

**TOWN COMMISSIONER'S MEETING  
CHARLESTOWN, MARYLAND  
April 14, 2020 7:00 PM**

The April meeting of the Charlestown Commissioners was held on Tuesday, April 14, 2020 at 7:00 PM by Zoom, broadcast on Facebook Live. The meeting was called to order by President, Karl Fockler. In attendance were Commissioners Karl Fockler, Jeff Fields, Jack Kronner, Lou Wood, and Joe Letts. Town Administrator Wib Pumpaly attended by conference call. The meeting was facilitated by Office Manager, Janine Antoshak and Town Clerk, Debbie Myers.

The Pledge of Allegiance was led by Commissioner Wood

Approval of the Minutes – **March 24, 2020** Commissioner Kronner moved to approve the minutes, seconded by Commissioner Letts . Approved 5-0.

Accounts Payable Review – **Charlestown Commissioners** Accounts payable in the amount of 70,557.02 were presented for approval. Commissioner Letts moved to approve, seconded by Commissione Kronnerr. Approved 5-0.

**Miller Environmental January Report** Mr. Josh Griffith was present by phone and submitted the following in a written report. A total of 2,286,000 gallons of water was produced with an average daily production of 74,000 gallons. No submitted samples tested positive for coliform. Weekly housekeeping and weekly and monthly maintenance were performed. In addition, 21 Miss Utilities were completed, 1 settlement read was provided, turned water off at 2 residences, and accomplished the 1<sup>st</sup> quarter meter readings. Daily pH and chlorine tests were performed and chemical feed pumps were adjusted as necessary to maintain optimal pH and chlorine parameters. Chemicals were mixed daily to maintain adequate levels for chemical feed with buffer time for fire safety. The chemical inventory was maintained. Daily tests were recorded in the WTF logbook. Monthly samples were collected and sent to certified lab for testing per state requirements. All data sheets for chemical usage, equipment runtime, pH calibration, and routine checklists were utilized and filed. The WTF Maintenance schedule was followed.

**Cecil Co. Sheriff's March Report** - Sgt. Mahan was in attendance by phone and a written report was submitted showing in March 2020 11 shifts were approved for a total of 44 hours. Of that number 44 hours were covered. Two shifts operated radar. There were no calls for service and two out of town assists. There were 17 property checks made. There was six community contact. They attempted three warrant services. There were no civil citations issued. There were three traffic citations issued (non-radar). There were 8 traffic warnings (5 radar and 3 non-radar) issued. There were no repair orders or parking citations issued. There were no traffic related arrests made. A suggestion was made that maybe foot patrols or bike patrols, but there were several objections with cause. During events it would be a good idea. The Sheriff's office at this point has no one certified for bike patrol. During our high tide incident yesterday we had some people splashing on Long Point and they were asked to move along for their safety.

**Code Enforcement Officer March Report** – **Bryan Lightner** Bryan Lightner submitted a written report which addressed complaints on 10 different properties within town for various issues. 1) sent second letter, attorney sending letter, should the Town board up the place, lien? 2) coordinating with District Attorney with State's Attorney's office and County Attorney 3)

coordinating with Town attorney, recommends assessment by Town Engineer, notify homeowners 4) Conducted inspection, sent letter, developing both on-site and off-site landscaping mitigation plans 5) Assisted with site assessment & permit review coordinating with Town engineer 6) Conducted inspection and called owner & informed of process 7) conducted inspection, set letter, informed of the process, gave 30 days to remove 8) conducted inspection, outside of city limits, referred to County zoning enforcement inspector 9: conduction inspection, sent letter, must replace trees 1:1, recommended silt fence.

Speakman Application Review – **Bryan Lightner, Chris Rogers** The proposed project has 19.75' feet on Town Property. This permission was granted in the 1970s by the Commissioners of Charlestown. Mr. Chris Rogers voiced some concerns of the extension of the wall onto town property. If the wall does continue onto town property, he suggests it might need more review. He would not recommend that the town make a habit of allowing these types of agreements as it would limit access to the beach as accessed by the stub of Calvert Street. This is a 99' right of way as the end of Calvert Street. The other side of Conestoga Street, Calvert is narrowed by the Price and Price survey, but on the water side it has not been narrowed and is still 99'. If the town means to sell the property then the review by AECOM would be different than if the town retains the property. The plans are able to be signed and sealed by the Engineer, Mr. Dan Speakman. Mr. Speakman is concerned about a maintenance issue where his children might be encumbered with the cost. Mr. Pumpaly stated that the property is in the Maryland Environmental Trust and he does not feel that it would be a simple issue to sell. The Speakmans are interested in an easement where they would maintain the wall. The Speakmans are wanting to build the wall this fall. The Speakmans are looking for a statement in support of the project so that they can move forward with the permitting process with the Army Corp of Engineers and MDE. Mr. Rogers would be OK if the plans would be signed and sealed with the understanding that the town would not be held responsible for the future maintenance. Mr. Lightner would be in favor of this process also. Commissioner Fockler stated that the Town needs to look further into the issue prior to the final sign off on the Town Building permit. He has no problem with them going ahead. He promises a response at the next meeting. The Speakmans will give any additional information as necessary. Mr. Pumpaly will send to the Commissioners the agreement of the Environmental Trust

### **Town Administrator's Report**

#### **Old Business**

**Consider Annual Fee for Trailer Lot Rental (Campgrounds)** – A letter was received from Don and Karen Hess, owners of the Holloway Beach Campground in opposition to the proposed fee. Mr. Pumpaly presented a draft ordinance in favor of this proposal similar to the one adopted concerning marinas and slip fees. This will require a public hearing. Mr. Pumpaly asks the Commissioners to consider the ordinance and the letter from the Hess'. Mr. Pumpaly will have our attorney look it over after the Commissioners have commented. Commissioner Wood suggested that we might wait a year in light of the economy at this time and have it ready before the next camping season. Mr. Letts was also in favor of waiting a year as well.

**DMP Site Update** There was a analytical study done of the site and it looks as if we can use some of the material at the site to rebuild the berm. It looks as if we can get rid of the material in the site and then use the site for future dredging. Mr. Rogers sent an email to the MDE asking what they would need to classify the material as unrestricted fill with the testing results. They (AECOM) would still want to make sure that the material would be structurally useful for the reconstruction of the berm. Commissioner Letts asked if we have any restrictions on the use of the material. If it is classified as Category 1 it is unrestricted use. Commissioner Fockler asked if the tests done thus far could determine if the existing material could be used to rebuild. Not at this time.

**ParkMobile Review** Mr. Pumpaly presented a list of questions which he needs the answers to complete the ZAR (Zone and Rate Structure)

- 1) There are six zones
- 2) \$2.00 per hour
- 3) Times are from 5AM – 11PM seven days a week
- 4) Town residents are not subject to the fee
- 5) Holidays will be considered a regular parking day
- 6) Town logo has been sent
- 7) The signs will be shipped to Town Hall
- 8) The enforcement will be “pay by plate”
- 9) ParkMobile are the merchant of record
- 10) The penalty portion which will be linked to the plate
- 11) If it would be contested, we would go to Court
- 12) Karl and Jack and Lou will be the customer service contact

### New Business

**Parking Line Painting** Mr. Pumpaly presented a bid for the painting of the lines for the parking lots. Commissioner Fields feels that our maintenance staff could do this job in house. Commissioner Kronner moved to sign the contract with Campbell Works, LLC for 1400, seconded by Commissioner Letts. Approved 4-1

**,Water Tower Aircraft Lighting** The inspection port on the Water Tower was closed last week. The aircraft lighting will be replaced after the osprey have moved on.

**Clearing the stormwater management pond at Scott Gardens.** The bid is between \$6,000 and \$8,000. The pond belongs to the HOA in Scott Gardens, so we would need to charge the homeowners for this job. It would come to around \$400.00 per home. The HOA is defunct. We are going to get a backlash from the County if we do not take care of this. Mr. Pumpaly has picked John’s Lawn Service to give a quote. Commissioner Fockler stated that we need to do this in the proper way as we have not done this before. Commissioner Kronner stated that in Baltimore County does a special assessment to handle such things. We did a similar thing when the water went into the Manor. Commissioner Fockler asked that Mr. Pumpaly consult with the Town Attorney to make sure that we are doing it properly. Commissioner Fields would like to see another quote. Commissioner Letts agrees with the idea of a second quote.

**630 Water Street** – Can we do anything about his rent payment during this time of COVID 19. Can we give some slack on the rent? He is using his monies to pay for a hotel room during this time. Mr. Pumpaly suggests that we reduce the rent to 2,000. We could just absorb the money or reduce his security deposit. A suggestion was made that we defer the payment instead of reduce it. Another suggestion was made that we would reduce the security deposit and allow him to reimburse the security deposit. **Commissioner Letts moved to supplement the rent by \$500.00 with his security deposit for three months starting April 1 with repayment by December 31, 2020, seconded Commissioner Kronner. Approved 5-0.**

Commissioner Letts asked if we are going to honor Commissioner Clements with a plaque for her service. **Commissioner Letts moved to get a plaque, seconded by Commissioner Wood. Approved 5-0.**

Commissioner Wood asked that Commissioner Fockler take a picture of himself in a mask and send it to Mayor Marion of Rising Sun.

Commissioner Wood also gave an update on Calvert Manor with the actual numbers. Numbers for Cecil County are updated each day.

Commissioners Fockler and Kronner are beginning the work on the 2021 budget with the town accountant.

**Period of Public Comment**

Robin Rowe – Fisherman come at 5AM in the morning if that impacts the ParkMobile.

**Tara Edwards** I am sorry that I did not submit a comment in time to address this at the commissioners meeting this evening. I understand that during the March commissioners meeting that it was decided that the police patrol contracted by the town of Charlestown would be cut back to 50% from the regular number of hours that the town usually contracts due to COVID-19. I was out walking around town this past week, and I observed the police sitting at Avalon Park. They drove around the barrier put up by the town at the park entry to enter the park and parked off the paved road on the gravel near the trash cans where the road turns. I found this surprising since the park is closed due to COVID-19 and there is minimal traffic and activity in that area of town currently. It seems to me that if the town is going to continue to pay for the police to patrol the town, that the police should not be sitting in areas like Avalon park that are currently closed except for pedestrian use where there is minimal traffic and activity. I wanted to make the town aware that this is happening. Please do not hesitate to contact me if you would like to discuss this in more detail. We will pass this on to Sgt. Mahan.

Thank you,

Commissioner Fields stated that he had received questions about using the boat ramp. Commissioner Fockler stated that we had closed our boat ramp and only open to commercial fishermen.

There being no further business Commissioner Letts moved to adjourn, seconded by Commissioner Kronner at 9:28 PM. Approved 5-0.

Respectfully submitted,

Debbie Myers, Town Clerk