

**TOWN COMMISSIONER'S MEETING
CHARLESTOWN, MARYLAND
May 22, 2018 – 7:00 pm**

The Town Meeting was called to order by President, Joe Letts at 7:00 pm. Commissioners present were Patricia Clements, Karl Fockler, Joseph Letts and Loucretia Wood. Mr. Wib Pumpaly, Town Administrator was also present. Commissioner Fields was excused.

Pledge of Allegiance was led by Mr. Boudart

Approval of the Minutes of May 8, 2018 Commissioner Clements asked about the change out from stainless steel to plastic. Miller Environmental is taking it under consideration. They will get back to us if there are any issues on the bulletin points. Commissioner Wood moved to accept the minutes, seconded by Commissioner Fockler. Approved 3-0 with one abstention.

Approval of the Minutes of May 16, 2018 Commissioner Fockler moved to accept the minutes, seconded by Commissioner Wood. Approved 4-0.

Accounts Payable Review May 22, 2018—Commissioner Clements asked about the payment to All Paws, is this staying within budget. The answer is yes they are within budget and don't anticipate any more bills. Commissioner Fockler asked about the Freese bill. It seems to be acceptable as Miller is in agreement with the stainless steel fittings. Accounts payable in the amount of \$30,309.28 was presented. Commissioner Fockler moved to accept, seconded by Commissioner Wood. Approved 5-0.

FY19 Budget Review/Motion to Accept (Ordinance 2018-01) – Charlestown Commissioners Commissioner Fockler moved to approve the proposed budget for FY19 as presented, seconded by Commissioner Wood. Approved 4-0.

Meeting of Town Commissioners – Charter Sect. 25-304 – Commissioner Wood brought up the matter of having one meeting per month per the Charter and utilizing the second meeting on an as needed basis. Commissioner Clements feels that there is too much business to complete in one meeting a month and too much time would elapse between meetings. Commissioner Letts stated that they used to meet once a month and the meetings would last late into the evening. Commissioner Fockler was concerned that cramming everything into one night would cause undue time to be needed for the one meeting a month. The issue of checks needing to be signed more than one time a month could be handled. The consensus was to stay with two meetings a month.

Inform Owners of Building Permits – Sect. 175-21, E. (2) – Historic District Section 175-21E states that neighboring properties of those applying for building permits must be notified of the pending building permit. Mr. Pumpaly is concerned about the time and expense to carry this stipulation out. He estimates that it costs \$60.00 to \$75.00 in staff time and postage to send certified letters. This year would have cost \$700.00 to date. He thinks that if we are to do this

we should raise the cost of a building permit to cover the costs. Who should do the work? If the Historic District Commission does not have the time to do so, then the burden would be on the town staff. Mr. Ron Edwards stated that it is the Historic District Commission's responsibility to see that the code is upheld. If the Commissioner's wish to they could change the code to exclude this stipulation. Commissioner Clements asked how notifying the neighbors change the outcome of the decision? It gives the neighbors the chance to state their opposition. Commissioner Clements asked how hard it is to change the wording? The Commissioners have the power to change the wording and to have Planning and Zoning or not as well. Commissioner Clements would like to get rid of the wording. Commissioner Fockler stated that it is there so that folks know what is happening. The historic district gets more attention because of its designation. The preservation of the historic is beneficial to all of the residents of Charlestown. Commissioner Fockler feels it is a good thing. Commissioner Wood feels that the Historic District Commission would keep the codes intact and just because a neighbor may not like it, does not mean they can stop it. Why now? Commissioner Clements feels that we need to take the wording out and rely on the Historic District Commission to uphold the codes. Is the agenda which is made public notice enough? Commissioner Fockler asked if it is the time or the money that is the concern? Both. Commissioner Fockler is not in favor of changing the wording, but we could proceed as we have been with posting of agendas as we have in the past. The consensus is to leave the wording and not add any further burden to Historic District, Planning or Planning and Zoning or office staff. Commissioner Fockler brought up the thought that maybe it is time to increase the costs of building permits.

Replacement of Water Meter Crocks & Extensions Mr. Pumpaly would like to know from the Board who might be responsible for the replacement of the meter crock from damage either accidentally or by age. Should the town be responsible of installation of a meter crock extension. These scenarios do not happen very often. The only thing that we provide for a new house is a water meter. Prior to this the Board has decided to replace failed driveway pipes and have taken on the responsibility of replacement. Commissioner Clements suggests that we consider this on a case by case basis. Commissioner Wood asked what happens if the crock is bad and the meter is good and the meter is damaged in the change out of the crock then we would be responsible for the meter. Commissioner Fockler thinks that if the change of the crock is because of negligence or a change in elevation then the homeowner should be charged for the crock. Commissioner Wood is not ready to make a decision, especially in case of accidental damage. Commissioner Clements moved to consider the replacement of a crock on a case by case basis for the Town Administrator to determine who will bear the burden of the cost, seconded by Commissioner Fockler. Approved 3-1.

Town Administrator's Report

Request to Move Monument @ Long Point Mr. Ron Edwards, Chair of the Historic District Commission is proposing to move the monument from its current location. The options for locations to move it to are the Flag Pole, or to the corner near the Kelly property or further down the hill. It can cause a tripping hazard as it is in the middle of the grounds. Commissioner Fockler and Commissioner Clements are not opposed to moving it. Commissioner Fockler suggests that we could incorporate the placement of this marker with the sign that Ms. Armour has suggested that the town install.

Charlestown Fire Co. Request The town has received a letter requesting that the Town have dredging done at the Fire pier site. There are many factors to consider for this request. Mr. Pumpaly has a grant to get the spoils site cleared. The clearing of the site has been awarded to L J Temple Landscape Services and the study of the site has been awarded to AECOM. Commissioner Letts stated it won't happen overnight. The Fire Company sent the letter because they were advised by the State to get the process started now as it will take three to four years to acquire a grant to do the dredging. Commissioner Fockler asked Mr. Pumpaly if we have any grant requests in the pipeline? Not yet, but there is one coming out in June which will be due in August. We can name numerous sites in the grant proposal and will not have to submit grant proposals for each site.

Proposed Exterior Maintenance Code This is a carryover from Rebecca Mann who was working the Dennis Clower before she left our employ. This is only in for the Commissioners to look at and give thoughts. Commissioner Clements stated that we have looked at this several times already and feels that many things in this code are needed. Commissioner Wood stated that we don't have staff to enforce. Commissioner Clements stated that we don't have any way of going after the really bad properties. She agrees that we don't have the staff but it does give us something to fall back on. Commissioner Fockler feels that this would give us a baseline. Rebecca had been working with David Dahlstrom with the Department of Housing. Commissioner Fockler feels that our code is lacking in many respects and that we were working with Mr. Dahlstrom as his services were free as opposed to an outside company for a cost of \$20,000 to \$30,000. Commissioner Wood feels that we need to sit down with someone who is a planner to help us write this.

Proposed Fee Schedule for Ordinance Violations This was tabled until we hear back from the town attorney.

Post Office Customer Entrance Ramp Replacement The cost is going to be between 15,000 and 20,000 and he is still waiting to get the results from two other estimates.

Cancel Town Meeting Scheduled for June 12 – MML Convention Commissioner Wood moved to cancel June 12, 2018 meeting, seconded by Commissioner Fockler. Approved 4-0.

Commissioner Fockler asked about the status on the building on Louisa? We have Department of Environment approval, Department of Health approval and are anticipating Permits and Inspections this week. Reynolds will demolish the building, our maintenance staff will do the grading and seeding after.

What is the status of the spoils site? We have awarded the contract to remove the greenery and the study.

What is the status of the sidewalk on Bladen? Can we touch base with them?

We have a contract with KCI on the Stormwater Management grant, have we heard anything? No, not yet.

With Ms. Mann gone do we need to rehire. Mr. Pumpaly feels he can keep up with the building permits and meetings but not any outside maintenance code enforcement.

Commissioner Wood brought up about the property at Avalon. She would like to have that on the agenda for the next time.

Commissioner Letts brought up the idea of having a Colonial Faire like we used to have. We need someone to organize it. Commissioner Fockler asked for it to be on the agenda for next meeting.

Commissioner Clements is asking for the gates to be locked at Avalon.

Period of Public Comment

Prosper Boudart – The repairs being done on the Marina have no permit unless they might have one from DNR. He would like someone to look into that. He would like to see a nice historic plaque at the cemetery on Cecil Street. He would like to see a plaque on Louisa Lane at the African American Cemetery. He was asked to write up what should be on the signs.

Rosie Bott – The flagpole the weeds need to be down to ground level as they should have been in the first place.

There being no further business, Commissioner Fockler moved and Commissioner Clements seconded to adjourn at 8:37 PM. Approved 4-0.

Respectfully submitted,

Debbie Myers, Town Clerk

APPROVED JUNE 26 2018