

**TOWN COMMISSIONER'S MEETING
CHARLESTOWN, MARYLAND
April 28, 2020**

The April 28, 2020 meeting of the Town Commissioners of Charlestown was called to order by President Karl Fockler at 7:00 PM via Zoom. In attendance by Zoom were Commissioners Karl Fockler, Jeff Fields, Jack Kronner, Joe Letts, and Lou Wood. In attendance by conference call was Wib Pumpaly, Town Administrator. The meeting was facilitated in Town Hall by Janine Antoshak, Office Manager, and Debbie Myers, Town Clerk.

The Pledge of Allegiance was led by Commissioner Letts.

Approval of the Minutes – April 14, 2020 Commissioner Kronner moved to accept the minutes of April 14 2020, seconded by Commissioner Wood. Approved 5-0.

Accounts Payable Review – Charlestown Commissioners Accounts payable in the amount of \$139,407.58 was presented for payment. Commissioner Letts questioned the total and the questions were answered to his satisfaction. **Commissioner Kronner moved to approved, seconded by Commissioner Letts. Approved 5-0.**

F/Y 2021 Budget Discussion – President Fockler Worksheets were distributed in the Commissioner's books to begin the FY2021 budgeting process. There are some reductions to revenues as we anticipate that there will be some loss due to COVID-19. Commissioner Kronner mentioned that Commissioner Fockler suggests a work session to discuss. The meeting will need to be advertised. The soonest this meeting can be held is May 4th. **Commissioner Kronner moved to hold a special work session on Tuesday, May 5th at 6:00 PM, seconded by Commissioner Letts. Approved 5-0.**

COVID-19 Looking Forward – President Fockler – Once things start to open up, Commissioner Fockler feels that if we could use the Fire Hall it might be a better option and give us more room to socially distance. We now have the parks closed and the boat ramp closed. Commissioner Fockler suggests that we might begin to open up a little with guidance from the state. Commissioner Wood feels that we should have our boat ramp open. Marinas and boating are a main source of income for the area. Commissioner Kronner suggests that a vote be taken to open the ramp on May 1st if we hear from the governor's office that boating be opened up. **Commissioner Wood moved to open the parks and the boat ramp as soon as we get the green light from the state, seconded by Commissioner Kronner. Approved 5-0.** Commissioner Fockler suggests that as we open up we will need to have gloves and masks for our meetings. We have been able to obtain gloves and expect to have a supply of masks come in from EJ Sprague tomorrow. Commissioner Fockler also suggests that we get an infrared camera which would give the temperatures of many people at once. It could be used daily at Town Hall and at meetings to screen those in attendance. We could obtain one for around \$2,000.00. There is money available from the county for reimbursements. We don't know that we would be reimbursed, but the opportunity is a good one. Commissioner Fields feels that we are in a changing world and that this would benefit the town as a whole. Commissioner Wood feels that we have a good chance of getting the funds reimbursed. Commissioner Fockler, Commissioner Wood and Town Administrator Pumpaly have been on weekly phone calls with the county and feel that the funds could be obtained. **Commissioner Fields moved to obtain the infrared camera at the specified cost, seconded by Commissioner Kronner. Approved 5-0.** Commissioner Fockler also mentioned that we have many children who are at food risk and with summer coming will our children still be at risk? Can the town help with this effort? Could we partner with the Wellwood and the Market Street? Could we start this when the school meals end? Commissioner Wood is working with the FTK (Feed the Kids – through the schools on Monday and Wednesday) and the YES program. Commissioner Wood stated that she has a pantry going in her own

home and is passing out food as she sees the need. Commissioner Fockler suggests that we put money in our budget for the coming year for such needs. This would be a program for kids at risk in the incorporated town of Charlestown.

Calvert St. Bulkhead Project – President Fockler The Speakmans wish to repair the bulkhead a part of which extends to our property and is held in the environmental trust. This is a popular beach area for residents. Commissioner Fockler feels that the park property should once again be accessible back to the property line of Charlestown. Commissioner Kronner stated that we cannot legally grant the Speakmans the right to extend their wall onto the property held in the Environmental Trust. **Commissioner Kronner moved to reclaim the property, seconded by Commissioner Letts. Approved 5-0.** Mr. Speakman stated that he has no problem with the town reclaiming the property, but mentions that there will be some expenditures that the town will need to do rather quickly to maintain the wall currently there, which is in dire need of repair. Commissioner Fockler has been in contact with the Environmental Trust about all of our properties. When the state departments are once again allowed to travel the state they will come up and view the sites.

Maintenance Issues – Commissioner Fields Commissioner Fields stated that with the COVID-19 virus our guys need to be washing their hands in hot water. A hot water heater has been purchased and the installation and the heater will run around \$300.00. Commissioner Fields also gave them the go ahead for a small AC unit. The electrician will also be adding outlets. **Commissioner Wood moved to have Mr. Blankenship do the electrical work to get the water heater, receptacles, seconded by Commissioner Kronner. Approved 4-0-1 (Fields).**

The Maintenance Staff requests Impact Drill \$150, Hammer Drill \$290, Chain Saw 16" bar, Hedge trimmer 300. **Commissioner Fields moved to approve the expenditure of the purchase of the tools requested by the town Maintenance Staff, seconded by Commissioner Kronner. Approved 5-0.**

Commissioner Fields stated that he feels that the current grass cutting contract has some discrepancies. He thinks that we can hire a part time person and in the long run it will save us money. Commissioner Letts feels that we are getting a good job with our current company. Commissioner Wood stated that a couple of times last year our mowing was done when it was not necessary. Commissioner Fockler asked Mr. Pumpaly if we have the contract and can we modify it. He asked to see a copy of it. Commissioner Fields is to come up with a list of parcels and equipment that is needed to do any modifications. This will be brought to the next meeting.

Scott Gardens Stormwater Pond – **President Fockler** Mr. Pumpaly went over the Scott Gardens HOA agreement and has gotten an opinion from our town attorney who feels that we could pass the cost of the management of this pond to the homeowners either by direct invoice or tax lein. The estimate is \$400.00 per home per year. There are 23 residences in the addition. This would be an ongoing yearly cost. Commissioner Fockler stated that he would like to have a homeowners association meeting with the homeowners and the town. The meeting needs to be published. **The date was decided to be May 6 @ 6PM by Zoom and phone conference.**

Town Administrator's Report

Old Business

Trailer Lot User Fee Ordinance – The ordinance was sent to Mr. Clower and has been returned to have a few minor corrections. **A public hearing has been set for May 14th @6PM by Zoom and Conference call.**

DMP Site Update – We are to receive a letter soon from the Department of the Environment that the spoils are able to be used unrestricted. This will allow us to give away or sell some of it. We need to do some work to see if we can rebuild the site. The site has some overgrowth which needs to be cut down and previous maintenance workers put some refuse in it.

ParkMobile Project Update Mr. Pumpaly has sent the ZAR to ParkMobile. We have approved the signs that ParkMobile will be posting. At this time we will table the thought of including the boat launch in the program.

Street Parking Line Painting The street painting contract has been completed.

Water Tower Refurbishment – A breakdown of estimated costs was presented. A list of things to do before the actual work will be done has been included in the books. The osprey may present a problem. Mr. DeClerck has presented a bid of \$7,500.00 for pre-bid work. He has also included a cost of \$975.00 per inspection as the work is completed, with a cap of 50 inspections. **Commissioner Kronner moved that the process begin and we engage Mr. DeClerk for the pre-bid work, seconded by Commissioner Wood. Approved 5-0.**

New Business

Resolution 2020-01 – Bicycle Route Mr. Pumpaly presented a resolution supporting the bicycle through Charlestown. **Commissioner Kronner moved to approved, seconded by Commissioner Letts. Approved 5-0.** Mr. Kronner will stop in tomorrow and get it to all of the Commissioners for signature.

Mr. Pumpaly says that we have an air conditioner for the maintenance shop. Mr. Fields will check with the guys tomorrow.

Commissioner Fields stated that the concrete pad for the salt is coming along.

Period of Public Comment

Darla Ward wants to know if you are going to open the playgrounds and sanitize them? If the governor opens playgrounds we will open, but have no plans to sanitize at least at this point.

A question was asked through Facebook live if the Bathrooms at Veterans Park will be opened. They will remain closed until the playgrounds open up.

James Gerkin - What will be the protocol for the temperature and why not just use a no touch thermometer. The device will work on its own and not involve staff coming into contact with potentially infected people.

Chad Porter – grass cutting - use an on-call contractor just a suggestion.

Jim Gerkin – He is a resident in Scott Gardens. He mentioned that there are not as many homes as there were supposed to be. In 2009 the HOA licensing was disbanded by the state. They have discussed this with the town. The rest of the houses would need to be built before a HOA could be viable. They (the homeowners) have been trying to get the town to help them to keep this pond maintained through many administrations and are happy to discuss the issues at the proposed meeting.

There being no further business **Commissioner Letts moved to adjourn seconded by Commissioner Kronner. Approved 5-0.**

Respectfully submitted,
Debbie Myers, Town Clerk