

**TOWN COMMISSIONER'S MEETING
CHARLESTOWN, MARYLAND
September 28, 2021 7:00 PM
Town Hall, 241 Market Street**

The meeting was called to order by President Karl Fockler at 7:02 PM. In attendance: Commissioners Wood, Kronner, Miller, and Elmer via Zoom; Staff: Bryan Lightner, Antoinette Rayfield; Public attendees: Dennis Taylor, Prosper Boudart, and Richard Mahan. Tom via Zoom

Pledge of Allegiance: Dennis Taylor opened the meeting with the Pledge of Allegiance.

Approval of the Minutes: September 14, 2021 – Commissioner Kronner moved to approve, seconded by Commissioner Miller. Carried 5-0.

Accounts Payable in the amount of \$62,925.84 were presented for approval, along with the Settlemyer checks in the amount of \$4800.00. **Commissioner Kronner moved to approve, seconded by Commissioner Miller. Carried 5-0.**

OLD BUSINESS:

Water Tower Update: Bryan Lightner discussed all repairs will be done and the tower will be fully painted within the next month. Site grading and sump pump area will also be repaired. Contractor agreed to help with grading and water drainage around the tower. A final inspection when the paint is fully dry on the Tower, and the Commissioners will be invited.

Town Hall: Bryan Lightner submitted the drawings rendered by Richard Mahan during the September 14, 2021 Commissioner Meeting. President Fockler explained the drawings; which included a meeting area, and office areas for the town staff, restrooms, and recreation space. Commissioner Fockler further explained that the plan was to renovate the building where Town Hall is currently, expanding the area either over towards the current post office or back towards the current playground. Commissioner Miller asked how many offices would be included in the space. Commissioner Fockler answered, ‘four would be included in either space’. President Fockler explained we must decide how to expand the space, which meant gathering the expertise of architects and engineers.

Commissioner Wood stated she felt the new drawing would cost over one (\$1) million dollars, which would seem to be the same cost if we proposed to move Town Hall to a new location in town and build it brand new. Commissioner Kronner agreed and explained that the old school house where Town Hall currently resides, could be restored and utilized as a museum for antiques and memorabilia from Historic Charlestown.

Commissioner Elmer stated that both building in a new location and expanding the current space was understandable. With that being said Commissioner Miller made motion to approve the

drawings for expansion and have an architect or refine the design. **The motion expired with no second motion**

Speed Bumps: After analyzing the data from the Survey, it was agreed that speed bumps should be placed on Frederick and Carolina Streets. The speed bump in front of Town Hall should be moved 15 yards down Market Street towards the boat ramp. **Commissioner Kronner moved to approve the speed bump placements, seconded by Commissioner Miller, Carried 5-0**

Community Survey: Commissioner Miller presented that community surveys will be a great way to understand how the community is thinking and determine what projects the town should prioritize. A few projects Commissioner Miller would like to see community feedback on includes storm water maintenance, A new Town Hall, and events at Avalon Park. Commissioner Kronner asked how to invite and reach more people to take the surveys. It was agreed that the surveys should also be offered on paper as well as the Town's website and Facebook page. This will allow people who do not have computers to access the surveys. They can be mailed with the water bill, for example.

Sandy Beach Maintenance: Commissioner Kronner explained that the town has taken back the land from the property owner adjacent to Sandy Beach. Commissioner Kronner further explained that it is necessary to prune trees and remove invasive plants the area in an effort to make it look cleaner; upon clean-up of the area, a fence (black chain with white posts) will be placed at the park along with a bench. **Commissioner Kronner moved to approve the renovation/restoration of Sandy Beach, seconded by Commissioner Miller. Carried 5-0.**

Halloween Parade: Commissioner Kronner stated the Halloween event will be handed over to Commissioner Wood because it falls under Parks and Recreation. Commissioner Wood explained she changed the time of the event to 5:00PM due to school bus schedules. More event details will be forthcoming.

Christmas Tree/Winter Lights: Commissioner Kronner presented information regarding Christmas decorations throughout town. He further explained a Town Square tree is needed along with lights for the light poles around town. Commissioner Wood described events that would fit into the holiday theme this year. **Commissioner Miller moved to approve the Christmas budget for \$5999, seconded by Commissioner Kronner. Carried 5-0**

630 Water Street: Bryan Lightner presented details on the list of improvements which needed to be made to the property. The repairs include; exterior cleaning, water damage in the basement, and smoke detectors repaired. Bryan Lightner asked what to do with the floors. Commissioner Fockler stated the floors will remain the same, because of the expense to refinish them. Bryan Lightner questioned if the tenant makes improvements to the property, can those improvement costs be adjusted in the monthly rental fee and the Commissioner's concurred.

NEW BUSINESS:

Personnel Manual Amendments: Bryan Lightner presented the off-set time, compensatory time the Telework Policy for review. Mr. Lightner explained that the Telework Policy would be key during times when staff are unable to come to work due to family emergencies or natural disaster. Commissioner Fockler agreed that the Telework Policy was good to have in place.

Tabled until the next meeting.

Edgewater Avenue: Commissioner Wood stated she will speak to the president of the HOA of Charlestown Manor regarding a “Private Community” sign which was posted in front of a “STOP” sign.

PUBLIC COMMENT:

Dennis Taylor – Mr. Taylor asked when a light at Veteran’s Park will be placed next to the flagpole. Bryan Lightner responded; it is on the list. Mr. Taylor responded to the new speed bumps with a question; “what is the maximum speed limit going over a speed bump? The posted speed limit where the speed bump is placed is 30 MPH. If I go 30 MPH over the speed bump, I will ruin my vehicle. Who is going to pay for the damage to my vehicle?”

Prosper Boudart – Mr. Boudart explained that he is a former landlord. He stated 630 Water Street should have been repaired and cleaned directly after the tenants moved out, not 4 months after. He also explained that the new tenants should be investigated to assure they can afford the property and are of good character. Commissioner Fockler stated there was discussion of using 630 Water Street for town hall, which explains the delay. Mr. Boudart stated that Town Hall should stay where it is.

Richard Mahan – Mr. Mahan asked why the Commissioners where waiting on receiving opinions from town residents regarding the renovation to the current Town Hall. Mr. Mahan further explained that without a price attached to the project, the residents do not have sufficient data to answer survey questions or supply information. Commissioner Fockler agreed that perhaps gathering data from architects and engineers regarding price, structure, etc., would give the residents more information to complete a survey. Commissioner Wood stated that she would like Bryan Lightner to reach out to Frank, the former developer, looking at Avalon Park, regarding building Town Hall at a new location.

Tom – Tom asked when the estimated time the skate park will be functional. Commissioner Wood replied that she is coordinating with Elkton regarding delivery. Commissioner Wood is hopeful that the skate park will be functional by the end of October.

Commissioner Kronner moved to close the public meeting at 8:47 pm, seconded by Commissioner Wood. Approved 5-0.