

**Commissioner's Meeting
Charlestown, Maryland
November 8, 2022
6:00 PM
241 Market Street and on Zoom**

Attendees: Karl Fockler, Renee Capano, Lou Wood, Jeff Fields, Bryan Lightner, Mary Culver, Kathy SanDoe and Curtis Elmer attended on Zoom.

Public in Attendance: Marcie Schneider

Zoom: Robyn Rowe, Roslyn Tyson

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

The Pledge of Allegiance was led by Kathy SanDoe.

Approval of the Minutes – October 11, 2022 and October 25, 2022 – Charlestown

Commissioners: Jeff Fields motioned to approve the minutes for October 11th. Commissioner Capano seconded. Approved 4-0 with Commissioner Wood abstaining as she did not attend the meeting. Commissioner Capano motioned to approve the October 25th minutes. Commissioner Wood seconded. Approved 3-0 with President Fockler and Commissioner Fields abstaining as neither attended the meeting.

Accounts Payable Review – Charlestown Commissioners: Commissioner Field motioned to approve the Accounts Payable for \$40,706.92. Commissioner Elmer seconded. Approved 5-0.

Miller Environmental – October Report: Commissioner Fields read the report. Water withdrawal for October was 2,626,000 gallons. There were no positive coliform samples. Routine operations and maintenance were performed. There were 24 Miss Utilities completed. Well #1 passed inspection by AC Shultes. Discussion followed regarding a water flow test that cost about \$1,800.00. The findings of the flow test suggest it is possible the motor and pump are undersized and the control panel at the water tower needs to be upgraded. AECOM is getting updated cost estimates for back-up generators for Wells #1 and #2, as well as, the sewage pump stations. The pump station at Avalon would need a larger generator. There is open communication between MDE and Spotts, Stevens, and McCoy regarding Artesian's proposed Well #5 and hopefully there will be a more thorough analysis available by the next meeting.

Cecil County Sheriff's Report – Sgt. Mike Kalinsky: Commissioner Wood read the report. It was fairly quiet in Town during October. Due to an incident in November, it was brought to the attention of the Commissioners that there needs to be a way of notifying Town residents in case of an emergency and/or road closure. While there was notification to residents in the local area of the incident via Reverse 911, no message was received by the Commissioners or Town staff. Some type of improved emergency services system should be explored for the future. Mr. Lightner will check with the County to see what options there are. Mr. Lightner will contact the

Sheriff's Department to let them know the Town will hold payment until the patrol stats and hours worked are received.

Maintenance Report – Commissioner Elmer: Three trees were cut down, one at Fireman's Field and two at Veteran's Park. The brush was removed and hauled to the landfill. The Avalon building and restrooms at Veteran's Park were winterized. Returned trash cans to parks to replace Trash Tech totes. Trimmed vegetation along Town road right of ways. Cut out ceiling area in Post Office for architect access. Performed gallon tests and leak checks for multiple residents. Verified 60 stormwater inlet depths can be measured by Dewberry, five inlets needed unclogging. Broken trash totes were replaced and totes were delivered to new residents. Placed barricades for car cutting and the Halloween parade. Built two new barricades and painted old ones with the Town logo. Completed final grass mowing for the season. Collected yard waste and bulk trash.

Old Business

Foot Log Park Erosion Project – Bryan Lightner: The project will be completed on Wednesday, November 9th. A flatbed arrived with pallets of the Envirolok bags, which were transported to the site via a skid loader. A complaint was received about clay on the street that the contractor will sweep up. Dirt has been placed on top of the Envirolok bags for native grass plugs and seed to be planted.

New Business

Board of Appeals Appointment – President Fockler: Nick Capano and Chris Reno would like to be considered for the position. Commissioner Elmer nominated Nick Capano. Commissioner Fields seconded. Approved 4-0. Commissioner Capano abstained.

Christmas Party – Commissioner Wood: It was decided to hold the Christmas party at the Wellwood again this year. The budget will be checked and date selected.

Town Administrator Report – Bryan Lightner:

Events Committee Update

Donuts with Santa is Sunday, November 19th, 1:00 PM to 3:00 PM.

A tree will be decorated at Town Square and lighting of the tree is Friday night, December 2nd, beginning at 5:00 PM.

Wreaths Across America is on December 17th and will be coordinated with Jeanette Armour and the St. John's United Methodist Church.

Purse Bingo – date to be determined – possibly the Saturday before or after Valentine's Day. We'll see how it goes and may continue Bingo on a regular basis, considering whether or not to purchase Bingo equipment.

Halloween Parade - next year could be on a Friday night beginning at 6:00 PM and would like to include the Perryville High School Marching Band. Some lighting will also need to be provided.

Winter Lights, Cecil Nights: There is a six-page form outlining the requirements to receive the \$1,250.00 grant through the Cecil County Tourism Office. For the campaign, winter themed decorations are to be in place and activities scheduled between January 6 and February 28, 2023.

Town Hall – Will be outlined in white lights.

Ice House – Will include white flood lights with driftwood trees and reindeer. An Ice House event will be created with Jeannette Armour.

Fair Green Gazebo – Will be decorated with white lights, thick garland, and red ribbons.

Ice House / Fair Green Gazebo – Both structures need power washing and painting. The gazebo requires a new roof. Mr. Lightner has tried to get at least two estimates for the work and has received one estimate so far. The estimate is \$4,000.00 for the Ice House and \$1,800.00 for the gazebo for power washing and painting. Commissioner Elmer will look at the gazebo roof for repair or replacement. A second estimate will be obtained. Using good quality paint is a must. Commissioner Capano motioned to approve whichever estimate is a combined \$5,800 or less. Commissioner Fields seconded. Approved 5-0.

Commissioner Wood has inventoried much of the winter decorations stored in the Avalon building. Items that will not be used will be sold via Facebook Market Place.

Dog Laws – The current Charlestown noise ordinance exempts barking dogs. Constant barking from aggressive dogs is a quality-of-life issue. Animal waste that is not cleaned up is a health issue. Possibly the Town ordinance could be updated to supplement the requirements of the Cecil County Department of Animal Services.

First Responders Appreciation Dinner – Commissioner Fields and wife will attend the dinner. The Town will provide a donation of \$275.00.

Watershed Master Plan Community Workshop will be held at 6:00 PM at the Charlestown Fire Hall on Wednesday, November 16, 2022. An email blast will be sent to residents reminding them of the workshop.

Commissioner Comments:

Commissioner Fields stated that the Town should have an extra snow plow blade on hand including parts such as extra hydraulic hoses and fluid, blades, wire, etc. He also noted that Section 175 of the zoning ordinance needs to be approved. Mr. Lightner informed him that Section 175 is in front of the Town Attorney and should be back before the Commissioners soon.

Commissioner Wood said a Town resident drove around a barricade that had been set up for the Halloween Parade and running the stop sign. It was determined the Sheriff's Office should look into the situation. On Chesapeake Road there is an issue about the grading of a new home causing water to run onto the property next door. The new home is in compliance with current

codes. This has been discussed with the Planning and Zoning Commission and they recommend revising the stormwater management regulations. The Watershed Master Plan process will develop some ideas in this regard. The Town should also continue to investigate the purchase, rental, or borrowing of a ditch witch, to help keep stormwater inlets clear and free of debris. In addition, an ongoing schedule will need to be created to clear the culvert pipes all over Town.

Commissioner Capano noted that the Post Office may be leaving Charlestown in the next couple of years, so the addition and renovation to Town Hall will need to consider this as part of the design process.

Resident Comments:

Robyn Rowe suggested signs for Neighborhood Watch might be a good idea for Long Point as it may reduce issues in the area.

Marcie Schneider moved to Charlestown in late August and feels the Town should consider updating its ordinances related to dogs. Possibly the Town ordinance could be updated to supplement the requirements of the Cecil County Department of Animal Services.

Commissioner Fields motioned to adjourn the meeting. Commissioner Capano seconded. Approved 4-0. Commissioner Elmer dropped off Zoom at 7:25 PM.

The meeting was adjourned at 7:38 PM.

Respectfully submitted,

Kathy SanDoe

Town Clerk