.20-
American Home & Hard...	Acct #685600	6410.1 · Repairs	340.66-
Total 1005.3 · New-Checking-Special (Special checking County)			518.61-

03/08/05

Town of Charlestown  
Accounts Payable Bills

Name	Memo	Split	Balance
Total 1000.3 - Special Fund Cash Accounts			518.61-
<b>TOTAL</b>			<b>16,973.73-</b>

Town of Charlestown  
Electrical Detail  
All Pending Transactions

Type	Date	Num	Due Date	Aging	Open Balance
<b>Conectiv</b>					
Bill	2/28/2005	209631599997	2/28/2005	8	122.67
Bill	3/7/2005	209641399990	3/7/2005	1	4.02
Bill	3/7/2005	209654899993	3/7/2005	1	468.49
Bill	3/7/2005	209654999991	3/7/2005	1	496.96
Bill	3/7/2005	209692599993	3/7/2005	1	43.50
Bill	3/7/2005	209654799995	3/7/2005	1	71.94
Bill	3/7/2005	205535299973	3/7/2005	1	783.99
Bill	2/28/2005	209630699996	3/15/2005		134.80
Bill	2/28/2005	205620199997	3/15/2005		93.75
Bill	2/28/2005	205620199989	3/15/2005		65.13
Bill	2/28/2005	209641299992	3/15/2005		19.20
Total Conectiv					<u>2,304.45</u>
<b>TOTAL</b>					<u><u>2,304.45</u></u>



MINUTES of the  
CHARLESTOWN COMMISSIONERS MEETING  
May 10, 2005

Commissioner Robert Gell called the meeting to order. Present are Commissioners Peter Williams, Joseph Letts, and Robert Gell. Town Administrator Stanley Hearne is in attendance. President Vandervort will arrive at the conclusion of the Charlestown Historical Committee report.

Minutes of the April 26, 2005 were accepted without correction.

Miller Environmental Report was presented by Robert Corn, Plant Manager. The town used 2,821,000 gals of water, an average of 94,000 gallons a day. There was a leak of over 400,000 gallons of water which was on a customer's side of the meter. The meter was turned off and the customer instructed to get a plumber. The Commissioners recommended that the customer water bill be adjusted and an adjustment also be reported to Cecil County Public Works.

The Sheriff's Report and Accounting Reports were deferred until later in the meeting.

Colonial Charlestown. Rebecca Phillips reported that the corporation has owned, operated and maintained the 107 House since 1974. The corporation has been able to maintain 107 House through gifts and the Town Fair. Today we don't have the fair and other than Riverfest, there are not many sources of income. Recently tours were given to school children and the Boys & Girls Club, and a request has been received for seniors from the Department of Aging for tours. Insurance has risen from \$500 to \$900, as well as increases in fuel oil. The corporation has received a grant to paint the historic water tower and are looking for a painter. Comm. Gell questioned if the house will be open during Riverfest; which Ms. Phillips doubts as staffing is a problem. Mr. Phillips requested that the Town contribute \$2,500 annually to help with repairs and expenses and that the Town include this line item in the next budget. Comm. Williams asked Mr. Phillips to draft a budget request letter to the Board so it could be included in the budget discussions.

Maintenance Report. Comm. Letts requested that the budget for FY2006 show at least a 3-5% increase in workers salaries and that corrections be made in the payroll system to properly reflect the amount of time each worker has for vacation and sick leave. He also wants to return to documented and approved leave to facilitate scheduling.

Middy will undergo surgery on May 16 and is expected to be off work for approximately 4-6 weeks. He has told Middy to provide a return to work authorization from his doctor before returning to work.

Discussion focused on Louisa Lane; street crumbling. Talked to Steve about pothole problem. Mike McGuirk and his employees have also viewed the problems. The recommendation is to pave a substantial portion of Louisa Lane, Mr. McGuirk will provide proposal. The Louisa Lane ditch job has been completed. Ms. Utility failed to properly mark Louisa Lane. Gary Butts and Judy Newsome were effected when the lines which were not properly marked were accidentally cut. Comm. Letts stressed that he had little faith in Ms. Utility.

Comm. Letts requested an acetylene torch to cut pipe. The Commissioners acknowledged the need and the purchase being within the discretionary purview of Comm. Letts.

Comm. Williams complemented Comm. Letts and his crew for the work being accomplished, "The Town is really shaping up," he said.

A resident in the audience brought up the problem of stagnant water at Conestoga street and a the smell of sewage that was coming into her house every time there was a heavy rain. Comm. Letts promised the resident he would take a look at it.

Another resident asked about the pile of debris on the beach at Conestoga Street. Comm. Letts reported he has seen the problem and will set his workers to the clean-up in the coming weeks.

**Accounting Report.** A list of payables was presented to the Commissioners which was approved for payment.

A resident questioned when accounting issues would be resolved. Pres. Vandervort lead the discussion of what Larry was doing, the new flush tax and increase in sewer rates from Cecil County which had to be passed on. He said that the books were open to the public and published annually. He briefly commented on the legal issues facing the town and the impending write-off of loss revenues from those actions. The accounting report was accepted as presented.

**Judy Calvert** addressed the Commissioners about her property at 358/360 Chesapeake? Pres. Vandervort asked Ms. Calvert questions which she would not answer. Comm. Letts and Williams offered comments. The confrontational discussion continued for until Comm. Gell called Point of Privilege and announced the end of discussion since nothing was being resolved. Comm. Williams instructed Ms. Calvert to ask her attorney to get in touch with the Town attorney about her wishes regarding water service.

**Election of Officers to LGIT.** The Commissioners accepted the board of directors as presented.

**Bikes for Scores:** Stan Hearne presented a organization that wants to use veterans park as an "oasis" for their event. The event runs from the Hudson River to the Susquehanna and supports programs in New York City. They need a rest stop with facilities. Comm. Gell will officiate for the Town. Comm. Letts moved, Comm. Williams seconded approval of use; the matter passed.

**Cecil County Commissioners Meeting** will be held next Tuesday, May 17 at 7pm at the Elementary School. Pres. Vandervort said that last year the Commissioners took the County Commissioners to dinner before the meeting. Comm. Letts moved the Town take the County Commissioners to dinner, Pres. Vandervort seconded; the matter passed. A time of 5:30 pm was established.

**Cool Spring Annexation Postponement.** Mr. Landin has requested a postponement from May 23<sup>rd</sup> to August 23, 2005. He is having trouble getting right-of-ways for his project. This is the second postponement. It was noted that this meeting will be on the same date as a normally scheduled Commissioners workshop meeting. There was no objections from the table, the postponement date was accepted.

**Gatchell Property.** Pres. Vandervort said there are actually two of lots, below Bucks Ranch. The land became completely under water and the houses condemned. The property backs up to the stream and Trinity Woods. There became available some funds for the purchase of those lands. Seventy-five percent of the purchase is provided by FEMA. Stan Hearne reported that the State will pick-up 12.5%. He had been in talks with Ed Slicer. There may be \$25K which was designated for a second lot provided by Larry Porter in Trinity Woods which is now not available. Ed Slicer is of the opinion that those funds may be used for Gatchell. Slicer also recommended Hearne contact Sandy Trent, an assistant regional administrator of Project Open Space, to see if during the next fiscal year the Town could obtain a letter of concurrence, basically if funds become available there may be additional assistance. There was a discussion of what the Town would do with the land (i.e., passive-use park, walking, biking; but it probably would not have playground equipment). The property appraised for \$305K. Comm. Letts moved, Comm. Williams seconded the purchase of the property. The matter was approved.

**Pump Out at Avalon Marina.** Pres. Vandervort said he would write the letter allowing 8 Louisa Partners to use the sewage system. He explained that the marina would have to have its own holding facilities and pumps ready before they could hook-up into the Town's system. Comm. Letts discussed the top soil which was laid in the area and other complaints surrounding the preparation work going on.

**Town House, 630 Water Street.** Mr. Hearne reported that the Ferrell Fuel offered a furnace service contract for \$179. He also contacted Horizon (who services the furnace at Town Hall) which offered a contract at \$149. The Commissioners approved by consensus that furnace servicing would be provided by Horizon

### Vacancy On the Planning & Zoning Board

Pres. Vandervort asked for a motion to waive the interview requirement and explained his position. Comm. Letts offered a counter point of view. The motion failed to gain a second and was withdrawn. The President told Stan to schedule interviews for Comms. Letts, Williams and Gell, but that he would not interview either of the candidates because he knew both of the candidates well enough to render a decision without the interview process.

Comm. Williams questioned Pres. Vandervort whether he should excuse himself from the selection process's considering his role on Planning & Zoning. President said no because he was *ex-officio* to Planning & Zoning (only on P&Z because he is President). Comm. Williams said "Bob Gell is a candidate's husband". The President said there was no conflict, that Diane and Joe Letts have served on both boards at the same time. "Rozy Botts has been a commissioner while Herschel Armor has been on P&Z. There is no conflict with a wife serving on another board." Comm. Williams questioned influence saying "the whole process is to keep the town commissioners out of the P&Z process". Commissioner Letts paraphrased the rule as "we can make the rules, we can appoint the people in it, but we don't have no say." Comm. Gell began reading the Code [the Planning and Zoning Commission shall...]: "Four members shall be appointed by the Town Commissioners. The fifth member shall be a member of the Town Commissioners and shall be selected by the Commissioners of Charlestown. The term of this member shall correspond to his official term as member of the Commissioners."

[tape change]

Comm. Williams indicated that he felt both candidates were qualified for the position. He expressed his concerns that one of the candidate was in the process of suing the Town while offering to help it at the same time. He said he "can't see that". Comm. Letts said he understood Comm. Williams position but he still felt it was best to proceed with the interviewing process.

An unidentified audience member expressed her concerns over the process she was witnessing. As a result of her comments, the Commissioners agreed to schedule interviews; Stan to handle.

The Sheriff's Report was presented by Sgt. Ron Schmidt for April 2005.

A audience member questioned when the tickets would start being used. She discussed when Commissioners would start writing tickets; which both Comm. Letts and Williams immediately responded to saying no - Commissioners who did not feel capable of writing tickets were not going to write them. The speaker targeted a specific vehicle at 224 Conestoga Street. The red Ford Explorer is being used every time the juvenile's mother is not at home and the tags expired in March 2005. Sgt. Schmidt said he would check it out the moment he left the meeting. The discussion continued about the general lack of people obey road and speed signs. How a resident can make a complaint. Ms. Mc Daniel made a request that speed bumps be installed on Conestoga Street. She feels police patrols are ineffective. The discussion segued to how brazen teenagers are.

Status of the Ryland property. Stan will have to follow-up with the builder. The property is a disgrace.

President Vandervort adjourned the meeting at 8:33 pm.



**Minutes of the Town Commissioner's  
Meeting on April 26, 2005  
Town Hall, Charlestown, Maryland**

**Call To Order.**

The April 26, 2005 Meeting of the Charlestown Commissioners was called to order by President Steven Vandervort at 6:30 pm. Present were Commissioners Sheets, Letts and Williams. Stanley Hearne, Town Administrator was also present.

**Minutes.**

The minutes of the Commissioners Meeting of April 12, 2005 were discussed and are pending approval at the May 10, 2005 Meeting.

**Ferrell Fuel.**

Issue: routine maintenance agreement for the Town House. The President question the expiration date of the current agreement; the matter will be researched and revisited at the May 10, 2005 meeting.

**Sewer Rates.**

President Vandervort explained that Cecil County charges residents \$4.44 per thousand/(K) gallons per address. The rate charged to Charlestown is \$3.33/K. The new rate effective January 1, 2005 for Cecil County residents will be \$4.89/K with the rate to the Town at \$3.67/K. The President went on to say that he notified each water/sewer customer at the last billing cycle of the impending Flush Tax and the increase rate on county sewer.

In relation to the budget, the Town projection was \$85,000. For the last for quarters the Town receipted \$80,557. Cecil County has charged the Town \$91,700 at the \$3.33 rate for the same period. At the new rate of \$3.67 the bill would be \$100,810. If the Town were paying full rate, the cost of the same period would be \$134,000.

According to Comm. Williams the sewer rate of \$39.50 has been the same since the sewer system was installed. Pres. Vandervort said when he came on the board the Cecil County rate was \$3.16/K and then jumped to \$3.33, which the Town absorbed. Operational costs have gone up, now combined with the county rate increase, the Town has no choice but to increase sewer rates to the residents.

The County says the average resident uses 15,000 gallons per quarter.

The question is how does to Town bill for the sewer. It was decided to review the budget numbers provided by the President.

Pres. Vandervort felt the repairs budget number was solid and that capital improvements, although not expended in 2005 should also be carried into the new budget.

Mr. Hearne mentioned that Jeff Cole at Cecil County Public Works recommended the installation of an electronic monitoring device to be installed at the Pump Station at Veterans Park (approximate cost \$9,850 + \$2,000 to install) and one on the pump at Avalon Yacht Basin (approximate cost \$8,250 + \$2,000 to install) for a total of \$20,000.

The Long-Term Maintenance Fund has approximately \$50,000, partially helped by hook-up fees collected in the past year. The board agreed on Pres. Vandervort's recommendation that the expense and capital improvement budget numbers for 2005-2006 should remain the same.

Water System electric was \$4,225 to date. Allowing for a 20% increase, the 2006 Budget number would be \$5,300. County Regional System User fee was budgeted at \$85,000 and the projected expense for this year will actually be \$92,000. The fee will be approximately \$101,000 under the new county rate.

Administrative fees: will have to increase due to postage increases. Comm. Williams proposed \$4,000. Legal fees were not used, so the budget amount should be adjusted down.

Overhead sharing. \$13,100 which is a combination of salaries and telephone. Comm. Williams recommended an increase to \$15,000, with an increase to budgeted payroll from \$90,000 to \$115,000.

(Long-Term fees were estimated at \$16,000 for 2005. Hook-up fees are \$3,500 for sewer and \$3,500 for water. These funds should be put-away for future capital needs and are being excluded in the consideration of calculating the new sewer rate.)

	2005 Budget	2006 Budget
Operating Expense Repairs	\$ 8,000	\$ 8,000
Capital Improvements	4,000	4,000
Water System Electric	4,225	5,300
Co. Regional System User Fees	85,000	101,000
Administrative fees/legal	2,900	3,000
Personnel and Telephone	13,100	15,000
	117,225	136,300

Sewer System Income is \$167,591 for the 2005. Pres. Vandervort reminded everyone that the surplus previously used was not going to be present in the coming year. Actual receipted income from 2005 will be about \$85,000. About \$4,000 will be collected in interest on notes, which produces a \$47,000 deficit. (We also have to factor in the new users in Scott Gardens.)

Pres. Vandervort pointed out that if receipts were \$85K under the old rate, the deficit of \$47K represented a 50% increase or \$60 per bill for the new rate per quarter. The President said you could flat-rate a portion of the charge based on 15K gallons at \$55, and then charge \$4.25 for every thousand above 15,000.

Comm. Williams discussed the computation with a \$20 increase (to 59.50 based on the 50% discussion). Pres. Vandervort reported that the income produced multiplied by the usage at \$39.50 to raise \$85K would produce (under the same usage) \$128K under this method, plus interest of \$4K results in a \$4K shortfall.

Pres. Vandervort reinforced that he believed that they should abandon the flat rate and adopt a user-based formula. Charge \$55 per quarter and \$4.25 for every 1,000 gals over 15,000. Someone using 20,000 gals would pay \$76. Someone using 5,000 gals would pay \$55.

Flat Rate to 55. 413 residences, not including the marina. Basically the revenue generated cannot be determined past the initial \$118K. The commissioners also discussed a \$60 flat rate. Comm. Letts felt that Steve's plan was the best option that we have at present but raised concerns for the residents who were on a fixed income.

Comm. Williams raised concerns on the delay of the billing, that the billing should be mailed within a week. Pres. Vandervort said that the income and expenses are flat, that the billing cycle will still take 3 weeks from reading to billing.

Combining commercial and residence numbers, we have approximately 506 residences with sewer (including marinas). Dividing 136K by those residences results in an approximate cost of \$65-67 per unit per quarter.

Comm. Letts wanted to understand what the bottom line was going to be for residents. The following calculation was determined: \$ 54.50 -- water

\$ 55.00 -- sewer

\$ 7.50 -- flush tax

\$117.00 /quarter

(plus \$1.20 for water & 4.25 for sewer for every 1000 gallons over 15,000).

Comm. Letts moved and Comm. Sheets seconded a motion to raise sewer rates to the calculation above. The issue was passed.

[Pres. Vandervort acknowledged he would become the brunt of criticism should his numbers not work. Comm. Letts offered his gun and asked to move on.]

Maintenance.

Comm. Letts reported that maintenance was digging a hole for catch basin at Louisa Lane when they cut Judy Newsome and Gary Botts phone lines. The markings on the street were on the opposite side and the men were not responsible for the poor markings by Ms. Utility.

Salvation Circle sink-hole turned out to 8 feet deep and 9 feet wide. The deeper we went the wetter it got. The man-hole is intact. McGuirk went down about 10 feet, we filled in with stone and rock. Netting was found in the hole which indicates that there was a hole initially with this area. Blacktop will be completed in a couple of days.

The Chevrolet Truck was purchased. Logos are being obtained (\$80) and the McGuirk logos will be removed shortly.

Grass cutter: Comm. Letts wanted to know what salary was being offered and when. The Commissioners agreed on \$9.50/hour and recommended immediately interviewing the candidates. Comm. Williams moved and Comm. Sheets seconded a motion to allow Comm. Letts hire the temporary help he needs to cut grass this summer; subject to the successful interview of the candidate. The matter passed.

Comm. Sheets has ordered ticket books.

The veterans at Post 6027 have donated a large American Flag and a new POW Flag for the cemetery. We are in need of a new flag on stanchions. Comm. Williams asked that we be vigilant about taking the flag in during inclement weather and asked Stan to draft a letter on behalf of the Town thanking the post for it's donation.

The discussion then focused on the hiring of the new Town Clerk and the composition of the office staff, the circuit rider program, and getting candidate interviewees selected. Stan will begin the screening process for potential candidates as soon as possible.

The final discussion focused on interactions with residents regarding property lines and who owned what. Holloway Beach and Charlestown Manor were the focus of the discussion which did not resolve any business matter.

Comm. Williams moved for adjournment at 9:05 pm; the commissioners assented.





MINUTES OF THE COMMISSIONERS MEETING  
APRIL 12, 2005

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The **MEETING OF THE CHARLESTOWN TOWN COMMISSIONERS** was called to order at 6:30 p.m. on April 12, 2005 by Commission President Steven Vandervort. All Commissioners were present (Robert Gell, Joseph Letts, Sr., Donna Sheets and Peter Williams). Mr. Stanley Hearne was absent due to illness.

**MINUTES** for the March 22, 2005 were amended to read that the Commissioners agreed to renew the website for another year. The minutes were approved as amended.

**ACCOUNTS PAYABLE REPORT.** Comm. Williams raised questions about IRS entries on report which consist of penalties and interest on employment taxes for 2004. It was noted that these amounts were to be excluded from the report as they are in negotiation with the IRS. The report was accepted.

Pres. Vandervort skipped agenda to the **MILLER ENVIRONMENTAL REPORT** presented by Mr. Robert Corn. The report was distributed to the Commissioners in the meeting packet. The water system experienced a false-positive and was re-tested negative the following day; Mr. Corn believes (based on the re-test) that the false-positive was lab or technician error. Mr. Corn reported he collected 5 additional bacteriological samples instead of the normal two to confirm that the water system was healthy. Mr. Corn also visually inspected leaks after heavy rains at Frederick & Calvert; he believes that drains may be clogged. Comm. Letts discussed the opening of drains at the intersection, indicated pipe problems, including missing pipes and future work in the area. Mr. Corn further detailed water company activities during the period. He mentioned he was researching the acquisition of digital reading equipment which would be compatible with the utility billing software. Mr. Corn was thanked for his report.

There was a presentation by Tigist Zegeye of **WILMAPCO** regarding services they offer. Information packets were distributed by the speaker. Ms. Zegeye was thanked by the Board for her presentation.

**WATER STREET PROPERTIES LEASE ("C" Dock).** Pres. Vandervort said that the final version of the lease had been reviewed and approved by the Town attorney Keith Baynes.

Pres. Vandervort presented a quotation for finger pier and floating pier repairs. He recommended Bill Johnson due to the fact that it was difficult to find and schedule a contractor to complete the repairs the town needs and Mr. Johnson was already in place doing other projects. He said that approximately 12 "about half" of the finger piers need some type of work. Pres. Vandervort asked for a motion to approve the contract. The bid protocol which was discussed and the President presented reasons to fund the matter circumventing the bid process. Pres. Vandervort asked Mr. Metz to assist in answering questions regarding the matter. A few questions came from the floor. Pres. Vandervort noted that this would make the piers usable for the season but to anticipate future work. Comm. Sheets moved, Comm. Williams seconded a motion to approve \$19,228 for the repairs as quoted. The motion passed.

**URS.** Comm. Letts reported that Thursday morning at 8 a.m. Mr. Athey will be in town to take a walking tour. Comm. Letts said that Tasker Lane had a major water problem which was being addressed, displayed photos of what had been accomplished. Comm. Gell wanted to know if the Commissioners were in fact executing the points in the plan proposed by URS. Comm. Letts described a catch basin full of dirt, which maintenance opened and found there was no pipe [on Cecil Pkwy]. Comm. Letts discussed the pipe matter and felt that Town maintenance could correct that problem. Comm. Letts said he felt the URS engineering opinion [Chesapeake Road, Charlestown Place and Cecil Parkway] was necessary. Comm. Williams moved, Comm. Sheets seconded the payment of \$7,500 to URS for the engineering specifications to resolve the water issues. The matter passed unanimously.

Comm. Williams asked to revisit the Lease; questioned whether the parking area was included in the Metz lease [which it is]. The parking area is included in the lease. It is 90 feet wide in Charlestown Marina. It is the stub-end of Frederick Street which was closed in the Farrell Administration.

**MS. BOYCE** (from the floor) thanked the Commissioners for visiting her street. She asked the Commissioners continue to address her previously described concerns.

**MOSQUITO CONTROL SPRAYING.** The Agreement to have Cecil County continue service was passed.

President Vandervort agreed to attend the Monday April 18 Breakfast at the Cecil County Library.

**QUEEN BEE HONEY POTS.** 2 units, \$190 per month. Comm. Letts moved, Comm. Williams seconded the expenditure which was approved.

**DOG TAGS.** The Commissioners feel this is a worthwhile service. Comm. Williams moved, Comm. Sheets seconded the Dog Tag Program for Charlestown. The matter was approved.

**NORTH EAST UNITED METHODIST CHURCH** requested the use of the ball field. Comm. Letts brought up the matter of the keys; that the field needs to be dragged; that NE Little League was supposed to do this task but had not; that he would take care of it. The schedule was discussed. The Commissioners approved the use contingent that the church league coordinates with NE Little League. The Commissioners stated that they required a Certificate of Insurance for use.

The Post Office has requested **POSTAL PATRON ONLY SIGNS** for their parking spaces. Comm. Williams moved, Comm. Gell seconded allowing two signs installed. The matter was not voted but approved vocally by acclamation.

The discussion segued to the parking area, the drainage problem, the sealant which still needs to be applied and the problems with the water coming across the street from the spring in the cemetery. Pres. Vandervort reinforced that the Town had already repaired the area and that Mr. Athey should be questioned because the swale was not included on the original drawings. The President called for a motion to approve the Plan which was discussed at the workshop meeting for the continued work in the area, contingent upon us satisfying the issue of water running through the parking lot. Comm. Williams moved, Comm. Sheets seconded the motion which empowers Stan to proceed with the bidding process. The matter was approved.

The **PARKING VIOLATION BOOK** was presented by Comm. Sheets. Comm. Williams moved, Comm. Letts seconded the acquisition of the books; the matter was approved.

**PAYNE PROPERTY/GENTERRA.** Mr. Chuck Dobson introduced himself and Mr. John Pernisa. He presented the Payne property plot and described his affiliation with the owner and the proposal for Charlestown to provide water and sewer. Pres. Vandervort discussed how the present system is at maximum and any future annexations would require the Town to consider a new tower. Any services offered to the developer would require annexation. The issue of who would provide sewage service will be determined which pipe is present. The issue of annexation will have to be taken to the Charlestown Planning & Zoning Commission. The developer asked if the Commissioners would be opposed to the annexation and Pres. Vandervort detailed the steps and public hearings necessary for the Town to decide the issue; including legal concerns he has regarding offering annexation to specific developers and not others. The Developers offered that they will "go back to the drawing board", revisit some of the Town's concerns, and will contact the Board in the future.

**MML CHAPTER DINNER.** Comm. Letts moved, Comm. Sheets seconded that the MML Regional Dinner Meeting in July be held at the Wellwood, Passed.

**MML PRE-REGISTRATION FOR OCEAN CITY.** Motion was made by Comm. Gell to expend the registration fees for the event was seconded by Comm. Williams; the matter passed.

**PAINTING TOWN HALL.** There was doubt as to when Town Hall was last painted. Comm. Gell discussed the need for paint scraping and caulk removal. Other methods of paint removal were discussed, including speculation as to how long a paint job should last. The estimate Comm. Gell brought to the table was a quote by Mr. Don Williams of \$16K. Comm. Gell reiterated that it was the prep work which should be the focus point of the job, and asked permission from the Board to pursue other estimates on the work. The Commissioners did not feel a motion was necessary, the consensus of the Board was the Comm. Gell would pursue this issue.

Sgt. Ron Schmidt presented the **MONTHLY TOWN SHERIFF'S REPORT.** The report was distributed to the Commissioners. Comm. Williams asked if the Sheriff had received any resident requests for property checks? Problems at any of the bars? Any places that patrols needed to be increased? Sgt. Schmidt felt patrols were adequate. From the floor: A resident raised the question of ATVs on the lot past the ball field and in the woods. Sgt. Schmidt said if they catch them they will cite them and that police would be watching for the problem. Sgt. Schmidt also indicated he had received some positive feedback from residents stating they liked seeing patrols out during early evening hours.

A resident brought up a question about boat slip and who could sign and pay for a boat slip. Mr. Burden raised the question of who should be signing for the slip. The matter was discussed and proved resolved through language appearing on the pier application.

**RECLAIMING PROPERTY ON CHESAPEAKE LANE** and well as property lines was discussed by Comm. Williams. He noted that as projects went forward the Town would be making sure fence lines and parking areas would be established. Comm. Letts added that some residents are aware their fences are over property lines. Parking appears to be a contentious issue. Comm. Williams said the clean-up of the area will be contingent on the property owners cooperation. President Vandervort told the room that the URS surveys would provide the necessary tools to correct property line discrepancies and the Town will take action at that time. The discussion continued focusing on obstructing trees and plants; Comm. Gell cited the ordinance to the room for clarification.

**MAINTENANCE REPORT.** Comm. Letts reported that the Ford truck needs front brakes; servicing is scheduled for next week. Mike Rhoads of State Road will be in Town on April 13 to discuss various issues. Stabilization of the ground at the flagpole was presented with drawings, some of the work will be completed by maintenance some by contractors. The grant for the project was denied. The need for permits was discussed. Comm. Letts was given approval from the Commissioners to pursue a clear understanding of what needs to be done. Comm. Letts presented a sketch for the foot bridge and asked for permission to pursue the issue; the Commissioners agreed. Comm. Letts discussed re-rigging and painting the flagpole and crows nest; maintenance will complete what work they can, but an all-terrain scissor truck may be necessary. The consensus of the Board was to begin work on the flag pole. Comm. Letts asked the Kubota be given new hoses and a "going-over". President Vandervort mentioned that the more work performed internally saved the Town money and that it was in our own best interest to keep the equipment in good working order. The consensus of the Board was to make whatever repairs were necessary. Comm. Letts presented arguments for a new truck. He mentioned the Ritchey Brothers auction and a vehicle for sale by the McGuirk Company. Comm. Sheets felt that if Mike McGuirk took better care of his equipment it was a better purchase. Comm. Letts felt good used equipment was a better option. The overall consensus of the Board was that the truck needs replacement and Comm. Letts should pursue the replacement.

The tape ends.

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Steven Cuthbert addressed the issue of the Cook fence between their properties. Various opinions and stories were shared. Pres. Vandervort finally explained to Mr. Cuthbert that this dispute is a matter for the Planning and Zoning Board, that the matter may require a survey or court intervention, but that the matter was not in the pervue of the Commission. Comm. Williams instructed Mr. Cuthbert to contact his title company for assistance with his survey.

The Cuthbert discussion continued unresolved, with several persons speaking at once for 13.5 minutes until the President called for adjournment at 10:11 p.m.

Respectfully submitted,

LARRY BAUMGARTNER  
Acting Town Clerk

TOWN OF CHARLESTOWN  
COMMISSIONER'S WORKSHOP MEETING  
March 22, 2005

**== A G E N D A ==**

1. Call to Order
2. Minutes of the March 8, 2005 Commissioner's Meeting
3. Budget vs. Actuals
4. Stormwater Management
  - 4.1. Chesapeake Road
  - 4.2. New Ordinance
  - 4.3. Final Plans for Park
5. MML – Dinner for July
6. "If I Were Mayor" – March 23, 2005 at 1:15 pm
7. Vehicle Ticketing – Police
8. Health Insurance
9. Web Site
10. Boys & Girls Club Project
11. Flag
12. Maintenance Department

**TOWN OF CHARLESTOWN  
MINUTES OF WORK SESSION  
MARCH 22, 2005**

The work session of the Charlestown Board of Commissioners was called to order at 6:30 PM, March 22, 2005 with all commissioners present. The entire Board then took a walking tour of the stormwater drainage problems at Chesapeake Road and Cecil Parkway. The work session was reconvened at Town Hall.

**MINUTES:** The minutes of the regular March 8, 2005 meeting were approved as written.

**BUDGET:** A report of the Budget and Expenses year to date was distributed but not discussed inasmuch as this was a working session not a business meeting.

**STORMWATER PROJECT AT TOWN HALL:** The first item to be discussed was the plan for the Town Hall area. The URS engineer explained that the plan calls for replacement of the existing catch basin, a new catch basin on South side of Market Street, and replacement of the deteriorated drain pipe under Market Street on through to the far side of the drive for the Post Office. This replaced pipe will tie into the pipe under the playground. Assuming the drain pipe under the playground is in good shape, it will not be replaced. The other option would be to run the pipe down the side of Bladen Street. The fact that stormwater gushes out of the ground near the driveway suggests the pipe under the playground may be partially plugged. What problems lay beyond to playground are yet to be determined.

The Engineer stated that their study has been unable to locate all the underground stormwater drain pipes in town since many are plugged with debris. Additionally, it appears many of the pipes have turns and bends which are impossible to map until they are cleared and inspected.

The issue before the Board is that the project is ready to go to bid. This is the second project following the Town Hall parking lot which requires resurfacing which should be done as soon as the weather permits. URS will contact the contractor and coordinate the completion of this project. The Town held back a portion of the contracted amount until the project is satisfactory.

The Commissioners agreed to place the stormwater project on the agenda of the regular business meeting on April 12, 2005.

**CHESAPEAKE ROAD STORMWATER PROJECT:** The next project discussed was the Chesapeake Road stormwater and spring water problems. The consensus was that this should be the next priority. It was pointed out that some of the work could be done with the Town work crew. Further, the problems regarding zoning regulations, parking, and road right of way should be corrected.

URS was asked to conduct a survey and prepare a preliminary plan to resolve the stormwater drainage problems for the area beginning with the spring at the top of Chesapeake Road. The Engineer was asked to work with Mr. Letts to determine those aspects of the project which can be done with Town crew and equipment. The Commissioners agreed to consider the URS proposal at their April 12th meeting.

**TOWN ADMINISTRATOR:** At this point President Vandervort announced that he has been in conversation with the Circuit Rider organization regarding engaging additional administrative personnel and the Commissioners urged him to continue the dialogue.

**STORMWATER ORDINANCE:** The Commissioners discussed the draft Stormwater Ordinance developed by URS. President Vandervort pointed out that currently the County provides Stormwater Management enforcement. The problem is that the County follows State minimum criteria which holds developers to provide for a 10 year storm while the 100 year storm is desirable for Charlestown. Further, the Town will be required to review development plans to determine the adequacy of the stormwater management design in terms of the ordinance. The MDE has suggested that the Town include the one year storm in the criteria. The engineer was asked to incorporate this into the draft. The Town's attorney has reviewed the draft. The Commissioners agreed to forward the Draft to the Maryland Department of the Environment for concurrence. Once this is obtained the Commissioners will consider adopting the ordinance.

**SLAVE CEMETARY CLEANUP:** Commissioner Sheets announced that the Boys and Girls Club plan to clean up the slave cemetery on April 16 between 11:00 AM and 4:00 PM and would appreciate the Town's support in the form of the Town truck and assistance with some equipment. The Commissioners agreed to support the project.

**MML CHAPTER DINNER:** President Vandervort announced that the Maryland Municipal League Cecil-Harford Chapter will meet in Charlestown in July. The Commissioners agreed that the dinner meeting will be held at the Wellwood.

**FLAGS:** Commissioner Williams announced that he has asked the North East VFW for an American flag and an MIA flag. They should be forthcoming.

**IF I WERE MAYOR:** Commissioner Sheets announced that the "If I were Mayor..." essay contest will be held for fourth graders. A Commissioner is needed to make a presentation to the class on March 23. Commissioner Gell agreed to talk to the students.

**TRAFFIC TICKET BOOKS:** Commissioner Sheets reported that she had learned that the Bargaineer printed the traffic ticket books for Chesapeake City. The cost for printing 100 books will cost \$907 and 50 books will cost \$800. She agreed to contact other printers.

**NATIONAL NIGHT OUT:** Commissioner Sheets announced she will sign the Town up for the annual "National Night Out" to be held at the Fire Hall sometime in August.

**MAINTENANCE REPORT:** Commissioner Letts gave the Maintenance Report.

1. The work was done at the town wharf and it's complete with the exception of the blacktop. Mike Mcguirk said he'd do it for about \$400. So I told him to go ahead and do the work. He can't do it till the end of this week.

2. We went into the comfort station yesterday. We got frozen pipes. We're going to need a plumber to come in there and look at it. And also look at the timers and the cameras.

The issue regarding the website was deferred.

Commissioner Gell surrendered his unused Walmart Card.

The work session was adjourned at 9:41 PM.

Minutes transcribed by Brittany Coker  
Reviewed and edited by Commissioner Gell.



It was decided that Commissioner Letts would provide the Maintenance Report once per month. He presented the following accomplishments:

- 1) Cut up the old boat at maintenance building
- 2) Safety fence has been replaced on Town Wharf
- 3) Doors at the shop have been repaired.
- 4) Tires on the tractor need to be repaired. He will research prices
- 5) Old plow has been repaired.
- 6) Stan and I have worked on the grant for the stone wharf.
- 7) Changed filters in furnace in Town Hall.
- 8) Trash container has been replaced.
- 9) Trimmed trees at entrance to Charlestown Manor
- 10) Stone wharf job completed yesterday (previous job was poor, repaired correctly)
- 11) Lower deck was repaired; steps are to come
- 12) LP bottles: AmeriGas does not want them. Recommends they be filled with bleach and taken to dump. Town has approximately 40 cylinders, out of the way for now.
- 13) Fixed the trim on doors at shop, fixed roof peak.
- 14) Tree limb in front of Dick Price's was not taken down yet as it isn't in the way.
- 15) Repaired hole on Frederick Street.
- 16) Picked up recyclables.
- 17) Removed dead deer head in river at Boys and Girls Club.
- 18) Upstairs of Maintenance Building is loaded from one end to the other with boxes of files, records and office machines. Commissioner Letts wants permission to get rid of this stuff. Something needs to be decided on disposition. Nothing is organized and we're out of room. Commissioner Sheets recommended we dispose of the machines as soon as possible but the whole historical record of the Town is in those boxes. They are the Town's archives. Perhaps some of them could be placed with Historical Charlestown. They all should be scanned to disk. The matter is unresolved.
- 19) Commissioner Letts made a motion for the purchase of a set of Craftsman® tools and a toolbox. The matter: M/S/P. *(reported in minutes)*.
- 20) We need a new POW flag; Mr. Letts said he is working on that. *(reported in minutes)*.
- 21) Need to buy 5 gallons of wood sealer and gazebo anti-graffiti paint. *(reported in minutes)*
- 22) The tree on Conestoga is taken care of.
- 23) Maintenance has worked on the pier and has launched the float.
- 24) A tree limb across wires at the pier needs to come down.
- 25) Big tree by boat ramp needs to be taken down, it's dead. Yesterday maintenance found four more trees that need to come down. One at the corner of Frederick & Water Sts inside the marina needs to come down. Commissioner Letts said that maintenance would be addressing trees tomorrow. Commissioner Williams moved that Commissioner Letts be allowed to deal with trees as he saw fit. The matter: M/S/P. *(reported in minutes)*
- 26) Someone took the pickets out of the picket fence by the Boys & Girls Club. Maintenance will repair when weather breaks; fence will probably have to be replaced; much of it is rotten.
- 27) Security cameras will be completed this week. *(reported in minutes)*

**In the future, the Commissioners will receive a copy of the original Sheriff's Report which was not available at this meeting for follow-up due to Mr. Hearne's illness.**

*From the recording:*

Sheriff's Report for February 2005:

Officers patrolled 12 2-hour shifts. During that time there was one call in town resulting in the arrest of a juvenile; none out of town.

**Sherrif's Department Stats**

Property checks = 61	Non-radar traffic citations = 3
Patrol checks = 72	Radar citations = 2
District Court Warrants = 0	Radar warnings = 4
Circuit Court Warrants = 1	
Civil Process statistics = 0	Traffic warnings issued = 3
Arrests: 1 – Warrant Arrest, 0 – Street Arrest, 1 – Traffic Arrest	Safety equipment violations = 2
Field contact reports = 2 – Locations: gazebo behind Town Hall after hours new construction area	No vehicles were impounded.

Conestoga street problems: during shifts whenever possible, patrols will focus on this area; looking for feed back from the community on effectiveness.

**Town of Ch. Eastown**  
**Profit & Loss Budget vs. Actual**  
 July 1, 2004 through March 22, 2005

03/22/05  
 Cash Basis

	Jul 1, '04 - Mar 22, 05	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4000.1 - General Fund Revenues			
4100.1 - Municipal Taxes			
4111.1 - Property Taxes	102,613.88	183,000.00	-80,386.12
4112.1 - Other	915.56	5,500.00	-4,584.44
4113.1 - Interest	0.00	0.00	0.00
4114.1 - Delinquent Taxes	0.00	3,408.00	-3,408.00
4115.1 - Tax Differential-County	54,992.98	16,003.00	38,989.98
<b>Total 4100.1 - Municipal Taxes</b>	<b>158,522.42</b>	<b>207,911.00</b>	<b>-49,388.58</b>
4200.1 - Municipal Taxes-State Collected			
4210.1 - Income Taxes	12,575.71	39,000.00	-26,424.29
4220.1 - Admissions Tax	1,748.30	7,000.00	-5,251.70
<b>Total 4200.1 - Municipal Taxes-State Collected</b>	<b>14,324.01</b>	<b>46,000.00</b>	<b>-31,675.99</b>
4201.1 - Rentals, Permits & Licenses			
4211.1 - Rentals			
4212.1 - Ground Rent	5,903.31	46,000.00	-40,096.69
4214.1 - Town Hall (P.O.)	1,130.84	6,785.00	-5,654.16
4211.1 - Rentals - Other	1,515.11		
<b>Total 4211.1 - Rentals</b>	<b>8,549.26</b>	<b>52,785.00</b>	<b>-44,235.74</b>
4221.1 - Traders Licenses	162.13	531.00	-368.87
4223.1 - Planning & Zoning			
4224.1 - Permit Fees	2,118.33		
4229.1 - Appeals Fees (Appeals Fees)	500.00		
4231.1 - Permit Penalties (Permit Penalties)	100.00	4,500.00	-4,500.00
4223.1 - Planning & Zoning - Other	0.00		
<b>Total 4223.1 - Planning &amp; Zoning</b>	<b>2,718.33</b>	<b>4,500.00</b>	<b>-1,781.67</b>
<b>Total 4201.1 - Rentals, Permits &amp; Licenses</b>	<b>11,429.72</b>	<b>57,816.00</b>	<b>-46,386.28</b>
4500.1 - Town Pier			
4510.1 - Slip Rental	600.00	9,900.00	-9,300.00
4520.1 - Interest Income			
4521.1 - Town Pier Savings (Town Pier Savings Acct #90586)	108.48		
4522.1 - Town Pier Mercantile	252.55	800.00	-547.45
4520.1 - Interest Income - Other	0.00		
<b>Total 4520.1 - Interest Income</b>	<b>361.03</b>	<b>800.00</b>	<b>-438.97</b>
<b>Total 4500.1 - Town Pier</b>	<b>961.03</b>	<b>10,700.00</b>	<b>-9,738.97</b>
4600.1 - Other Income-Office			
4610.1 - Critical Bay Admin.	2,000.00	1,700.00	300.00
4620.1 - Sewer Paid Salary	0.00	12,900.00	-12,900.00
4630.1 - Water Paid Salary	0.00	16,000.00	-16,000.00
4640.1 - 1/12th Telephone-Sewer	0.00	200.00	-200.00
4650.1 - 1/12th Telephone-Water	0.00	200.00	-200.00
<b>Total 4600.1 - Other Income-Office</b>	<b>2,000.00</b>	<b>31,000.00</b>	<b>-29,000.00</b>
4700.1 - Other Income-Miscellaneous			
4710.1 - Cable Rebate	10,562.51	9,332.00	1,230.51
4720.1 - Trash Rebate	2,936.94	5,732.00	-2,795.06
4730.1 - Miscellaneous	36,303.28	1,000.00	35,303.28
4740.1 - Maintenance - Cemetery	0.00	2,000.00	-2,000.00
<b>Total 4700.1 - Other Income-Miscellaneous</b>	<b>49,802.73</b>	<b>18,064.00</b>	<b>31,738.73</b>

# Town of Charlestown

## Profit & Loss Budget vs. Actual

### July 1, 2004 through March 22, 2005

03/22/05

Cash Basis

	Jul 1, '04 - Mar 22, 05	Budget	\$ Over Budget
4800.1 - Parks & Recreation			
4810.1 - Parking Permits	75.00	0.00	75.00
4820.1 - Parking Tickets	0.00	50.00	-50.00
4830.1 - Town House	0.00	1.00	-1.00
4840.1 - Other (grant) (Grant reimburse - playground)	0.00	15,000.00	-15,000.00
<b>Total 4800.1 - Parks &amp; Recreation</b>	<b>75.00</b>	<b>15,051.00</b>	<b>-14,976.00</b>
4900.1 - Savings Account			
4910.1 - Interest - General Savings	733.47		
4920.1 - Interest - General Mercantile	1,850.93		
4900.1 - Savings Account - Other	0.00	5,000.00	-5,000.00
<b>Total 4900.1 - Savings Account</b>	<b>2,584.40</b>	<b>5,000.00</b>	<b>-2,415.60</b>
<b>Total 4000.1 - General Fund Revenues</b>	<b>239,699.31</b>	<b>391,542.00</b>	<b>-151,842.69</b>
4000.2 - Utility Fund Income			
4100.2 - Sewer System			
4110.2 - Sewage Charge-User Fee	57,383.33	85,000.00	-27,616.67
4120.2 - Sewage Charge-Delinquents	0.00	0.00	0.00
4160.2 - Hook-up Fees	15,200.00	16,000.00	-800.00
4170.2 - Interest Income			
4172.2 - Interest - Sewer Mercantile (Sewer Mercantile Acct #511220)	1,506.95		
4170.2 - Interest Income - Other	0.00	3,600.00	-3,600.00
<b>Total 4170.2 - Interest Income</b>	<b>1,506.95</b>	<b>3,600.00</b>	<b>-2,093.05</b>
<b>Total 4100.2 - Sewer System</b>	<b>74,090.28</b>	<b>104,600.00</b>	<b>-30,509.72</b>
4200.2 - Water System Income			
4210.2 - Water Charges-User Fees	92,194.09	118,000.00	-25,805.91
4211.2 - Meter Reading Fees (Meter Reading Fees)	175.00		
4220.2 - Tower Rental Income	19,550.00	40,500.00	-20,950.00
4250.2 - Hook-up Fees	12,000.00	4,800.00	7,200.00
4270.2 - Miscellaneous			
4271.2 - Meter Reading Fees	0.00	0.00	0.00
4270.2 - Miscellaneous - Other	25.20	1,600.00	-1,574.80
<b>Total 4270.2 - Miscellaneous</b>	<b>25.20</b>	<b>1,600.00</b>	<b>-1,574.80</b>
<b>Total 4280.2 - Interest Income</b>	<b>997.78</b>		
4282.2 - Interest - Water Mercantile (Water Mercantile Acct #511222)	222.46		
4283.2 - Interest - Utility Savings Acct (Part Interest - Utility Savin)	0.00	2,800.00	-2,800.00
4280.2 - Interest Income - Other			
<b>Total 4280.2 - Interest Income</b>	<b>1,220.24</b>	<b>2,800.00</b>	<b>-1,579.76</b>
<b>Total 4200.2 - Water System Income</b>	<b>199,254.81</b>	<b>272,300.00</b>	<b>-73,045.19</b>
4000.3 - Special Revenue Fund Revenues			
4500.3 - Streets Revenues			
4010.3 - Gas and Motor Tax	24,536.15	52,958.00	-28,421.85
4020.3 - Retrofit Sidewalk Grant Reimbur	0.00	0.00	0.00
4050.3 - Transfers from General Fund	0.00	0.00	0.00
4060.3 - Interest - Street Savings (Street Savings Acct #9069402)	63.95	1,750.00	-1,686.05
<b>Total 4500.3 - Streets Revenues</b>	<b>24,600.10</b>	<b>54,708.00</b>	<b>-30,107.90</b>
4900.3 - Cemetery			
4110.3 - Bequests	0.00	591.00	-591.00
4120.3 - Dues	0.00	200.00	-200.00
4130.3 - Burial Lots	0.00	500.00	-500.00

**Town of Eastown**  
**Profit & Loss Budget vs. Actual**  
 July 1, 2004 through March 22, 2005

03/22/05  
 Cash Basis

	Jul 1, '04 - Mar 22, 05	Budget	\$ Over Budget
4140.3 - Interest Income			
4141.3 - Int - Cemetery Savings	8.49	0.00	8.49
4143.3 - Int - Cemetery Mercantile	342.96	0.00	342.96
4140.3 - Interest Income - Other	0.00	820.00	-820.00
<b>Total 4140.3 - Interest Income</b>	<b>351.45</b>	<b>820.00</b>	<b>-468.55</b>
<b>Total 4900.3 - Cemetery</b>	<b>351.45</b>	<b>2,111.00</b>	<b>-1,759.55</b>
4000.3 - Special Revenue Fund Revenues - Other	4,739.00		
<b>Total 4000.3 - Special Revenue Fund Revenues</b>	<b>29,690.55</b>	<b>56,819.00</b>	<b>-27,128.45</b>
<b>Total Income</b>	<b>468,644.67</b>	<b>720,661.00</b>	<b>-252,016.33</b>
<b>Expense</b>			
6000.1 - General Fund Expenditures			
6100.1 - Municipal Payroll	62,139.24	90,000.00	-27,860.76
6105.1 - Personnel	4,753.63	6,830.00	-2,076.37
6130.1 - FICA	1,182.78	200.00	982.78
6140.1 - Unemployment	0.00	4,300.00	-4,300.00
6150.1 - Fringe Benefits	3,600.00	2,500.00	1,100.00
6160.1 - Workmen's Compensation	450.00		
6170.1 - Medical Insurance			
<b>Total 6100.1 - Municipal Payroll</b>	<b>72,125.65</b>	<b>103,830.00</b>	<b>-31,704.35</b>
6200.1 - Administration Expenditures			
6210.1 - General Government			
6211.1 - Donations	1,000.00		
6212.1 - Conference Expenses	2,320.02		
6213.1 - Mileage Reimbursements	289.69		
6214.1 - Dues & Memberships	1,557.93		
6215.1 - Advertising	1,817.75		
6216.1 - Memorials	151.00		
6219.1 - Other	3,474.23		
6210.1 - General Government - Other	0.00		
<b>Total 6210.1 - General Government</b>	<b>10,610.62</b>	<b>24,000.00</b>	<b>-13,389.38</b>
6220.1 - Office Supplies	4,305.41	7,500.00	-3,194.59
6240.1 - Election	468.41	1,000.00	-531.59
6250.1 - Office Equipment	647.75	3,500.00	-2,852.25
6260.1 - Office Equipment Repair	1,115.00	1,200.00	-85.00
<b>Total 6200.1 - Administration Expenditures</b>	<b>17,147.19</b>	<b>37,200.00</b>	<b>-20,052.81</b>
6300.1 - Contract Services			
6310.1 - Legal Counsel	1,530.00	5,600.00	-4,070.00
6320.1 - Auditor	3,038.47	6,000.00	-2,961.53
6330.1 - Administration	11,465.75	20,800.00	-9,334.25
6340.1 - Temp Services	16,172.48	2,500.00	13,672.48
6341.1 - Engineering Services	10,537.57	0.00	10,537.57
6300.1 - Contract Services - Other	93.50		
<b>Total 6300.1 - Contract Services</b>	<b>42,837.77</b>	<b>34,900.00</b>	<b>7,937.77</b>
6400.1 - Town Buildings			
6410.1 - Repairs	4,057.63	20,000.00	-15,942.37
6420.1 - Electric	3,498.93	6,000.00	-2,501.07
6430.1 - Fuel	1,954.95	5,000.00	-3,045.05
6440.1 - Telephone	1,856.36	2,500.00	-643.64
6450.1 - Maintenance	2,877.01	5,000.00	-2,122.99
6460.1 - Alarms	367.00	450.00	-83.00
6470.1 - Office Upgrade	82.14	5,000.00	-4,917.86
<b>Total 6400.1 - Town Buildings</b>	<b>14,694.02</b>	<b>43,950.00</b>	<b>-29,255.98</b>

**Town of Charlestown**  
**Profit & Loss Budget vs. Actual**  
 July 1, 2004 through March 22, 2005

03/22/05  
 Cash Basis

	Jul 1, '04 - Mar 22, 05	Budget	\$ Over Budget
6500.1 - Insurance			
6510.1 - Building & Liability	6,417.00	7,200.00	-783.00
6520.1 - Fidelity Bonds	0.00	150.00	-150.00
<b>Total 6500.1 - Insurance</b>	<b>6,417.00</b>	<b>7,350.00</b>	<b>-933.00</b>
6600.1 - Planning & Zoning			
6610.1 - Administration			
6611.1 - Other	1,309.84		
6613.1 - Scott Gardens	2,301.49		
6615.1 - Trinity Woods Phase II B	3,105.91		
6610.1 - Administration - Other	0.00	5,000.00	-5,000.00
<b>Total 6610.1 - Administration</b>	<b>6,717.24</b>	<b>5,000.00</b>	<b>1,717.24</b>
6620.1 - Legal	1,140.00	1,400.00	-260.00
6630.1 - Map	0.00	500.00	-500.00
<b>Total 6600.1 - Planning &amp; Zoning</b>	<b>7,857.24</b>	<b>6,900.00</b>	<b>957.24</b>
6650.1 - Trash Collection			
6651.1 - Trash Collection	1,519.10		
6652.1 - Landfill	38,307.24		
6651.1 - Trash Collection - Other	39,826.34		
<b>Total 6651.1 - Trash Collection</b>	<b>0.00</b>	<b>50,000.00</b>	<b>-50,000.00</b>
6650.1 - Trash Collection - Other	39,826.34	50,000.00	-10,173.66
<b>Total 6650.1 - Trash Collection</b>			
6700.1 - Parks & Recreation			
6710.1 - Improvements			
6704.1 - Shoreline Erosion (grant)	4,178.00		
6712.1 - Veterans Park	9,500.00	1,000.00	8,500.00
6714.1 - TRINITY WOODS (new playground)	0.00	0.00	0.00
6715.1 - Other	2,936.94	13,500.00	-10,563.06
6716.1 - Fairgreen Park	1,485.18		
<b>Total 6710.1 - Improvements</b>	<b>18,100.12</b>	<b>14,500.00</b>	<b>3,600.12</b>
6720.1 - Parking	0.00	500.00	-500.00
6730.1 - Contract Maintenance	2,245.98		
6740.1 - P&R Miscellaneous	13,639.57		
6750.1 - New Equipment	209.98		
6760.1 - Special Events			
6970.1 RiverFest 2005 (Riverfest Expenses 2005)	3,500.00		
6963.1 - Halloween Party	1,056.15		
6964.1 - Holiday party	1,005.76		
6967.1 - RiverFest 2003	-629.36		
6968.1 - Night Out Against Crime	6.26	12,000.00	-12,629.36
6760.1 - Special Events - Other	353.13		
<b>Total 6760.1 - Special Events</b>	<b>5,291.94</b>	<b>12,000.00</b>	<b>-6,708.06</b>
<b>Total 6700.1 - Parks &amp; Recreation</b>	<b>39,487.59</b>	<b>27,000.00</b>	<b>12,487.59</b>
6900.1 - Public Safety			
6910.1 - Fire Company	1,600.00	1,600.00	0.00
6920.1 - Police Protection	29,383.30	52,000.00	-22,616.70
<b>Total 6900.1 - Public Safety</b>	<b>30,983.30</b>	<b>53,600.00</b>	<b>-22,616.70</b>
6950.1 - President's Discretionary Fund	654.83	5,200.00	-4,545.17
6960.1 - Miscellaneous	1,285.37		
6963.1 Bounced customer check (Bounced Customer Checks)	7,549.30		
6960.1 - Miscellaneous - Other	4,000.00		
<b>Total 6960.1 - Miscellaneous</b>	<b>8,834.67</b>	<b>4,000.00</b>	<b>3,549.30</b>
<b>Total 6900.1 - Miscellaneous</b>			<b>4,834.67</b>

**Town of Castown**  
**Profit & Loss Budget vs. Actual**  
 July 1, 2004 through March 22, 2005

03/22/05  
 Cash Basis

	Jul 1, '04 - Mar 22, 05	Budget	\$ Over Budget
6980.1 · Town Boat Dock Expenditures			
6983.1 · Maintenance, Repairs, Improve	2,388.30	3,000.00	-631.70
6985.1 · Electric	313.41	1,500.00	-1,186.59
6986.1 · Transfer to Long Term Maint. Fd	0.00	650.00	-650.00
<b>Total 6980.1 · Town Boat Dock Expenditures</b>	<b>2,681.71</b>	<b>5,150.00</b>	<b>-2,468.29</b>
6000.1 · General Fund Expenditures - Other	0.00		
<b>Total 6000.1 · General Fund Expenditures</b>	<b>283,547.31</b>	<b>379,080.00</b>	<b>-95,532.69</b>
6005.3 · Streets & Lights Expenditures			
6010.3 · Street Lights			
6020.3 · Equipment	7,011.07	10,000.00	-2,988.93
6021.3 · Equipment Purchase	2,834.00	5,000.00	-2,166.00
6022.3 · Equipment Repair	1,178.58	2,500.00	-1,321.42
6023.3 · Tools & Repair	9.15		
6024.3 · Truck Repair	3,734.95	2,500.00	1,234.95
6025.3 · Gasoline	345.68	7,500.00	-7,154.32
6026.3 · Gasoline - Truck	3,360.32		
6027.3 · Gasoline - Mower	62.00		
<b>Total 6020.3 · Equipment</b>	<b>11,524.68</b>	<b>17,500.00</b>	<b>-5,975.32</b>
6300.3 · Streets	56,111.04	34,468.00	21,643.04
6400.3 · Other			
6410.3 · Road Signs	1,128.31	1,000.00	128.31
6420.3 · General Maintenance	633.28	2,500.00	-1,866.72
6430.3 · Bank Charge	35.00		
<b>Total 6400.3 · Other</b>	<b>1,796.59</b>	<b>3,500.00</b>	<b>-1,703.41</b>
6500.3 · Snow Removal	562.00	2,000.00	-1,438.00
6600.3 · Balance for reserves	0.00	3,611.00	-3,611.00
<b>Total 6005.3 · Streets &amp; Lights Expenditures</b>	<b>77,005.38</b>	<b>71,079.00</b>	<b>5,926.38</b>
6400.2 · Utility System Expenses			
6500.2 · Sewer System Expenses			
6510.2 · Operating expenses-repairs	5,422.40	8,000.00	-2,577.60
6520.2 · Capital Improvements	0.00	4,000.00	-4,000.00
6530.2 · Electric			
6531.2 · Station #1	1,305.38	1,800.00	-494.62
6532.2 · Station #3	593.81	1,400.00	-806.19
6533.2 · Station RT. #7	350.42	800.00	-449.58
6534.2 · Lift Station	102.17	225.00	-122.83
<b>Total 6530.2 · Electric</b>	<b>2,351.78</b>	<b>4,225.00</b>	<b>-1,873.22</b>
6550.2 · County Regional System User Fee	74,296.38	85,000.00	-10,703.62
6600.2 · Sewer Admin Expenses			
6661.2 · Postage	0.00	450.00	-450.00
6662.2 · Office Supplies	125.92	450.00	-324.08
6663.2 · Legal	0.00	2,000.00	-2,000.00
6600.2 · Sewer Admin Expenses - Other	328.00		
<b>Total 6600.2 · Sewer Admin Expenses</b>	<b>453.92</b>	<b>2,900.00</b>	<b>-2,446.08</b>
6700.2 · Office Expense Transfers to Gen			
6710.2 · Sewer Share of salaries	0.00	12,900.00	-12,900.00
6720.2 · Telephone - 1/12th	0.00	200.00	-200.00
<b>Total 6700.2 · Office Expense Transfers to Gen</b>	<b>0.00</b>	<b>13,100.00</b>	<b>-13,100.00</b>
6800.2 · Long Term Maintenance	0.00	62,861.00	-62,861.00
6500.2 · Sewer System Expenses - Other	148.82		
<b>Total 6500.2 · Sewer System Expenses</b>	<b>82,673.30</b>	<b>180,086.00</b>	<b>-97,412.70</b>
<b>Total 6400.2 · Utility System Expenses</b>	<b>82,673.30</b>	<b>180,086.00</b>	<b>-97,412.70</b>

**Town of Charlestown**  
**Profit & Loss Budget vs. Actual**  
 July 1, 2004 through March 22, 2005

03/22/05  
 Cash Basis

	Jul 1, '04 - Mar 22, 05	Budget	\$ Over Budget
6800.3 - Cemetery Expenditures			
6810.3 - Maintenance	0.00	111.00	-111.00
6830.3 - Long Term Maintenance	0.00	0.00	0.00
6840.3 - Maint (Reimb to Gen'l Fund)	0.00	2,000.00	-2,000.00
Total 6800.3 - Cemetery Expenditures	0.00	2,111.00	-2,111.00
7000.2 - Water System Expenses			
7110.2 - Original Construction Loan	20,650.28	61,500.00	-40,849.72
7120.2 - Contract Operating	325.00	32,000.00	-9,447.53
7121.2 - Laboratory Testing	22,552.47	32,000.00	-9,122.53
7120.2 - Contract Operating - Other	22,877.47	32,000.00	-9,122.53
Total 7120.2 - Contract Operating	22,877.47	32,000.00	-9,122.53
7130.2 - Tank Site			
7131.2 - Electric	7,981.35	10,000.00	-2,018.65
7132.2 - Telephone	1,382.18	1,700.00	-317.82
Total 7130.2 - Tank Site	9,363.53	11,700.00	-2,336.47
7140.2 - Water Admin Expenses			
7141.2 - Postage	0.00	450.00	-450.00
7142.2 - Office Supplies	144.09	500.00	-355.91
7143.2 - Legal	0.00	500.00	-500.00
7140.2 - Water Admin Expenses - Other	328.00	500.00	-172.00
Total 7140.2 - Water Admin Expenses	472.09	1,450.00	-977.91
7150.2 - Office Expense Trans to General			
7151.2 - Water Share of Salaries	0.00	16,000.00	-16,000.00
7152.2 - Telephone - 1/12th	0.00	200.00	-200.00
Total 7150.2 - Office Expense Trans to General	0.00	16,200.00	-16,200.00
7600.2 - Long Term Maintenance			
7700.2 - Capital Improvements	0.00	116,847.00	-116,847.00
7741.2 - Water meters	4,655.14	15,000.00	-10,344.86
7700.2 - Capital Improvements - Other	0.00	15,000.00	-15,000.00
Total 7700.2 - Capital Improvements	4,655.14	15,000.00	-10,344.86
7750.2 - Repairs			
7755.2 - Paint Tower	0.00	0.00	0.00
7756.2 - Other Repairs	4,968.46	8,500.00	-3,531.54
Total 7750.2 - Repairs	4,968.46	8,500.00	-3,531.54
7760.2 - Miscellaneous			
7760.2 - Miscellaneous	0.00	5,000.00	-5,000.00
Total 7000.2 - Water System Expenses	62,986.97	268,197.00	-205,210.03
Total Expense	506,212.96	900,553.00	-394,340.04
Net Ordinary Income	-37,568.29	-179,892.00	142,323.71
Net Income	-37,568.29	-179,892.00	142,323.71





March 16, 2005

Town Commissioners  
Town of Charlestown  
P.O. Box 154  
Charlestown, MD 21914

**Re: Engineering Services Proposal**

Dear Commissioners:

As requested, URS Corporation Americas (URS) is pleased to offer the following proposal for professional engineering services.

**A. OVERVIEW**

The areas in and around Chesapeake Road, Charlestown Place, and Cecil Parkway have experienced drainage problems for many years which have likely been exacerbated by the recent amounts of above average rainfall. URS has visited the locations multiple times over the last year or two during and soon after rain events and will document the conditions in a forthcoming report. The causes of the problems appear to be a combination of relatively flat land coupled with a lack of adequate drainage facilities. We believe there is also a spring near the top of Chesapeake Road as we have witnessed water in this area even on what are otherwise dry days. URS is proposing to more precisely evaluate the conditions and offer the Town alternatives to address. Future tasks will include preparing necessary design and construction documents based upon the chosen option(s).

The Town should be aware that an assessment of this situation was included in the report entitled Draft Final Report – Town of Charlestown Storm Water Drainage Study prepared by Engineering Technologies Associates, Inc., and dated April 29, 1994. At that time, the costs to construct their recommended drainage system was \$137,000. Based on our preliminary observations, we believe that expenditures on this order of magnitude may be needed.

**B. SERVICES TO BE PROVIDED**

The following services will be provided on this project:

1. Field investigations. As stated above, we have walked the site on various occasions and have numerous pictures of the area. We will continue to do so as plans develop for ways to address the problems. Also, as part of our Town-wide drainage inventory, we have identified, inspected, and mapped horizontal locations of the drainage structures that do exist in the area. We will be glad to meet with the Commissioners and area residents to hear first hand of their observations and concerns.
2. Review of previously prepared report. We will review the section of the Engineering Technologies report related to the subject area. Our review will include an assessment

URS Corporation  
1200 Philadelphia Pike  
Wilmington, DE 19809  
Tel: 302.791.0700  
Fax: 302.791.0708

of methodologies used, opinion as to the applicability of the solutions, and an update on the costs projected.

3. **Surveying.** Although clearly not adequate, there is an existing drainage system of open channels, inlets, and pipes in the area. While these, for the most part, have been inspected as noted in Section B.1., we are not aware of any "as-built" plans including pipe inverts which could be used to determine slopes and therefore capacities. We are, however, in possession of topographic plans from 1990 which should still be adequate considering the age of the subject area. Therefore, we propose to perform additional surveying only as needed to supplement this other data. A critical component of this survey will include locating any property monuments that exist in the area as the right-of-way appears to be rather narrow. A base map will be prepared utilizing all of this data.
4. **Hydrologic calculations.** Using our field observations coupled with survey data, we will calculate the amount of runoff anticipated at select drainage structures for various levels of storms and compare this with available capacities. Assuming needed capacities currently do not exist, we will develop alternatives for providing this capacity.
5. **Recommendations.** We will meet again with the Commissioners and area residents to describe our work and resulting recommendations. We anticipate that these will best be shown on preliminary plans as opposed to a written report. However, we will also prepare cost estimates for each alternative.

**C. SERVICES NOT INCLUDED**

Since it is unknown at this time what the alternatives may entail or which could be chosen by the Town, we are unable to estimate the costs of our services past the recommendation point. Therefore, subsequent design and preparation of construction and bidding documents are not included in this proposal.

**D. INFORMATION TO BE SUPPLIED**

The following will be provided to URS:

1. Any records, complaint logs, etc. In the absence of these, we will assume the Engineering Technologies Report is the only official record of drainage issues.
2. Right-of-way maps, property deeds, etc., which can be used in conjunction with our surveying task.

**E. SCHEDULE**

We will begin work on this project within two weeks of receipt of a signed proposal. We anticipate it will take four weeks to complete the field work and another four weeks to complete the analyses and prepare the recommendations.

**F. PROJECT TEAM**

C. Thomas deLorimier, P.E., will serve as Principal-in-Charge. David J. Athey, P.E., will be the project manager and Bryan Pariseault will perform the engineering analyses.

**G. FEE AND CONTRACT CONDITIONS**

We will perform these services on a time-and-material basis. Our fee will not exceed \$7,450 without your prior approval. Fees will be invoiced monthly. Payment of all services is due within 30 days of the invoice date. The General Conditions for Professional Services attached to our Retained Engineering Services agreement, dated November 1, 2004, and signed by the Town on February 4, 2005, shall govern the services set forth in this proposal unless we hear from you to the contrary prior to starting these services. These General Conditions include our standard terms governing invoicing, standard of care, limitation of liability, etc. and contain our standard hourly rates and other terms which apply to this proposal.


We hope the above meets your needs and is acceptable to you. Please sign and return one copy of this proposal for our records. We appreciate this opportunity to provide services to you on this project.

Very truly yours,

**URS Corporation**



David J. Athey, P.E.  
Project Manager



C. Thomas deLorimier, P.E.  
Vice President

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

**THE TOWN OF CHARLESTOWN  
STORMWATER MANAGEMENT ORDINANCE**

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# THE TOWN OF CHARLESTOWN STORMWATER MANAGEMENT ORDINANCE

## 1.0 PURPOSE AND AUTHORITY

The purpose of this Ordinance is to protect, maintain and enhance the public health, safety, and general welfare by establishing minimum requirements and procedures to control the adverse impacts associated with increased stormwater runoff. Proper management of stormwater runoff will minimize damage to public and private property, reduce the effects of development on land, control stream channel erosion, reduce local flooding, and maintain after development, as nearly as possible, the pre-development runoff characteristics.

The provisions of this Ordinance, pursuant to the Environment Article, Title 4, Subtitle 2, Annotated Code of Maryland, 1987 replacement volume, are adopted under the authority of the Town of Charlestown Code and shall apply to all development occurring within the incorporated area of The Town of Charlestown. The application of this Ordinance and provisions expressed herein shall be the minimum stormwater management requirements and shall not be deemed a limitation or repeal of any other powers granted by State statute. The Town of Charlestown shall be responsible for the coordination and enforcement of the provisions of this Ordinance.

## 1.1 Incorporation By Reference

For the purpose of this Ordinance, the following documents are incorporated by reference:

- A. The 2000 Maryland Stormwater Design Manual Volumes I & II (Maryland Department of the Environment, April 2000) is incorporated by reference by The Town of Charlestown and shall serve as the official guide for stormwater principles, methods, and practices.
- B. USDA Natural Resources Conservation Service Maryland Conservation Practice Standard Pond Code 378 (January 2000).

## 2.0 DEFINITIONS

- A. For the purpose of this Ordinance, the following definitions describe the meaning of the terms used in this Ordinance:
  - 1. "Administration" means the Maryland Department of the Environment (MDE) Water Management Administration (WMA).
  - 2. "Adverse impact" means any deleterious effect on waters or wetlands, including their quality, quantity, surface area, species composition, aesthetics or usefulness for human or natural uses which are or may potentially be harmful or injurious to human health, welfare, safety or property, to biological productivity, diversity, or stability or which unreasonably interfere with the enjoyment of life or property, including outdoor recreation.
  - 3. "Agricultural land management practices" means those methods and procedures used in the cultivation of land in order to further crop and livestock production and conservation of related soil and water resources.

4. "Applicant" means any person, firm, or governmental agency that executes the necessary forms to procure official approval of a project or a permit to carry out construction of a project.
5. "Aquifer" means a porous water bearing geologic formation generally restricted to materials capable of yielding an appreciable supply of water.
6. "Best Management Practice (BMP)" means a structural device or nonstructural practice designed to temporarily store or treat stormwater runoff in order to mitigate flooding, reduce pollution, and provide other amenities.
7. "Channel Protection Storage Volume ( $C_{p_v}$ )" means the volume used to design structural management practices to control stream channel erosion. Methods for calculating the channel protection storage volume are specified in the 2000 Maryland Stormwater Design Manual, Volumes I & II.
8. "Clearing" means the removal of trees and brush from the land but shall not include the ordinary mowing of grass.
9. "Design Manual" means the 2000 Maryland Stormwater Design Manual Volumes I & II that serves as the official guide for stormwater management principles, methods, and practices.
10. "Detention structure" means a permanent structure for the temporary storage of runoff, which is designed so as not to create a permanent pool of water.
11. "Developer" means the property owner or other party who plans or executes the development of land.
12. "Develop land" means to change the runoff characteristics of a parcel of land in conjunction with residential, commercial, industrial, or institutional construction or alteration.
13. "Direct discharge" means the concentrated release of stormwater to tidal waters or vegetated tidal wetlands from new development or redevelopment projects in the Critical Area.
14. "Disturb" means the grading, moving, or digging of soils, the removal of grass and other ground covers, placement of fill or surface material (such as stone, concrete, asphalt), or removal of stumps.
15. "Drainage area" means that area contributing runoff to a single point measured in a horizontal plane, which is enclosed by a ridge line.
16. "Easement" means a grant or reservation by the owner of land for the use of such land by others for a specific purpose or purposes, and which must be included in the conveyance of land affected by such easement.
17. "Exemption" means those land development activities that are not subject to the stormwater management requirements contained in this Ordinance.
18. "Extended detention" means a stormwater design feature that provides gradual release of a volume of water in order to increase settling of pollutants and protect

downstream channels from frequent storm events. Methods for designing extended detention BMPs are specified in the Design Manual.

19. "Extreme flood volume ( $Q_f$ )" means the storage volume required to control those infrequent but large storm events in which overbank flows reach or exceed the boundaries of the 100- year floodplain.
20. "Flow attenuation" means prolonging the flow time of runoff to reduce the peak discharge.
21. "Grading" means any act by which soil is cleared, stripped, stockpiled, excavated, scarified, filled or any combination thereof.
22. "Infiltration" means the passage or movement of water into the soil surface.
23. "Off-site stormwater management" means the design and construction of a facility necessary to control stormwater from more than one development.
24. "On-site stormwater management" means the design and construction of systems necessary to control stormwater within an immediate development.
25. "Overbank flood protection volume ( $Q_p$ )" means the volume controlled by structural practices to prevent an increase in the frequency of out of bank flooding generated by development. Methods for calculating the overbank flood protection volume are specified in the Design Manual.
26. "Recharge volume ( $Re_v$ )" means that portion of the water quality volume used to maintain groundwater recharge rates at development sites. Methods for calculating the recharge volume are specified in the Design Manual.
27. "Redevelopment" means any construction, alteration, or improvement exceeding 5,000 square feet of land disturbance performed on sites where existing land use is commercial, industrial, institutional or multifamily residential.
28. "Retention structure" means a permanent structure that provides for the storage of runoff by means of a permanent pool of water.
29. "Retrofitting" means the construction of a structural BMP in a previously developed area, the modification of an existing structural BMP, or the implementation of a nonstructural practice to improve water quality over current conditions.
30. "Sediment" means soils or other surficial materials transported or deposited by the action of wind, water, ice, or gravity as a product of erosion.
31. "Site" means any tract, lot or parcel of land or combination of tracts, lots, or parcels of land, which are in one ownership, or are contiguous and in diverse ownership where development is to be performed as part of a unit, subdivision, or project.
32. "Stabilization" means the prevention of soil movement by any of various vegetative and/or structural means.
33. "Stormwater management" means:

- a. For quantitative control, a system of vegetative and structural measures that control the increased volume and rate of surface runoff caused by man-made changes to the land; and
  - b. For qualitative control, a system of vegetative, structural, and other measures that reduce or eliminate pollutants that might otherwise be carried by surface runoff.
34. "Stormwater Management Plan" means a set of drawings or other documents submitted by a person as a prerequisite to obtaining a stormwater management approval, which contain all of the information and specifications pertaining to stormwater management.
35. "Stripping" means any activity that removes the vegetative surface cover including tree removal, clearing, grubbing and storage or removal of topsoil.
36. "Town" means the Town of Charlestown.
37. "Variance" means the modification of the minimum stormwater management requirements for specific circumstances such that strict adherence to the requirements would result in necessary hardship and not fulfill the intent of the Ordinance. A Variance shall be granted by the Town Commissioners.
38. "Waiver" means the relinquishment from stormwater management requirements by the Town of Charlestown for a specific development on a case-by-case review basis.
- a. "Qualitative stormwater management waiver" includes water quality volume and recharge volume design parameters.
  - b. "Quantitative stormwater management waiver" includes channel protection storage volume, overbank flood protection volume, and extreme flood volume design parameter.
39. "Watercourse" means any natural or artificial stream, river, creek, ditch, channel, canal, conduit, culvert, drain, waterway, gully, ravine or wash, in and including any adjacent area that is subject to inundation from overflow or flood water.
40. "Watershed" means the total drainage area contributing runoff to a single point.
41. "Water quality volume (WQ<sub>v</sub>)" means the volume needed to capture and treat 90 percent of the average annual runoff volume at a development site. Methods for calculating the water quality volume are specified in the Design Manual.

### 3.0 APPLICABILITY

#### 3.1 Scope

No person shall develop any land for residential, commercial, industrial, or institutional uses without having provided stormwater management measures that control or manage runoff from such developments, except as provided within this section. The stormwater management measures must be designed consistent with the Design Manual and constructed according to an approved plan for new development or the policies stated in Section 3.4 for redevelopment.



### 3.2 Exemptions

The following development activities are exempt from the provisions of this Ordinance and the requirements of providing stormwater management:

- A. Agricultural land management activities;
- B. Additions or modifications to existing single family detached residential structures if they comply with C of this section;
- C. Developments that do not disturb over 5,000 square feet of land area;
- D. Land development activities that the Administration determines will be regulated under specific State laws, which provide for managing stormwater runoff.

### 3.3 Waivers/Watershed Management Plans

- A. The Town may grant a stormwater management quantitative control waiver under the following circumstances:
  - 1. Projects developed in accordance with a watershed management plan consistent with Section 3.3C of this Ordinance.
  - 2. Developments that have direct discharge(s) to tidally influenced receiving waters.
  - 3. When the Town determines that circumstances exist that prevent the reasonable implementation of quantity control practices.
  - 4. Developments that do not generate more than a ten (10) percent increase of the 100-year pre-development peak discharge rate and that will not cause an adverse impact on the receiving wetland, watercourse or waterbody. In addition, developments eligible for a waiver must also demonstrate that any increase in flow from the site to be developed will not contribute to an existing flooding problem downstream, based on the 24-hour 100-year storm event. The extent of analysis shall include all downstream stormwater facilities, including swales, storm drainage pipes, culverts and other points of constriction, to a point or points in the drainage area where the post-development peak discharge from the 24-hour 100-year storm on the site to be developed, is less than ten percent of the total flow from the 24-hour 100-year storm on the entire area contributing to that point or points. If a stormwater facility cannot accommodate the existing flow, plus the flow from the site to be developed, then the minimum control criteria, as specified in Section 4 of this Ordinance, shall be met. In lieu of providing this control, the applicant may upgrade the impacted stormwater facility. The downstream analysis shall include descriptions, drawings, and any other information as required by the Town.
- B. The Town may grant a stormwater management qualitative control waiver under the following circumstance:
  - 1. Redevelopment projects consistent with Section 3.4 of this Ordinance.

- C. The Town may permit different stormwater management quantitative control measures than those specified in Section 4.1 of this Ordinance if the quantitative control measures are consistent with a Watershed Management Plan. Watershed Management Plans may be prepared by a public or private entity and shall:
1. Include detailed hydrologic and hydraulic analyses to determine hydrograph timing;
  2. Evaluate both quantity and quality management;
  3. Include cumulative impact assessment of watershed development;
  4. Identify existing flooding and receiving stream channel conditions;
  5. Be conducted at a reasonable scale;
  6. Specify where on-site or off-site quantitative and qualitative stormwater management practices are to be implemented;
  7. Be consistent with the General Performance Standards for Stormwater Management in Maryland found in Section 1.2 of the Design Manual; and
  8. Be approved by the Administration.
- D. Watershed Management Plans that propose different stormwater management requirements than those specified in Section 4.1 of this Ordinance shall be adopted by the Town and shall be incorporated into this Ordinance by reference.
- E. The Town may grant a waiver of requirements for individual developments under the above conditions provided that a written request is submitted by the applicant containing descriptions, drawings, and any other information that is necessary to evaluate the proposed development. A separate written waiver request shall be required in accordance with the provisions of this section if there are subsequent additions, extensions, or modifications to a development receiving a waiver. In addition to the above criteria, the Town may also consider potential adverse impacts of the proposed development to adjacent or downstream properties.

### 3.4 **Redevelopment**

- A. Stormwater management plans for redevelopment shall be consistent with the Design Manual except that the recharge and overbank flood protection volume requirements do not apply unless required by Town.
- B. All redevelopment projects shall reduce existing site impervious areas by at least 20 percent. Where site conditions prevent the reduction of impervious area, then stormwater management practices shall be implemented to provide qualitative control for at least 20 percent of the site's impervious area. When a combination of impervious area reduction and stormwater practice implementation is used, the combined area shall equal or exceed 20 percent of the site.
- C. Where conditions prevent impervious area reduction or on-site stormwater management, practical alternatives may be considered, including but not limited to:

1. Fees upon adoption of Fee Schedule by the Town;
2. Off-site BMP implementation for a drainage area comparable in size and percent imperviousness to that of the project;
3. Watershed or stream restoration;
4. Retrofitting; or
5. Other practices approved by the Town.

### **3.5 Variance**

The Town may grant a written variance from any requirement of Section 4.0 (Stormwater Management Criteria), of this Ordinance if there are exceptional circumstances applicable to the site such that strict adherence will result in unnecessary hardship and not fulfill the intent of the Ordinance. A written request for variance shall be provided to the Town and shall state the specific variances sought and reasons for their granting. The Town shall not grant a variance unless and until sufficient justification is provided by the person developing land.

## **4.0 STORMWATER MANAGEMENT CRITERIA**

### **4.1 Minimum Control Requirements**

- A. The minimum control requirements established in this Section and the Design Manual are as follows:
1. The minimum control requirements shall be those as specified in accordance with the Design Manual, including (a) water quality volume ( $WQ_v$ ), (b) recharge volume ( $Re_v$ ), (c) overbank flood protection volume requirements ( $Q_p$ ) for the two-year and ten-year storm events, and (d) Extreme Flood Volume ( $Q_f$ ).
  2. In addition to the applicable requirements above, all development and redevelopment activities that take place in the Intensely Developed Areas (IDA) of the Cecil County Critical Area shall result in the reduction of pollutant loadings from the site by at least ten (10) percent. The process for determination of pollutant loading reduction shall be as outlined by the Critical Area Commission in "A Framework for Evaluation of Compliance With The 10% Rule in the Critical Area", April 1987, as amended, or a comparable methodology as approved by the Town.
  3. The Town may require more than the minimum control requirements specified in this Ordinance if hydrologic or topographic conditions warrant or if flooding, stream channel erosion, or water quality problems exist downstream from a proposed project.
- B. Stormwater management and development plans where applicable, shall be consistent with adopted and approved watershed management plans or flood management plans as approved by the Maryland Department of the Environment in accordance with the Flood Hazard Management Act of 1976.

### **4.2 Stormwater Management Measures**

The structural and nonstructural stormwater management measures established in this Ordinance shall be used, either alone or in a combination, in developing a stormwater management plan.

A. Structural Stormwater Management Measures.

1. The following structural stormwater management practices shall be designed according to the Design Manual to satisfy the applicable minimum control requirements established in Section 4.1 of this Ordinance.
  - a. Stormwater management ponds;
  - b. Stormwater management wetlands;
  - c. Stormwater management infiltration;
  - d. Stormwater management filtering systems; and
  - e. Stormwater management open channel systems.
2. The performance criteria specified in the Design Manual with regard to general feasibility, conveyance, pretreatment, treatment and geometry, environment and landscaping, and maintenance shall be considered when selecting structural stormwater management practices.
3. Structural stormwater management practices shall be selected to accommodate the unique hydrologic or geologic regions of the site.

B. Nonstructural Stormwater Management Measures.

1. The following nonstructural stormwater management practices shall be applied according to the Design Manual to minimize increases in new development runoff:
  - a. Natural area conservation;
  - b. Disconnection of rooftop runoff,
  - c. Disconnection of non-rooftop runoff,
  - d. Sheet flow to buffers;
  - e. Grass channels; and
  - f. Environmentally sensitive development.
2. The use of nonstructural stormwater management practices shall be encouraged to minimize the reliance on structural BMP'S.
3. The minimum control requirements listed in Section 4.1 of this Ordinance may be reduced when nonstructural stormwater management practices are incorporated into site designs according to the Design Manual.
4. The use of nonstructural stormwater management practices may not conflict with existing State or local laws, ordinances, regulations, or policies.

5. Nonstructural stormwater management practices used to reduce the minimum control requirements must be recorded and remain unaltered by subsequent property owners. Prior approval from the Town shall be obtained before nonstructural stormwater practices are altered.
- C. Alternative structural and nonstructural stormwater management practices may be used for new development water quality control if they meet the performance criteria established in the Design Manual and are approved by the WMA. Practices used for redevelopment projects shall be approved by the Town.
- D. For the purposes of modifying the minimum control requirements or design criteria, the owner/developer shall submit to the Town an analysis of the impacts of stormwater flows downstream in the watershed. The analysis shall include hydrologic and hydraulic calculations necessary to determine the impact of hydrograph timing modifications of the proposed development upon a dam, highway, structure, or natural point of restricted stream flow. The point of investigation is to be established with the concurrence of the Town, downstream of the first downstream tributary whose drainage area equals or exceeds the contributing area to the project or stormwater management facility.

#### **4.3 Specific Design Criteria**

The basic design criteria, methodologies, and construction specifications, subject to the approval of the Town and the WMA, shall be those of the Design Manual.

#### **5.0 STORMWATER MANAGEMENT PLANS**

##### **5.1 Review and Approval of Stormwater Management Plans**

- A. For any proposed development, the developer shall submit a stormwater management plan or waiver application to the Town for review and approval, unless otherwise exempted. The stormwater management plan shall contain supporting computations, drawings, and sufficient information describing the manner, location, and type of measures in which stormwater runoff will be managed from the entire development. The Town shall review the plan to determine compliance with the requirements of this Ordinance prior to approval. The plan shall serve as the basis for all subsequent construction.
- B. Notification of approval or reasons for disapproval or modification shall be given to the applicant within 30 days after submission of the completed stormwater plan. If a decision is not made within 30 days the applicant shall be informed of the status of the review process and the anticipated completion date. The stormwater management plan shall not be considered approved without the inclusion of the signature and date of signature of the Town on the plan.

##### **5.2 Contents of the Stormwater Management Plan**

The developer is responsible for submitting a stormwater management plan that meets the design requirements of this Ordinance. The plan shall be accompanied by a report that includes sufficient information to evaluate the environmental characteristics of affected areas, the potential impacts of the proposed development on water resources, and the effectiveness and acceptability of measures proposed for managing stormwater runoff. The developer or builder shall certify on the drawings that all clearing, grading, drainage, construction, and development shall be conducted in strict accordance with the plan. The minimum information submitted for support of a stormwater management plan or application for a waiver shall be as follows:

- A. Reports submitted for stormwater management plan approval shall include:
1. A brief narrative description of the project;
  2. Geotechnical investigations including soil maps, borings, site specific recommendations, and any additional information necessary for the proposed stormwater management design;
  3. Descriptions of all water courses, impoundments, and wetlands on or adjacent to the site or into which stormwater directly flows;
  4. Hydrologic computations, including drainage area maps depicting pre development and post development runoff flow path segmentation and land use;
  5. Hydraulic computations;
  6. Structural computations;
  7. Unified sizing criteria volume computations according to the Design Manual;
  8. Topography survey showing existing and proposed site contours, including the area necessary to determine downstream analysis for proposed stormwater management facilities; and
  9. Any other information required by the Town of Charlestown.
- B. Construction drawings submitted for stormwater management plan approval shall include the following:
1. A vicinity map;
  2. Topography survey showing existing and proposed contours, including the area necessary to determine downstream analysis for proposed stormwater management facilities;
  3. Any proposed improvements including location of buildings or other structures, impervious surfaces, storm drainage facilities, and all grading;
  4. The location of existing and proposed structures and utilities;
  5. Any easements and rights-of-way;
  6. The delineation, if applicable, of the 100-year floodplain and any on site wetlands;
  7. Structural and construction details for all components of the proposed drainage system or systems, and stormwater management facilities.
  8. All necessary construction specifications;
  9. A sequence of construction;
  10. Data for total site area, disturbed area, new impervious area, and total impervious area;

11. A table showing the unified sizing criteria volumes required in the Design Manual;
12. A table of materials to be used for stormwater management facility planting;
13. All soil boring logs and locations;
14. A maintenance schedule;
15. Certification by the owner/developer that all stormwater management construction will be done according to this plan;
16. An as-built certification signature block to be executed after project completion (including a geotechnical certification); and
17. Any other information required by the Town.

### **5.3 Preparation of the Stormwater Management Plan**

- A. The design of stormwater management plans shall be prepared by any individual permitted to do so by the specific State of Maryland law(s) governing preparation of such plans. The Town may disapprove any stormwater management plan prepared by an individual who does not provide proof of qualification and State of Maryland professional licensure to prepare said plans. If a stormwater management plan requires either a dam safety permit from Maryland Department of Environment or small pond approval from the Cecil County Soil Conservation District, the Town shall require that the design be prepared by a professional engineer licensed in the State of Maryland.
- B. Notwithstanding the above, the Department of Public Works may develop a standard stormwater management quality control plan for development on single-family residential lots which existed prior to the effective date of this Ordinance, and/or which qualify for a quantity control waiver or variance.

## **6.0 PERMITS**

### **6.1 Permit Requirement**

A grading or building permit may not be issued for any parcel or lot unless a stormwater management plan has been approved or waived by the Town as meeting all the requirements of this Ordinance. Where appropriate, a building permit may not be issued without:

- A. Recorded easements for the stormwater management facility and easements to provide adequate access for inspection and maintenance from a public right-of-way;
- B. A recorded stormwater management maintenance agreement;
- C. A performance guaranty acceptable by the Town; and
- D. Permission (via easements or other property interests), where necessary, from adjacent property owner(s) if the proposed stormwater management plan involves the redirection of some or all stormwater runoff off of the site or concentrates the release of stormwater runoff in an area that previously received non-concentrated flow. Approval of a stormwater management plan does not create or affect any such rights and the developer must secure such permission at his cost.

## **6.2 Permit Fee**

A non-refundable permit fee will be collected at the time the stormwater management plan or application for waiver is submitted. The permit fee will provide for the cost of plan review, administration, and management of the permitting process, and inspection of all projects subject to this Ordinance. A permit fee schedule shall be established by the Town based upon the relative complexity of the project and may be amended from time to time.

## **6.3 Permit Suspension and Revocation**

Any grading or building permit issued by the Town may be suspended or revoked after written notice is given to the permittee for any of the following reasons:

- A. Any violation(s) of the conditions of the stormwater management plan approval.
- B. Changes in site runoff characteristics upon which an approval or waiver was granted.
- C. Construction is not in accordance with the approved plan.
- D. Noncompliance with correction notice(s) or stop work order(s) issued for the construction of the stormwater management facility.
- E. An immediate danger exists in a downstream area in the opinion of the Town.

## **6.4 Permit Conditions**

In granting the plan approval, the Town may impose such conditions that may be deemed necessary to ensure compliance with the provisions of this Ordinance and the preservation of the public health and safety.

## **7.0 PERFORMANCE BOND**

The Town shall require from the developer a surety or cash bond, irrevocable letter of credit, or other means of security acceptable to the Town prior to the issuance of any building and/or grading permit for the construction of a development requiring a stormwater management facility. The amount of the security shall not be less than the total estimated construction cost of the stormwater management facility. The bond required in this section shall include provisions relative to forfeiture for failure to complete work specified in the approved stormwater management plan, compliance with all of the provisions of this Ordinance, and other applicable laws and regulations, and any time limitations. The bond shall not be fully released without a final inspection of the completed work by the Town, submission of "As-built" plans, and certification of completion by the Town that the stormwater management facilities comply with the approved plan and the provisions of this Ordinance. A procedure may be used to release parts of the bond held by the Town after various stages of construction have been completed and accepted by the Town. The procedures used for partially releasing performance bonds must be specified by the Town in writing prior to stormwater management plan approval.

## **8.0 INSPECTION**

### **8.1 Inspection Schedule and Reports**

- A. The developer shall notify the Town at least 48 hours before commencing any work in conjunction with the stormwater management plan and upon completion of the project when a final inspection will be conducted.



- B. Inspections shall be conducted by the Town, its authorized representative, or certified by a professional engineer licensed in the State. Written inspection reports shall be made of the periodic inspections necessary during construction of stormwater management systems to ensure compliance with the approved plans.
- C. Written inspection reports shall include:
  - 1. The date and location of the inspection;
  - 2. Whether construction was in compliance with the approved stormwater management plan;
  - 3. Any variations from the approved construction specifications; and
  - 4. Any violations that exist.
- D. The owner/developer and on site personnel shall be notified in writing when violations are observed. Written notification shall describe the nature of the violation and the required corrective action.
- E. No work shall proceed until the Town inspects and approves the work previously completed and furnishes the developer with the results of the inspection reports as soon as possible after completion of each required inspection.

## 8.2 **Inspection Requirements During Construction**

- A. At a minimum, regular inspections shall be made and documented at the following specified stages of construction:
  - 1. For Ponds:
    - a. Upon completion of excavation to sub-foundation and when required, installation of structural supports or reinforcement for structures, including but not limited to:
      - i. Core trenches for structural embankments
      - ii. Inlet and outlet structures, anti-seep collars or diaphragms, and watertight connectors on pipes; and
      - iii. Trenches for enclosed storm drainage facilities;
    - b. During placement of structural fill, concrete, and installation of piping and catch basins;
    - c. During backfill of foundations and trenches;
    - d. During embankment construction; and
    - e. Upon completion of final grading and establishment of permanent stabilization.
  - 2. Wetlands - at the stages specified for pond construction in 8.2 A (1) of this Section, during and after wetland reservoir area planting, and during the second growing season to verify a vegetation survival rate of at least 50 percent.

3. For infiltration trenches:
    - a. During excavation to subgrade;
    - b. During placement and backfill of under drain systems and observation wells;
    - c. During placement of geotextiles and all filter media;
    - d. During construction of appurtenant conveyance systems such as diversion structures, pre-filters and filters, inlets, outlets, and flow distribution structures; and
    - e. Upon completion of final grading and establishment of permanent stabilization;
  4. For infiltration basins - at the stages specified for pond construction in 8.2 A (1) of this section and during placement and backfill of underdrain systems.
  5. For filtering systems:
    - a. During excavation to subgrade;
    - b. During placement and backfill of underdrain systems;
    - c. During placement of geotextiles and all filter media;
    - d. During construction of appurtenant conveyance systems such as flow diversion structures, pre-filters and filters, inlets, outlets, orifices, and flow distribution structures; and
    - e. Upon completion of final grading and establishment of permanent stabilization.
  6. For open channel systems:
    - a. During excavation to subgrade;
    - b. During placement and backfill of under drain systems for dry swales;
    - c. During installation of diaphragms, check dams, or weirs; and
    - d. Upon completion of final grading and establishment of permanent stabilization.
  7. For nonstructural practices - upon completion of final grading, the establishment of permanent stabilization, and before issuance of use and occupancy approval.
- B. The Town may, for enforcement purposes, use any one or a combination of the following actions:

1. A notice of violation shall be issued specifying the need for a violation to be corrected if stormwater management plan noncompliance is identified;
  2. A stop work order shall be issued for the site by the Town if a violation persists, or if the violation is of an immediate and serious nature, as determined by the Town;
  3. Bonds or securities may be withheld or the case may be referred for legal action if reasonable efforts to correct the violation have not been undertaken; or
  4. In addition to any other sanctions, a civil action or criminal prosecution may be brought against any person in violation of the Stormwater Management subtitle or this Ordinance.
- C. Any step in the enforcement process may be taken at any time, depending on the severity of the violation.
- D. Once construction is complete, as-built plan certification shall be submitted by either a professional engineer or professional land surveyor licensed in the State of Maryland, except as limited by Section 5.3 of this Ordinance, to ensure that constructed stormwater management practices, conveyance systems, and site grading comply with the specifications contained in the approved plans. At a minimum, as-built certification shall include a set of drawings comparing the approved stormwater management plan and/or approved final grading plan with what was constructed. The as-built plan certification shall be accompanied by the geotechnical certification required in Section 5.2.B.(16). The Town may require additional information to assure compliance with the approved plans.

For individual residential lot construction, the as-built certification shall also be submitted by either a professional engineer or professional land surveyor licensed in the State of Maryland, and shall be the responsibility of the building permit applicant. Said as-built shall be approved by the Town prior to issuance of the Certificate of Occupancy.

- E. The Town shall submit notice of construction to the Administration on a form supplied by the Administration for each stormwater management practice within 45 days of construction completion. If BMPs requiring SCD approval are constructed, notice of construction completion shall also be submitted to the SCD.

## 9.0 **MAINTENANCE**

### 9.1 **Maintenance Inspection**

- A. The Town shall ensure that preventative maintenance is performed by inspecting all stormwater management systems. Inspection shall occur during the first year of operation and at least once every 3 years thereafter. In addition, a maintenance agreement between the owner and the Town shall be executed for privately owned stormwater management systems as described in 9.2 of this section.
- B. Inspection reports shall be maintained by the Town for all stormwater management systems.
- C. Inspection reports for stormwater management systems shall include the following:
1. The date of inspection;
  2. Name of inspector;

3. The condition of:
  - a. Vegetation or filter media;
  - b. Fences or other safety devices;
  - c. Spillways, valves, or other control structures;
  - d. Embankments, slopes, and safety benches;
  - e. Reservoir or treatment areas;
  - f. Inlet and outlet channels or structures;
  - g. Underground drainage;
  - h. Sediment and debris accumulation in storage and forebay areas;
  - i. Any nonstructural practices to the extent practicable; and
  - j. Any other item that could affect the proper function of the stormwater management system.
4. Description of needed maintenance.

- D. After notification is provided to the owner of any deficiencies discovered from an inspection of a stormwater management system, the owner shall have 30 days or other time frame mutually agreed to between Town and the owner to correct the deficiencies. The Town shall then conduct a subsequent inspection to ensure completion of the repairs.
- E. If repairs are not undertaken or are not found to be done properly, then enforcement procedures following 9.2 C of this section shall be followed by the Town.
- F. If, after an inspection by the Town, the condition of a stormwater management facility presents an immediate danger to the public health or safety, because of an unsafe condition or improper maintenance, the Town shall take such action as may be necessary to protect the public and make the facility safe. Any cost incurred by the County/Municipality shall be assessed against the owner(s), as provided in section 9.2 C.

**9.2 Maintenance Agreement**

- A. Prior to the issuance of any building permit for which stormwater management is required, the Town shall require the applicant or owner to execute an inspection and maintenance agreement binding on all subsequent owners of land served by a private stormwater management facility. Such agreement shall provide for access to the facility at reasonable times for regular inspections by the Town or its authorized representative to ensure that the facility is maintained in proper working condition to meet design standards.
- B. The agreement shall be recorded by the applicant and/or owner in the land records of the County/Municipality.
- C. The agreement shall also provide that, if after notice by the Town to correct a violation requiring maintenance work, satisfactory corrections are not made by the owner(s) within a reasonable period of time (30 days maximum), the Town may perform all necessary work to

place the facility in proper working condition. The owner(s) of the facility shall be assessed the cost of the work and any penalties. This may be accomplished by placing a lien on the property, which may be placed on the tax bill and collected as ordinary taxes by the County/Municipality.

**9.3 Maintenance Responsibility**

- A. The owner of the property on which work has been done pursuant to this Ordinance for private stormwater management facilities, or any other person or agent in control of such property, shall maintain in good condition and promptly repair and restore all grade surfaces, walls, drains, dams and structures, vegetation, erosion and sediment control measures, and other protective devices.

Such repairs or restoration and maintenance shall be in accordance with approved plans.

- B. A maintenance schedule shall be developed for the life of any stormwater management facility and shall state the maintenance to be completed, the time period for completion, and who shall perform the maintenance. This maintenance schedule shall be printed on the approved stormwater management plan.

**10.0 APPEALS**

Any person aggrieved by the action of any official charged with the enforcement of this Ordinance, as the result of the disapproval of a properly filed application for a permit, issuance of a written notice of violation, or an alleged failure to properly enforce the Ordinance in regard to a specific application, shall have the right to appeal the action to the Circuit Court for Cecil County. The appeal shall be filed in writing within 30 days of the date of official transmittal of the final decision or determination to the applicant, shall state clearly the grounds on which the appeal is based.

**11.0 SEVERABILITY**

If any portion of this Ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such portion shall not affect the validity of the remaining portions of this Ordinance. It is the intent of the Town that this Ordinance shall stand, even if a section, subsection, sentence, clause, phrase, or portion may be found invalid.

**12.0 PENALTIES**

Any person convicted of violating the provisions of this Ordinance shall be guilty of a misdemeanor, and upon conviction thereof, shall be subject to a fine of not more than Five Thousand Dollars (\$5,000.00) or imprisonment not exceeding 1 year or both for each violation with costs imposed in the discretion of the court. Each day that a violation continues shall be a separate offense. In addition, the Town may institute injunctive, mandamus or other appropriate action or proceedings of law to correct violations of this ordinance. Any court of competent jurisdiction shall have the right to issue temporary or permanent restraining orders, injunctions or mandamus, or other appropriate forms of relief.

**13.0 EFFECTIVE DATE**

And be it further enacted, that this Ordinance shall take effect on the day it becomes adopted.

# MEDI HEALTH

*Comprehensive Health Plans at an Affordable Cost*

**RONALD JAY JACOBSON, LTCP**

President

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14 Sunday Court

Reisterstown, MD 21136

E-mail: [Ronjj@medi-health.net](mailto:Ronjj@medi-health.net)

Local: (410) 517-1017

Toll Free: (800) 655-5275

Fax: (410) 526-7448

# MEDI HEALTH

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Website: <http://www.medi-health.net>

DEC - 6 2004  
TOWN OF CHARLESTOWN

2 December 2004

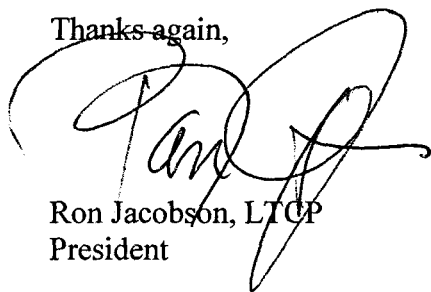
Stan Hearne  
Town of Charlestown  
P.O. Box 154  
Charlestown, MD 21914

Dear Stan,

Enclosed please find the proposals as requested. I illustrated two plans: 1) Blue Choice, and 2) Blue Choice Opt-Out Open Access. You may offer both of the plans if you wish.

Please let me know if you have any questions or if you would like to see any other benefit combinations.

Thanks again,



Ron Jacobson, LTCP  
President

Prepared for:

# TOWN OF CHARLESTOWN

Effective Date: 02/01/2005

Zip Code: 21918

## Rates & Benefits Comparison

Sorted by Premium

MEDICAL							Proposed Rates		Premium			
Carrier / Plan	Deductible	Out-Of-Pocket	Office Visit	Coinsurance	RX	Rate Type	EE	EE+Sp	EE+Ch+	Family	Total	Premium
CarrierFirst BCBS / BlueChoice Enhanc 3 4T	N/A		10/20	100	0Dec-9/15/50	C	222.00	511.00	441.00	622.00	444.00	
Options Quoted-Rx: 0Dec-9/15/50												
CarrierFirst BCBS / BlueChoice Enhanc 3 4T	N/A		10/20	100	0Dec-10/20/30	C	232.00	534.00	429.00	650.00	464.00	
Options Quoted-Rx: 0Dec-10/20/30												
CarrierFirst BCBS / BlueChoice Enhanc 3 4T	N/A		10/20	100	0Dec-9/15/50	C	239.00	550.00	442.00	650.00	478.00	
Options Quoted-Rx: 0Dec-9/15/50												
<b>DENTAL</b>												
Carrier / Plan	Deductible	Coinsurance	Annual Maximum	Rate Type	EE	EE+Sp	EE+Ch+	Family	Total	Premium		
CarrierFirst BCBS / Trad Ind Rider Dent1 w/Ortho 4T	50	80/50/50/50	1000	C	18.00	41.00	33.00	50.00	36.00			
Options Quoted-Rx: 0Dec-9/15/50												
CarrierFirst BCBS / Trad Ind Rider Dent1 w/Ortho 4T	50	80/50/50/50	1000	C	19.00	44.00	35.00	53.00	38.00			
Options Quoted-Rx: 0Dec-9/15/50												
CarrierFirst BCBS / Trad Ind Rider Dent2 w/Ortho 4T	50	100/80/50/50	1000	C	23.00	53.00	43.00	64.00	46.00			
Options Quoted-Rx: 0Dec-9/15/50												

Rate Types: C=Composite; A=Average; B=Blended (Blended rates are the addition of two different rate types, i.e. averaged age-banded and composite).

This information is intended as a summary only; benefits may contain limitations and exclusions. Actual rates and benefits are based on actual enrollment, insurer-specific underwriting guidelines, utilization, and must be approved by the insurer. Rates and benefits cannot be guaranteed in advance and are subject to change by the insurer without notice. This is not a contract and does not replace the master or any other insurer documentation. Always refer to insurer publications to verify benefits and plan availability.

\*Rates could represent either EE + 1 child or EE + multiple children depending on carrier rating guidelines. Please refer to Additional Plan Information section of proposal for details.



# BlueChoice

MARYLAND SMALL GROUP REFORM ENHANCED

## Summary of Benefits

SERVICES	MEMBER PAYS
<b>Annual Deductible and Annual Out-of-Pocket Maximums</b>	
<b>Deductible</b> • Single Coverage • Two-Party/Family	No deductible No deductible
<b>Out-of-Pocket Limit<sup>(1)</sup></b> • Single • Subscriber & Child • Subscriber & Spouse • Family	\$3,300 \$6,400 \$7,700 \$10,100
<b>Preventive Services and Office Visits</b>	
Office Visits for Illness	\$10 PCP/\$20 Specialist
Adult Preventive Check-ups and Physicals	\$10 PCP/\$20 Specialist
Well-Child (including immunizations and boosters)	\$10 Copay
Allergy Shots	\$10 PCP/\$20 Specialist
Allergy Testing	No charge
Routine GYN Visits	\$10 Copay
Outpatient Mammography Screening • age 40-49 once every other calendar year • age 50+ once/calendar year	No charge No charge
Prostate Cancer Screening	No charge
Outpatient Physical, Speech and Occupational Therapy (payable to a maximum of 30 visits/condition/year) <sup>(2)</sup>	\$20 Copay
Habilitative Benefits (outpatient occupational, physical and speech therapy visits for congenital disorders and birth defects, 0 through 18 years)	\$20 Copay
Outpatient Chiropractic Services (limited to 20 visits/condition/year) <sup>(2)</sup>	\$20 Copay
Nutritional Services (for treatment of cardiovascular disease, diabetes, malnutrition, cancer, cerebral vascular disease, kidney disease; 6 visits/condition/year) <sup>(2)</sup>	No charge
<b>Maternity</b>	
Prenatal and Postnatal	\$10 Copay
Delivery and Hospitalization	No charge
Nursery Care of Newborn <sup>(3)</sup>	No charge
Lab Tests	No charge
Artificial Insemination	Plan pays 50% of the allowed charges (after diagnosis is confirmed)
In Vitro Fertilization, GIFT, Ovum Transplant, Zygote Intrafallopian Transfer	Not covered

(Continued next side)

(1) Newborns must be enrolled within 31 days of birth.

(2) Emergency room copay applies to the deductible.

(3) The Family Out-of-Pocket Limit can be met entirely by one Member or by combining eligible expenses of two or more Members.

(4) CareFirst BlueChoice may be providing your BlueChoice benefits on either a contract or calendar year basis. Please refer to your benefits contract to determine which method applies to your group benefit plan.

# Prescription Drug Program

So Deductible  
\$8/15/30 Retail Copays  
UPGRADE I

## The Three Tier Prescription Drug Program

This prescription drug program is offered as part of your health care benefits. This program covers both non-maintenance and maintenance prescription drugs dispensed by a retail pharmacy or designated mail service pharmacy.

This program is based on the CareFirst BlueCross BlueShield (CareFirst) or CareFirst BlueChoice preferred drug list, which is made up of certain brand name prescription drugs (Tier 2) and all generic prescription drugs (Tier 1). Your participating physician has a complete copy of the CareFirst or CareFirst BlueChoice preferred drug list. A copy can also be found at [www.carefirst.com](http://www.carefirst.com).

## How Do I Use My Benefit?

Talk to your doctor when you are prescribed medications to see if you are using drugs that are on the preferred drug list – these are also known as Tier 1 or Tier 2 drugs. You will save the most money if you can take those medications. You can also see if medications you are currently taking are on the preferred drug list by visiting the prescription drug site at [www.carefirst.com](http://www.carefirst.com). You can get your prescription filled by using the retail or mail order programs.

## Did You Know?

- If the cost of your medication is less than your copayment, you pay the cost of the medication.
- A generic drug is a prescription drug that by law must have the equivalent chemical composition as a specific brand name prescription drug.
- You can use your prescription drug card at more than 59,000 participating pharmacies nationwide.
- Frequently asked questions about your prescription benefits are available at [www.carefirst.com](http://www.carefirst.com).

## Retail Program

The retail program provides up to a 34-day supply of medication. Simply present your prescription drug identification card at one of more than 59,000 participating pharmacies nationwide and pay the appropriate copayment for your medication.

Generic Drug (Tier 1)	\$8
Preferred Brand Name Drug (Tier 2)	\$15
*Non-Preferred Brand Name Drug (Tier 3)	\$30

## Mail Order Program

The mail service program is a convenient way for you to order medications. Your prescription is reviewed and dispensed by registered pharmacists and mailed directly to your home. Call AdvancePCS Member Services at (800) 241-3371 for more information.

34-day supply	1 Copay
35 to 90-day supply (maintenance only)	2 Copays

## Maintenance Drugs

Up to a 90-day supply of maintenance drugs are available through the retail or mail order pharmacy. Maintenance medication is a prescription drug anticipated to be required for 6 months or more to treat a chronic condition.

Generic Drug (Tier 1)	\$16
Preferred Brand Name Drug (Tier 2)	\$30
*Non-Preferred Brand Name Drug (Tier 3)	\$60

\* Non-preferred brand name drugs are not part of the preferred drug list but are covered at the highest copay.

ACCESS [www.carefirst.com](http://www.carefirst.com) FOR MORE INFORMATION ABOUT THE 3-TIER PRESCRIPTION DRUG PROGRAM AND FOR THE MOST UP-TO-DATE PREFERRED DRUG LIST.

## Traditional Dental Coverage *Freedom of Choice*



### AN IMPORTANT PART OF YOUR HEALTH CARE PACKAGE

Regular preventive dental care is an important part of staying healthy. That's why CareFirst BlueCross BlueShield (CareFirst) and CareFirst BlueChoice\*\*\* are pleased to offer Traditional Dental coverage, which allows you the complete freedom to see any dentist you choose.

### ADVANTAGES OF THE PLAN

- **Freedom of Choice** – With Traditional Dental coverage, you have the freedom to see any dentist. So, whether you're at work, at home, on vacation or just traveling, you can be sure that your dental coverage will travel with you.
- **Preventive Care and more** – Benefits for you and your family include regular preventive care, X-rays, dental surgery and more. A summary of your benefits is available on the opposite side of this page. (Additional coverage for orthodontia may be included – ask your benefits manager for details).
- **Large Network** – You have a choice of over 3,800 dentists in Maryland, Virginia and Washington D.C. who participate with CareFirst and CareFirst BlueChoice. This means that you can see a dentist where you live, where you work, or anywhere in between.

■ **Opportunity to Reduce Costs** – If you see a participating dentist, you will incur lower out-of-pocket costs for all dental services and you will have no claim forms to file. Participating dentists have agreed to accept CareFirst's or CareFirst BlueChoice's allowed benefit as payment in full for covered services. Once you meet your deductible and coinsurance, you won't be faced with additional expenses. You will not be balance billed!

■ **Out-of-Network Benefit** – You can receive care from a non-participating dentist and have the same level of coverage; however, you may be subject to higher out-of-pocket costs and balance billing.

■ **Nationwide emergency coverage** – Whether you are in Baltimore or Boston, Laurel or Los Angeles, you have coverage for the dental services you need, when you need them.

### FREQUENTLY ASKED QUESTIONS

#### *How much will I have to pay for dental services?*

The chart on the opposite side of this page gives you an overview of many of the covered services, along with the percentage of what you will pay for each class of services.

#### *Is there a lot of paperwork?*

There is no paperwork when you use a dentist who participates with CareFirst or CareFirst BlueChoice. If you see a non-participating dentist, you will be required to pay all costs at the time of care, and then submit a claim form in order to be reimbursed for those services covered under your plan.

#### *Who can I call with questions about my dental plan?*

Call CareFirst BlueCross BlueShield toll free at (866) 891-2802.

### Looking for a Dentist?



Connect to CareFirst [www.carefirst.com](http://www.carefirst.com)  
Regional Traditional Dental - DT Directory

Maryland Small Group Standard - Plan 1  
(for internal and application use only)

**SUMMARY OF BENEFITS (12-MONTH BENEFIT PERIOD)      YOU PAY**

In-Network	
Routine Eye Examination with dilation (per benefit period)	\$10

**Other discounts available through the network manager Davis Vision, Inc.\***

**In-Network**

**Frames**

Priced up to \$70 retail	\$40
Priced above \$70 retail	\$40, plus 90% of the amount over \$70

**Spectacle Lenses**

Single Vision	\$35
Bifocal	\$55
Trifocal	\$65
Lenticular	\$110

**Lens Options add to spectacle lens prices above**

Standard Progressive Addition Lenses	\$75
Premium Progressive Addition Lenses	\$125
Polarized Lenses	\$75
High Index Lenses	\$55
Glass Lenses	\$18
Polycarbonate Lenses	\$30
Blended Invisible Bifocals	\$20
Intermediate Vision Lenses	\$30
Photogrey Extra® Lenses	\$35
Scratch-Resistant Coating	\$20
Standard ARC (anti-reflective coating)	\$45
Ultraviolet (UV) Coating	\$15
Solid Tint	\$10
Gradient Tint	\$12
Plastic Photosensitive Lenses	\$65

**Contact Lenses**

Contact Lens Evaluation and Fitting	85% of Retail Price
Conventional	80% of Retail Price
Disposable/Planned Replacement	90% of Retail Price
Lens 1-2-3® Mail Order Contact Lens Replacement Program	Up to 40% of Retail Prices

<b>Laser Vision Correction</b>	<b>Up to 25% off Allowed Benefit* or 95% of advertised special†</b>
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\* CareFirst BlueChoice does not underwrite lenses, frames and contact lenses in this program. This portion of the Plan is not an insurance product.

Please note that special lens designs, materials, powers and frames may require additional cost.

\* Allowed Benefit is the amount CareFirst BlueChoice has established for payment of covered in-network services. The Allowed Benefit will generally be lower than the amount charged. You are responsible for charges that exceed the Allowed Benefit for services received out-of-network.

† Please note that some providers have flat fees that are equivalent to these discounts.

**DONOHUE-HART  
& ASSOCIATES, LTD.**

A Comprehensive Financial Services Company

NICK CUSMANO  
33 Granite Avenue  
Port Deposit, MD 21904  
410-378-2602  
FAX: 410-378-2604  
E-Mail: ncusmano@iximd.com

December 1, 2004

Mr. Stanley W. Hearne  
Charlestown Maryland  
PO Box 154  
Charlestown, MD 21914

Dear Stan:

Per your recent request, attached is a Medical and Dental Insurance proposal for the Town Of Charlestown, assuming two employees with an average age of 32.

The highlight page shows several options for both plans. Per your specification, the Medical plan provides co-pays of \$10 for primary and \$20 for specialty doctor's office care with no Rx deductible. I've shown all three Rx co-pay options available with no Rx deductible. The medical plans include basic vision coverage. The Dental plans shown are those most commonly offered in Cecil County, providing no deductible for routine care and a \$50 deductible for all other services. The coinsurance column shows the percentage of costs covered for preventative/diagnostic, basic, major surgical & major restorative.

Benefit outlines are provided for each of these plans. For Rx & Dental I've only included a benefit outline for one of the options because the others are identical except for the co-insurance/co-pay amounts.

We had also discussed the possibility of offering supplemental benefits at employee expense. These plans would not only enable your group plan participants to expand/customize their benefits to meet individual needs, it would enable your other employees to protect their lifestyle by adding whatever is important to them. It also provides the Town with a vehicle for providing some benefit to employees who don't need health insurance but feel shorted by the fact that you are paying for it for others. The Town could provide a specific dollar amount to those who waive Medical/Dental but restrict it's use to the supplemental insurance products offered through payroll deduction. This eliminates the additional payroll taxes that would be due from the Town by merely giving a "bonus" to those who waive. Part of this supplemental program is a no cost Section 125 Plan, empowering the Town to deduct employee contributions to their benefits pre-tax. This saves the employees Federal, State, County income tax and FICA. It also saves the Town matching FICA. Brochures concerning these options are enclosed.

Finally, we discussed my ability to offer 457 or other retirement plan services to the Town and it's employees. I can offer a variety of plans through InterSecurities, Inc.

Starting with Donohue-Hart & Associates and our full time, in-house Customer Support Staff including my benefit communication/enrollment services, all of my offerings are from companies providing comprehensive administrative services, minimizing additional burdens on your staff. You employees will be able to call me or my staff and have the option of going direct to various websites or linking to them through Donohue-Hart.com.

I would be happy to attend your December 14 Town Commissioners meeting to answer any their questions.

Thank you for your consideration.

Sincerely,



Nicholas Cusmano

**OPEN ACCESS**  
No PCP Referrals

# BlueChoice Opt-Out

## Summary of Benefits

MARYLAND SMALL GROUP REFORM

SERVICES	IN-NETWORK YOU PAY	OUT-OF-NETWORK YOU PAY <sup>(a)</sup>
Annual Deductible and Annual Out-of-Pocket Maximums		
<b>Out-of-Pocket Limit<sup>(b)</sup></b>		
• Single	\$3,300	(combined in- and out-of-network)
• Subscriber & Child	\$6,400	
• Subscriber & Spouse	\$7,700	
• Family	\$10,100	
<b>Lifetime Maximum Per Person</b>	Unlimited	
Preventive Services and Office Visits		
Office Visits for Illness	\$10 PCP/\$20 Specialist	40%
Adult Preventive Check-ups and Physicals	\$10 PCP/\$20 Specialist	40%
Well-Child (including immunizations)		
• 0 through 13	\$10 Copay	40%
• 14 years and older	\$10 Copay	40%
Allergy Shots	\$10 PCP/\$20 Specialist	40%
Allergy Testing	No charge	40%
Routine GYN Visits	\$10 Copay	40%
Outpatient Mammography Screening		
• age 40-49 once every other calendar year	No charge	40%
• age 50+ once/calendar year	No charge	40%
Prostate Cancer Screening	No charge	40%
Outpatient Physical, Speech and Occupational Therapy; Payable to a maximum of 30 visits/condition/year <sup>(c)</sup>	\$20 Copay	40%
Habilitative Benefits: Outpatient occupational, physical and speech therapy visits for congenital disorders and birth defects, 0 through 18 years	\$20 Copay	40%
Outpatient Chiropractic Services limited to 20 visits/condition/year <sup>(c)</sup>	\$20 Copay	40%
Nutritional Services for treatment of cardiovascular disease, diabetes, malnutrition, cancer, cerebral vascular disease, kidney disease (6 visits/condition/year) <sup>(c)</sup>	No charge	40%
Maternity		
Prenatal and Postnatal	\$10 Copay	40%
Delivery and Hospitalization	No charge	40%
Nursery Care of Newborn <sup>(d)</sup>	No charge	40%
Lab Tests	No charge	40%
Artificial Insemination	Plan pays 50% of allowed charges (after diagnosis is confirmed)	50%
In vitro Fertilization, GIFT, Ovum Transplant, Zygote Intrafallopian Transfer	Not covered	Not covered

(Continued next side)

NOTE: This is a summary of the benefits available through CareFirst BlueChoice whenever medically necessary and performed or authorized by the Member's designated CareFirst BlueChoice Primary Care Physician.

**OPEN ACCESS**  
No PCP Referrals

SERVICES	IN-NETWORK YOU PAY	OUT-OF-NETWORK YOU PAY <sup>(1)</sup>
<b>Hospitalization (365 days per year)<sup>(2)</sup></b>		
Inpatient Semi-private Room and Board, operating/recovery room	No charge	40%
Physician Consultation	No charge	40%
Prescription Drugs (inpatient)	No charge	40%
<b>Hospital Alternatives</b>		
Home Health Care	No charge	40%
Hospice	No charge	40%
Skilled Nursing Facility (100 days/year) <sup>(4)</sup>	No charge	40%
<b>Medical and Surgical Services</b>		
Outpatient Specialty Physician	\$20 Copay	40%
Outpatient Surgery	\$20 Copay	40%
X-ray and Lab Tests	No charge	40%
Second Surgical Opinions	\$20 Copay	40%
Outpatient Preadmission Testing	No charge	40%
<b>Mental Health/Alcohol and Substance Abuse (Combined)</b>		
Hospitalization limited to 60 days per year; <sup>(3)</sup> may substitute 2 partial days for 1 full day	No charge	40%
Outpatient Visits	30%	50%
Inpatient Detoxification	No charge	40%
<b>Emergency Care and Urgent Care</b>		
Primary Care Physician's Office	\$10 Copay	Paid as in-network
Plan Urgent Care Center	\$20 Copay	Paid as in-network
Hospital Emergency Room or Non-Plan Facility	\$35 Copay (waived if admitted)	Paid as in-network
<b>Miscellaneous Services</b>		
Ambulance (medically necessary)	No charge	40%
Medical Devices (including Durable Medical Equipment)	No charge	40%
Hearing Aids for ages 0-18; limited to \$1,400 max per hearing aid (every 3 years)	No charge	40%
<b>Vision Services</b>		
Annual Routine Vision Exams • Participating Vision Care Center	\$10 Copay	Plan pays \$20, Member pays balance
Eyeglasses and Contact Lenses	Discounts from participating Vision Centers	Plan pays allowance based on purchase

(1) Out-of-network coinsurances are based on a percentage of the out-of-network Plan Allowance. Member may be responsible for any amount above Plan Allowance.

(2) The Family Out-of-Pocket Limit can be met entirely by one Member or by combining eligible expenses of two or more Members.

(3) Newborns must be enrolled within 31 days of birth.

(4) CareFirst BlueChoice may be providing your BlueChoice benefits on either a contract or calendar year basis. Please refer to your benefits contract to determine which method applies to your group benefit plan.

These programs are available to self-employed individuals who earn a substantial portion of their income from self-employment. In addition, certain licensed professionals can purchase this coverage. Self-employed individuals who wish to purchase this coverage will be required to provide proof of self-employed income. If you have any questions, please contact your broker or sales representative.

To select a PCP, go to [www.carefirst.com](http://www.carefirst.com) for the most current listing of PCPs from our online provider directory.

You may also call the Member Services toll free number on the front of your CareFirst BlueChoice (BlueChoice) ID card for assistance in selecting a PCP or obtaining a printed copy of the provider directory.

Not all services and procedures are covered by your benefits contract. This plan summary is for comparison purposes only and does not create rights not given through the benefit plan.

Policy Form Numbers: EOC-CC (MSGR) REV 10/01 • DOCS-HMO REV (MSGR) (R. 7/03) • SOB-HMO-CORE REV (MSGR) 10/01 • MD/BC/MSGR CHGS 3/02 • CC/HMO/IP COPAY (MSGR) 7/01 • MD/BC/VISION (MSGR) 12/01 • BC OPT-OUT OPEN ACCESS MSGR (4/03) • SOB-HMO-ENH OPEN ACCESS MSGR (4/03) • MD/BC/AMEND EOC (MSGR) (7/03)

CareFirst BlueChoice, Inc. is an independent licensee of the Blue Cross and Blue Shield Association.  
® Registered trademark of the Blue Cross and Blue Shield Association. ® Registered trademark of CareFirst of Maryland, Inc.

Medical  
Option **4**

Name:Town of Charlestown  
 Group Location:Maryland MSGR - CE  
 Proposed Effective Date:01/01/2005  
 Total Enrolled:2  
 Quote Number:1

Prospect Number:BROK0003  
 Rep Code:BROK  
 Rate Invalid After:01/31/2005  
 Average Age:32  
 Page 1 of 4

**BENEFIT DESCRIPTION BLUE SELECTIONS - PARALLEL**

**BlueChoice In-Network**      **H1**    **76**      Option 3 - \$10/20 Copay - Contract Year  
 \$0 Inpatient Copay per Admission  
 \$20 Copay for Plan Provider Urgent Care Facility  
 \$35 Copay for Hospital Emergency Room or Non-Plan Urgent Care Center

**Drug**                              **RH**    **SH**      \$0 Deductible - Contract Year  
 Non-Maintenance: \$10 Generic \$20 Brand Formulary  
 \$30 Brand Non-Formulary 34 Day Supply  
 Maintenance: \$20 Generic \$40 Brand Formulary  
 \$60 Brand Non-Formulary 35 - 90 Day Supply

	Individual	Sub/Child	Sub/Spouse	Family	Medicare
BlueChoice	\$175	\$324	\$403	\$490	\$149
Drug	\$57	\$105	\$131	\$160	\$48
Total Rate	\$232	\$429	\$534	\$650	\$197

BlueChoice HMO is a product of CareFirst BlueChoice, Inc.

**BlueChoice Opt-Out OA In-Network**      **AM**    **04**      Option 4 - \$10/20 Copay  
 \$0 Inpatient Copay per Admission  
 \$35 Copay for Emergency Room  
 Contract Year

**BlueChoice Opt-Out OA Out-of-Network**      **AM**    **04**      60% Coinsurance of Plan Allowance

**Drug**                              **RA**    **SH**      \$0 Deductible - Contract Year  
 Non-Maintenance: \$10 Generic \$20 Brand Formulary  
 \$30 Brand Non-Formulary 34 Day Supply  
 Maintenance: \$20 Generic \$40 Brand Formulary  
 \$60 Brand Non-Formulary 35 - 90 Day Supply

	Individual	Sub/Child	Sub/Spouse	Family	Medicare
BlueChoice Opt-Out OA	\$183	\$339	\$421	\$512	\$156
Drug	\$57	\$105	\$131	\$160	\$48
Total Rate	\$240	\$444	\$552	\$672	\$204

BlueChoice Opt-Out Open Access is a product of CareFirst BlueChoice, Inc.

**Preferred Dental**                      **DB**    **02**      Plan 1 - \$1,000 Annual Maximum (Class I, II, III, IV)  
 Class I - 80%/60%, Class II - 50%/35%, Class III - 50%/35%, Class IV - 50%/35%  
 \$25/\$50 Individual/\$75/\$150 Family Deductible

	Individual	Sub/Child	Sub/Spouse	Family	Medicare
Preferred Dental	\$15	\$28	\$35	\$42	\$15

Preferred Dental is a product of CareFirst BlueChoice, Inc.



Name:Town of Charlestown  
Group Location:Maryland MSGR - CE  
Proposed Effective Date:01/01/2005  
Total Enrolled:2  
Quote Number:1

Prospect Number:BROK0003  
Rep Code:BROK  
Rate Invalid After:01/31/2005  
Average Age:32  
Page 2 of 4

BlueChoice, Inc. is required to issue a contract to any group applying for health coverage. BlueChoice, Inc. reserves the right to revise the rates if actual enrollment varies substantially from that used in the original rating or if applicable law or regulatory authority requires such revisions. The company declares that it is a Small Employer as defined in Section 15-1201 of the Insurance Article, and employed at least two (2), but not more than fifty (50) employees, on at least 50% of the working days during the previous calendar quarter. Small Employer also includes Self-Employed Individuals.

Include \$15,000 of Life/AD&D coverage for each employee under 65 years of age for \$6.00 per employee per month. YES \_\_\_\_\_

Include \$25,000 of Life/AD&D coverage for each employee under 65 years of age for \$10.00 per employee per month. YES \_\_\_\_\_

Note: Employees 65 years of age or older are subject to certain benefit reductions. Other limitations may apply. Consult MLI policy for additional information regarding limitations and benefit reductions.

MLI enrollment cards of Master Application must be completed in order for this coverage to be placed in effect. This benefit is available to groups of 2+ and is not applicable to self-employed groups. These products are underwritten by Medical Life Insurance Company. Ask your broker about other available life insurance options.

Include Flexible Spending Account (FSA) for a one-time set up charge of \$500 (2-25 eligibles) or for \$1,000 (26-50 eligibles), and \$5.00 per participant per month. YES \_\_\_\_\_

Include Premium Only Plan (POP) – available at no additional cost with a medical product. YES \_\_\_\_\_

OR without a medical product for a one-time set up charge of \$250. YES \_\_\_\_\_

The group must comply with all the guidelines set forth in the POP and FSA applications. These products are administered by BlueCross BlueShield of Delaware, a CareFirst company.

Under Maryland law, small employers including self-employed individuals and certain government and nonprofit organizations, as defined by Insurance Article, \*15-1203, Annotated Code of Maryland, must be offered the Comprehensive Standard health Benefit Plan ("Standard Plan") by each carrier when health coverage is elected or renewed.

A carrier may not offer small employers a health plan having fewer benefits than the Standard Plan. A carrier may offer benefits in addition to those in the Standard Plan provided the optional, additional benefits are offered and priced separately from the Standard Plan. I HAVE READ AND UNDERSTAND THIS DISCLOSURE STATEMENT. I ACKNOWLEDGE THAT I HAVE RECEIVED A DESCRIPTION OF THE STANDARD PLAN AND RATES ANY ANY ADDITIONAL BENEFITS AND RATES HAVE BEEN SHOWN AND PRICED SEPARATELY.

Name of Carrier: \_\_\_\_\_

Name of Producer: \_\_\_\_\_

Employer Name: \_\_\_\_\_

\_\_\_\_\_  
Initial

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**Name:**Town of Charlestown  
**Group Location:**Maryland MSGR - CE  
**Proposed Effective Date:**01/01/2005  
**Total Enrolled:**2  
**Quote Number:**1

**Prospect Number:**BROK0003  
**Rep Code:**BROK  
**Rate Invalid After:**01/31/2005  
**Average Age:**32  
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Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Initial

Name:Town of Charlestown  
Group Location:Maryland MSGR - CE  
Proposed Effective Date:01/01/2005  
Total Enrolled:2  
Quote Number:1

Prospect Number:BROK0003  
Rep Code:BROK  
Rate Invalid After:01/31/2005  
Average Age:32  
Page 4 of 4

**Summary of Rates**

BlueChoice - H176	Individual	Sub/Child	Sub/Spouse	Family	Medicare
Total Rate for Medical/Drug/Preferred Dental	\$247	\$457	\$569	\$692	\$212

BlueChoice Opt-Out OA - AM04	Individual	Sub/Child	Sub/Spouse	Family	Medicare
Total Rate for Medical/Drug/Preferred Dental	\$255	\$472	\$587	\$714	\$219

Initial

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 3/8/2005 TIME: 6:30 PM

- ~~Gregory Sca~~
- Phil Miklos
- Cathy ne steps
- Val Hahn
- Prosperat/Isula Bowdant
- ~~Gregory Sca~~
- Mr. J. R. P. Miller
- Spur "Spruce"
- Robert Corn MEI
- Ben & Sue Suppa
- Bob Phillips
- Rebecca Phillips

Vice-President Robert Gell called the Town of Charlestown Commissioners Meeting to order at 6:32pm on March 8, 2005. Present were Commissioners Donna Sheets, Joe Letts, and Peter Williams. President Steve Vandervort arrived at 7:35pm.

Minutes of the February 22, 2005 Commissioners Meeting were approved as written.

Miller Environmental Water System Report Mr. Robert Corn reported that total monthly water production for February was 2,695,000 Gallons; Coliform samples which tested positive was zero and two Bacti. samples were collected. He is continuing to monitor the leak at Frederick & Calvert. He marked water lines at Ogle & Caroline Streets and checked for dirty water on Cecil Street, no problems were found. He completed nine settlement readings. All weekly house keeping of water plant and all monthly maintenance were performed. The output of wells #1 and #2 were checked. Fiscal Year 2005 Capital Improvements were presented and included a back-up chlorine pump and a back-up soda ash pump.

Accounts Payable:

The Accounts Payable was approved 3-0-1; Commissioner Gell abstained.

Cappro Waterworks:

Town Administrator Stan Hearne presented the water tower inspection contract and recommended its approval. The contract was approved 4-0.

Chairs:

Commissioner Williams, Commissioner Sheets seconded the Town purchase 12 folding chairs from Staples. The matter: M/S/P.

Zoning Board Vacancy

Two applications have been received: Ms. Susan Gell and Mr. Henry Burden. Mr. Burden introduced himself to the assembly. The matter was deferred for the President to set a date for interviews.

Health Insurance:

One current employee needs insurance. The Town share is 60% of the premium. Commissioner Gell said the employee should identify his coverage requirements. Commissioner Letts agreed to meet with the employee and present a recommendation at the next meeting.

Special Request:

A request was received by the Cross County Garden Club to use the pavilion in Veterans' Park for their annual picnic. Commissioner Sheets moved; Commissioner Letts seconded, and the matter: M/S/P.

Chesapeake Road/Peggy Boyce:

Ms Boyce presented several community issues in a letter to the Commissioners. She cited problems with town hall not having answers to her questions; Holloway Beach residents being subjected to individuals firing off automatic weapons; cars parked without regard to property; and the general decay of properties in the neighborhood.

The resident discussed parking problems on Chesapeake Road; sharing driveways; belligerent attitudes of neighbors; fences and railroad ties in the street and building additions to houses without securing permits.

There was a lengthy discussion regarding the role of Town Hall in enforcing ordinances and who has the authority to issue parking violations. It was suggested from the floor that a code enforcement officer be hired.

Also discussed was the lack of storm water drainage on Chesapeake Road. Commissioner Williams proposed that the entire Board visit the area to see for themselves the problems identified by Ms. Boyce and to recommend solutions.

On a motion by Mr. Williams the Board agreed to hold a working session at their next meeting (March 22) and make a walking tour of Chesapeake Road for the purpose of finding solutions to the "Quality of Life" issues raised. Motion was seconded and approved. (The Commissioners will meet at Town Hall at 6:30 and proceed to Chesapeake Road.)

President Steve Vandervort arrived.

Charlestown Crossing Annexation:

Mr. Mike Vaughn stated that it became clear about 6 or 9 months ago that annexation was not wanted by either the Town or the developers. The builders plan on breaking ground late summer or early fall. The plan is the same proposal as before; 570 single family & town homes with a small commercial plaza accessed by US40 and MD7. Mr. Vaughn said he hoped Charlestown Crossing and the Town would be able to share ball fields and bike paths. He anticipates the Town working well with the Charlestown Crossing Community Association. When asked about the exact location of the entrance on Route 7 he replied that it would be near where the yellow zoning sign is currently located. Mr. Vaughn also discussed water well drilling and the water system that would be independent of Charlestown, and that sewer would be provided by the County. North East will probably provide mail delivery. Charlestown Fire Department will manage a small substation at the community. Mr. Vaughn said he is looking forward to working with the Town as future goals are met. He displayed updated concept plan. The Commissioners thanked him for the update.

LGIT Grant:

Grants for training, risk management are available from LGIT. The Commissioners decided not to apply

Fishing Pier:

Mr. Edgar McMullen expressed concerned about the net across the river which prevents any fishing from getting to the Town Pier and wanted to know if there was anyway the Town could have the net moved further away from the pier. Letts reported the net was set properly and to his knowledge the owner is properly licensed and there is not much short of legislative action to require him to move his net.

Sheriff's Report for February 2005:

Sgt. Schmidt reported that officers patrolled 12 2-hour shifts. During that time there was one call in Town resulting in the arrest of a juvenile, none out of Town. See report attached. Conestoga street problems: during shifts whenever possible, patrols will focus on this area; he is looking for feed back from the community on effectiveness.

Parking Tickets:

Commissioner Gell asked that if the Town put up "no parking" signs could police issue tickets? Sgt. Schmidt said that if the Town creates the ticket, then patrolmen can issue them for the Town. He then showed the Commissioners a book of tickets from Chesapeake City. Discussion included questions regarding the intervention of the MVA to block registrations and the in-town administration of tickets. It was proposed that Charlestown model their parking tickets after the example of Chesapeake City. Commissioner Sheets said she would contact Chesapeake City to follow up; tabled for workshop meeting on March 22, 2005.

Credit card acquisition discussion:

Commissioner Vandervort recommended that we remain on a check basis for most purchases. Commissioner Williams recommended that we discontinue the Wal-Mart credit cards. No action was taken on the discussion.

Block Grant:

Mr. Stanley Hearne raised the question of whether the Town wanted to apply for a training block grant for handicapped access? Mr. Hearne said he doubted that the Town would prevail in the request, as the community is not considered impoverished. The commissioners determined that there was no reason to apply.

Maintenance Department:

The details of work completed or in progress is attached.

- Commissioner Letts made a motion for the purchase of a set of Craftsman© tools and a toolbox. The matter: M/S/P.
- Commissioner Letts mentioned that the Town needs a new POW flag; he is working on this
- Commissioner Letts said we need to buy 5 gallons of wood sealer and gazebo anti-graffiti paint.

Maintenance Department (continued)

- The big tree by boat ramp needs to be taken down, it's dead. Yesterday maintenance found four more trees that need to come down. One at the corner of Frederick & Water Sts inside the marina needs to come down. Commissioner Letts said that maintenance would be addressing trees tomorrow. Commissioner Williams moved that Commissioner Letts be allowed to deal with trees as he saw fit. The matter: M/S/P. *(reported in minutes)*
- Security cameras will be completed this week. *(reported in minutes)*

Commissioner Letts also said he thought it was time to start looking at a new dump truck. The old one needs to be memorialized and we need to include this item in the new budget.

Recommendations from URS as to what street repairs are required have been received. Commissioner Gell recommended we prepare now so that the repairs may commence as soon as weather breaks.

"C" Dock Lease:

Commissioner Vandervort reported that the lease for "C" Dock has been prepared by our attorney and is ready to be signed. The lease is the same lease the Commissioners approved last year and reflects the outline the Commissioners created. The term is for one year, renewing annually, up to ten years. The expected income is approximately \$26K per year. Commissioner Vandervort warned that if the lease is not executed now, we'll lose the season. Commissioner Gell said he will stand with the prior approval he made. Mr. Vandervort will sign the lease and provide copies to all commissioners.

Town Pier:

Commissioner Sheets reminded Mr. Hearne that Town Pier invoices need to be mailed.

Motion that the Commissioners move to executive session: M/S/P.

Adjourned 8:55 pm

**MINUTES OF THE TOWN MEETING**  
**FEBRUARY 22, 2005**  
**CHARLESTOWN, MARYLAND**

Steve Vandervort called the meeting of the Town Commissioners of Charlestown to order at 6:35 pm. Also present were Commissioners Robert Gell, Donna Sheets, Peter Williams, and Joseph Letts. Town Administrator Stanley Hearne was in attendance. The attendance sheet is attached.

**BOAT SLIP FEES 2005:** Donna Sheets felt the fee should remain the same as last year (\$300). The balance in the account is over \$106,600. The purpose of the pier which was funded by the state was to provide a low cost alternative so citizens would have access to the water. Fees are deposited in a special fund (savings account) and are used to maintain that pier and other piers in the Town. Ms. Sheets made a motion to keep the boat slip fee the same as last year at \$300. Dr. Gell seconded. Approved: 4-0-1. Mr. Letts abstained as he has one of the slips.

**CHARLESTOWN MARINA:** Mr. Phil Price introduced his sons, Ty and Travis, both of whom work full time at the Marina. Mr. Price wanted to find out what has been done about the disposition of the C-Dock. He feels that area should either belong to the Marina or be controlled by the Marina for the future of his business. Mr. Vandervort indicated there was a final version of a lease being drawn up between Larry Metz's attorney and the Town attorney, Keith Baynes. As soon as the lawyers are finished with the lease, Mr. Price will receive a copy for his review. The lease has provisions for replacement of pilings as needed. In addition, Mr. Price is a signatory with a provision for use of the parking lot and access to the covered slips, etc. There is still time for additional discussion. Mr. Price made an offer to be available to provide any further information and requested to be kept apprised of future developments in the matter. On other piers the Town only leases the land as they do not own the docks or buildings. This pier that Mr. Price is asking about is the only one where the Town owns the dock. It will be necessary for repairs to be done. Discussion ensued but had to be tabled in the interest of time.

**SHERIFF'S REPORT, JANUARY, 2005:** Presented by Sgt. Ron Schmidt. The Board of Commissioners approved 23 four-hour shifts totaling 92 patrol hours. In that time, the officers handled two calls: one for a neighbor dispute and one for a disorderly call with no arrests.

Property checks = 111	Non-radar traffic citations = 6
Patrol checks = 103	Radar citations = 5
Warrants = 0	Radar warnings = 5
Civil Process statistics = 0	Traffic warnings issued = 7
Arrests = 2 – Driving on suspended license	Safety equipment violations = 6
– Driving under the influence	
Field contact reports = 5	
– Locations:	the gazebo behind Town Hall after hours
	The pier parking lot after dark
	New construction area
	Two routine traffic stops

See Sgt. Schmidt's written report with the radar report portion needs revision by the next meeting. Commissioner Gell suggested that any mention of race be removed from future reports as he feels this statistic is not germane to the report; while age and gender do provide pertinent information.

**MINUTES OF FEBRUARY 3, 2005:** Reviewed by Commissioners. Commissioner Gell moved to accept, Commissioner Sheets seconded. Approved: 4-0-1. President Vandervort abstained because he was not present for all of the meeting.



**ACCOUNTS PAYABLE:** The current schedule of payables was presented. There was a brief discussion regarding an invoice for repairing the snow plow. Commissioner Letts moved to pay the bills, Commissioner Williams seconded. Approved: 4-0-1. Commissioner Gell abstained.

**NORTHEAST LITTLE LEAGUE:** Mr. Frank Saunders made a request to use the Town baseball field for practice this year. He provided proof of insurance and the proposed schedule from March 1 to June 11, 2005. A motion was made and seconded to approve the use and schedule as presented. Approved: 5-0-0.

**"IF I WERE MAYOR" CONTEST:** Commissioner Sheets explained that this contest is for fourth grade elementary students to enter written essays to be judged. The school sets up a date when two of the Commissioners come in and talk to the children for about half an hour, answering questions regarding government. The earliest date for the Commissioners to participate is March 8, 2005. In the past President Vandervort and Commissioner Sheets have participated. The eleven winners in the state get to go to Annapolis and meet the Governor Erlich. The essays must be submitted by April 1, 2005. Commissioner Sheets requested two new volunteers for the task. The matter is unresolved.

**RIVERFEST 2005:** Mary Carol Durange asked at what level the Town will sponsor Riverfest. She inquired if the Town would once again sponsor the fireworks display? In the past the Town has sponsored the fireworks in the amount of \$7,500. Previously Riverfest itself (leaving the fireworks presentation as a separate entity) has been self-supporting. There is start-up money in the account available from last year which can be used to begin this year's preparations. Discussion ensued. Commissioner Sheets said they have now filed their incorporation papers and will submit the application to qualify for non-profit tax status. Commissioner Gell made a motion to commit \$7,500 of Town money to Riverfest for fireworks; Commissioner Sheets seconded; the motion was approved: 3-2. Commissioner Williams made a motion to unfreeze the approximately \$10,000 in Riverfest funds retained by the Town; Commissioner Letts seconded and the motion was approved: 5-0.

#### **TOWN ADMINISTRATOR'S REPORT:**

**Blue Rocks Stadium Event:** Mr. Hearne presented a packet describing a *Cecil County Night at the Blue Rocks* which is a money maker for Blue Rocks. The evening would be at Town expense and involves Commissioners' participation. The invitation was declined by the Commissioners.

**Proposed Storm Water Management Ordinance:** President Vandervort had not had time to review the document, was not prepared to discuss it and suggested the matter be tabled to a workshop -type forum in the future.

**Cool Springs Annexation:** The first Public Hearing was held on February 8, 2005. There will be another Special Meeting on Wednesday, March 23, 2005 at the Charlestown Fire House at 6:30 pm.

**Storm Water Damage/Improvements at Stone Wharf:** Joe Jones from URS Corporation went with Commissioner Letts earlier today to look at erosion damage. The subject will be revisited in the Commissioner's report.

**Grants:** The Town did not receive any grants. We have applied to Program Open Space, and to the Community Parks and Playgrounds Grant. President Vandervort asked about Dave Wilson's organization (Eastern Shore RC&D Council) who had previously promised grant money for work needed around the flag pole. Mr. Hearne will follow-up.

**Lot #63 Trinity Woods:** Mr. Hearne received the survey. He will use the survey to have Lot #63 appraised and to position playground equipment on the lot; including concern for wetlands nearby.

**Board of Appeals:** On Jan. 26, 2005 the Board of Appeals heard two requests. A third appeal regarding Charles Murphy could not be heard as data was not complete.

**Settlement Sheets:** Mr. Hearne has taken on the additional responsibility of doing all the settlement sheets for real estate transactions. These tasks include collecting outstanding balances, meter fees and assuring compensation to the Town as well as fair division of settlement responsibility between buyers and sellers.

**Additional Time Commitment on Wednesdays:** President Vandervort has approached Mr. Hearne to work at the Town's expense on Wednesdays during the current transition period. It was agreed that his salary will be \$17.00 per hour. Commissioner Letts moved that the Town bring Mr. Hearne in on a temporary basis, Commissioner Williams seconded. Approved: 5-0.

#### **MAINTENANCE REPORT – COMMISSIONER LETTS**

**Stone Wharf:** The bottom part of the Stone Wharf has been blocked off. Originally when the floating pier itself was built it was in pockets, but when repairs were made it was nailed. Steps are also necessary. These issues will be addressed when future repairs are made. In the past President Vandervort has received monies from Ken Ropp at the Boating Administration and feels he can get repair monies once again to help fix it. President Vandervort felt he could get up to \$5,000 for repairs but would need pictures before and after repairs were made. Whatever repairs are done must be properly documented for reimbursement.

**Mowers:** All mowers have been serviced. The newest mower needed major repairs at John Deere in the amount of \$527.00; the mower had only been used for one season but neglected. Commissioner Letts needs to buy four tires but would prefer to buy six. Commissioner Letts will address this issue. Parts have been purchased to service the mowers. A schedule has been set up for servicing which can be performed by the Maintenance Staff.

**Ford Truck/Snow Removal:** The truck was sent to Advantage Ford and the fuel pump was replaced at a cost of \$731.00. The truck was subsequently sent to Bayshore where the truck was originally purchased. At Bayshore the fuel pump was replaced again because the first pump was defective. In addition it was found that there was foreign material in the gas tank. The gas tank was cleaned at a cost of \$527.00. It is presumed that the tanks where the gas was purchased is the problem. The old snow plow required repairs which could not be completed by maintenance personnel. Mr. Rowe of MR Props repaired the plow at a cost of \$400. Additionally, the brakes on the Ford truck have now been replaced by Benny.

#### **Actions/Repairs:**

- 1) Oil Dry was placed in front of the driveway of Mrs. McDaniel's (222 Conestoga).
- 2) Emergency lights of the Post Office have been repaired and replaced. The inside of the door of the Post Office was painted.
- 3) There is a possibility that someone tried to get into the Maintenance Shop, so the sill was repaired where it was split.

- 4) In the Shop there are approximately forty 20-pound gas bottles. In order to dispose of these bottles properly the stems must be removed. When the stems are removed the gas bottles can be accepted at the landfill. Discussion ensued concerning disposition of these bottles.
- 5) A spring on the overhead door at the old garage needs repair with new locks installed. Keystone is the suggested vendor for this repair.
- 6) In the new garage there is some trim which needs to be installed. The task will be performed when outside work is not possible.
- 7) Crushed rock is needed for the Shop parking lot.
- 8) There is a tree which is totally rotted at Conestoga and Calvert. A suggestion was made that the Commissioner should look around for other trees in need of removal and have all of them removed at the same time to save money. Cecil Tree Service has taken down trees for Town in the past and has always offered a fair price. Commissioner Letts will talk to Jerry Cox to discuss and will secure an estimate prior to work commencing.
- 9) The blacktop walkway to the Stone Wharf is beginning to wash out and will need repair soon. This is another issue to bring up with Ken Ropp.

**Uniforms:** According to Commissioner Letts, the maintenance employees do not care about uniforms, but would like to have winter bib coveralls and jackets with hoods. It is unknown if there are hard hats available in the shop. Commissioner Williams made a motion to authorize the purchase of winter clothing for 3 maintenance employees at a budget of \$500; Commissioner Sheets seconded. Approved: 5-0.

**Flag Pole:** Repairs need to start soon. Commissioner Letts and Joe Jones of URS attempted to assess the problem, which is unresolved. The Commissioner needs someone to review the problem and suggest the manner in which the repairs would best be accomplished. President Vandervort has spoken to Ken Ropp about the problem and feels he might be able to come up with some funds for repairs. Dave Wilson of RC&D Council may also be able to help. Mr. Hearne will call Dave to view the problem.

**Grass Cutting:** Last year, a part time employee was hired to help with cutting the grass. It was decided to again hire a new part-time employee to cut grass beginning mid-April. This issue will be addressed in Executive Session as it is a personnel-related issue. The position will be advertised. Possible candidates for the position were discussed.

**Maintenance Personnel Raises:** This issue was deferred to Executive Session and will be addressed after the new budget is set. Commissioner Letts complimented the men on their job performance and willingness to perform tasks.

**Security Cameras:** Commissioner Letts met with a security camera rep from Delta Alarm Systems. Commissioner Letts offered locations for mounting; the type and function and benefits of the equipment and the quoted price of \$1,550 including installation. The Fire Department did not want to have a camera placed on the Fire House. Commissioner Williams made a motion to purchase, Commissioner Sheets seconded. Approved: 5-0.

**Gazebo Spindle Repairs:** Finding spindles to match has proved impossible. It might be possible to purchase matching ones from the company who manufactured the gazebo. The gazebo will be power washed and anti-graffiti paint applied.

**Erosion Project:** President Vandervort indicated the Plan, as it is now, is to deny the permit because of adverse reactions. Mr. Rick Ayalla will present it to the State Board of Public Works and will not recommend passage. The Commissioners are asking Delegate Dave Rudolph for help on this. The bridge is part of this discussion.

**The McDaniel/Schmidt Dispute:** A certified letter by Alan McDaniel was sent to the new owners of Ms. Schmidt's property. The Town Commissioners and Sheriff's Department have received carbon copies of the complaints. A reply has not yet been forthcoming.

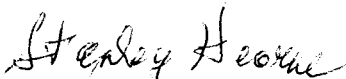
A letter was sent regarding the clean-up needed on the Riley lot. Mr. Hearne advised the Riley's that clean-up needed to be completed within 10 days of receipt of the order. A reply from the builder stated he plans to build a house on that lot beginning in April.

There is a meeting scheduled for Tuesday, March 1<sup>st</sup> at 3:00 pm in Town Hall with Kevin Pampuch and Joe Jones of URS. Included are David Dodge and other representatives who will discuss the paving problems in the last section of Trinity Woods, Section IIB. Mr. Hearne will moderate the meeting.

Commissioner Letts moved to adjourn, Commissioner Sheets seconded. Approved: 5-0.

The meeting adjourned at 9:26 pm.

Respectfully submitted,

  
Stanley Hearne  
Town Administrator

SH/glb

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 2/22/2005 TIME: 6:30 pm

Diane Letts

Ty Price

Tavis Price

Phil Price

W. Price

E. M. Price

Shelby Anderson

Bill McDevitt

Phil McKee

Kenneth Street

John Tully

Val Hahn

Mary Carol Desjardis

Tom Desjardis

Compassionate Breakfast

Betty Fryberger

Michael McKee

Michael Phillips

Robert Phillips

Sue Sussner

Fal Smith

SCOTT STEVENSON

**TOWN MEETING OF FEBRUARY 8, 2005  
AGENDA**

6:30 P.M.

1. Miller Environmental
2. Cecil County Sheriff's Office
3. Minutes of January 25, 2005 Meeting
4. Accounts Payable

**PUBLIC HEARING**

5. Cool Springs at Charlestown Annexation Resolution

**PENDING BUSINESS**

6. None

**NEW BUSINESS**

7. 2005 Boat Slip Fee
8. Doris McDaniel – 224 Conestoga Street

## **CHARLESTOWN TOWN MEETING MINUTES**

**FEBRUARY 8, 2005**

Dr. Robert Gell, Vice President, called the February 8, 2005 Meeting of the Charlestown Town Commissioners to Order at 6:30pm in the Fire Hall.

Present: Dr. Robert Gell; Joseph Letts Sr.; Donna Sheets; Peter Williams, Treasurer; and Stanley Hearne, Town Administrator. Absent: Steve Vandervort. The Attendance Sheet of the meeting is located in the Minutes Binder.

### **Miller Environmental Report**

Mr. Robert Corn reported that in January 2005 water production was 3,434,000 gallons, up because of service line leaks around town that caused an increased usage of 800,000 gallons above December 2004. The current month of February 2005 has had some serious leaks (Route 7 on the Gatchell property where service has now been cut off and the meters pulled) so the usage may go even higher in February. All known leaks have been repaired. Mr. Corn pointed out that the chemicals and the electricity to pump the water was the only out of pocket costs to the Town. There is no cost to the Town for the water itself.

### **January 25, 2005 Minutes**

Ms. Sheets made a motion to approve the minutes. Mr. Letts seconded the motion. Approved 4-0

### **Accounts Payable**

Mr. Letts motioned to pay the bills. Ms. Sheets seconded. Approved 3-0-1.

### **Boat Slip Fee Discussion**

Mr. Williams made a motion to defer discussion and action on this subject until the next meeting. Mr. Letts seconded. Approved 4-0

### **Problems with Two Properties: Ms. Doris McDaniel**

Ms. Doris McDaniel of 222 Conestoga Street presented a list of problems related to the property next door (224 Conestoga Street). Among the problems:

The two properties share a driveway

One adult and three minors live at the 224 property with at times as many as 23 minors visiting the property without adult supervision

In the last two months vehicles of visitors to 222 have experienced a total of 8 flat tires in her driveway.

Used motor oil was dumped at the end of her driveway which she reported to Environmental Health, EPA, Cecil County Zoning, and notified Mr. Letts. Mr. Letts and a maintenance worker went out and spread oil dry to help alleviate the situation.

Ms. McDaniel said these incidents were reported to the Sheriff's Department and Town Hall.

The Sheriff's Department response was that the actions needed to be witnessed by someone and she needed to make a list of the license tag numbers of vehicles blocking her driveway.

Ms. McDaniel said she had requested Town Hall take pictures of the front yard of 224 Conestoga and check out the back yard but received no response.

**Problems with Two Properties: Ms. Doris McDaniel (continued)**

Ms. McDaniel said Sheriff Janney asked her to alert Charlestown citizens that if they call the Sheriff's Department to request action, ask the person taking the call not to put the call on the radio because someone in Town is alerting the boys and they disburse.

Ms. McDaniel is asking the Board of Commissioners to get actively involved and find a way to satisfactorily resolve the problem.

Ms. McDaniel's recommendation: The Town needs a full time administrator.

- *President Vandervort arrived and assumed the Chair.*

**Problems with Two Properties: Mary Ann Schmidt**

Ms. Schmidt, who lives at 224 Conestoga Street, said there have been many occasions when Ms. McDaniel has called the police and the minors have still been there.

Ms. Schmidt said she lives at the property full time.

Ms. Schmidt is willing to work with the Town Commissioners on what can be done with the kids, but probably cannot work with Ms. McDaniel. The ages of the children in question are 15 to 19.

Mr. Williams suggested the responsible adult (Ms. Schmidt) monitor, control, and correct this situation.

Ms. Schmidt said that Town Hall has listened to complaints, they have come down and walked the property, they have requested certain things be done, etc.

The Cecil County Health Department came unannounced, investigated, closed the case and said there wasn't a problem there.

Mr. Williams requested Ms. Schmidt control the conduct of the minors at her property and Ms. Schmidt agreed to do so.

**Public Hearing on Cool Springs at Charlestown Annexation Resolution**

Jim Lambdin, President of Lambdin Development Company, together with Bob Jones, Attorney, and Tim Whittie, Civil Engineer of Morris & Ritchie Associates made a presentation using charts and other aids describing his concept for developing three parcels of land known as Cool Springs, for which he is seeking annexation to the Town of Charlestown.

These 3 properties would be developed with approximately 200 single-family homes selling for \$350K to \$400K, similar in structure to Whittaker Woods. The plan for the development of this land has been presented to both the Cecil County Technical Advisory Committee (TAC) and to the Charlestown Planning and Zoning Commission (P&Z). Both TAC and P&Z have made review comments on the Plan and these comments will be incorporated into their next plans pending approval of the annexation.

Both TAC and P&Z advised direct access to Route 40. As of now Lambdin Development has not been able to incorporate this direct access into the Plan and is still working on it. Mr. Lambdin presented a paper describing the economic impact (revenue and expenses) on the Town that showed that at build-out the Town would receive about \$250K each year after expenses and \$1.4M in sewer and water hook up fees.



**Public Hearing on Cool Springs at Charlestown Annexation Resolution (continued)**

Discussion and comments by the public ensued. Questions generated were regarding water run off/ storm water management, additional water wells, upgrades, and maximum water allocations, management of the properties when development is complete, town traffic and traffic patterns, increased tax revenue and expenses, control or shift of control of the Town's political structure, additional police and the impact on schools.

One of the conditions for annexing the property is that the Route 40 access MUST be available before annexation can be finally approved. Since this issue has not been resolved, Mr. Jones said he had talked with Keith Baynes, the Town Attorney, who recommended that the Public Hearing be continued until a specific date.

Mr. Vandervort read the following statement: "Having heard testimony and taken evidence at the Public Hearing conducted this 8th day of February, 2005, this Board will continue and reconvene this Hearing on March 23, 2005 at 6:30pm at the Charlestown Fire House at which time further testimony will be taken.

Mr. Letts moved, Ms. Sheets seconded the motion. Approved 5-0.

**Town Hall Clerk**

Mr. Vandervort announced that the temporary Town Hall Clerk has tendered her resignation effective Wednesday, February 9. The agency will provide another temp tomorrow. The two clerks will work together for one day and then the new temp will continue. He stated that it is time to move toward hiring a permanent replacement to come aboard after the current audit is complete. He said a job description will be developed for an accounting position and a clerical position. Further, if the Town votes for the proposed annexation, a full-time administrator will be necessary. He asked the Commissioners to approve the advertisement for the clerk's position and to take under advisement the resumes received that have been unsolicited. It was the consensus of the Board that he should proceed.

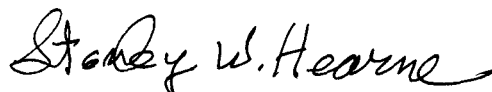
**Planning and Zoning Vacancy**

Mr. Letts announced that he has resigned from the Planning and Zoning Commission.

Mr. Vandervort directed Mr. Hearn to advertise that position.

**Adjournment**

Mr. Letts motioned to adjourn. Ms. Sheets seconded. Approved 5-0 Time: 9:06pm



Respectfully submitted,  
**STANLEY W. HEARNE**  
Town Administrator

# Town of Carlestown

## Accounts Payable Bills

02/08/05

Name	Memo	Split	Amount
<b>1000.1 - General Fund Cash Accounts</b>			
<b>1010.1 - Cash-General Checking</b>			
Baynes, Keith A.	Professional Services Rendered	-SPLIT-	200.00-
Garage electric	Acct # 2096 5479 9995 - Garage	6420.1 · Electric	112.14-
Cecil Whig	Notices in Cecil Whig	6215.1 · Advertising	296.10-
Staples	Acct #7972320000027426	6220.1 · Office Supplies	105.56-
Wal-mart Business	Acct#6032 2025 3027 4845	6220.1 · Office Supplies	110.00-
Ferrell Fuel Co., Inc.	Fuel oil for town Buildings	6430.1 · Fuel	652.20-
Best Cleaning Services, ...	Office Cleaning/January 2005	6450.1 · Maintenance	70.00-
St. Paul Stamp Works, I...	Name Plate for Pete Williams	6220.1 · Office Supplies	22.94-
Carol A. Beresh	Court Stenographer Fee	6219.1 · Other	75.00-
Ace Hardware	Acct#220358	6410.1 · Repairs	69.42-
Atlantic Tractor	Parts for repair of tractor	6022.3 · Equipment Re...	333.96-
Benjamin Lumber Co., I...	Miscellaneous hardware for Town Hall	6410.1 · Repairs	71.47-
Accountemps	W/E 1/17, 1/24 & 1/31	6340.1 · Temp Services	3,080.40-
Office Team	w/e 1/17, 1/26, 1/31	6340.1 · Temp Services	1,924.06-
Maryland Department of...	Acct#003WL2078 400	6704.1 · Shoreline Erosi...	68.00-
URS Corporation	Professional Services/Trinity Woods	6615.1 · Trinity Woods ...	3,105.91-
URS Corporation	Professional Services/Scott Gardens	6613.1 · Scott Gardens	2,301.49-
URS Corporation	Professional Services	6611.1 · Other	877.50-
URS Corporation	Professional Services	6611.1 · Other	286.51-
Total 1010.1 - Cash-General Checking			13,762.66-
Total 1000.1 - General Fund Cash Accounts			13,762.66-
<b>1000.2 - Utility Fund Cash Accounts</b>			
<b>1010.2 - Cash - Utility Checking</b>			
Cecil County Treasurer'...	Account #15500010	6550.2 · County Region...	27,122.69-
Water Tank Electric	2096 5489 9993 - Water tank electric	7131.2 · Electric	716.05-
Rt 7 electric	2096 9259 9993 - Rt 7 electric	6533.2 · Station RT. #7	27.15-
Well 3 Electric	2096 5769 9994 Well 3 electric	7131.2 · Electric	64.17-
Well 1 Electric	2096 5499 9991 Well 1 electric	7131.2 · Electric	526.21-
Connectiv	Acct #2096 4739 9994 Station 3 Electric	7131.2 · Electric	120.70-
Miller Environmental, Inc.	March 2005 invoice	7120.2 · Contract Opera...	2,138.36-
National Waterworks	Acct#094258	7741.2 · Water meters	1,343.14-
Atlantic Coast Laborator...	Invoice # 110739 & 111182	7121.2 · Laboratory Tes...	106.00-
Kunkle Service Co.	00053	6024.3 · Truck Repair	70.25-
Waste Management	Acct #275-0049441-0276-5	6651.1 · Trash Collection	3,465.44-
Cecil County Roads De...	anuary 2005 Salt/Sand	6500.3 · Snow Removal	459.00-

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

02/08/05

Name	Memo	Split	Amount
Total 1010.2 · Cash - Utility Checking			36,159.16-
Total 1000.2 · Utility Fund Cash Accounts			36,159.16-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
Street Lighting	2055 3529 9973 - street lighting	6010.3 · Street Lights	795.75-
URS Corporation	Charlestown/Roads Rehabilitation	6300.3 · Streets	361.83-
Total 1005.3 · New-Checking-Special (Special checking County)			1,157.58-
Total 1000.3 · Special Fund Cash Accounts			1,157.58-
<b>TOTAL</b>			<b>51,079.40-</b>

ROSTER

CHARLESTOWN TOWN MEETING (Workshop)

DATE: 2/25/2004 TIME: 6:30 PM

- Harry Sullivan
- Keith Wood
- Tom Gill
- Peter M. Williams
- Paul Carrillo
- Bene Sheets
- John C. Magness

*Sample*

**Erosion Project:** President Vandervort indicated the Plan, as it is now, is to deny the permit because of adverse reactions. Mr. Rick Ayalla will present it to the State Board of Public Works and will not recommend passage. The Commissioners are asking Delegate Dave Rudolph for help on this. The bridge is part of this discussion.

**The McDaniel/Schmidt Dispute:** A certified letter by Alan McDaniel was sent to the new owners of Ms. Schmidt's property. The Town Commissioners and Sheriff's Department have received carbon copies of the complaints. A reply has not yet been forthcoming.

A letter was sent regarding the clean-up needed on the Riley lot. Mr. Hearne advised the Riley's that clean-up needed to be completed within 10 days of receipt of the order. A reply from the builder stated he plans to build a house on that lot beginning in April.

There is a meeting scheduled for Tuesday, March 1<sup>st</sup> at 3:00 pm in Town Hall with Kevin Pampuch and Joe Jones of URS. Included are David Dodge and other representatives who will discuss the paving problems in the last section of Trinity Woods, Section IIB. Mr. Hearne will moderate the meeting.

Commissioner Letts moved to adjourn, Commissioner Sheets seconded. Approved: 5-0.

The meeting adjourned at 9:26 pm.

Respectfully submitted,

*Stanley Hearne*  
Stanley Hearne  
Town Administrator

SH/glb

*Resa,*

*This usually goes at the end of the minutes but since we didn't do minutes at the last meeting (at the end anyway) I wouldn't worry about it unless they bring it up.*

*Dana*

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 2/8/2005

TIME: 6:30 PM

Bruce Criscuolo

Tim Whittie Morris: Richie Assoc

Jim Lambdin Lambdin Development

Patricia Smith

Chris Roes URS

Renee Sheets

Chris Capano

Eric + Lisa Vance

Robert V. Jones attorney for Lambdin Dev

Edward J. McNeil

Howard Pace

Robert Coen, MEI

Alexis J. McNeil

Val Helm

Cathy Neely

Richard S. Phillips

James R. ...

Phil Miller

Mike Miller

Sue Suppa

Brad ...

Ben Boont

2 of 2

ROSTER  
CHARLESTOWN TOWN MEETING

DATE: 2/8/2005 TIME: 6:30 PM

- Grace Steiner
- A Hood & Dawn Johnson
- Kitt & Dan Andrews
- Bob & Jean Boling
- Ron & Marlene Lynch
- Betty Fryberger

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 1/25/2005

TIME: 6:30 PM

John Hahn

Tommy M. Tully

Kevin Smith

Chris Caproni

HOWARD HALL

DORIS HALL

Tom Durango

MARY ANNE DURANGO

John Smith

Robert Phillips

John Phillips

Richard Phillips

Elizabeth Phillips

Michael Phillips

Keith Wood, Kaye Wood

#TAY WOOD

ARM Daniel

(CARRY ME+2)

Howard Wood



## TOWN MEETING OF JANUARY 25, 2005 MINUTES

President Steve Vandervort called the January 25, 2005 meeting of the Town Commissioners of Charlestown to order. Present were, Vice President Robert Gell, Treasurer Peter Williams, Joseph Letts, Donna Sheets and Stanley Hearne, Town Administrator. Attendance sheet is attached hereto.

**Minutes of November 23, 2004:** Mrs. Sheets made a motion to approve the Minutes from November 23, 2004 as written. Approved 5-0

**Minutes of January 11, 2005:** Mrs. Sheets asked to revise the Minutes pertaining to the discussion of the gazebo and surveillance cameras. It was decided to approve the Minutes with a request to correct the Minutes regarding looking into the possibility of installing surveillance cameras on the Fire House and Post Office directed at the gazebo. Mr. Williams made a motion to approve the Minutes with the above correction as requested by Mrs. Sheets: Second. Approved 5-0

**Accounts Payable:** Mr. Williams made a motion that the bills be paid. Mrs. Sheets: Second Approved 5-0-1

**School Bus Stop:** Ms. Judith Oikemus said she would like the Board to consider a school bus shelter to accommodate between 10 and 15 children by the cemetery. Discussion ensued. The Commissioners thanked Ms. Oikemus and said they will take this request under advisement and report back to the Community at a future Board Meeting.

**Lease for C Dock:** Mr. Letts asked Mr. Hearne for information regarding C Dock. Mr. Vandervort stated that there is no signed lease at the moment for C Dock. He filled in the Commissioners on the history and background of C Dock and negotiations with Mr. Larry Metz who desires a three-year lease. Attorneys are reviewing a draft and when it is acceptable it will come to the Board for approval

**RiverFest:** Ms. McIntyre reported to the Board on RiverFest and the Boys and Girls Club: There are lots of kids who appreciate the opportunity and activities provided by the Boys and Girls Club. She thanked the Board for making it possible. Mr. Steve Miller, Executive Director of Cecil County Boys and Girls Club reported that there are approximately 200 Charlestown children registered. Daily attendance runs from 35 – 50. There are four units in the county with the average cost per year per unit of \$75,000 for employee salaries, program supplies, administrative offices, etc. The VFW contributes monies plus about \$10,000 is expected from RiverFest. All monies donated to Boys and Girls Club of Cecil County goes to all 4 units within the County and is distributed equally to each unit in the County. The Town commitment to the B & G Club includes a lease for the use of the house at a value of approximately \$12,000 and the Town pays utilities plus the funds raised by RiverFest are committed. Many people in Charlestown also help with fundraisers where possible. The RiverFest provides revenue and community spirit for the whole community in addition to the B & G Club. Mr. Vandervort reported that: RiverFest income and expenses were run through the Town's accounting system. The

report was not final until all pledged donations were received and bills submitted and paid. Only recently have the books been deemed closed and the accountant has now issued the information (Income \$18,827.96, Expenses \$16,523.29, and Profit \$2,304.67).

Mr. Vandervort reported that the Commissioners voted for the Town to provide the money (\$7,500) for the fireworks show at RiverFest. They also voted provide for public safety. RiverFest funded \$1,500 for extra police presence. Mr. Williams stated that he felt RiverFest should be a separate entity and self-sustaining. Dr. Gell said the fireworks are a vital part of RiverFest and should be provided by the Town next year. Public support was expressed for Sgt. Ron Schmidt and the other citizens who helped out with Riverfest last year as well as what they do for the Town all through the year.

Mr. Vandervort stated that RiverFest is a Town sponsored event, the Board should oversee it and funds should be in the Town's accounting system. Mr. Letts moved that the Town sponsor RiverFest 2005 in principle. Ms. Sheets Second. Approved: 5-0

**Request by the Cecil County Health Dept.:** The Cecil County Health Dept. (CCHD) has requested the Town put up some Stop Smoking posters. Mr. Hearne agreed to seek more information regarding the timing and placement of the posters and report back to the Board.

**Signatures on documents:** Mr. Hearne stated that in the past the Town Clerk was allowed to sign the Treasurer's name on certain documents. Both Ms Sheets and Mr. Williams have expressed concern with this policy. Deeds require a signature prior to going to the Court House. Mr. Williams said he is available to sign whatever documents require the signature of the Treasurer. Mr. Williams then made a motion that all three officers of the Board of Commissioners have the authority to sign documents as required and if unavailable may designate the Administrator to sign, but each person must sign his/her own name. Seconded by Gell. Approved: 5-0

**Security, Privacy Counter, Arrangement of Furniture of Town Hall:** There was discussion regarding reinstalling a railing possibly with a counter which will allow the Clerk to accept payments, conduct regular business, and assist in keeping the public outside the working office area. It was the consensus of the Board members that a divider and counter should be installed. Mr. Letts was designated to follow through on this renovation.

**Computer Entry by Commissioners:** Mr. Vandervort stated that as soon as he is finished training the Administrative Assistant he will no longer make entries in the computer. A separate computer should be available which will allow each Commissioner to have "read only" access to the accounting system. Mr. Williams recommended that each Commissioner create a Commissioner's communication page that would be protected by a password for each Commissioner. Consequently only the Commissioner who created the page would be able to make additions or corrections. Commissioners should be able to see the other Commissioner's pages. It was also recommended that more than one person in the office be cross-trained on the accounting system.

**Water and Sewer bills:** Mr. Vandervort stated that water and sewer bills will go into the mail by the end of the week.

**Maintenance Report:** Mr. Letts reported: (1) The workmen have removed the footbridge and cleaned the site. Barricades on each side were erected and the area has been clearly marked to indicate that the bridge is no longer there. (2) The Christmas lights have been removed and stored. (3) The hole near the Post Office has been filled. (4) Mr. Suppa plans to repair the steps at the rear of the Post Office. (5) There is a leak at the back door of the Post Office, but items must be removed before repairs can be done. (6) They cleaned out some ditches and also cleared two inches of snow.

Mr. Letts reported that he will triage all new projects for the crew, prioritize work to be done, and complete each project before a new job is begun. The shop has been organized and work stations established. The new mower needs major repairs and is now scheduled to go back to John Deere while the other 2 mowers can be repaired on premises. None of the tools in the shop belong to the Town. Mr. Suppa has been using his own tools and doing the work at his house. There are no spare parts in Town inventory. The truck doesn't run properly, but recently \$1,000 has been spent on repairs. Mr. Letts reported that the Town response regarding the snow removal efforts were positive with one complaint.

**Accounts Payable (additional item):** Mr. Vandervort stated that two checks for hotel reservations at the Municipal League conference in Ocean City, MD this summer must be cut. They were not on the Accounts Payable list. Mr. Williams moved that checks be issued to the two hotels. Ms. Sheets seconded the motion. Approved 5-0

Mr. Vandervort requested the Board of Commissioners go into executive session. Gell moved to go into executive session. Ms. Sheets seconded. Approved 5-0  
The regular meeting of the Board was adjourned at 9:58 pm.

Respectfully Submitted,

  
Stanley W. Hearne, Administrator

**SHERIFF'S OFFICE MONTHLY REPORT**

**CHARLESTOWN PATROL MONTHLY: DECEMBER 2004**

**(23) = (4) HR. SHIFTS = (92)TOTAL PATROL HOURS = APPROVED !**

**CRIMINAL COMPLAINT: STATISTICS**

NUMBER OF CALLS RECEIVED ( HANDLED IN TOWN ) = (3)  
(1) DOMESTIC DISTURBANCE / (1) NEIGHBOR DISPUTE / (1) DISORDERLIES

NUMBER OF CALLS (OUT OF TOWN) = (2) TOWN NOT RESPONSIBLE FOR !

**PATROL / PROPERTY CHECKS: STATISTICS**

NUMBER OF PROPERTY CHECKS = ( 129 )  
NUMBER OF PATROL CHECKS = ( 97 )

**TRAFFIC ENFORCEMENT: STATISTICS**

NUMBER OF (NON-RADAR) TRAFFIC CITATIONS ISSUED = ( 8 ) (1) Stop Signs in Trinity Woods  
NUMBER OF (RADAR) CITATIONS = ( 6 ) / NUMBER OF RADAR WARNINGS = (4)  
NUMBER OF TRAFFIC WARNINGS ISSUED = ( 9 ) (1) Stop Sign in Trinity Woods / (1) Louisa Lane  
NUMBER OF (SERO) SAFETY REPAIR ORDERS ISSUED = ( 5 )

**CRIMINAL WARRANT / SUMMONS: STATISTICS**

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

**CIVIL PROCESS: STATISTICS**

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

**CRIMINAL / TRAFFIC / WARRANT ARRESTS: STATISTICS**

NUMBER OF ( WARRANT RELATED ) ARRESTS = (1)  
NUMBER OF CRIMINAL ( STREET ) ARRESTS = (0)  
NUMBER OF ( SUSPENDED / REVOKED) ARRESTS = (1) Suspended = W/M  
NUMBER OF (UNINSURED / OTHER) ARRESTS = (0)  
NUMBER OF (DUI - RELATED) ARRESTS = (1) W/M Adult

**ADULT / JUVENILE ARRESTS: STATISTICS**

NUMBER OF ADULT ARRESTS = ( 3 )  
NUMBER OF JUVENILE ARRESTS = ( 0 )

**CIVIL CITATIONS: STATISTICS**

NUMBER OF ADULT CIVIL CITATIONS ISSUED = ( 0 ) W/M  
NUMBER OF JUVENILE CIVIL CIT. ISSUED = ( 0 ) = W/F  
NUMBER OF FIELD CONTACT REPORTS ( FCR'S ) ISSUED = ( 4 )  
( 2 ) JUVENILE MALES PARKED IN SCOTT GARDENS) / (2) MALES-(1) FEMALE  
IN VETERANS PARK AFTER DARK / (1) MALE IN VEHICLE (NEW CONSTRUCTION AREA) /  
(1) MALE IN SCHOOL PARKING LOT AREA (LATE AT NIGHT)

**COMMUNITY CONTACTS: STATISTICS**

NUMBER OF COMMUNITY CONTACT CARDS = (6)  
NUMBER OF BUSINESS CONTACT CARDS = (3)

**RADAR USAGE: STATISTICS**

NUMBER OF SHIFTS (OPERATING RADAR ) = ( 16 )  
NUMBER OF SHIFTS ( NOT- OPERATING RADAR ) = ( 7 )  
NUMBER OF (SCHOOL ZONE) ASSIGNMENTS = ( 1 )

Page #3

DECEMBER 2004


**SCHOOL ZONE RADAR: STATISTICS**

NUMBER OF RADAR DETAILS CONDUCTED = ( 1 )  
ISSUED = ( 2 ) RADAR CITATIONS / ( 1 ) RADAR WARNINGS / ( 1 ) TRAFFIC CITATION

**VEHICLE STORAGE: STATISTICS**

NUMBER OF VEHICLES (POLICE STORAGE) = ( 0 )  
NUMBER OF VEHICLES (OWNERS REQUEST) = ( 1 )

RESPECTFULLY SUBMITTED BY:



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

## TOWN MEETING OF JANUARY 11, 2005 MINUTES

Steve Vandervort called the January 11, 2005 meeting of the Town Commissioners of Charlestown to order. Present were Donna Sheets, Treasurer, Dr. Robert Gell, and Stanley Hearne, Town Administrator. Additionally Peter Williams and Joseph Letts, Sr. participated after taking the oath of office. Attendance sheet is attached hereto.

**2005 Election:** Mr. Hearne announced the results of the Town Election of January 10, 2005 are as follows: Peter Williams received 145 votes, Joseph Letts, Sr. received 129 votes, Mary Carol Durange received 102 votes, Henry Burden received 78 votes, Daniel Slater received 49 votes, and Ursula Boudart received 18 votes. The Clerk of the Cecil County Circuit Court, William Brueckman, swore in candidates Williams and Letts. The new Commissioners Williams and Letts were congratulated by all present and took their seats.

**2005 Election of Officers of the Commissioners:** The Commissioners cast ballots for President, Vice-President, and Treasurer. For President: Steve Vandervort – 3 votes, Peter Williams – 2 votes. For Vice-President: Dr. Robert Gell – 2 votes, Joseph Letts, Sr. – 2 votes (Tie), Peter Williams – 1 vote. Second ballot for Vice-President: Dr. Gell – 3 votes, Joseph Letts – 2 votes. For Treasurer: Peter Williams – 3 votes, Donna Sheets – 1 vote, and 1 vote with an unintelligible name.

**Results of the 2005 Election of Officers of the Commissioners of Charlestown:**  
**Steve Vandervort – President**  
**Dr. Robert Gell – Vice-President**  
**Peter Williams - Treasurer**

William Brueckman swore in the newly elected officers of the Commissioners.  
Mr. Vandervort: “There are now 40 + years of experience as Town Commissioners sitting at this table now.”

**December 14<sup>th</sup> and December 28<sup>th</sup> Minutes:** Dr. Gell moved to approve the December 14<sup>th</sup> Minutes, Mr. Vandervort seconded. Approved 3-0 (2 abstained because they are new commissioners and weren't present for the meeting). Ms. Sheets moved to approve the minutes of December 28, seconded by Gell. Motion approved 2-0 (with 2 abstaining).

**Holiday lights:** Mr. Williams moved to disconnect and take down the Holiday lights, seconded by Letts. Approved 5-0

**Accounts Payable:** Ms. Sheets moved to pay the bills, seconded by Williams. Approved 4-0-1 (Gell abstained)

At this point Dr. Gell excused himself from the meeting

Mr. Williams moved to restrict payment of bills (excluding payroll, utilities, and other invoices necessary to run the Town) until the finances are certified to be correct by the auditor and the Board, seconded by Ms. Sheets. Approved 4-0.

**Water Treatment Report:** Mr. Robert Corn reposted that last month 2,639,000 gallons of water were treated. One water service was turned off for repair. There is a probable small leak somewhere in the Frederick and Calvert Street area and one day it will surface. On Inspiration Road they are down to flushing about once a month now to keep the water potable. They did five settlement readings last month. It was requested a letter be sent to George Govatos regarding correcting a damaged meter cock. Mr. Hearne will write a letter regarding two violations of Chapter 132 of the Charlestown Code (Property Maintenance.) Mr. Corn said he was having problems with a chlorine pump and would like to send the pump to Dennis Chlorination to see if it can be fixed, as it is fairly old and is in bad shape. A new one costs around \$700 - \$800. Mr. Corn will call Steve and Stan if Dennis charges a fee to provide an estimate for repairs. Regarding meter readings – one book is done now (except for approx. 25 customers and will bring it in tomorrow so the office staff can get started printing the bills. The Town has a short time frame to pay the County for Town wastewater treatment. Mr. Corn stated that the other two books would be done on Friday.

**December, 2004 Sheriff's Office Report:** Sgt. Ron Schmidt reported that there were 23 four hour shifts totaling 92 patrol hours approved by Town Commissioners for December. His report is attached. Mr. Letts volunteered to gather information regarding the possibility of installing surveillance cameras to cover the gazebo area of the park.

**Two Week Maintenance Report:** Mr. Benny Suppa reported that he cleaned up the dirt in the playground as discussed at the last meeting. Regarding the ditches of Louisa Lane and the cold patch for potholes– he has been waiting for 3 or 4 days of dry weather to dig the ditches and the cold patch also requires dry weather. He has a tamper he can use and has a source for the purchase of larger quantities of cold patch. Mr. Hearne said he would see if an account could be set up with the vendor. Mr. Suppa suggested getting an additional camera for the Athletic Complex area at Frederick Street because there is vandalism there.

**Foot Bridge:** There was discussion regarding the Foot Bridge. Mr. Williams moved to remove the Foot Bridge until such time as there are the funds to rebuild, Sheets second. Approved 4-0

**Mr. Hearne's Administrator's Report:**

(1) He is working with Del. Dave Rudolph to obtain money to buy the Gatchell property (not for the Town). Mr. Hearne will contact the State Highway Dept. to remove/clean up the wood/logs across MD Route 7 from the Gatchell property.

(2) We have storm management plans for the park.

(3) There are two packets from two companies for employee insurance for the next full-time employee to be hired (Stan will get additional packets/copies for the new



Commissioners to peruse). Last year the Town paid 60% and the employee paid 40% of health insurance.

(4) The hearing for the revetment for the Town Park utility line protection was held on December 16<sup>th</sup> with a 30-day comment period and we are waiting for the permit. Stan will follow up.

(5) We are looking into operating our own stormwater management program rather than have Cecil County do it. Chris Rogers of URS has drafted an ordinance; he has forwarded it by Maryland Department of the Environment (MDE) for comments. The Commissioners will have to pass an ordinance.

**Commissioner's Assignments:** Mr. Vandervort made the following assignments in an effort to improve communication:


- (1) Police Schedule – Mr. Williams will assist Stan.
- (2) Street Lights – Dr. Gell will continue to work on streetlights.
- (3) Maintenance, Streets, and Sidewalks –Mr. Letts will take on this responsibility. When Benny has questions or needs direction he should talk with Mr. Letts. Work orders for maintance should be routed through Mr. Letts.
- (4) Office – The Board President has responsibility for the office and personnel.

Mr. Williams moved that Mr. Letts should be responsible for Maintenance, Roads and Streets, Sheets seconded. Approved 4-0

Mr. Williams requested an Income and Expenditure Statement be available for every meeting. Mr. Vandervort will work with the Assistant Administrator on this.

Mr. Vandervort adjourned the regular meeting of January 11, 2005 at 9:24pm.

Respectfully submitted,

  
Stanley Hearne  
Town Administrator

*Original*

## TOWN MEETING OF JANUARY 11, 2005 MINUTES

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**Commissioner's Assignments:** Mr. Vandervort made the following assignments in an effort to improve communication:

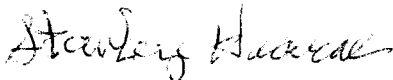
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Mr. Williams moved that Mr. Letts should be responsible for Maintenance, Roads and Streets, Sheets seconded. Approved 4-0

Mr. Williams requested an Income and Expenditure Statement be available for every meeting. Mr. Vandervort will work with the Assistant Administrator on this.

Mr. Vandervort adjourned the regular meeting of January 11, 2005 at 9:24pm.

Respectfully submitted,



Stanley Hearne  
Town Administrator

ROSTER  
CHARLESTOWN TOWN MEETING

DATE: 1/11/2005 TIME: 6:30 PM

- Karen Lett
- Edgar M. Muller
- Judy Colvert
- Roselyn Bott
- Hershel Armour
- Rebecca Phillips
- Robert Phillips
- Ben & Sue Suppa
- Robert Coen, MET
- JEN STANICO
- Donald McMillan

## TOWN MEETING OF DECEMBER 28, 2004 MINUTES

Steve Vandervort called the December 28, 2004 meeting of the Town Commissioners of Charlestown to order. Also present were Dr. Robert Gell, Donna Sheets, Treasurer, Mary Carol Durange and Stanley Hearne, Town Administrator. The meeting. Attendance sheet is attached hereto. Commissioner Price was not present.

**Maintenance Report:** Mr. Benny Suppa: (1) At Veterans Park there were 3 pilings that were damaged and replaced. (2) The ditch at Edgewater, across from the Beachcomber, we dug a new ditch and cleaned it out. (3) The tree at the Post Office area was trimmed about 10 feet. The tree at the Bladen and Market intersection by the stop sign was trimmed. (4) There was a lot of damage at the Sports Complex (pulled posts and stop signs out of the ground, the fence is down as well as the new Athletic Complex sign), so we had to put in new posts. (5) The stop sign and post at Cecil Street had been pulled out of the ground, so as we replaced them. Around town we are pouring concrete to prevent this kind of vandalism from happening again. New stop signs have come in to replace the faded ones. (6) We can turn off the ice eaters at the town dock for a while since the electric costs are tremendous. There are 6 ice eaters now and one needed repair. We pulled it out and it is currently in the shop. (7) All the Christmas lights are up. (8) This week we plan to remove the dirt in Fairgreen Park and apply cold patch to potholes.

**Accounts Payable:** Mr. Vandervort: "There are 6 checks that need to be written. I would like a motion to pay these 6 checks". Ms. Sheets moved to pay the bills. Ms. Durange seconded the motion. Motion approved: 3-0-1.

**Election Complaint:** Henry Burden: "I have a small packet to hand out to the Commissions and I would like to read the cover letter for it." (See cover letter attached which is the letter Mr. Burden read.)

Mr. Burden: "Attached you will find Mr. Baynes' letter and the original complaint. I have copied what I pulled up and stated in my letter. I think I have been patient as it is 15 days past the filing of the original complaint and I have gotten no action. Considering the elections in the State allow 6 months in advance for a filing of candidacy and here we do it in 30 days, so our time is very compressed. I am asking for a consideration of this complaint this evening before the Commissioners and I am also asking for the recluse of the two people directly involved. Mr. Vandervort and Ms Durage." Mr. Vandervort refused to recluse himself.

Mr. Burden presented a two-part complaint: (1.) An individual filed for candidacy after the 5:00 PM deadline on December 10 and (2.) A number of candidates did not file a Financial Disclosure Statement by the deadline.

Mr. Burden presented his case and considerable discussion by the audience followed.

Mr. Vandervort called for the question. "All those in favor of Henry Burden's request that we invalidate the candidates who did not file the disclosure statements and Joe Letts

**TOWN MEETING OF DECEMBER 14, 2004  
AGENDA**

6:30 P.M.

1. Accounts Payable
2. Miller Environmental, Inc. – Monthly Report
3. Cecil County Sheriff's Office – Monthly Report
4. Maintenance Report
5. James Lambdin – Annexation resolution

**PENDING BUSINESS**

6. Resolution No. 2004-06 – Disconnection

**NEW BUSINESS**

7. Scott Gardens
8. Remaining Program Open Space grant monies
9. Election
10. MRDC letter and amount of time
11. Cecil-Harford Chapter Dinner
12. Canon scanner maintenance agreement
13. URS retainer
14. Administrator's report

## TOWN MEETING OF DECEMBER 14, 2004 MINUTES

Robert Gell called the December 14, 2004 meeting of the Town Commissioners of Charlestown to order. Present were Dr. Richard Price, and Mary Carol Durange and Stanley Hearne, Town Administrator. Attendance sheet is attached hereto.

Accounts Payable – Dr. Price made motion to pay bills. Seconded by Mary Carol Durange. Passed 3-0.

Miller Environmental, Inc. – Monthly report-Robert Corn, Miller Environmental, Inc. presented the November 2004 monthly water system operations report to the Board. Dr. Price made a motion to purchase new portable meter reader, seconded by Mary Carol Durange and approved by all.

Maintenance Report – Report to be given at December 28<sup>th</sup> meeting.

Sheriffs Report – no one was present from Cecil County Sheriffs Office.

Minutes – none available

Resolution 2004-06 – Resolution drafted by Town Attorney. Allowing two heavily damaged properties from the July 12, 2004 rains to be disconnected and not charged in the future for water fees (Gatchell's only). Both Gatchell properties were only connected to water. If properties were sold, new property owners would have to pay any applicable connection(s) fee and rate for service in effect at the time. Dr. Price made motion to pass resolution 2004-06, seconded by Mary Carol Durange. Approved 3-0.

Program Open Space funds – Money remaining to be spent at Veterans Park, Fairgreen Park, Athletic Complex, and Stone Wharf. The current plan is to install benches at various locations. Dr. Price thought benches would cost around \$500. Dr. Gell also asked about benches being placed around the Athletic Complex. Mr. Hearne will confer with Becky Phillips on the historical type of bench most appropriate.

MRDC (Maryland Rural Development Corporation) Letter of Intent – Charlestown must reply in early January if the town is interested in being part of the program for fiscal year 2006. In FY 2006 MRDC interested in knowing if town will be willing to pay 50% of the cost of the circuit rider. Rate per hour will increase from \$25 dollars to \$27 dollars. No action was taken.

Cecil Harford Chapter Dinner of the Maryland Municipal League – Bel Air is the host of dinner on January 6, 2005 - have to confirm prior to Dec 29<sup>th</sup>.

Canon Scanner Maintenance Agreement – It was decided not to purchase the maintenance agreement.

URS Retainer – Dr. Price made a motion to retain URS as the town engineer. Seconded by Mary Carol Durange. All approved.

Administrator Report – Town Administrator presented report covering various actions in the town. Copy is available at Town Hall.

- Tony Caligiuri (Congressman Gilchrest's Chief of staff stopped by on December 14, 2004 and chatted with Donna and myself... Bill introduced to buy several properties was done late in the session and did not pass. Will go in earlier in the next year's session and hopefully the bill will be successful.
- Employee insurance – needs to be reviewed before discussion.
- Shore Erosion Project and Utility line protection, Maryland Department of the Environment (MDE) will hold public hearing January 16<sup>th</sup> at firehouse.
- Town Hall Drainage-wait till spring to correct and apply slurry seal.
- Water withdrawal permit-mailed additional info to MDE, MDE will get back to town.
- Lee's Marina Lease – stub end of Caroline street is in a lease with Lee's Marina



- Stormwater Management – Get Town engineer to take over from the County. MDE has to review the ordinance that would be implemented.
- Charlestown Crossing – Annexation is still possible
- Cool Spring Annexation – Resolution to be introduced tonight
- Water at Town Dock – will try to solicit bids in the spring.
- Street Paving – Received bid documents from URS. Solicited bids from contractors. Got 2 bids, 1 only partially complete. Third contractor could not bid due to work already scheduled. All 3 suggested it might be wise to wait until spring to do the paving. Town decided to rebid at that time. Dr. Gell wanted to know if this included the potholes and Stan said no. Told the Board that we had been getting cold patch in small quantities. URS stated we could get it in larger quantities if we contacted Edgemoor Materials and told them what we needed. Benny Suppa has been authorized to rent a professional tamper when doing potholes.
- Additional work on master storm water drainage plan has not been completed yet by URS
- Survey Lot 63 in Trinity Woods - Need to follow up with Northern Bay.
- Board of Appeals – 3 requests to be heard.
- Rezoning request by Wellwood Yacht Club – Planning and Zoning heard request. Planning on holding a Special Meeting on December 21, 2004. Not sure if they would make a recommendation to the Town Board at that time. Historic District Commission also has input regarding this matter. Town Commissioners make the final decision. (Steve Vandervort arrived at the meeting at this time). Does a Certificate of Appropriateness need to be received by the Planning and Zoning Commission before they make a recommendation to the Town Board? It was decided that the Historic District Commission would need to render its decision on a Certificate of Appropriateness (could be more than a recommendation) and forward that information to the Planning and Zoning Commission. Planning and Zoning would then make a recommendation to the Town Board. Dr. Price indicated that the Planning and Zoning Commission could make decisions on setbacks, parking spaces available, and that kind of thing to assure that it meets the codes in that respect. The Historic District Commission recommendation is more to assure the appropriateness of taste and design rather than technical considerations. They do not necessarily have to be at odds in their recommendations.

Dr. Gell noted Mr. Steve Vandervort had joined the meeting. And turned the chair over to him.

Ms. Stanko asked about the status of the footbridge. Is that part of the meeting MDE is having? No. Mr. Vandervort responded they received a quote on the concrete foundation and steel beam which was extremely high and the town does not have enough money budgeted to proceed at this time. Will seek additional quotes. The quote came in for at least for \$20,000.

**Proposed Annexation Resolution pursuant to Article 23A of the Annotated Code of 3 parcels of land which in total comprise a little over 107 acres to be annexed into and become part of the incorporated limits of the Town of Charlestown:**

Mr. Vandervort called on Jim Lambdin of Lambdin Development LLC, his attorney, Robert Jones, and Tim Whittie of Morris Ritchie Associates (MRA) - engineering firm - to join the commissioners at the table. Mr. Jones set out the scope of their proposal to annex a little over 107 acres to become part of the incorporated limits of the Town. The Maryland Code requires that a proposal must be advertised in the Cecil Whig regarding a public hearing, which must be conducted. According to the time schedule within the Code that would be February 8<sup>th</sup>, 2005 and then 45 days thereafter, if approved, the resolution would be adopted and approved. We are here today requesting you approve at least the resolution beginning the process in setting up the public hearing on the actual annexation. Mr. Lambdin and Mr. Whittie are here to answer any questions you may have and we have a copy of the plat. Also submitted in the resolution are the original signatures of the owners of the parcels of land that is required by the Code. The Town attorney, Mr. Baynes, has reviewed the resolution and also Mr. Hearne has reviewed it with me and this is the format in which we are ready to present it.

Dr. Gell moved to introduce resolution.2004-07, seconded by Dr. Price. Mr. Vandervort: " There is a motion and a second to introduce the annexation resolution, Resolution #2004-07" Approved 4-0.

Scott Gardens: Mr. Vandervort: "The County signed off on storm management plans in spite of our objections for the next phase of Scott Gardens. I spoke to the County Commissioners and they thought that even though they signed off that the developer would still be willing to do some further mitigation of the problem. I said now that you signed off the developer is not going to do anything. We have a right to appeal it and we must appeal it within 30 days and that's the problem. Do I hear a motion to instruct Keith to file this appeal? Dr. Price: So moved. Ms. Durange: Seconded. Approved 4-0. Mr. Vandervort will so advise Keith Baynes.

Election: Mr. Vandervort: I spoke to Keith Baynes regarding a protest (which we do not have to make a decision on) about one candidate possibly signing up too late (after 5:00pm). We have a letter from Keith with his opinion that the candidacy is fine. That has also gone to the Election Board, they will do a review, ask whatever questions necessary and do whatever they feel is appropriate. The second issue is that several of the candidates were not given a financial disclosure form to fill out and it is a requirement that it be done. Keith advised since the candidates have no control over that, they were not advised it was needed, it wasn't given to them, and therefore it is not their fault. However we should advise them now and give them an amount of time to get it in. That's an action we do need. Can I get a motion to extend the filing date to December 23<sup>rd</sup> for the candidate's Financial Disclosure Statement? This is for the Financial Statement only, no one else can sign up.


Dr. Price: So moved. Dr. Gell: Seconded. Approved 4-0.

Maintenance Agreement – Document Scanner: Mr. Vandervort: The maintenance agreement on the scanner is about to expire. It is \$1,025 for the year. Do I have a motion to NOT renew the maintenance agreement? Dr. Price moved. Ms Sheets Seconded. Approved 3-1.

Dr. Gell moved to adjourn. Motion approved 4-0.

Meeting was adjourned at 8:50 pm.

Respectfully submitted,

  
Stanley Hearne  
Town Administrator

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 12/14/2007 TIME: 6:30 PM

- Mich M Mullen
- Louise R. Bott
- Michael E. Dixon
- Robert V. Jones
- Jim Lamberti
- Tim Whittie
- Robert Corn
- JEN STARKO
- Joe Starko
- Donald Mcmear

**TOWN MEETING OF OCTOBER 26, 2004**  
**MINUTES**

The October 26, 2004 meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 6:30 p.m. Other Commissioners present were Treasurer Donna M. Sheets and Commissioner Robert L. Gell. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Minutes – After a brief discussion on the paving matter discussed at the previous meeting, Commissioner Gell made a motion to approve the minutes of October 12, 2004 meeting, seconded by Commissioner Sheets. The motion passed 3-0.

Accounts Payable – President Vandervort stated the Town received a \$900 bill from Quality Septic for pumping out the pump station due to a power outage and the County pump truck was out of service. After discussion, Commissioner Gell made a motion to pay the bills, seconded by Commissioner Sheets. The motion passed 3-0.

Mr. Hearne stated B&B Excavating has milled the paving and Joe Jones, of URS, was to be here tomorrow morning when they start to pave. Commissioner Gell mentioned he thought they were to crown the middle of the road so the rain would slope down. President Vandervort stated he talked to Mr. Jones because he would be concerned about the situation with the playground and Mr. Jones stated what the Town needed to the playground would not effect and would not be affected by what URS would design for the drainage. President Vandervort also said URS had submitted a proposal for additional engineering service regarding the master drainage plan. He said URS had a list of drains, pipes, etc. the Town maintenance workers needed to do and President Vandervort stated the workers have done most of it but URS needed to direct them in resolving the remainder. He further said once that was done, URS can complete their assessment and finish the project. Commissioner Gell made a motion to approve URS' proposal for additional engineering services up to \$4000, seconded by Commissioner Sheets. The motion passed 3-0. President Vandervort stated Dave Athey, of URS, is supposed to meet with Mr. Suppa on those areas they couldn't find.

PENDING BUSINESS

PENDING BUSINESS

Roads Report – President Vandervort stated he met with URS on the day they came in to look at the roads Mr. Suppa had listed and had asked them to do an overview of the Town's roads and identify and prioritize the road problems. President Vandervort stated on the list, the roads the Board had discussed at the previous meeting have been given the highest priority and they will be doing drawings so they can be paved before winter. Commissioner Gell asked why the unpaved portion of Caroline Street wasn't on the list. President Vandervort stated the list had to do with repairs, paving Caroline Street would be a capital improvement and paving of that, the same with Louisa Lane Ext., would be a decision the Board could make in the spring. He further stated Mr. Athey was to give us the road sections and instructions to be given to a paving contractor so the appropriate repairs could be made.

Trinity Woods Lot #63 – Survey – Mr. Hearne stated the Board had gotten an estimate from URS to survey Lot #63, which seemed to be high, so he had contacted Northern Bay to get a second estimate. After some discussion, Commissioner Gell made a motion to accept Northern Bay Land Planning Surveying and Engineering proposal for surveying Lot #63 in Trinity Woods, installing concrete monuments, for \$2750, seconded by Commissioner Sheets. The motion passed 3-0.

Additional Electrical Work – Christmas Lights – Commissioner Gell made a motion to approve the additional work, seconded by Commissioner Sheets. The motion passed 3-0.

Commissioner Gell stated one of the problems during Riverfest was the electrical service at Veterans Park and would like to have the Town increase the amperage and have an underground cable run to the other side of the parking lot and to the other side of the road so there was electrical service over there. Commissioner Gell stated they could consider either a new service drop or to run it from the comfort station. He further stated he would like to get estimates on what it would cost. After discussion, Commissioner Gell said he would look into it.

## NEW BUSINESS

Christmas Party – Mr. Hearne stated Mrs. Morgan wanted it on the agenda so a date can be set. Commissioner Gell stated it had been suggested to have the party on December 17<sup>th</sup>. Commissioner Sheets stated she would be out of town that day. After discussion, Mr. Hearne stated the employee manual indicated the Town followed the federal holiday schedule, which there should be a print-out of that, and Christmas Eve was a federal holiday since Christmas was on a Saturday this year.

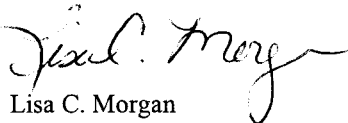
At this time, Mary Carol Durange, who had been appointed by the Board to fill the vacant Commissioner seat, had arrived and needed to be sworn in. President Vandervort, administering the oath, swore Mrs. Durange in as a Town commissioner.

Commissioner Sheets suggested December 10<sup>th</sup>. Mr. Hearne stated usually it was 2-7 p.m. Commissioner Gell made a motion to hold the Christmas Party in the Town Hall on Friday, December 10<sup>th</sup> from 2-7 p.m., seconded by Commissioner Sheets. The motion passed 4-0. President Vandervort asked what the budget for it would be and Commissioner Sheets stated the Board needed someone to monitor the expenditures. After more discussion, Commissioner Gell asked who was invited and President Vandervort stated the Town specifically invited certain people like the County Commissioners. Commissioner Sheets stated it should be put in the Chatter so anybody in Town could come. After more discussion, Mr. Hearne stated he needed to do something about the Bay Restoration Tax and needed to contact Pam Howard, the County Treasurer, to figure out how we'll handle that. After more discussion, Commissioner Sheets stated we might have a lot more people come than before so the budget might need to be raise and also asked if the Board wanted to hold it in the Town Hall or somewhere else. Mr. Hearne stated last year people had commented that they liked it over at the Town Hall better. After more discussion, Commissioner Sheets suggested \$1000 for the budget and Commissioner Gell suggested buying locally. After more discussion, Commissioner Sheets asked how often does the Town have Karen DeLissio update the website because there was some really old information on it. After discussion, Commissioner Sheets stated Ms. DeLissio said she didn't have a maintenance plan with the Town but she charges \$50 an hour to update the website. After discussion, Commissioner Sheets stated Ms. DeLissio had different maintenance plans but she only charges \$50 an hour to update the site. After more discussion, Commissioner Sheets stated she does the Chatter but we really need a marquee for things that are really close time-wise. Commissioner Gell stated he would ask if the church would put the Halloween trick or treat message on the church's marquee. After more discussion, Commissioner Sheets stated she would see if the school would allow them to provide notices at the school. After more discussion, Mr. Hearne stated the e-mail addresses provided on the website were inaccurate and needed to be updated. Commissioner Sheets stated Commissioner Durange needed to do a biography to be included on the site and Mr. Hearne stated Mr. Doss' needed to be taken off. After more discussion, Commissioner Gell stated the Town needed to consider getting a decent fence around the Town's maintenance area and would like to get quotes on that. After more discussion, Commissioner Gell stated there was junk accumulating up there. President Vandervort stated the maintenance area needed to be kept clean.

Commissioner Gell made a motion to adjourn, seconded by Commissioner Sheets. The motion passed 4-0. President Vandervort adjourned the meeting at 8:04 p.m. and then immediately reconvened the meeting because there was one more item to be discussed but it wasn't put on the agenda. President Vandervort stated town maintenance had someone come out, looked at the footbridge and provide a quote. He further stated based on the quote, over \$22,000, he felt the work needed to be bid out. After discussion, Commissioner Gell suggested having Steve Lewis look at it and give us an estimate.

As there was no further business to be discussed, Commissioner Sheets made a motion to adjourn, seconded by Commissioner Gell. The motion passed 4-0. President Vandervort adjourned the meeting at 8:19 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF OCTOBER 26, 2004**  
**AGENDA**

6:30 P.M.

1. Swearing In – New Commissioner
2. Minutes
3. Accounts Payable

**PENDING BUSINESS**

4. URS – Additional Engineering Services for Master Drainage Plan
5. Roads Report
6. Trinity Woods Lot #63 – Survey
7. Additional Electrical Work – Christmas lights

**NEW BUSINESS**

8. Christmas Party



# Town of Charlestown

## Accounts Payable Bills

10/26/04

Name	Memo	Split	Amount
<b>1000.1 - General Fund Cash Accounts</b>			
<b>1010.1 - Cash-General Checking</b>			
Canon Business Solutio...	maintenance contract renewal - optimum plan	6260.1 - Office Equipm...	815.00-
Harford Alarm System	Premise ID 28479 Inv #471895 - yearly monitoring contract	6460.1 - Alarms	252.00-
Geiger Services	Inv #20485 - clean heat exchanger - Town Hall furnace	6410.1 - Repairs	239.00-
Geiger Services	Inv #244117 - install chimney liner & cap - Town Hall	6410.1 - Repairs	1,340.00-
Shure-Line Electrical, Inc.	Inv #16982 - contract to install electrical drops for Christmas lights	6740.1 - P&R Miscellan...	5,220.00-
Pitney-Bowes Inc	Acct #1955-0184-86-5 Inv #582287 - rental fee for postage meter	6250.1 - Office Equipm...	164.75-
Sheriff's Patrol	Charlestown patrol - period of 08/21/04 - 09/17/04	6920.1 - Police Protection	5,528.85-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 08/21/04 - 09/17/04	6920.1 - Police Protection	141.74-
Verizon	000017861803 96Y - telephone - Town Hall	6440.1 - Telephone	153.19-
Flag Shop, The	Inv #339443 - (1) 20x30 flag	6219.1 - Other	550.00-
Fedex	Acct #1877-2739-1 - Inv #7-676-56358 - express package - Community ...	6220.1 - Office Supplies	24.07-
Queen Bee's Honey Pots	inv #1943 - (2) portable toilets - Oct '04	6740.1 - P&R Miscellan...	95.00-
Glowstickfactory.com	(500) 6" assorted color glowsticks - Halloween parade & Party	6963.1 - Halloween Party	324.99-
URS Corporation	Project #20592168 - Inv #1321495 - Trinity Woods Phase IIB - site visits...	2055.1 - Security Dep-T...	776.19-
Home Depot	Acct #6035 3225 0250 8926 - Inv #1145651 - (1) storage cabinet for bat...	6450.1 - Maintenance	82.14-
Total 1010.1 - Cash-General Checking			15,706.92-
Total 1000.1 - General Fund Cash Accounts			15,706.92-
<b>1000.2 - Utility Fund Cash Accounts</b>			
<b>1010.2 - Cash - Utility Checking</b>			
Verizon	000017861803 96Y - telephone - water tower	7132.2 - Telephone	179.38-
Cecil Co. Commissioners	Acct #15500010 - Inv #5013 - county sewer user fees	6550.2 - County Region...	21,391.94-
Miller Environmental, Inc.	inv #10110409 - water sys ops contract - Nov '04	7120.2 - Contract Opera...	2,138.36-
National Waterworks	Acct #94258 - Inv #1617598 - (12) water meters	7741.2 - Water meters	1,324.80-
M&T Bank, Trustee for ...	CDA Infrastructure Financing Bonds - 1999 Series A	7110.2 - Original Constr...	20,650.28-
Quality Septic	(2) trucks @ 3 hrs/each A \$150.00/hour - pump out Charlestown pumpin...	6510.2 - Operating expe...	900.00-
Total 1010.2 - Cash - Utility Checking			46,584.76-
Total 1000.2 - Utility Fund Cash Accounts			46,584.76-
<b>1000.3 - Special Fund Cash Accounts</b>			
<b>1005.3 - New-Checking-Special (Special checking County)</b>			
Vulcan Signs	Acct #20192 - Inv #93699; Inv #93070; Inv #92937; Inv #92938; Inv #92...	-SPLIT-	1,760.92-
Total 1005.3 - New-Checking-Special (Special checking County)			1,760.92-



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

10/26/04

<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
Total 1000.3 · Special Fund Cash Accounts			1,760.92-
<b>TOTAL</b>			<b>64,052.60-</b>

**TOWN MEETING OF OCTOBER 12, 2004  
MINUTES**

The October 12, 2004 meeting of the Town Commissioners was called to order by President Steven W. Vandervort at 6:30 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.

Maintenance Report – Ben Suppa, one of the Town maintenance workers, reported that they had purchased the extended chainsaw, the sign and traffic cone order had come in. Mr. Suppa stated he had met with Tom deLorimier, of URS, about the roads. President Vandervort stated he had talked to Mr. deLorimier about making a prioritized list of road repairs. Commissioner Price asked if the Town could expedite getting the roads paved. After much discussion, Commissioner Sheets made a motion to allow Commissioner Price, President Vandervort or Mr. Hearne approve the paving of the Cecil St. section, Caroline & Bladen Streets and Louisa Lane based on the lowest, best bid, seconded by Commissioner Price. The motion passed 4-0. Mr. Suppa stated they had an estimate for repairing the salt/sand spreader and they would get it fixed. Mr. Suppa stated the fascia board and gutter on the back of the post office were up but needed to get the downspout in place. Mr. Suppa stated they installed a new post office door, raised the outside Town Hall sign and bought a storage cabinet for the Town Hall bathroom. He further stated they put the new outlet covers on and replaced the chains on the swings in Fair Green Park. Mr. Suppa stated they had just worked with URS on the drainage problem, which also involved the park, and they would work on getting Fair Green Park back in shape. After discussion, Mr. Suppa stated Mr. Rowe just finished with the merry-go-round yesterday. Mr. Suppa stated they had started on the Louisa Lane ditch and Joe Jones, of URS, said if they had any problems, he would meet with them. President Vandervort stated the utility companies were supposed to come out and mark lines because Mr. Suppa had come across some underground lines while digging that they hadn't marked. When asked by Mrs. Stanko, President Vandervort stated URS had provided a list of drains and pipes the Town needed to work on so URS had access to complete their report. Mr. Suppa stated Mrs. Morgan had given them a copy of the list and pictures but he hadn't looked at it yet. Jennifer Stanko stated the ditch across the street was not working and water was still running across the road onto her property. Mr. Suppa stated the ditch was only halfway done because they had run across those buried wires in the area where they are to install the crate. He stated they would get those wires identified and continue the ditch work. Mr. Suppa asked if they could purchase a heater for the garage. After discussion, Commissioner Price made a motion to purchase a torpedo heater if it is found that the Town had not purchased one the last time one was requested, seconded by Commissioner Sheets. The motion passed 4-0. President Vandervort asked about the status of the footbridge. Mr. Suppa said John Harrison, of Harrison Repairs, was working on estimates for the concrete work and the steel. Ursula Boudart asked if the Town would need a permit or permits from MDE to do this. Mr. Hearne stated the Town probably would and, after discussion, President Vandervort asked him to check with MDE. Mrs. Boudart asked what the status of the shoreline erosion project. Mr. Hearne stated he still needed to contact Rick Ayella, of MDE, who had been out for the past couple of weeks. After discussion, Mr. Suppa mentioned Mr. Bott will be taking a month off after the end of November because Social Security restricts the amount of wages he can earn without being penalized.

Cecil County Sheriff's Office – Monthly Report – Sgt. Ron Schmidt, of the Cecil County Sheriff's Office, presented the September 2004 report. After discussing comments from the audience, President Vandervort and Sgt. Schmidt agreed to move up several of the scheduled shifts to afternoon or early evening hours.

Miller Environmental, Inc. (MEI) – Monthly Report – Robert Corn, of MEI, presented the September 2004 water system operations report. He stated they are continuing the monitoring of the area at Frederick and Calvert and it was not getting any worse and doesn't appear unless it rains. Mr. Corn stated the telemetry lines were cut between a Friday and a Saturday, most likely done when someone on Frederick St. dug up a tree stump. He further stated the electrician came out and repaired it. President Vandervort stated that bill will be expensive and asked Mr. Hearne to check on who dug up the tree stump on Frederick St.

Minutes – Commissioner Gell made a motion to approve the minutes of the September 14, 2004 meeting, seconded by Commissioner Price. The motion passed 3-0-1 (Commissioner Sheets abstained).

Accounts Payable – President Vandervort stated the bill from MRDC should come out of the general fund, not the utility fund. After discussion, Commissioner Price made a motion to approve the bills subject to having the MRDC

check be taken out of the correct account, seconded by Commissioner Sheets. The motion passed 4-0. Commissioner Price provided a copy of a suggested format for the budget report. President Vandervort stated he would on getting the formatting done.

Administrator's Report – Mr. Hearne stated members of Congressman Gilchrest's office had recently met with some federal officials regarding the flooding problem in the Rt. 7/Trinity Woods area but he hasn't gotten a report of that meeting yet. Mr. Hearne stated URS has just begun working on the storm water drainage work for Fair Green Park. He further stated the Town had met with URS, Cecil County and the builder for Scott Gardens Phase I and the builder was told how to handle some storm water drainage problems by replanting trees and installing swales. Mr. Hearne stated he had gotten two employee insurance quotes, which President Vandervort will look at. He further stated utility bills are to be out by the end of this week. He further stated he will continue trying to contact Mr. Ayella regarding the shoreline erosion project. Mr. Hearne stated the re-grading, re-seeding and installation of the grate at Veterans Park has been done. He further stated the Town Hall drainage work was partially complete. Mr. Gell asked if B&B Excavating had equipment to clear the pipe under the road. President Vandervort stated he would contact them. Commissioner Sheets asked what the water withdrawal permit was. Mr. Hearne stated the Town needed to re-new the permit from the State to withdraw water from the ground for the wells. He further stated since the Town was asking for an increase, we would probably need to hold a public hearing. Mr. Hearne stated Mr. Baynes was still researching the question about the Lee's Marina lease question. Mr. Hearne stated the Town was notified today that we didn't receive any BIG grant funding. He further stated URS had been authorized to develop a new storm water management ordinance, in coordination with and in compliance with MDE, for the Town and, once accepted, they will doing the storm water management for the Town. Mr. Hearne stated Commissioner Price was working on the presentation of the strategic planning committee's report for the November 9<sup>th</sup> meeting at the firehouse. Commissioner Gell stated he had talked to Michael Vaughan, who would like to meet with the Town again to see if there was still interest in annexation. After much discussion about Stewart Associates' estimated impact report on annexation of the Charlestown Crossing development, Mr. Hearne stated Lambdin Development was still looking for a way to get access to Rt. 7. He further stated he had applied for funding through a Community Parks and Playgrounds grant to repair the storm damage in the area of the flagpole at the stone wharf park. Mr. Hearne stated the Town had private inspections done until the County established their Permits and Inspection office and was not sure if there were local private companies that would do that. He further stated normally the ownership of storm water management ponds was transferred to a homeowners association and, if there were problem with maintenance, the Town would put a lien against the property. Commissioner Sheets asked what if there isn't a homeowners association. After much discussion, Mr. Hearne stated he would need to check into it. Mr. Hearne asked Mr. Price was working on getting quotes to install water on the town pier. President Vandervort stated the Town was having a problem getting a plumber to repair the water fountain. Commissioner Price stated the Town had advertised for quotes for the water installation and several plumbers had looked at it but didn't submit bids. Mr. Hearne stated personnel needs are adequate at this time. Mr. Hearne stated the Town had a problem with the chimney and had it re-lined. President Vandervort stated the chimney problem was causing the furnace to go out so Geiger gave us a quote of \$1500 to reline the chimney and put a chimney cap on so he authorized the work. Mr. Hearne stated the electric drops for the Christmas lights were completed except for 2 poles.

#### PENDING BUSINESS

Town Commissioner appointment – After much discussion and then completing secret ballots, Mr. Hearne announced there was one vote each for Joseph Letts, Mary Carol Durange, Ursula Boudart and Loucretia Wood. The Board completed a second balloting and Mr. Hearne announced Mary Carol Durange received 3 votes and Joseph Letts received 1 therefore Mrs. Durange would be sworn in as the new town commissioner.

Commission Appointments – Mr. Hearne stated the Board had interviewed Mr. McMullen for the Board of Appeals appointment and Mrs. Upperco and Mrs. Newsome for the Election Board. He stated the Town had re-advertised the remaining Election Board opening after Mrs. Slater, who was the other Election Board member whose seat was up for re-appointment, had indicated she was interested but at this time, Mrs. Slater had reconsidered and would like to be reappointed. He asked the Board if they wanted to appoint all three or just the two, reserving their right to interview Mrs. Slater and making that appointment later. After discussion, Commissioner Price made a motion to waive the interview for Virginia Slater, seconded by Commissioner Sheets. The motion passed 4-0. Commissioner Gell made a motion to re-appoint Mrs. Newsome, Mrs. Upperco and Mrs. Slater to the Election Board, seconded by Commissioner Sheets. The motion passed 4-0. Commissioner Gell made a motion to waive the interview of Edgar

McMullen, Jr. for the Board of Appeals opening, seconded by Commissioner Price. The motion passed 4-0. Commissioner Price made a motion to re-appoint Mr. McMullen to the Board of Appeals, seconded by Commissioner Gell. The motion passed 4-0.

FY2006 Program Open Space Grants (due 11/01/04) – After much discussion, Mrs. Boudart asked if the Board would submit for improvements to the footpath to the footbridge. When Commissioner Price mentioned the two-tiered wall and walkway at the flagpole, Mr. Hearne stated he had submitted that under the Community Parks and Playgrounds grant. The Board asked him to submit that project under this grant also.

#### NEW BUSINESS

Commission openings – After discussion, Mr. Hearne stated he would check to make sure Mrs. Morgan has advertised the upcoming openings on the Planning & Zoning, Historic District and Ethics Commission.

Fence – President Vandervort stated the Town had gotten two quotes to repair the damaged section of fence at the athletic complex – one from Mitco for \$2151 and from Northeastern for \$1185. Mr. Hearne stated these were old bids so they might not keep those prices. Commissioner Gell made a motion to accept the low bid pending any price adjustment, seconded by Commissioner Sheets. The motion passed 4-0.

Trash cans – President Vandervort stated the Board had discussed getting more trashcans and stated the cost was \$448 each. After brief discussion, Commissioner Price made a motion to purchase 6 trash cans, seconded by Commissioner Sheets. The motion passed 4-0. Commissioner Gell mentioned in several towns the trash hauler provided trashcans to residents and asked if we could do something like that. President Vandervort stated the Town had included that as an option in the trash removal bid but it increased the price per residential unit so much the Town decided not to take that option.

Perryville High School yearbook ad – Commissioner Gell made a motion to approve renewing the yearbook ad pending receipt of last year's ad, seconded by Commissioner Sheets. The motion passed 4-0.

Halloween – Mr. Hearne stated the County had set trick or treat hours for Saturday, October 30<sup>th</sup> from 6-8 p.m. and most of the towns except Port Deposit were following the County. Commissioner Gell made a motion to follow the County trick or treat day and hours, seconded by Commissioner Price. The motion passed 4-0. Mr. Hearne asked when the portable toilets should be removed and when the comfort station should be winterized. Commissioner Sheets stated the Town's Halloween parade and party will be on Friday, October 29<sup>th</sup> so the comfort station should be locked up that night. President Vandervort stated the portable toilets can be taken out any time but definitely before the night before Halloween.

Memorandum of Understanding – Circuit Rider Program – After brief discussion, Mr. Hearne stated it was going to cost the Town \$2000 more than was projected for the budget because there is not a 50/50 split with the State for the fourth day he works for the Town. After discussion, Commissioner Gell made a motion to approve the memorandum of understanding, seconded by Commissioner Sheets. The motion passed 4-0.

After much discussion of hiring a part-time office worker, Commissioner Sheets asked Mr. Hearne to list all work that he does to identify areas where responsibility could be shifted to someone else.

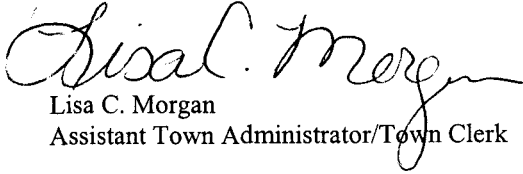
Commissioner Sheets mentioned she had talked to the County Dept. of Aging about starting a 60 and over group. She further stated it would not be run by the Town but she would like to use some Special Events money to provide a luncheon at the first meeting to get it started. After discussion, Commissioner Price so moved, seconded by Commissioner Gell. The motion passed 4-0.

Commissioner Gell stated he wanted the Town to approve a couple more street lights to be installed, one on the unpaved portion of Caroline Street and one on Frederick Street toward the town garage and one light to be upgraded. Commissioner Price so moved, seconded by Commissioner Sheets. The motion passed 4-0. Commissioner Gell also mentioned he would like to attend the MML Fall Conference and asked if the Town would refund the registration fee he paid. Commissioner Price so moved, seconded by Commissioner Sheets. The motion passed 4-0. Commissioner Gell stated the Town had approved a hazard mitigation plan, which has since been revised to be in

accordance with the County guidelines, but, now, a hazard mitigation action plan has been drafted and submitted to the County Hazard Mitigation Committee for review. He stated he wanted the Board to be aware of where we were in the process.

As there was no further business to be discussed, Commissioner Price moved to adjourn, seconded by Commissioner Sheets. The motion passed 4-0. President Vandervort adjourned the meeting at 9:13 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF OCTOBER 12, 2004**

**AGENDA**

**6:30 P.M.**

- 1. Maintenance Report**
- 2. Minutes**
- 3. Accounts Payable**
- 4. Miller Environmental, Inc. – Monthly Report**
- 5. Cecil County Sheriff's Office – Monthly Report**
- 6. Michael Doss – Christmas Party @ School**
- 7. Administrator's Report**

**PENDING BUSINESS**

- 8. Town Commissioner appointment**
- 9. Commission Appointments**
  - Election Board**
  - Board of Appeals**
- 10. FY2006 Program Open Space Grants (due 11/01/04)**

**NEW BUSINESS**

- 11. Commission openings**
  - Planning & Zoning**
    - Howard Hall (expires 11/04)**
  - Historic District**
    - Elizabeth Henry (expires 12/04)**
    - Charles Murphy (expires 12/04)**
  - Ethics Commission**
    - Edgar McMullen (expires 1/05)**
- 12. Fence**
- 13. Trash cans**
- 14. Perryville High School yearbook ad**
- 15. Halloween**
- 16. Memorandum of Understanding – Circuit Rider Program**

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 10/12/2004 TIME: 6:30 PM

Henry Burden

Robert Coren

JEN STANKO

Joan Morya

# Town of Charlestown

## Accounts Payable Bills

10/12/04

Name	Memo	Split	Amount
<b>1000.1 · General Fund Cash Accounts</b>			
<b>1010.1 · Cash-General Checking</b>			
Oriental Trading	Acct #26336799 - Inv #594127251-01 - pennant banner - Riverfest 2004	6967.1 · RiverFest 2003	46.75-
Fireworks Productions, I...	remainder due - fireworks - Riverfest 2004	6960.1 · Miscellaneous	5,625.00-
LazerBlazers.Com	Inv #1264 - (3) plaques - Doss, Bonsall, Magness	6216.1 · Memorials	97.50-
Cecil Co. Commissioners	mosquito spraying - 08/10; 08/21; 08/30/04; 09/10/04	6219.1 · Other	300.00-
Boulden Inc.	portable toilets - Riverfest 2004	6967.1 · RiverFest 2003	1,273.00-
Central Printing & Office...	inv #5941 - 2500 Riverfest schedules	6967.1 · RiverFest 2003	150.00-
Queen Bee's Honey Pots	Inv #1833 - (2) portable toilets - Fair Green park & athletic complex	6740.1 · P&R Miscellan...	190.00-
TriState Waste Solution...	Acct #6651 - Inv #59246 - dumpster - July 12 2004 flooding	6651.1 · Trash Collection	19.00-
Verizon	000017861803 96Y	6440.1 · Telephone	158.86-
Best Cleaning Services, ...	inv #21000 - (3) cleanings - Sep '04	6450.1 · Maintenance	105.00-
Paint 'N Place Signs	Inv #3628 - (1) 2x3 aluminum sign; (1) 4x8 aluminum sign posts & install...	6740.1 · P&R Miscellan...	1,015.00-
Paint 'N Place Signs	Inv #3629 - (10) decals - misc decals to change Riverfest banners	6967.1 · RiverFest 2003	25.00-
Cedar Creek Fundraisin...	Cust #3141 - lollipop prizes - Riverfest 2004	6967.1 · RiverFest 2003	60.00-
Capuccio, Amy L.	reimburse for postage - Riverfest 2004	6967.1 · RiverFest 2003	45.38-
Kingfisher Environmenta...	remainder due - c-dock repairs	6983.1 · Maintenance, ...	2,172.50-
Comfort Station Electric	2096 4129 9992 - comfort station	6420.1 · Electric	31.38-
Flagpole Lighting	2105 5729 9992 - flagpole	6420.1 · Electric	78.31-
Town House Electric	Acct #2056 2019 9989 - Town House electric	6420.1 · Electric	36.47-
Conectiv	Acct #2096 3159 9997 - Town Hall	6420.1 · Electric	255.36-
Town Pier Electric	2056 2019 9997 - town pier	6985.1 · Electric	14.88-
Octoraro Publishing Co...	ad for Riverfest 2004	6967.1 · RiverFest 2003	140.00-
Rising Sun Fire Police	traffic control & Parking - Riverfest 2004	6967.1 · RiverFest 2003	200.00-
TriState Waste Solution...	Acct #6579 - Inv #62282 - dumpster for Riverfest 2004	6967.1 · RiverFest 2003	342.00-
URS Corporation	Project #20592171 - Inv #1300781 - on-site meetings to discuss drainag...	2063.1 · Escrow - Scott ...	3,033.26-
Garage electric	Acct # 2096 5479 9995 - Garage	6420.1 · Electric	71.77-
Staples	office supplies; film for special events	-SPLIT-	441.19-
Baynes, Keith A.	research issue regarding voting to fill vacancy; review URS proposal	6310.1 · Legal Counsel	200.00-
M.R. Props	Inv #42714 - repair merry-go-round - Fair Green Park	6740.1 · P&R Miscellan...	845.00-
Waste Management	Acct #275-0049441-0276-5 - Inv #1580674-0276-4 - trash removal - Se...	6651.1 · Trash Collection	3,465.44-
Teate, Jeff	deposit - balloon sculptures - Halloween parade & party	6963.1 · Halloween Party	75.00-
Benjamin Lumber Co., I...	Acct #1186 - inv #352110 - lumber & items to repair post office door	6410.1 · Repairs	38.88-
AT&T	Acct #8014-058-9492 - Inv #6392609650 - long distance	6440.1 · Telephone	8.34-
Total 1010.1 · Cash-General Checking			20,560.27-
Total 1000.1 · General Fund Cash Accounts			20,560.27-

**1000.2 · Utility Fund Cash Accounts**



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

10/12/04

Name	Memo	Split	Amount
<b>1010.2 · Cash - Utility Checking</b>			
Atlantic Coast Laborator...	Inv #108761 - lab fees	7121.2 · Laboratory Tes...	16.00-
Maryland Rural Develop...	3rd qtr '04 (July - Sep 2004)	6330.1 · Administration	3,133.50-
Verizon	Acct #000017860572 14Y - telephone - water tower	7132.2 · Telephone	40.18-
Miller Environmental, Inc.	Inv #10100408 - water sys op charges - Oct '04	7120.2 · Contract Opera...	2,138.36-
Best Electric, Inc.	Inv #2776 - repair loose connection at telemetry relay - well #2	7756.2 · Other Repairs	170.00-
Sta 1 electric	2096 3069 9996 - Sta 1 electric	6531.2 · Station #1	135.50-
Lift Station electric	2096 4139 9990 Lift station electric	6534.2 · Lift Station	11.62-
Verizon Wireless	Acct #202583968-00001 - Inv #1012935631 - (2) cell phones	7132.2 · Telephone	82.67-
Rt 7 electric	2096 9259 9993 - Rt 7 electric	6533.2 · Station RT. #7	40.26-
Well 1 Electric	2096 5499 9991 Well 1 electric	7131.2 · Electric	502.31-
Well 3 Electric	2096 5769 9994 Well 3 electric	7131.2 · Electric	99.12-
Water Tank Electric	2096 5489 9993 - Water tank electric	7131.2 · Electric	75.82-
Sta 3 electric	2096 4739 9994 - Sta 3	6532.2 · Station #3	58.43-
Atlantic Coast Laborator...	Inv #109270 - monthly lab testing & yearly nitrate and lead & copper testi...	7121.2 · Laboratory Tes...	123.00-
Total 1010.2 · Cash - Utility Checking			6,626.77-
Total 1000.2 · Utility Fund Cash Accounts			6,626.77-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
URS Corporation	Project #20705321 - Inv #1300477 - Veterans Park drainage plan - atten...	6300.3 · Streets	527.50-
Kunkle Service Co.	Acct #36904 - Inv #373366 - post & terminal cleaner; Inv #373579 - oil - ...	-SPLIT-	44.68-
Street Lighting	2055 3529 9973 - street lighting	6010.3 · Street Lights	742.67-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #80231 - oil; M8 collar for chainsaw; inv #520685 - va...	-SPLIT-	2,566.68-
The Main Place	Inv #1003 - gasoline - Jul & Aug '04	-SPLIT-	473.67-
Total 1005.3 · New-Checking-Special (Special checking County)			4,355.20-
Total 1000.3 · Special Fund Cash Accounts			4,355.20-
<b>TOTAL</b>			<b>31,542.24-</b>

## TOWN MEETING OF NOVEMBER 23, 2004 MINUTES

Dr. Robert Gell called the November 23<sup>rd</sup>, 2004 meeting of the Town Commissioners of Charlestown to order. Also present were Donna Sheets, Treasurer, Mary Carol Durange, and Stanley Hearne, Town Administrator. Dr. Richard Price and Steve Vandervort arrived after the meeting began. Attendance sheet is attached hereto.

**Minutes of November 9<sup>th</sup>, 2004:** Ms. Sheets moved to approve the minutes as written, Ms. Durange seconded. Approved 3-0

**Accounts Payable:** Ms. Sheets moved to pay the bills, Ms. Durange Seconded. Approved 3-0

Dr. Gell noted the arrival of Dr. Richard Price.

**Post Office Paving:** Information only. No action by the Board is necessary at this time. There are low spots and surface problems with the asphalt. The Commissioners reviewed a letter from the contractor in which he proposed that the first step to solving the problem(s) would be to set up a meeting with URS, the contractors, and the Commissioners. Mr. Hearne will set up the meeting.

**Open House:** The entire Town is invited (projecting 200 attendees). Ms. Sheets moved that the budget for the Open House should not to exceed \$1,500, Ms. Durange seconded. Approved 4-0

**Water and Sewer Connection Fees:** Mr. Vandervort wanted to be present for this proposal so the Commissioners tabled this until Steve's arrival.

**Request for Disconnection:** Darlene Gatchell and Norma Gatchell have requested two condemned properties on West Old Philadelphia Road be disconnected from water and sewer and all bills be discontinued. It was requested that Mr. Hearne research the question of whether or not a reconnection fee is applicable in the case where there is an emergency "suspension" of service(s) for a period of time due to circumstances beyond the control of the resident(s). Ms. Sheets: Made a motion the Town suspends service for these two properties effective the date of the last quarter leaving the question of reconnection fees pending legal research, Dr. Price seconded. Approved 4-0

**Sgt. Ron Schmidt, Cecil County Sheriff's Dept. - Monthly Report, October 2004:** It was noted that Charlestown Commissioners had previously approved 29 total 4-hour shifts totaling 116 patrol hours per month. Criminal complaint statistics for the month are attached. Dr. Gell requested a patrol car be available in the mornings at the stop sign outside of Town Hall to protect school bus children with specific dates to be determined. The Commissioners thanked Sgt. Schmidt for his report.

At this point Commissioner Vandervort arrived and assumed the Chair.

**Water and Sewer Connection Fees:** Mr. Vandervort stated that there are 4 sewage-pumping stations in Town now, two of which (the whole station) will need to be replaced in the near future (5 years at most). Two years ago the County, URS, and an engineer from Morris and Ritchie all said the one by Joe Letts' house is showing bad corrosion and plans should be made to replace it. The other one at Route 7 is in a similar condition and we should plan to replace them in 5 – 10 years max. Two others, one at Veterans Park and one behind Avalon, are aging. Apparently after 30 – 40 years these pumping stations need a complete overhaul. For future planning we need to consider additional stations as the Town grows. The County just built two of stations at Carpenter's Point and they spent \$750,000. Mr. Vandervort said these are the type of costs we need to be aware of when considering our connection fees. Our sewer connection fee is currently at \$2,000. Our water connection fee is now at \$1,200. (Commissioners had a handout for comparative connection fees in other towns.) The out-of-town amount for sewer is \$2,500 and \$1,450 for water. There is \$352,000 in the long-term sewer fund currently and probably \$20,000 +/- in the joint savings account which belongs to the sewer fund.


Discussion of the fee structure as well as possible water and sewer demands ensued. Mr. Vandervort presented a proposed connection fee structure for in-town sewer at \$4,500 and \$3,500 for in-town water. Out-of-town at \$5,000 for sewer and \$4,000 for water. Mr. Vandervort made a motion for setting the connection fees at \$3,500 for in-town water and sewer and \$4,500 for out-of-town water and sewer. Dr. Gell seconded the motion. Approved 5-0

**Assorted Fees:** Building permits are currently at \$25, which is not adequate when Stan's time is factored in. Dr. Gell proposed that at a future meeting he would come in with a proposed revised fee schedule for all fees. Dr. Gell asked Mr. Hearne to provide a list of all fees that are currently charged by the Town.

Ms. Sheets made a motion that the Commissioners go into Executive Session regarding some personnel matters. Dr. Gell: Second. Approved 5-0

The regular meeting of November 23, 2004 was adjourned.

Respectfully submitted,

  
Stanley Hearne  
Town Administrator

**MONTHLY SHERIFF'S REPORT**

**CHARLESTOWN PATROL: OCTOBER 2004**

**(29) TOTAL = (4) HR. SHIFTS = (116) PATROL HOURS = APPROVED**

**CRIMINAL COMPLAINT: STATISTICS**

**NUMBER OF CALLS RECEIVED ( HANDLED IN TOWN ) = (4)  
(1) suspicious veh. / (1) juvenile comp. / (1) ATV / (1) MDOP**

**NUMBER OF CALLS (OUT OF TOWN ) = (1) Town Not Responsible For!**

**PATROL / PROPERTY CHECKS: STATISTICS**

**NUMBER OF PROPERTY CHECKS = (117)  
NUMBER OF PATROL CHECKS = (111)**

**TRAFFIC ENFORCEMENT: STATISTICS**

**NUMBER OF (NON-RADAR) TRAFFIC CITATIONS ISSUED = ( 10 ) (1) Stop Signs in Trinity Woods  
NUMBER OF ( RADAR ) TRAFFIC CITATIONS ISSUED = ( 6 )  
NUMBER OF TRAFFIC WARNINGS ISSUED = ( 9 ) (1) Stop sign in Trinity Woods  
NUMBER OF (SERO) SAFETY REPAIR ORDERS ISSUED = ( 4 )**

**CRIMINAL WARRANT / SUMMONS: STATISTICS**

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

**CIVIL PROCESS: STATISTICS**

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

**CRIMINAL / TRAFFIC / WARRANT ARRESTS: STATISTICS**

NUMBER OF ( WARRANT RELATED ) ARRESTS = (1)  
NUMBER OF CRIMINAL ( STREET ) ARRESTS = (0)  
NUMBER OF ( SUSPENDED / REVOKED) ARRESTS = (1) Suspended = W/M's  
NUMBER OF (UNINSURED / OTHER) ARRESTS = (0)  
NUMBER OF (DUI - RELATED) ARRESTS = (1) W/M Adult

**ADULT / JUVENILE ARRESTS: STATISTICS**

NUMBER OF ADULT ARRESTS = ( 3 )  
NUMBER OF JUVENILE ARRESTS = ( 0 )

**CIVIL CITATIONS: STATISTICS**

NUMBER OF ADULT CIVIL CITATIONS ISSUED = ( 0 ) W/M  
NUMBER OF JUVENILE CIVIL CIT. ISSUED = ( 0 ) = W/F  
NUMBER OF FIELD CONTACT REPORTS ( FCR'S ) ISSUED = (7)

**COMMUNITY CONTACTS: STATISTICS**

NUMBER OF COMMUNITY CONTACT CARDS = (7)  
NUMBER OF BUSINESS CONTACT CARDS = (4)

**RADAR USAGE: STATISTICS**

NUMBER OF SHIFTS (OPERATING RADAR ) = (25)  
NUMBER OF SHIFTS ( NOT- OPERATING RADAR ) = (4)  
NUMBER OF (SCHOOL ZONE) ASSIGNMENTS = (0)

**Page #3**

**OCTOBER 2004**

**VEHICLE STORAGE : STATISTICS**

**NUMBER OF VEHICLES (POLICE STORAGE) = ( 0 )**

**NUMBER OF VEHICLES (OWNERS REQUEST) = ( 0 )**

**RESPECTFULLY SUBMITTED BY:**

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**SGT. RONALD E. SCHMIDT #0196  
LAW ENFORCEMENT COORDINATOR  
FOR THE TOWN OF CHARLESTOWN**



**TOWN MEETING OF NOVEMBER 23, 2004  
AGENDA**

7:00 P.M.

1. Minutes
2. Accounts Payable

**PENDING BUSINESS**

3. Post Office Paving
4. Open House
5. Water & Sewer Connection Fees

**NEW BUSINESS**

6. Requests for Disconnection – A. Darlene Gatchell  
Norma Gatchell



# Town of Clarendon

## Accounts Payable Bills

11/23/04

Name	Memo	Split	Amount
<b>1000.1 - General Fund Cash Accounts</b>			
<b>1010.1 - Cash-General Checking</b>			
Pitney-Bowes Inc	Acct #8000-9000-0938-0654 - postage	6220.1 - Office Supplies	419.00-
Chesapeake Publishing ...	Acct #104333 - ads - Riverfest boat ramp closure; ads- Riverfest; ads - ...	-SPLIT-	1,996.00-
Ferrell Fuel Co., Inc.	maintenance agreement - Town House furnace	6450.1 - Maintenance	169.00-
Ferrell Fuel Co., Inc.	ticket #72750 - 129 gal x \$1.299/gal - Town Hall	6430.1 - Fuel	167.57-
Perryville High School	full page ad - yearbook	6215.1 - Advertising	350.00-
Ferrell Fuel Co., Inc.	ticket #80815 - 91.3 gal x \$1.799/gal - Town House	6430.1 - Fuel	164.25-
E.J. Sprague Co.	Inv #65813 - (1) trashbags; (1) foam cups; (1) runner mat; (1) cooler	6220.1 - Office Supplies	117.09-
Bradley Electric Service	Inv #70 - built & installed 100 amp 120/240 volt service panel with 10 G....	6967.1 - RiverFest 2003	875.00-
Central Printing & Office...	Inv #6068 - (500) business cards - Gell	6219.1 - Other	38.00-
Maryland Rural Develop...	Circuit Rider program - 4th qtr '04 (Oct - Dec '04)	6330.1 - Administration	3,133.50-
Oriental Trading	Acct #26336799 - Inv #595985416-01 - items for Children's Christmas p...	6964.1 - Holiday party	418.76-
Wal*Mart	Acct #6032 2025 3027 4845 - Inv #1322 - large candy bars & gift cards f...	-SPLIT-	108.69-
Cecil-Harford Chapter, ...	MML Cecil-Harford Chapter dues	6214.1 - Dues & Memb...	70.00-
Verizon	000017861803 96Y - telephone - Town Hall	6440.1 - Telephone	142.97-
Total 1010.1 - Cash-General Checking			8,169.83-
Total 1000.1 - General Fund Cash Accounts			8,169.83-
<b>1000.2 - Utility Fund Cash Accounts</b>			
<b>1010.2 - Cash - Utility Checking</b>			
Miller Environmental, Inc.	Inv #10120410 - water sys ops contract	7120.2 - Contract Opera...	2,138.36-
Verizon	000017860572 14Y - telephone - water tower	7132.2 - Telephone	40.10-
Total 1010.2 - Cash - Utility Checking			2,178.46-
Total 1000.2 - Utility Fund Cash Accounts			2,178.46-
<b>1000.3 - Special Fund Cash Accounts</b>			
<b>1005.3 - New-Checking-Special (Special checking County)</b>			
Wal*Mart	Acct #6032 2025 3027 4845 - Inv #9298 - (4) containers ice melt - streets	6300.3 - Streets	23.52-
B&B Excavating	Post Office/Town Hall parking lot paving	6300.3 - Streets	8,700.00-
URS Corporation	Project #20605325 - Inv #1372838 - PO/Town Hall parking paving - over...	6300.3 - Streets	1,970.33-
URS Corporation	Project #20605329 - Inv #1372840 - master drainage plan - prepared for...	6300.3 - Streets	2,185.50-
Home Depot	Acct #6035 3225 0250 8926 - Inv #4174465 - sawblades; wd-40; end ca...	-SPLIT-	472.81-
The Main Place	Inv #1030 - gasoline charges - Oct '04	6026.3 - Gasoline - Truck	435.04-
Total 1005.3 - New-Checking-Special (Special checking County)			13,787.20-

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# Town of Charlestown

## Accounts Payable Bills

11/23/04

Name	Memo	Split	Amount
Total 1000.3 - Special Fund Cash Accounts			13,787.20-
<b>TOTAL</b>			<b><u>24,135.49-</u></b>

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## **TOWN MEETING OF NOVEMBER 9, 2004 MINUTES**

The November 9, 2004 meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 6:30 p.m. Other Commissioners present were Treasurer Donna M. Sheets, Commissioner Robert L. Gell, Commissioner G. Richard Price and Commissioner Mary Carol Durange. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Maintenance Report – Ben Suppa, one of the Town maintenance workers, stated they had replaced the lining and woodchips in the playground and replaced the wood on the all the benches except the one at the basketball court, which would be done shortly. He further stated they had removed an oil tank from the river behind the Boys and Girls Club. Mr. Suppa stated they had purchased the pipe for the ditch work on Louisa Lane and would proceed with that once they were back to a full crew. When asked by Commissioner Gell, Mr. Suppa said the merry-go-round had been welded but Mr. Rowe needed to have it sandblasted and painted.

Minutes – Commissioner Gell made a motion to approve the minutes of the October 26, 2004 meeting, seconded by Commissioner Sheets. The motion passed 5-0.

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

Miller Environmental, Inc. – Monthly Report – Robert Corn, of Miller Environmental, Inc., presented the October '04 monthly water system operations report to the Board.

After some discussion, President Vandervort asked Mr. Suppa to patch the small potholes around town and suggested he talk to Mr. Jones, of URS, when he was here for another meeting.

Strategic Planning Committee Report Presentation – Commissioner Price presented a power point presentation of the Strategic Planning Committee's report (for entire report and public comments made in regard to, please refer to the tape of this meeting). After much discussion, the Board requested the public to submit their comments/concerns, etc. to the Board and President Vandervort closed the presentation.

Footbridge – Mr. Hearne stated he didn't have anything further. President Vandervort asked Commissioner Gell if he had a chance to talk to Steve Lewis. When asked, Mr. Hearne stated whoever would be awarded the work would be responsible for getting the necessary permits.

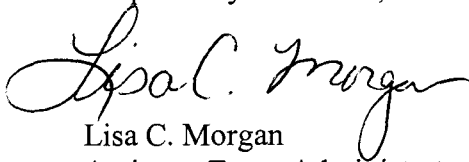
Commission Appointments – After discussion, Commissioner Gell made a motion to re-appoint Edgar McMullen to the Ethics Commission, seconded by Commissioner Sheets. The motion passed 5-0. Commissioner Gell made a motion to re-appoint Charles Murphy and appoint Ron Edward to the Historic District Commission, seconded by

Commissioner Price. The motion passed 5-0. Commissioner Gell made a motion to re-appoint Howard Hall to the Planning and Zoning Commission, seconded by Commissioner Price. The motion passed 5-0.

Administrator's Report – Mr. Hearne presented his written report to the Board.

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

Respectfully submitted,

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

Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF NOVEMBER 9, 2004**  
**AGENDA**

6:30 P.M.

1. Maintenance Report
2. Minutes
3. Accounts Payable
4. Miller Environmental, Inc. – Monthly Report
5. Cecil County Sheriff's Office – Monthly Report
6. Edgar McMullen
7. Presentation – Strategic Planning Committee Report
8. Administrator's Report

PENDING BUSINESS

9. Foot Bridge
10. Commission Appointments

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 11/9/2004 TIME: 6:30 PM

Linda Simons	
Gene Kraemer	Bert Phillips
Darlene Mitchell	Bence Shatt
Joseph Starnes	Thi [unclear]
Theresa [unclear]	DANIEL SATER
Rosalyn R. Kott	
Joan Morgan	
Eric [unclear] Wells	
Robert Corn, MEI	
HOWARD & DORIS HALL	
Richard & Maria Evans	
Tracy & Charles Bondart	
William [unclear]	
Roger Albert	
Walter [unclear]	
Aldey Edwards	
Ron Edwards	
JEN & GEORGE STANICO	
Max [unclear]	
Rebecca C. Phillips	
James D. Black	
Bert and Mariann Rommel	

# Town of Charlestown

## Accounts Payable Bills

11/09/04

Name	Memo	Split	Amount
<b>1000.1 · General Fund Cash Accounts</b>			
<b>1010.1 · Cash-General Checking</b>			
Shure-Line Electrical, Inc.	Inv #17080 - change order #1 - add'l electrical drops - Christmas lights	6740.1 · P&R Miscellan...	1,800.00-
Gelli, Robert L.	reimburse MMI Fall Conference hotel expenses	6212.1 · Conference Ex...	438.07-
Harford Alarm System	Inv #472469 - phone wire for fire/security panel disconnected @ phone i...	6460.1 · Alarms	115.00-
Connectiv	Acct #2096 3159 9997 - Town Hall	6420.1 · Electric	153.90-
Garage electric	Acct # 2096 5479 9995 - Garage	6420.1 · Electric	66.08-
Comfort Station Electric	2096 4129 9992 - comfort station	6420.1 · Electric	22.00-
Flagpole Lighting	2105 5729 9992 - flagpole	6420.1 · Electric	73.01-
Town House Electric	Acct #2056 2019 9989 - Town House electric	6420.1 · Electric	38.85-
Town Pier Electric	2056 2019 9997 - town pier	6985.1 · Electric	12.17-
URS Corporation	Project #20605321 - Inv #1321544 - Principio Review - continued inspec...	6341.1 · Engineering Se...	819.27-
URS Corporation	project #20592171 - Inv #1321496 - Scott Gardens - inspection services	2063.1 · Escrow - Scott ...	706.77-
American Home & Hard...	Acct #685600 - Inv #50204 - steel door, lock kit, deadbolt - post office do...	6450.1 · Maintenance	237.04-
Zeager Bros., Inc.	Acct #2116300 - inv #243794 - 30 cy woodcarpet & 5 rls duraliner (s&h);...	6740.1 · P&R Miscellan...	2,353.90-
Staples	Acct #797232000027426 - office supplies	6220.1 · Office Supplies	118.30-
Waste Management	Acct #275-0049441-0276-5 - Inv #1610627-0276-6 - trash removal - Oct...	6651.1 · Trash Collection	3,465.44-
Sheriff's Patrol	Charlestown Patrol - period of 09/18/04 - 10/15/04	6920.1 · Police Protection	2,503.95-
Sheriff's Patrol	gasoline for Charlestown patrol - period of 09/18/04 - 10/15/04	6920.1 · Police Protection	106.10-
AT&T	Acct #8014-058-9492 - Inv #6392613312 - long distance - Town Hall	6440.1 · Telephone	5.56-
Ace Hardware	Acct #20358 - Inv #111391 - (1)pkg vacuum belts - Town Hall; Inv #111...	-SPLIT-	528.07-
Benjamin Lumber Co., I...	Acct #1186 - Inv #352734 - carriage bolts - merry-go-round; Inv #352690...	-SPLIT-	27.27-
Cecil County Treasurer...	Cust #1043 - Inv #2004M100010 - landfill charges - Oct '04 less credit fr...	-SPLIT-	60.23-
Total 1010.1 · Cash-General Checking			13,650.98-
Total 1000.1 · General Fund Cash Accounts			13,650.98-
<b>1000.2 · Utility Fund Cash Accounts</b>			
<b>1010.2 · Cash - Utility Checking</b>			
Verizon Wireless	Acct #202583968-00001 - Inv #1021206280 - (2) cell phones	7132.2 · Telephone	131.57-
Sta 1 electric	2096 3069 9996 - Sta 1 electric	6531.2 · Station #1	140.50-
Lift Station electric	2096 4139 9990 Lift station electric	6534.2 · Lift Station	8.84-
Rt 7 electric	2096 9259 9993 - Rt 7 electric	6533.2 · Station RT. #7	28.04-
Well 1 Electric	2096 5499 9991 Well 1 electric	7131.2 · Electric	393.45-
Well 3 Electric	2096 5769 9994 Well 3 electric	7131.2 · Electric	161.57-
Water Tank Electric	2096 5489 9993 - Water tank electric	7131.2 · Electric	68.72-
Sta 3 electric	2096 4739 9994 - Sta 3	6532.2 · Station #3	82.86-
Atlantic Coast Laborator...	Inv #109768 - lab fees	7121.2 · Laboratory Tes...	16.00-
D&P Electrical Co., Inc.	Inv #1712 - repair well telemetry lines	7756.2 · Other Repairs	725.94-

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

11/09/04

Name	Memo	Split	Amount
Total 1010.2 · Cash - Utility Checking			1,757.49-
Total 1000.2 · Utility Fund Cash Accounts			1,757.49-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
The Main Place	Inv #1018 - gasoline - town trucks - Sep '04	6026.3 · Gasoline - Truck	333.33-
American Home & Hard...	Acct #685600 - Inv #55530 - 5-20' 16 ga alum drain pipe; 3-17x13 pipe c...	6300.3 · Streets	1,095.00-
Maryland Materials Inc.	Acct #60503 - inv #172012 - 23.32 tons crusher run - Louisa Lane Ext.	6300.3 · Streets	242.76-
McDonald Safety Equip...	Inv #1107885-01 - (1) handicapped parking sign; (2) rls caution tape	-SPLIT-	47.68-
Ace Hardware	Acct #220358 - Inv #111391 - wasp spray; machete - shop; Inv #111593...	-SPLIT-	79.06-
Total 1005.3 · New-Checking-Special (Special checking County)			1,797.83-
Total 1000.3 · Special Fund Cash Accounts			1,797.83-
<b>TOTAL</b>			<b>17,206.30-</b>



TOWN MEETING OF JULY 27, 2004  
MINUTES

The July 27, 2004 meeting of the Town Commissioners of Charlestown was called to order by Vice President Steven W. Vandervort at 7:30pm. Other commissioners present were Treasurer Donna Sheets, Commissioner Robert Gell, and Commissioner G. Richard Price. Also present was Stanley W Hearne, Town Administrator. Audience attendance is attached hereto.

Jennifer Stanko - storm water management - Jennifer Stanko stated she knew the town was aware of the run-off problem on Louisa Lane. She stated they had dug ditches and filled in as much as they can and asked the Town to work on the remainder. When asked by Commissioner Vandervort, Mrs. Stanko stated the ditch across the street needed to be dug out and the pipe under Calvert Street needs to be cleaned out or it's not big enough to handle that amount of water. She further stated there is a standing water problem from Mr. Bott's house on down. After discussion, Commissioner Vandervort asked Benny Suppa, a town maintenance worker, to make this an urgent job to get fixed. After more discussion, Commissioner Sheets stated the Town needed to take care of this in the entire town rather than doing it piecemeal. After more discussion, Commissioner Price stated that this was not a problem that had happened overnight, it was a lack of maintenance for many years. After more discussion, Commissioner Vandervort asked if there was a due date in the study. Tom deLormier, of URS, stated he didn't have it tonight, and Mr. Hearne stated he thought Dave was almost done with it, that he just needed to know what format the Town wanted it presented in. Commissioner Vandervort stated the study would allow the Board to prioritize projects. Someone asked if repairing the road would also change the water run-off. After more discussion, Mr Suppa stated it takes 2 ½ days to do the grass cutting, then there is the recyclables. Mrs. Calvert stated that Mr Seth at 460 Chesapeake Road was wanting to know when anything would be done about the spring and directing it down through the ditches. After more discussion, Commissioner Gell stated URS was asked to look at that area because there's a problem all the way down Chesapeake Road to the river. Commissioner price stated there's two ways to approach it: one was to get the ditches cleared out, which is something the maintenance workers can get done, and two, the work that will involve pipe, tearing up roads, etc, and believes the Town was starting on that. He further stated that he was hearing that this is more than maintenance can handle.

Veteran's Park-Commissioner Vandervort stated the Town had just had drainage work done and the heavy rains damaged the area around the beach. He asked Mr. deLormier to take a look at the area and make some suggestions on re-doing the drainage. Mr. deLormier stated he was going to work with their engineer to come up with an alternative in dealing with that drainage. Commissioner Vandervort also stated the Town had storm water management complaints not only in the old part of town, but also in the new developments. Commissioner Vandervort stated the County Dept of Public Works currently services and inspects these matters for the Town, but they're answerable to the County Commissioners. Commissioner Vandervort stated recently he had looked into the Town having more control. Commissioner Vandervort stated the Town could have an engineering firm review these plans and the developers pay these costs, as they pay the County to do so now. After more discussion, Mr. deLormier stated the Town would need to pass a storm water management ordinance, which standards developers would need to follow, and it could be more strict but not less strict than what the County and State have now. Mr. Hearne stated the Town had deferred review to the County, but Mr. DeLormier stated he would be following the County ordinance then. Mr. deLormier suggested the Town have Mr. Rogers

review that ordinance because the Town had issues, particular to the Town, that might not be addressed by that ordinance. After discussion, Commissioner Vandervort made a motion seconded by Commissioner Price to have URS develop a list of steps the Town would need to take to change who would do the storm management review. Mr. Hearne said that Mr. Pampuch was supposed to send a sub-division check-list on what paperwork, permits, etc. he needed to have the developer submit and asked Mr. deLormier if he would have Mr. Pampuch send it.

Someone also stated there was a problem with Edgewater Avenue ever since the road over the railroad tracks was put in. Commissioner Vandervort asked the Board to vote on the motion he made. The motion passed 4-0. Someone stated the State had not been willing to do anything. Commissioner Vandervort stated it was again a maintenance issue.

**MAINTENANCE REPORT-**Mr Suppa distributed copies of his report to the Board. He stated they had dug the ditch out on the lower block of Louisa Lane, installed a pipe under Louisa Lane Extended so water doesn't run across the road any more, and installed street signs for Bennie Drive and Theresa Lane. He further stated he had the old truck in the shop for repairs, and had purchased 10 trash barrels. Commissioner Gell stated someone had asked about a trash barrel for Town Hall. Mr. Suppa stated they would need another decorative barrel for that. Commissioner Vandervort stated he would check on the cost of purchasing a couple more of those barrels. Mr. Suppa stated they had gotten the work order to install gutters, etc., in the back of the Post Office. Commissioner Vandervort stated that several of the items in the report were storm water related so they have been working on them. Mr. Suppa stated there had been an ongoing problem with toilets and sinks backing up at the comfort station and they rented a snake and cleared out what was blocking the pipes. Mr. Suppa stated they removed some of the tree stumps in the yard at the Boys & Girls Club as well as changing the locks and repairing a couple of screens inside. Mr. Suppa stated they had repaired the portions of Cecil Street, Caroline Street, and Louisa Lane Extended. Commissioner Sheets stated Mr. Thompson on Caroline Street mentioned they had done a great job. Commissioner Vandervort asked if he didn't have to mow grass could he get a lot more done. Mr. Suppa said he could because it takes 2-2 ½ days for recyclables & fit everything else in between. Commissioner Vandervort asked if Mr. Bott could work more hours. Commissioner Sheets stated Mr. Bott worked a maximum of 20 hours because of Social Security. Mr. Suppa stated they needed to get Diamondtex for the infield. Commissioner Gell asked about using that rubber product the State was urging use of. Commissioner Sheets stated that product was used for a playground, not an infield. Commissioner Vandervort stated the Board had considered using it when the playground was redone, but went with the wood chips because they were handicapped accessible and the rubber stuff was not., at least not at that time. He further asked Mr. Suppa about outstanding work orders because the Board had asked them to put more wood chips down. Mr. Suppa stated that was put on hold until the storm water management problem in the park was dealt with. Commissioner Vandervort asked when B & B Excavating was going to get that job done. Commissioner Gell stated their next job would be Town Hall but, as he understood it, the project only goes to the Post Office's back driveway. Mr. Hearne stated President Doss had contacted URS to go forward with engineering design for that area.

**SHERIFF'S OFFICE-MONTHLY REPORT-** Sgt Ron Schmidt, of the Cecil County Sheriff's Office, presented the June 2004 report. After discussion, Commissioner Gell asked how effective the radar units were. Sgt Schmidt stated they had good results, especially in school zones. He stated it gets peoples attention and they slow down because they're not sure if it's manned or unmanned. Mrs. Stanko stated there's been an ongoing problem with speeding on Louisa Lane

and also people going thru the stop signs at Calvert Street and Louisa Lane. After discussion, Commissioner Sheets said there were several faded stop signs that need to be replaced. Sgt Schmidt said he would inform the deputies of the problem. After more discussion, Commissioner Sheets asked who sets the speed limit for the roads in town. Commissioner Vandervort said if it's a state road, the state sets the speed, and if it's a town road, the Town sets it. Mrs. Sheets said the speed limit had changed from 15 mph to 25 mph in Charlestown Place. Mr. Suppa stated they hadn't replaced any speed limit signs, then Commissioner Vandervort said the town needed to get 15 mph signs and replace them.

JUDY CALVERT/HOLLOWAY BEACH-Commissioner Vandervort stated, as he mentioned just before the meeting, any one else intending to speak on this matter other than Mrs Calvert (who was on the agenda), needs to sign the list for Holloway Beach. Mrs Calvert stated that Commissioners Gell and Sheets are aware of damage done to the grave stones, flower pots, etc., in the cemetery. Mr. Suppa stated the grave stone knocked over had been done years ago. He stated Mr. Bott, who had been here for several years, stated that several were chipped years ago, and the maintenance workers were very cautious not to cause damage. Commissioner Vandervort stated Edgar McMullen has been in charge of the cemetery for a long time, so if there's some issue with that, he's like to see it come from Mr. McMullen. Mrs. Calvert stated she had a letter and a petition. She stated Howard Hall, before recusing himself, had stated at a Planning & Zoning Commission meeting, that he controlled the end of Chesapeake Road because he maintained it, and that's not true. After discussion, Mrs. Calvert stated the letter requested the removal of Mr. Hall from the Planning & Zoning Commission, and that the Town's ordinances be enforced fairly and properly to all. Commissioner Vandervort stated the letter was very non-specific, and who are "concerned Charlestown property owners", homeowners, and residents. Mrs. Calvert stated they were everyone who signed the petition. After being asked by Commissioner Price to explain the issue, Mrs. Calvert stated Mr. Hall called the law, sent his campers out to tell people they couldn't swim at the beach, can't come down past his house, past the end of the pavement, because they were trespassing because he owned between the pavement and the water. Mrs. Calvert said rumor was the Town was trying to give him the rights to that land. After listen to Mrs. Calvert's comments and comments from Christopher Capano, Harold Collins, Don McMillan, Betty Fryberger, Renee Sheets, Barbara Clark, Herman Seth, Michael Seth, Michael Neilly, Ben Suppa, and Janet Collins and discussion, Commissioner Gell drafted a resolution that, until it's proven otherwise, the area between the paved portion of Chesapeake Road and the water was open to the public. Mr. Hearne was to put the draft into resolution form for the Commissioners to sign.

Boys & Girls Club – Permission to Erect Sign – After discussion, the Board gave permission for the club to put up the sign subject to approval by the Historic District Commission.

Carolyn Riley – 231 Conestoga Street – Water/Sewer Disconnection – Carolyn Riley, of 231 Conestoga Street, requested that one of the two water and sewer connections to her property be discontinued. She stated that the existing structures had been razed and their plan was to build a single family dwelling on the lot. The Board agreed to discontinue one water and sewer billing to the property subject to a letter being sent and received back from Mr. & Mrs. Riley that stated they understood that once that water and sewer connection was discontinued, they would not be able to get it reconnected.

John Peterson – Water Bill Abatement – Flood Damage to Plumbing – John Peterson, of 1237 W. Old Philadelphia Rd., sent a letter requesting the Town to abate a portion of his quarterly bill

as his plumbing was damaged by the flooding on July 12<sup>th</sup> but he was not aware of this right of way because flood waters had entered his residence. After discussion, the Board agreed to calculate his bill based upon the average of his last 4 quarterly bills.

#### PENDING BUSINESS

Planning & Zoning Commission – Appointment – The Board agreed to appoint Joseph Letts to the Planning and Zoning Commission to complete Mr. Magness' vacated term.

State Highway Administration National Recreational Trails Grant – The Board decided not to apply because there was not adequate time to complete the application.

Copy & Facsimile Fees – The Board decided to keep the copying fee to \$0.25 per page but changed the faxing fees to \$2.00 for each set of six pages faxed.

Boat Ramp Closure – The Board decided to close the public boat ramp for Riverfest from Friday, September 10<sup>th</sup> at 6 p.m. to Monday, September 13<sup>th</sup> at 6 a.m. The Board wanted an ad put in the Cecil Whig and a sign posted at the boat ramp as soon as possible.

Christmas Lights Installation – After reviewing the two estimates received, the Board awarded the job to Shur Line Electric.

Re-grading Veterans Park – Flood Damage – After discussion, the Board decided not to do anything to Veterans Park until URS was able to re-engineer the project for that area.

Ferrell Fuel Agreement – After discussion, the Board agreed to sign the contract with Ferrell Fuel.

(At this point, tape started recording again)

Department of Natural Resources Boating Infrastructure Program (BIG) Grants – Commissioner Vandervort stated this grant was for infrastructure or improvements thereto to accommodate transient slips for boats larger than 26 ft. After discussion, Mr. Hearne stated the Town had applied in the past but never successfully and, in talking to him, Mr. Ropp indicated it would be difficult for the Town to get because of the number of towns competing for funding. After more discussion, when asked, Commissioner Vandervort stated c-dock was owned by the Town but there were still more repairs needed to the dock. After more discussion, Commissioner Vandervort stated, during discussion of the budget, the Board understood the money from leasing c-dock for some time would be used to repair c-dock but once, repairs and maintenance are done, any excess lease monies would be available to the general fund.

After more discussion, Commissioner Gell made a motion to adjourn the meeting to go into executive session to discuss personnel matters, seconded by Commissioner Sheets. After more discussion, the motion passed 4-0. Commissioner Vandervort adjourned the meeting.

Respectfully submitted,

Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

## **TOWN MEETING OF OCTOBER 12, 2004 MINUTES**

The October 12, 2004 meeting of the Town Commissioners was called to order by President Steven W. Vandervort at 6:30 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.

Maintenance Report – Ben Suppa, one of the Town maintenance workers, reported that they had purchased the extended chainsaw, the sign and traffic cone order had come in. Mr. Suppa stated he had met with Tom deLorimier, of URS, about the roads. President Vandervort stated he had talked to Mr. deLorimier about making a prioritized list of road repairs. Commissioner Price asked if the Town could expedite getting the roads paved. After much discussion, Commissioner Sheets made a motion to allow Commissioner Price, President Vandervort or Mr. Hearne approve the paving of the Cecil St. section, Caroline & Bladen Streets and Louisa Lane based on the lowest, best bid, seconded by Commissioner Price. The motion passed 4-0. Mr. Suppa stated they had an estimate for repairing the salt/sand spreader and they would get it fixed. Mr. Suppa stated the fascia board and gutter on the back of the post office were up but needed to get the downspout in place. Mr. Suppa stated they installed a new post office door, raised the outside Town Hall sign and bought a storage cabinet for the Town Hall bathroom. He further stated they put the new outlet covers on and replaced the chains on the swings in Fair Green Park. Mr. Suppa stated they had just worked with URS on the drainage problem, which also involved the park, and they would work on getting Fair Green Park back in shape. After discussion, Mr. Suppa stated Mr. Rowe just finished with the merry-go-round yesterday. Mr. Suppa stated they had started on the Louisa Lane ditch and Joe Jones, of URS, said if they had any problems, he would meet with them. President Vandervort stated the utility companies were supposed to come out and mark lines because Mr. Suppa had come across some underground lines while digging that they hadn't marked. When asked by Mrs. Stanko, President Vandervort stated URS had provided a list of drains and pipes the Town needed to work on so URS had access to complete their report. Mr. Suppa stated Mrs. Morgan had given them a copy of the list and pictures but he hadn't looked at it yet. Jennifer Stanko stated the ditch across the street was not working and water was still running across the road onto her property. Mr. Suppa stated the ditch was only halfway done because they had run across those buried wires in the area where they are to install the grate. He stated they would get those wires identified and continue the ditch work. Mr. Suppa asked if they could purchase a heater for the garage. After discussion, Commissioner Price made a motion to purchase a torpedo heater if it is found that the Town had not purchased one the last time one was requested, seconded by Commissioner Sheets. The motion passed 4-0. President Vandervort asked about the status of the footbridge. Mr. Suppa said John Harrison, of Harrison Repairs, was working on estimates for the concrete work and the steel. Ursula Boudart asked if the Town would need a permit or permits from MDE to do this. Mr. Hearne stated the Town probably would and, after discussion, President Vandervort asked him to check with MDE. Mrs. Boudart asked what the status of the shoreline erosion project. Mr. Hearne stated he still needed to contact Rick Ayella, of MDE, who had been out for the past couple of weeks. After discussion, Mr. Suppa mentioned Mr. Bott will be taking a month off after the end of November because Social Security restricts the amount of wages he can earn without being penalized.

Cecil County Sheriff's Office – Monthly Report – Sgt. Ron Schmidt, of the Cecil County Sheriff's Office, presented the September 2004 report. After discussing comments from the audience, President Vandervort and Sgt. Schmidt agreed to move up several of the scheduled shifts to afternoon or early evening hours.

Miller Environmental, Inc. (MEI) – Monthly Report – Robert Corn, of MEI, presented the September 2004 water system operations report. He stated they are continuing the monitoring of the area at Frederick and Calvert and it was not getting any worse and doesn't appear unless it rains. Mr. Corn stated the telemetry lines were cut between a Friday and a Saturday, most likely done when someone on Frederick St. dug up a tree stump. He further stated the electrician came out and repaired it. President Vandervort stated that bill will be expensive and asked Mr. Hearne to check on who dug up the tree stump on Frederick St.

Minutes – Commissioner Gell made a motion to approve the minutes of the September 14, 2004 meeting, seconded by Commissioner Price. The motion passed 3-0-1 (Commissioner Sheets abstained).

Accounts Payable – President Vandervort stated the bill from MRDC should come out of the general fund, not the utility fund. After discussion, Commissioner Price made a motion to approve the bills subject to having the MRDC

check be taken out of the correct account, seconded by Commissioner Sheets. The motion passed 4-0. Commissioner Price provided a copy of a suggested format for the budget report. President Vandervort stated he would on getting the formatting done.

Administrator's Report – Mr. Hearne stated members of Congressman Gilchrest's office had recently met with some federal officials regarding the flooding problem in the Rt. 7/Trinity Woods area but he hasn't gotten a report of that meeting yet. Mr. Hearne stated URS has just begun working on the storm water drainage work for Fair Green Park. He further stated the Town had met with URS, Cecil County and the builder for Scott Gardens Phase I and the builder was told how to handle some storm water drainage problems by replanting trees and installing swales. Mr. Hearne stated he had gotten two employee insurance quotes, which President Vandervort will look at. He further stated utility bills are to be out by the end of this week. He further stated he will continue trying to contact Mr. Ayella regarding the shoreline erosion project. Mr. Hearne stated the re-grading, re-seeding and installation of the grate at Veterans Park has been done. He further stated the Town Hall drainage work was partially complete. Mr. Gell asked if B&B Excavating had equipment to clear the pipe under the road. President Vandervort stated he would contact them. Commissioner Sheets asked what the water withdrawal permit was. Mr. Hearne stated the Town needed to re-new the permit from the State to withdraw water from the ground for the wells. He further stated since the Town was asking for an increase, we would probably need to hold a public hearing. Mr. Hearne stated Mr. Baynes was still researching the question about the Lee's Marina lease question. Mr. Hearne stated the Town was notified today that we didn't receive any BIG grant funding. He further stated URS had been authorized to develop a new storm water management ordinance, in coordination with and in compliance with MDE, for the Town and, once accepted, they will doing the storm water management for the Town. Mr. Hearne stated Commissioner Price was working on the presentation of the strategic planning committee's report for the November 9<sup>th</sup> meeting at the firehouse. Commissioner Gell stated he had talked to Michael Vaughan, who would like to meet with the Town again to see if there was still interest in annexation. After much discussion about Stewart Associates' estimated impact report on annexation of the Charlestown Crossing development, Mr. Hearne stated Lambdin Development was still looking for a way to get access to Rt. 7. He further stated he had applied for funding through a Community Parks and Playgrounds grant to repair the storm damage in the area of the flagpole at the stone wharf park. Mr. Hearne stated the Town had private inspections done until the County established their Permits and Inspection office and was not sure if there were local private companies that would do that. He further stated normally the ownership of storm water management ponds was transferred to a homeowners association and, if there were problem with maintenance, the Town would put a lien against the property. Commissioner Sheets asked what if there isn't a homeowners association. After much discussion, Mr. Hearne stated he would need to check into it. Mr. Hearne asked Mr. Price was working on getting quotes to install water on the town pier. President Vandervort stated the Town was having a problem getting a plumber to repair the water fountain. Commissioner Price stated the Town had advertised for quotes for the water installation and several plumbers had looked at it but didn't submit bids. Mr. Hearne stated personnel needs are adequate at this time. Mr. Hearne stated the Town had a problem with the chimney and had it re-lined. President Vandervort stated the chimney problem was causing the furnace to go out so Geiger gave us a quote of \$1500 to reline the chimney and put a chimney cap on so he authorized the work. Mr. Hearne stated the electric drops for the Christmas lights were completed except for 2 poles.

#### PENDING BUSINESS

Town Commissioner appointment – After much discussion and then completing secret ballots, Mr. Hearne announced there was one vote each for Joseph Letts, Mary Carol Durange, Ursula Boudart and Loucretia Wood. The Board completed a second balloting and Mr. Hearne announced Mary Carol Durange received 3 votes and Joseph Letts received 1 therefore Mrs. Durange would be sworn in as the new town commissioner.

Commission Appointments – Mr. Hearne stated the Board had interviewed Mr. McMullen for the Board of Appeals appointment and Mrs. Upperco and Mrs. Newsome for the Election Board. He stated the Town had re-advertised the remaining Election Board opening after Mrs. Slater, who was the other Election Board member whose seat was up for re-appointment, had indicated she was interested but at this time, Mrs. Slater had reconsidered and would like to be reappointed. He asked the Board if they wanted to appoint all three or just the two, reserving their right to interview Mrs. Slater and making that appointment later. After discussion, Commissioner Price made a motion to waive the interview for Virginia Slater, seconded by Commissioner Sheets. The motion passed 4-0. Commissioner Gell made a motion to re-appoint Mrs. Newsome, Mrs. Upperco and Mrs. Slater to the Election Board, seconded by Commissioner Sheets. The motion passed 4-0. Commissioner Gell made a motion to waive the interview of Edgar

McMullen, Jr. for the Board of Appeals opening, seconded by Commissioner Price. The motion passed 4-0. Commissioner Price made a motion to re-appoint Mr. McMullen to the Board of Appeals, seconded by Commissioner Gell. The motion passed 4-0.

FY2006 Program Open Space Grants (due 11/01/04) – After much discussion, Mrs. Boudart asked if the Board would submit for improvements to the footpath to the footbridge. When Commissioner Price mentioned the two-tiered wall and walkway at the flagpole, Mr. Hearne stated he had submitted that under the Community Parks and Playgrounds grant. The Board asked him to submit that project under this grant also.

## NEW BUSINESS

Commission openings – After discussion, Mr. Hearne stated he would check to make sure Mrs. Morgan has advertised the upcoming openings on the Planning & Zoning, Historic District and Ethics Commission.

Fence – President Vandervort stated the Town had gotten two quotes to repair the damaged section of fence at the athletic complex – one from Mitco for \$2151 and from Northeastern for \$1185. Mr. Hearne stated these were old bids so they might not keep those prices. Commissioner Gell made a motion to accept the low bid pending any price adjustment, seconded by Commissioner Sheets. The motion passed 4-0.

Trash cans – President Vandervort stated the Board had discussed getting more trashcans and stated the cost was \$448 each. After brief discussion, Commissioner Price made a motion to purchase 6 trash cans, seconded by Commissioner Sheets. The motion passed 4-0. Commissioner Gell mentioned in several towns the trash hauler provided trashcans to residents and asked if we could do something like that. President Vandervort stated the Town had included that as an option in the trash removal bid but it increased the price per residential unit so much the Town decided not to take that option.

Perryville High School yearbook ad – Commissioner Gell made a motion to approve renewing the yearbook ad pending receipt of last year's ad, seconded by Commissioner Sheets. The motion passed 4-0.

Halloween – Mr. Hearne stated the County had set trick or treat hours for Saturday, October 30<sup>th</sup> from 6-8 p.m. and most of the towns except Port Deposit were following the County. Commissioner Gell made a motion to follow the County trick or treat day and hours, seconded by Commissioner Price. The motion passed 4-0. Mr. Hearne asked when the portable toilets should be removed and when the comfort station should be winterized. Commissioner Sheets stated the Town's Halloween parade and party will be on Friday, October 29<sup>th</sup> so the comfort station should be locked up that night. President Vandervort stated the portable toilets can be taken out any time but definitely before the night before Halloween.

Memorandum of Understanding – Circuit Rider Program – After brief discussion, Mr. Hearne stated it was going to cost the Town \$2000 more than was projected for the budget because there is not a 50/50 split with the State for the fourth day he works for the Town. After discussion, Commissioner Gell made a motion to approve the memorandum of understanding, seconded by Commissioner Sheets. The motion passed 4-0.

After much discussion of hiring a part-time office worker, Commissioner Sheets asked Mr. Hearne to list all work that he does to identify areas where responsibility could be shifted to someone else.

Commissioner Sheets mentioned she had talked to the County Dept. of Aging about starting a 60 and over group. She further stated it would not be run by the Town but she would like to use some Special Events money to provide a luncheon at the first meeting to get it started. After discussion, Commissioner Price so moved, seconded by Commissioner Gell. The motion passed 4-0.

Commissioner Gell stated he wanted the Town to approve a couple more street lights to be installed, one on the unpaved portion of Caroline Street and one on Frederick Street toward the town garage and one light to be upgraded. Commissioner Price so moved, seconded by Commissioner Sheets. The motion passed 4-0. Commissioner Gell also mentioned he would like to attend the MML Fall Conference and asked if the Town would refund the registration fee he paid. Commissioner Price so moved, seconded by Commissioner Sheets. The motion passed 4-0. Commissioner Gell stated the Town had approved a hazard mitigation plan, which has since been revised to be in

accordance with the County guidelines, but, now, a hazard mitigation action plan has been drafted and submitted to the County Hazard Mitigation Committee for review. He stated he wanted the Board to be aware of where we were in the process.

As there was no further business to be discussed, Commissioner Price moved to adjourn, seconded by Commissioner Sheets. The motion passed 4-0. President Vandervort adjourned the meeting at 9:13 p.m.

Respectfully submitted,

Lisa C. Morgan  
Assistant Town Administrator/Town Clerk



## TOWN MEETING OF DECEMBER 14, 2004 MINUTES

Robert Gell called the December 14, 2004 meeting of the Town Commissioners of Charlestown to order. Present were Dr. Richard Price, and Mary Carol Durange and Stanley Hearne, Town Administrator. Audience sheet is attached hereto.

Accounts Payable – Dr. Price made a motion to pay bills. Seconded by Mary Carol Durange. Passed 3-0.

Miller Environmental, Inc. - Monthly report – Robert Corn, Miller Environmental, Inc. presented the November 2004 monthly water system operations report to the Board. Dr. Price made a motion to purchase new portable meter reader, seconded by Mary Carol Durange and approved by all.

Maintenance Report – Report to be given at December 28<sup>th</sup> meeting.

Sheriffs Report – no one was present from the Cecil County Sheriffs Office.

Minutes – none available

Resolution 2004-06 – Resolution drafted by the Town attorney. Allowing two heavily damaged properties from the July 12, 2004 rains to be disconnected and not charged in the future for water fees (Gatchell's only). Both Gatchell properties were only connected to water. If properties were sold, new property owners would have to pay any applicable connection (s) fee are rate for service in effect at the time. Dr. Price made a motion to pass Resolution 2004-06, seconded by Mary Carol Durange. Approved 3-0.

Program Open Space funds – Money remaining to be spent at Veterans Park, Fairgreen Park, Athletic Complex, and Stone Wharf. The current plan is to install benches at various locations. Dr. Price thought benches would cost around \$500. Dr. Gell also asked about benches being placed around the Athletic Complex. Mr. Hearne will confer with Becky Phillips on the historical type of bench most appropriate.

MRDC (Maryland Rural Development Corporation) Letter of Intent – Charlestown must reply in early January if the Town is interested in being part of the program for fiscal year 2006. In FY 2006 MRDC interested in knowing if Town will be willing to pay 50% of the cost of the circuit rider. Rate per hour will increase from \$25 to \$27. No action was taken.

Cecil Harford Chapter Dinner of the Maryland Municipal League – Bel Air is the host of dinner on January 6, 2005 – have to confirm prior to Dec. 29<sup>th</sup>.

Canon Scanner Maintenance Agreement – It was decided not to purchase the maintenance agreement.

URS Retainer – Dr. Price made a motion to retain URS as the town engineer. Seconded by Mary Carol Durange. All approved.

Administrator Report – Town Administrator presented report covering various actions in the town. Copy is available at Town Hall.

- Tony Caligiuri (Congressman Gilchrest's Chief of Staff stopped by on December 14, 2004 and chatted with Donna and myself... Bill introduced to buy several properties was done late in the session and did not pass. Will go in earlier in the next year's session and hopefully the bill will be successful.
- Employee Insurance – needs to be reviewed before discussion.
- Shore Erosion Project and Utility Line Protection, Maryland Department of the Environment (MDE) will hold public hearing January 16<sup>th</sup> at firehouse.
- Town Hall Drainage – wait until Spring to correct and apply slurry seal.
- Water Withdrawal Permit – mailed additional info to MDE, MDE will get back to town.
- Lee's Marina Lease – stub end of Caroline Street is in a lease with Lee's Marina

- Stormwater Management – Get Town engineer to take over from the County. MDE has to review the ordinance that would be implemented.
- Charlestown Crossing – Annexation is still possible.
- Cool Spring Annexation – Resolution to be introduced tonight.
- Water at Town Dock – will try to solicit bids in the Spring.
- Street Paving – Received bid documents from URS. Solicited bids from contractors. Got 2 bids, 1 only partially complete. Third contractor could not bid due to work already scheduled. All 3 suggested it might be wise to wait until Spring to do the paving. Town decided to rebid at that time. Dr. Gell wanted to know if this included the potholes and Stan said no. Told the Board that we had been getting cold patch in small quantities. URS stated we could get it in larger quantities if we contacted Edgemoor Materials and told them what we needed. Benny Suppa has been authorized to rent a professional tamper when doing potholes.
- Additional work on master storm water drainage plan has not been completed yet by URS.
- Survey Lot 63 in Trinity Woods – Need to follow up with Northern Bay.
- Board of Appeals – 3 requests to be heard.
- Rezoning request by Wellwood Yacht Club – Planning and Zoning heard request. Planning on holding a Special Meeting on December 21, 2004. Not sure if they would make a recommendation to the Town Board at that time. Historic District Commission also has input regarding this matter. Town Commissioners make the final decision. (Steve Vandervort arrived at the meeting at this time.) Does a Certificate of Appropriateness need to be received by the Planning and Zoning Commission before they make a recommendation to the Town Board? It was decided that the Historic District Commission would need to render its decision on a Certificate of Appropriateness (could be more than a recommendation) and forward that information to the Planning and Zoning Commission. Planning and Zoning would then make a recommendation to the Town Board. Dr. Price indicated that the Planning and Zoning Commission could make decisions on setbacks, parking spaces available, and that kind of thing to assure that it meets the codes in that respect. The Historic District Commission recommendation is more to assure the appropriateness of taste and design rather than technical considerations. They do not necessarily have to be at odds in their recommendations.

Dr. Gell noted Mr. Steve Vandervort and joined the meeting and turned the Chair over to him.

Ms. Stanko asked about the status of the footbridge. Is that part of the meeting MDE is having? No. Mr. Vandervort responded they received a quote on the concrete foundation and steel beam which was extremely high and the Town does not have enough money budgeted to proceed at this time. Will seek additional quotes. The quote came in for at least \$20,000.

**Proposed Annexation Resolution pursuant to Article 23A of the Annotated Code of 3 parcels of land which in total comprise a little over 107 acres to be annexed into and become part of the incorporated limits of the Town of Charlestown:**

Mr. Vandervort called on Jim Lambdin of Lambdin Development LLC, his attorney, Robert Jones, and Tim Whittie of Morris Ritchie Associates (MRA) – engineering firm – to join the Commissioners at the table. Mr. Jones set out the scope of their proposal to annex a little over 107 acres to become part of the incorporated limits of the Town. The Maryland Code requires that a proposal must be advertised in the Cecil Whig regarding a public hearing which must be conducted. According to the time schedule within the Code that would be February 8<sup>th</sup>, 2005 and then 45 days thereafter, if approved, the resolution would be adopted and approved. We are here today requesting you approve at least the resolution beginning the process in setting up the public hearing on the actual annexation. Mr. Lambdin and Mr. Whittie are here to answer any questions you may have and we have a copy of the plat. Also submitted in the resolution are the original signatures of the owners of the parcels of land that is required by the Code. The Town attorney, Mr. Baynes, has reviewed the resolution and also Mr. Hearne has reviewed it with me and this is the format in which we are ready to present it.

Dr. Gell moved to introduce Resolution.2004-07, seconded by Dr. Price. Mr. Vandervort: “There is a motion and a second to introduce the annexation resolution, Resolution #2004-07”. Approved 4-0

Scott Gardens: Mr. Vandervort: “The County signed off on storm management plans in spite of our objections for the next phase of Scott Gardens. I spoke to the County Commissioners and they thought that even though they signed off that the developer would still be willing to do some further mitigation of the problem. I said now that you signed off the developer is not going to do anything. We have a right to appeal it and we must appeal it within 30 days and that’s the problem. Do I hear a motion to instruct Keith to file this appeal?” Dr. Price: So moved. Ms. Durange: Seconded. Approved 4-0. Mr. Vandervort will so advise Keith Baynes.

Election: Mr. Vandervort: I spoke to Keith Baynes regarding a protest (which we do not have to make a decision on) about one candidate possibly signing up too late (after 5:00pm). We have a letter from Keith with his opinion that the candidacy is fine. That has also gone to the Election Board, they will do a review, ask whatever questions necessary and do whatever they feel is appropriate. The second issue is that several of the candidates were not given a Financial Disclosure Form to fill out and it is a requirement that it be done. Keith advised since the candidates have no control over that, they were not advised it was needed, it wasn’t given to them, and therefore it is not their fault. However we should advise them now and give them an amount of time to get it in. That’s an action we do need to take. Can I get a motion to extend the filing date to December 23<sup>rd</sup> for the candidate’s Financial Disclosure Statement? This is for the Financial Statement only, no one else can sign up.

Dr. Price: So moved. Dr. Gell: Seconded. Approved 4-0.

Maintenance Agreement – Document Scanner: Mr. Vandervort: The Maintenance Agreement on the scanner is about to expire. It is \$1,025 for the year. Do I have a motion to NOT renew the Maintenance Agreement? Dr. Price: So moved. Ms. Sheets: Seconded. Approved 3-1.

Dr. Gell moved to adjourn. Motion approved 4-0.

Meeting was adjourned at 8:50pm.

Respectfully submitted.

Stanley Hearne  
Town Administrator

## TOWN MEETING OF NOVEMBER 23, 2004 MINUTES

Dr. Robert Gell called the November 23<sup>rd</sup>, 2004 meeting of the Town Commissioners of Charlestown to order. Also present were Donna Sheets, Treasurer, Mary Carol Durange, and Stanley Hearne, Town Administrator. Dr. Richard Price and Steve Vandervort arrived after the meeting began. Attendance sheet is attached hereto.

**Minutes of November 9<sup>th</sup>, 2004:** Ms. Sheets moved to approve the minutes as written, Ms. Durange seconded. Approved 3-0

**Accounts Payable:** Ms. Sheets moved to pay the bills, Ms. Durange Seconded. Approved 3-0

Dr. Gell noted the arrival of Dr. Richard Price.

**Post Office Paving:** Information only. No action by the Board is necessary at this time. There are low spots and surface problems with the asphalt. The Commissioners reviewed a letter from the contractor in which he proposed that the first step to solving the problem(s) would be to set up a meeting with URS, the contractors, and the Commissioners. Mr. Hearne will set up the meeting.

**Open House:** The entire Town is invited (projecting 200 attendees). Ms. Sheets moved that the budget for the Open House should not to exceed \$1,500, Ms. Durange seconded. Approved 4-0

**Water and Sewer Connection Fees:** Mr. Vandervort wanted to be present for this proposal so the Commissioners tabled this until Steve's arrival.

**Request for Disconnection:** Darlene Gatchell and Norma Gatchell have requested two condemned properties on West Old Philadelphia Road be disconnected from water and sewer and all bills be discontinued. It was requested that Mr. Hearne research the question of whether or not a reconnection fee is applicable in the case where there is an emergency "suspension" of service(s) for a period of time due to circumstances beyond the control of the resident(s). Ms. Sheets: Made a motion the Town suspends service for these two properties effective the date of the last quarter leaving the question of reconnection fees pending legal research, Dr. Price seconded. Approved 4-0

**Sgt. Ron Schmidt, Cecil County Sheriff's Dept. - Monthly Report, October 2004:** It was noted that Charlestown Commissioners had previously approved 29 total 4-hour shifts totaling 116 patrol hours per month. Criminal complaint statistics for the month are attached. Dr. Gell requested a patrol car be available in the mornings at the stop sign outside of Town Hall to protect school bus children with specific dates to be determined. The Commissioners thanked Sgt. Schmidt for his report.

At this point Commissioner Vandervort arrived and assumed the Chair.

**Water and Sewer Connection Fees:** Mr. Vandervort stated that there are 4 sewage-pumping stations in Town now, two of which (the whole station) will need to be replaced in the near future (5 years at most). Two years ago the County, URS, and an engineer from Morris and Ritchie all said the one by Joe Letts' house is showing bad corrosion and plans should be made to replace it. The other one at Route 7 is in a similar condition and we should plan to replace them in 5 – 10 years max. Two others, one at Veterans Park and one behind Avalon, are aging. Apparently after 30 – 40 years these pumping stations need a complete overhaul. For future planning we need to consider additional stations as the Town grows. The County just built two of stations at Carpenter's Point and they spent \$750,000. Mr. Vandervort said these are the type of costs we need to be aware of when considering our connection fees. Our sewer connection fee is currently at \$2,000. Our water connection fee is now at \$1,200. (Commissioners had a handout for comparative connection fees in other towns.) The out-of-town amount for sewer is \$2,500 and \$1,450 for water. There is \$352,000 in the long-term sewer fund currently and probably \$20,000 +/- in the joint savings account which belongs to the sewer fund.

Discussion of the fee structure as well as possible water and sewer demands ensued. Mr. Vandervort presented a proposed connection fee structure for in-town sewer at \$4,500 and \$3,500 for in-town water. Out-of-town at \$5,000 for sewer and \$4,000 for water. Mr. Vandervort made a motion for setting the connection fees at \$3,500 for in-town water and sewer and \$4,500 for out-of-town water and sewer. Dr. Gell seconded the motion. Approved 5-0

**Assorted Fees:** Building permits are currently at \$25, which is not adequate when Stan's time is factored in. Dr. Gell proposed that at a future meeting he would come in with a proposed revised fee schedule for all fees. Dr. Gell asked Mr. Hearne to provide a list of all fees that are currently charged by the Town.

Ms. Sheets made a motion that the Commissioners go into Executive Session regarding some personnel matters. Dr. Gell: Second. Approved 5-0

The regular meeting of November 23, 2004 was adjourned.

Respectfully submitted,

Stanley Hearne  
Town Administrator

## **TOWN MEETING OF AUGUST 10, 2004 MINUTES**

The August 10, 2004 meeting of the Town Commissioners of Charlestown was called to order by Vice President Steven W. Vandervort at 6:30 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 – After asking his name to be corrected and having “or” changed to “and” on another page, Commissioner Price made a motion to approve the minutes of the July 27, 2004 meeting, seconded by Commissioner Gell. The motion passed 3-0.

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

Miller Environmental, Inc. – Monthly Report – Robert Corn, of Miller Environmental, Inc. (MEI), presented the July 2004 monthly water system operations report. He mentioned they had investigated a reported leak at Frederick and Calvert Streets and found water leaking from under Rt. 267 at Frederick and Bladen Streets. He further stated it was such a small leak that he recommended they monitor it daily until such time the leak became more significant before digging up the State highway.

Administrator’s Report – Mr. Hearne stated Congressman Gilchrest’s office is looking at potential causes of the flooding and funding for a comprehensive flood management study. He further stated arrangements were made, with assistance from Senator Mikulski’s office, for a Small Business Administration (SBA) disaster loan workshop to be held on Monday, August 16<sup>th</sup> from noon to 7 p.m. at the firehouse for residents who experienced flooding to talk with the SBA about low interest loans. Mr. Hearne stated he would check with Mrs. Morgan that this information gets to the residents. He stated the Board had agreed that residents would have access to the beach off Chesapeake Road until such time other ownership is proven. Mr. Hearne stated he and Commissioners Vandervort and Price had met with URS, various people from Cecil County and the Scott Garden developers to discuss the problems with Phase I and some re-design of Phase II. Mr. Hearne stated the part-time maintenance position had been advertised and posted with a deadline of August 19<sup>th</sup> at 2 p.m. He stated he had met with an insurance company representative regarding employee insurance and still needed to meet with another. He further stated utility bills were due out by the end of the week. Commissioner Gell asked about the status of the Town Hall drainage work. Mr. Hearne stated Jason, of B&B Excavating, was supposed to call Mrs. Morgan back tomorrow on scheduling. Commissioner Vandervort stated he had talked to URS regarding Veterans Park and they are supposed to have something to the Town in the next day or so. Mr. Hearne stated he and President Doss would be meeting with the Town employees on Friday to discuss personnel issues.

Maintenance Report – Ben Suppa stated the Town Hall’s outside light was fixed but needed an electrician to look at the light above the post office door. He stated they had put crusher run in the pothole at Cecil Street and took care of the pipe at Tasker Lane. Mr. Suppa stated several residents had cleaned up in the area of Chesapeake Road and the water and the Town hauled that debris away. Mr. Suppa stated they were to do the post office gutters and fascia next week. He

stated they had removed most of the stumps at the Boys & Girls Club and they will finish up with them. Mr. Suppa stated the Board had discussed the ballfield at the last meeting but didn't make a decision. Commissioner Vandervort made a motion for Mr. Suppa to get Diamondtex for the ballfield, seconded by Commissioner Price. The motion passed 3-0. Mr. Suppa stated they needed traffic cones as over the past several months many had been stolen. Mr. Hearne mentioned Mrs. Morgan had done a price list for signs and cones. After discussion, Mr. Suppa mentioned they were having trouble with their Walmart cards and the Kunkel account. Mr. Hearne stated he would talk to Mrs. Morgan about this. Mr. Suppa stated they needed to a major trimming of the trees at the ballfield parking lot and had planned to trim and rent a chipper for a day, which would save making trips to the landfill. After discussion, Commissioner Gell stated the trees at the entrance to c-dock and the boat ramp were rotten and needed to be taken down. Mr. Suppa stated he had a list of road repairs done. Commissioner Vandervort stated he needed to contact Tom deLorimier, of URS, about them but he was on vacation this week. Mr. Hearne stated he would schedule it with Mr. deLorimier. Commissioner Vandervort asked what the status of the ditch work on Louisa Lane between Bladen and Calvert Sts. Mr. Suppa stated he was supposed to meet with President Doss to make sure the work was being done correctly to solve the problem. Commissioner Vandervort asked Mr. Suppa to add that to the list of road repairs to be reviewed with Mr. deLorimier. Someone in audience asked about the footbridge. Mr. Suppa stated he recommended the Town replace it and, after discussion, Commissioner Vandervort made a motion to have Mr. Suppa replace the footbridge, seconded by Commissioner Price. The motion passed 3-0. Commissioner Gell asked Mr. Suppa what could be done to the post office door to make it more attractive. Mr. Suppa stated he would look at it. Mr. McMillan stated trash barrels at Chesapeake Road and the beach needed to be emptied. After discussion, Mr. Suppa stated he would make sure they were emptied.

Ursula & Prosper Boudart – Shoreline Erosion project – Mrs. Boudart asked what the status was on the shoreline erosion project. After more discussion, Mr. Hearne stated he would contact both Rick Ayella, of the Maryland Department of the Environment, and John Huang, the project engineer, to see where the project was at and what needed to be done next to move the project forward. After more discussion, Mr. Hearne stated he would talk to Dave Wilson, of the RC&D Council, about additional funding to extend the project past Tasker Lane. Mrs. Boudart asked if an answer would be gotten by the next meeting. Mr. Hearne stated he would try.

Sgt Schmidt/Cecil County Sheriff's Office – Monthly Report – Sgt. Ron Schmidt, of the Cecil County Sheriff's Office, presented the July 2004 monthly report. He further stated the National Night Out Against Crime event held on August 3<sup>rd</sup> went off well. Commissioner Gell stated the Town had received a letter from a resident in Trinity Woods and asked Mr. Hearne to send a reply based on the presented report. Mrs. Varady stated there was a lot of activity at the pavilion again. Sgt. Schmidt stated the deputies had warned individuals there after dark and would be addressing that problem again. Commissioner Gell asked if it was required to wear a helmet while riding scooters. After much discussion, Sgt. Schmidt stated the way the State traffic article was written, these motor scooters under 50cc's are not addressed. He further stated changes to the traffic article are usually done in October so there might be a change addressing them in October.

Jennifer Stanko – Storm water management issue – Mrs. Stanko asked when the ditch along Louisa Lane from Bladen Street to Calvert Street would be worked on. After discussion, Commissioner Price stated the Town was in the process of hiring an additional part-time worker

and Mr. Suppa was to meet with URS, the Town's engineers, so the work corrects the existing problem.

Karen Varady/Charlestown Fire Company – Karen Varady, of the Charlestown Fire Company, mentioned the fire company would like to do a “Fill the Boot” campaign with fire company members walking the streets during Riverfest. She stated she had received permission from both the fire company and the Riverfest Committee. After brief discussion, Commissioner Vandervort made a motion to allow the fire company to do so, seconded by Commissioner Price. The motion passed 3-0.

Raymond Cook – 1215 W. Old Philadelphia Rd. - Request for town water service – Raymond Cook stated his well was contaminated and had flooded. He was asking to connect to town water. After discussion, Commissioner Vandervort stated previous Boards had always thought, in the future, of providing water service at the out-of-town rate after they entered into an agreement with the Town to agree to annexation and, once all the residents out there had signed agreements, to annex them into town as a group. He further stated the Town was re-evaluating the hook-up fees. After discussion, Commissioner Vandervort stated the Board could consider setting new hook up fees at the next meeting.

(At this time, the recording on the tape stopped due to a malfunction of the tape recorder)

John Smith – Water Bill Abatement – After consideration, the Board decided to charge Mr. Smith either the 3<sup>rd</sup> quarter billing as read or the average of the prior last four billings, whichever was less.

Eric Wilson – Use of Ballfield – Mr. Wilson was requesting to use the ballfield again for soccer practice. After consideration, the Board approve the use of the ballfield subject to Mr. Wilson providing a copy of Cecil Soccer League's insurance certificate to the Town.

#### PENDING BUSINESS

8<sup>th</sup> Annual LGIT Agreement – After discussion, the Board approved the agreement.

AT&T Agreement – Amendment – After discussion, the Board decided to review the amendment for consideration at the next meeting.

URS – Storm Water Management Proposal – The Board decided to review the proposal for consideration at the next meeting.

Signs – After discussion, the Board decided Mr. Suppa was to order the signs he needed.

#### NEW BUSINESS

Riverfest – Fireworks/Road Closures/Use of Stocks – The Board approved fireworks for Riverfest and Commissioner Vandervort said he would work with Commissioner Sheets on the permit, etc. After brief discussion, the Board decided to wait until Commissioner Sheets provided a list of road closures needed for the event. After more discussion, the Board believed the Town owned the stocks and approved their use during Riverfest.



Jaspaul Bagri – After discussion, the Board approved making Mr. Bagri a full-time town maintenance employee.

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

Respectfully submitted,

Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

## TOWN MEETING OF JANUARY 25, 2005 MINUTES

President Steve Vandervort called the January 25, 2005 meeting of the Town Commissioners of Charlestown to order. Present were, Vice President Robert Gell, Treasurer Peter Williams, Joseph Letts, Donna Sheets and Stanley Hearne, Town Administrator. Attendance sheet is attached hereto.

**Minutes of November 23, 2004:** Mrs. Sheets made a motion to approve the Minutes from November 23, 2004 as written. Approved 5-0

**Minutes of January 11, 2005:** Mrs. Sheets asked to revise the Minutes pertaining to the discussion of the gazebo and surveillance cameras. It was decided to approve the Minutes with a request to correct the Minutes regarding looking into the possibility of installing surveillance cameras on the Fire House and Post Office directed at the gazebo. Mr. Williams made a motion to approve the Minutes with the above correction as requested by Mrs. Sheets: Second. Approved 5-0

**Accounts Payable:** Mr. Williams made a motion that the bills be paid. Mrs. Sheets: Second. Approved 5-0-1

**School Bus Stop:** Ms. Judith Oikemus said she would like the Board to consider a school bus shelter to accommodate between 10 and 15 children by the cemetery. Discussion ensued. The Commissioners thanked Ms. Oikemus and said they will take this request under advisement and report back to the Community at a future Board Meeting.

**Lease for C Dock:** Mr. Letts asked Mr. Hearne for information regarding C Dock. Mr. Vandervort stated that there is no signed lease at the moment for C Dock. He filled in the Commissioners on the history and background of C Dock and negotiations with Mr. Larry Metz who desires a three-year lease. Attorneys are reviewing a draft and when it is acceptable it will come to the Board for approval

**RiverFest:** Ms. McIntyre reported to the Board on RiverFest and the Boas and Girls Club: There are lots of kids who appreciate the opportunity and activities provided by the Boys and Girls Club. She thanked the Board for making it possible. Mr. Steve Miller, Executive Director of Cecil County Boys and Girls Club reported that there are approximately 200 Charlestown children registered. Daily attendance runs from 35 – 50. There are four units in the county with the average cost per year per unit of \$75,000 for employee salaries, program supplies, administrative offices, etc. The VFW contributes monies plus about \$10,000 is expected from RiverFest. All monies donated to Boys and Girls Club of Cecil County goes to all 4 units within the County and is distributed equally to each unit in the County. The Town commitment to the B & G Club includes a lease for the use of the house at a value of approximately \$12,000 and the Town pays utilities plus the funds raised by RiverFest are committed. Many people in Charlestown also help with fundraisers where possible. The RiverFest provides revenue and community spirit for the whole community in addition to the B & G Club. Mr. Vandervort reported that: RiverFest income and expenses were run through the Town's accounting system. The

report was not final until all pledged donations were received and bills submitted and paid. Only recently have the books been deemed closed and the accountant has now issued the information (Income \$18,827.96, Expenses \$16,523.29, and Profit \$2,304.67).

Mr. Vandervort reported that the Commissioners voted for the Town to provide the money (\$7,500) for the fireworks show at RiverFest. The also voted provide for public safety. RiverFest funded \$1,500 for extra police presence. Mr. Williams stated that he felt RiverFest should be a separate entity and self-sustaining. Dr. Gell said the fireworks are a vital part of RiverFest and should be provided by the Town next year. Public support was expressed for Sgt. Ron Schmidt and the other citizens who helped out with Riverfest last year as well as what they do for the Town all through the year.

Mr. Vandervort stated that RiverFest is a Town sponsored event, the Board should oversee it and funds should be in the Town's accounting system. Mr. Letts moved that the Town sponsor RiverFest 2005 in principle. Ms. Sheets Second. Approved: 5-0

**Request by the Cecil County Health Dept.:** The Cecil County Health Dept. (CCHD) has requested the Town put up some Stop Smoking posters. Mr. Hearne agreed to seek more information regarding the timing and placement of the posters and report back to the Board.

**Signatures on documents:** Mr. Hearne stated that in the past the Town Clerk was allowed to sign the Treasurer's name on certain documents. Both Ms Sheets and Mr. Williams have expressed concern with this policy. Deeds require a signature prior to going to the Court House. Mr. Williams said he is available to sign whatever documents require the signature of the Treasurer. Mr. Williams then made a motion that all three officers of the Board of Commissioners have the authority to sign documents as required and if unavailable may designate the Administrator to sign, but each person must sign his/her own name. Seconded by Gell. Approved: 5-0

**Security, Privacy Counter, Arrangement of Furniture of Town Hall:** There was discussion regarding reinstalling a railing possibly with a counter which will allow the Clerk to accept payments, conduct regular business, and assist in keeping the public outside the working office area. It was the consensus of the Board members that a divider and counter should be installed. Mr. Letts was designated to follow through on this renovation.

**Computer Entry by Commissioners:** Mr. Vandervort stated that as soon as he is finished training the Administrative Assistant he will no longer make entries in the computer. A separate computer should be available which will allow each Commissioner to have "read only" access to the accounting system. Mr. Williams recommended that each Commissioner create a Commissioner's communication page that would be protected by a password for each Commissioner. Consequently only the Commissioner who created the page would be able to make additions or corrections. Commissioners should be able to see the other Commissioner's pages. It was also recommended that more than one person in the office be cross-trained on the accounting system.

**Water and Sewer bills:** Mr. Vandervort stated that water and sewer bills will go into the mail by the end of the week.

**Maintenance Report:** Mr. Letts reported: (1) The workmen have removed the footbridge and cleaned the site. Barricades on each side were erected and the area has been clearly marked to indicate that the bridge is no longer there. (2) The Christmas lights have been removed and stored. (3) The hole near the Post Office has been filled. (4) Mr. Suppa plans to repair the steps at the rear of the Post Office. (5) There is a leak at the back door of the Post Office, but items must be removed before repairs can be done. (6) They cleaned out some ditches and also cleared two inches of snow.

Mr. Letts reported that he will triage all new projects for the crew, prioritize work to be done, and complete each project before a new job is begun. The shop has been organized and work stations established. The new mower needs major repairs and is now scheduled to go back to John Deere while the other 2 mowers can be repaired on premises. None of the tools in the shop belong to the Town. Mr. Suppa has been using his own tools and doing the work at his house. There are no spare parts in Town inventory. The truck doesn't run properly, but recently \$1,000 has been spent on repairs. Mr. Letts reported that the Town response regarding the snow removal efforts were positive with one complaint.

**Accounts Payable (additional item):** Mr. Vandervort stated that two checks for hotel reservations at the Municipal League conference in Ocean City, MD this summer must be cut. They were not on the Accounts Payable list. Mr. Williams moved that checks be issued to the two hotels. Ms. Sheets seconded the motion. Approved 5-0

Mr. Vandervort requested the Board of Commissioners go into executive session. Gell moved to go into executive session. Ms. Sheets seconded. Approved 5-0  
The regular meeting of the Board was adjourned at 9:58 pm.

Respectfully Submitted,

Stanley W. Hearne, Administrator

## TOWN MEETING OF JANUARY 11, 2005 MINUTES

Steve Vandervort called the January 11, 2005 meeting of the Town Commissioners of Charlestown to order. Present were Donna Sheets, Treasurer, Dr. Robert Gell, and Stanley Hearne, Town Administrator. Additionally Peter Williams and Joseph Letts, Sr. participated after taking the oath of office. Attendance sheet is attached hereto.

**2005 Election:** Mr. Hearne announced the results of the Town Election of January 10, 2005 are as follows: Peter Williams received 145 votes, Joseph Letts, Sr. received 129 votes, Mary Carol Durange received 102 votes, Henry Burden received 78 votes, Daniel Slater received 49 votes, and Ursula Boudart received 18 votes. The Clerk of the Cecil County Circuit Court, William Brueckman, swore in candidates Williams and Letts. The new Commissioners Williams and Letts were congratulated by all present and took their seats.

**2005 Election of Officers of the Commissioners:** The Commissioners cast ballots for President, Vice-President, and Treasurer. For President: Steve Vandervort – 3 votes, Peter Williams – 2 votes. For Vice-President: Dr. Robert Gell – 2 votes, Joseph Letts, Sr. – 2 votes (Tie), Peter Williams – 1 vote. Second ballot for Vice-President: Dr. Gell – 3 votes, Joseph Letts – 2 votes. For Treasurer: Peter Williams – 3 votes, Donna Sheets – 1 vote, and 1 vote with an unintelligible name.

### **Results of the 2005 Election of Officers of the Commissioners of Charlestown:**

**Steve Vandervort – President**

**Dr. Robert Gell – Vice-President**

**Peter Williams - Treasurer**

William Brueckman swore in the newly elected officers of the Commissioners.

Mr. Vandervort: “There are now 40 + years of experience as Town Commissioners sitting at this table now.”

**December 14<sup>th</sup> and December 28<sup>th</sup> Minutes:** Dr. Gell moved to approve the December 14<sup>th</sup> Minutes, Mr. Vandervort seconded. Approved 3-0 (2 abstained because they are new commissioners and weren't present for the meeting). Ms. Sheets moved to approve the minutes of December 28, seconded by Gell. Motion approved 2-0 (with 2 abstaining).

**Holiday lights:** Mr. Williams moved to disconnect and take down the Holiday lights, seconded by Letts. Approved 5-0

**Accounts Payable:** Ms. Sheets moved to pay the bills, seconded by Williams. Approved 4-0-1 (Gell abstained)

At this point Dr. Gell excused himself from the meeting

Mr. Williams moved to restrict payment of bills (excluding payroll, utilities, and other invoices necessary to run the Town) until the finances are certified to be correct by the auditor and the Board, seconded by Ms. Sheets. Approved 4-0.

**Water Treatment Report:** Mr. Robert Corn reposted that last month 2,639,000 gallons of water were treated. One water service was turned off for repair. There is a probable small leak somewhere in the Frederick and Calvert Street area and one day it will surface. On Inspiration Road they are down to flushing about once a month now to keep the water potable. They did five settlement readings last month. It was requested a letter be sent to George Govatos regarding correcting a damaged meter cock. Mr. Hearne will write a letter regarding two violations of Chapter 132 of the Charlestown Code (Property Maintenance.) Mr. Corn said he was having problems with a chlorine pump and would like to send the pump to Dennis Chlorination to see if it can be fixed, as it is fairly old and is in bad shape. A new one costs around \$700 - \$800. Mr. Corn will call Steve and Stan if Dennis charges a fee to provide an estimate for repairs. Regarding meter readings – one book is done now (except for approx. 25 customers and will bring it in tomorrow so the office staff can get started printing the bills. The Town has a short time frame to pay the County for Town wastewater treatment. Mr. Corn stated that the other two books would be done on Friday.

**December, 2004 Sheriff's Office Report:** Sgt. Ron Schmidt reported that there were 23 four hour shifts totaling 92 patrol hours approved by Town Commissioners for December. His report is attached. Mr. Letts volunteered to gather information regarding the possibility of installing surveillance cameras to cover the gazebo area of the park.

**Two Week Maintenance Report:** Mr. Benny Suppa reported that he cleaned up the dirt in the playground as discussed at the last meeting. Regarding the ditches of Louisa Lane and the cold patch for potholes– he has been waiting for 3 or 4 days of dry weather to dig the ditches and the cold patch also requires dry weather. He has a tamper he can use and has a source for the purchase of larger quantities of cold patch. Mr. Hearne said he would see if an account could be set up with the vendor. Mr. Suppa suggested getting an additional camera for the Athletic Complex area at Frederick Street because there is vandalism there.

**Foot Bridge:** There was discussion regarding the Foot Bridge. Mr. Williams moved to remove the Foot Bridge until such time as there are the funds to rebuild, Sheets second. Approved 4-0

**Mr. Hearne's Administrator's Report:**

(1) He is working with Del. Dave Rudolph to obtain money to buy the Gatchell property (not for the Town). Mr. Hearne will contact the State Highway Dept. to remove/clean up the wood/logs across MD Route 7 from the Gatchell property.

(2) We have storm management plans for the park.

(3) There are two packets from two companies for employee insurance for the next full-time employee to be hired (Stan will get additional packets/copies for the new

Commissioners to peruse). Last year the Town paid 60% and the employee paid 40% of health insurance.

(4) The hearing for the revetment for the Town Park utility line protection was held on December 16<sup>th</sup> with a 30-day comment period and we are waiting for the permit. Stan will follow up.

(5) We are looking into operating our own stormwater management program rather than have Cecil County do it. Chris Rogers of URS has drafted an ordinance; he has forwarded it by Maryland Department of the Environment (MDE) for comments. The Commissioners will have to pass an ordinance.

**Commissioner's Assignments:** Mr. Vandervort made the following assignments in an effort to improve communication:

- (1) Police Schedule – Mr. Williams will assist Stan.
- (2) Street Lights – Dr. Gell will continue to work on streetlights.
- (3) Maintenance, Streets, and Sidewalks –Mr. Letts will take on this responsibility. When Benny has questions or needs direction he should talk with Mr. Letts. Work orders for maintance should be routed through Mr. Letts.
- (4) Office – The Board President has responsibility for the office and personnel.

Mr. Williams moved that Mr. Letts should be responsible for Maintenance, Roads and Streets, Sheets seconded. Approved 4-0

Mr. Williams requested an Income and Expenditure Statement be available for every meeting. Mr. Vandervort will work with the Assistant Administrator on this.

Mr. Vandervort adjourned the regular meeting of January 11, 2005 at 9:24pm.

Respectfully submitted,

Stanley Hearne  
Town Administrator

## MINUTES OF THE COMMISSIONERS MEETING

June 14, 2005

The Meeting of The Charlestown Town Commissioners was called to order at 6:30PM on June 14, 2005 by President Steven Vandervort. Commissioners present were: Commissioner Robert Gell, Commissioner Joseph Letts, Sr., Commissioner Donna Sheets and Commissioner Peter Williams. Mr. Stanley Hearne Town Administrator was also present.

**Minutes:** The minutes of the regular May 24, 2005. Were approved as written.

**Miller Environmental:** Robert Korn presented the Monthly Report.

New section of Trinity Woods, The plumber left junk in the lines on homeowner's side of meter and isn't concerned about addressing the issue.

Avalon Marina - Louisa Lane, new owner now would like water service. At present House and Marina are being read and billed. Both meters are on the house property. Steve Vandervort suggested a site visit with the new owners. Miller Environmental asked as to why the water service was disconnected. Commissioner Vandervort said he would look into this. Water leak on Caroline Street, from main to meter is still being studied.

Commissioner Pete Williams made a motion for report from Miller Environmental be accepted. All in favor.

**Cemetery:** Edgar McMullen reported that Mr. McKinney's three plots have been brought up after Mr. McKinney's grandson is stating they now belong to him. The Town has no record of this however it was decided that if he can provide documents stating this for the boards approval, such as a will etc. The board may approve a transfer of ownership.

**President Vandervort:** Asked Mr. McMullen to prepare a list of plot owners who should be billed dues and bequest on the Cemetery.

**May Work Report:** Commissioner Joseph Letts, Street in front of Boy's and Girl's' club has sunk several inches. Mike McGuirk is working on repairing this.

Commissioner Letts moved to invite the employees to the MML dinner in town to show appreciation. Motion approved. Middy Bott will be out until the middle of July.

Commissioner Letts would like to bring in a Temp. Until his return. Commissioner Sheets



made a motion to have a temporary work until Mr. Bott returns. Commissioner Williams seconded. Motion approved.

Boy's and Girl's club basement is leaking. There may be a possible connection to the water leak on Caroline. The Porch at the Club is in need of repair. The leak in the basement will be addressed first before porch repair. This work will be done by Town Maintenance.

**Boat House:** Repair \$4500.00 was spent for a new roof. Commissioner Gell requested approval for three new windows at a cost of \$390.00. Also a floor is needed. This building is used for storage and workspace. Discussion was surrounding how much money will be spent to repair the boat house to make it useable. Commissioner Gell made a motion to replace windows, seconded by Commissioner Sheets. Motion approved.

**Resolution for Permit and Penalty Fees:** were agreed upon to increase 5x the cost of the permit.

Minor - \$100.00

Major - \$250.00

After work has begun.

Motion made by Commissioner Williams seconded by President Vandervort all in favor. Increase will begin August 1, 2005 The New fees will be published in Charlestown Chatter.

**C - Dock Light's:** Commissioner Gell made a motion to install a light on the parking lot of C-Dock. Motion tabled.

**Commissioner Gell:** Reminded the Board that the first light in the Park needs replaced with a new bulb. He has an estimate of \$350.00 using a bucket truck. Commissioner Letts said he will check into this with Allen McDaniel.

**Planning and Zoning Vacancy Candidates:** Commissioner Letts, Motioned that Dr. Susan Gell be appointed to the Planning and Zoning Motion Passed. Commissioner Gell Abstained.

**Accounts Payable Approval:** Commissioner Letts made a motion to approve paying bills. Commissioner Sheets seconded. Motion approved.

**Public Comment Code Violation:** The statues of Mike and Carolyn Riley's property was questioned by Ms. McDaniel. She would like it cleaned up. Standing water is a big issue there. Town's attorney is working on the issue. She also brought up the issue of untagged

vehicles in the town not being addressed. Commissioner Joe Letts will be discussing this with Keith Baynes as to the Towns position.

**Judy Calvert:** brought up her issue on reimbursement for water bills. President Vandervort again stated to Ms. Calvert to please provide us with receipts. Commissioner Letts suggested we stop discussion on this and leave this up to the Lawyers.

**Budget Amendment:** President Vandervort moved that \$50,000.00 be moved from Long Term Street Savings Fund to cover expenses in Fiscal year 2004-2005. Commissioner Williams Motioned and Commissioner Sheets seconded. Approved.

It was agreed upon that no Minutes were needed for Budget discussion.

Meeting was adjourned after taping was completed so I'm unable to give a time for adjournment.

Respectfully Submitted,

Resa Laird,  
Town Clerk

LAW OFFICES  
**STONER, PRESTON & BOSWELL, CHARTERED**  
188 EAST MAIN STREET  
POST OFFICE BOX 389  
WESTMINSTER, MARYLAND 21158-0389

CHARLES E. STONER  
CHARLES M. PRESTON  
RICHARD V. BOSWELL  
MICHAEL G. RITCHBY  
ERIN M. DANZ

Telephone: 410-848-7777  
Baltimore line: 410-876-7371  
Facsimile: 410-876-6194  
spb.stoner@verizon.net

HAROLD L. BURGIN  
Town Office  
28 WEST ALLEGHENY AVENUE  
SUITE 500  
TOWSON, MARYLAND 21284  
Telephone: 410-825-8910  
Facsimile: 410-825-7878

June 30, 2005

The Honorable Steven Vandervort  
Town of Charlestown  
P. O. Box 154  
Charlestown MD 21914

**RE: THE ESTATE OF PAULINE C. WIGGINS**

Dear Mr. Vandervort:

Please be advised that I represent the estate of Pauline C. Wiggins and Beverly Ziellnski, Personal Representative of the estate.

At the time of her death, Mrs. Wiggins owned a parcel of unimproved property containing .46 Ac of land and identified as Parcel 599 Lot 6 on Map 31, Grid 19. The parcel lies on the W/S of Old Philadelphia Road, N/E of Charleston.

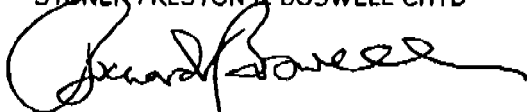
The estate has a prospective buyer for the lot who would like to construct a home on the property and in that regard the estate, by this letter, is petitioning for permission to hook up to the Town water line which runs directly in front of said parcel.

Representatives from the estate and the prospective buyer/builder will be present at the next scheduled meeting of the Commissioners which we believe to be on July 12, 2005 @ 6:30 PM in event there are questions to be addressed.

Thank you for your attention in this regard.

Very truly yours,

STONER PRESTON & BOSWELL CHTD



Richard V. Boswell  
Attorney for the Estate of Pauline C. Wiggins

CC: Ms. Shirley J. Ziellnski, Personal Representative



**MARYLAND**  
DEPARTMENT OF  
NATURAL RESOURCES

Robert L. Ehrlich, Jr., Governor

Michael S. Steele, Lt. Governor

C. Ronald Franks, Secretary

## Memorandum

To: County & Municipality Grant Coordinators  
From: Robert Gaudette, Director, Waterway Improvement Program  
Date: June 22, 2005  
Subject: Federal Boating Infrastructure Grant (BIG) Program

RECEIVED

JUN 28 2005

OFFICE OF CHARLESTOWN

The U.S. Fish and Wildlife Service is now accepting applications for the Federal Boating Infrastructure Grant (BIG) Program. This Program provides matching fund grants (up to 75% Federal Funds) for projects that will enhance boating for nontralerable recreational boats (26' or over in length), when such boats are in transient status. Only states may apply for the funding, however, the monies are available for both government and privately owned boating facilities.

There are two levels of BIG Projects, Tier I (max. state allocation of \$100,000 and Tier II projects over \$100,000). Tier I Projects are competitive within the state, while the Tier II projects are completeive nationally. More detailed information of the Program and applications can be obtained from the Maryland Department of Natural Resources, Waterway Improvement's Web Site labeled Waterway Improvement Program Federally Funded Grants Process at the following web address:

<http://www.dnr.state.md.us/grantsandloans/waterwayimprovement.asp>

The BIG Program is authorized by the Sportfishing and Boating Safety Act of 1998 and funded by excise taxes on motorboat fuel. Future funding for this Program is contingent upon its reauthorization by Congress and cannot be guaranteed at this time. However, in anticipation of Congress reauthorizing this Program, The U.S. Fish and Wildlife Service will be accepting proposals for new projects. The federal deadline for project applications is September 30, 2005. Therefore, the Department of Natural Resources (DNR) needs your proposed projects(s) by August 15, 2005.

If you have a potential project, please contact Mr. Fred Watkins, Federal Aid Coordinator, DNR's Waterway Improvement Program, at 410-260-8452. In addition, please mark all the items on the enclosed checklist that apply to your project and either mail or fax this information to Mr. Watkins at the Department of Natural Resources, Tawes State Office Building E-4, 580 Taylor Avenue, Annapolis, Maryland 21401 (Fax Number 410-260-8404). Again, we appreciate your consideration for the BIG Program and are looking forward hearing from you.

Tawes State Office Building • 580 Taylor Avenue • Annapolis, Maryland 21401

410.260.8DNR or toll free in Maryland 877.620.8DNR • www.dnr.maryland.gov • TTY users call via Maryland Relay

June 2005

Wednesday June 1 2005

Work around shop pick land fill and dump run 5 hours ( ben off sick)  
Cut grass all areas of town .(all day)

Thursday June 2,2005

Work on boat house and land fill run 6 hours  
Cut grass area of stone wharf and park area (all day)

Friday June 3, 2005

Work on boat shed and work around shop (rain)

Monday June 6 2005

Pick up land fill and several dump runs 4 hours  
Kubota was returned from shop and was checked out for work done 2 hours  
Clean up around colored cemetary 3 hours

Tuesday June 7, 2005

Remove limbs from Charlestown Pl. and made dump run 2 hours  
Pick up brush around town and made five dump runs 5 hours  
Work around shop 1 hour.  
Picked up Trash that was not picked up by trash co. on Monday 1.5 hours

Wednesday June 8, 2005

Work at shop removing a machine and old records (Letts and Gill) 2 hours  
Repair wash out at Conistoga and Bladen st. 1 hours  
Clean Comfort Station 2.5 Hour  
Pick up brush and make dump run 2 hours  
Work on roof at old ice house 2 hours  
Clean up at shop and remove old machines. 2 hours

Thursday June 9,2005

Grad Parking lot at shop 3 hours  
Fix hole on Conistoga St. 1hours  
Work on Equipment at shop 2 hours.  
Cut Grass at Boys and Grils Club, Vets. Park, and cemetary (all day)  
Pickedup brush and made dump run 1.5 hours  
Water break at Caroline st. .45 hours

June 2005

Friday June 10,2005

Drag Ball field 1 hour  
Power Wash Vets park comfort station 2.5 Hours  
Check Elect and replace bulds as needed 1.0 hours  
Dig out vegetation on Louisa La. and Calvert St. 1.5 hours

Monday June 13,2005 (0600/1430)

Mount lights on red truck and kubota 3 hours  
Picke up land fill ,recycle, metal dump run 2.5 hors  
Cut grass at flag pole,stone wharf, fair green park (all day)  
Mulch area around boat ramp. 1.5 hours

Tuesday June 14, 2005

Metal Pick and dump run 2.hours  
Mulch to boat ramp 1.5 hours  
Mount Yellow Light on tractor 2 hours  
Work around shop clean trucks 2 hours  
Looked at problems at Boys and Grils Club (letts) 1.5 Hours  
Asst. Edgar with cemitary 1 hour

Wednesday June 15,2005

Pick up brush and dump run 2 hours  
Clean comfort station 1.5 Hours  
Pick up paint for truck and parts for work at beach 2 hours  
Work at shop 2 hours

Thursday June 16, 2005

Replace window bath room Town Hall 1.5 hours  
Pick up brush manor dump run 1 hour  
Work on Beach Baltimore St. 2 Hours  
Work Beach At Stone Wharf 1.5 Hour  
Work on Play Ground Fair Green Park 2 Hour  
Repair light on white truck 1 hour

Friday June 17,2005

Work on beach on Baltimore St. 4 hours  
Pick trash dump run 2 hour

June 2005

Pick up brush and metal made Two dump runs 3 Hours  
Went to York Building Prod. ref. to ball diamonds (Letts) 1.5 HOURS

Monday June 20,2005

Pick ups recycle and brush dump run 3 Hours  
Work on beach on Baltimore St. 2.5 hours  
Spread crush run on parking lot at shop 3 Hours  
Worked on mowers at shop 1 hour

Tuesday June 21, 2005

Clean comfort station vets. park 1.5 hours  
Work on beach Baltimore St. 1 hours  
Load Brush and make dump run 2 hours  
Metal pick up and dump run 1.5 Hours

Wednesday June 22, 2005

Service Mowers at shop 2.5 hours  
Work on ball field get ready for diamond tech 3 hours  
Pick up post and wire for ball field fence 3 hours  
Pick up sand for play ground fair green park 2 hours

Thursday June 23,2005

Worked on frnce at ball field 1.5 hours  
Helped with mowing at stone wharf 1 hours  
Work and replaced sand in play ground Fair Green Park 2.5 hours  
Work on in field at ball park 3.5 hours

Friday June 24, 2005

Finished work at ball field 2.5 hours  
Picked up trash and metal dump run 2 hours  
Cleaned comfort station at vet. park 1.5 hours

Monday July 27,2005

Pick up recycle dump run 2 hour  
Pick up landfill and dump run 1.5 hour  
Work on sitting up ball field 2 hours  
Work on truck bed would not come down 3 hours

June 2005

Tuesday July 28, 2005

Pick up brush and made dump run 3 hours

Clean comfort Station Vet. park noticed small leak in pipe , need to get plumer 2.5. hours  
work to repair dump truck 3 hours

Wednesday July 29,2005

Cut up fallen tree at foot log and haul away 3 hours

Picked up bulk trash and made two dump run 2 hours

Picked up brush and made dump run 3 hours

Thursday July 30,2005

Pick up metal and made dump run 2.5 hours

Replaced post at foot log 3.5 hours

Work on beach at end of Baltimore St. 2 hours



# MILLER ENVIRONMENTAL, INC.

*The Water and Wastewater Authority®*

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

452 Franklin Street  
Havre de Grace, MD 21078  
Telephone: (410) 942-0380  
Facsimile: (410) 942-0381  
E-mail: [info@miller-env.com](mailto:info@miller-env.com)  
[www.miller-env.com](http://www.miller-env.com)

July 11, 2005

Re: **Charlestown - Water Treatment Plant Operations and Maintenance Report for June 2005.**

Dear President and Commissioners:

This is to advise you on the status of operations and maintenance of the water treatment plant and distribution system for the reporting period of June 2005. Subsequent reports will be submitted no later than the fifteenth day of the month following each months activities.

## WATER TREATMENT PLANT DATA

TOTAL MONTHLY WATER PRODUCTION = 3,590,000 Gallons  
TOTAL COLIFORM SAMPLES POSITIVE = 0

## PLANT ACTIVITIES

1. Collected two Bacti. samples.
2. Checked for water leak on Caroline St.--found leak in service line on town's side, HIE repaired.
3. Secured water meter crock lid at 1237 W. Old Philadelphia Rd.
4. Completed four settlement/new installation readings.
5. Checked for low pressure at several locations on Inspiration Rd. Met with the builder's plumber and verified pressure. Also surveyed hydrant pressure in the area--all hydrants over 55 psi.
6. Turned off water at 411 Chesapeake Rd. due to leak under un-occupied house.
7. Verified meter readings due to customer usage complaints at six locations. One location, 111 Market St., showed a small leak on the customer's side.
8. Checked for leak at 11 Charity Ct. There may be a small leak in the area or it may be water from sprinklers operating in the area. Currently awaiting assistance from MRWA to determine the source of the water.

## MISCELLANEOUS

1. Weekly house keeping of the water plant was performed
2. Weekly and monthly maintenance was performed

Please feel free to contact me with any questions you may have concerning this report.  
Sincerely,



Robert Corn,  
Operations Manager

Welcome to  
TOWN HALL

COMMISSIONERS MEETING  
JULY 12, 2005

PLEASE SIGN IN

Brend Thomas	
Dawana Dempster	
Jeffrey Wiggins	
Nancy Letts	
Mich M. Malley	
Deputy Doherty	
Paul [Signature]	
Harold [Signature]	
Aris McDaniel	
Gladys Blankenship	
Robert Coen, M.E.I.	
Jeff & Sherry Willis	
Howard Hall	
Maury [Signature]	
Donald McMillan	
Judge Calvert	
Art Gallogh	
Chapin Boudart	
David D. [Signature]	



## Deposit Summary

5/24/2005

Summary of Deposits to 1000.1 - General Fund Cash Accounts:1020.1 - Cash-Regular Savings on 01/24/2005

Chk No.	PmtMethod	Rcd From	Memo	Amount
5511	check	Varady, Alexander	Permit fee	25.00
1547	check	McIntyre, Catherine	Permit Fee	25.00
1859	check	Baker, Timothy & Karen	Permit Fee	25.00
0403	check	Hunsicker, Edwin & Christine	JellyBean License	6.00
3159	check	Coble, Sanford & Susan	No Notation on check	14.00
287	check	Lowe, Kelly	Charlestown Regulations	20.00
0142411	check	Verizon	Property Tax payment	902.20
015006	check	Cecil Co. Commissioners	Refuse Rebate	1,503.97
4949	check	Durange, Thomas	Riverfest/Cook Books	40.00
267	check	Holland, Scott	Riverfest/Vender profits	150.00
2526014	check	Directv, Inc.	Property Tax payment	0.82
3042	check	Sheets, Donna M.	Dog Tags/Sheets	6.00
897	check	Youngblood, Darryl	Dog Tags/Youngblood	6.00

**Less Cash Back:**

**Deposit Total:** **2,723.99**

**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name: Donna Sheets  
 E-mail Address: charlestown.riverfest@charlestown.riverfest

**Logon Information**

User Name: charlestown.riverfest  
 Password: **September**  Remember password

Log on using Secure Password Authentication (SPA)

**Server Information**

Incoming mail server (POP3): mail.comcast.net  
 Outgoing mail server (SMTP): smtp.comcast.net

**Test Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

**Navigation:** < Back, Next >, Cancel

**Background:** Mail folders (Outbox, Personal 2, PERSONAL PROPERTY BILLING R, Personal Issues, Reflected Mail, Riverfest, Sent Items, Settlement Properties, Vendors), 0 Items

**Bottom Panel:** Find Now, Clear, Messages, Options, Received, Size

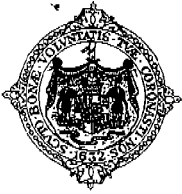
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DO LAST, THEN



More Settings ...

comcast.net



State of Maryland

DEPARTMENT OF ASSESSMENTS AND TAXATION

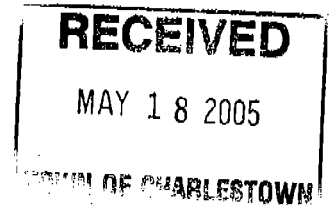
Cecil County Office

ROBERT L. EHRLICH, JR.  
Governor

C. JOHN SULLIVAN, JR.  
Director

DALE K. DEWEESE  
Supervisor of Assessments

May 13, 2005



Mr. Stanley W. Hearne  
Town Administrator - Town of Charlestown  
P. O. Box 154  
Charlestown, MD 21914-0154

Dear Mr. Hearne:

Please provide this office with your tax rates for both Real Property and Personal Property for FY2005-2006 by June 1, 2005.

This information is needed by then to ensure that both your taxes and the County's are processed and out on time. We must close our tax tape off on June 3 and without the above information those properties receiving Homeowners' Tax Credits will not be calculated and put on the tax bill.

Please do not hesitate to call this office at 410-996-2760 or Debbie Duff at the Treasurer's Office 410-996-5313 if you have any questions. Thank you for your prompt attention to this request.

Sincerely,

DALE K. DEWEESE  
SUPERVISOR

DKD:cjl

District Court Building and Multi-Service Center  
170 East Main Street, Elkton, MD 21921  
TELEPHONE (410)996-2760 FAX (410)996-2770  
MRS (Maryland Relay Service) 1-800-735-2258 (TT/VOICE)

# 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>			
Cecil County Treasurer	Invoice 20050320011 thru 02/28/2005		
Baynes, Keith A.		6652.1 · Landfill	83.34-
Cecil Tree Service	Removal of tree, Calvert & Conestoga	6310.1 · Legal Counsel	650.00-
Stanley Hearne	wkend 03/04/05 and postage	6715.1 · Other	630.00-
Commissioners of Cecil ...	Patrol services & gasoline 01/08/05-02/04/05	-SPLIT-	119.57-
Waste Management	Acct #275-0049441-0276-5	-SPLIT-	2,666.77-
Benjamin Lumber Co., I...	Acct #1186, 02/2005	6651.1 · Trash Collection	3,465.44-
Staples	Acct #7972320000027426	6410.1 · Repairs	12.42-
Best Cleaning Services, ...	Invoice # 21455	6220.1 · Office Supplies	118.77-
Maryland Association of ...	Basic Membership 2005	6450.1 · Maintenance	70.00-
Keystone Overhead Do...	Service Call/Order #19268	6214.1 · Dues & Memb...	50.00-
Accountemps	Baumgartner 02/18/05	6410.1 · Repairs	107.75-
Accountemps	Baumgartner 02/25/05	6340.1 · Temp Services	1,267.49-
Ferrell Fuel Co., Inc.	630 Water Street//157360	6340.1 · Temp Services	1,488.92-
Ferrell Fuel Co., Inc.	241 Market Street//146210	6430.1 · Fuel	306.01-
Cecil Whig	Acct #104333 Zoning Comm Announce	6430.1 · Fuel	266.30-
Boys & Girls Clubs of C...	12/31/04 Invoice 01/31/05 Late Fee	6215.1 · Advertising	48.13-
Cecil County Treasurer		6970.1 RiverFest 2005 (...)	3,500.00-
		6652.1 · Landfill	263.41-
			15,114.32-
<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>			
<b>1010.2 · Cash - Utility Checking</b>			
National Waterworks	Invoice 2116241		
Atlantic Coast Laborator...		7741.2 · Water meters	1,324.80-
		7121.2 · Laboratory Tes...	16.00-
			1,340.80-
<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>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
Atlantic Tractor		-SPLIT-	29.75-
Kunkle Service Co.	Customer #86904	6024.3 · Truck Repair	148.20-
American Home & Hard...	Acct #685600	6410.1 · Repairs	340.66-
			518.61-
<b>Total 1005.3 · New-Checking-Special (Special checking County)</b>			

03/08/05

**Town of Charlestown**  
Accounts Payable Bills

Name	Memo	Split	Balance
Total 1000.3 · Special Fund Cash Accounts			518,61-
<b>TOTAL</b>			<b>16,973.73-</b>



**Town of Charlestown**  
**Electrical Detail**  
All Pending Transactions

Type	Date	Num	Due Date	Aging	Open Balance
Connectiv					
Bill	2/28/2005	209631599997	2/28/2005	8	122.67
Bill	3/7/2005	209641399990	3/7/2005	1	4.02
Bill	3/7/2005	209654899993	3/7/2005	1	468.49
Bill	3/7/2005	209654999991	3/7/2005	1	496.96
Bill	3/7/2005	209692599993	3/7/2005	1	43.50
Bill	3/7/2005	209654799995	3/7/2005	1	71.94
Bill	3/7/2005	205535299973	3/7/2005	1	783.99
Bill	2/28/2005	209630699996	3/15/2005		134.80
Bill	2/28/2005	205620199997	3/15/2005		93.75
Bill	2/28/2005	205620199989	3/15/2005		65.13
Bill	2/28/2005	209641299992	3/15/2005		19.20
Total Connectiv					2,304.45
<b>TOTAL</b>					<b>2,304.45</b>

MINUTES of the  
CHARLESTOWN COMMISSIONERS MEETING  
May 10, 2005

Commissioner Robert Gell called the meeting to order. Present are Commissioners Peter Williams, Joseph Letts, and Robert Gell. Town Administrator Stanley Hearne is in attendance. President Vandervort will arrive at the conclusion of the Charlestown Historical Committee report.

Minutes of the April 26, 2005 were accepted without correction.

Miller Environmental Report was presented by Robert Corn, Plant Manager. The town used 2,821,000 gals of water, an average of 94,000 gallons a day. There was a leak of over 400,000 gallons of water which was on a customer's side of the meter. The meter was turned off and the customer instructed to get a plumber. The Commissioners recommended that the customer water bill be adjusted and an adjustment also be reported to Cecil County Public Works.

The Sheriff's Report and Accounting Reports were deferred until later in the meeting.

Colonial Charlestown. Rebecca Phillips reported that the corporation has owned, operated and maintained the 107 House since 1974. The corporation has been able to maintain 107 House through gifts and the Town Fair. Today we don't have the fair and other than Riverfest, there are not many sources of income. Recently tours were given to school children and the Boys & Girls Club, and a request has been received for seniors from the Department of Aging for tours. Insurance has risen from \$500 to \$900, as well as increases in fuel oil. The corporation has received a grant to paint the historic water tower and are looking for a painter. Comm. Gell questioned if the house will be open during Riverfest; which Ms. Phillips doubts as staffing is a problem. Mr. Phillips requested that the Town contribute \$2,500 annually to help with repairs and expenses and that the Town include this line item in the next budget. Comm. Williams asked Mr. Phillips to draft a budget request letter to the Board so it could be included in the budget discussions.

Maintenance Report. Comm. Letts requested that the budget for FY2006 show at least a 3-5% increase in workers salaries and that corrections be made in the payroll system to properly reflect the amount of time each worker has for vacation and sick leave. He also wants to return to documented and approved leave to facilitate scheduling.

Middy will undergo surgery on May 16 and is expected to be off work for approximately 4-6 weeks. He has told Middy to provide a return to work authorization from his doctor before returning to work.

Discussion focused on Louisa Lane; street crumbling. Talked to Steve about pothole problem. Mike McGuirk and his employees have also viewed the problems. The recommendation is to pave a substantial portion of Louisa Lane, Mr. McGuirk will provide proposal. The Louisa Lane ditch job has been completed. Ms. Utility failed to properly mark Louisa Lane. Gary Butts and Judy Newsome were effected when the lines which were not properly marked were accidentally cut. Comm. Letts stressed that he had little faith in Ms. Utility.

Comm. Letts requested an acetylene torch to cut pipe. The Commissioners acknowledged the need and the purchase being within the discretionary purview of Comm. Letts.

Comm. Williams complemented Comm. Letts and his crew for the work being accomplished, "The Town is really shaping up," he said.

A resident in the audience brought up the problem of stagnant water at Conestoga street and a the smell of sewage that was coming into her house every time there was a heavy rain. Comm. Letts promised the resident he would take a look at it.

Another resident asked about the pile of debris on the beach at Conestoga Street. Comm. Letts reported he has seen the problem and will set his workers to the clean-up in the coming weeks.

**Accounting Report.** A list of payables was presented to the Commissioners which was approved for payment. A resident questioned when accounting issues would be resolved. Pres. Vandervort lead the discussion of what Larry was doing, the new flush tax and increase in sewer rates from Cecil County which had to be passed on. He said that the books were open to the public and published annually. He briefly commented on the legal issues facing the town and the impending write-off of loss revenues from those actions. The accounting report was accepted as presented.

**Judy Calvert** addressed the Commissioners about her property at 358/360 Chesapeake? Pres. Vandervort asked Ms. Calvert questions which she would not answer. Comm. Letts and Williams offered comments. The confrontational discussion continued for until Comm. Gell called Point of Privilege and announced the end of discussion since nothing was being resolved. Comm. Williams instructed Ms. Calvert to ask her attorney to get in touch with the Town attorney about her wishes regarding water service.

**Election of Officers to LGIT.** The Commissioners accepted the board of directors as presented.

**Bikes for Scores:** Stan Hearne presented a organization that wants to use veterans park as an "oasis" for their event. The event runs from the Hudson River to the Susquehanna and supports programs in New York City. They need a rest stop with facilities. Comm. Gell will officiate for the Town. Comm. Letts moved, Comm. Williams seconded approval of use; the matter passed.

**Cecil County Commissioners Meeting** will be held next Tuesday, May 17 at 7pm at the Elementary School. Pres. Vandervort said that last year the Commissioners took the County Commissioners to dinner before the meeting. Comm. Letts moved the Town take the County Commissioners to dinner, Pres. Vandervort seconded; the matter passed. A time of 5:30 pm was established.

**Cool Spring Annexation Postponement.** Mr. Landin has requested a postponement from May 23<sup>rd</sup> to August 23, 2005. He is having trouble getting right-of-ways for his project. This is the second postponement. It was noted that this meeting will be on the same date as a normally scheduled Commissioners workshop meeting. There was no objections from the table, the postponement date was accepted.

**Gatchell Property.** Pres. Vandervort said there are actually two of lots, below Bucks Ranch. The land became completely under water and the houses condemned. The property backs up to the stream and Trinity Woods. There became available some funds for the purchase of those lands. Seventy-five percent of the purchase is provided by FEMA. Stan Hearne reported that the State will pick-up 12.5%. He had been in talks with Ed Slicer. There may be \$25K which was designated for a second lot provided by Larry Porter in Trinity Woods which is now not available. Ed Slicer is of the opinion that those funds may be used for Gatchell. Slicer also recommended Hearne contact Sandy Trent, an assistant regional administrator of Project Open Space, to see if during the next fiscal year the Town could obtain a letter of concurrence, basically if funds become available there may be additional assistance. There was a discussion of what the Town would do with the land (i.e., passive-use park, walking, biking; but it probably would not have playground equipment). The property appraised for \$305K. Comm. Letts moved, Comm. Williams seconded the purchase of the property. The matter was approved.

**Pump Out at Avalon Marina.** Pres. Vandervort said he would write the letter allowing 8 Louisa Partners to use the sewage system. He explained that the marina would have to have its own holding facilities and pumps ready before they could hook-up into the Town's system. Comm. Letts discussed the top soil which was laid in the area and other complaints surrounding the preparation work going on.

**Town House, 630 Water Street.** Mr. Hearne reported that the Ferrell Fuel offered a furnace service contract for \$179. He also contacted Horizon (who services the furnace at Town Hall) which offered a contract at \$149. The Commissioners approved by consensus that furnace servicing would be provided by Horizon

#### Vacancy On the Planning & Zoning Board

Pres. Vandervort asked for a motion to waive the interview requirement and explained his position. Comm. Letts offered a counter point of view. The motion failed to gain a second and was withdrawn. The President told Stan to schedule interviews for Comms. Letts, Williams and Gell, but that he would not interview either of the candidates because he knew both of the candidates well enough to render a decision without the interview process.

Comm. Williams questioned Pres. Vandervort whether he should excuse himself from the selection process's considering his role on Planning & Zoning. President said no because he was *ex-officio* to Planning & Zoning (only on P&Z because he is President). Comm. Williams said "Bob Gell is a candidate's husband". The President said there was no conflict, that Diane and Joe Letts have served on both boards at the same time. "Rozy Botts has been a commissioner while Herschel Armor has been on P&Z. There is no conflict with a wife serving on another board." Comm. Williams questioned influence saying "the whole process is to keep the town commissioners out of the P&Z process". Commissioner Letts paraphrased the rule as "we can make the rules, we can appoint the people in it, but we don't have no say." Comm. Gell began reading the Code [the Planning and Zoning Commission shall...]: "Four members shall be appointed by the Town Commissioners. The fifth member shall be a member of the Town Commissioners and shall be selected by the Commissioners of Charlestown. The term of this member shall correspond to his official term as member of the Commissioners."

[tape change]

Comm. Williams indicated that he felt both candidates were qualified for the position. He expressed his concerns that one of the candidate was in the process of suing the Town while offering to help it at the same time. He said he "can't see that". Comm. Letts said he understood Comm. Williams position but he still felt it was best to proceed with the interviewing process.

An unidentified audience member expressed her concerns over the process she was witnessing. As a result of her comments, the Commissioners agreed to schedule interviews; Stan to handle.

The Sheriff's Report was presented by Sgt. Ron Schmidt for April 2005.

A audience member questioned when the tickets would start being used. She discussed when Commissioners would start writing tickets; which both Comm. Letts and Williams immediately responded to saying no - Commissioners who did not feel capable of writing tickets were not going to write them. The speaker targeted a specific vehicle at 224 Conestoga Street. The red Ford Explorer is being used every time the juvenile's mother is not at home and the tags expired in March 2005. Sgt. Schmidt said he would check it out the moment he left the meeting. The discussion continued about the general lack of people obey road and speed signs. How a resident can make a complaint. Ms. Mc Daniel made a request that speed bumps be installed on Conestoga Street. She feels police patrols are ineffective. The discussion segued to how brazen teenagers are.

Status of the Ryland property. Stan will have to follow-up with the builder. The property is a disgrace.

President Vandervort adjourned the meeting at 8:33 pm.



**Minutes of the Town Commissioner's  
Meeting on April 26, 2005  
Town Hall, Charlestown, Maryland**

**Call To Order.**

The April 26, 2005 Meeting of the Charlestown Commissioners was called to order by President Steven Vandervort at 6:30 pm. Present were Commissioners Sheets, Letts and Williams. Stanley Hearne, Town Administrator was also present.

**Minutes.**

The minutes of the Commissioners Meeting of April 12, 2005 were discussed and are pending approval at the May 10, 2005 Meeting.

**Ferrell Fuel.**

Issue: routine maintenance agreement for the Town House. The President question the expiration date of the current agreement; the matter will be researched and revisited at the May 10, 2005 meeting.

**Sewer Rates.**

President Vandervort explained that Cecil County charges residents \$4.44 per thousand/(K) gallons per address. The rate charged to Charlestown is \$3.33/K. The new rate effective January 1, 2005 for Cecil County residents will be \$4.89/K with the rate to the Town at \$3.67/K. The President went on to say that he notified each water/sewer customer at the last billing cycle of the impending Flush Tax and the increase rate on county sewer.

In relation to the budget, the Town projection was \$85,000. For the last four quarters the Town receipted \$80,557. Cecil County has charged the Town \$91,700 at the \$3.33 rate for the same period. At the new rate of \$3.67 the bill would be \$100,810. If the Town were paying full rate, the cost of the same period would be \$134,000.

According to Comm. Williams the sewer rate of \$39.50 has been the same since the sewer system was installed. Pres. Vandervort said when he came on the board the Cecil County rate was \$3.16/K and then jumped to \$3.33, which the Town absorbed. Operational costs have gone up, now combined with the county rate increase, the Town has no choice but to increase sewer rates to the residents.

The County says the average resident uses 15,000 gallons per quarter.

The question is how does the Town bill for the sewer. It was decided to review the budget numbers provided by the President.

Pres. Vandervort felt the repairs budget number was solid and that capital improvements, although not expended in 2005 should also be carried into the new budget.

Mr. Hearne mentioned that Jeff Cole at Cecil County Public Works recommended the installation of an electronic monitoring device to be installed at the Pump Station at Veterans Park (approximate cost \$9,850 + \$2,000 to install) and one on the pump at Avalon Yacht Basin (approximate cost \$8,250 + \$2,000 to install) for a total of \$20,000.

The Long-Term Maintenance Fund has approximately \$50,000, partially helped by hook-up fees collected in the past year. The board agreed on Pres. Vandervort's recommendation that the expense and capital improvement budget numbers for 2005-2006 should remain the same.

Combining commercial and residence numbers, we have approximately 506 residences with sewer (including marinas). Dividing 136K by those residences results in an approximate cost of \$65-67 per unit per quarter.

Comm. Letts wanted to understand what the bottom line was going to be for residents. The following calculation was determined: \$ 54.50 -- water

\$ 55.00 -- sewer

\$ 7.50 -- flush tax

\$117.00 /quarter

(plus \$1.20 for water & 4.25 for sewer for every 1000 gallons over 15,000).

Comm. Letts moved and Comm. Sheets seconded a motion to raise sewer rates to the calculation above. The issue was passed.

[Pres. Vandervort acknowledged he would become the brunt of criticism should his numbers not work. Comm. Letts offered his gun and asked to move on.]

#### Maintenance.

Comm. Letts reported that maintenance was digging a hole for catch basin at Louisa Lane when they cut Judy Newsome and Gary Botts phone lines. The markings on the street were on the opposite side and the men were not responsible for the poor markings by Ms. Utility.

Salvation Circle sink-hole turned out to 8 feet deep and 9 feet wide. The deeper we went the wetter it got. The man-hole is intact. McGuirk went down about 10 feet, we filled in with stone and rock. Netting was found in the hole which indicates that there was a hole initially with this area. Blacktop will be completed in a couple of days.

The Chevrolet Truck was purchased. Logos are being obtained (\$80) and the McGuirk logos will be removed shortly.

Grass cutter: Comm. Letts wanted to know what salary was being offered and when. The Commissioners agreed on \$9.50/hour and recommended immediately interviewing the candidates. Comm. Williams moved and Comm. Sheets seconded a motion to allow Comm. Letts hire the temporary help he needs to cut grass this summer; subject to the successful interview of the candidate. The matter passed.

Comm. Sheets has ordered ticket books.

The veterans at Post 6027 have donated a large American Flag and a new POW Flag for the cemetery. We are in need of a new flag on stanchions. Comm. Williams asked that we be vigilant about taking the flag in during inclement weather and asked Stan to draft a letter on behalf of the Town thanking the post for it's donation.

The discussion then focused on the hiring of the new Town Clerk and the composition of the office staff, the circuit rider program, and getting candidate interviewees selected. Stan will begin the screening process for potential candidates as soon as possible.

The final discussion focused on interactions with residents regarding property lines and who owned what. Holloway Beach and Charlestown Manor were the focus of the discussion which did not resolve any business matter.

Comm. Williams moved for adjournment at 9:05 pm; the commissioners assented.





MINUTES OF THE COMMISSIONERS MEETING  
APRIL 12, 2005

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The **MEETING OF THE CHARLESTOWN TOWN COMMISSIONERS** was called to order at 6:30 p.m. on April 12, 2005 by Commission President Steven Vandervort. All Commissioners were present (Robert Gell, Joseph Letts, Sr., Donna Sheets and Peter Williams). Mr. Stanley Hearne was absent due to illness.

**MINUTES** for the March 22, 2005 were amended to read that the Commissioners agreed to renew the website for another year. The minutes were approved as amended.

**ACCOUNTS PAYABLE REPORT.** Comm. Williams raised questions about IRS entries on report which consist of penalties and interest on employment taxes for 2004. It was noted that these amounts were to be excluded from the report as they are in negotiation with the IRS. The report was accepted.

Pres. Vandervort skipped agenda to the **MILLER ENVIRONMENTAL REPORT** presented by Mr. Robert Corn. The report was distributed to the Commissioners in the meeting packet. The water system experienced a false-positive and was re-tested negative the following day; Mr. Corn believes (based on the re-test) that the false-positive was lab or technician error. Mr. Corn reported he collected 5 additional bacteriological samples instead of the normal two to confirm that the water system was healthy. Mr. Corn also visually inspected leaks after heavy rains at Frederick & Calvert; he believes that drains may be clogged. Comm. Letts discussed the opening of drains at the intersection, indicated pipe problems, including missing pipes and future work in the area. Mr. Corn further detailed water company activities during the period. He mentioned he was researching the acquisition of digital reading equipment which would be compatible with the utility billing software. Mr. Corn was thanked for his report.

There was a presentation by Tigist Zegeye of **WILMAPCO** regarding services they offer. Information packets were distributed by the speaker. Ms. Zegeye was thanked by the Board for her presentation.

**WATER STREET PROPERTIES LEASE ("C" Dock).** Pres. Vandervort said that the final version of the lease had been reviewed and approved by the Town attorney Keith Baynes.

Pres. Vandervort presented a quotation for finger pier and floating pier repairs. He recommended Bill Johnson due to the fact that it was difficult to find and schedule a contractor to complete the repairs the town needs and Mr. Johnson was already in place doing other projects. He said that approximately 12 "about half" of the finger piers need some type of work. Pres. Vandervort asked for a motion to approve the contract. The bid protocol which was discussed and the President presented reasons to fund the matter circumventing the bid process. Pres. Vandervort asked Mr. Metz to assist in answering questions regarding the matter. A few questions came from the floor. Pres. Vandervort noted that this would make the piers usable for the season but to anticipate future work. Comm. Sheets moved, Comm. Williams seconded a motion to approve \$19,228 for the repairs as quoted. The motion passed.

**URS.** Comm. Letts reported that Thursday morning at 8 a.m. Mr. Athey will be in town to take a walking tour. Comm. Letts said that Tasker Lane had a major water problem which was being addressed, displayed photos of what had been accomplished. Comm. Gell wanted to know if the Commissioners were in fact executing the points in the plan proposed by URS. Comm. Letts described a catch basin full of dirt, which maintenance opened and found there was no pipe [on Cecil Pkwy]. Comm. Letts discussed the pipe matter and felt that Town maintenance could correct that problem. Comm. Letts said he felt the URS engineering opinion [Chesapeake Road, Charlestown Place and Cecil Parkway] was necessary. Comm. Williams moved, Comm. Sheets seconded the payment of \$7,500 to URS for the engineering specifications to resolve the water issues. The matter passed unanimously.

**MML PRE-REGISTRATION FOR OCEAN CITY.** Motion was made by Comm. Gell to expend the registration fees for the event was seconded by Comm. Williams; the matter passed.

**PAINTING TOWN HALL.** There was doubt as to when Town Hall was last painted. Comm. Gell discussed the need for paint scraping and caulk removal. Other methods of paint removal were discussed, including speculation as to how long a paint job should last. The estimate Comm. Gell brought to the table was a quote by Mr. Don Williams of \$16K. Comm. Gell reiterated that it was the prep work which should be the focus point of the job, and asked permission from the Board to pursue other estimates on the work. The Commissioners did not feel a motion was necessary, the consensus of the Board was the Comm. Gell would pursue this issue.

Sgt. Ron Schmidt presented the **MONTHLY TOWN SHERIFF'S REPORT.** The report was distributed to the Commissioners. Comm. Williams asked if the Sheriff had received any resident requests for property checks? Problems at any of the bars? Any places that patrols needed to be increased? Sgt. Schmidt felt patrols were adequate. From the floor: A resident raised the question of ATVs on the lot past the ball field and in the woods. Sgt. Schmidt said if they catch them they will cite them and that police would be watching for the problem. Sgt. Schmidt also indicated he had received some positive feedback from residents stating they liked seeing patrols out during early evening hours.

A resident brought up a question about boat slip and who could sign and pay for a boat slip. Mr. Burden raised the question of who should be signing for the slip. The matter was discussed and proved resolved through language appearing on the pier application.

**RECLAIMING PROPERTY ON CHESAPEAKE LANE** and well as property lines was discussed by Comm. Williams. He noted that as projects went forward the Town would be making sure fence lines and parking areas would be established. Comm. Letts added that some residents are aware their fences are over property lines. Parking appears to be a contentious issue. Comm. Williams said the clean-up of the area will be contingent on the property owners cooperation. President Vandervort told the room that the URS surveys would provide the necessary tools to correct property line discrepancies and the Town will take action at that time. The discussion continued focusing on obstructing trees and plants; Comm. Gell cited the ordinance to the room for clarification.

**MAINTENANCE REPORT.** Comm. Letts reported that the Ford truck needs front brakes; servicing is scheduled for next week. Mike Rhoads of State Road will be in Town on April 13 to discuss various issues. Stabilization of the ground at the flagpole was presented with drawings, some of the work will be completed by maintenance some by contractors. The grant for the project was denied. The need for permits was discussed. Comm. Letts was given approval from the Commissioners to pursue a clear understanding of what needs to be done. Comm. Letts presented a sketch for the foot bridge and asked for permission to pursue the issue; the Commissioners agreed. Comm. Letts discussed re-rigging and painting the flagpole and crows nest; maintenance will complete what work they can, but an all-terrain scissor truck may be necessary. The consensus of the Board was to begin work on the flag pole. Comm. Letts asked the Kubota be given new hoses and a "going-over". President Vandervort mentioned that the more work performed internally saved the Town money and that it was in our own best interest to keep the equipment in good working order. The consensus of the Board was to make whatever repairs were necessary. Comm. Letts presented arguments for a new truck. He mentioned the Ritchey Brothers auction and a vehicle for sale by the McGuirk Company. Comm. Sheets felt that if Mike McGuirk took better care of his equipment it was a better purchase. Comm. Letts felt good used equipment was a better option. The overall consensus of the Board was that the truck needs replacement and Comm. Letts should pursue the replacement.

The tape ends.

**TOWN OF CHARLESTOWN  
MINUTES OF WORK SESSION  
MARCH 22, 2005**

The work session of the Charlestown Board of Commissioners was called to order at 6:30 PM, March 22, 2005 with all commissioners present. The entire Board then took a walking tour of the stormwater drainage problems at Chesapeake Road and Cecil Parkway. The work session was reconvened at Town Hall.

**MINUTES:** The minutes of the regular March 8, 2005 meeting were approved as written.

**BUDGET:** A report of the Budget and Expenses year to date was distributed but not discussed inasmuch as this was a working session not a business meeting.

**STORMWATER PROJECT AT TOWN HALL:** The first item to be discussed was the plan for the Town Hall area. The URS engineer explained that the plan calls for replacement of the existing catch basin, a new catch basin on South side of Market Street, and replacement of the deteriorated drain pipe under Market Street on through to the far side of the drive for the Post Office. This replaced pipe will tie into the pipe under the playground. Assuming the drain pipe under the playground is in good shape, it will not be replaced. The other option would be to run the pipe down the side of Bladen Street. The fact that stormwater gushes out of the ground near the driveway suggests the pipe under the playground may be partially plugged. What problems lay beyond to playground are yet to be determined.

The Engineer stated that their study has been unable to locate all the underground stormwater drain pipes in town since many are plugged with debris. Additionally, it appears many of the pipes have turns and bends which are impossible to map until they are cleared and inspected.

The issue before the Board is that the project is ready to go to bid. This is the second project following the Town Hall parking lot which requires resurfacing which should be done as soon as the weather permits. URS will contact the contractor and coordinate the completion of this project. The Town held back a portion of the contracted amount until the project is satisfactory.

The Commissioners agreed to place the stormwater project on the agenda of the regular business meeting on April 12, 2005.

**CHESAPEAKE ROAD STORMWATER PROJECT:** The next project discussed was the Chesapeake Road stormwater and spring water problems. The consensus was that this should be the next priority. It was pointed out that some of the work could be done with the Town work crew. Further, the problems regarding zoning regulations, parking, and road right of way should be corrected.

URS was asked to conduct a survey and prepare a preliminary plan to resolve the stormwater drainage problems for the area beginning with the spring at the top of Chesapeake Road. The Engineer was asked to work with Mr. Letts to determine those aspects of the project which can be done with Town crew and equipment. The Commissioners agreed to consider the URS proposal at their April 12th meeting.

**TOWN ADMINISTRATOR:** At this point President Vandervort announced that he has been in conversation with the Circuit Rider organization regarding engaging additional administrative personnel and the Commissioners urged him to continue the dialogue.

**STORMWATER ORDINANCE:** The Commissioners discussed the draft Stormwater Ordinance developed by URS. President Vandervort pointed out that currently the County provides Stormwater Management enforcement. The problem is that the County follows State minimum criteria which holds developers to provide for a 10 year storm while the 100 year storm is desirable for Charlestown. Further, the Town will be required to review development plans to determine the adequacy of the stormwater management design in terms of the ordinance. The MDE has suggested that the Town include the one year storm in the criteria. The engineer was asked to incorporate this into the draft. The Town's attorney has reviewed the draft. The Commissioners agreed to forward the Draft to the Maryland Department of the Environment for concurrence. Once this is obtained the Commissioners will consider adopting the ordinance.

**SLAVE CEMETARY CLEANUP:** Commissioner Sheets announced that the Boys and Girls Club plan to clean up the slave cemetery on April 16 between 11:00 AM and 4:00 PM and would appreciate the Town's support in the form of the Town truck and assistance with some equipment. The Commissioners agreed to support the project.

**MML CHAPTER DINNER:** President Vandervort announced that the Maryland Municipal League Cecil-Harford Chapter will meet in Charlestown in July. The Commissioners agreed that the dinner meeting will be held at the Wellwood.

**FLAGS:** Commissioner Williams announced that he has asked the North East VFW for an American flag and an MIA flag. They should be forthcoming.

**IF I WERE MAYOR:** Commissioner Sheets announced that the "If I were Mayor..." essay contest will be held for fourth graders. A Commissioner is needed to make a presentation to the class on March 23. Commissioner Gell agreed to talk to the students.

**TRAFFIC TICKET BOOKS:** Commissioner Sheets reported that she had learned that the Bargaineer printed the traffic ticket books for Chesapeake City. The cost for printing 100 books will cost \$907 and 50 books will cost \$800. She agreed to contact other printers.

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**NATIONAL NIGHT OUT:** Commissioner Sheets announced she will sign the Town up for the annual "National Night Out" to be held at the Fire Hall sometime in August.

**MAINTENANCE REPORT:** Commissioner Letts gave the Maintenance Report.

1. The work was done at the town wharf and it's complete with the exception of the blacktop. Mike McGuirk said he'd do it for about \$400. So I told him to go ahead and do the work. He can't do it till the end of this week.

2. We went into the comfort station yesterday. We got frozen pipes. We're going to need a plumber to come in there and look at it. And also look at the timers and the cameras.

The issue regarding the website was deferred.

Commissioner Gell surrendered his unused Walmart Card.

The work session was adjourned at 9:41 PM.

Minutes transcribed by Brittany Coker  
Reviewed and edited by Commissioner Gell.

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 3/8/2005 TIME: 6:30 PM

- Henry Sca
- Phil Miklos
- Carolyn Mc Intyre
- Val Hahn
- Rosperallrsula Boudart
- Terry J. Brown
- Mark Mc Miller
- Mrs Mc Amiel
- Robert Carr MEA
- Ben & Sue Suppa
- Bob Phillips
- Rebecca Phillips

Vice-President Robert Gell called the Town of Charlestown Commissioners Meeting to order at 6:32pm on March 8, 2005. Present were Commissioners Donna Sheets, Joe Letts, and Peter Williams. President Steve Vandervort arrived at 7:35pm.

Minutes of the February 22, 2005 Commissioners Meeting were approved as written.

Miller Environmental Water System Report Mr. Robert Corn reported that total monthly water production for February was 2,695,000 Gallons; Coliform samples which tested positive was zero and two Bacti. samples were collected. He is continuing to monitor the leak at Frederick & Calvert. He marked water lines at Ogle & Caroline Streets and checked for dirty water on Cecil Street, no problems were found. He completed nine settlement readings. All weekly house keeping of water plant and all monthly maintenance were performed. The output of wells #1 and #2 were checked. Fiscal Year 2005 Capital Improvements were presented and included a back-up chlorine pump and a back-up soda ash pump.

Accounts Payable:

The Accounts Payable was approved 3-0-1; Commissioner Gell abstained.

Capro Waterworks:

Town Administrator Stan Hearne presented the water tower inspection contract and recommended its approval. The contract was approved 4-0.

Chairs:

Commissioner Williams, Commissioner Sheets seconded the Town purchase 12 folding chairs from Staples. The matter: M/S/P.

Zoning Board Vacancy

Two applications have been received: Ms. Susan Gell and Mr. Henry Burden. Mr. Burden introduced himself to the assembly. The matter was deferred for the President to set a date for interviews.

Health Insurance:

One current employee needs insurance. The Town share is 60% of the premium. Commissioner Gell said the employee should identify his coverage requirements. Commissioner Letts agreed to meet with the employee and present a recommendation at the next meeting.

Special Request:

A request was received by the Cross County Garden Club to use the pavilion in Veterans' Park for their annual picnic. Commissioner Sheets moved; Commissioner Letts seconded, and the matter: M/S/P.

Chesapeake Road/Peggy Boyce:

Ms Boyce presented several community issues in a letter to the Commissioners. She cited problems with town hall not having answers to her questions; Holloway Beach residents being subjected to individuals firing off automatic weapons; cars parked without regard to property; and the general decay of properties in the neighborhood.

The resident discussed parking problems on Chesapeake Road; sharing driveways; belligerent attitudes of neighbors; fences and railroad ties in the street and building additions to houses without securing permits.

There was a lengthy discussion regarding the role of Town Hall in enforcing ordinances and who has the authority to issue parking violations. It was suggested from the floor that a code enforcement officer be hired.

Also discussed was the lack of storm water drainage on Chesapeake Road. Commissioner Williams proposed that the entire Board visit the area to see for themselves the problems identified by Ms. Boyce and to recommend solutions.

On a motion by Mr. Williams the Board agreed to hold a working session at their next meeting (March 22) and make a walking tour of Chesapeake Road for the purpose of finding solutions to the "Quality of Life" issues raised. Motion was seconded and approved. (The Commissioners will meet at Town Hall at 6:30 and proceed to Chesapeake Road.)

*President Steve Vandervort arrived.*

Charlestown Crossing Annexation:

Mr. Mike Vaughn stated that it became clear about 6 or 9 months ago that annexation was not wanted by either the Town or the developers. The builders plan on breaking ground late summer or early fall. The plan is the same proposal as before; 570 single family & town homes with a small commercial plaza accessed by US40 and MD7. Mr. Vaughn said he hoped Charlestown Crossing and the Town would be able to share ball fields and bike paths. He anticipates the Town working well with the Charlestown Crossing Community Association. When asked about the exact location of the entrance on Route 7 he replied that it would be near where the yellow zoning sign is currently located. Mr. Vaughn also discussed water well drilling and the water system that would be independent of Charlestown, and that sewer would be provided by the County. North East will probably provide mail delivery. Charlestown Fire Department will manage a small substation at the community. Mr. Vaughn said he is looking forward to working with the Town as future goals are met. He displayed updated concept plan. The Commissioners thanked him for the update.

LGIT Grant:

Grants for training, risk management are available from LGIT. The Commissioners decided not to apply

Fishing Pier:

Mr. Edgar McMullen expressed concerned about the net across the river which prevents any fishing from getting to the Town Pier and wanted to know if there was anyway the Town could have the net moved further away from the pier. Letts reported the net was set properly and to his knowledge the owner is properly licensed and there is not much short of legislative action to require him to move his net.

Sheriff's Report for February 2005:

Sgt. Schmidt reported that officers patrolled 12 2-hour shifts. During that time there was one call in Town resulting in the arrest of a juvenile, none out of Town. See report attached. Conestoga street problems: during shifts whenever possible, patrols will focus on this area; he is looking for feed back from the community on effectiveness.

Parking Tickets:

Commissioner Gell asked that if the Town put up "no parking" signs could police issue tickets? Sgt. Schmidt said that if the Town creates the ticket, then patrolmen can issue them for the Town. He then showed the Commissioners a book of tickets from Chesapeake City. Discussion included questions regarding the intervention of the MVA to block registrations and the in-town administration of tickets. It was proposed that Charlestown model their parking tickets after the example of Chesapeake City. Commissioner Sheets said she would contact Chesapeake City to follow up; tabled for workshop meeting on March 22, 2005.

Credit card acquisition discussion:

Commissioner Vandervort recommended that we remain on a check basis for most purchases. Commissioner Williams recommended that we discontinue the Wal-Mart credit cards. No action was taken on the discussion.

Block Grant:

Mr. Stanley Hearne raised the question of whether the Town wanted to apply for a training block grant for handicapped access? Mr. Hearne said he doubted that the Town would prevail in the request, as the community is not considered impoverished. The commissioners determined that there was no reason to apply.

Maintenance Department:

The details of work completed or in progress is attached.

- Commissioner Letts made a motion for the purchase of a set of Craftsman® tools and a toolbox. The matter: M/S/P.
- Commissioner Letts mentioned that the Town needs a new POW flag; he is working on this
- Commissioner Letts said we need to buy 5 gallons of wood sealer and gazebo anti-graffiti paint.



Maintenance Department (continued)

– The big tree by boat ramp needs to be taken down, it's dead. Yesterday maintenance found four more trees that need to come down. One at the corner of Frederick & Water Sts inside the marina needs to come down. Commissioner Letts said that maintenance would be addressing trees tomorrow.

Commissioner Williams moved that Commissioner Letts be allowed to deal with trees as he saw fit. The matter: M/S/P. *(reported in minutes)*

-- Security cameras will be completed this week. *(reported in minutes)*

Commissioner Letts also said he thought it was time to start looking at a new dump truck. The old one needs to be memorialized and we need to include this item in the new budget.

Recommendations from URS as to what street repairs are required have been received. Commissioner Gell recommended we prepare now so that the repairs may commence as soon as weather breaks.

"C" Dock Lease:

Commissioner Vandervort reported that the lease for "C" Dock has been prepared by our attorney and is ready to be signed. The lease is the same lease the Commissioners approved last year and reflects the outline the Commissioners created. The term is for one year, renewing annually, up to ten years. The expected income is approximately \$26K per year. Commissioner Vandervort warned that if the lease is not executed now, we'll lose the season. Commissioner Gell said he will stand with the prior approval he made. Mr. Vandervort will sign the lease and provide copies to all commissioners.

Town Pier:

Commissioner Sheets reminded Mr. Hearne that Town Pier invoices need to be mailed.

Motion that the Commissioners move to executive session: M/S/P.

Adjourned 8:55 pm

**MINUTES OF THE TOWN MEETING  
FEBRUARY 22, 2005  
CHARLESTOWN, MARYLAND**

Steve Vandervort called the meeting of the Town Commissioners of Charlestown to order at 6:35 pm. Also present were Commissioners Robert Gell, Donna Sheets, Peter Williams, and Joseph Letts. Town Administrator Stanley Hearne was in attendance. The attendance sheet is attached.

**BOAT SLIP FEES 2005:** Donna Sheets felt the fee should remain the same as last year (\$300). The balance in the account is over \$106,600. The purpose of the pier which was funded by the state was to provide a low cost alternative so citizens would have access to the water. Fees are deposited in a special fund (savings account) and are used to maintain that pier and other piers in the Town. Ms. Sheets made a motion to keep the boat slip fee the same as last year at \$300. Dr. Gell seconded. Approved: 4-0-1. Mr. Letts abstained as he has one of the slips.

**CHARLESTOWN MARINA:** Mr. Phil Price introduced his sons, Ty and Travis, both of whom work full time at the Marina. Mr. Price wanted to find out what has been done about the disposition of the C-Dock. He feels that area should either belong to the Marina or be controlled by the Marina for the future of his business. Mr. Vandervort indicated there was a final version of a lease being drawn up between Larry Metz's attorney and the Town attorney, Keith Baynes. As soon as the lawyers are finished with the lease, Mr. Price will receive a copy for his review. The lease has provisions for replacement of pilings as needed. In addition, Mr. Price is a signatory with a provision for use of the parking lot and access to the covered slips, etc. There is still time for additional discussion. Mr. Price made an offer to be available to provide any further information and requested to be kept apprised of future developments in the matter. On other piers the Town only leases the land as they do not own the docks or buildings. This pier that Mr. Price is asking about is the only one where the Town owns the dock. It will be necessary for repairs to be done. Discussion ensued but had to be tabled in the interest of time.

**SHERIFF'S REPORT, JANUARY, 2005:** Presented by Sgt. Ron Schmidt. The Board of Commissioners approved 23 four-hour shifts totaling 92 patrol hours. In that time, the officers handled two calls: one for a neighbor dispute and one for a disorderly call with no arrests.

Property checks = 111	Non-radar traffic citations = 6
Patrol checks = 103	Radar citations = 5
Warrants = 0	Radar warnings = 5
Civil Process statistics = 0	Traffic warnings issued = 7
Arrests = 2 – Driving on suspended license	Safety equipment violations = 6
– Driving under the influence	
Field contact reports = 5	
– Locations:	the gazebo behind Town Hall after hours
	The pier parking lot after dark
	New construction area
	Two routine traffic stops

See Sgt. Schmidt's written report with the radar report portion needs revision by the next meeting. Commissioner Gell suggested that any mention of race be removed from future reports as he feels this statistic is not germane to the report; while age and gender do provide pertinent information.

**MINUTES OF FEBRUARY 3, 2005:** Reviewed by Commissioners. Commissioner Gell moved to accept, Commissioner Sheets seconded. Approved: 4-0-1. President Vandervort abstained because he was not present for all of the meeting.

**ACCOUNTS PAYABLE:** The current schedule of payables was presented. There was a brief discussion regarding an invoice for repairing the snow plow. Commissioner Letts moved to pay the bills, Commissioner Williams seconded. Approved: 4-0-1. Commissioner Gell abstained.

**NORTHEAST LITTLE LEAGUE:** Mr. Frank Saunders made a request to use the Town baseball field for practice this year. He provided proof of insurance and the proposed schedule from March 1 to June 11, 2005. A motion was made and seconded to approve the use and schedule as presented. Approved: 5-0-0.

**"IF I WERE MAYOR" CONTEST:** Commissioner Sheets explained that this contest is for fourth grade elementary students to enter written essays to be judged. The school sets up a date when two of the Commissioners come in and talk to the children for about half an hour, answering questions regarding government. The earliest date for the Commissioners to participate is March 8, 2005. In the past President Vandervort and Commissioner Sheets have participated. The eleven winners in the state get to go to Annapolis and meet the Governor Erlich. The essays must be submitted by April 1, 2005. Commissioner Sheets requested two new volunteers for the task. The matter is unresolved.

**RIVERFEST 2005:** Mary Carol Durange asked at what level the Town will sponsor Riverfest. She inquired if the Town would once again sponsor the fireworks display? In the past the Town has sponsored the fireworks in the amount of \$7,500. Previously Riverfest itself (leaving the fireworks presentation as a separate entity) has been self-supporting. There is start-up money in the account available from last year which can be used to begin this year's preparations. Discussion ensued. Commissioner Sheets said they have now filed their incorporation papers and will submit the application to qualify for non-profit tax status. Commissioner Gell made a motion to commit \$7,500 of Town money to Riverfest for fireworks; Commissioner Sheets seconded; the motion was approved: 3-2. Commissioner Williams made a motion to unfreeze the approximately \$10,000 in Riverfest funds retained by the Town; Commissioner Letts seconded and the motion was approved: 5-0.

#### **TOWN ADMINISTRATOR'S REPORT:**

**Blue Rocks Stadium Event:** Mr. Hearne presented a packet describing a *Cecil County Night at the Blue Rocks* which is a money maker for Blue Rocks. The evening would be at Town expense and involves Commissioners' participation. The invitation was declined by the Commissioners.

**Proposed Storm Water Management Ordinance:** President Vandervort had not had time to review the document, was not prepared to discuss it and suggested the matter be tabled to a workshop -type forum in the future.

**Cool Springs Annexation:** The first Public Hearing was held on February 8, 2005. There will be another Special Meeting on Wednesday, March 23, 2005 at the Charlestown Fire House at 6:30 pm.

**Storm Water Damage/Improvements at Stone Wharf:** Joe Jones from URS Corporation went with Commissioner Letts earlier today to look at erosion damage. The subject will be revisited in the Commissioner's report.

**Grants:** The Town did not receive any grants. We have applied to Program Open Space, and to the Community Parks and Playgrounds Grant. President Vandervort asked about Dave Wilson's organization (Eastern Shore RC&D Council) who had previously promised grant money for work needed around the flag pole. Mr. Hearne will follow-up.

**Lot #63 Trinity Woods:** Mr. Hearne received the survey. He will use the survey to have Lot #63 appraised and to position playground equipment on the lot; including concern for wetlands nearby.

**Board of Appeals:** On Jan. 26, 2005 the Board of Appeals heard two requests. A third appeal regarding Charles Murphy could not be heard as data was not complete.

**Settlement Sheets:** Mr. Hearne has taken on the additional responsibility of doing all the settlement sheets for real estate transactions. These tasks include collecting outstanding balances, meter fees and assuring compensation to the Town as well as fair division of settlement responsibility between buyers and sellers.

**Additional Time Commitment on Wednesdays:** President Vandervort has approached Mr. Hearne to work at the Town's expense on Wednesdays during the current transition period. It was agreed that his salary will be \$17.00 per hour. Commissioner Letts moved that the Town bring Mr. Hearne in on a temporary basis, Commissioner Williams seconded. Approved: 5-0.

#### **MAINTENANCE REPORT – COMMISSIONER LETTS**

**Stone Wharf:** The bottom part of the Stone Wharf has been blocked off. Originally when the floating pier itself was built it was in pockets, but when repairs were made it was nailed. Steps are also necessary. These issues will be addressed when future repairs are made. In the past President Vandervort has received monies from Ken Ropp at the Boating Administration and feels he can get repair monies once again to help fix it. President Vandervort felt he could get up to \$5,000 for repairs but would need pictures before and after repairs were made. Whatever repairs are done must be properly documented for reimbursement.

**Mowers:** All mowers have been serviced. The newest mower needed major repairs at John Deere in the amount of \$527.00; the mower had only been used for one season but neglected. Commissioner Letts needs to buy four tires but would prefer to buy six. Commissioner Letts will address this issue. Parts have been purchased to service the mowers. A schedule has been set up for servicing which can be performed by the Maintenance Staff.

**Ford Truck/Snow Removal:** The truck was sent to Advantage Ford and the fuel pump was replaced at a cost of \$731.00. The truck was subsequently sent to Bayshore where the truck was originally purchased. At Bayshore the fuel pump was replaced again because the first pump was defective. In addition it was found that there was foreign material in the gas tank. The gas tank was cleaned at a cost of \$527.00. It is presumed that the tanks where the gas was purchased is the problem. The old snow plow required repairs which could not be completed by maintenance personnel. Mr. Rowe of MR Props repaired the plow at a cost of \$400. Additionally, the brakes on the Ford truck have now been replaced by Benny.

#### **Actions/Repairs:**

- 1) Oil Dry was placed in front of the driveway of Mrs. McDaniel's (222 Conestoga).
- 2) Emergency lights of the Post Office have been repaired and replaced. The inside of the door of the Post Office was painted.
- 3) There is a possibility that someone tried to get into the Maintenance Shop, so the sill was repaired where it was split.

- 4) In the Shop there are approximately forty 20-pound gas bottles. In order to dispose of these bottles properly the stems must be removed. When the stems are removed the gas bottles can be accepted at the landfill. Discussion ensued concerning disposition of these bottles.
- 5) A spring on the overhead door at the old garage needs repair with new locks installed. Keystone is the suggested vendor for this repair.
- 6) In the new garage there is some trim which needs to be installed. The task will be performed when outside work is not possible.
- 7) Crushed rock is needed for the Shop parking lot.
- 8) There is a tree which is totally rotted at Conestoga and Calvert. A suggestion was made that the Commissioner should look around for other trees in need of removal and have all of them removed at the same time to save money. Cecil Tree Service has taken down trees for Town in the past and has always offered a fair price. Commissioner Letts will talk to Jerry Cox to discuss and will secure an estimate prior to work commencing.
- 9) The blacktop walkway to the Stone Wharf is beginning to wash out and will need repair soon. This is another issue to bring up with Ken Ropp.

**Uniforms:** According to Commissioner Letts, the maintenance employees do not care about uniforms, but would like to have winter bib coveralls and jackets with hoods. It is unknown if there are hard hats available in the shop. Commissioner Williams made a motion to authorize the purchase of winter clothing for 3 maintenance employees at a budget of \$500; Commissioner Sheets seconded. Approved: 5-0.

**Flag Pole:** Repairs need to start soon. Commissioner Letts and Joe Jones of URS attempted to assess the problem, which is unresolved. The Commissioner needs someone to review the problem and suggest the manner in which the repairs would best be accomplished. President Vandervort has spoken to Ken Ropp about the problem and feels he might be able to come up with some funds for repairs. Dave Wilson of RC&D Council may also be able to help. Mr. Hearne will call Dave to view the problem.

**Grass Cutting:** Last year, a part time employee was hired to help with cutting the grass. It was decided to again hire a new part-time employee to cut grass beginning mid-April. This issue will be addressed in Executive Session as it is a personnel-related issue. The position will be advertised. Possible candidates for the position were discussed.

**Maintenance Personnel Raises:** This issue was deferred to Executive Session and will be addressed after the new budget is set. Commissioner Letts complimented the men on their job performance and willingness to perform tasks.

**Security Cameras:** Commissioner Letts met with a security camera rep from Delta Alarm Systems. Commissioner Letts offered locations for mounting; the type and function and benefits of the equipment and the quoted price of \$1,550 including installation. The Fire Department did not want to have a camera placed on the Fire House. Commissioner Williams made a motion to purchase, Commissioner Sheets seconded. Approved: 5-0.

**Gazebo Spindle Repairs:** Finding spindles to match has proved impossible. It might be possible to purchase matching ones from the company who manufactured the gazebo. The gazebo will be power washed and anti-graffiti paint applied.

**Erosion Project:** President Vandervort indicated the Plan, as it is now, is to deny the permit because of adverse reactions. Mr. Rick Ayalla will present it to the State Board of Public Works and will not recommend passage. The Commissioners are asking Delegate Dave Rudolph for help on this. The bridge is part of this discussion.

**The McDaniel/Schmidt Dispute:** A certified letter by Alan McDaniel was sent to the new owners of Ms. Schmidt's property. The Town Commissioners and Sheriff's Department have received carbon copies of the complaints. A reply has not yet been forthcoming.

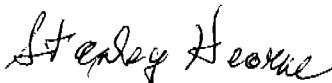
A letter was sent regarding the clean-up needed on the Riley lot. Mr. Hearne advised the Riley's that clean-up needed to be completed within 10 days of receipt of the order. A reply from the builder stated he plans to build a house on that lot beginning in April.

There is a meeting scheduled for Tuesday, March 1<sup>st</sup> at 3:00 pm in Town Hall with Kevin Pampuch and Joe Jones of URS. Included are David Dodge and other representatives who will discuss the paving problems in the last section of Trinity Woods, Section IIB. Mr. Hearne will moderate the meeting.

Commissioner Letts moved to adjourn, Commissioner Sheets seconded. Approved: 5-0.

The meeting adjourned at 9:26 pm.

Respectfully submitted,



Stanley Hearne  
Town Administrator

SH/glb

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 2/22/2005 TIME: 6:30 pm

Diane Letts

Ty Price

Travis Price

Phil Price

W. L. Price

Edna M. Price

Shelby Anderson

Bill McDaniel

Phil McKee

Kenee Shatt

Atty. J. Hahn

Val Hahn

Mary Carol Desange

Tom Desange

Cooper Charles Boardman

Betty Fryberger

Michael Phillips

Rebecca Phillips

Robert Phillips

Sue Suppa

Fred Dault

SCOTT STEVENS

**TOWN MEETING OF FEBRUARY 8, 2005  
AGENDA**

6:30 P.M.

1. Miller Environmental
2. Cecil County Sheriff's Office
3. Minutes of January 25, 2005 Meeting
4. Accounts Payable

**PUBLIC HEARING**

5. Cool Springs at Charlestown Annexation Resolution

**PENDING BUSINESS**

6. None

**NEW BUSINESS**

7. 2005 Boat Slip Fee
8. Doris McDaniel – 224 Conestoga Street



## **CHARLESTOWN TOWN MEETING MINUTES**

**FEBRUARY 8, 2005**

Dr. Robert Gell, Vice President, called the February 8, 2005 Meeting of the Charlestown Town Commissioners to Order at 6:30pm in the Fire Hall.

Present: Dr. Robert Gell; Joseph Letts Sr.; Donna Sheets; Peter Williams, Treasurer; and Stanley Hearne, Town Administrator. Absent: Steve Vandervort. The Attendance Sheet of the meeting is located in the Minutes Binder.

### **Miller Environmental Report**

Mr. Robert Corn reported that in January 2005 water production was 3,434,000 gallons, up because of service line leaks around town that caused an increased usage of 800,000 gallons above December 2004. The current month of February 2005 has had some serious leaks (Route 7 on the Gatchell property where service has now been cut off and the meters pulled) so the usage may go even higher in February. All known leaks have been repaired. Mr. Corn pointed out that the chemicals and the electricity to pump the water was the only out of pocket costs to the Town. There is no cost to the Town for the water itself.

### **January 25, 2005 Minutes**

Ms. Sheets made a motion to approve the minutes. Mr. Letts seconded the motion. Approved 4-0

### **Accounts Payable**

Mr. Letts motioned to pay the bills. Ms. Sheets seconded. Approved 3-0-1.

### **Boat Slip Fee Discussion**

Mr. Williams made a motion to defer discussion and action on this subject until the next meeting. Mr. Letts seconded. Approved 4-0

### **Problems with Two Properties: Ms. Doris McDaniel**

Ms. Doris McDaniel of 222 Conestoga Street presented a list of problems related to the property next door (224 Conestoga Street). Among the problems:

The two properties share a driveway

One adult and three minors live at the 224 property with at times as many as 23 minors visiting the property without adult supervision

In the last two months vehicles of visitors to 222 have experienced a total of 8 flat tires in her driveway.

Used motor oil was dumped at the end of her driveway which she reported to Environmental Health, EPA, Cecil County Zoning, and notified Mr. Letts. Mr. Letts and a maintenance worker went out and spread oil dry to help alleviate the situation.

Ms. McDaniel said these incidents were reported to the Sheriff's Department and Town Hall.

The Sheriff's Department response was that the actions needed to be witnessed by someone and she needed to make a list of the license tag numbers of vehicles blocking her driveway.

Ms. McDaniel said she had requested Town Hall take pictures of the front yard of 224 Conestoga and check out the back yard but received no response.

**Problems with Two Properties: Ms. Doris McDaniel (continued)**

Ms. McDaniel said Sheriff Janney asked her to alert Charlestown citizens that if they call the Sheriff's Department to request action, ask the person taking the call not to put the call on the radio because someone in Town is alerting the boys and they disburse.

Ms. McDaniel is asking the Board of Commissioners to get actively involved and find a way to satisfactorily resolve the problem.

Ms. McDaniel's recommendation: The Town needs a full time administrator.

- *President Vandervort arrived and assumed the Chair.*

**Problems with Two Properties: Mary Ann Schmidt**

Ms. Schmidt, who lives at 224 Conestoga Street, said there have been many occasions when Ms. McDaniel has called the police and the minors have still been there.

Ms. Schmidt said she lives at the property full time.

Ms. Schmidt is willing to work with the Town Commissioners on what can be done with the kids, but probably cannot work with Ms. McDaniel. The ages of the children in question are 15 to 19.

Mr. Williams suggested the responsible adult (Ms. Schmidt) monitor, control, and correct this situation.

Ms. Schmidt said that Town Hall has listened to complaints, they have come down and walked the property, they have requested certain things be done, etc.

The Cecil County Health Department came unannounced, investigated, closed the case and said there wasn't a problem there.

Mr. Williams requested Ms. Schmidt control the conduct of the minors at her property and Ms. Schmidt agreed to do so.

**Public Hearing on Cool Springs at Charlestown Annexation Resolution**

Jim Lambdin, President of Lambdin Development Company, together with Bob Jones, Attorney, and Tim Whittie, Civil Engineer of Morris & Ritchie Associates made a presentation using charts and other aids describing his concept for developing three parcels of land known as Cool Springs, for which he is seeking annexation to the Town of Charlestown.

These 3 properties would be developed with approximately 200 single-family homes selling for \$350K to \$400K, similar in structure to Whittaker Woods. The plan for the development of this land has been presented to both the Cecil County Technical Advisory Committee (TAC) and to the Charlestown Planning and Zoning Commission (P&Z). Both TAC and P&Z have made review comments on the Plan and these comments will be incorporated into their next plans pending approval of the annexation.

Both TAC and P&Z advised direct access to Route 40. As of now Lambdin Development has not been able to incorporate this direct access into the Plan and is still working on it. Mr. Lambdin presented a paper describing the economic impact (revenue and expenses) on the Town that showed that at build-out the Town would receive about \$250K each year after expenses and \$1.4M in sewer and water hook up fees.

**Public Hearing on Cool Springs at Charlestown Annexation Resolution (continued)**

Discussion and comments by the public ensued. Questions generated were regarding water run off/ storm water management, additional water wells, upgrades, and maximum water allocations, management of the properties when development is complete, town traffic and traffic patterns, increased tax revenue and expenses, control or shift of control of the Town's political structure, additional police and the impact on schools.

One of the conditions for annexing the property is that the Route 40 access MUST be available before annexation can be finally approved. Since this issue has not been resolved, Mr. Jones said he had talked with Keith Baynes, the Town Attorney, who recommended that the Public Hearing be continued until a specific date.

Mr. Vandervort read the following statement: "Having heard testimony and taken evidence at the Public Hearing conducted this 8th day of February, 2005, this Board will continue and reconvene this Hearing on March 23, 2005 at 6:30pm at the Charlestown Fire House at which time further testimony will be taken.

Mr. Letts moved, Ms. Sheets seconded the motion. Approved 5-0.

**Town Hall Clerk**

Mr. Vandervort announced that the temporary Town Hall Clerk has tendered her resignation effective Wednesday, February 9. The agency will provide another temp tomorrow. The two clerks will work together for one day and then the new temp will continue. He stated that it is time to move toward hiring a permanent replacement to come aboard after the current audit is complete. He said a job description will be developed for an accounting position and a clerical position. Further, if the Town votes for the proposed annexation, a full-time administrator will be necessary. He asked the Commissioners to approve the advertisement for the clerk's position and to take under advisement the resumes received that have been unsolicited. It was the consensus of the Board that he should proceed.

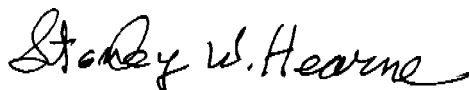
**Planning and Zoning Vacancy**

Mr. Letts announced that he has resigned from the Planning and Zoning Commission.

Mr. Vandervort directed Mr. Hearn to advertise that position.

**Adjournment**

Mr. Letts motioned to adjourn. Ms. Sheets seconded. Approved 5-0 Time: 9:06pm



Respectfully submitted,  
**STANLEY W. HEARNE**  
Town Administrator

# 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>			
Baynes, Keith A.	Professional Services Rendered	-SPLIT-	200.00-
Garage electric	Acct # 2096 5479 9995 - Garage	6420.1 - Electric	112.14-
Cecil Whig	Notices in Cecil Whig	6215.1 - Advertising	296.10-
Staples	Acct #7972320000027426	6220.1 - Office Supplies	105.56-
Wal-mart Business	Acct#6032 2025 3027 4845	6220.1 - Office Supplies	110.00-
Ferrell Fuel Co., Inc.	Fuel oil for town Buildings	6430.1 - Fuel	652.20-
Best Cleaning Services, ...	Office Cleaning/January 2005	6450.1 - Maintenance	70.00-
St. Paul Stamp Works, I...	Name Plate for Pete Williams	6220.1 - Office Supplies	22.94-
Carol A. Beresh	Court Stenographer Fee	6219.1 - Other	75.00-
Ace Hardware	Acct#220358	6410.1 - Repairs	69.42-
Atlantic Tractor	Parts for repair of tractor	6022.3 - Equipment Re...	333.96-
Benjamin Lumber Co., I...	Miscellaneous hardware for Town Hall	6410.1 - Repairs	71.47-
Accountemps	W/E 1/17, 1/24 & 1/31	6340.1 - Temp Services	3,080.40-
Office Team	w/e 1/17, 1/26, 1/31	6340.1 - Temp Services	1,924.06-
Maryland Department of...	Acct#003VWL2078 400	6704.1 - Shoreline Erosi...	68.00-
URS Corporation	Professional Services/Trinity Woods	6615.1 - Trinity Woods ...	3,105.91-
URS Corporation	Professional Services/Scott Gardens	6613.1 - Scott Gardens	2,301.49-
URS Corporation	Professional Services	6611.1 - Other	877.50-
URS Corporation	Professional Services	6611.1 - Other	286.51-
Total 1010.1 - Cash-General Checking			13,762.66-
Total 1000.1 - General Fund Cash Accounts			13,762.66-
<b>1000.2 - Utility Fund Cash Accounts</b>			
<b>1010.2 - Cash - Utility Checking</b>			
Cecil County Treasurer'...	Account #15500010	6550.2 - County Region...	27,122.69-
Water Tank Electric	2096 5489 9993 - Water tank electric	7131.2 - Electric	716.05-
Rt 7 electric	2096 9259 9993 - Rt 7 electric	6533.2 - Station RT. #7	27.15-
Well 3 Electric	2096 5769 9994 Well 3 electric	7131.2 - Electric	64.17-
Well 1 Electric	2096 5499 9991 Well 1 electric	7131.2 - Electric	526.21-
Connectiv	Acct #2096 4739 9994 Station 3 Electric	7131.2 - Electric	120.70-
Miller Environmental, Inc.	March 2005 invoice	7120.2 - Contract Opera...	2,138.36-
National Waterworks	Acct#094258	7741.2 - Water meters	1,343.14-
Atlantic Coast Laborator...	Invoice # 110739 & 111182	7121.2 - Laboratory Tes...	106.00-
Kunkle Service Co.	00053	6024.3 - Truck Repair	70.25-
Waste Management	Acct #275-0049441-0276-5	6651.1 - Trash Collection	3,465.44-
Cecil County Roads De...	anuary 2005 Salt/Sand	6500.3 - Snow Removal	459.00-

02/08/05

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
Total 1010.2 · Cash - Utility Checking			36,159.16-
Total 1000.2 · Utility Fund Cash Accounts			36,159.16-
<b>1000.3 · Special Fund Cash Accounts</b>			
1005.3 · New-Checking-Special (Special checking County)			
Street Lighting	2055 3529 9973 - street lighting	6010.3 · Street Lights	795.75-
URS Corporation	Charlestown/Roads Rehabilitation	6300.3 · Streets	361.83-
Total 1005.3 · New-Checking-Special (Special checking County)			1,157.58-
Total 1000.3 · Special Fund Cash Accounts			1,157.58-
<b>TOTAL</b>			<b>51,079.40-</b>

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 2/8/2005 TIME: 6:30 PM

- Bruce Criscuolo
- Tim Whittie Morris: Richie Assoc
- Jim Lambdin Lambdin Development
- Patricia Smith
- Chris Roses LRS
- Genevieve Sheets
- Chris Capano
- Derick + Lisa Vance
- Robert V. Jones attorney for Lambdin Dev.
- Edward J. McManis
- Howard Pace
- Robert Coen, MEI
- Alexis J. McDaniel
- Val Helm
- Cathy Heston
- Rebecca A. Phillips
- James Robert Bunker
- Phil Mikes
- Mike Miller
- Sue Sappa
- Brad Carrillo
- Bruce Boont

2 of 2

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 2/8/2005

TIME: 6:30 PM

- Bruce Steltzer
- Alfred & Dawn A Johnson
- Kris + Dan Andrews
- Bob & Jean Berlew
- Ron & Marlene Lynch
- Betty Longbaugh





## TOWN MEETING OF JANUARY 25, 2005 MINUTES

President Steve Vandervort called the January 25, 2005 meeting of the Town Commissioners of Charlestown to order. Present were, Vice President Robert Gell, Treasurer Peter Williams, Joseph Letts, Donna Sheets and Stanley Hearne, Town Administrator. Attendance sheet is attached hereto.

**Minutes of November 23, 2004:** Mrs. Sheets made a motion to approve the Minutes from November 23, 2004 as written. Approved 5-0

**Minutes of January 11, 2005:** Mrs. Sheets asked to revise the Minutes pertaining to the discussion of the gazebo and surveillance cameras. It was decided to approve the Minutes with a request to correct the Minutes regarding looking into the possibility of installing surveillance cameras on the Fire House and Post Office directed at the gazebo. Mr. Williams made a motion to approve the Minutes with the above correction as requested by Mrs. Sheets: Second. Approved 5-0

**Accounts Payable:** Mr. Williams made a motion that the bills be paid. Mrs. Sheets: Second Approved 5-0-1

**School Bus Stop:** Ms. Judith Oikemus said she would like the Board to consider a school bus shelter to accommodate between 10 and 15 children by the cemetery. Discussion ensued. The Commissioners thanked Ms. Oikemus and said they will take this request under advisement and report back to the Community at a future Board Meeting.

**Lease for C Dock:** Mr. Letts asked Mr. Hearne for information regarding C Dock. Mr. Vandervort stated that there is no signed lease at the moment for C Dock. He filled in the Commissioners on the history and background of C Dock and negotiations with Mr. Larry Metz who desires a three-year lease. Attorneys are reviewing a draft and when it is acceptable it will come to the Board for approval

**RiverFest:** Ms. McIntyre reported to the Board on RiverFest and the Boys and Girls Club: There are lots of kids who appreciate the opportunity and activities provided by the Boys and Girls Club. She thanked the Board for making it possible. Mr. Steve Miller, Executive Director of Cecil County Boys and Girls Club reported that there are approximately 200 Charlestown children registered. Daily attendance runs from 35 – 50. There are four units in the county with the average cost per year per unit of \$75,000 for employee salaries, program supplies, administrative offices, etc. The VFW contributes monies plus about \$10,000 is expected from RiverFest. All monies donated to Boys and Girls Club of Cecil County goes to all 4 units within the County and is distributed equally to each unit in the County. The Town commitment to the B & G Club includes a lease for the use of the house at a value of approximately \$12,000 and the Town pays utilities plus the funds raised by RiverFest are committed. Many people in Charlestown also help with fundraisers where possible. The RiverFest provides revenue and community spirit for the whole community in addition to the B & G Club. Mr. Vandervort reported that: RiverFest income and expenses were run through the Town's accounting system. The

report was not final until all pledged donations were received and bills submitted and paid. Only recently have the books been deemed closed and the accountant has now issued the information (Income \$18,827.96, Expenses \$16,523.29, and Profit \$2,304.67).

Mr. Vandervort reported that the Commissioners voted for the Town to provide the money (\$7,500) for the fireworks show at RiverFest. They also voted provide for public safety. RiverFest funded \$1,500 for extra police presence. Mr. Williams stated that he felt RiverFest should be a separate entity and self-sustaining. Dr. Gell said the fireworks are a vital part of RiverFest and should be provided by the Town next year. Public support was expressed for Sgt. Ron Schmidt and the other citizens who helped out with Riverfest last year as well as what they do for the Town all through the year.

Mr. Vandervort stated that RiverFest is a Town sponsored event, the Board should oversee it and funds should be in the Town's accounting system. Mr. Letts moved that the Town sponsor RiverFest 2005 in principle. Ms. Sheets Second. Approved: 5-0

**Request by the Cecil County Health Dept.:** The Cecil County Health Dept. (CCHD) has requested the Town put up some Stop Smoking posters. Mr. Hearne agreed to seek more information regarding the timing and placement of the posters and report back to the Board.

**Signatures on documents:** Mr. Hearne stated that in the past the Town Clerk was allowed to sign the Treasurer's name on certain documents. Both Ms Sheets and Mr. Williams have expressed concern with this policy. Deeds require a signature prior to going to the Court House. Mr. Williams said he is available to sign whatever documents require the signature of the Treasurer. Mr. Williams then made a motion that all three officers of the Board of Commissioners have the authority to sign documents as required and if unavailable may designate the Administrator to sign, but each person must sign his/her own name. Seconded by Gell. Approved: 5-0

**Security, Privacy Counter, Arrangement of Furniture of Town Hall:** There was discussion regarding reinstalling a railing possibly with a counter which will allow the Clerk to accept payments, conduct regular business, and assist in keeping the public outside the working office area. It was the consensus of the Board members that a divider and counter should be installed. Mr. Letts was designated to follow through on this renovation.

**Computer Entry by Commissioners:** Mr. Vandervort stated that as soon as he is finished training the Administrative Assistant he will no longer make entries in the computer. A separate computer should be available which will allow each Commissioner to have "read only" access to the accounting system. Mr. Williams recommended that each Commissioner create a Commissioner's communication page that would be protected by a password for each Commissioner. Consequently only the Commissioner who created the page would be able to make additions or corrections. Commissioners should be able to see the other Commissioner's pages. It was also recommended that more than one person in the office be cross-trained on the accounting system.

**Water and Sewer bills:** Mr. Vandervort stated that water and sewer bills will go into the mail by the end of the week.

**Maintenance Report:** Mr. Letts reported: (1) The workmen have removed the footbridge and cleaned the site. Barricades on each side were erected and the area has been clearly marked to indicate that the bridge is no longer there. (2) The Christmas lights have been removed and stored. (3) The hole near the Post Office has been filled. (4) Mr. Suppa plans to repair the steps at the rear of the Post Office. (5) There is a leak at the back door of the Post Office, but items must be removed before repairs can be done. (6) They cleaned out some ditches and also cleared two inches of snow.

Mr. Letts reported that he will triage all new projects for the crew, prioritize work to be done, and complete each project before a new job is begun. The shop has been organized and work stations established. The new mower needs major repairs and is now scheduled to go back to John Deere while the other 2 mowers can be repaired on premises. None of the tools in the shop belong to the Town. Mr. Suppa has been using his own tools and doing the work at his house. There are no spare parts in Town inventory. The truck doesn't run properly, but recently \$1,000 has been spent on repairs. Mr. Letts reported that the Town response regarding the snow removal efforts were positive with one complaint.

**Accounts Payable (additional item):** Mr. Vandervort stated that two checks for hotel reservations at the Municipal League conference in Ocean City, MD this summer must be cut. They were not on the Accounts Payable list. Mr. Williams moved that checks be issued to the two hotels. Ms. Sheets seconded the motion. Approved 5-0

Mr. Vandervort requested the Board of Commissioners go into executive session. Gell moved to go into executive session. Ms. Sheets seconded. Approved 5-0  
The regular meeting of the Board was adjourned at 9:58 pm.

Respectfully Submitted,

*Stanley W. Hearne*  
Stanley W. Hearne, Administrator

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 1/25/2005 TIME: 6:30 PM

- Val Hahn
- Tom + Cathy M. Intyre
- Patricia Chetto
- Chris Capano
- HOWARD HALL
- DORIS HALL
- Tom Durmaga
- MARY ANNE DURMAGA
- Cathy Durmaga
- Robert Phillips
- Jerry + Edith Thomas
- Rebecca Phillips
- Corazon + Angela B. B. B.
- Michael Muller
- Keith Wood, Kayle + Amber Wood
- JAY WHITE
- Al M. Daniel
- (LARRY METZ)
- Josias Wood

Revised

## TOWN MEETING OF JANUARY 11, 2005 MINUTES

Steve Vandervort called the January 11, 2005 meeting of the Town Commissioners of Charlestown to order. Present were Donna Sheets, Treasurer, Dr. Robert Gell, and Stanley Hearne, Town Administrator. Additionally Peter Williams and Joseph Letts, Sr. participated after taking the oath of office. Attendance sheet is attached hereto.

**2005 Election:** Mr. Hearne announced the results of the Town Election of January 10, 2005 are as follows: Peter Williams received 145 votes, Joseph Letts, Sr. received 129 votes, Mary Carol Durange received 102 votes, Henry Burden received 78 votes, Daniel Slater received 49 votes, and Ursula Boudart received 18 votes. The Clerk of the Cecil County Circuit Court, William Brueckman, swore in candidates Williams and Letts. The new Commissioners Williams and Letts were congratulated by all present and took their seats.

**2005 Election of Officers of the Commissioners:** The Commissioners cast ballots for President, Vice-President, and Treasurer. For President: Steve Vandervort – 3 votes, Peter Williams – 2 votes. For Vice-President: Dr. Robert Gell – 2 votes, Joseph Letts, Sr. – 2 votes (Tie), Peter Williams – 1 vote. Second ballot for Vice-President: Dr. Gell – 3 votes, Joseph Letts – 2 votes. For Treasurer: Peter Williams – 3 votes, Donna Sheets – 1 vote, and 1 vote with an unintelligible name.

**Results of the 2005 Election of Officers of the Commissioners of Charlestown:**  
Steve Vandervort – President  
Dr. Robert Gell – Vice-President  
Peter Williams - Treasurer

William Brueckman swore in the newly elected officers of the Commissioners.  
Mr. Vandervort: "There are now 40 + years of experience as Town Commissioners sitting at this table now."

**December 14<sup>th</sup> and December 28<sup>th</sup> Minutes:** Dr. Gell moved to approve the December 14<sup>th</sup> Minutes, Mr. Vandervort seconded. Approved 3-0 (2 abstained because they are new commissioners and weren't present for the meeting). Ms. Sheets moved to approve the minutes of December 28, seconded by Gell. Motion approved 2-0 (with 2 abstaining).

**Holiday lights:** Mr. Williams moved to disconnect and take down the Holiday lights, seconded by Letts. Approved 5-0

**Accounts Payable:** Ms. Sheets moved to pay the bills, seconded by Williams. Approved 4-0-1 (Gell abstained)

At this point Dr. Gell excused himself from the meeting

Mr. Williams moved to restrict payment of bills (excluding payroll, utilities, and other invoices necessary to run the Town) until the finances are certified to be correct by the auditor and the Board, seconded by Ms. Sheets. Approved 4-0.

**Water Treatment Report:** Mr. Robert Corn reposted that last month 2,639,000 gallons of water were treated. One water service was turned off for repair. There is a probable small leak somewhere in the Frederick and Calvert Street area and one day it will surface. On Inspiration Road they are down to flushing about once a month now to keep the water potable. They did five settlement readings last month. It was requested a letter be sent to George Govatos regarding correcting a damaged meter crock. Mr. Hearne will write a letter regarding two violations of Chapter 132 of the Charlestown Code (Property Maintenance.) Mr. Corn said he was having problems with a chlorine pump and would like to send the pump to Dennis Chlorination to see if it can be fixed, as it is fairly old and is in bad shape. A new one costs around \$700 - \$800. Mr. Corn will call Steve and Stan if Dennis charges a fee to provide an estimate for repairs. Regarding meter readings – one book is done now (except for approx. 25 customers and will bring it in tomorrow so the office staff can get started printing the bills. The Town has a short time frame to pay the County for Town wastewater treatment. Mr. Corn stated that the other two books would be done on Friday.

**December, 2004 Sheriff's Office Report:** Sgt. Ron Schmidt reported that there were 23 four hour shifts totaling 92 patrol hours approved by Town Commissioners for December. His report is attached. Mr. Letts volunteered to gather information regarding the possibility of installing surveillance cameras to cover the gazebo area of the park.

**Two Week Maintenance Report:** Mr. Benny Suppa reported that he cleaned up the dirt in the playground as discussed at the last meeting. Regarding the ditches of Louisa Lane and the cold patch for potholes– he has been waiting for 3 or 4 days of dry weather to dig the ditches and the cold patch also requires dry weather. He has a tamper he can use and has a source for the purchase of larger quantities of cold patch. Mr. Hearne said he would see if an account could be set up with the vendor. Mr. Suppa suggested getting an additional camera for the Athletic Complex area at Frederick Street because there is vandalism there.

**Foot Bridge:** There was discussion regarding the Foot Bridge. Mr. Williams moved to remove the Foot Bridge until such time as there are the funds to rebuild, Sheets second. Approved 4-0

**Mr. Hearne's Administrator's Report:**

(1) He is working with Del. Dave Rudolph to obtain money to buy the Gatchell property (not for the Town). Mr. Hearne will contact the State Highway Dept. to remove/clean up the wood/logs across MD Route 7 from the Gatchell property.

(2) We have storm management plans for the park.

(3) There are two packets from two companies for employee insurance for the next full-time employee to be hired (Stan will get additional packets/copies for the new

Commissioners to peruse). Last year the Town paid 60% and the employee paid 40% of health insurance.

(4) The hearing for the revetment for the Town Park utility line protection was held on December 16<sup>th</sup> with a 30-day comment period and we are waiting for the permit. Stan will follow up.

(5) We are looking into operating our own stormwater management program rather than have Cecil County do it. Chris Rogers of URS has drafted an ordinance; he has forwarded it by Maryland Department of the Environment (MDE) for comments. The Commissioners will have to pass an ordinance.

**Commissioner's Assignments:** Mr. Vandervort made the following assignments in an effort to improve communication:


- (1) Police Schedule – Mr. Williams will assist Stan.
- (2) Street Lights – Dr. Gell will continue to work on streetlights.
- (3) Maintenance, Streets, and Sidewalks – Mr. Letts will take on this responsibility. When Benny has questions or needs direction he should talk with Mr. Letts. Work orders for maintenance should be routed through Mr. Letts.
- (4) Office – The Board President has responsibility for the office and personnel.

Mr. Williams moved that Mr. Letts should be responsible for Maintenance, Roads and Streets, Sheets seconded. Approved 4-0

Mr. Williams requested an Income and Expenditure Statement be available for every meeting. Mr. Vandervort will work with the Assistant Administrator on this.

Mr. Vandervort adjourned the regular meeting of January 11, 2005 at 9:24pm.

Respectfully submitted,

  
Stanley Hearne  
Town Administrator

**SHERIFF'S OFFICE MONTHLY REPORT**

**CHARLESTOWN PATROL MONTHLY: DECEMBER 2004**

**(23) = (4) HR. SHIFTS = (92)TOTAL PATROL HOURS = APPROVED !**

**CRIMINAL COMPLAINT: STATISTICS**

NUMBER OF CALLS RECEIVED ( HANDLED IN TOWN ) = (3)  
(1) DOMESTIC DISTURBANCE / (1) NEIGHBOR DISPUTE / (1) DISORDERLIES

NUMBER OF CALLS (OUT OF TOWN ) = (2) TOWN NOT RESPONSIBLE FOR !

**PATROL / PROPERTY CHECKS: STATISTICS**

NUMBER OF PROPERTY CHECKS = ( 129 )  
NUMBER OF PATROL CHECKS = ( 97 )

**TRAFFIC ENFORCEMENT: STATISTICS**

NUMBER OF (NON-RADAR) TRAFFIC CITATIONS ISSUED = ( 8 ) (1) Stop Signs in Trinity Woods  
NUMBER OF (RADAR) CITATIONS = ( 6 ) / NUMBER OF RADAR WARNINGS = (4)  
NUMBER OF TRAFFIC WARNINGS ISSUED = ( 9 ) (1) Stop Sign in Trinity Woods / (1) Louisa Lane  
NUMBER OF (SERO) SAFETY REPAIR ORDERS ISSUED = ( 5 )

**CRIMINAL WARRANT / SUMMONS: STATISTICS**

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



CIVIL PROCESS: STATISTICS

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

CRIMINAL / TRAFFIC / WARRANT ARRESTS: STATISTICS

NUMBER OF ( WARRANT RELATED ) ARRESTS = (1)  
NUMBER OF CRIMINAL ( STREET ) ARRESTS = (0)  
NUMBER OF ( SUSPENDED / REVOKED) ARRESTS = (1) Suspended = W/M  
NUMBER OF (UNINSURED / OTHER) ARRESTS = (0)  
NUMBER OF (DUI - RELATED) ARRESTS = (1) W/M Adult

ADULT / JUVENILE ARRESTS: STATISTICS

NUMBER OF ADULT ARRESTS = ( 3 )  
NUMBER OF JUVENILE ARRESTS = ( 0 )

CIVIL CITATIONS: STATISTICS

NUMBER OF ADULT CIVIL CITATIONS ISSUED = ( 0 ) W/M  
NUMBER OF JUVENILE CIVIL CIT. ISSUED = ( 0 ) = W/F  
NUMBER OF FIELD CONTACT REPORTS ( FCR'S ) ISSUED = ( 4 )  
( 2 ) JUVENILE MALES PARKED IN SCOTT GARDENS) / (2) MALES-(1) FEMALE  
IN VETERANS PARK AFTER DARK / (1) MALE IN VEHICLE (NEW CONSTRUCTION AREA) /  
(1) MALE IN SCHOOL PARKING LOT AREA (LATE AT NIGHT)

COMMUNITY CONTACTS: STATISTICS

NUMBER OF COMMUNITY CONTACT CARDS = (6)  
NUMBER OF BUSINESS CONTACT CARDS = (3)

RADAR USAGE: STATISTICS

NUMBER OF SHIFTS (OPERATING RADAR) = ( 16 )  
NUMBER OF SHIFTS ( NOT- OPERATING RADAR ) = ( 7 )  
NUMBER OF (SCHOOL ZONE) ASSIGNMENTS = ( 1 )

Page #3

DECEMBER 2004

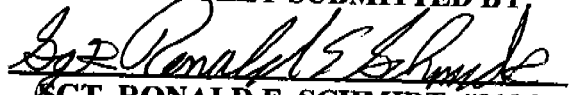
**SCHOOL ZONE RADAR: STATISTICS**

NUMBER OF RADAR DETAILS CONDUCTED = ( 1 )  
ISSUED = ( 2 ) RADAR CITATIONS / ( 1 ) RADAR WARNINGS / ( 1 ) TRAFFIC CITATION

**VEHICLE STORAGE: STATISTICS**

NUMBER OF VEHICLES (POLICE STORAGE) = ( 0 )  
NUMBER OF VEHICLES (OWNERS REQUEST) = ( 1 )

RESPECTFULLY SUBMITTED BY:



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

*Original*

## TOWN MEETING OF JANUARY 11, 2005 MINUTES

Steve Vandervort called the January 11, 2005 meeting of the Town Commissioners of Charlestown to order. Present were Donna Sheets, Treasurer, Dr. Robert Gell, and Stanley Hearne, Town Administrator. Additionally Peter Williams and Joseph Letts, Sr. participated after taking the oath of office. Attendance sheet is attached hereto.

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Mr. Vandervort adjourned the regular meeting of January 11, 2005 at 9:24pm.

Respectfully submitted,



Stanley Hearne  
Town Administrator

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 1/11/2005 TIME: 6:30 PM

- Karen Letts
- Edgar W. Muller
- Judy Colvert
- August S. ...
- Rosalyn Bott
- Hershel Amour
- Rebecca Phillips
- Robert Phillips
- Ben & Sue Suppa
- Robert Coen, MET
- JEN STANKO
- Donald McMillan

## TOWN MEETING OF DECEMBER 14, 2004 MINUTES

Robert Gell called the December 14, 2004 meeting of the Town Commissioners of Charlestown to order. Present were Dr. Richard Price, and Mary Carol Durange and Stanley Hearne, Town Administrator. Attendance sheet is attached hereto.

Accounts Payable – Dr. Price made motion to pay bills. Seconded by Mary Carol Durange. Passed 3-0.

Miller Environmental, Inc. – Monthly report-Robert Corn, Miller Environmental, Inc. presented the November 2004 monthly water system operations report to the Board. Dr. Price made a motion to purchase new portable meter reader, seconded by Mary Carol Durange and approved by all.

Maintenance Report – Report to be given at December 28<sup>th</sup> meeting.

Sheriffs Report – no one was present from Cecil County Sheriffs Office.

Minutes – none available

Resolution 2004-06 – Resolution drafted by Town Attorney. Allowing two heavily damaged properties from the July 12, 2004 rains to be disconnected and not charged in the future for water fees (Gatchell's only). Both Gatchell properties were only connected to water. If properties were sold, new property owners would have to pay any applicable connection(s) fee and rate for service in effect at the time. Dr. Price made motion to pass resolution 2004-06, seconded by Mary Carol Durange. Approved 3-0.

Program Open Space funds – Money remaining to be spent at Veterans Park, Fairgreen Park, Athletic Complex, and Stone Wharf. The current plan is to install benches at various locations. Dr. Price thought benches would cost around \$500. Dr. Gell also asked about benches being placed around the Athletic Complex. Mr. Hearne will confer with Becky Phillips on the historical type of bench most appropriate.

MRDC (Maryland Rural Development Corporation) Letter of Intent – Charlestown must reply in early January if the town is interested in being part of the program for fiscal year 2006. In FY 2006 MRDC interested in knowing if town will be willing to pay 50% of the cost of the circuit rider. Rate per hour will increase from \$25 dollars to \$27 dollars. No action was taken.

Cecil Harford Chapter Dinner of the Maryland Municipal League – Bel Air is the host of dinner on January 6, 2005 - have to confirm prior to Dec 29<sup>th</sup>.

Canon Scanner Maintenance Agreement – It was decided not to purchase the maintenance agreement.

URS Retainer – Dr. Price made a motion to retain URS as the town engineer. Seconded by Mary Carol Durange. All approved.

Administrator Report – Town Administrator presented report covering various actions in the town. Copy is available at Town Hall.

- Tony Caligiuri (Congressman Gilchrest's Chief of staff stopped by on December 14, 2004 and chatted with Donna and myself... Bill introduced to buy several properties was done late in the session and did not pass. Will go in earlier in the next year's session and hopefully the bill will be successful.
- Employee insurance – needs to be reviewed before discussion.
- Shore Erosion Project and Utility line protection, Maryland Department of the Environment (MDE) will hold public hearing January 16<sup>th</sup> at firehouse.
- Town Hall Drainage-wait till spring to correct and apply slurry seal.
- Water withdrawal permit-mailed additional info to MDE, MDE will get back to town.
- Lee's Marina Lease – stub end of Caroline street is in a lease with Lee's Marina

- Stormwater Management – Get Town engineer to take over from the County. MDE has to review the ordinance that would be implemented.
- Charlestown Crossing – Annexation is still possible
- Cool Spring Annexation – Resolution to be introduced tonight
- Water at Town Dock – will try to solicit bids in the spring.
- Street Paving – Received bid documents from URS. Solicited bids from contractors. Got 2 bids, 1 only partially complete. Third contractor could not bid due to work already scheduled. All 3 suggested it might be wise to wait until spring to do the paving. Town decided to rebid at that time. Dr. Gell wanted to know if this included the potholes and Stan said no. Told the Board that we had been getting cold patch in small quantities. URS stated we could get it in larger quantities if we contacted Edgemoor Materials and told them what we needed. Benny Suppa has been authorized to rent a professional tamper when doing potholes.
- Additional work on master storm water drainage plan has not been completed yet by URS
- Survey Lot 63 in Trinity Woods - Need to follow up with Northern Bay.
- Board of Appeals – 3 requests to be heard.
- Rezoning request by Wellwood Yacht Club – Planning and Zoning heard request. Planning on holding a Special Meeting on December 21, 2004. Not sure if they would make a recommendation to the Town Board at that time. Historic District Commission also has input regarding this matter. Town Commissioners make the final decision. (Steve Vandervort arrived at the meeting at this time). Does a Certificate of Appropriateness need to be received by the Planning and Zoning Commission before they make a recommendation to the Town Board? It was decided that the Historic District Commission would need to render its decision on a Certificate of Appropriateness (could be more than a recommendation) and forward that information to the Planning and Zoning Commission. Planning and Zoning would then make a recommendation to the Town Board. Dr. Price indicated that the Planning and Zoning Commission could make decisions on setbacks, parking spaces available, and that kind of thing to assure that it meets the codes in that respect. The Historic District Commission recommendation is more to assure the appropriateness of taste and design rather than technical considerations. They do not necessarily have to be at odds in their recommendations.

Dr. Gell noted Mr. Steve Vandervort had joined the meeting. And turned the chair over to him.

Ms. Stanko asked about the status of the footbridge. Is that part of the meeting MDE is having? No. Mr. Vandervort responded they received a quote on the concrete foundation and steel beam which was extremely high and the town does not have enough money budgeted to proceed at this time. Will seek additional quotes. The quote came in for at least for \$20,000.

**Proposed Annexation Resolution pursuant to Article 23A of the Annotated Code of 3 parcels of land which in total comprise a little over 107 acres to be annexed into and become part of the incorporated limits of the Town of Charlestown:**

Mr. Vandervort called on Jim Lambdin of Lambdin Development LLC, his attorney, Robert Jones, and Tim Whittie of Morris Ritchie Associates (MRA) - engineering firm - to join the commissioners at the table. Mr. Jones set out the scope of their proposal to annex a little over 107 acres to become part of the incorporated limits of the Town. The Maryland Code requires that a proposal must be advertised in the Cecil Whig regarding a public hearing, which must be conducted. According to the time schedule within the Code that would be February 8<sup>th</sup>, 2005 and then 45 days thereafter, if approved, the resolution would be adopted and approved. We are here today requesting you approve at least the resolution beginning the process in setting up the public hearing on the actual annexation. Mr. Lambdin and Mr. Whittie are here to answer any questions you may have and we have a copy of the plat. Also submitted in the resolution are the original signatures of the owners of the parcels of land that is required by the Code. The Town attorney, Mr. Baynes, has reviewed the resolution and also Mr. Hearne has reviewed it with me and this is the format in which we are ready to present it.



Dr. Gell moved to introduce resolution.2004-07, seconded by Dr. Price. Mr. Vandervort: " There is a motion and a second to introduce the annexation resolution, Resolution #2004-07" Approved 4-0.

Scott Gardens: Mr. Vandervort: "The County signed off on storm management plans in spite of our objections for the next phase of Scott Gardens. I spoke to the County Commissioners and they thought that even though they signed off that the developer would still be willing to do some further mitigation of the problem. I said now that you signed off the developer is not going to do anything. We have a right to appeal it and we must appeal it within 30 days and that's the problem. Do I hear a motion to instruct Keith to file this appeal? Dr. Price: So moved. Ms. Durange: Seconded. Approved 4-0. Mr. Vandervort will so advise Keith Baynes.

Election: Mr. Vandervort: I spoke to Keith Baynes regarding a protest (which we do not have to make a decision on) about one candidate possibly signing up too late (after 5:00pm). We have a letter from Keith with his opinion that the candidacy is fine. That has also gone to the Election Board, they will do a review, ask whatever questions necessary and do whatever they feel is appropriate. The second issue is that several of the candidates were not given a financial disclosure form to fill out and it is a requirement that it be done. Keith advised since the candidates have no control over that, they were not advised it was needed, it wasn't given to them, and therefore it is not their fault. However we should advise them now and give them an amount of time to get it in. That's an action we do need. Can I get a motion to extend the filing date to December 23<sup>rd</sup> for the candidate's Financial Disclosure Statement? This is for the Financial Statement only, no one else can sign up.

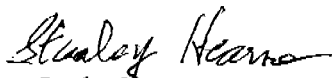
Dr. Price: So moved. Dr. Gell: Seconded. Approved 4-0.

Maintenance Agreement – Document Scanner: Mr. Vandervort: The maintenance agreement on the scanner is about to expire. It is \$1,025 for the year. Do I have a motion to NOT renew the maintenance agreement? Dr. Price moved. Ms Sheets Seconded. Approved 3-1.

Dr. Gell moved to adjourn. Motion approved 4-0.

Meeting was adjourned at 8:50 pm.

Respectfully submitted,



Stanley Hearne  
Town Administrator

## TOWN MEETING OF DECEMBER 28, 2004 MINUTES

Steve Vandervort called the December 28, 2004 meeting of the Town Commissioners of Charlestown to order. Also present were Dr. Robert Gell, Donna Sheets, Treasurer, Mary Carol Durange and Stanley Hearne, Town Administrator. The meeting. Attendance sheet is attached hereto. Commissioner Price was not present.

**Maintenance Report:** Mr. Benny Suppa: (1) At Veterans Park there were 3 pilings that were damaged and replaced. (2) The ditch at Edgewater, across from the Beachcomber, we dug a new ditch and cleaned it out. (3) The tree at the Post Office area was trimmed about 10 feet. The tree at the Bladen and Market intersection by the stop sign was trimmed. (4) There was a lot of damage at the Sports Complex (pulled posts and stop signs out of the ground, the fence is down as well as the new Athletic Complex sign), so we had to put in new posts. (5) The stop sign and post at Cecil Street had been pulled out of the ground, so as we replaced them. Around town we are pouring concrete to prevent this kind of vandalism from happening again. New stop signs have come in to replace the faded ones. (6) We can turn off the ice eaters at the town dock for a while since the electric costs are tremendous. There are 6 ice eaters now and one needed repair. We pulled it out and it is currently in the shop. (7) All the Christmas lights are up. (8) This week we plan to remove the dirt in Fairgreen Park and apply cold patch to potholes.

**Accounts Payable:** Mr. Vandervort: "There are 6 checks that need to be written. I would like a motion to pay these 6 checks". Ms. Sheets moved to pay the bills. Ms. Durange seconded the motion. Motion approved: 3-0-1.

**Election Complaint:** Henry Burden: "I have a small packet to hand out to the Commissions and I would like to read the cover letter for it." (See cover letter attached which is the letter Mr. Burden read.)

Mr. Burden: "Attached you will find Mr. Baynes' letter and the original complaint. I have copied what I pulled up and stated in my letter. I think I have been patient as it is 15 days past the filing of the original complaint and I have gotten no action. Considering the elections in the State allow 6 months in advance for a filing of candidacy and here we do it in 30 days, so our time is very compressed. I am asking for a consideration of this complaint this evening before the Commissioners and I am also asking for the recluse of the two people directly involved. Mr. Vandervort and Ms Durage." Mr. Vandervort refused to recluse himself.

Mr. Burden presented a two-part complaint: (1.) An individual filed for candidacy after the 5:00 PM deadline on December 10 and (2.) A number of candidates did not file a Financial Disclosure Statement by the deadline.

Mr. Burden presented his case and considerable discussion by the audience followed.

Mr. Vandervort called for the question. "All those in favor of Henry Burden's request that we invalidate the candidates who did not file the disclosure statements and Joe Letts

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 12/14/2007 TIME: 6:30 PM

Mich M. Mullen

Lester R. Bott

Muskel E. Lixmon

Robert V. Jones

Jim Lamberti

Tim Whittie

Robert Corn

JEN STABLO

Joe Spill

Donald Mcmear

## TOWN MEETING OF NOVEMBER 23, 2004 MINUTES

Dr. Robert Gell called the November 23<sup>rd</sup>, 2004 meeting of the Town Commissioners of Charlestown to order. Also present were Donna Sheets, Treasurer, Mary Carol Durange, and Stanley Hearne, Town Administrator. Dr. Richard Price and Steve Vandervort arrived after the meeting began. Attendance sheet is attached hereto.

**Minutes of November 9<sup>th</sup>, 2004:** Ms. Sheets moved to approve the minutes as written, Ms. Durange seconded. Approved 3-0

**Accounts Payable:** Ms. Sheets moved to pay the bills, Ms. Durange Seconded. Approved 3-0

Dr. Gell noted the arrival of Dr. Richard Price.

**Post Office Paving:** Information only. No action by the Board is necessary at this time. There are low spots and surface problems with the asphalt. The Commissioners reviewed a letter from the contractor in which he proposed that the first step to solving the problem(s) would be to set up a meeting with URS, the contractors, and the Commissioners. Mr. Hearne will set up the meeting.

**Open House:** The entire Town is invited (projecting 200 attendees). Ms. Sheets moved that the budget for the Open House should not to exceed \$1,500, Ms. Durange seconded. Approved 4-0

**Water and Sewer Connection Fees:** Mr. Vandervort wanted to be present for this proposal so the Commissioners tabled this until Steve's arrival.

**Request for Disconnection:** Darlene Gatchell and Norma Gatchell have requested two condemned properties on West Old Philadelphia Road be disconnected from water and sewer and all bills be discontinued. It was requested that Mr. Hearne research the question of whether or not a reconnection fee is applicable in the case where there is an emergency "suspension" of service(s) for a period of time due to circumstances beyond the control of the resident(s). Ms. Sheets: Made a motion the Town suspends service for these two properties effective the date of the last quarter leaving the question of reconnection fees pending legal research, Dr. Price seconded. Approved 4-0

**Sgt. Ron Schmidt, Cecil County Sheriff's Dept. - Monthly Report, October 2004:** It was noted that Charlestown Commissioners had previously approved 29 total 4-hour shifts totaling 116 patrol hours per month. Criminal complaint statistics for the month are attached. Dr. Gell requested a patrol car be available in the mornings at the stop sign outside of Town Hall to protect school bus children with specific dates to be determined. The Commissioners thanked Sgt. Schmidt for his report.

At this point Commissioner Vandervort arrived and assumed the Chair.

**Water and Sewer Connection Fees:** Mr. Vandervort stated that there are 4 sewage-pumping stations in Town now, two of which (the whole station) will need to be replaced in the near future (5 years at most). Two years ago the County, URS, and an engineer from Morris and Ritchie all said the one by Joe Letts' house is showing bad corrosion and plans should be made to replace it. The other one at Route 7 is in a similar condition and we should plan to replace them in 5 – 10 years max. Two others, one at Veterans Park and one behind Avalon, are aging. Apparently after 30 – 40 years these pumping stations need a complete overhaul. For future planning we need to consider additional stations as the Town grows. The County just built two of stations at Carpenter's Point and they spent \$750,000. Mr. Vandervort said these are the type of costs we need to be aware of when considering our connection fees. Our sewer connection fee is currently at \$2,000. Our water connection fee is now at \$1,200. (Commissioners had a handout for comparative connection fees in other towns.) The out-of-town amount for sewer is \$2,500 and \$1,450 for water. There is \$352,000 in the long-term sewer fund currently and probably \$20,000 +/- in the joint savings account which belongs to the sewer fund.


Discussion of the fee structure as well as possible water and sewer demands ensued. Mr. Vandervort presented a proposed connection fee structure for in-town sewer at \$4,500 and \$3,500 for in-town water. Out-of-town at \$5,000 for sewer and \$4,000 for water. Mr. Vandervort made a motion for setting the connection fees at \$3,500 for in-town water and sewer and \$4,500 for out-of-town water and sewer. Dr. Gell seconded the motion. Approved 5-0

**Assorted Fees:** Building permits are currently at \$25, which is not adequate when Stan's time is factored in. Dr. Gell proposed that at a future meeting he would come in with a proposed revised fee schedule for all fees. Dr. Gell asked Mr. Hearne to provide a list of all fees that are currently charged by the Town.

Ms. Sheets made a motion that the Commissioners go into Executive Session regarding some personnel matters. Dr. Gell: Second. Approved 5-0

The regular meeting of November 23, 2004 was adjourned.

Respectfully submitted,

  
Stanley Hearne  
Town Administrator

**MONTHLY SHERIFF'S REPORT**

**CHARLESTOWN PATROL: OCTOBER 2004**

**(29) TOTAL = (4) HR. SHIFTS = (116) PATROL HOURS = APPROVED**

**CRIMINAL COMPLAINT: STATISTICS**

**NUMBER OF CALLS RECEIVED ( HANDLED IN TOWN ) = (4)  
(1) suspicious veh. / (1) juvenile comp. / (1) ATV / (1) MDOP**

**NUMBER OF CALLS (OUT OF TOWN) = (1) Town Not Responsible For!**

**PATROL / PROPERTY CHECKS: STATISTICS**

**NUMBER OF PROPERTY CHECKS = (117)  
NUMBER OF PATROL CHECKS = (111)**

**TRAFFIC ENFORCEMENT: STATISTICS**

**NUMBER OF (NON-RADAR) TRAFFIC CITATIONS ISSUED = ( 10 ) (1) Stop Signs in Trinity Woods  
NUMBER OF ( RADAR ) TRAFFIC CITATIONS ISSUED = ( 6 )  
NUMBER OF TRAFFIC WARNINGS ISSUED = ( 9 ) (1) Stop sign in Trinity Woods  
NUMBER OF (SERO) SAFETY REPAIR ORDERS ISSUED = ( 4 )**

**CRIMINAL WARRANT / SUMMONS: STATISTICS**

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

**CIVIL PROCESS: STATISTICS**

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

**CRIMINAL / TRAFFIC / WARRANT ARRESTS: STATISTICS**

NUMBER OF ( WARRANT RELATED ) ARRESTS = (1)  
NUMBER OF CRIMINAL ( STREET ) ARRESTS = (0)  
NUMBER OF ( SUSPENDED / REVOKED ) ARRESTS = (1) Suspended = W/M's  
NUMBER OF (UNINSURED / OTHER) ARRESTS = (0)  
NUMBER OF (DUI - RELATED) ARRESTS = (1) W/M Adult

**ADULT / JUVENILE ARRESTS: STATISTICS**

NUMBER OF ADULT ARRESTS = ( 3 )  
NUMBER OF JUVENILE ARRESTS = ( 0 )

**CIVIL CITATIONS: STATISTICS**

NUMBER OF ADULT CIVIL CITATIONS ISSUED = ( 0 ) W/M  
NUMBER OF JUVENILE CIVIL CIT. ISSUED = ( 0 ) = W/F  
NUMBER OF FIELD CONTACT REPORTS ( FCR'S ) ISSUED = (7)

**COMMUNITY CONTACTS: STATISTICS**

NUMBER OF COMMUNITY CONTACT CARDS = (7)  
NUMBER OF BUSINESS CONTACT CARDS = (4)

**RADAR USAGE: STATISTICS**

NUMBER OF SHIFTS (OPERATING RADAR ) = (25)  
NUMBER OF SHIFTS ( NOT- OPERATING RADAR ) = (4)  
NUMBER OF (SCHOOL ZONE) ASSIGNMENTS = (0)

Page #3  
OCTOBER 2004

VEHICLE STORAGE : STATISTICS

NUMBER OF VEHICLES (POLICE STORAGE) = ( 0 )  
NUMBER OF VEHICLES (OWNERS REQUEST) = ( 0 )

RESPECTFULLY SUBMITTED BY:

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



## TOWN MEETING OF NOVEMBER 9, 2004 MINUTES

The November 9, 2004 meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 6:30 p.m. Other Commissioners present were Treasurer Donna M. Sheets, Commissioner Robert L. Gell, Commissioner G. Richard Price and Commissioner Mary Carol Durange. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Maintenance Report – Ben Suppa, one of the Town maintenance workers, stated they had replaced the lining and woodchips in the playground and replaced the wood on the all the benches except the one at the basketball court, which would be done shortly. He further stated they had removed an oil tank from the river behind the Boys and Girls Club. Mr. Suppa stated they had purchased the pipe for the ditch work on Louisa Lane and would proceed with that once they were back to a full crew. When asked by Commissioner Gell, Mr. Suppa said the merry-go-round had been welded but Mr. Rowe needed to have it sandblasted and painted.

Minutes – Commissioner Gell made a motion to approve the minutes of the October 26, 2004 meeting, seconded by Commissioner Sheets. The motion passed 5-0.

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

Miller Environmental, Inc. – Monthly Report – Robert Corn, of Miller Environmental, Inc., presented the October '04 monthly water system operations report to the Board.

After some discussion, President Vandervort asked Mr. Suppa to patch the small potholes around town and suggested he talk to Mr. Jones, of URS, when he was here for another meeting.

Strategic Planning Committee Report Presentation – Commissioner Price presented a power point presentation of the Strategic Planning Committee's report (for entire report and public comments made in regard to, please refer to the tape of this meeting). After much discussion, the Board requested the public to submit their comments/concerns, etc. to the Board and President Vandervort closed the presentation.

Footbridge – Mr. Hearne stated he didn't have anything further. President Vandervort asked Commissioner Gell if he had a chance to talk to Steve Lewis. When asked, Mr. Hearne stated whoever would be awarded the work would be responsible for getting the necessary permits.

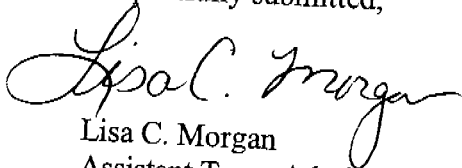
Commission Appointments – After discussion, Commissioner Gell made a motion to re-appoint Edgar McMullen to the Ethics Commission, seconded by Commissioner Sheets. The motion passed 5-0. Commissioner Gell made a motion to re-appoint Charles Murphy and appoint Ron Edward to the Historic District Commission, seconded by

Commissioner Price. The motion passed 5-0. Commissioner Gell made a motion to re-appoint Howard Hall to the Planning and Zoning Commission, seconded by Commissioner Price. The motion passed 5-0.

Administrator's Report – Mr. Hearne presented his written report to the Board.

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

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF NOVEMBER 9, 2004**  
**AGENDA**

6:30 P.M.

1. Maintenance Report
2. Minutes
3. Accounts Payable
4. Miller Environmental, Inc. – Monthly Report
5. Cecil County Sheriff's Office – Monthly Report
6. Edgar McMullen
7. Presentation – Strategic Planning Committee Report
8. Administrator's Report

**PENDING BUSINESS**

9. Foot Bridge
10. Commission Appointments

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 11/9/2004

TIME: 6:30 PM

Linda Siroys	
Gene Kraemer	
Darlene Mitchell	Bob Phillips
Harold Johnson	Renee Shatt
Henry Wood	Jim [unclear]
Ronald R. Roth	DANIEL SIATER
Joan Morgan	
Eric [unclear] Miller	
Robert Corv, MEI	
HOWARD & DORIS HALL	
Richard & Maria Evans	
Tracy & Charles Bondart	
Murray [unclear]	
Joseph Clement	
Joseph C. Bell	
Aldey Edwards	
Ron Edwards	
Jew & George STANIZO	
Max [unclear]	
Rebecca C. Phillips	
James D. Black	
Bart and Marianna Rommel	

# 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>			
Shure-Line Electrical, Inc.	Inv #17080 - change order #1 - add'l electrical drops - Christmas lights	6740.1 - P&R Miscellan...	1,800.00-
Gell, Robert L.	reimburse MFM Fall Conference hotel expenses	6212.1 - Conference Ex...	438.07-
Harford Alarm System	Inv #472469 - phone wire for fire/security panel disconnected @ phone i...	6460.1 - Alarms	115.00-
Conectiv	Acct #2096 3159 9997 - Town Hall	6420.1 - Electric	153.90-
Garage electric	Acct # 2096 5479 9995 - Garage	6420.1 - Electric	66.08-
Comfort Station Electric	2096 4129 9992 - cornfort station	6420.1 - Electric	22.00-
Flagpole Lighting	2105 5729 9992 - flagpole	6420.1 - Electric	73.01-
Town House Electric	Acct #2056 2019 9989 - Town House electric	6420.1 - Electric	38.85-
Town Pier Electric	2056 2019 9997 - town pier	6985.1 - Electric	12.17-
URS Corporation	Project #20605321 - Inv #1321544 - Principio Review - continued inspec...	6341.1 - Engineering Se...	819.27-
URS Corporation	project #20592171 - Inv #1321496 - Scott Gardens - inspection services	2063.1 - Escrow - Scott ...	706.77-
American Home & Hard...	Acct #685600 - Inv #50204 - steel door, lock kit, deadbolt - post office do...	6450.1 - Maintenance	237.04-
Zeager Bros., Inc.	Acct #2116300 - inv #243794 - 30 cy woodcarpet & 5 rls duraliner (s&h);...	6740.1 - P&R Miscellan...	2,353.90-
Staples	Acct #7972320000027426 - office supplies	6220.1 - Office Supplies	118.30-
Waste Management	Acct #275-0049441-0276-5 - Inv #1610627-0276-6 - trash removal - Oct...	6651.1 - Trash Collection	3,465.44-
Sheriff's Patrol	Charlestown Patrol - period of 09/18/04 - 10/15/04	6920.1 - Police Protection	2,503.95-
Sheriff's Patrol	gasoline for Charlestown patrol - period of 09/18/04 - 10/15/04	6920.1 - Police Protection	106.10-
AT&T	Acct #8014-058-9492 - Inv #6392613312 - long distance - Town Hall	6440.1 - Telephone	5.56-
Ace Hardware	Acct #20358 - Inv #111391 - (1)pkg vacuum belts - Town Hall; Inv #111...	-SPLIT-	528.07-
Benjamin Lumber Co., I...	Acct #1186 - Inv #352734 - carriage bolts - merry-go-round; Inv #352690...	-SPLIT-	27.27-
Cecil County Treasurer...	Cust #1043 - Inv #2004M100010 - landfill charges - Oct '04 less credit fr...	-SPLIT-	60.23-
Total 1010.1 - Cash-General Checking			
			13,650.98-
<b>1000.2 - Utility Fund Cash Accounts</b>			
<b>1010.2 - Cash - Utility Checking</b>			
Verizon Wireless	Acct #202583968-00001 - Inv #1021206280 - (2) cell phones	7132.2 - Telephone	131.57-
Sta 1 electric	2096 3069 9996 - Sta 1 electric	6531.2 - Station #1	140.50-
Lift Station electric	2096 4139 9990 Lift station electric	6534.2 - Lift Station	8.84-
Rt 7 electric	2096 9259 9993 - Rt 7 electric	6533.2 - Station RT. #7	28.04-
Well 1 Electric	2096 5499 9991 Well 1 electric	7131.2 - Electric	393.45-
Well 3 Electric	2096 5769 9994 Well 3 electric	7131.2 - Electric	161.57-
Water Tank Electric	2096 5489 9993 - Water tank electric	7131.2 - Electric	68.72-
Sta 3 electric	2096 4739 9994 - Sta 3	6532.2 - Station #3	82.86-
Atlantic Coast Laborator...	Inv #109768 - lab fees	7121.2 - Laboratory Tes...	16.00-
D&P Electrical Co., Inc.	Inv #1712 - repair well telemetry lines	7756.2 - Other Repairs	725.94-
			13,650.98-

11/09/04

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
Total 1010.2 · Cash - Utility Checking			1,757.49-
Total 1000.2 · Utility Fund Cash Accounts			1,757.49-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
The Main Place	Inv #1018 - gasoline - town trucks - Sep '04		
American Home & Hard...	Acct #685600 - Inv #55530 - 5-20' 16 ga alum drain pipe; 3-17x13 pipe c...	6026.3 · Gasoline - Truck	333.33-
Maryland Materials Inc.	Acct #60503 - inv #172012 - 23.32 tons crusher run - Louisa Lane Ext.	6300.3 · Streets	1,095.00-
McDonald Safety Equip...	Inv #1107885-01 - (1) handicapped parking sign; (2) rls caution tape	6300.3 · Streets	242.76-
Ace Hardware	Acct #220358 - Inv #11391 - wasp spray; machete - shop; Inv #111593...	-SPLIT-	47.68-
		-SPLIT-	79.06-
Total 1005.3 · New-Checking-Special (Special checking County)			1,797.83-
Total 1000.3 · Special Fund Cash Accounts			1,797.83-
<b>TOTAL</b>			<b>17,206.30-</b>

**TOWN MEETING OF OCTOBER 26, 2004  
MINUTES**

The October 26, 2004 meeting of the Town Commissioners of Charlestown was called to order by President Steven W. Vandervort at 6:30 p.m. Other Commissioners present were Treasurer Donna M. Sheets and Commissioner Robert L. Gell. Also present was Stanley W. Hearne, Town Administrator. Audience attendance sheet is attached hereto.

Minutes – After a brief discussion on the paving matter discussed at the previous meeting, Commissioner Gell made a motion to approve the minutes of October 12, 2004 meeting, seconded by Commissioner Sheets. The motion passed 3-0.

Accounts Payable – President Vandervort stated the Town received a \$900 bill from Quality Septic for pumping out the pump station due to a power outage and the County pump truck was out of service. After discussion, Commissioner Gell made a motion to pay the bills, seconded by Commissioner Sheets. The motion passed 3-0.

Mr. Hearne stated B&B Excavating has milled the paving and Joe Jones, of URS, was to be here tomorrow morning when they start to pave. Commissioner Gell mentioned he thought they were to crown the middle of the road so the rain would slope down. President Vandervort stated he talked to Mr. Jones because he would be concerned about the situation with the playground and Mr. Jones stated what the Town needed to the playground would not be affected by what URS would design for the drainage. President Vandervort also said URS had submitted a proposal for additional engineering service regarding the master drainage plan. He said URS had a list of drains, pipes, etc. the Town maintenance workers needed to do and President Vandervort stated the workers have done most of it but URS needed to direct them in resolving the remainder. He further said once that was done, URS can complete their assessment and finish the project. Commissioner Gell made a motion to approve URS' proposal for additional engineering services up to \$4000, seconded by Commissioner Sheets. The motion passed 3-0. President Vandervort stated Dave Athey, of URS, is supposed to meet with Mr. Suppa on those areas they couldn't find.

PENDING BUSINESS

PENDING BUSINESS

Roads Report – President Vandervort stated he met with URS on the day they came in to look at the roads Mr. Suppa had listed and had asked them to do an overview of the Town's roads and identify and prioritize the road problems. President Vandervort stated on the list, the roads the Board had discussed at the previous meeting have been given the highest priority and they will be doing drawings so they can be paved before winter. Commissioner Gell asked why the unpaved portion of Caroline Street wasn't on the list. President Vandervort stated the list had to do with repairs, paving Caroline Street would be a capital improvement and paving of that, the same with Louisa Lane Ext., would be a decision the Board could make in the spring. He further stated Mr. Athey was to give us the road sections and instructions to be given to a paving contractor so the appropriate repairs could be made.

Trinity Woods Lot #63 – Survey – Mr. Hearne stated the Board had gotten an estimate from URS to survey Lot #63, which seemed to be high, so he had contacted Northern Bay to get a second estimate. After some discussion, Commissioner Gell made a motion to accept Northern Bay Land Planning Surveying and Engineering proposal for surveying Lot #63 in Trinity Woods, installing concrete monuments, for \$2750, seconded by Commissioner Sheets. The motion passed 3-0.

Additional Electrical Work – Christmas Lights – Commissioner Gell made a motion to approve the additional work, seconded by Commissioner Sheets. The motion passed 3-0.

Commissioner Gell stated one of the problems during Riverfest was the electrical service at Veterans Park and would like to have the Town increase the amperage and have an underground cable run to the other side of the parking lot and to the other side of the road so there was electrical service over there. Commissioner Gell stated they could consider either a new service drop or to run it from the comfort station. He further stated he would like to get estimates on what it would cost. After discussion, Commissioner Gell said he would look into it.

## NEW BUSINESS

Christmas Party – Mr. Hearne stated Mrs. Morgan wanted it on the agenda so a date can be set. Commissioner Gell stated it had been suggested to have the party on December 17<sup>th</sup>. Commissioner Sheets stated she would be out of town that day. After discussion, Mr. Hearne stated the employee manual indicated the Town followed the federal holiday schedule, which there should be a print-out of that, and Christmas Eve was a federal holiday since Christmas was on a Saturday this year.

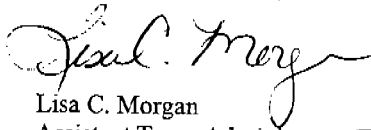
At this time, Mary Carol Durange, who had been appointed by the Board to fill the vacant Commissioner seat, had arrived and needed to be sworn in. President Vandervort, administering the oath, swore Mrs. Durange in as a Town commissioner.

Commissioner Sheets suggested December 10<sup>th</sup>. Mr. Hearne stated usually it was 2-7 p.m. Commissioner Gell made a motion to hold the Christmas Party in the Town Hall on Friday, December 10<sup>th</sup> from 2-7 p.m., seconded by Commissioner Sheets. The motion passed 4-0. President Vandervort asked what the budget for it would be and Commissioner Sheets stated the Board needed someone to monitor the expenditures. After more discussion, Commissioner Gell asked who was invited and President Vandervort stated the Town specifically invited certain people like the County Commissioners. Commissioner Sheets stated it should be put in the Chatter so anybody in Town could come. After more discussion, Mr. Hearne stated he needed to do something about the Bay Restoration Tax and needed to contact Pam Howard, the County Treasurer, to figure out how we'll handle that. After more discussion, Commissioner Sheets stated we might have a lot more people come than before so the budget might need to be raise and also asked if the Board wanted to hold it in the Town Hall or somewhere else. Mr. Hearne stated last year people had commented that they liked it over at the Town Hall better. After more discussion, Commissioner Sheets suggested \$1000 for the budget and Commissioner Gell suggested buying locally. After more discussion, Commissioner Sheets asked how often does the Town have Karen DeLissio update the website because there was some really old information on it. After discussion, Commissioner Sheets stated Ms. DeLissio said she didn't have a maintenance plan with the Town but she charges \$50 an hour to update the website. After discussion, Commissioner Sheets stated Ms. DeLissio had different maintenance plans but she only charges \$50 an hour to update the site. After more discussion, Commissioner Sheets stated she does the Chatter but we really need a marquee for things that are really close time-wise. Commissioner Gell stated he would ask if the church would put the Halloween trick or treat message on the church's marquee. After more discussion, Commissioner Sheets stated she would see if the school would allow them to provide notices at the school. After more discussion, Mr. Hearne stated the e-mail addresses provided on the website were inaccurate and needed to be updated. Commissioner Sheets stated Commissioner Durange needed to do a biography to be included on the site and Mr. Hearne stated Mr. Doss' needed to be taken off. After more discussion, Commissioner Gell stated the Town needed to consider getting a decent fence around the Town's maintenance area and would like to get quotes on that. After more discussion, Commissioner Gell stated there was junk accumulating up there. President Vandervort stated the maintenance area needed to be kept clean.

Commissioner Gell made a motion to adjourn, seconded by Commissioner Sheets. The motion passed 4-0. President Vandervort adjourned the meeting at 8:04 p.m. and then immediately reconvened the meeting because there was one more item to be discussed but it wasn't put on the agenda. President Vandervort stated town maintenance had someone come out, looked at the footbridge and provide a quote. He further stated based on the quote, over \$22,000, he felt the work needed to be bid out. After discussion, Commissioner Gell suggested having Steve Lewis look at it and give us an estimate.

As there was no further business to be discussed, Commissioner Sheets made a motion to adjourn, seconded by Commissioner Gell. The motion passed 4-0. President Vandervort adjourned the meeting at 8:19 p.m.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk



**TOWN MEETING OF OCTOBER 26, 2004**  
**AGENDA**

6:30 P.M.

1. Swearing In – New Commissioner
2. Minutes
3. Accounts Payable

**PENDING BUSINESS**

4. URS – Additional Engineering Services for Master Drainage Plan
5. Roads Report
6. Trinity Woods Lot #63 – Survey
7. Additional Electrical Work – Christmas lights

**NEW BUSINESS**

8. Christmas Party

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 10/26/2004

TIME: 6:30 PM

Henry Burdick

# Town of Charlestown

## Accounts Payable Bills

10/26/04

Name	Memo	Split	Amount
<b>1000.1 - General Fund Cash Accounts</b>			
<b>1010.1 - Cash-General Checking</b>			
Canon Business Solutio...	maintenance contract renewal - optimum plan		
Harford Alarm System	Premise ID 28479 Inv #471895 - yearly monitoring contract	6260.1 - Office Equipm...	815.00-
Geiger Services	Inv #20485 - clean heat exchanger - Town Hall furnace	6460.1 - Alarms	252.00-
Geiger Services	Inv #244117 - install chimney liner & cap - Town Hall	6410.1 - Repairs	239.00-
Shure-Line Electrical, Inc.	Inv #16982 - contract to install electrical drops for Christmas lights	6410.1 - Repairs	1,340.00-
Pitney-Bowes Inc	Acct #1955-0184-86-5 Inv #582287 - rental fee for postage meter	6740.1 - P&R Miscellan...	5,220.00-
Sheriff's Patrol	Charlestown patrol - period of 08/21/04 - 09/17/04	6250.1 - Office Equipm...	164.75-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 08/21/04 - 09/17/04	6920.1 - Police Protection	5,528.85-
Verizon	000017861803 96Y - telephone - Town Hall	6920.1 - Police Protection	141.74-
Flag Shop, The	Inv #339443 - (1) 20x30 flag	6440.1 - Telephone	153.19-
Fedex	Acct #1877-2739-1 - Inv #7-676-56358 - express package - Community ...	6219.1 - Other	550.00-
Queen Bee's Honey Pots	inv #1943 - (2) portable toilets - Oct '04	6220.1 - Office Supplies	24.07-
Glowstickfactory.com	(500) 6" assorted color glowsticks - Halloween parade & Party	6740.1 - P&R Miscellan...	95.00-
URS Corporation	Project #20592168 - Inv #1321495 - Trinity Woods Phase IIB - site visits...	6963.1 - Halloween Party	324.99-
Home Depot	Acct #6035 3225 0250 8926 - Inv #1145651 - (1) storage cabinet for bat...	2055.1 - Security Dep-T...	776.19-
	<b>Total 1010.1 - Cash-General Checking</b>	6450.1 - Maintenance	<u>82.14-</u>
	<b>Total 1000.1 - General Fund Cash Accounts</b>		<u>15,706.92-</u>
	<b>1000.2 - Utility Fund Cash Accounts</b>		<u>15,706.92-</u>
<b>1010.2 - Cash - Utility Checking</b>			
Verizon	000017861803 96Y - telephone - water tower	7132.2 - Telephone	179.38-
Cecil Co. Commissioners	Acct #15500010 - Inv #5013 - county sewer user fees	6550.2 - County Region...	21,391.94-
Miller Environmental, Inc.	inv #10110409 - water sys ops contract - Nov '04	7120.2 - Contract Opera...	2,138.36-
National Waterworks	Acct #94258 - Inv #1617598 - (12) water meters	7741.2 - Water meters	1,324.80-
M&T Bank, Trustee for ...	CDA Infrastructure Financing Bonds - 1999 Series A	7110.2 - Original Constr...	20,650.28-
Quality Septic	(2) trucks @ 3 hrs/each A \$150.00/hour - pump out Charlestown pumpin...	6510.2 - Operating expe...	900.00-
	<b>Total 1010.2 - Cash - Utility Checking</b>		<u>46,584.76-</u>
	<b>Total 1000.2 - Utility Fund Cash Accounts</b>		<u>46,584.76-</u>
<b>1000.3 - Special Fund Cash Accounts</b>			
<b>1005.3 - New-Checking-Special (Special checking County)</b>			
Vulcan Signs	Acct #20192 - Inv #93699; Inv #93070; Inv #92937; Inv #92938; Inv #92...		1,760.92-
	<b>Total 1005.3 - New-Checking-Special (Special checking County)</b>	-SPLIT-	<u>1,760.92-</u>

10/26/04

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
Total 1000.3 - Special Fund Cash Accounts			1,760.92-
<b>TOTAL</b>			<b>64,052.60-</b>

## TOWN MEETING OF OCTOBER 12, 2004 MINUTES

The October 12, 2004 meeting of the Town Commissioners was called to order by President Steven W. Vandervort at 6:30 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.

Maintenance Report – Ben Suppa, one of the Town maintenance workers, reported that they had purchased the extended chainsaw, the sign and traffic cone order had come in. Mr. Suppa stated he had met with Tom deLorimier, of URS, about the roads. President Vandervort stated he had talked to Mr. deLorimier about making a prioritized list of road repairs. Commissioner Price asked if the Town could expedite getting the roads paved. After much discussion, Commissioner Sheets made a motion to allow Commissioner Price, President Vandervort or Mr. Hearne approve the paving of the Cecil St. section, Caroline & Bladen Streets and Louisa Lane based on the lowest, best bid, seconded by Commissioner Price. The motion passed 4-0. Mr. Suppa stated they had an estimate for repairing the salt/sand spreader and they would get it fixed. Mr. Suppa stated the fascia board and gutter on the back of the post office were up but needed to get the downspout in place. Mr. Suppa stated they installed a new post office door, raised the outside Town Hall sign and bought a storage cabinet for the Town Hall bathroom. He further stated they put the new outlet covers on and replaced the chains on the swings in Fair Green Park. Mr. Suppa stated they had just worked with URS on the drainage problem, which also involved the park, and they would work on getting Fair Green Park back in shape. After discussion, Mr. Suppa stated Mr. Rowe just finished with the merry-go-round yesterday. Mr. Suppa stated they had started on the Louisa Lane ditch and Joe Jones, of URS, said if they had any problems, he would meet with them. President Vandervort stated the utility companies were supposed to come out and mark lines because Mr. Suppa had come across some underground lines while digging that they hadn't marked. When asked by Mrs. Stanko, President Vandervort stated URS had provided a list of drains and pipes the Town needed to work on so URS had access to complete their report. Mr. Suppa stated Mrs. Morgan had given them a copy of the list and pictures but he hadn't looked at it yet. Jennifer Stanko stated the ditch across the street was not working and water was still running across the road onto her property. Mr. Suppa stated the ditch was only halfway done because they had run across those buried wires in the area where they are to install the crate. He stated they would get those wires identified and continue the ditch work. Mr. Suppa asked if they could purchase a heater for the garage. After discussion, Commissioner Price made a motion to purchase a torpedo heater if it is found that the Town had not purchased one the last time one was requested, seconded by Commissioner Sheets. The motion passed 4-0. President Vandervort asked about the status of the footbridge. Mr. Suppa said John Harrison, of Harrison Repairs, was working on estimates for the concrete work and the steel. Ursula Boudart asked if the Town would need a permit or permits from MDE to do this. Mr. Hearne stated the Town probably would and, after discussion, President Vandervort asked him to check with MDE. Mrs. Boudart asked what the status of the shoreline erosion project. Mr. Hearne stated he still needed to contact Rick Ayella, of MDE, who had been out for the past couple of weeks. After discussion, Mr. Suppa mentioned Mr. Bott will be taking a month off after the end of November because Social Security restricts the amount of wages he can earn without being penalized.

Cecil County Sheriff's Office – Monthly Report – Sgt. Ron Schmidt, of the Cecil County Sheriff's Office, presented the September 2004 report. After discussing comments from the audience, President Vandervort and Sgt. Schmidt agreed to move up several of the scheduled shifts to afternoon or early evening hours.

Miller Environmental, Inc. (MEI) – Monthly Report – Robert Corn, of MEI, presented the September 2004 water system operations report. He stated they are continuing the monitoring of the area at Frederick and Calvert and it was not getting any worse and doesn't appear unless it rains. Mr. Corn stated the telemetry lines were cut between a Friday and a Saturday, most likely done when someone on Frederick St. dug up a tree stump. He further stated the electrician came out and repaired it. President Vandervort stated that bill will be expensive and asked Mr. Hearne to check on who dug up the tree stump on Frederick St.

Minutes – Commissioner Gell made a motion to approve the minutes of the September 14, 2004 meeting, seconded by Commissioner Price. The motion passed 3-0-1 (Commissioner Sheets abstained).

Accounts Payable – President Vandervort stated the bill from MRDC should come out of the general fund, not the utility fund. After discussion, Commissioner Price made a motion to approve the bills subject to having the MRDC

check be taken out of the correct account, seconded by Commissioner Sheets. The motion passed 4-0. Commissioner Price provided a copy of a suggested format for the budget report. President Vandervort stated he would on getting the formatting done.

Administrator's Report – Mr. Hearne stated members of Congressman Gilchrest's office had recently met with some federal officials regarding the flooding problem in the Rt. 7/Trinity Woods area but he hasn't gotten a report of that meeting yet. Mr. Hearne stated URS has just begun working on the storm water drainage work for Fair Green Park. He further stated the Town had met with URS, Cecil County and the builder for Scott Gardens Phase I and the builder was told how to handle some storm water drainage problems by replanting trees and installing swales. Mr. Hearne stated he had gotten two employee insurance quotes, which President Vandervort will look at. He further stated utility bills are to be out by the end of this week. He further stated he will continue trying to contact Mr. Ayella regarding the shoreline erosion project. Mr. Hearne stated the re-grading, re-seeding and installation of the grate at Veterans Park has been done. He further stated the Town Hall drainage work was partially complete. Mr. Gell asked if B&B Excavating had equipment to clear the pipe under the road. President Vandervort stated he would contact them. Commissioner Sheets asked what the water withdrawal permit was. Mr. Hearne stated the Town needed to re-new the permit from the State to withdraw water from the ground for the wells. He further stated since the Town was asking for an increase, we would probably need to hold a public hearing. Mr. Hearne stated Mr. Baynes was still researching the question about the Lee's Marina lease question. Mr. Hearne stated the Town was notified today that we didn't receive any BIG grant funding. He further stated URS had been authorized to develop a new storm water management ordinance, in coordination with and in compliance with MDE, for the Town and, once accepted, they will doing the storm water management for the Town. Mr. Hearne stated Commissioner Price was working on the presentation of the strategic planning committee's report for the November 9<sup>th</sup> meeting at the firehouse. Commissioner Gell stated he had talked to Michael Vaughan, who would like to meet with the Town again to see if there was still interest in annexation. After much discussion about Stewart Associates' estimated impact report on annexation of the Charlestown Crossing development, Mr. Hearne stated Lambdin Development was still looking for a way to get access to Rt. 7. He further stated he had applied for funding through a Community Parks and Playgrounds grant to repair the storm damage in the area of the flagpole at the stone wharf park. Mr. Hearne stated the Town had private inspections done until the County established their Permits and Inspection office and was not sure if there were local private companies that would do that. He further stated normally the ownership of storm water management ponds was transferred to a homeowners association and, if there were problem with maintenance, the Town would put a lien against the property. Commissioner Sheets asked what if there isn't a homeowners association. After much discussion, Mr. Hearne stated he would need to check into it. Mr. Hearne asked Mr. Price was working on getting quotes to install water on the town pier. President Vandervort stated the Town was having a problem getting a plumber to repair the water fountain. Commissioner Price stated the Town had advertised for quotes for the water installation and several plumbers had looked at it but didn't submit bids. Mr. Hearne stated personnel needs are adequate at this time. Mr. Hearne stated the Town had a problem with the chimney and had it re-lined. President Vandervort stated the chimney problem was causing the furnace to go out so Geiger gave us a quote of \$1500 to reline the chimney and put a chimney cap on so he authorized the work. Mr. Hearne stated the electric drops for the Christmas lights were completed except for 2 poles.

#### PENDING BUSINESS

Town Commissioner appointment – After much discussion and then completing secret ballots, Mr. Hearne announced there was one vote each for Joseph Letts, Mary Carol Durange, Ursula Boudart and Loucretia Wood. The Board completed a second balloting and Mr. Hearne announced Mary Carol Durange received 3 votes and Joseph Letts received 1 therefore Mrs. Durange would be sworn in as the new town commissioner.

Commission Appointments – Mr. Hearne stated the Board had interviewed Mr. McMullen for the Board of Appeals appointment and Mrs. Upperco and Mrs. Newsome for the Election Board. He stated the Town had re-advertised the remaining Election Board opening after Mrs. Slater, who was the other Election Board member whose seat was up for re-appointment, had indicated she was interested but at this time, Mrs. Slater had reconsidered and would like to be reappointed. He asked the Board if they wanted to appoint all three or just the two, reserving their right to interview Mrs. Slater and making that appointment later. After discussion, Commissioner Price made a motion to waive the interview for Virginia Slater, seconded by Commissioner Sheets. The motion passed 4-0. Commissioner Gell made a motion to re-appoint Mrs. Newsome, Mrs. Upperco and Mrs. Slater to the Election Board, seconded by Commissioner Sheets. The motion passed 4-0. Commissioner Gell made a motion to waive the interview of Edgar

McMullen, Jr. for the Board of Appeals opening, seconded by Commissioner Price. The motion passed 4-0. Commissioner Price made a motion to re-appoint Mr. McMullen to the Board of Appeals, seconded by Commissioner Gell. The motion passed 4-0.

FY2006 Program Open Space Grants (due 11/01/04) – After much discussion, Mrs. Boudart asked if the Board would submit for improvements to the footpath to the footbridge. When Commissioner Price mentioned the two-tiered wall and walkway at the flagpole, Mr. Hearne stated he had submitted that under the Community Parks and Playgrounds grant. The Board asked him to submit that project under this grant also.

#### NEW BUSINESS

Commission openings – After discussion, Mr. Hearne stated he would check to make sure Mrs. Morgan has advertised the upcoming openings on the Planning & Zoning, Historic District and Ethics Commission.

Fence – President Vandervort stated the Town had gotten two quotes to repair the damaged section of fence at the athletic complex – one from Mitco for \$2151 and from Northeastern for \$1185. Mr. Hearne stated these were old bids so they might not keep those prices. Commissioner Gell made a motion to accept the low bid pending any price adjustment, seconded by Commissioner Sheets. The motion passed 4-0.

Trash cans – President Vandervort stated the Board had discussed getting more trashcans and stated the cost was \$448 each. After brief discussion, Commissioner Price made a motion to purchase 6 trash cans, seconded by Commissioner Sheets. The motion passed 4-0. Commissioner Gell mentioned in several towns the trash hauler provided trashcans to residents and asked if we could do something like that. President Vandervort stated the Town had included that as an option in the trash removal bid but it increased the price per residential unit so much the Town decided not to take that option.

Perryville High School yearbook ad – Commissioner Gell made a motion to approve renewing the yearbook ad pending receipt of last year's ad, seconded by Commissioner Sheets. The motion passed 4-0.

Halloween – Mr. Hearne stated the County had set trick or treat hours for Saturday, October 30<sup>th</sup> from 6-8 p.m. and most of the towns except Port Deposit were following the County. Commissioner Gell made a motion to follow the County trick or treat day and hours, seconded by Commissioner Price. The motion passed 4-0. Mr. Hearne asked when the portable toilets should be removed and when the comfort station should be winterized. Commissioner Sheets stated the Town's Halloween parade and party will be on Friday, October 29<sup>th</sup> so the comfort station should be locked up that night. President Vandervort stated the portable toilets can be taken out any time but definitely before the night before Halloween.

Memorandum of Understanding – Circuit Rider Program – After brief discussion, Mr. Hearne stated it was going to cost the Town \$2000 more than was projected for the budget because there is not a 50/50 split with the State for the fourth day he works for the Town. After discussion, Commissioner Gell made a motion to approve the memorandum of understanding, seconded by Commissioner Sheets. The motion passed 4-0.

After much discussion of hiring a part-time office worker, Commissioner Sheets asked Mr. Hearne to list all work that he does to identify areas where responsibility could be shifted to someone else.

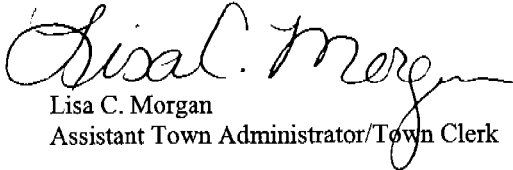
Commissioner Sheets mentioned she had talked to the County Dept. of Aging about starting a 60 and over group. She further stated it would not be run by the Town but she would like to use some Special Events money to provide a luncheon at the first meeting to get it started. After discussion, Commissioner Price so moved, seconded by Commissioner Gell. The motion passed 4-0.

Commissioner Gell stated he wanted the Town to approve a couple more street lights to be installed, one on the unpaved portion of Caroline Street and one on Frederick Street toward the town garage and one light to be upgraded. Commissioner Price so moved, seconded by Commissioner Sheets. The motion passed 4-0. Commissioner Gell also mentioned he would like to attend the MML Fall Conference and asked if the Town would refund the registration fee he paid. Commissioner Price so moved, seconded by Commissioner Sheets. The motion passed 4-0. Commissioner Gell stated the Town had approved a hazard mitigation plan, which has since been revised to be in

accordance with the County guidelines, but, now, a hazard mitigation action plan has been drafted and submitted to the County Hazard Mitigation Committee for review. He stated he wanted the Board to be aware of where we were in the process.

As there was no further business to be discussed, Commissioner Price moved to adjourn, seconded by Commissioner Sheets. The motion passed 4-0. President Vandervort adjourned the meeting at 9:13 p.m.

Respectfully submitted,

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

Lisa C. Morgan  
Assistant Town Administrator/Town Clerk



**TOWN MEETING OF OCTOBER 12, 2004**

**AGENDA**

**6:30 P.M.**

- 1. Maintenance Report**
- 2. Minutes**
- 3. Accounts Payable**
- 4. Miller Environmental, Inc. – Monthly Report**
- 5. Cecil County Sheriff's Office – Monthly Report**
- 6. Michael Doss – Christmas Party @ School**
- 7. Administrator's Report**

**PENDING BUSINESS**

- 8. Town Commissioner appointment**
- 9. Commission Appointments**
  - Election Board**
  - Board of Appeals**
- 10. FY2006 Program Open Space Grants (due 11/01/04)**

**NEW BUSINESS**

- 11. Commission openings**
  - Planning & Zoning**
    - Howard Hall (expires 11/04)**
  - Historic District**
    - Elizabeth Henry (expires 12/04)**
    - Charles Murphy (expires 12/04)**
  - Ethics Commission**
    - Edgar McMullen (expires 1/05)**
- 12. Fence**
- 13. Trash cans**
- 14. Perryville High School yearbook ad**
- 15. Halloween**
- 16. Memorandum of Understanding – Circuit Rider Program**

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 10/12/2004

TIME: 6:30 PM

Henry Burden  
Robert Corn  
JEN STANKO  
Joan Morya

10/12/04

# 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>			
Oriental Trading	Acct #26336799 - Inv #594127251-01 - pennant banner - Riverfest 2004	6967.1 · RiverFest 2003	46.75-
Fireworks Productions, I...	remainder due - fireworks - Riverfest 2004	6960.1 · Miscellaneous	5,625.00-
LazerBlazers.Com	Inv #1264 - (3) plaques - Doss, Bonsall, Magness	6216.1 · Memorials	97.50-
Cecil Co. Commissioners	mosquito spraying - 08/10; 08/21; 08/30/04; 09/10/04	6219.1 · Other	300.00-
Boulden Inc.	portable toilets - Riverfest 2004	6967.1 · RiverFest 2003	1,273.00-
Central Printing & Office...	inv #5941 - 2500 Riverfest schedules	6967.1 · RiverFest 2003	150.00-
Queen Bee's Honey Pots	Inv #1833 - (2) portable toilets - Fair Green park & athletic complex	6740.1 · P&R Miscellan...	190.00-
TriSlate Waste Solution...	Acct #6651 - Inv #59246 - dumpster - July 12 2004 flooding	6651.1 · Trash Collection	19.00-
Verizon	000017861803 96Y	6440.1 · Telephone	158.86-
Best Cleaning Services, ...	inv #21000 - (3) cleanings - Sep '04	6450.1 · Maintenance	105.00-
Paint 'N Place Signs	Inv #3628 - (1) 2x3 aluminum sign; (1) 4x8 aluminum sign posts & install...	6740.1 · P&R Miscellan...	1,015.00-
Paint 'N Place Signs	Inv #3629 - (10) decals - misc decals to change Riverfest banners	6967.1 · RiverFest 2003	25.00-
Cedar Creek Fundraisin...	Cust #3141 - lollipop prizes - Riverfest 2004	6967.1 · RiverFest 2003	60.00-
Capuccio, Amy L.	reimburse for postage - Riverfest 2004	6967.1 · RiverFest 2003	45.38-
Kingfisher Environmenta...	remainder due - c-dock repairs	6983.1 · Maintenance, ...	2,172.50-
Comfort Station Electric	2096 4129 9992 - comfort station	6420.1 · Electric	31.38-
Flagpole Lighting	2105 5729 9992 - flagpole	6420.1 · Electric	78.31-
Town House Electric	Acct #2056 2019 9989 - Town House electric	6420.1 · Electric	36.47-
Conectiv	Acct #2096 3159 9997 - Town Hall	6420.1 · Electric	255.36-
Town Pier Electric	2056 2019 9997 - town pier	6985.1 · Electric	14.88-
Octoraro Publishing Co...	ad for Riverfest 2004	6967.1 · RiverFest 2003	140.00-
Rising Sun Fire Police	traffic control & Parking - Riverfest 2004	6967.1 · RiverFest 2003	200.00-
TriState Waste Solution...	Acct #6579 - Inv #62282 - dumpster for Riverfest 2004	6967.1 · RiverFest 2003	342.00-
URS Corporation	Project #20592171 - Inv #1300781 - on-site meetings to discuss drainag...	2063.1 · Escrow - Scott ...	3,033.26-
Garage electric	Acct # 2096 5479 9995 - Garage	6420.1 · Electric	71.77-
Staples	office supplies; film for special events	-SPLIT-	441.19-
Baynes, Keith A.	research issue regarding voting to fill vacancy; review URS proposal	6310.1 · Legal Counsel	200.00-
M.R. Props	Inv #42714 - repair merry-go-round - Fair Green Park	6740.1 · P&R Miscellan...	845.00-
Waste Management	Acct #275-0049441-0276-5 - Inv #1580674-0276-4 - trash removal - Se...	6651.1 · Trash Collection	3,465.44-
Teate, Jeff	deposit - balloon sculptures - Halloween parade & party	6963.1 · Halloween Party	75.00-
Benjamin Lumber Co., I...	Acct #1186 - inv #352110 - lumber & items to repair post office door	6410.1 · Repairs	38.88-
AT&T	Acct #8014-058-9492 - Inv #6392609650 - long distance	6440.1 · Telephone	8.34-
Total 1010.1 · Cash-General Checking			20,560.27-
Total 1000.1 · General Fund Cash Accounts			20,560.27-
<b>1000.2 · Utility Fund Cash Accounts</b>			

10/12/04

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
<b>1010.2 - Cash - Utility Checking</b>			
Atlantic Coast Laborator...	Inv #108761 - lab fees	7121.2 - Laboratory Tes...	16.00-
Maryland Rural Develop...	3rd qtr '04 (July - Sep 2004)	6330.1 - Administration	3,133.50-
Verizon	Acct #000017860572 14Y - telephone - water tower	7132.2 - Telephone	40.18-
Miller Environmental, Inc.	Inv #10100408 - water sys op charges - Oct '04	7120.2 - Contract Opera...	2,138.36-
Best Electric, Inc.	Inv #2776 - repair loose connection at telemetry relay - well #2	7756.2 - Other Repairs	170.00-
Sta 1 electric	2096 3069 9996 - Sta 1 electric	6531.2 - Station #1	135.50-
Lift Station electric	2096 4139 9990 Lift station electric	6534.2 - Lift Station	11.62-
Verizon Wireless	Acct #202583968-00001 - Inv #1012935631 - (2) cell phones	7132.2 - Telephone	82.67-
Rt 7 electric	2096 9259 9993 - Rt 7 electric	6533.2 - Station RT. #7	40.26-
Well 1 Electric	2096 5499 9991 Well 1 electric	7131.2 - Electric	502.31-
Well 3 Electric	2096 5769 9994 Well 3 electric	7131.2 - Electric	99.12-
Water Tank Electric	2096 5489 9993 - Water tank electric	7131.2 - Electric	75.82-
Sta 3 electric	2096 4739 9994 - Sta 3	6532.2 - Station #3	58.43-
Atlantic Coast Laborator...	Inv #109270 - monthly lab testing & yearly nitrate and lead & copper testi...	7121.2 - Laboratory Tes...	123.00-
Total 1010.2 - Cash - Utility Checking			6,626.77-
Total 1000.2 - Utility Fund Cash Accounts			6,626.77-
<b>1000.3 - Special Fund Cash Accounts</b>			
<b>1005.3 - New-Checking-Special (Special checking County)</b>			
URS Corporation	Project #20705321 - Inv #1300477 - Veterans Park drainage plan - atten...	6300.3 - Streets	527.50-
Kunkle Service Co.	Acct #36904 - Inv #373366 - post & terminal cleaner; Inv #373579 - oil - ...	-SPLIT-	44.68-
Street Lighting	2055 3529 9973 - street lighting	6010.3 - Street Lights	742.67-
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #80231 - oil; M8 collar for chainsaw; Inv #520685 - va...	-SPLIT-	2,566.68-
The Main Place	Inv #1003 - gasoline - Jul & Aug '04	-SPLIT-	473.67-
Total 1005.3 - New-Checking-Special (Special checking County)			4,355.20-
Total 1000.3 - Special Fund Cash Accounts			4,355.20-
<b>TOTAL</b>			<b>31,542.24-</b>

**TOWN MEETING OF SEPTEMBER 14, 2004**  
**MINUTES**

The September 14, 2004 meeting of the Town Commissioners of Charlestown was called to order by Vice President Steven Vandervort at 6:30 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 August 24, 2004 meeting. Commissioner Price stated the minutes should include a sentence that the Board had asked Mr. McMullen to develop all possible grave sites in the cemetery. Commissioner Gell so amended his motion, seconded by Commissioner Price. The motion passed 3-0.

Miller Environmental, Inc. – Monthly Report – Robert Corn, of Miller Environmental, Inc. (MEI), presented the August 2004 monthly water system operations report to the Board.

Administrator's Report – Mr. Hearne stated Senator Mikulski's office helped schedule a Small Business Administration meeting and several residents were able to take advantage of that. He further stated there was nothing new on Fair Green Park. Mr. Hearne stated he talked to John Curtis, from the County, about Scott Gardens and he said they wanted to have a further meeting with Barry Andrews regarding the storm water management issues. After discussion, Mr. Hearne said Chris Rogers, of URS, had stated some of the corrections Barry Andrews were to make in Scott Gardens Phase I had already been started, even though they were supposed to send the documents first to URS, so Mr. Rogers was going to send someone out to inspect. Mr. Hearne stated the part-time seasonal maintenance worker position was advertised and posted, applications were received, reviewed and interviews were held. He recommended Jeffrey Light be offered the position. After much discussion about the hiring process, Commissioner Price made a motion to hire Jeffrey Light, seconded by Commissioner Gell. The motion passed 3-0. Mr. Hearne stated he needed to do further review on employee insurance and the utility bills went out the week of August 16<sup>th</sup>. After much discussion on contracting town services, Mr. Hearne stated on the shoreline erosion project Mr. Ayella, after talking to Mr. Huang, indicated the Town would need to do on-site grass replanting at a 2:1 ratio or, if not possible, off-site replanting at a 4:1 ratio. He further stated he had tried but hasn't yet been able to speak with John Roop, of the Army Corps. Of Engineers, who did have a problem with the project. When asked by Commissioner Gell, Mr. Hearne stated once Mr. Roop was satisfied and Mr. Ayella issued the permit, Mr. Huang could put the bid packets together but he had the feeling Mr. Ayella was going to want to hold a public hearing because of the letters he received. After discussion, Mr. Hearne stated he would try to contact Mr. Roop again. Mr. Hearne stated Hudson Benson, the potential buyer of Pat's Marina, had agreed to pay the cost up to \$500 for Keith Baynes, the Town's attorney, to research the question on Lee's Marina's lease of parcel 2 and, then, the Town received an e-mail from Mr. Benson stating he had no further interest in having Mr. Baynes review the matter. Commissioner Vandervort stated the Town had now received a letter from Leonard Newswanger, of Pat's Marina, asking for the same thing but didn't indicate he would pay for the review. After discussion, Commissioner Vandervort mentioned to Mr. Newswanger that Mr. Benson had requested a review of the lease issue and then withdrew his request and asked Mr. Newswanger, due to his request, would be willing to pay for such review and Mr. Newswanger stated he would. Mr. Hearne stated he would contact Mr. Baynes. Mr. Hearne stated he had attended a meeting last Wednesday on collection of the Bay Restoration Fee and, beginning in January, he believed the Town would need to collect this but wanted to check with Pam Howard, the County Treasurer, first. He further stated he had submitted the request under the BIG grant. Commissioner Gell asked Mr. Hearne to follow Commissioner Price's list given at the last meeting when giving his report because some of those he hadn't covered yet. He further asked and the Board discussed repairs to the playground.

Maintenance Report – Benedict Suppa, one of the Town's maintenance workers, stated Best Electric was contacted and they were supposed to be here this week to work on the light above the post office door.

Commissioner Gell asked about the light at the comfort station and Mr. Suppa stated the light fixture blew off, they have and will put it back up. He further said the post office fascia and gutters need to be done and should get to that this week. Mr. Suppa stated they needed to get the diamondtex for the ballfield, the cones they requested had been ordered but were not in yet. Mr. Suppa stated they had cleaned up the beach areas at Veterans Park and the stone wharf twice, once before and once after that extremely high tide they had. He said they had trimmed the trees overhanging the parking lot at the ballfield. He stated they had purchased the extended chainsaw and the bagger. Commissioner Vandervort asked about the road damage report. Mr. Suppa stated they had a list of the road areas and a map of where the areas were but nobody had contacted them. After discussion, Commissioner Vandervort stated he would call Mr. deLorimier, of URS, and have him meet with them. Mr. Suppa stated somebody backed into the Town truck and damaged the auger for the salt/sand spreader. Commissioner Vandervort stated they should take it up to Bayshore Ford and have them deal with it. Mr. Suppa stated Master Plumbers came and put a vent on the urinal in the men's bathroom and it works now. Commissioner Vandervort asked if they could look at the fountain in Fair Green Park. Mr. Suppa stated they could and they were coming to look at the outside frost-free spigot at the comfort station. Commissioner Gell stated he had asked for a work order to be done to repair or replace the chains for the swings. He also asked about the replacement of the footbridge. After discussion, Mr. Suppa stated he had 5 work orders to do but would be getting to the footbridge shortly. He further stated they had to stop digging in the ditch at Louisa Lane because there are wires running parallel in the ditch. Mr. Suppa stated Mrs. Morgan was going to contact Miss Utility to have the wires marked. Mr. Suppa stated someone had taken down a tree in Cather Heights and there are about 6 loads of limbs, etc. and that takes away from other things that could be done. Commissioner Vandervort stated he dealt with a similar situation at the Paca House right before Riverfest by asking them to load the limbs on the Town truck and the Town would haul. He stated he didn't want someone to have a 4x4 piece of drywall and the Town tell them they couldn't take it because it was construction debris but, at the same time, if someone tears down a garage, we're not going to haul it away. After discussion, Commissioner Vandervort stated he would volunteer to go down and tell the property owner that the Town would haul it away if the property owner would load the truck.

Cecil County Sheriff's Office – Monthly Report – Mr. Hearne asked if Sgt. Schmidt was supposed to be here for the monthly report or was he just to mail it. Commissioner Vandervort stated he wanted him here because it was good to get the feedback from him on problems reported to him and residents could report their concerns directly to him.

#### PENDING BUSINESS

AT&T Agreement – New Amendment – Commissioner Vandervort stated AT&T had sent a new letter with a selection of proposed options to amend the current lease. After discussion, Commissioner Vandervort stated, reviewing this letter, he felt the lease we had was the best option for the Town. Commissioner Gell stated at the last meeting, the Board had asked for Mr. Baynes to review it and provide his opinion. Mr. Hearne stated he had contacted the County and the other towns and Elkton was the only town that had a lease with AT&T and they had not received anything from AT&T. After discussion, the Board agreed to still seek Mr. Baynes' advice.

FY2005 DNR Community Parks & Playgrounds Program (CP&PP) Grants – Mr. Hearne stated the grant would fund park open space, development or redevelopment of parkland, park equipment. He further stated he would need any proposals quickly as the grant application needed to be submitted by October 1, 2004. Commissioner Gell asked if the Town could submit for park equipment for the Trinity Woods park. Mr. Hearne stated it could be for that but he wanted to check with Marketa Walker, of DNR, to see if we could submit to do something about the erosion at the stone wharf. Commissioner Price stated it would be nice to improve the property at the stone wharf by installing a retaining wall and then a walkway with benches. After discussion, Mr. Hearne stated he could submit it that way.

## NEW BUSINESS

Commission Openings – Commissioner Vandervort stated Judy Newsome and Joan Upperco, currently on the Election Board, have submitted letters and are interested in serving another term. He further stated Virginia Slater was not interested in another term. When asked by Commissioner Gell, Commissioner Vandervort stated there were three openings and had two applicants. After discussion, the Board decided they still wanted to interview Mrs. Newsome and Mrs. Upperco. The Board also decided to re-advertise the third opening on the Election Board. Commissioner Gell asked if the Board wanted to interview them on their own or together as a Board. Commissioner Vandervort stated if they wanted to interview, it should be done as a Board. After brief discussion, the Board decided to schedule the interviews for the Election Board and the Board of Appeals for Tuesday, September 28<sup>th</sup> before the Town meeting. Commissioner Vandervort asked if there was an alternate for the Election Board. Mr. Hearne stated there wasn't and the Board had never appointed an alternate for the Board of Appeals. After discussion, Commissioner Vandervort stated if two people were interested in the Election Board opening, maybe the Board could appoint one as an alternate.

Charlestown Fire Company – Request for Donation – After discussion, Commissioner Gell made a motion to make the annual donation of \$1600 to the fire company, seconded by Commissioner Price. The motion passed 3-0.

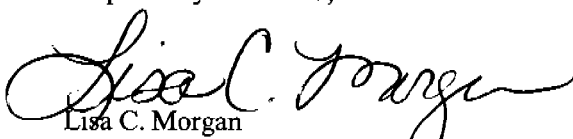
Commissioner Price stated the tree planting committee, helped by the County and State, will be beginning their tree inventory in October and one of the things they will need would be town maps. Mr. Hearne stated Mrs. Morgan had just gotten new town maps from State Highway. Commissioner Price stated a report was done by the Strategic Planning Committee and then-President Doss had suggested having the committee doing a public presentation of the report so the Town received public feedback about it. After discussion, Commissioner Vandervort stated it should be advertised and put out in the newsletters, etc. and suggested the first meeting in November. Mr. Hearne stated he would also like to include something in the newsletters about the Bay Restoration tax of \$2.50 a month that the Town would need to start collecting in January. After some discussion, the Board decided to have the presentation at the November 9<sup>th</sup> meeting at the firehouse.

Commissioner Price also stated he had written to Congressman Gilchrest about a new post office for Charlestown. He further stated he had gotten a noncommittal letter but believed the Town needed to keep this issue up because the post office was out of boxes at this point. After discussion, the Board took no action at this time.

Accounts Payable - Mr. Hearne stated Commissioner Sheets had asked to be reimbursed \$334.20 for toys purchased for the children's games at Riverfest. Commissioner Gell made a motion to approve the reimbursement, seconded by Commissioner Price. The motion passed 3-0. Mr. Burden stated all the bulbs except 3 are burnt out on the town pier. Commissioner Price asked Mr. Hearne to mention to the maintenance workers to get the lowest wattage bulbs for the pier. Commissioner Gell made a motion to pay the bills, seconded by Commissioner Price. The motion passed 3-0.

As there was no further business to be discussed, Commissioner Vandervort adjourned the meeting at 9:22 p.m.

Respectfully submitted,

  
Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF SEPTEMBER 14, 2004**  
**AGENDA**

**6:30 P.M.**

1. Minutes
2. Accounts Payable
3. Administrator's Report
4. Maintenance Report
5. Miller Environmental, Inc. – Monthly Report
6. Cecil County Sheriff's Office – Monthly Report
7. Darlene McCall/Wayne Halsey/Colonial Charlestown – Cecil Roundtable
8. Leonard Newswanger/Pat's Marina – lease of parcel 2
9. Ray Patterson – Scott Gardens problems

**PENDING BUSINESS**

10. AT&T Agreement – New Amendment
11. FY2005 DNR Community Parks & Playgrounds Program (CP&PP) Grants

**NEW BUSINESS**

12. Commission Openings  
    Election Board  
        Letters – Judy Newsome  
            Joan Upperco  
    Board of Appeals  
        Letter – Edgar McMullen
13. Charlestown Fire Company – Request for Donation



ROSTER

CHARLESTOWN TOWN MEETING

DATE: 9/14/2004 TIME: 6:30 PM

Alan Bowen

Ben & Sue Suppa

Mike M. Muller

Sandra Williams

09/14/04

# 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>			
URS Corporation	Project #20592168 - Inv #1233821 - surface course inspection; coordina...	2055.1 - Security Dep-T...	1,699.20-
Best Cleaning Services, ...	Inv #20452 - (2) cleanings - Town Hall	6450.1 - Maintenance	70.00-
Staples	office supplies; colored paper & card stock for Riverfest	-SPLIT-	283.45-
Town House Electric	Acct #2056 2019 9989 - Town House electric	6420.1 - Electric	52.50-
Flagpole Lighting	2105 5729 9992 - flagpole	6420.1 - Electric	79.09-
Comfort Station Electric	2096 4129 9992 - comfort station	6420.1 - Electric	23.70-
Connectiv	Acct #2096 3159 9997 - Town Hall	6420.1 - Electric	286.61-
Town Pier Electric	2056 2019 9997 - town pier	6985.1 - Electric	13.31-
Good Time Attractions	Acct #519-331-00 - Inv #955081 - prizes for children's games - Riverfest...	6967.1 - RiverFest 2003	232.12-
URS Corporation	Project #20705324 - Inv #1183172 - Sadler subdiv. - review variance ap...	6341.1 - Engineering Se...	315.72-
URS Corporation	Project #20605326 - Inv #1257044 - Cottages - prepare ltr to contractor ...	6341.1 - Engineering Se...	126.00-
Best Cleaning Services, ...	Inv #20892 - (2) cleanings - Town Hall	6450.1 - Maintenance	70.00-
Geiger Services	Inv #H269044 - install 6 gal hot water heater - Town Hall	6410.1 - Repairs	489.00-
Thomas Wright Consulti...	Inv #4005 - ntebk computer not printing to either network printers; reboot...	6260.1 - Office Equipm...	75.00-
B&B Excavating	regrading Veterans Park - sanding/mulching/hauling sand/grading	6712.1 - Veterans Park	9,500.00-
URS Corporation	Project #20592171 - Inv #1233822 - Scott Gardens - review sign issues ...	6341.1 - Engineering Se...	2,581.58-
URS Corporation	Project #20605321 - Inv #1233869 - Principio Business park - mtg w/ de...	6341.1 - Engineering Se...	1,261.50-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 07/24/04 - 08/20/04	6920.1 - Police Protection	106.34-
Sheriff's Patrol	Charlestown patrol - period of 07/24/04 - 08/20/04	6920.1 - Police Protection	3,092.12-
Garage electric	Acct # 2096 5479 9995 - Garage	6420.1 - Electric	62.97-
Waste Management	Acct #275-0049441-0276-5 - Inv #1558734-0276-4 - trash removal - Au...	6651.1 - Trash Collection	3,465.44-
Good Time Attractions	Acc #519-331-00 - Inv #969821 - (6) pks finger puppets - Riverfest 2004	6967.1 - RiverFest 2003	19.44-
Chesapeake Publishing ...	Acct #104333 - ad to chg Commissioners mtg time; ad - spec'l p&z mtg; ...	-SPLIT-	274.08-
Chesapeake Publishing ...	Acct #7228569 - ad - classified ad - seasonal worker position	6215.1 - Advertising	230.40-
Master Plumbing, Inc.	Inv #13622 - vent urinal - comfort station	6410.1 - Repairs	175.00-
Durange, Thomas	gas for generators - Riverfest 2004	6967.1 - RiverFest 2003	29.00-
McIntyre, Catherine	reimburse for sign materials & prizes - Riverfest 2004	6967.1 - RiverFest 2003	190.82-
AT&T	Acct #8014-058-9492 - Inv #6392605924 - long-distance - town Hall	6440.1 - Telephone	10.06-
Pitney-Bowes Inc	postage	6220.1 - Office Supplies	200.00-
Ace Hardware	Acct #220358 - Inv #110806 - bulb; yard fogger; bowl brush; bags; bleac...	-SPLIT-	121.53-
landfill	Acct #1043 - landfill charges- Aug '04	6652.1 - Landfill	128.62-
Harford Sanitation Servi...	Acct #RO605504 - dumpsters - July 12 flooding	6651.1 - Trash Collection	1,085.36-
B.B. Martin Outdoor Adv...	(1) digital bleed poster plus shipping - Riverfest 2004	6967.1 - RiverFest 2003	157.06-
Morris Press Cookbooks	Acct #59186 - Inv #IN000023826 - (220) cookbooks	6967.1 - RiverFest 2003	868.83-
Total 1010.1 - Cash-General Checking			27,375.85-

# Town of Charlestown

## Accounts Payable Bills

09/14/04

Name	Memo	Split	Amount
Total 1000.1 · General Fund Cash Accounts			27,375.85-
<b>1000.2 · Utility Fund Cash Accounts</b>			
<b>1010.2 · Cash - Utility Checking</b>			
Well 3 Electric	2096 5769 9994 Well 3 electric	7131.2 · Electric	33.55-
Well 1 Electric	2096 5499 9991 Well 1 electric	7131.2 · Electric	530.61-
Water Tank Electric	2096 5489 9993 - Water tank electric	7131.2 · Electric	84.05-
Sta 3 electric	2096 4739 9994 - Sta 3	6532.2 · Station #3	108.01-
Total 1010.2 · Cash - Utility Checking			756.22-
Total 1000.2 · Utility Fund Cash Accounts			756.22-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
Street Lighting	2055 3529 9973 - street lighting		735.58-
Burke Equipment Co.	Acct #40769 - Inv #039382 - oil & air filters - Kubota; Inv #039383 - oil; fl...	6010.3 · Street Lights -SPLIT-	73.97-
Total 1005.3 · New-Checking-Special (Special checking County)			809.55-
Total 1000.3 · Special Fund Cash Accounts			809.55-
<b>TOTAL</b>			<b>28,941.62-</b>

**TOWN MEETING OF AUGUST 24, 2004  
MINUTES**

The August 24, 2004 meeting of the Town Commissioners of Charlestown was called to order by Vice President Steven W. Vandervort at 6:30 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 Price made a motion to approve the minutes of the August 10, 2004 meeting, seconded by Commissioner Gell. The motion passed 3-0.

Accounts Payable – After correcting the amount of Miller's Environmental's bill for the additional soda ash used last year, Commissioner Price made a motion to pay the bills, seconded by Commissioner Gell. The motion passed 3-0.

Resignation of Michael Doss – Commissioner Vandervort read the resignation letter of Commissioner Doss into the minutes (see copy attached). Commissioner Price made a motion to accept Commissioner Doss' resignation effective August 16, 2004, seconded by Commissioner Gell. The motion passed 3-0. The Board decided to advertise the vacancy for anyone interested in completing Mr. Doss' term could apply. The Board also decided to order a plaque for Mr. Doss.

Thomas Brittingham/Lee's Marina & Hudson Benson – Sub-lease of land at Caroline St. – Mr. Hearne mentioned Mr. Benson was interested in potentially purchasing Pat's Marina. After much discussion, the Board asked Mr. Benson to have his attorney to draw the legal documents that would give the Town's approval so J.P. Lee, Inc. could sub-lease parcel #2 mentioned in Lee's lease, which included the boat ramp at the end of Caroline St. to whatever entity Mr. Benson establishes and also a legal document that would ensure he would have first option to lease parcel #2 directly from the Town if, for any reason, J.P. Lee, Inc. was sold or went bankrupt, etc.

Pauline Bryant – Cemetery – The Board discussed the lack of burial lots available in the town cemetery with Pauline Bryant, an audience member, and Edgar McMullen, the cemetery caretaker. The Board decided to have Mr. McMullen develop all possible lots.

Charlestown Elementary School – Request for Donation – Mr. Hearne stated Michelle Privett, president of the Charlestown Elementary School P.T.A., could not be here tonight due to a family emergency. Commissioner Gell made a motion to donate \$1,000 to the Charlestown Elementary School P.T.A., seconded by Commissioner Price. The motion passed 3-0.

**PENDING BUSINESS**

AT&T Agreement – Amendment – Commissioner Gell stated the amendment was offering to given a year's notice of termination and a year's rent upon termination in exchange with a reduction in the yearly rent. After more discussion, the Board asked Mr. Hearne to have Keith Baynes, the Town's attorney, look at the suggested amendment and, also, contact the County and other towns that might have an agreement with AT&T to see if they had received the same.

URS – Storm Water Management Proposal – Mr. Hearne stated in order for the Town to have someone other than the County do our storm water management, the Town would need a new ordinance that would need to be approved by the Maryland Department of The Environment (MDE) as being in compliance with their 2000 Maryland Storm Water Design Manual. After discussion, Commissioner Vandervort stated the Town would need to enforce, just as it did now. David Athey, of URS, the Town's engineers, stated by doing a new ordinance to tighten the whole program up and by having more supervision on these projects, issues and violations could be followed up promptly. After much discussion, Mr. Athey stated in other municipalities, the developer pays the inspection costs, it's a past through expense. After more discussion, Commissioner Vandervort stated URS' proposal was on a time and material basis for the development of a storm water management ordinance and coordination of it with MDE but they recommended the Town budget approximately \$2000 to cover these costs. After more discussion,

Commissioner Gell made a motion to accept URS' proposal, seconded by Commissioner Price. The motion passed 3-0.

URS – Storm Water Management Report – Commissioner Vandervort stated a survey was done by URS years ago at the Town's request and the Town had asked them to update that and provide a report. After Mr. Athey briefly summarized the report, he stated they had 4 recommendations: first, to have those clogged inlets that they couldn't inventory be cleaned out so they can finish their inventory. An audience member stated a property on the corner of Chesapeake Road and Cecil Street had leveled off his driveway and filled up the ditch with stone causing water to pool on his neighbors' property because the ditch was clogged. After more discussion, Mr. Athey continued stating the second recommendation was there were some structural problems, resetting bricks, etc., that need to be repaired now and looked at and, if need be, repaired on an annual basis. Commissioner Vandervort stated URS had a comprehensive list with their first recommendation on which need to be cleaned out. After more discussion, Commissioner Price stated the Board needed to recognize this is a complicated issue because there are roads that don't have crowns on them and you don't want to tear up roads before they need to be re-paved just to put crowns on them but once a road is redone, that would affect the drainage. Commissioner Vandervort stated Ben Suppa, one of the Town's maintenance workers, inventoried which streets he felt needed to be redone and Mr. deLorimier, of URS, said he would meet with Mr. Suppa and review the inventory. He asked Mr. Athey if he would let Mr. deLorimier know he could meet with Mr. Suppa any time. Commissioner Price stated once all this work was done, the Town would have a complete and accurate map of the drainage system. Commissioner Price stated this was a small part of the problem because there was development going on on the other side of Route 7 which was uphill from here and that had to be considered. After more discussion, Commissioner Vandervort stated we had a new design for Veterans Park and the contractor stated he could do the work any time and was to meet with me tomorrow at noon. An audience member asked about getting the footbridge repaired. Commissioner Price stated Mr. Suppa said they would replace it but he hasn't gotten to it yet. After brief discussion, Commissioner Vandervort stated he would look at it and if it couldn't be done before Riverfest, would have it blocked off. Commissioner Gell asked if the Town needed to take any action in response to URS' letter on the problems in the construction of Scott Gardens Phase I. After discussion, Mr. Hearne stated the County would work on the financial guarantee instrument that would need to be done for Scott Gardens. Commissioner Vandervort stated the swales and other problems would need to be corrected before they'll get approval for Phase II. After more discussion, Commissioner Vandervort stated they would submit the revised storm water management plan to the County. After more discussion, the Board agreed to have town maintenance work on getting the ditch all along Chesapeake Road cleaned out.

Riverfest – Road Closures – After reviewing the list of road closures, Commissioner Vandervort stated he would check with Mr. Suppa to make sure the Town had enough barriers. He further said he would have Mr. Suppa put barriers at the footbridge. Mr. Hearne stated Mr. Suppa had put up barrier tape but someone had removed it.

After discussion on drainage issues from the area of Mr. Gell's and Mr. Burden's properties, the Board, Commissioner Gell stated the State had a Transportation meeting scheduled for September 14<sup>th</sup> in Elkton.

Mrs. Boudart asked if the Town had determined what the status of the shoreline erosion project was. Mr. Hearne stated he had been checking but not all the agencies and individuals involved in the project have contacted him back. After more discussion, Commissioner Price stated he believed the Board had decided to stop the project at Tasker Lane. Mr. Hearne stated yes because he was advised by Mr. Casanova's office at MDE that the Town didn't want to lose the grant monies already authorized. After more discussion, Mr. Hearne stated the grant money for the original project was available, he needed to contact Mr. Huang to make sure the small re-design requested and then contact Mr. Ayella to see if he was satisfied and would issue the permit. After more discussion, Commissioner Vandervort stated he would be contacting these agencies to find out what the holdup or problems were in getting this to move forward.

Water/Sewer Connection Fees – Commissioner Vandervort stated the Board had discussed setting the in-town resident fee at \$3500 but didn't have a proposal for out-of-town. He further stated the Board wanted to find out what other towns were charging. Mr. Hearne stated the Town also had different charges for different size meters. After more discussion, Commissioner Vandervort suggested the Board table the matter until he gets the information from the County on the cost to build those 2 new pumping stations. After brief discussion, the Board decided to table this until Commissioner Vandervort had more information.

After more discussion, Commissioner Price stated Fireworks Productions had agreed to give a \$2500 discount on the fireworks for Riverfest so the cost would be \$7500.

FY2005 DNR Community Parks & Playgrounds Program (CP&PP) Grants – Mr. Hearne stated the Town just received this grant information yesterday and he wanted to contact Marketa Walker, of DNR, to check and see what would qualify under the program.

Commissioner Vandervort asked if B&B Excavating, who did the work at Veterans Park, would be doing the same work at Fairgreen Park. Mr. Hearne stated the Fair Green Park work hadn't been designed yet and won't be until the storm water management work at the front of the Town Hall. Commissioner Gell stated B&B Excavating was supposed to do the work in the front of Town Hall. Commissioner Price stated once URS knew where the drainage pipe runs from the Town Hall area under the playground, get it fixed, and then re-do the playground. Commissioner Vandervort stated the merry-go-round had been removed because it needed some welding repair.

Commissioner Gell stated Mr. Suppa had been asking for a grass catcher for the mower. He further stated Mr. Suppa also asked for an extended bar chainsaw. After brief discussion, the Board agreed Mr. Suppa should purchase the equipment.

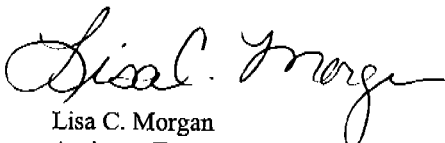
Commissioner Gell stated everyone should have gotten a copy of the Attorney General's opinion regarding those mini motorbikes. After discussion, Sgt. Schmidt stated the operator of a moped needed to have a valid driver's license of any class.

Commissioner Vandervort stated the Town had received a complaint from Judy Calvert and he had done a preliminary investigation and uncovered 1 issue that needed to be looked at and get some answers on. He further stated that part of her complaint was that Howard Hall had never corrected the violation he was cited on in February 2002. After discussion, Commissioner Vandervort stated he talked to Mr. Hall who insisted the violation had been taken care of. He further said he had Mr. Hearne contact County Permits & Inspection to re-inspect and, upon their re-inspection, the violation had been taken care of. Commissioner Gell asked if Mrs. Calvert had gotten a copy of this. Commissioner Vandervort stated she had not because he wanted to respond to Mrs. Calvert in writing to prevent miscommunication.

Commissioner Gell stated someone in Trinity Woods had written a letter of a French drain that was not installed in her residence by the builder. After much discussion, Mr. Hearne stated he believed she would have to go against the builder.

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

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF AUGUST 24, 2004**

**6:30 P.M.**

1. Minutes
2. Accounts Payable
3. Resignation of Michael Doss
4. Thomas Brittingham/Lee's Marina & Hudson Benson – Sub-lease of Land at Caroline St.
5. Pauline Bryant – Cemetery
6. Charlestown Elementary School – Request for Donation

**PENDING BUSINESS**

7. AT&T Agreement – Amendment
8. URS – Storm Water Management Proposal
9. Riverfest – Road Closures

**NEW BUSINESS**

10. Water/Sewer Connection Fees
11. FY2005 DNR Community Parks & Playgrounds Program (CP&PP) Grants

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 8/24/2004

TIME: 6:30 PM

Henry [unclear]

DAVID ATHEY - URS

Tom Brettingham LEES

Bob Bolero LEES

Pauline Bryant - Graves

Miss M. Muller

Steve Kraemer



# Town of Charlestown

## Accounts Payable Bills

08/23/04

Name	Memo	Split	Amount
<b>1000.1 - General Fund Cash Accounts</b>			
<b>1010.1 - Cash-General Checking</b>			
TriState Waste Solution...	Acct #6651 - Inv #56133 - dumpster - 1635 W Old Phila Rd - flood dama...	6651.1 - Trash Collection	74.00-
Sheriff's Patrol	Charlestown patrol - period of 06/26/04 - 07/23/04	6920.1 - Police Protection	3,361.00-
Sheriff's Patrol	gasoline for Charlestown patrol - period Of 06/26/04 - 07/23/04	6920.1 - Police Protection	144.63-
Thomas Wright Consulti...	Inv #3020 - fixed HPLJ3300 Wireless printing issues & Quickbooks on 0...	6260.1 - Office Equipm...	150.00-
E.J. Sprague Co.	Inv #64390 - (2) cs paper towels - Riverfest 2004	6967.1 - RiverFest 2003	92.76-
Square One Electric Ser...	Acct #CCP001 - Inv #0201178 - repairs to pump - Rt 7 pump station - flo...	6510.2 - Operating expe...	881.00-
AT&T	Acct #8014-058-9492 - Inv #6392602277 - long distance	6440.1 - Telephone	11.63-
Wal*Mart	Acct #6032 2020 0054 7977 - late fee	6220.1 - Office Supplies	6.81-
Harford Sanitation Servi...	Acct #RO605504 - dumpsters provided to residents - flooding July 12, 2...	6651.1 - Trash Collection	4,346.48-
Harford Sanitation Servi...	Acct #RO604463 - dumpster - c-dock repairs	6983.1 - Maintenance, ...	195.80-
Gall's Inc.	Acct #0038216966 - Inv #5720918101013 - (1) metal tec 1400 weapons ...	6950.1 - President's Dis...	214.98-
Verizon	000017861803 96Y - telephone - Town Hall	6440.1 - Telephone	166.28-
Queen Bee's Honey Pots	Inv #1771 - (2) portable toilets - Sep '04	6740.1 - P&R Miscellan...	190.00-
Ace Hardware	Acct #220358 - Inv #109050 - (1) lock/cable combo; (1) 5/16" swivel - fla...	-SPLIT-	129.89-
TriState Waste Solution...	Acct #6651 - Inv #56290 - dumpster - 1635 W Old Phila Rd - flooding Jul...	6651.1 - Trash Collection	387.12-
Total 1010.1 - Cash-General Checking			10,352.38-
Total 1000.1 - General Fund Cash Accounts			10,352.38-
<b>1000.2 - Utility Fund Cash Accounts</b>			
<b>1010.2 - Cash - Utility Checking</b>			
Miller Environmental, Inc.	Inv #10090407 - water sys op charges - Sep '04	7120.2 - Contract Opera...	2,138.36-
Verizon	Acct #000017860572 14Y - telephone water tower	7132.2 - Telephone	41.34-
Miller Environmental, Inc.	additional soda ash usage - CY 2003-2004	7120.2 - Contract Opera...	3,006.51-
Total 1010.2 - Cash - Utility Checking			5,186.21-
Total 1000.2 - Utility Fund Cash Accounts			5,186.21-
<b>1000.3 - Special Fund Cash Accounts</b>			
<b>1005.3 - New-Checking-Special (Special checking County)</b>			
Ace Hardware	Acct #220358 - Inv #109918 - (7) bags general purpose cement - street ...	-SPLIT-	79.31-
Kunkle Service Co.	Acct #36904 - Inv #348987 - hydro-clear 20" wiper blades - town trucks; ...	-SPLIT-	238.19-
Allstate Sign & Plaque C...	Acct #32470 - Inv #84373 - (2) loading zone signs	6410.3 - Road Signs	49.42-
Total 1005.3 - New-Checking-Special (Special checking County)			366.92-
Total 1000.3 - Special Fund Cash Accounts			366.92-

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

08/23/04

Name	Memo	Split	Amount
TOTAL			<u>15,905.51-</u>

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

The August 10, 2004 meeting of the Town Commissioners of Charlestown was called to order by Vice President Steven W. Vandervort at 6:30 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 – After asking his name to be corrected and having “or” changed to “and” on another page, Commissioner Price made a motion to approve the minutes of the July 27, 2004 meeting, seconded by Commissioner Gell. The motion passed 3-0.

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

Miller Environmental, Inc. – Monthly Report – Robert Corn, of Miller Environmental, Inc. (MEI), presented the July 2004 monthly water system operations report. He mentioned they had investigated a reported leak at Frederick and Calvert Streets and found water leaking from under Rt. 267 at Frederick and Bladen Streets. He further stated it was such a small leak that he recommended they monitor it daily until such time the leak became more significant before digging up the State highway.

Administrator’s Report – Mr. Hearne stated Congressman Gilchrest’s office is looking at potential causes of the flooding and funding for a comprehensive flood management study. He further stated arrangements were made, with assistance from Senator Mikulski’s office, for a Small Business Administration (SBA) disaster loan workshop to be held on Monday, August 16<sup>th</sup> from noon to 7 p.m. at the firehouse for residents who experienced flooding to talk with the SBA about low interest loans. Mr. Hearne stated he would check with Mrs. Morgan that this information gets to the residents. He stated the Board had agreed that residents would have access to the beach off Chesapeake Road until such time other ownership is proven. Mr. Hearne stated he and Commissioners Vandervort and Price had met with URS, various people from Cecil County and the Scott Garden developers to discuss the problems with Phase I and some re-design of Phase II. Mr. Hearne stated the part-time maintenance position had been advertised and posted with a deadline of August 19<sup>th</sup> at 2 p.m. He stated he had met with an insurance company representative regarding employee insurance and still needed to meet with another. He further stated utility bills were due out by the end of the week. Commissioner Gell asked about the status of the Town Hall drainage work. Mr. Hearne stated Jason, of B&B Excavating, was supposed to call Mrs. Morgan back tomorrow on scheduling. Commissioner Vandervort stated he had talked to URS regarding Veterans Park and they are supposed to have something to the Town in the next day or so. Mr. Hearne stated he and President Doss would be meeting with the Town employees on Friday to discuss personnel issues.

Maintenance Report – Ben Suppa stated the Town Hall’s outside light was fixed but needed an electrician to look at the light above the post office door. He stated they had put crusher run in the pothole at Cecil Street and took care of the pipe at Tasker Lane. Mr. Suppa stated several residents had cleaned up in the area of Chesapeake Road and the water and the Town hauled that debris away. Mr. Suppa stated they were to do the post office gutters and fascia next week. He

stated they had removed most of the stumps at the Boys & Girls Club and they will finish up with them. Mr. Suppa stated the Board had discussed the ballfield at the last meeting but didn't make a decision. Commissioner Vandervort made a motion for Mr. Suppa to get Diamondtex for the ballfield, seconded by Commissioner Price. The motion passed 3-0. Mr. Suppa stated they needed traffic cones as over the past several months many had been stolen. Mr. Hearne mentioned Mrs. Morgan had done a price list for signs and cones. After discussion, Mr. Suppa mentioned they were having trouble with their Walmart cards and the Kunkel account. Mr. Hearne stated he would talk to Mrs. Morgan about this. Mr. Suppa stated they needed to a major trimming of the trees at the ballfield parking lot and had planned to trim and rent a chipper for a day, which would save making trips to the landfill. After discussion, Commissioner Gell stated the trees at the entrance to c-dock and the boat ramp were rotten and needed to be taken down. Mr. Suppa stated he had a list of road repairs done. Commissioner Vandervort stated he needed to contact Tom deLorimier, of URS, about them but he was on vacation this week. Mr. Hearne stated he would schedule it with Mr. deLorimier. Commissioner Vandervort asked what the status of the ditch work on Louisa Lane between Bladen and Calvert Sts. Mr. Suppa stated he was supposed to meet with President Doss to make sure the work was being done correctly to solve the problem. Commissioner Vandervort asked Mr. Suppa to add that to the list of road repairs to be reviewed with Mr. deLorimier. Someone in audience asked about the footbridge. Mr. Suppa stated he recommended the Town replace it and, after discussion, Commissioner Vandervort made a motion to have Mr. Suppa replace the footbridge, seconded by Commissioner Price. The motion passed 3-0. Commissioner Gell asked Mr. Suppa what could be done to the post office door to make it more attractive. Mr. Suppa stated he would look at it. Mr. McMillan stated trash barrels at Chesapeake Road and the beach needed to be emptied. After discussion, Mr. Suppa stated he would make sure they were emptied.

Ursula & Prosper Boudart – Shoreline Erosion project – Mrs. Boudart asked what the status was on the shoreline erosion project. After more discussion, Mr. Hearne stated he would contact both Rick Ayella, of the Maryland Department of the Environment, and John Huang, the project engineer, to see where the project was at and what needed to be done next to move the project forward. After more discussion, Mr. Hearne stated he would talk to Dave Wilson, of the RC&D Council, about additional funding to extend the project past Tasker Lane. Mrs. Boudart asked if an answer would be gotten by the next meeting. Mr. Hearne stated he would try.

Sgt Schmidt/Cecil County Sheriff's Office – Monthly Report – Sgt. Ron Schmidt, of the Cecil County Sheriff's Office, presented the July 2004 monthly report. He further stated the National Night Out Against Crime event held on August 3<sup>rd</sup> went off well. Commissioner Gell stated the Town had received a letter from a resident in Trinity Woods and asked Mr. Hearne to send a reply based on the presented report. Mrs. Varady stated there was a lot of activity at the pavilion again. Sgt. Schmidt stated the deputies had warned individuals there after dark and would be addressing that problem again. Commissioner Gell asked if it was required to wear a helmet while riding scooters. After much discussion, Sgt. Schmidt stated the way the State traffic article was written, these motor scooters under 50cc's are not addressed. He further stated changes to the traffic article are usually done in October so there might be a change addressing them in October.

Jennifer Stanko – Storm water management issue – Mrs. Stanko asked when the ditch along Louisa Lane from Bladen Street to Calvert Street would be worked on. After discussion, Commissioner Price stated the Town was in the process of hiring an additional part-time worker

and Mr. Suppa was to meet with URS, the Town's engineers, so the work corrects the existing problem.

Karen Varady/Charlestown Fire Company – Karen Varady, of the Charlestown Fire Company, mentioned the fire company would like to do a "Fill the Boot" campaign with fire company members walking the streets during Riverfest. She stated she had received permission from both the fire company and the Riverfest Committee. After brief discussion, Commissioner Vandervort made a motion to allow the fire company to do so, seconded by Commissioner Price. The motion passed 3-0.

Raymond Cook – 1215 W. Old Philadelphia Rd. - Request for town water service – Raymond Cook stated his well was contaminated and had flooded. He was asking to connect to town water. After discussion, Commissioner Vandervort stated previous Boards had always thought, in the future, of providing water service at the out-of-town rate after they entered into an agreement with the Town to agree to annexation and, once all the residents out there had signed agreements, to annex them into town as a group. He further stated the Town was re-evaluating the hook-up fees. After discussion, Commissioner Vandervort stated the Board could consider setting new hook up fees at the next meeting.

(At this time, the recording on the tape stopped due to a malfunction of the tape recorder)

John Smith – Water Bill Abatement – After consideration, the Board decided to charge Mr. Smith either the 3<sup>rd</sup> quarter billing as read or the average of the prior last four billings, whichever was less.

Eric Wilson – Use of Ballfield – Mr. Wilson was requesting to use the ballfield again for soccer practice. After consideration, the Board approve the use of the ballfield subject to Mr. Wilson providing a copy of Cecil Soccer League's insurance certificate to the Town.

#### PENDING BUSINESS

8<sup>th</sup> Annual LGIT Agreement – After discussion, the Board approved the agreement.

AT&T Agreement – Amendment – After discussion, the Board decided to review the amendment for consideration at the next meeting.

URS – Storm Water Management Proposal – The Board decided to review the proposal for consideration at the next meeting.

Signs – After discussion, the Board decided Mr. Suppa was to order the signs he needed.

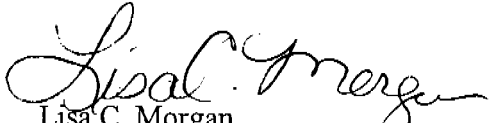
#### NEW BUSINESS

Riverfest – Fireworks/Road Closures/Use of Stocks – The Board approved fireworks for Riverfest and Commissioner Vandervort said he would work with Commissioner Sheets on the permit, etc. After brief discussion, the Board decided to wait until Commissioner Sheets provided a list of road closures needed for the event. After more discussion, the Board believed the Town owned the stocks and approved their use during Riverfest.

Jaspaul Bagri – After discussion, the Board approved making Mr. Bagri a full-time town maintenance employee.

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

Respectfully submitted,

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

Lisa C. Morgan

Assistant Town Administrator/Town Clerk

**MEETING OF AUGUST 10, 2004  
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. Administrator's Report
6. Maintenance Report
7. Prosper Boudart – Shoreline Erosion Project
8. John Smith – Water Bill Abatement
9. Eric Wilson – Use of Ballfield
10. Jennifer Stanko – Storm Water Management
11. Karen Varady/Charlestown Fire Co. – Fill the Boot Fundraiser

**PENDING BUSINESS**

12. 8<sup>th</sup> Annual LGIT Agreement
13. AT&T Agreement – Amendment
14. URS – Storm Water Management Proposal
15. Signs

**NEW BUSINESS**

16. Riverfest – Fireworks/Road Closures/Use of Stocks
17. Jaspaul Bagri – Full-time employment

ROSTER

CHARLESTOWN TOWN MEETING

DATE:

8/10/2004

TIME:

6:30 PM

Robert Coen MEI

Ben A Sup Supp

Judy Calout

Donny McMillan

John Stanko

Eric Wilson

Karen Varady

Sandra Williams

Joseph & Thula Boudart

~~Joseph & Thula Boudart~~

Roy Masure Lynet

Michael Varady



08/10/04

# 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>			
DeLissio, Karen	webpage update		
Conectiv	Acct #2096 3159 9997 - Town Hall	6219.1 · Other	175.00-
Garage electric	Acct # 2096 5479 9995 - Garage	6420.1 · Electric	276.36-
Comfort Station Electric	2096 4129 9992 - comfort station	6420.1 · Electric	64.82-
Flagpole Lighting	2105 5729 9992 - flagpole	6420.1 · Electric	22.90-
Town House Electric	Acct #2056 2019 9989 - Town House electric	6420.1 · Electric	76.90-
Town Pier Electric	2056 2019 9997 - town pier	6985.1 · Electric	35.19-
Baynes, Keith A.	provide opinion regarding hiring of part-time employee & changing time ...	-SPLIT-	16.41-
Terminix		6450.1 · Maintenance	175.00-
Maryland Rural Water A...	Inv #939 - membership dues - period of 08/01/04 - 07/31/05	6214.1 · Dues & Memb...	112.00-
Staples	office supplies; flash drives for commissioners; toner for copier & printer/...	-SPLIT-	200.00-
TriState Waste Solution...	Acct #4298 - Inv #52973 - dumpster at 60 Salv Cir - flooding 07/12/04	6651.1 · Trash Collection	866.02-
Chesapeake Publishing ...	ad - spec' P&Z Comm mtg 07/22/04; ad - location change of Town mtg ...	-SPLIT-	476.68-
E.J. Sprague Co.	Inv #64319 - (2) cases toilet paper	6967.1 · RiverFest 2003	80.56-
LazerBlazers.Com	Inv #1164 - (1) "no weapons beyond this point..." sign	6450.1 · Maintenance	152.54-
Radio Shack	Acct #00001903060981 - Inv #498239 - (1) cassette tape head cleaner	6220.1 · Office Supplies	19.45-
Waste Management	Acct #275-0049441-0276-5 - Inv #1525100-0276-8 - trash removal - Jul '...	6651.1 · Trash Collection	12.49-
Edwards, Mary Ellen	(7) hrs temp work @ 12.50/hour- 08/09/04	6340.1 · Temp Services	3,465.44-
URS Corporation	Project #20592171 - Inv #1183122 - Scott Gardens - finalize plan review...	2063.1 · Escrow - Scott ...	87.50-
Accountemps	Acct #02010-002595-000 - Inv #11556943 - temp workers w/e 07/30/04	6340.1 · Temp Services	752.06-
Cecil Co. Commissioners	mosquito spraying - 07/01; 07/07; 07/15; 07/23/04	6219.1 · Other	678.60-
landfill	1043 - landfill charges - Jul '04	6652.1 · Landfill	300.00-
Total 1010.1 · Cash-General Checking			8,214.68-
<b>1000.1 · General Fund Cash Accounts - Other</b>			
B&B Excavating		2005.3 · Accounts Paya...	26,279.00-
Total 1000.1 · General Fund Cash Accounts - Other			26,279.00-
Total 1000.1 · General Fund Cash Accounts			34,493.68-
<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	178.33-
Lift Station electric	2096 4139 9990 Lift station electric	6534.2 · Lift Station	15.53-
Rt 7 electric	2096 9259 9993 - Rt 7 electric	6533.2 · Station RT. #7	47.47-
Well 1 Electric	2096 5499 9991 Well 1 electric	7131.2 · Electric	567.88-
Well 3 Electric	2096 5769 9994 Well 3 electric	7131.2 · Electric	63.30-

08/10/04

# Town of Charlestown

## Accounts Payable Bills

Name	Memo	Split	Amount
Water Tank Electric	2096 5489 9993 - Water tank electric	7131.2 · Electric	78.18-
Verizon Wireless	Acct #202583968-00001 - Inv #0541073372 - (2) cell phones	7132.2 · Telephone	222.87-
Sta 3 electric	2096 4739 9994 - Sta 3	6532.2 · Station #3	123.49-
Best Electric, Inc.	Inv #2548 - replaced hour meters with new; Inv #2534 - replaced brake...	-SPLIT-	1,067.52-
Atlantic Coast Laborator...	Inv #108227 - lab fees	7121.2 · Laboratory Tes...	16.00-
Total 1010.2 · Cash - Utility Checking			2,380.57-
Total 1000.2 · Utility Fund Cash Accounts			2,380.57-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #78037 - oil & blades - JD mower; Inv #78231 - mowe...	-SPLIT-	366.92-
Maryland Materials Inc.	Acct #60503 - Inv #169728 - 45.64 tons crusher run - Louisa Lane Ext.	6300.3 · Streets	527.94-
Mendenhall's Garage	Inv #8182 - repairs to GMC truck	6024.3 · Truck Repair	223.94-
Gilbert Enterprises Inc.	gasoline - trucks - Jul '04	6026.3 · Gasoline - Truck	612.98-
American Home & Hard...	Acct #685600 - Inv #7722 - marking paint; heavy-duty trash bags	6420.3 · General Mainte...	31.61-
Street Lighting	2055 3529 9973 - street lighting	6010.3 · Street Lights	744.25-
Total 1005.3 · New-Checking-Special (Special checking County)			2,507.64-
Total 1000.3 · Special Fund Cash Accounts			2,507.64-
<b>TOTAL</b>			<b>39,381.89-</b>

TOWN MEETING OF JULY 27, 2004  
MINUTES

The July 27, 2004 meeting of the Town Commissioners of Charlestown was called to order by Vice President Steven W. Vandervort at 7:30pm. Other commissioners present were Treasurer Donna Sheets, Commissioner Robert Gell, and Commissioner G. Richard Price. Also present was Stanley W Hearne, Town Administrator. Audience attendance is attached hereto.

Jennifer Stanko - storm water management - Jennifer Stanko stated she knew the town was aware of the run-off problem on Louisa Lane. She stated they had dug ditches and filled in as much as they can and asked the Town to work on the remainder. When asked by Commissioner Vandervort, Mrs. Stanko stated the ditch across the street needed to be dug out and the pipe under Calvert Street needs to be cleaned out or it's not big enough to handle that amount of water. She further stated there is a standing water problem from Mr. Bott's house on down. After discussion, Commissioner Vandervort asked Benny Suppa, a town maintenance worker, to make this an urgent job to get fixed. After more discussion, Commissioner Sheets stated the Town needed to take care of this in the entire town rather than doing it piecemeal. After more discussion, Commissioner Price stated that this was not a problem that had happened overnight, it was a lack of maintenance for many years. After more discussion, Commissioner Vandervort asked if there was a due date in the study. Tom deLormier, of URS, stated he didn't have it tonight, and Mr. Hearne stated he thought Dave was almost done with it, that he just needed to know what format the Town wanted it presented in. Commissioner Vandervort stated the study would allow the Board to prioritize projects. Someone asked if repairing the road would also change the water run-off. After more discussion, Mr Suppa stated it takes 2 ½ days to do the grass cutting, then there is the recyclables. Mrs. Calvert stated that Mr Seth at 460 Chesapeake Road was wanting to know when anything would be done about the spring and directing it down through the ditches. After more discussion, Commissioner Gell stated URS was asked to look at that area because there's a problem all the way down Chesapeake Road to the river. Commissioner price stated there's two ways to approach it: one was to get the ditches cleared out, which is something the maintenance workers can get done, and two, the work that will involve pipe, tearing up roads, etc, and believes the Town was starting on that. He further stated that he was hearing that this is more than maintenance can handle.

Veteran's Park-Commissioner Vandervort stated the Town had just had drainage work done and the heavy rains damaged the area around the beach. He asked Mr. deLormier to take a look at the area and make some suggestions on re-doing the drainage. Mr. deLormier stated he was going to work with their engineer to come up with an alternative in dealing with that drainage. Commissioner Vandervort also stated the Town had storm water management complaints not only in the old part of town, but also in the new developments. Commissioner Vandervort stated the County Dept of Public Works currently services and inspects these matters for the Town, but they're answerable to the County Commissioners. Commissioner Vandervort stated recently he had looked into the Town having more control. Commissioner Vandervort stated the Town could have an engineering firm review these plans and the developers pay these costs, as they pay the County to do so now. After more discussion, Mr. deLormier stated the Town would need to pass a storm water management ordinance, which standards developers would need to follow, and it could be more strict but not less strict than what the County and State have now. Mr. Hearne stated the Town had deferred review to the County, but Mr. DeLormier stated he would be following the County ordinance then. Mr. deLormier suggested the Town have Mr. Rogers

review that ordinance because the Town had issues, particular to the Town, that might not be addressed by that ordinance. After discussion, Commissioner Vandervort made a motion seconded by Commissioner Price to have URS develop a list of steps the Town would need to take to change who would do the storm management review. Mr. Hearne said that Mr. Pampuch was supposed to send a sub-division check-list on what paperwork, permits, etc. he needed to have the developer submit and asked Mr. deLormier if he would have Mr. Pampuch send it.

Someone also stated there was a problem with Edgewater Avenue ever since the road over the railroad tracks was put in. Commissioner Vandervort asked the Board to vote on the motion he made. The motion passed 4-0. Someone stated the State had not been willing to do anything. Commissioner Vandervort stated it was again a maintenance issue.

MAINTENANCE REPORT-Mr Suppa distributed copies of his report to the Board. He stated they had dug the ditch out on the lower block of Louisa Lane, installed a pipe under Louisa Lane Extended so water doesn't run across the road any more, and installed street signs for Bennie Drive and Theresa Lane. He further stated he had the old truck in the shop for repairs, and had purchased 10 trash barrels. Commissioner Gell stated someone had asked about a trash barrel for Town Hall. Mr. Suppa stated they would need another decorative barrel for that. Commissioner Vandervort stated he would check on the cost of purchasing a couple more of those barrels. Mr. Suppa stated they had gotten the work order to install gutters, etc., in the back of the Post Office. Commissioner Vandervort stated that several of the items in the report were storm water related so they have been working on them. Mr. Suppa stated there had been an ongoing problem with toilets and sinks backing up at the comfort station and they rented a snake and cleared out what was blocking the pipes. Mr. Suppa stated they removed some of the tree stumps in the yard at the Boys & Girls Club as well as changing the locks and repairing a couple of screens inside. Mr. Suppa stated they had repaired the portions of Cecil Street, Caroline Street, and Louisa Lane Extended. Commissioner Sheets stated Mr. Thompson on Caroline Street mentioned they had done a great job. Commissioner Vandervort asked if he didn't have to mow grass could he get a lot more done. Mr. Suppa said he could because it takes 2-2 ½ days for recyclables & fit everything else in between. Commissioner Vandervort asked if Mr. Bott could work more hours. Commissioner Sheets stated Mr. Bott worked a maximum of 20 hours because of Social Security. Mr. Suppa stated they needed to get Diamondtex for the infield. Commissioner Gell asked about using that rubber product the State was urging use of. Commissioner Sheets stated that product was used for a playground, not an infield. Commissioner Vandervort stated the Board had considered using it when the playground was redone, but went with the wood chips because they were handicapped accessible and the rubber stuff was not., at least not at that time. He further asked Mr. Suppa about outstanding work orders because the Board had asked them to put more wood chips down. Mr. Suppa stated that was put on hold until the storm water management problem in the park was dealt with. Commissioner Vandervort asked when B & B Excavating was going to get that job done. Commissioner Gell stated their next job would be Town Hall but, as he understood it, the project only goes to the Post Office's back driveway. Mr. Hearne stated President Doss had contacted URS to go forward with engineering design for that area.

SHERIFF'S OFFICE-MONTHLY REPORT- Sgt Ron Schmidt, of the Cecil County Sheriff's Office, presented the June 2004 report. After discussion, Commissioner Gell asked how effective the radar units were. Sgt Schmidt stated they had good results, especially in school zones. He stated it gets peoples attention and they slow down because they're not sure if it's manned or unmanned. Mrs. Stanko stated there's been an ongoing problem with speeding on Louisa Lane

and also people going thru the stop signs at Calvert Street and Louisa Lane. After discussion, Commissioner Sheets said there were several faded stop signs that need to be replaced. Sgt Schmidt said he would inform the deputies of the problem. After more discussion, Commissioner Sheets asked who sets the speed limit for the roads in town. Commissioner Vandervort said if it's a state road, the state sets the speed, and if it's a town road, the Town sets it. Mrs. Sheets said the speed limit had changed from 15 mph to 25 mph in Charlestown Place. Mr. Suppa stated they hadn't replaced any speed limit signs, then Commissioner Vandervort said the town needed to get 15 mph signs and replace them.

JUDY CALVERT/HOLLOWAY BEACH-Commissioner Vandervort stated, as he mentioned just before the meeting, any one else intending to speak on this matter other than Mrs Calvert (who was on the agenda), needs to sign the list for Holloway Beach. Mrs Calvert stated that Commissioners Gell and Sheets are aware of damage done to the grave stones, flower pots, etc., in the cemetery. Mr. Suppa stated the grave stone knocked over had been done years ago. He stated Mr. Bott, who had been here for several years, stated that several were chipped years ago, and the maintenance workers were very cautious not to cause damage. Commissioner Vandervort stated Edgar McMullen has been in charge of the cemetery for a long time, so if there's some issue with that, he's like to see it come from Mr. McMullen. Mrs. Calvert stated she had a letter and a petition. She stated Howard Hall, before recusing himself, had stated at a Planning & Zoning Commission meeting, that he controlled the end of Chesapeake Road because he maintained it, and that's not true. After discussion, Mrs. Calvert stated the letter requested the removal of Mr. Hall from the Planning & Zoning Commission, and that the Town's ordinances be enforced fairly and properly to all. Commissioner Vandervort stated the letter was very non-specific, and who are "concerned Charlestown property owners", homeowners, and residents. Mrs. Calvert stated they were everyone who signed the petition. After being asked by Commissioner Price to explain the issue, Mrs. Calvert stated Mr. Hall called the law, sent his campers out to tell people they couldn't swim at the beach, can't come down past his house, past the end of the pavement, because they were trespassing because he owned between the pavement and the water. Mrs. Calvert said rumor was the Town was trying to give him the rights to that land. After listen to Mrs. Calvert's comments and comments from Christopher Capano, Harold Collins, Don McMillan, Betty Fryberger, Renee Sheets, Barbara Clark, Herman Seth, Michael Seth, Michael Neilly, Ben Suppa, and Janet Collins and discussion, Commissioner Gell drafted a resolution that, until it's proven otherwise, the area between the paved portion of Chesapeake Road and the water was open to the public. Mr. Hearne was to put the draft into resolution form for the Commissioners to sign.

Boys & Girls Club – Permission to Erect Sign – After discussion, the Board gave permission for the club to put up the sign subject to approval by the Historic District Commission.

Carolyn Riley – 231 Conestoga Street – Water/Sewer Disconnection – Carolyn Riley, of 231 Conestoga Street, requested that one of the two water and sewer connections to her property be discontinued. She stated that the existing structures had been razed and their plan was to build a single family dwelling on the lot. The Board agreed to discontinue one water and sewer billing to the property subject to a letter being sent and received back from Mr. & Mrs. Riley that stated they understood that once that water and sewer connection was discontinued, they would not be able to get it reconnected.

John Peterson – Water Bill Abatement – Flood Damage to Plumbing – John Peterson, of 1237 W. Old Philadelphia Rd., sent a letter requesting the Town to abate a portion of his quarterly bill

as his plumbing was damaged by the flooding on July 12<sup>th</sup> but he was not aware of this right of way because flood waters had entered his residence. After discussion, the Board agreed to calculate his bill based upon the average of his last 4 quarterly bills.

#### PENDING BUSINESS

Planning & Zoning Commission – Appointment – The Board agreed to appoint Joseph Letts to the Planning and Zoning Commission to complete Mr. Magness' vacated term.

State Highway Administration National Recreational Trails Grant – The Board decided not to apply because there was not adequate time to complete the application.

Copy & Facsimile Fees – The Board decided to keep the copying fee to \$0.25 per page but changed the faxing fees to \$2.00 for each set of six pages faxed.

Boat Ramp Closure – The Board decided to close the public boat ramp for Riverfest from Friday, September 10<sup>th</sup> at 6 p.m. to Monday, September 13<sup>th</sup> at 6 a.m. The Board wanted an ad put in the Cecil Whig and a sign posted at the boat ramp as soon as possible.

Christmas Lights Installation – After reviewing the two estimates received, the Board awarded the job to Shur Line Electric.

Re-grading Veterans Park – Flood Damage – After discussion, the Board decided not to do anything to Veterans Park until URS was able to re-engineer the project for that area.

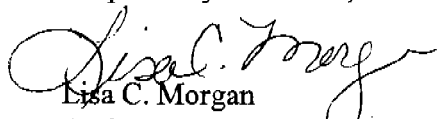
Ferrell Fuel Agreement – After discussion, the Board agreed to sign the contract with Ferrell Fuel.

(At this point, tape started recording again)

Department of Natural Resources Boating Infrastructure Program (BIG) Grants – Commissioner Vandervort stated this grant was for infrastructure or improvements thereto to accommodate transient slips for boats larger than 26 ft. After discussion, Mr. Hearne stated the Town had applied in the past but never successfully and, in talking to him, Mr. Ropp indicated it would be difficult for the Town to get because of the number of towns competing for funding. After more discussion, when asked, Commissioner Vandervort stated c-dock was owned by the Town but there were still more repairs needed to the dock. After more discussion, Commissioner Vandervort stated, during discussion of the budget, the Board understood the money from leasing c-dock for some time would be used to repair c-dock but once, repairs and maintenance are done, any excess lease monies would be available to the general fund.

After more discussion, Commissioner Gell made a motion to adjourn the meeting to go into executive session to discuss personnel matters, seconded by Commissioner Sheets. After more discussion, the motion passed 4-0. Commissioner Vandervort adjourned the meeting.

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

Speakers  
Charleston Town Meeting  
2/24/2004

P. 1 of 1

- ✓ 5 Muriel Junit
- ✓ Chris Lynn
- ✓ Donald Collins
- ✓ Deborah McMillen
- ✓ Betty Fryberger
- ✓ Genevieve Slatts
- ✓ Barbara Clark
- ✓ Lilia Wilson
- ✓ Michael Nealey
- ✓ Herman Scott
- ✓ Jimmy Clark
- ✓ Ben Suggs
- ✓ J. Collins
- ✓ Brenda Wilton

ROSTER

CHARLESTOWN TOWN MEETING

DATE: July 27, 2004

TIME: 1:30 PM

- JEN & GEORGE STANKO
- Rosalyn P. BOTT
- Lilia Wilson
- Ray Wilson
- Judy Cabot
- Al Thomas
- Anita Ellzey
- Palmer Shedd
- Barbara Clark
- Barbie Clark
- Trinity Clark
- Dorothy McMillan
- Harold S. Collins
- Dorman J. Beth
- Thomas B. Gatch
- Betty J. Hood
- Rebecca C. Phillippe
- Robert Phillippe
- Tom deLorimier
- Prosper & Ursula Boudart
- Sandra Williams



07/23/04

# 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>			
Local Government Insur...	Cust #LGIT-0028 Inv #P3757 FY2005 insurance coverage	-SPLIT-	6,417.00-
Maryland Municipal Lea...	Inv #5705 - annual membership dues	6214.1 - Dues & Memb...	862.93-
KM-T Enterprises - Bern...		6340.1 - Temp Services	72.00-
Oriental Trading	Acct #26336799 - Inv #590140885-01 - items for Halloween Parade & P...	6963.1 - Halloween Party	531.16-
Town House Electric	Acct #2056 2019 9999 - Town House electric	6420.1 - Electric	8.49-
Comfort Station Electric	2096 4129 9992 - comfort station	6420.1 - Electric	22.64-
Connectiv	Acct #2096 3159 9997 - Town Hall	6420.1 - Electric	230.94-
Town Pier Electric	2056 2019 9997 - town pier	6420.1 - Electric	18.65-
Flagpole Lighting	2105 5729 9992 - flagpole	6420.1 - Electric	76.79-
Garage electric	Acct # 2096 5479 9995 - Garage	6420.1 - Electric	44.70-
Thomas Wright Consulti...	Inv #3102 - removal of McAfee & fixing printer access	6260.1 - Office Equipm...	75.00-
Radio Shack	Acct #00001903060981 - Inv #493142 - (5) 3-pk cassette tapes	6220.1 - Office Supplies	37.80-
landfill	Acct #1043 - landfill charges - May '04 & Jun '04	-SPLIT-	260.93-
North East Florist, Inc.	Inv #144044 - funeral arrangement (McLaughlin)	6216.1 - Memorials	53.50-
Baynes, Keith A.	review & comment B&GC agreement; comment on contract award & rel...	-SPLIT-	250.00-
Sheriff's Patrol	gasoline for Charlestown patrol - period of 05/29/04 - 06/25/04	6920.1 - Police Protection	113.55-
Sheriff's Patrol	Charlestown Patrol - period of 05/29/04 - 06/25/04	6920.1 - Police Protection	2,840.05-
Waste Management	Acct #275-0049441-0276-5 - Inv #1497057-0276-4 - trash - Jun '04	6651.1 - Trash Collection	3,465.44-
Chesapeake Publishing ...	ads for P&Z Commission vacancy; ad for Bd of Appeals hearing	-SPLIT-	175.51-
Maryland Municipal Cler...	membership dues	6214.1 - Dues & Memb...	50.00-
AT&T	Acct #8014-058-9492 Inv #6392598567 - long distance	6440.1 - Telephone	4.34-
York Building Products	Acct #6241 - Inv #7420-01 - 3.54 tons concrete sand - bleachers at athle...	6740.1 - P&R Miscellan...	26.90-
Cecil County Chamber o...	Inv #10883 - 332 auction dinner - Commissioner Gell	6212.1 - Conference Ex...	60.00-
John Huang & Associat...	Inv #04008 - mtg; conduct site survey - shoreline erosion project	6704.1 - Shoreline Erosi...	681.50-
Cain, Douglas	file #04-66CR - legal consultation - DC Case #2K00029255 & 5K000292...	6310.1 - Legal Counsel	200.00-
Cecil Co. Commissioners	mosquito spraying - 06/24/04	6219.1 - Other	75.00-
Pitney-Bowes Inc	Acct #955-0184-86-5 Inv #784911 - (2) postage meter ribbons	6220.1 - Office Supplies	76.54-
Queen Bee's Honey Pots	Inv #1712 - (2) portable toilets - Aug '04	6740.1 - P&R Miscellan...	190.00-
Home Depot	Acct #6035322502508926 - Inv #91509334 - (2) emergency lights - town ...	6410.1 - Repairs	69.90-
Verizon	000017861803 96Y - telephone - town hall	6440.1 - Telephone	155.67-
Maryland State Highway...	(10) SHA maps - Town of Charlestown (Cecil Co.) including postage & ...	6220.1 - Office Supplies	24.50-
Pitney-Bowes Inc	Acct #1955-0184-86-5 - Inv #633521 - postage meter rental	6220.1 - Office Supplies	106.84-
International Institute of ...	membership dues	6214.1 - Dues & Memb...	125.00-
Central Printing & Office...	Inv #5771 - (2) self-inking stamps for building permits	6220.1 - Office Supplies	52.00-
Best Cleaning Services, ...	Inv #20791 - (2) cleanings - Town Hall	6450.1 - Maintenance	70.00-
Benjamin Lumber Co., I...	Acct #1186 - Inv #347084 - (12) keys - town house	6450.1 - Maintenance	12.00-
Ace Hardware	Inv #109467 - hardware for bleachers; Inv #109369 - screen & spline - to...	-SPLIT-	220.03-

# Town of Charlestown

## Accounts Payable Bills

07/23/04

Name	Memo	Split	Amount
Staples	Acct #797232000027426 - office supplies	6220.1 · Office Supplies	220.38-
URS Corporation	Project #20592168 - Inv #1183121 - Trinity Woods - observe proof roll &...	-SPLIT-	1,995.89-
URS Corporation	Project #20592171 - Inv #1183122 - Scott Gardens - site visit trailer loca...	-SPLIT-	1,254.56-
URS Corporation	Project #20605321 - Inv #1183135 - Principio Business Park - review sta...	-SPLIT-	225.00-
URS Corporation	Project #20605323 - Inv #1153074 - Tri-State annexation - review draft a...	6341.1 · Engineering Se...	990.00-
Total 1010.1 · Cash-General Checking			22,443.13-
Total 1000.1 · General Fund Cash Accounts			22,443.13-
<b>1000.2 · Utility Fund Cash Accounts</b>			
<b>1010.2 · Cash - Utility Checking</b>			
Paul's Utility Company	Inv #6792 - repair water main leak - Bladen St.	7756.2 · Other Repairs	2,010.00-
Miller Environmental, Inc.	Inv #10070405 - water sys ops charges - Jul '04Inv #10080406 - water s...	-SPLIT-	4,194.48-
Sta 3 electric	2096 4739 9994 - Sta 3	6532.2 · Station #3	88.12-
Lift Station electric	2096 4139 9990 Lift station electric	6534.2 · Lift Station	13.53-
Sta 1 electric	2096 3069 9996 - Sta 1 electric	6531.2 · Station #1	157.74-
Well 3 Electric	2096 5769 9994 Well 3 electric	7131.2 · Electric	159.11-
Well 1 Electric	2096 5499 9991 Well 1 electric	7131.2 · Electric	459.33-
Water Tank Electric	2096 5489 9993 - Water tank electric	7131.2 · Electric	72.25-
Rt 7 electric	2096 9259 9993 - Rt 7 electric	6533.2 · Station RT. #7	38.88-
Best Electric, Inc.	Inv #2524 & Inv #2527 - electrical repairs to RT 7 pump station - damag...	-SPLIT-	2,646.40-
Verizon Wireless	Acct #20583968-00001 - Inv #0525237434 & Inv #0533102995 - (2) c...	7132.2 · Telephone	308.09-
Atlantic Coast Laborator...	nv #107733 - lab fees	7121.2 · Laboratory Tes...	16.00-
H.I.E. Contractors, Inc.	Inv #2004-37 - repair 3/4" water line broken at 235 Conestoga St.	7756.2 · Other Repairs	200.00-
Verizon	000017861803 96Y - telephone - watert ower	7132.2 · Telephone	39.81-
National Waterworks	Acct #94258 - Inv #1285745 - (6) water meters	7741.2 · Water meters	662.40-
Total 1010.2 · Cash - Utility Checking			11,066.14-
Total 1000.2 · Utility Fund Cash Accounts			11,066.14-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
Allstate Sign & Plaque C...	Acct #32470 - Inv #82417 - street signs for Bennie & Theresa Lane	-SPLIT-	331.87-
Street Lighting	2055 3529 9973 - street lighting	6010.3 · Street Lights	732.10-
Gilbert Enterprises Inc.	gasoline charges - town truck - Jun '04	6025.3 · Gasoline	345.68-
Maryland Materials Inc.	Acct #60503 - Inv #169521 - 27.55 tons crusher run - repair portions of s...	6300.3 · Streets	213.52-
B&B Excavating	Inv #215 - Veterans Park drainage project	6300.3 · Streets	6,340.00-
URS Corporation	Project #20605329 - Inv #1183096 - Charlestown drainage plan - contin...	6300.3 · Streets	393.00-

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

07/23/04

Name	Memo	Split	Amount
Total 1005.3 - New-Checking-Special (Special checking County)			8,356.17-
Total 1000.3 - Special Fund Cash Accounts			8,356.17-
<b>TOTAL</b>			<b>41,865.44-</b>

**TOWN MEETING OF SEPTEMBER 14, 2004**  
**AGENDA**

**6:30 P.M.**

1. Minutes
2. Accounts Payable
3. Administrator's Report
4. Maintenance Report
5. Miller Environmental, Inc. – Monthly Report
6. Cecil County Sheriff's Office – Monthly Report
7. Darlene McCall/Wayne Halsey/Colonial Charlestown – Cecil Roundtable
8. Leonard Newswanger/Pat's Marina – lease of parcel 2
9. Ray Patterson – Scott Gardens problems

**PENDING BUSINESS**

10. AT&T Agreement – New Amendment
11. FY2005 DNR Community Parks & Playgrounds Program (CP&PP) Grants

**NEW BUSINESS**

12. Commission Openings
  - Election Board
    - Letters – Judy Newsome
    - Joan Upperco
  - Board of Appeals
    - Letter – Edgar McMullen
13. Charlestown Fire Company – Request for Donation

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 9/14/2004 TIME: 6:30 PM

Alan Brown

Ben & Sue Suppa

Mark M. Dudley

Sandra Williams

# Town of Charlestown

## Accounts Payable Bills

09/14/04

Name	Memo	Split	Amount
<b>1000.1 · General Fund Cash Accounts</b>			
<b>1010.1 · Cash-General Checking</b>			
URS Corporation	Project #20592168 - Inv #1233821 - surface course inspection; coordina...	2055.1 · Security Dep-T...	1,699.20-
Best Cleaning Services, ...	Inv #20452 - (2) cleanings - Town Hall	6450.1 · Maintenance	70.00-
Staples	office supplies; colored paper & card stock for Riverfest	-SPLIT-	283.45-
Town House Electric	Acct #2056 2019 9989 - Town House electric	6420.1 · Electric	52.50-
Flagpole Lighting	2105 5729 9992 - flagpole	6420.1 · Electric	79.09-
Comfort Station Electric	2096 4129 9992 - comfort station	6420.1 · Electric	23.70-
Conectiv	Acct #2096 3159 9997 - Town Hall	6420.1 · Electric	286.61-
Town Pier Electric	2056 2019 9997 - town pier	6985.1 · Electric	13.31-
Good Time Attractions	Acct #519-331-00 - Inv #955081 - prizes for children's games - Riverfest...	6967.1 · RiverFest 2003	232.12-
URS Corporation	Project #20705324 - Inv #1183172 - Sadler subdiv. - review variance ap...	6341.1 · Engineering Se...	315.72-
URS Corporation	Project #20605326 - Inv #1257044 - Cottages - prepare ltr to contractor ...	6341.1 · Engineering Se...	126.00-
Best Cleaning Services, ...	Inv #20892 - (2) cleanings - Town Hall	6450.1 · Maintenance	70.00-
Geiger Services	Inv #H269044 - install 6 gal hot water heater - Town Hall	6410.1 · Repairs	489.00-
Thomas Wright Consulti...	Inv #4005 - ntebk computer not printing to either network printers; reboot...	6260.1 · Office Equipm...	75.00-
B&B Excavating	regrading Veterans Park - sanding/mulching/hauling sand/grading	6712.1 · Veterans Park	9,500.00-
URS Corporation	Project #20592171 - Inv #1233822 - Scott Gardens - review sign issues ...	6341.1 · Engineering Se...	2,581.58-
URS Corporation	Project #20605321 - Inv #1233869 - Principio Business park - mtg w/ de...	6341.1 · Engineering Se...	1,261.50-
Sheriff's Patrol	gasoline for Charlestown Patrol - period of 07/24/04 - 08/20/04	6920.1 · Police Protection	106.34-
Sheriff's Patrol	Charlestown patrol - period of 07/24/04 - 08/20/04	6920.1 · Police Protection	3,092.12-
Garage electric	Acct # 2096 5479 9995 - Garage	6420.1 · Electric	62.97-
Waste Management	Acct #275-0049441-0276-5 - Inv #1558734-0276-4 - trash removal - Au...	6651.1 · Trash Collection	3,465.44-
Good Time Attractions	Acc t#519-331-00 - Inv #969821 - (6) pks finger puppets - Riverfest 2004	6967.1 · RiverFest 2003	19.44-
Chesapeake Publishing ...	Acct #104333 - ad to chg Commissioners mtg time; ad - spec'l p&z mtg; ...	-SPLIT-	274.08-
Chesapeake Publishing ...	Acct #7228569 - ad - classified ad - seasonal worker position	6215.1 · Advertising	230.40-
Master Plumbing, Inc.	Inv #13622 - vent urinal - comfort station	6410.1 · Repairs	175.00-
Durange, Thomas	gas for generators - Riverfest 2004	6967.1 · RiverFest 2003	29.00-
McIntyre, Catherine	reimburse for sign materials & prizes - Riverfest 2004	6967.1 · RiverFest 2003	190.82-
AT&T	Acct #8014-058-9492 - Inv #6392605924 - long-distance - town Hall	6440.1 · Telephone	10.06-
Pitney-Bowes Inc	postage	6220.1 · Office Supplies	200.00-
Ace Hardware	Acct #220358 - Inv #110806 - bulb; yard fogger; bowl brush; bags; bleac...	-SPLIT-	121.53-
landfill	Acct #1043 - landfill charges- Aug '04	6652.1 · Landfill	128.62-
Harford Sanitation Servi...	Acct #RO605504 - dumpsters - July 12 flooding	6651.1 · Trash Collection	1,085.36-
B.B. Martin Outdoor Adv...	(1) digital bleed poster plus shipping - Riverfest 2004	6967.1 · RiverFest 2003	157.06-
Morris Press Cookbooks	Acct #59186 - Inv #IN000023826 - (220) cookbooks	6967.1 · RiverFest 2003	868.83-
Total 1010.1 · Cash-General Checking			27,375.85-

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

09/14/04

Name	Memo	Split	Amount
Total 1000.1 · General Fund Cash Accounts			27,375.85-
<b>1000.2 · Utility Fund Cash Accounts</b>			
<b>1010.2 · Cash - Utility Checking</b>			
Well 3 Electric	2096 5769 9994 Well 3 electric	7131.2 · Electric	33.55-
Well 1 Electric	2096 5499 9991 Well 1 electric	7131.2 · Electric	530.61-
Water Tank Electric	2096 5489 9993 - Water tank electric	7131.2 · Electric	84.05-
Sta 3 electric	2096 4739 9994 - Sta 3	6532.2 · Station #3	108.01-
Total 1010.2 · Cash - Utility Checking			756.22-
Total 1000.2 · Utility Fund Cash Accounts			756.22-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
Street Lighting	2055 3529 9973 - street lighting	6010.3 · Street Lights	735.58-
Burke Equipment Co.	Acct #40769 - Inv #039382 - oil & air filters - Kubota; Inv #039383 - oil; fl...	-SPLIT-	73.97-
Total 1005.3 · New-Checking-Special (Special checking County)			809.55-
Total 1000.3 · Special Fund Cash Accounts			809.55-
<b>TOTAL</b>			<b>28,941.62-</b>

## TOWN MEETING OF SEPTEMBER 14, 2004 MINUTES

The September 14, 2004 meeting of the Town Commissioners of Charlestown was called to order by Vice President Steven Vandervort at 6:30 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 August 24, 2004 meeting. Commissioner Price stated the minutes should include a sentence that the Board had asked Mr. McMullen to develop all possible grave sites in the cemetery. Commissioner Gell so amended his motion, seconded by Commissioner Price. The motion passed 3-0.

Miller Environmental, Inc. – Monthly Report – Robert Corn, of Miller Environmental, Inc. (MEI), presented the August 2004 monthly water system operations report to the Board.

Administrator's Report – Mr. Hearne stated Senator Mikulski's office helped schedule a Small Business Administration meeting and several residents were able to take advantage of that. He further stated there was nothing new on Fair Green Park. Mr. Hearne stated he talked to John Curtis, from the County, about Scott Gardens and he said they wanted to have a further meeting with Barry Andrews regarding the storm water management issues. After discussion, Mr. Hearne said Chris Rogers, of URS, had stated some of the corrections Barry Andrews were to make in Scott Gardens Phase I had already been started, even though they were supposed to send the documents first to URS, so Mr. Rogers was going to send someone out to inspect. Mr. Hearne stated the part-time seasonal maintenance worker position was advertised and posted, applications were received, reviewed and interviews were held. He recommended Jeffrey Light be offered the position. After much discussion about the hiring process, Commissioner Price made a motion to hire Jeffrey Light, seconded by Commissioner Gell. The motion passed 3-0. Mr. Hearne stated he needed to do further review on employee insurance and the utility bills went out the week of August 16<sup>th</sup>. After much discussion on contracting town services, Mr. Hearne stated on the shoreline erosion project Mr. Ayella, after talking to Mr. Huang, indicated the Town would need to do on-site grass replanting at a 2:1 ratio or, if not possible, off-site replanting at a 4:1 ratio. He further stated he had tried but hasn't yet been able to speak with John Roop, of the Army Corps. Of Engineers, who did have a problem with the project. When asked by Commissioner Gell, Mr. Hearne stated once Mr. Roop was satisfied and Mr. Ayella issued the permit, Mr. Huang could put the bid packets together but he had the feeling Mr. Ayella was going to want to hold a public hearing because of the letters he received. After discussion, Mr. Hearne stated he would try to contact Mr. Roop again. Mr. Hearne stated Hudson Benson, the potential buyer of Pat's Marina, had agreed to pay the cost up to \$500 for Keith Baynes, the Town's attorney, to research the question on Lee's Marina's lease of parcel 2 and, then, the Town received an e-mail from Mr. Benson stating he had no further interest in having Mr. Baynes review the matter. Commissioner Vandervort stated the Town had now received a letter from Leonard Newswanger, of Pat's Marina, asking for the same thing but didn't indicate he would pay for the review. After discussion, Commissioner Vandervort mentioned to Mr. Newswanger that Mr. Benson had requested a review of the lease issue and then withdrew his request and asked Mr. Newswanger, due to his request, would be willing to pay for such review and Mr. Newswanger stated he would. Mr. Hearne stated he would contact Mr. Baynes. Mr. Hearne stated he had attended a meeting last Wednesday on collection of the Bay Restoration Fee and, beginning in January, he believed the Town would need to collect this but wanted to check with Pam Howard, the County Treasurer, first. He further stated he had submitted the request under the BIG grant. Commissioner Gell asked Mr. Hearne to follow Commissioner Price's list given at the last meeting when giving his report because some of those he hadn't covered yet. He further asked and the Board discussed repairs to the playground.

Maintenance Report – Benedict Suppa, one of the Town's maintenance workers, stated Best Electric was contacted and they were supposed to be here this week to work on the light above the post office door.



Commissioner Gell asked about the light at the comfort station and Mr. Suppa stated the light fixture blew off, they have and will put it back up. He further said the post office fascia and gutters need to be done and should get to that this week. Mr. Suppa stated they needed to get the diamondtex for the ballfield, the cones they requested had been ordered but were not in yet. Mr. Suppa stated they had cleaned up the beach areas at Veterans Park and the stone wharf twice, once before and once after that extremely high tide they had. He said they had trimmed the trees overhanging the parking lot at the ballfield. He stated they had purchased the extended chainsaw and the bagger. Commissioner Vandervort asked about the road damage report. Mr. Suppa stated they had a list of the road areas and a map of where the areas were but nobody had contacted them. After discussion, Commissioner Vandervort stated he would call Mr. deLorimier, of URS, and have him meet with them. Mr. Suppa stated somebody backed into the Town truck and damaged the auger for the salt/sand spreader. Commissioner Vandervort stated they should take it up to Bayshore Ford and have them deal with it. Mr. Suppa stated Master Plumbers came and put a vent on the urinal in the men's bathroom and it works now. Commissioner Vandervort asked if they could look at the fountain in Fair Green Park. Mr. Suppa stated they could and they were coming to look at the outside frost-free spigot at the comfort station. Commissioner Gell stated he had asked for a work order to be done to repair or replace the chains for the swings. He also asked about the replacement of the footbridge. After discussion, Mr. Suppa stated he had 5 work orders to do but would be getting to the footbridge shortly. He further stated they had to stop digging in the ditch at Louisa Lane because there are wires running parallel in the ditch. Mr. Suppa stated Mrs. Morgan was going to contact Miss Utility to have the wires marked. Mr. Suppa stated someone had taken down a tree in Cather Heights and there are about 6 loads of limbs, etc. and that takes away from other things that could be done. Commissioner Vandervort stated he dealt with a similar situation at the Paca House right before Riverfest by asking them to load the limbs on the Town truck and the Town would haul. He stated he didn't want someone to have a 4x4 piece of drywall and the Town tell them they couldn't take it because it was construction debris but, at the same time, if someone tears down a garage, we're not going to haul it away. After discussion, Commissioner Vandervort stated he would volunteer to go down and tell the property owner that the Town would haul it away if the property owner would load the truck.

Cecil County Sheriff's Office – Monthly Report – Mr. Hearne asked if Sgt. Schmidt was supposed to be here for the monthly report or was he just to mail it. Commissioner Vandervort stated he wanted him here because it was good to get the feedback from him on problems reported to him and residents could report their concerns directly to him.

#### PENDING BUSINESS

AT&T Agreement – New Amendment – Commissioner Vandervort stated AT&T had sent a new letter with a selection of proposed options to amend the current lease. After discussion, Commissioner Vandervort stated, reviewing this letter, he felt the lease we had was the best option for the Town. Commissioner Gell stated at the last meeting, the Board had asked for Mr. Baynes to review it and provide his opinion. Mr. Hearne stated he had contacted the County and the other towns and Elkton was the only town that had a lease with AT&T and they had not received anything from AT&T. After discussion, the Board agreed to still seek Mr. Baynes' advice.

FY2005 DNR Community Parks & Playgrounds Program (CP&PP) Grants – Mr. Hearne stated the grant would fund park open space, development or redevelopment of parkland, park equipment. He further stated he would need any proposals quickly as the grant application needed to be submitted by October 1, 2004. Commissioner Gell asked if the Town could submit for park equipment for the Trinity Woods park. Mr. Hearne stated it could be for that but he wanted to check with Marketa Walker, of DNR, to see if we could submit to do something about the erosion at the stone wharf. Commissioner Price stated it would be nice to improve the property at the stone wharf by installing a retaining wall and then a walkway with benches. After discussion, Mr. Hearne stated he could submit it that way.

## NEW BUSINESS

Commission Openings – Commissioner Vandervort stated Judy Newsome and Joan Upperco, currently on the Election Board, have submitted letters and are interested in serving another term. He further stated Virginia Slater was not interested in another term. When asked by Commissioner Gell, Commissioner Vandervort stated there were three openings and had two applicants. After discussion, the Board decided they still wanted to interview Mrs. Newsome and Mrs. Upperco. The Board also decided to re-advertise the third opening on the Election Board. Commissioner Gell asked if the Board wanted to interview them on their own or together as a Board. Commissioner Vandervort stated if they wanted to interview, it should be done as a Board. After brief discussion, the Board decided to schedule the interviews for the Election Board and the Board of Appeals for Tuesday, September 28<sup>th</sup> before the Town meeting. Commissioner Vandervort asked if there was an alternate for the Election Board. Mr. Hearne stated there wasn't and the Board had never appointed an alternate for the Board of Appeals. After discussion, Commissioner Vandervort stated if two people were interested in the Election Board opening, maybe the Board could appoint one as an alternate.

Charlestown Fire Company – Request for Donation – After discussion, Commissioner Gell made a motion to make the annual donation of \$1600 to the fire company, seconded by Commissioner Price. The motion passed 3-0.

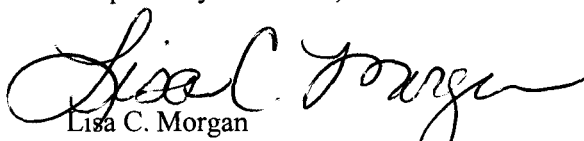
Commissioner Price stated the tree planting committee, helped by the County and State, will be beginning their tree inventory in October and one of the things they will need would be town maps. Mr. Hearne stated Mrs. Morgan had just gotten new town maps from State Highway. Commissioner Price stated a report was done by the Strategic Planning Committee and then-President Doss had suggested having the committee doing a public presentation of the report so the Town received public feedback about it. After discussion, Commissioner Vandervort stated it should be advertised and put out in the newsletters, etc. and suggested the first meeting in November. Mr. Hearne stated he would also like to include something in the newsletters about the Bay Restoration tax of \$2.50 a month that the Town would need to start collecting in January. After some discussion, the Board decided to have the presentation at the November 9<sup>th</sup> meeting at the firehouse.

Commissioner Price also stated he had written to Congressman Gilchrest about a new post office for Charlestown. He further stated he had gotten a noncommittal letter but believed the Town needed to keep this issue up because the post office was out of boxes at this point. After discussion, the Board took no action at this time.

Accounts Payable - Mr. Hearne stated Commissioner Sheets had asked to be reimbursed \$334.20 for toys purchased for the children's games at Riverfest. Commissioner Gell made a motion to approve the reimbursement, seconded by Commissioner Price. The motion passed 3-0. Mr. Burden stated all the bulbs except 3 are burnt out on the town pier. Commissioner Price asked Mr. Hearne to mention to the maintenance workers to get the lowest wattage bulbs for the pier. Commissioner Gell made a motion to pay the bills, seconded by Commissioner Price. The motion passed 3-0.

As there was no further business to be discussed, Commissioner Vandervort adjourned the meeting at 9:22 p.m.

Respectfully submitted,

  
Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF AUGUST 24, 2004  
MINUTES**

The August 24, 2004 meeting of the Town Commissioners of Charlestown was called to order by Vice President Steven W. Vandervort at 6:30 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 Price made a motion to approve the minutes of the August 10, 2004 meeting, seconded by Commissioner Gell. The motion passed 3-0.

Accounts Payable – After correcting the amount of Miller's Environmental's bill for the additional soda ash used last year, Commissioner Price made a motion to pay the bills, seconded by Commissioner Gell. The motion passed 3-0.

Resignation of Michael Doss – Commissioner Vandervort read the resignation letter of Commissioner Doss into the minutes (see copy attached). Commissioner Price made a motion to accept Commissioner Doss' resignation effective August 16, 2004, seconded by Commissioner Gell. The motion passed 3-0. The Board decided to advertise the vacancy for anyone interested in completing Mr. Doss' term could apply. The Board also decided to order a plaque for Mr. Doss.

Thomas Brittingham/Lee's Marina & Hudson Benson – Sub-lease of land at Caroline St. – Mr. Hearne mentioned Mr. Benson was interested in potentially purchasing Pat's Marina. After much discussion, the Board asked Mr. Benson to have his attorney to draw the legal documents that would give the Town's approval so J.P. Lee, Inc. could sub-lease parcel #2 mentioned in Lee's lease, which included the boat ramp at the end of Caroline St., to whatever entity Mr. Benson establishes and also a legal document that would ensure he would have first option to lease parcel #2 directly from the Town if, for any reason, J.P. Lee, Inc. was sold or went bankrupt, etc.

Pauline Bryant – Cemetery – The Board discussed the lack of burial lots available in the town cemetery with Pauline Bryant, an audience member, and Edgar McMullen, the cemetery caretaker. The Board decided to have Mr. McMullen develop all possible lots.

Charlestown Elementary School – Request for Donation – Mr. Hearne stated Michelle Privett, president of the Charlestown Elementary School P.T.A., could not be here tonight due to a family emergency. Commissioner Gell made a motion to donate \$1,000 to the Charlestown Elementary School P.T.A., seconded by Commissioner Price. The motion passed 3-0.

**PENDING BUSINESS**

AT&T Agreement – Amendment – Commissioner Gell stated the amendment was offering to give a year's notice of termination and a year's rent upon termination in exchange with a reduction in the yearly rent. After more discussion, the Board asked Mr. Hearne to have Keith Baynes, the Town's attorney, look at the suggested amendment and, also, contact the County and other towns that might have an agreement with AT&T to see if they had received the same.

URS – Storm Water Management Proposal – Mr. Hearne stated in order for the Town to have someone other than the County do our storm water management, the Town would need a new ordinance that would need to be approved by the Maryland Department of The Environment (MDE) as being in compliance with their 2000 Maryland Storm Water Design Manual. After discussion, Commissioner Vandervort stated the Town would need to enforce, just as it did now. David Athey, of URS, the Town's engineers, stated by doing a new ordinance to tighten the whole program up and by having more supervision on these projects, issues and violations could be followed up promptly. After much discussion, Mr. Athey stated in other municipalities, the developer pays the inspection costs, it's a past through expense. After more discussion, Commissioner Vandervort stated URS' proposal was on a time and material basis for the development of a storm water management ordinance and coordination of it with MDE but they recommended the Town budget approximately \$2000 to cover these costs. After more discussion,

Commissioner Gell made a motion to accept URS' proposal, seconded by Commissioner Price. The motion passed 3-0.

URS – Storm Water Management Report – Commissioner Vandervort stated a survey was done by URS years ago at the Town's request and the Town had asked them to update that and provide a report. After Mr. Athey briefly summarized the report, he stated they had 4 recommendations: first, to have those clogged inlets that they couldn't inventory be cleaned out so they can finish their inventory. An audience member stated a property on the corner of Chesapeake Road and Cecil Street had leveled off his driveway and filled up the ditch with stone causing water to pool on his neighbors' property because the ditch was clogged. After more discussion, Mr. Athey continued stating the second recommendation was there were some structural problems, resetting bricks, etc., that need to be repaired now and looked at and, if need be, repaired on an annual basis. Commissioner Vandervort stated URS had a comprehensive list with their first recommendation on which need to be cleaned out. After more discussion, Commissioner Price stated the Board needed to recognize this is a complicated issue because there are roads that don't have crowns on them and you don't want to tear up roads before they need to be re-paved just to put crowns on them but once a road is redone, that would affect the drainage. Commissioner Vandervort stated Ben Suppa, one of the Town's maintenance workers, inventoried which streets he felt needed to be redone and Mr. deLorimier, of URS, said he would meet with Mr. Suppa and review the inventory. He asked Mr. Athey if he would let Mr. deLorimier know he could meet with Mr. Suppa any time. Commissioner Price stated once all this work was done, the Town would have a complete and accurate map of the drainage system. Commissioner Price stated this was a small part of the problem because there was development going on on the other side of Route 7 which was uphill from here and that had to be considered. After more discussion, Commissioner Vandervort stated we had a new design for Veterans Park and the contractor stated he could do the work any time and was to meet with me tomorrow at noon. An audience member asked about getting the footbridge repaired. Commissioner Price stated Mr. Suppa said they would replace it but he hasn't gotten to it yet. After brief discussion, Commissioner Vandervort stated he would look at it and if it couldn't be done before Riverfest, would have it blocked off. Commissioner Gell asked if the Town needed to take any action in response to URS' letter on the problems in the construction of Scott Gardens Phase I. After discussion, Mr. Hearne stated the County would work on the financial guarantee instrument that would need to be done for Scott Gardens. Commissioner Vandervort stated the swales and other problems would need to be corrected before they'll get approval for Phase II. After more discussion, Commissioner Vandervort stated they would submit the revised storm water management plan to the County. After more discussion, the Board agreed to have town maintenance work on getting the ditch all along Chesapeake Road cleaned out.

Riverfest – Road Closures – After reviewing the list of road closures, Commissioner Vandervort stated he would check with Mr. Suppa to make sure the Town had enough barriers. He further said he would have Mr. Suppa put barriers at the footbridge. Mr. Hearne stated Mr. Suppa had put up barrier tape but someone had removed it.

After discussion on drainage issues from the area of Mr. Gell's and Mr. Burden's properties, the Board, Commissioner Gell stated the State had a Transportation meeting scheduled for September 14<sup>th</sup> in Elkton.

Mrs. Boudart asked if the Town had determined what the status of the shoreline erosion project was. Mr. Hearne stated he had been checking but not all the agencies and individuals involved in the project have contacted him back. After more discussion, Commissioner Price stated he believed the Board had decided to stop the project at Tasker Lane. Mr. Hearne stated yes because he was advised by Mr. Casanova's office at MDE that the Town didn't want to lose the grant monies already authorized. After more discussion, Mr. Hearne stated the grant money for the original project was available, he needed to contact Mr. Huang to make sure the small re-design requested and then contact Mr. Ayella to see if he was satisfied and would issue the permit. After more discussion, Commissioner Vandervort stated he would be contacting these agencies to find out what the holdup or problems were in getting this to move forward.

Water/Sewer Connection Fees – Commissioner Vandervort stated the Board had discussed setting the in-town resident fee at \$3500 but didn't have a proposal for out-of-town. He further stated the Board wanted to find out what other towns were charging. Mr. Hearne stated the Town also had different charges for different size meters. After more discussion, Commissioner Vandervort suggested the Board table the matter until he gets the information from the County on the cost to build those 2 new pumping stations. After brief discussion, the Board decided to table this until Commissioner Vandervort had more information.

After more discussion, Commissioner Price stated Fireworks Productions had agreed to give a \$2500 discount on the fireworks for Riverfest so the cost would be \$7500.

FY2005 DNR Community Parks & Playgrounds Program (CP&PP) Grants – Mr. Hearne stated the Town just received this grant information yesterday and he wanted to contact Marketa Walker, of DNR, to check and see what would qualify under the program.

Commissioner Vandervort asked if B&B Excavating, who did the work at Veterans Park, would be doing the same work at Fairgreen Park. Mr. Hearne stated the Fair Green Park work hadn't been designed yet and won't be until the storm water management work at the front of the Town Hall. Commissioner Gell stated B&B Excavating was supposed to do the work in the front of Town Hall. Commissioner Price stated once URS knew where the drainage pipe runs from the Town Hall area under the playground, get it fixed, and then re-do the playground. Commissioner Vandervort stated the merry-go-round had been removed because it needed some welding repair.

Commissioner Gell stated Mr. Suppa had been asking for a grass catcher for the mower. He further stated Mr. Suppa also asked for an extended bar chainsaw. After brief discussion, the Board agreed Mr. Suppa should purchase the equipment.

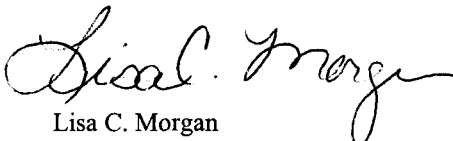
Commissioner Gell stated everyone should have gotten a copy of the Attorney General's opinion regarding those mini motorbikes. After discussion, Sgt. Schmidt stated the operator of a moped needed to have a valid driver's license of any class.

Commissioner Vandervort stated the Town had received a complaint from Judy Calvert and he had done a preliminary investigation and uncovered 1 issue that needed to be looked at and get some answers on. He further stated that part of her complaint was that Howard Hall had never corrected the violation he was cited on in February 2002. After discussion, Commissioner Vandervort stated he talked to Mr. Hall who insisted the violation had been taken care of. He further said he had Mr. Hearne contact County Permits & Inspection to re-inspect and, upon their re-inspection, the violation had been taken care of. Commissioner Gell asked if Mrs. Calvert had gotten a copy of this. Commissioner Vandervort stated she had not because he wanted to respond to Mrs. Calvert in writing to prevent miscommunication.

Commissioner Gell stated someone in Trinity Woods had written a letter of a French drain that was not installed in her residence by the builder. After much discussion, Mr. Hearne stated he believed she would have to go against the builder.

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

Respectfully submitted,



Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**TOWN MEETING OF AUGUST 24, 2004**

**6:30 P.M.**

1. Minutes
2. Accounts Payable
3. Resignation of Michael Doss
4. Thomas Brittingham/Lee's Marina & Hudson Benson – Sub-lease of Land at Caroline St.
5. Pauline Bryant – Cemetery
6. Charlestown Elementary School – Request for Donation

**PENDING BUSINESS**

7. AT&T Agreement – Amendment
8. URS – Storm Water Management Proposal
9. Riverfest – Road Closures

**NEW BUSINESS**

10. Water/Sewer Connection Fees
11. FY2005 DNR Community Parks & Playgrounds Program (CP&PP) Grants

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 8/24/2004 TIME: 6:30 PM

Henry [unclear]

DAVID ATHEY - URS

Tom Brettingham LEES

Bob Bolero LEES

Pauline Bryant Graves

Miss M. Muller

Steve Kraemer

# Town of Charlestown

## Accounts Payable Bills

08/23/04

Name	Memo	Split	Amount
<b>1000.1 · General Fund Cash Accounts</b>			
<b>1010.1 · Cash-General Checking</b>			
TriState Waste Solution...	Acct #6651 - Inv #56133 - dumpster - 1635 W Old Phila Rd - flood dama...	6651.1 · Trash Collection	74.00-
Sheriff's Patrol	Charlestown patrol - period of 06/26/04 - 07/23/04	6920.1 · Police Protection	3,361.00-
Sheriff's Patrol	gasoline for Charlestown patrol - period of 06/26/04 - 07/23/04	6920.1 · Police Protection	144.63-
Thomas Wright Consulti...	Inv #3020 - fixed HPLJ3300 Wireless printing issues & Quickbooks on 0...	6260.1 · Office Equipm...	150.00-
E.J. Sprague Co.	Inv #64390 - (2) cs paper towels - Riverfest 2004	6967.1 · RiverFest 2003	92.76-
Square One Electric Ser...	Acct #CCP001 - Inv #0201178 - repairs to pump - Rt 7 pump station - flo...	6510.2 · Operating expe...	881.00-
AT&T	Acct #8014-058-9492 - Inv #6392602277 - long distance	6440.1 · Telephone	11.63-
Wal*Mart	Acct #6032 2020 0054 7977 - late fee	6220.1 · Office Supplies	6.81-
Harford Sanitation Servi...	Acct #RO605504 - dumpsters provided to residents - flooding July 12, 2...	6651.1 · Trash Collection	4,346.48-
Harford Sanitation Servi...	Acct #RO604463 - dumpster - c-dock repairs	6983.1 · Maintenance, ...	195.80-
Gall's Inc.	Acct #0038216966 - Inv #5720918101013 - (1) metal tec 1400 weapons ...	6950.1 · President's Dis...	214.98-
Verizon	000017861803 96Y - telephone - Town Hall	6440.1 · Telephone	166.28-
Queen Bee's Honey Pots	Inv #1771 - (2) portable toilets - Sep '04	6740.1 · P&R Miscellan...	190.00-
Ace Hardware	Acct #220358 - Inv #109050 - (1) lock/cable combo; (1) 5/16" swivel - fla...	-SPLIT-	129.89-
TriState Waste Solution...	Acct #6651 - Inv #56290 - dumpster - 1635 W Old Phila Rd - flooding Jul...	6651.1 · Trash Collection	387.12-
Total 1010.1 · Cash-General Checking			10,352.38-
Total 1000.1 · General Fund Cash Accounts			10,352.38-
<b>1000.2 · Utility Fund Cash Accounts</b>			
<b>1010.2 · Cash - Utility Checking</b>			
Miller Environmental, Inc.	Inv #10090407 - water sys op charges - Sep '04	7120.2 · Contract Opera...	2,138.36-
Verizon	Acct #000017860572 14Y - telephone water tower	7132.2 · Telephone	41.34-
Miller Environmental, Inc.	additional soda ash usage - CY 2003-2004	7120.2 · Contract Opera...	3,006.51-
Total 1010.2 · Cash - Utility Checking			5,186.21-
Total 1000.2 · Utility Fund Cash Accounts			5,186.21-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
Ace Hardware	Acct #220358 - Inv #109918 - (7) bags general purpose cement - street ...	-SPLIT-	79.31-
Kunkle Service Co.	Acct #36904 - Inv #348987 - hydro-clear 20" wiper blades - town trucks; ...	-SPLIT-	238.19-
Allstate Sign & Plaque C...	Acct #32470 - Inv #84373 - (2) loading zone signs	6410.3 · Road Signs	49.42-
Total 1005.3 · New-Checking-Special (Special checking County)			366.92-
Total 1000.3 · Special Fund Cash Accounts			366.92-



) ) )

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

08/23/04

Name	Memo	Split	Amount
TOTAL			<u>15,905.51-</u>

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

The August 10, 2004 meeting of the Town Commissioners of Charlestown was called to order by Vice President Steven W. Vandervort at 6:30 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 – After asking his name to be corrected and having “or” changed to “and” on another page, Commissioner Price made a motion to approve the minutes of the July 27, 2004 meeting, seconded by Commissioner Gell. The motion passed 3-0.

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

Miller Environmental, Inc. – Monthly Report – Robert Corn, of Miller Environmental, Inc. (MEI), presented the July 2004 monthly water system operations report. He mentioned they had investigated a reported leak at Frederick and Calvert Streets and found water leaking from under Rt. 267 at Frederick and Bladen Streets. He further stated it was such a small leak that he recommended they monitor it daily until such time the leak became more significant before digging up the State highway.

Administrator’s Report – Mr. Hearne stated Congressman Gilchrest’s office is looking at potential causes of the flooding and funding for a comprehensive flood management study. He further stated arrangements were made, with assistance from Senator Mikulski’s office, for a Small Business Administration (SBA) disaster loan workshop to be held on Monday, August 16<sup>th</sup> from noon to 7 p.m. at the firehouse for residents who experienced flooding to talk with the SBA about low interest loans. Mr. Hearne stated he would check with Mrs. Morgan that this information gets to the residents. He stated the Board had agreed that residents would have access to the beach off Chesapeake Road until such time other ownership is proven. Mr. Hearne stated he and Commissioners Vandervort and Price had met with URS, various people from Cecil County and the Scott Garden developers to discuss the problems with Phase I and some re-design of Phase II. Mr. Hearne stated the part-time maintenance position had been advertised and posted with a deadline of August 19<sup>th</sup> at 2 p.m. He stated he had met with an insurance company representative regarding employee insurance and still needed to meet with another. He further stated utility bills were due out by the end of the week. Commissioner Gell asked about the status of the Town Hall drainage work. Mr. Hearne stated Jason, of B&B Excavating, was supposed to call Mrs. Morgan back tomorrow on scheduling. Commissioner Vandervort stated he had talked to URS regarding Veterans Park and they are supposed to have something to the Town in the next day or so. Mr. Hearne stated he and President Doss would be meeting with the Town employees on Friday to discuss personnel issues.

Maintenance Report – Ben Suppa stated the Town Hall’s outside light was fixed but needed an electrician to look at the light above the post office door. He stated they had put crusher run in the pothole at Cecil Street and took care of the pipe at Tasker Lane. Mr. Suppa stated several residents had cleaned up in the area of Chesapeake Road and the water and the Town hauled that debris away. Mr. Suppa stated they were to do the post office gutters and fascia next week. He

stated they had removed most of the stumps at the Boys & Girls Club and they will finish up with them. Mr. Suppa stated the Board had discussed the ballfield at the last meeting but didn't make a decision. Commissioner Vandervort made a motion for Mr. Suppa to get Diamondtex for the ballfield, seconded by Commissioner Price. The motion passed 3-0. Mr. Suppa stated they needed traffic cones as over the past several months many had been stolen. Mr. Hearne mentioned Mrs. Morgan had done a price list for signs and cones. After discussion, Mr. Suppa mentioned they were having trouble with their Walmart cards and the Kunkel account. Mr. Hearne stated he would talk to Mrs. Morgan about this. Mr. Suppa stated they needed to a major trimming of the trees at the ballfield parking lot and had planned to trim and rent a chipper for a day, which would save making trips to the landfill. After discussion, Commissioner Gell stated the trees at the entrance to c-dock and the boat ramp were rotten and needed to be taken down. Mr. Suppa stated he had a list of road repairs done. Commissioner Vandervort stated he needed to contact Tom deLorimier, of URS, about them but he was on vacation this week. Mr. Hearne stated he would schedule it with Mr. deLorimier. Commissioner Vandervort asked what the status of the ditch work on Louisa Lane between Bladen and Calvert Sts. Mr. Suppa stated he was supposed to meet with President Doss to make sure the work was being done correctly to solve the problem. Commissioner Vandervort asked Mr. Suppa to add that to the list of road repairs to be reviewed with Mr. deLorimier. Someone in audience asked about the footbridge. Mr. Suppa stated he recommended the Town replace it and, after discussion, Commissioner Vandervort made a motion to have Mr. Suppa replace the footbridge, seconded by Commissioner Price. The motion passed 3-0. Commissioner Gell asked Mr. Suppa what could be done to the post office door to make it more attractive. Mr. Suppa stated he would look at it. Mr. McMillan stated trash barrels at Chesapeake Road and the beach needed to be emptied. After discussion, Mr. Suppa stated he would make sure they were emptied.

Ursula & Prosper Boudart – Shoreline Erosion project – Mrs. Boudart asked what the status was on the shoreline erosion project. After more discussion, Mr. Hearne stated he would contact both Rick Ayella, of the Maryland Department of the Environment, and John Huang, the project engineer, to see where the project was at and what needed to be done next to move the project forward. After more discussion, Mr. Hearne stated he would talk to Dave Wilson, of the RC&D Council, about additional funding to extend the project past Tasker Lane. Mrs. Boudart asked if an answer would be gotten by the next meeting. Mr. Hearne stated he would try.

Sgt Schmidt/Cecil County Sheriff's Office – Monthly Report – Sgt. Ron Schmidt, of the Cecil County Sheriff's Office, presented the July 2004 monthly report. He further stated the National Night Out Against Crime event held on August 3<sup>rd</sup> went off well. Commissioner Gell stated the Town had received a letter from a resident in Trinity Woods and asked Mr. Hearne to send a reply based on the presented report. Mrs. Varady stated there was a lot of activity at the pavilion again. Sgt. Schmidt stated the deputies had warned individuals there after dark and would be addressing that problem again. Commissioner Gell asked if it was required to wear a helmet while riding scooters. After much discussion, Sgt. Schmidt stated the way the State traffic article was written, these motor scooters under 50cc's are not addressed. He further stated changes to the traffic article are usually done in October so there might be a change addressing them in October.

Jennifer Stanko – Storm water management issue – Mrs. Stanko asked when the ditch along Louisa Lane from Bladen Street to Calvert Street would be worked on. After discussion, Commissioner Price stated the Town was in the process of hiring an additional part-time worker

and Mr. Suppa was to meet with URS, the Town's engineers, so the work corrects the existing problem.

Karen Varady/Charlestown Fire Company – Karen Varady, of the Charlestown Fire Company, mentioned the fire company would like to do a “Fill the Boot” campaign with fire company members walking the streets during Riverfest. She stated she had received permission from both the fire company and the Riverfest Committee. After brief discussion, Commissioner Vandervort made a motion to allow the fire company to do so, seconded by Commissioner Price. The motion passed 3-0.

Raymond Cook – 1215 W. Old Philadelphia Rd. - Request for town water service – Raymond Cook stated his well was contaminated and had flooded. He was asking to connect to town water. After discussion, Commissioner Vandervort stated previous Boards had always thought, in the future, of providing water service at the out-of-town rate after they entered into an agreement with the Town to agree to annexation and, once all the residents out there had signed agreements, to annex them into town as a group. He further stated the Town was re-evaluating the hook-up fees. After discussion, Commissioner Vandervort stated the Board could consider setting new hook up fees at the next meeting.

(At this time, the recording on the tape stopped due to a malfunction of the tape recorder)

John Smith – Water Bill Abatement – After consideration, the Board decided to charge Mr. Smith either the 3<sup>rd</sup> quarter billing as read or the average of the prior last four billings, whichever was less.

Eric Wilson – Use of Ballfield – Mr. Wilson was requesting to use the ballfield again for soccer practice. After consideration, the Board approve the use of the ballfield subject to Mr. Wilson providing a copy of Cecil Soccer League's insurance certificate to the Town.

#### PENDING BUSINESS

8<sup>th</sup> Annual LGIT Agreement – After discussion, the Board approved the agreement.

AT&T Agreement – Amendment – After discussion, the Board decided to review the amendment for consideration at the next meeting.

URS – Storm Water Management Proposal – The Board decided to review the proposal for consideration at the next meeting.

Signs – After discussion, the Board decided Mr. Suppa was to order the signs he needed.

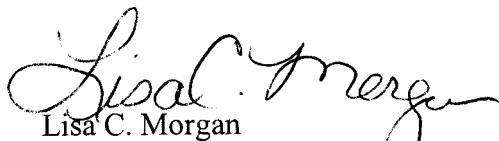
#### NEW BUSINESS

Riverfest – Fireworks/Road Closures/Use of Stocks – The Board approved fireworks for Riverfest and Commissioner Vandervort said he would work with Commissioner Sheets on the permit, etc. After brief discussion, the Board decided to wait until Commissioner Sheets provided a list of road closures needed for the event. After more discussion, the Board believed the Town owned the stocks and approved their use during Riverfest.

Jaspaul Bagri – After discussion, the Board approved making Mr. Bagri a full-time town maintenance employee.

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

Respectfully submitted,

  
Lisa C. Morgan  
Assistant Town Administrator/Town Clerk

**MEETING OF AUGUST 10, 2004  
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. Administrator's Report
6. Maintenance Report
7. Prosper Boudart – Shoreline Erosion Project
8. John Smith – Water Bill Abatement
9. Eric Wilson – Use of Ballfield
10. Jennifer Stanko – Storm Water Management
11. Karen Varady/Charlestown Fire Co. – Fill the Boot Fundraiser

**PENDING BUSINESS**

12. 8<sup>th</sup> Annual LGIT Agreement
13. AT&T Agreement – Amendment
14. URS – Storm Water Management Proposal
15. Signs

**NEW BUSINESS**

16. Riverfest – Fireworks/Road Closures/Use of Stocks
17. Jaspaul Bagri – Full-time employment

ROSTER

CHARLESTOWN TOWN MEETING

DATE: 8/10/2004 TIME: 6:30 PM

- Robert Coe MEI
- Ben A Sup Supp
- Judy Calvert
- Donny McMillan
- Joe Stank
- Eric Wilson
- Karen Varady
- SANDRA WILLIAMS
- Joseph & Paula Boudart
- Suzanne Wilson
- Rory Masure Lynch
- Michael Varady

# Town of Charlestown

## Accounts Payable Bills

08/10/04

Name	Memo	Split	Amount
<b>1000.1 · General Fund Cash Accounts</b>			
<b>1010.1 · Cash-General Checking</b>			
DeLissio, Karen	webpage update	6219.1 · Other	175.00-
Conectiv	Acct #2096 3159 9997 - Town Hall	6420.1 · Electric	276.36-
Garage electric	Acct # 2096 5479 9995 - Garage	6420.1 · Electric	64.82-
Comfort Station Electric	2096 4129 9992 - comfort station	6420.1 · Electric	22.90-
Flagpole Lighting	2105 5729 9992 - flagpole	6420.1 · Electric	76.90-
Town House Electric	Acct #2056 2019 9989 - Town House electric	6420.1 · Electric	35.19-
Town Pier Electric	2056 2019 9997 - town pier	6985.1 · Electric	16.41-
Baynes, Keith A.	provide opinion regarding hiring of part-time employee & changing time ...	-SPLIT-	175.00-
Terminix		6450.1 · Maintenance	112.00-
Maryland Rural Water A...	Inv #939 - membership dues - period of 08/01/04 - 07/31/05	6214.1 · Dues & Memb...	200.00-
Staples	office supplies; flash drives for commissioners; toner for copier & printer/...	-SPLIT-	866.02-
TriState Waste Solution...	Acct #4298 - Inv #52973 - dumpster at 60 Salv Cir - flooding 07/12/04	6651.1 · Trash Collection	476.68-
Chesapeake Publishing ...	ad - spec'l P&Z Comm mtg 07/22/04; ad - location change of Town mtg ...	-SPLIT-	80.56-
E.J. Sprague Co.	Inv #64319 - (2) cases toilet paper	6967.1 · RiverFest 2003	152.54-
LazerBlazers.Com	Inv #1164 - (1) "no weapons beyond this point..." sign	6450.1 · Maintenance	19.45-
Radio Shack	Acct #00001903060981 - inv #498239 - (1) cassette tape head cleaner	6220.1 · Office Supplies	12.49-
Waste Management	Acct #275-0049441-0276-5 - Inv #1525100-0276-8 - trash removal - Jul '...	6651.1 · Trash Collection	3,465.44-
Edwards, Mary Ellen	(7) hrs temp work @ 12.50/hour- 08/09/04	6340.1 · Temp Services	87.50-
URS Corporation	Project #20592171 - Inv #1183122 - Scott Gardens - finalize plan review...	2063.1 · Escrow - Scott ...	752.06-
Accountemps	Acct #02010-002595-000 - Inv #11556943 - temp workers w/e 07/30/04	6340.1 · Temp Services	678.60-
Cecil Co. Commissioners	mosquito spraying - 07/01; 07/07; 07/15; 07/23/04	6219.1 · Other	300.00-
landfill	1043 - landfill charges - Jul '04	6652.1 · Landfill	168.76-
Total 1010.1 · Cash-General Checking			8,214.68-
<b>1000.1 · General Fund Cash Accounts - Other</b>			
B&B Excavating		2005.3 · Accounts Paya...	26,279.00-
Total 1000.1 · General Fund Cash Accounts - Other			26,279.00-
Total 1000.1 · General Fund Cash Accounts			34,493.68-
<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	178.33-
Lift Station electric	2096 4139 9990 Lift station electric	6534.2 · Lift Station	15.53-
Rt 7 electric	2096 9259 9993 - Rt 7 electric	6533.2 · Station RT. #7	47.47-
Well 1 Electric	2096 5499 9991 Well 1 electric	7131.2 · Electric	567.88-
Well 3 Electric	2096 5769 9994 Well 3 electric	7131.2 · Electric	63.30-



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

08/10/04

Name	Memo	Split	Amount
Water Tank Electric	2096 5489 9993 - Water tank electric	7131.2 · Electric	78.18-
Verizon Wireless	Acct #202583968-00001 - Inv #0541073372 - (2) cell phones	7132.2 · Telephone	222.87-
Sta 3 electric	2096 4739 9994 - Sta 3	6532.2 · Station #3	123.49-
Best Electric, Inc.	Inv #2548 - replaced hour meters with new; Inv #2534 - replaced breake...	-SPLIT-	1,067.52-
Atlantic Coast Laborator...	Inv #108227 - lab fees	7121.2 · Laboratory Tes...	16.00-
Total 1010.2 · Cash - Utility Checking			2,380.57-
Total 1000.2 · Utility Fund Cash Accounts			2,380.57-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
W.N. Cooper & Sons Inc.	Acct #29843 - Inv #78037 - oil & blades - JD mower; Inv #78231 - mowe...	-SPLIT-	366.92-
Maryland Materials Inc.	Acct #60503 - Inv #169728 - 45.64 tons crusher run - Louisa Lane Ext.	6300.3 · Streets	527.94-
Mendenhall's Garage	Inv #8182 - repairs to GMC truck	6024.3 · Truck Repair	223.94-
Gilbert Enterprises Inc.	gasoline - trucks - Jul '04	6026.3 · Gasoline - Truck	612.98-
American Home & Hard...	Acct #685600 - Inv #7722 - marking paint; heavy-duty trash bags	6420.3 · General Mainte...	31.61-
Street Lighting	2055 3529 9973 - street lighting	6010.3 · Street Lights	744.25-
Total 1005.3 · New-Checking-Special (Special checking County)			2,507.64-
Total 1000.3 · Special Fund Cash Accounts			2,507.64-
<b>TOTAL</b>			<b>39,381.89-</b>

TOWN MEETING OF JULY 27, 2004  
MINUTES

The July 27, 2004 meeting of the Town Commissioners of Charlestown was called to order by Vice President Steven W. Vandervort at 7:30pm. Other commissioners present were Treasurer Donna Sheets, Commissioner Robert Gell, and Commissioner G. Richard Price. Also present was Stanley W Hearne, Town Administrator. Audience attendance is attached hereto.

Jennifer Stanko - storm water management - Jennifer Stanko stated she knew the town was aware of the run-off problem on Louisa Lane. She stated they had dug ditches and filled in as much as they can and asked the Town to work on the remainder. When asked by Commissioner Vandervort, Mrs. Stanko stated the ditch across the street needed to be dug out and the pipe under Calvert Street needs to be cleaned out or it's not big enough to handle that amount of water. She further stated there is a standing water problem from Mr. Bott's house on down. After discussion, Commissioner Vandervort asked Benny Suppa, a town maintenance worker, to make this an urgent job to get fixed. After more discussion, Commissioner Sheets stated the Town needed to take care of this in the entire town rather than doing it piecemeal. After more discussion, Commissioner Price stated that this was not a problem that had happened overnight, it was a lack of maintenance for many years. After more discussion, Commissioner Vandervort asked if there was a due date in the study. Tom deLormier, of URS, stated he didn't have it tonight, and Mr. Hearne stated he thought Dave was almost done with it, that he just needed to know what format the Town wanted it presented in. Commissioner Vandervort stated the study would allow the Board to prioritize projects. Someone asked if repairing the road would also change the water run-off. After more discussion, Mr Suppa stated it takes 2 ½ days to do the grass cutting, then there is the recyclables. Mrs. Calvert stated that Mr Seth at 460 Chesapeake Road was wanting to know when anything would be done about the spring and directing it down through the ditches. After more discussion, Commissioner Gell stated URS was asked to look at that area because there's a problem all the way down Chesapeake Road to the river. Commissioner price stated there's two ways to approach it: one was to get the ditches cleared out, which is something the maintenance workers can get done, and two, the work that will involve pipe, tearing up roads, etc, and believes the Town was starting on that. He further stated that he was hearing that this is more than maintenance can handle.

Veteran's Park-Commissioner Vandervort stated the Town had just had drainage work done and the heavy rains damaged the area around the beach. He asked Mr. deLormier to take a look at the area and make some suggestions on re-doing the drainage. Mr. deLormier stated he was going to work with their engineer to come up with an alternative in dealing with that drainage. Commissioner Vandervort also stated the Town had storm water management complaints not only in the old part of town, but also in the new developments. Commissioner Vandervort stated the County Dept of Public Works currently services and inspects these matters for the Town, but they're answerable to the County Commissioners. Commissioner Vandervort stated recently he had looked into the Town having more control. Commissioner Vandervort stated the Town could have an engineering firm review these plans and the developers pay these costs, as they pay the County to do so now. After more discussion, Mr. deLormier stated the Town would need to pass a storm water management ordinance, which standards developers would need to follow, and it could be more strict but not less strict than what the County and State have now. Mr. Hearne stated the Town had deferred review to the County, but Mr. DeLormier stated he would be following the County ordinance then. Mr. deLormier suggested the Town have Mr. Rogers

review that ordinance because the Town had issues, particular to the Town, that might not be addressed by that ordinance. After discussion, Commissioner Vandervort made a motion seconded by Commissioner Price to have URS develop a list of steps the Town would need to take to change who would do the storm management review. Mr. Hearne said that Mr. Pampuch was supposed to send a sub-division check-list on what paperwork, permits, etc. he needed to have the developer submit and asked Mr. deLormier if he would have Mr. Pampuch send it.

Someone also stated there was a problem with Edgewater Avenue ever since the road over the railroad tracks was put in. Commissioner Vandervort asked the Board to vote on the motion he made. The motion passed 4-0. Someone stated the State had not been willing to do anything. Commissioner Vandervort stated it was again a maintenance issue.

MAINTENANCE REPORT-Mr Suppa distributed copies of his report to the Board. He stated they had dug the ditch out on the lower block of Louisa Lane, installed a pipe under Louisa Lane Extended so water doesn't run across the road any more, and installed street signs for Bennie Drive and Theresa Lane. He further stated he had the old truck in the shop for repairs, and had purchased 10 trash barrels. Commissioner Gell stated someone had asked about a trash barrel for Town Hall. Mr. Suppa stated they would need another decorative barrel for that. Commissioner Vandervort stated he would check on the cost of purchasing a couple more of those barrels. Mr. Suppa stated they had gotten the work order to install gutters, etc., in the back of the Post Office. Commissioner Vandervort stated that several of the items in the report were storm water related so they have been working on them. Mr. Suppa stated there had been an ongoing problem with toilets and sinks backing up at the comfort station and they rented a snake and cleared out what was blocking the pipes. Mr. Suppa stated they removed some of the tree stumps in the yard at the Boys & Girls Club as well as changing the locks and repairing a couple of screens inside. Mr. Suppa stated they had repaired the portions of Cecil Street, Caroline Street, and Louisa Lane Extended. Commissioner Sheets stated Mr. Thompson on Caroline Street mentioned they had done a great job. Commissioner Vandervort asked if he didn't have to mow grass could he get a lot more done. Mr. Suppa said he could because it takes 2-2 ½ days for recyclables & fit everything else in between. Commissioner Vandervort asked if Mr. Bott could work more hours. Commissioner Sheets stated Mr. Bott worked a maximum of 20 hours because of Social Security. Mr. Suppa stated they needed to get Diamondtex for the infield. Commissioner Gell asked about using that rubber product the State was urging use of. Commissioner Sheets stated that product was used for a playground, not an infield. Commissioner Vandervort stated the Board had considered using it when the playground was redone, but went with the wood chips because they were handicapped accessible and the rubber stuff was not., at least not at that time. He further asked Mr. Suppa about outstanding work orders because the Board had asked them to put more wood chips down. Mr. Suppa stated that was put on hold until the storm water management problem in the park was dealt with. Commissioner Vandervort asked when B & B Excavating was going to get that job done. Commissioner Gell stated their next job would be Town Hall but, as he understood it, the project only goes to the Post Office's back driveway. Mr. Hearne stated President Doss had contacted URS to go forward with engineering design for that area.

SHERIFF'S OFFICE-MONTHLY REPORT- Sgt Ron Schmidt, of the Cecil County Sheriff's Office, presented the June 2004 report. After discussion, Commissioner Gell asked how effective the radar units were. Sgt Schmidt stated they had good results, especially in school zones. He stated it gets peoples attention and they slow down because they're not sure if it's manned or unmanned. Mrs. Stanko stated there's been an ongoing problem with speeding on Louisa Lane

and also people going thru the stop signs at Calvert Street and Louisa Lane. After discussion, Commissioner Sheets said there were several faded stop signs that need to be replaced. Sgt Schmidt said he would inform the deputies of the problem. After more discussion, Commissioner Sheets asked who sets the speed limit for the roads in town. Commissioner Vandervort said if it's a state road, the state sets the speed, and if it's a town road, the Town sets it. Mrs. Sheets said the speed limit had changed from 15 mph to 25 mph in Charlestown Place. Mr. Suppa stated they hadn't replaced any speed limit signs, then Commissioner Vandervort said the town needed to get 15 mph signs and replace them.

JUDY CALVERT/HOLLOWAY BEACH-Commissioner Vandervort stated, as he mentioned just before the meeting, any one else intending to speak on this matter other than Mrs Calvert (who was on the agenda), needs to sign the list for Holloway Beach. Mrs Calvert stated that Commissioners Gell and Sheets are aware of damage done to the grave stones, flower pots, etc., in the cemetery. Mr. Suppa stated the grave stone knocked over had been done years ago. He stated Mr. Bott, who had been here for several years, stated that several were chipped years ago, and the maintenance workers were very cautious not to cause damage. Commissioner Vandervort stated Edgar McMullen has been in charge of the cemetery for a long time, so if there's some issue with that, he's like to see it come from Mr. McMullen. Mrs. Calvert stated she had a letter and a petition. She stated Howard Hall, before recusing himself, had stated at a Planning & Zoning Commission meeting, that he controlled the end of Chesapeake Road because he maintained it, and that's not true. After discussion, Mrs. Calvert stated the letter requested the removal of Mr. Hall from the Planning & Zoning Commission, and that the Town's ordinances be enforced fairly and properly to all. Commissioner Vandervort stated the letter was very non-specific, and who are "concerned Charlestown property owners", homeowners, and residents. Mrs. Calvert stated they were everyone who signed the petition. After being asked by Commissioner Price to explain the issue, Mrs. Calvert stated Mr. Hall called the law, sent his campers out to tell people they couldn't swim at the beach, can't come down past his house, past the end of the pavement, because they were trespassing because he owned between the pavement and the water. Mrs. Calvert said rumor was the Town was trying to give him the rights to that land. After listen to Mrs. Calvert's comments and comments from Christopher Capano, Harold Collins, Don McMillan, Betty Fryberger, Renee Sheets, Barbara Clark, Herman Seth, Michael Seth, Michael Neilly, Ben Suppa, and Janet Collins and discussion, Commissioner Gell drafted a resolution that, until it's proven otherwise, the area between the paved portion of Chesapeake Road and the water was open to the public. Mr. Hearne was to put the draft into resolution form for the Commissioners to sign.

Boys & Girls Club – Permission to Erect Sign – After discussion, the Board gave permission for the club to put up the sign subject to approval by the Historic District Commission.

Carolyn Riley – 231 Conestoga Street – Water/Sewer Disconnection – Carolyn Riley, of 231 Conestoga Street, requested that one of the two water and sewer connections to her property be discontinued. She stated that the existing structures had been razed and their plan was to build a single family dwelling on the lot. The Board agreed to discontinue one water and sewer billing to the property subject to a letter being sent and received back from Mr. & Mrs. Riley that stated they understood that once that water and sewer connection was discontinued, they would not be able to get it reconnected.

John Peterson – Water Bill Abatement – Flood Damage to Plumbing – John Peterson, of 1237 W. Old Philadelphia Rd., sent a letter requesting the Town to abate a portion of his quarterly bill

as his plumbing was damaged by the flooding on July 12<sup>th</sup> but he was not aware of this right of way because flood waters had entered his residence. After discussion, the Board agreed to calculate his bill based upon the average of his last 4 quarterly bills.

#### PENDING BUSINESS

Planning & Zoning Commission – Appointment – The Board agreed to appoint Joseph Letts to the Planning and Zoning Commission to complete Mr. Magness' vacated term.

State Highway Administration National Recreational Trails Grant – The Board decided not to apply because there was not adequate time to complete the application.

Copy & Facsimile Fees – The Board decided to keep the copying fee to \$0.25 per page but changed the faxing fees to \$2.00 for each set of six pages faxed.

Boat Ramp Closure – The Board decided to close the public boat ramp for Riverfest from Friday, September 10<sup>th</sup> at 6 p.m. to Monday, September 13<sup>th</sup> at 6 a.m. The Board wanted an ad put in the Cecil Whig and a sign posted at the boat ramp as soon as possible.

Christmas Lights Installation – After reviewing the two estimates received, the Board awarded the job to Shur Line Electric.

Re-grading Veterans Park – Flood Damage – After discussion, the Board decided not to do anything to Veterans Park until URS was able to re-engineer the project for that area.

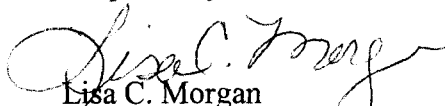
Ferrell Fuel Agreement – After discussion, the Board agreed to sign the contract with Ferrell Fuel.

(At this point, tape started recording again)

Department of Natural Resources Boating Infrastructure Program (BIG) Grants – Commissioner Vandervort stated this grant was for infrastructure or improvements thereto to accommodate transient slips for boats larger than 26 ft. After discussion, Mr. Hearne stated the Town had applied in the past but never successfully and, in talking to him, Mr. Ropp indicated it would be difficult for the Town to get because of the number of towns competing for funding. After more discussion, when asked, Commissioner Vandervort stated c-dock was owned by the Town but there were still more repairs needed to the dock. After more discussion, Commissioner Vandervort stated, during discussion of the budget, the Board understood the money from leasing c-dock for some time would be used to repair c-dock but once, repairs and maintenance are done, any excess lease monies would be available to the general fund.

After more discussion, Commissioner Gell made a motion to adjourn the meeting to go into executive session to discuss personnel matters, seconded by Commissioner Sheets. After more discussion, the motion passed 4-0. Commissioner Vandervort adjourned the meeting.

Respectfully submitted,



Lisa C. Morgan

Assistant Town Administrator/Town Clerk

Speakers  
Charleston Teen Meeting  
8/24/2004

p 1 of 1

- ✓ 5 Minute Fruit
- ✓ Chris Lynn
- ✓ Donald Collins
- ✓ Donald McMillen
- ✓ Betty Frybarger
- ✓ Genevieve Shatto
- ✓ Barbara Clark
- ✓ Lilia Wilson
- ✓ Michael Neely
- ✓ Herman Scott
- ✓ Jimmy Clark
- ✓ Ben Suggs
- ✓ J. Collins
- ✓ Kendra Wilton

ROSTER

CHARLESTOWN TOWN MEETING

DATE: July 27, 2004

TIME: 7:30 PM

JEN & GEORGE STANKO

Randy P. BOTT

Lilia Wilson

Ray Wilson

Judy Cabot

Pat Thomas

Anita Ellzey

Kelene Shetty

Barbara Clark

Barbie Clark

Trinity Clark

Donald McMillan

Harold S. Callins

Deborah J. Seth

Thomas B. Hatch

Betty J. Good

Rebecca C. Stulliger

Robert Phillips

Tom deLorimier

Prosper & Ursula Boudart

Sandra Williams

# Town of Charlestown

## Accounts Payable Bills

07/23/04

Name	Memo	Split	Amount
<b>1000.1 · General Fund Cash Accounts</b>			
<b>1010.1 · Cash-General Checking</b>			
Local Government Insur...	Cust #LGIT-0028 Inv #P3757 FY2005 insurance coverage	-SPLIT-	6,417.00-
Maryland Municipal Lea...	Inv #5705 - annual membership dues	6214.1 · Dues & Memb...	862.93-
KM-T Enterprises - Bern...		6340.1 · Temp Services	72.00-
Oriental Trading	Acct #26336799 - Inv #590140885-01 - items for Halloween Parade & P...	6963.1 · Halloween Party	531.16-
Town House Electric	Acct #2056 2019 9989 - Town House electric	6420.1 · Electric	8.49-
Comfort Station Electric	2096 4129 9992 - comfort station	6420.1 · Electric	22.64-
Conectiv	Acct #2096 3159 9997 - Town Hall	6420.1 · Electric	230.94-
Town Pier Electric	2056 2019 9997 - town pier	6420.1 · Electric	18.65-
Flagpole Lighting	2105 5729 9992 - flagpole	6420.1 · Electric	76.79-
Garage electric	Acct # 2096 5479 9995 - Garage	6420.1 · Electric	44.70-
Thomas Wright Consulti...	Inv #3102 - removal of McAfee & fixing printer access	6260.1 · Office Equipm...	75.00-
Radio Shack	Acct #00001903060981 - Inv #493142 - (5) 3-pk cassette tapes	6220.1 · Office Supplies	37.80-
landfill	Acct #1043 - landfill charges - May '04 & Jun '04	-SPLIT-	260.93-
North East Florist, Inc.	Inv #144044 - funeral arrangement (McLauhlin)	6216.1 · Memorials	53.50-
Baynes, Keith A.	review & comment B&GC agreement; comment on contract award & rel...	-SPLIT-	250.00-
Sheriff's Patrol	gasoline for Charlestown patrol - period of 05/29/04 - 06/25/04	6920.1 · Police Protection	113.55-
Sheriff's Patrol	Charlestown Patrol - period of 05/29/04 - 06/25/04	6920.1 · Police Protection	2,840.05-
Waste Management	Acct #275-0049441-0276-5 - Inv #1497057-0276-4 - trash - Jun '04	6651.1 · Trash Collection	3,465.44-
Chesapeake Publishing ...	ads for P&Z Commission vacancy; ad for Bd of Appeals hearing	-SPLIT-	175.51-
Maryland Municipal Cler...	membership dues	6214.1 · Dues & Memb...	50.00-
AT&T	Acct #8014-058-9492 Inv #6392598567 - long distance	6440.1 · Telephone	4.34-
York Building Products	Acct #6241 - Inv #7420-01 - 3.54 tons concrete sand - bleachers at athle...	6740.1 · P&R Miscellan...	26.90-
Cecil County Chamber o...	Inv #10883 - 332 auction dinner - Commissioner Gell	6212.1 · Conference Ex...	60.00-
John Huang & Associat...	Inv #04008 - mtg; conduct site surve - shoreline erosion project	6704.1 · Shoreline Erosi...	681.50-
Cain, Douglas	file #04-66CR - legal consultation - DC CAse #2K00029255 & 5K000292...	6310.1 · Legal Counsel	200.00-
Cecil Co. Commissioners	mosquito spraying - 06/24/04	6219.1 · Other	75.00-
Pitney-Bowes Inc	Acct 1955-0184-86-5 Inv #784911 - (2) postage meter ribbons	6220.1 · Office Supplies	76.54-
Queen Bee's Honey Pots	Inv #1712 - (2) portable toilets - Aug '04	6740.1 · P&R Miscellan...	190.00-
Home Depot	Acct #6035322502508926 - Inv #9150934 - (2) emergency lights - town ...	6410.1 · Repairs	69.90-
Verizon	000017861803 96Y - telephone - town hall	6440.1 · Telephone	155.67-
Maryland State Highway...	(10) SHA maps - Town of Charlestown (Cecil Co.) including postage & ...	6220.1 · Office Supplies	24.50-
Pitney-Bowes Inc	Acct #1955-0184-86-5 - Inv #633521 - postage meter rental	6220.1 · Office Supplies	106.84-
International Institute of ...	membership dues	6214.1 · Dues & Memb...	125.00-
Central Printing & Office...	Inv #5771 - (2) self-inking stamps for building permits	6220.1 · Office Supplies	52.00-
Best Cleaning Services, ...	Inv #20791 - (2) cleanings - Town Hall	6450.1 · Maintenance	70.00-
Benjamin Lumber Co., l...	Acct #1186 - Inv #347084 - (12) keys - town house	6450.1 · Maintenance	12.00-
Ace Hardware	Inv #109467 - hardware for bleachers; Inv #109369 - screen & spline - to...	-SPLIT-	220.03-



# Town of Charlestown

## Accounts Payable Bills

07/23/04

Name	Memo	Split	Amount
Staples	Acct #7972320000027426 - office supplies	6220.1 · Office Supplies	220.38-
URS Corporation	Project #20592168 - Inv #1183121 - Trinity Woods - observe proof roll &...	-SPLIT-	1,995.89-
URS Corporation	Project #20592171 - Inv #1183122 - Scott Gardens - site visit trailer loca...	-SPLIT-	1,254.56-
URS Corporation	Project #20605321 - Inv #1183135 - Principio Business Park - review sta...	-SPLIT-	225.00-
URS Corporation	Project #20605323 - Inv #1153074 - Tri-State annexation - review draft a...	6341.1 · Engineering Se...	990.00-
Total 1010.1 · Cash-General Checking			22,443.13-
Total 1000.1 · General Fund Cash Accounts			22,443.13-
<b>1000.2 · Utility Fund Cash Accounts</b>			
<b>1010.2 · Cash - Utility Checking</b>			
Paul's Utility Company	Inv #6792 - repair water main leak - Bladen St.	7756.2 · Other Repairs	2,010.00-
Miller Environmental, Inc.	Inv #10070405 - water sys ops charges - Jul '04Inv #10080406 - water s...	-SPLIT-	4,194.48-
Sta 3 electric	2096 4739 9994 - Sta 3	6532.2 · Station #3	88.12-
Lift Station electric	2096 4139 9990 Lift station electric	6534.2 · Lift Station	13.53-
Sta 1 electric	2096 3069 9996 - Sta 1 electric	6531.2 · Station #1	157.74-
Well 3 Electric	2096 5769 9994 Well 3 electric	7131.2 · Electric	159.11-
Well 1 Electric	2096 5499 9991 Well 1 electric	7131.2 · Electric	459.33-
Water Tank Electric	2096 5489 9993 - Water tank electric	7131.2 · Electric	72.25-
Rt 7 electric	2096 9259 9993 - Rt 7 electric	6533.2 · Station RT. #7	38.88-
Best Electric, Inc.	Inv #2524 & Inv #2527 - electrical repairs to RT 7 pump station - damag...	-SPLIT-	2,646.40-
Verizon Wireless	Acct #202583968-00001 - Inv #0525237434 & Inv #0533102995 - (2) c...	7132.2 · Telephone	308.09-
Atlantic Coast Laborator...	nv #107733 - lab fees	7121.2 · Laboratory Tes...	16.00-
H.I.E. Contractors, Inc.	Inv #2004-37 - repair 3/4" water line broken at 235 Conestoga St.	7756.2 · Other Repairs	200.00-
Verizon	000017861803 96Y - telephone - watert ower	7132.2 · Telephone	39.81-
National Waterworks	Acct #94258 - Inv #1285745 - (6) water meters	7741.2 · Water meters	662.40-
Total 1010.2 · Cash - Utility Checking			11,066.14-
Total 1000.2 · Utility Fund Cash Accounts			11,066.14-
<b>1000.3 · Special Fund Cash Accounts</b>			
<b>1005.3 · New-Checking-Special (Special checking County)</b>			
Allstate Sign & Plaque C...	Acct #32470 - Inv #82417 - street signs for Bennie & Theresa Lane	-SPLIT-	331.87-
Street Lighting	2055 3529 9973 - street lighting	6010.3 · Street Lights	732.10-
Gilbert Enterprises Inc.	gasoline charges - town truck - Jun '04	6025.3 · Gasoline	345.68-
Maryland Materials Inc.	Acct #60503 - Inv #169521 - 27.55 tons crusher run - repair portions of s...	6300.3 · Streets	213.52-
B&B Excavating	Inv #215 - Veterans Park drainage project	6300.3 · Streets	6,340.00-
URS Corporation	Project #20605329 - Inv #1183096 - Charlestown drainage plan - contin...	6300.3 · Streets	393.00-

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

07/23/04

Name	Memo	Split	Amount
Total 1005.3 · New-Checking-Special (Special checking County)			<u>8,356.17-</u>
Total 1000.3 · Special Fund Cash Accounts			<u>8,356.17-</u>
<b>TOTAL</b>			<u><u>41,865.44-</u></u>