

Town Commissioners' Working Meeting Minutes
Charlestown, Maryland
November 28, 2023
6:00 PM
Town Hall, 241 Market Street and on Zoom

Attendees: Rob Rinehart, Richard Mahan, Jackie Akers, Mary Culver, Kathy SanDoe.
President Capano and Commissioner Wood were not in attendance due to illness.

Public in Attendance:

Zoom: Ursula Boudart, Jane Bellmyer

Commissioner Mahan called the meeting to order at 6:00 PM.

Commissioner Akers was asked to lead the Pledge of Allegiance.

Old Business

Watershed Master Plan Update – Commissioner Mahan: This planning process has been somewhat validated, since the work previously approved at the Athletic Complex, ranked highly as a priority after the mapping assessments were completed. He suggested the group review previous Town Commissioner meeting minutes, and contact project steering committee members for other updates.

SSM Service Agreement – Commissioner Mahan: The agreement authorizes additional services that may be needed to continue monitoring our groundwater aquifer and coordinating with MDE and Artesian. This includes approving an additional task for \$3,000 to better understand our groundwater recharge area, which is an analysis that can also be useful for siting an additional supply well in the future. The board concurred that the agreement be signed and additional task completed.

Engineering RFP – Commissioner Mahan: The current Town engineer is AECOM. The Town is looking for an engineer to more specifically improve its stormwater management program and implement the watershed master plan. Updates need to be made to the stormwater management ordinance, drainage system maintenance schedules developed, and stormwater utility fees created. The RFP will need to be reviewed for voting at the next meeting.

New Business

Code Enforcement Officer – Commissioner Mahan – This employee will oversee code enforcement responsibilities and serve as staff to the Planning and Zoning Commission. This position requires understanding of Town codes and permitting processes.

Town Hall Hours – Commissioner Mahan: A discussion ensued regarding the hours Town Hall should be open for business. It was suggested changing the open hours from 7:30 AM to 5:00 PM to 8:30 AM to 4:00 PM. This would allow Town staff to have two hours of uninterrupted time to complete projects each day. The staff was asked to tally peak times.

Comments

Jane Bellmyer suggested using a construction trailer for additional office space.

Commissioner Akers motioned to adjourn the meeting. Commissioner Rinehart seconded. Approve 3-0. The meeting adjourned at 6:42 PM.

Respectfully submitted,

Kathy SanDoe, Town Clerk