

**Town Commissioner's Legislative Meeting Minutes**  
**Charlestown, Maryland**  
**November 14, 2023**  
**6:00 PM**  
**Town Hall, 241 Market Street and on Zoom**

Attendees: Renee Capano, Rob Rinehart, Richard Mahan, Lou Wood, Jackie Akers, Bryan Lightner, Robert Straiton, Kathy SanDoe

Public in Attendance:

Zoom: Ursula Boudart, Chris Rogers, Robyn Rowe

President Capano called the meeting to order at 6:00 PM.

Mr. Robert Straiton was asked to lead the Pledge of Allegiance.

Approval of Minutes – October 10 and October 24, 2023 – Charlestown Commissioners: Commissioner Mahan motioned to approve the minutes for both sets of minutes. Commissioner Akers seconded the motion. Approved 5-0.

Accounts Payable Review – Charlestown Commissioners: Commissioner Mahan said the total Accounts Payable for the month was \$184,684.89. The highest expense other than normal expenditures was to Cecil County for the quarterly sewer invoice, \$79,746.27. Commissioner Akers motioned to approve the Accounts Payable. Commissioner Rinehart seconded the motion. Approved 5-0.

**Old Business**

Maryland House & Garden Pilgrimage 2024 – Commissioner Mahan: The pilgrimage involves five counties in the State of Maryland so Charlestown will gain full state exposure. On May 4, 2024 there could be as many as 2,000 visitors to Charlestown for this event. Several homes and gardens will be open for tour. Mr. Karl Fockler will chair the event on behalf of Colonial Charlestown, Inc.

Water Tower Meter Pit Lid Removal Quotes – Commissioner Rinehart: Two bids were obtained for the removal of the Water Tower Pit Lid, Cement Contractors, LLC quote was for \$15,980.00. Custom Improvers provided a quote for a total of \$16,120.00. The lid will be removed, but Custom Improvers will also provide two course of cement blocks to bring the pit above grade. Commissioner Mahan motioned to accept the Custom Improvers quote. Commissioner Rinehart seconded. Approved 5-0.

Watershed Master Plan Update – President Capano: Mr. Lightner presented this project at the Maryland Association of Floodplain and Stormwater Management (MAFSM) Conference on November 8<sup>th</sup>.

Dewberry will produce three 30% concept designs for stormwater management projects by December 31<sup>st</sup>. The projects are Chesapeake and Ogle Streets, 1243 W. Old Philadelphia Road, and Avalon Park. Based on the results of the analysis during the planning process, two additional project designs are considered a higher priority, for which there is an additional cost of \$14,950.64. The two additional projects for which 30% concept designs would be completed are for Frederick and Calvert Streets, and Conestoga and Calvert Streets. Commissioner Akers motioned to approve the \$14,950.64 for the two additional project designs. Commissioner Mahan seconded. Approved 5-0. There was discussion about an RFP for a Town Engineer. Mr. Lightner will have a draft ready for the next legislative meeting.

Water Treatment Plant Upgrade – Bryan Lightner: M. Davis submitted a proposal of \$2,895.00 for wiring the flow meters to transmitters and display screens inside the water tower. Commissioner Akers motioned to spend no more than \$3,500.00 on the project. Commissioner Mahan seconded. Approved 4-0 with Commissioner Rinehart recusing himself. Commissioner Rinehart noted there is also a communication issue with the wells to the water tower. A radio survey will be needed in order to develop a solution and additional information is needed.

USDA Grant Application Resolution – Bryan Lightner: President Capano and Mr. Lightner signed the resolution. Mr. Lightner will be the point of contact for the grant. The grant funds will be used to help finance the design of the Town Hall restoration and addition project. Commissioner Akers motioned to approve the resolution. Commissioner Mahan seconded. Approved 5-0.

### **New Business**

Board of Appeals Appointment – President Capano: Chris Reno applied for the position. Commissioner Wood motioned to approve the appointment. Commissioner Akers seconded. Approved 5-0.

Town Administrators Report – Bryan Lightner:

- Dredging Project Design Award – Three proposals were received for survey, design, and permitting of the project: CEM \$43,000.00, Bayland \$72,000.00, and AECOM \$135,858.00. Grant funding from MD DNR will be used to cover the entire cost of the project. Bayland has the requisite experience to perform the job well and has done work for the Town before. Commissioner Rinehart motioned to approve a contract for Bayland to complete the project. Commissioner Wood seconded. Approved 5-0.
- Athletic Complex Stormwater Management Project Design Award – Five proposals were received for survey, design, and permitting of the project: Arro \$90,132.75, Underwood \$99,000, CRI \$188,024.44, CEM/RKK \$232,190, and Bayland \$368,000. Grant funding from NFWF will be used to cover 75% of the project cost, with the additional cost covered by the Town's ARPA funds. Underwood has the requisite experience to perform the job well and provided the best concept design aligned with the Town's vision. Commissioner Rinehart motioned to approved a contract for Underwood to complete the project. Commissioner Akers seconded. Approved 5-0.
- Back-up Power Generator Fence Quotes – The Avalon Pump Station, and Wells #1 and #2 will need fences installed around them, including the new generators. The fence will have green slats installed at well 1 for additional privacy. Two price quotes were obtained: C & C Fencing for \$13,243.00 and J-Mar Fencing for \$10,473. Commissioner Mahan motioned to have C&C install the fencing and Commissioner Akers seconded. Approved 5-0.
- Radar Speed Signs – Three price quotes were obtained and all were very similar in price. Discussion was had regarding how many would be needed and the size of the displays for use on both State and Town roads. The Radar Sign company has signs with a two-year warranty and a lifetime license for storing the speed data that's collected. Commissioner Mahan motioned to purchase five 11-inch speed signs plus three additional rechargeable batteries for \$19,260.00, including one 13-inch sign for use on State roads, and with the condition that Mr. Lightner confirm with the Sheriff's Office the cost and capabilities of their speed trailer. Commissioner Rinehart seconded. Approved 4-1, with Commissioner Wood dissenting.

### **Comments**

Commissioner Rinehart stated the flag at Long Point Park is too large to place at half-mast and suggested we consider using a mourning bow or black streamer instead.

President Capano asked for help with repairing the fencing around the detention basins in Trinity Woods on Saturday.

Commissioner Wood noted the wreaths in the historic district do not have lights on them. The group recognized that while this option was discussed, it was not ordered or included on the invoice. She also said a speed hump has been requested for Trinity Woods, however, since a petition was received just before the meeting, the board will need to discuss at a later date.

Commissioner Akers motioned to adjourn the meeting. Commissioner Rinehart seconded. Approved 5-0. The meeting adjourned at 8:47 PM.

Respectfully submitted,

Kathy SanDoe, Town Clerk