

TOWN COMMISSIONER'S MEETING
CHARLESTOWN, MARYLAND
May 12, 2020

- Call to Order – President Fockler called the meeting to order at 7:00 PM. The meeting was conducted by Zoom and conference call. Those in attendance on Zoom were Commissioners Fockler, Fields, Kronner, Letts and Wood, Town Administrator Wib Pumpaly, Bryan Lightner, Code Enforcement Officer, Josh Griffith (Miller Environmental), Gray Farquahson (Weyrich, Cronin and Sorra), Janine Antoshak, Office Manager, Debbie Myers, Town Clerk. Those in attendance by conference call were Dustin Delp, Ursual Boudart, Dennis Taylor, Jesse Crockett, Prosper Boudart.
- The Pledge of Allegiance was led by Commissioner Fields.
- Approval of the Minutes – **April 28, 2020 Commissioner Kronner moved to approve the minutes of April 28, 2020, seconded by Commissioner Wood. Approved 5-0. Commissioner Kronner moved to approve the minutes of the May 5, 2020 Budget Work Session, seconded by Commissioner Wood. Approved 5-0.**
- Accounts Payable Review – Accounts payable in the amount of \$229,883.81 were presented for approval. A large portion of the total was attributed to new meters which have arrived for the meter replacement project. **Commissioner Wood moved to approve the payments, seconded by Commissioner Letts. Approved 5-0.**
- **Miller Environmental April Report** Mr. Josh Griffith was present by zoom and submitted the following in a written report. A total of 2,315,000 gallons of water was produced with an average daily production of 77,000 gallons. No submitted samples tested positive for coliform. Weekly housekeeping and weekly and monthly maintenance were performed. In addition, 31 Miss Utilities were completed, missed reads for Quarter 2 were provided, aviation light atop the Water Tower was found inoperable and reported to town, source information for dust masks were provided to the town per town request, corrosion inhibitor pump was serviced, water tower lab space heat was adjusted as necessary throughout the winter months. 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. Josh Griffith asked about the aviation light and asked if the osprey could be relocated. At this time we cannot bother the nest area and will need to wait until they vacate to continue our work on the Tower. Mr. Griffith mentioned that there are some areas in the inside of the lab area that need painted and that our maintenance staff could do it. They might need a scissors lift to do the job. Commissioner Fields will get with the maintenance staff to see that this is added to their task list. Mr. Griffith also mentioned that during heavy rains there can be water standing in the base of the tower. A drainage system would be ideal. Commissioner Kronner

expressed the observation that it has been found that the lids for the water meters do not accommodate the readers. To get new lids will cost around \$9,000.00. He also suggests that we get a bid for the installation soon as we should get the project going soon. We need to get an RFP in the works to engage a company to do the installations.

Commissioner Kronner moved to acquire additional lids to accommodate the readers that we need as counted by the maintenance staff, seconded by Commissioner Letts. Approved 5-0.

- **Cecil Co. Sheriff's April Report** - A written report was submitted showing in April 2020 20 shifts were approved for a total of 40 hours. Of that number 40 hours were covered. Four shifts operated radar. There were three calls for service and two out of town assists. There were 153 property checks made. There were 26 community contacts. They attempted no warrant services. There were no civil citations issued. There were no traffic citations issued (non-radar). There were 4 traffic warnings (4 radar) issued. There were no repair orders or parking citations issued. There were no traffic related arrests made.
- **Code Enforcement Officer April Report – Bryan Lightner** Bryan Lightner submitted a written report which addressed complaints on 13 different properties within town for various issues. 1) sent second letter, attorney sending letter, should the Town board up the place, lien? A lengthy discussion was held on this property and going forward to eliminate the eyesore 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, sent letter, developing landscaping plan, recommended silt fence, needs grading permit 7) referred to County Forest Conservation Planner 8) referred to County Forest Conservation Planner & County DPW, might need grading permit 9) conducted inspection, sent letter 10) referred to MDE 11) determined no permit was needed 12) assisted with site assessment & permit review 13) conducted inspection, coordinating with MDE
- **F/Y 2021 Final Review/Vote to Accept – President Fockler** We have \$41,000.00 to allocate. An additional \$20,000.00 amount was added to the Streets budget. A request was made to upgrade the wiring in Town Hall at an estimate of around \$2,500.00. A fund will be designated for COVID relief of \$10,000.00. We will increase the Special Events by \$5,000.00 and the rest will be put into Miscellaneous. This balances the budget as required by the State.
- **Proposed Changes to P&Z, Sect. 175 – Commissioner Wood** The Planning and Zoning Board would like to see the changes made to the Code be accepted, or is anything that they can do to help move along the adoption of this code as it has been presented? Commissioner Fockler mentioned that there were major modifications made to this part of the code and we have been sidetracked by COVID and Scott Gardens. We need to have a workshop to really deal with this. **A meeting will be called for Thursday, May 21st @ 6:00 PM.**
- **Modifications to Grass Cutting Contract & Proposed Equipment – Commissioner Fields** Commissioner Fields asked that for the proposed equipment requests he would like for Steve Willard, Maintenance Supervisor to be involved in the decision making. He would

also like to see the actual contract for the lawn mowing. Commissioner Fields would like to table this until the contract can be found. He will then have some recommendations.

Town Administrator's Report

Old Business

- Final Bid Details for Scott Gardens SWM Pond – Mr. Pumpaly stated that we talked about getting more bids and he had sent an email out and received not much in the way of items for an RFP. It looks like in the meantime the residents have begun the clearing of the site and our maintenance workers hauled away the debris. Commissioner Fockler stated that he is hearing from the homeowners and a dialog has been started. As far as he is concerned it belongs to the residents and not to the town. He feels that as long as they keep working away at it to keep the costs down he is fine with it. When that is done the fence will have to be repaired. Commissioner Letts stated that they had the pond since day one and it is the resident's responsibility. He is not in favor of the town doing the work. Commissioner Fields stated that they made numerous attempts to contact the town about the pond and we should have been inspecting it. Commissioner Kronner stated that he is favor of getting a construction company to take it down to ground level so that the residents could then keep the maintenance up. Commissioner Fields stated that the state is responsible for inspection. Commissioner Fockler stated that we look at it this again at the next meeting, after seeing what progress the homeowners have made.
- Water Tower Refurbishment Update Mr. Pumpaly presented a list of tasks for the water tower refurbishment project. The refurbishment project is being managed by Mr. Doug DeClerck, a Water Storage Tank and Coatings Consultant. Mr. DeClerck has many years' experience in a similar role with the State of Maryland. He began his own company about 10 years ago. Mr. DeClerck estimates, due to the voluminous details of this project, that work should begin in the Spring of 2021. We have begun by submitting an application to the MDE. We expect that this process will take two months. We can continue with other things while we are waiting on that permit. We find that a Water/Sewer Construction Permit is required, primarily because the inside of the tank is to be refurbished. This may take 2 – 3 months to obtain this permit. Over the next six months, we will do the following:
 - Meet with the cell companies to discuss the removal of their equipment. This is a very important facet of this project.
 - Prepare technical specifications addressing repair, cleaning, repainting the interior chamber and exterior surfaces. Interior and exterior surfaces must be stripped to bare steel and new coatings/lining systems applied
 - The new interior coating should have a projected life of 20 to 30 years and the exterior coating 25 to 35 years.
 - Determine pressurized tanker specifications
 - Prepare bid documents
 - Conduct a pre-bid meeting
 - Issue any addendums as required resulting from the pre-bid meeting
 - Research bids and bidders
 - Recommend award to the Commissioners
 - Execute all paperwork to finalize the contract/contracts
 - Assure all insurance and bonding requirements are met
 - Hold a pre-construction meeting with all contractors

- Prepare for work to begin

Commissioner Kronner asked what happens to the revenue from the cell companies during this time? Mr. Pumpaly does not remember losing revenue the last time but it will be brought up at the meeting with the cell companies.

- Update on DMP Site - Commissioner Fockler has had some discussions with the state and we may be able to use some of the material to build up the beaches. Mr. Pumpaly gave the following written update:

Cecil County have been pursuing efforts to dredge the channel in the North East River for a number of years. They have contacted our congressional delegation and the Corps of Engineers without success.

The County have a DMP site on Route 7, near Elkton, that the Town might possibly use if successful in obtaining a grant. The use of the Elkton facility would be made by the Director of Administration, Mr. Al Wein.

Of course, the Charlestown DMP site would be the preferable location if we are able to dredge. Currently we are working with AECOM and the MDE to obtain a definitive evaluation of the material in our site. We have recently contacted Jenny Herman, Geologist with the MDE and Mr. Brian Dietz, Chief of the Controlled Hazardous Substance Division. It is our hope they will find in our favor and determine the dredging in our site will be designated Category 1.

“Residential Unrestricted Use Soil and Fill Material”.

In addition to the prededing, the Town and AECOM must determine the volume of material to be dredged in the various Town sites and the volume of storage needed at our site to retain the dredging material.

Further, our DMP site must be redesigned to contain the anticipated volume which will require redesign of the footprint, containment berm and outlet structure.

The trash and other debris must be removed from the site, to include clearing the site of all woody vegetation.

Thus far, we have submitted dredge material to the MDE seeking a determination of the designated use Category, which again, we are hopeful the decision will be Category 1, Unrestricted Use.

Commissioner Wood asked if we could put the flags in the cemetery in the coming week. Also she would like to send a cookie tray to the Sheriff’s office for Law Enforcement Appreciation Week. All were in agreement with both.

New Business

- No New Business at this Time

Period of Public Comment

Ursual Boudart – In regards to the house on Bladen Street. You need to put some teeth in your code. She would like to see Baltimore Street paved in the upcoming year and the storm water runs down to the beach and is eroding the beach. The Scott Gardens issue there should be something in the deeds of the homeowners that states who owns the pond.

Prosper Boudart – His concern is the Foot Log Bridge. It needs power-washing and sanding and some boards replaced. It is going to be an expensive repair as you will need to tarp underneath to catch the debris.

There being no further business Commissioner Letts moved to adjourn, seconded by Commissioner Kronner at 8:41 PM.

Respectfully submitted,

Debbie Myers, Town Clerk

Approved 5-26-2020