

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

Attendees: Renee Capano, Jeff Fields, Lou Wood, Bobby Straiton, Bryan Lightner, Kathy SanDoe; Curtis Elmer attended on Zoom. Karl Fockler was not in attendance.

Public in Attendance: Charles (CJ) Heitz, Richard Mahan, Rosie Bott, Prosper and Ursula Boudart, Dennis Dobay

Zoom: Robyn Rowe, Thelma McMullen, Tom Constanzi, Rob Rinehart

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

The Pledge of Allegiance was led by Mr. Prosper Boudart.

Approval of the Minutes – January 10, 2022 and January 24, 2023 – Charlestown

Commissioners: Commissioner Fields motioned to approve the January 10, 2023 minutes.

Commissioner Wood seconded. Approved 3-0. Commissioner Wood abstained. Approval of the January 24, 2023 minutes will need to wait until the next meeting, as a quorum is needed among the Commissioners who attended that meeting.

Accounts Payable Review – Charlestown Commissioners: Commissioner Wood motioned to approve the Accounts Payable for \$114,165.02. Commissioner Fields seconded. Approved 4-0.

Miller Environmental – January report: Commissioner Fields read the report. Water withdrawal for January 2023 was 3,921,000 gallons for an average daily water withdrawal of 126,484 gallons. January 2022 had a withdrawal of 2,988,000 gallons with an average daily water withdraw. There were no positive coliform samples. Routine operations and maintenance were performed. AC Schultes replaced the pump for Well #1. Both well pumps are now pumping 100 – 110 gallons per minute. Joe Cherone met with the Town Engineer to discuss an upgrade to the control panel at the water plant. The County's Waste Water Treatment plant at Seneca Point had also used Town water during this time, over the course of a few days, to supplement a pump failure at the plant, but they have since switched to a temporary pump instead.

Cecil County Sheriff's Office Report – January 2023: Commissioner Wood read the report.

There were 10 hours of patrol shifts, two warnings, one radar citation and fourteen community contacts. Two officers have been requested for the Ice Splash event on February 25, 2023.

Commissioner Capano stated residents have been having difficulty getting a response from the Sheriff's Office. Commissioner Wood asked for the information so it could be forwarded.

Maintenance Report – Bobby Straiton: Dug out the ditch on Calvert Street. Seeded and strawed the area to create a swale to keep water off the roadway. Removed snow fence at Foot Log Park at the end of Baltimore Street where the sandbag project was done. Replaced "Stay off the Rocks" signs where they were missing at the Fishing Pier and Long Point. Painted area on the Post Office wall where the electricians had access to wiring below the electric panel. Took down Christmas tree at the center of Town and stored it for next season. Also removed the large

wreath from the side of the Post Office. Painted over graffiti at the skate park. Cleared debris and tree branches from Veteran’s Park beach, the beach by the Fishing Pier, and Sandy Beach at Calvert Street. Prepared maintenance reports on parks, buildings and properties throughout Town. Several pot holes were patched in Trinity Woods, in front of C-Dock, and other areas in Town. Cleaned up wood and raked the area along Chesapeake Road where trees were cut down. Changed resolution on water meters and paired with radios as needed throughout Town. Risers were also added to some water meter crocks to bring them up to grade. Collected yard waste and bulk trash and took to the landfill. Commissioner Wood asked for pictures of the graffiti before painting over to investigate further.

Old Business

Market Street Paving Project – Bryan Lightner: The Town owns the property between the Market Street Café and the Charlestown Fire Department. Mr. Lightner has received two proposals for paving the area. There are three sections to be paved. The first is a state-owned portion of 26 feet by 38 feet. The second section is owned by the Town, measuring 210 feet by 38 feet. The third section is owned by the Market Street Café and measures 127 feet by 39 feet.

McGuirk Construction Company		Cerney Enterprises, LLC
\$1,843.60	State Portion	\$6,000.00
\$14,907.00	Town Portion	\$26,100.00
\$9,299.00	Mkt St Cafe Portion	\$31,500.00
\$26,049.60	Total	\$63,600.00

According to Fire Company December 1998 minutes, a 75-year lease was executed between the Town and the Fire Company, in the amount of \$75.00, for the Fire Company to use this Town-owned land. Providing the lease was signed by both parties, it will be in force for another 50 years. The Town Attorney strongly advises that the Town sell the property following these steps: 1. Locate the lease agreement 2. Have the property appraised. 3. Amend the lease and/or consider selling the land to either the Fire company or Market Street Café, and consider sharing the costs of having the land surveyed, if deemed necessary. The Town Attorney also advised: 1. Any costs associated with subdivision or paving of the land should be covered by the purchaser. 2. A parking lot is a high liability, and as such, the Town should not consider renting the land. Commissioner Wood motioned to accept the proposal for paving from McGuirk for \$16,750.60 to pave the State and Town portions. Commissioner Fields seconded the motion. Approved 4-0.

New Business

Settlemyre Lawn Care Contract Renewal – Commissioner Capano: Their contract in 2021 was renewed in 2022 without an increase. The renewal for the 2023 season has a 10% increase. Due to the amount of the contract Commissioner Capano wants to send the contract out for bid. Currently, the Town maintenance crew cuts about three fourths of the grass growing in public spaces. Mr. Straiton will review the areas with Mr. Lightner that are cut by the staff and what needs to be contracted.

Christmas Decorations – Commissioner Capano: Using lamp post wreaths and banners will help to unify Charlestown. The historic side of Town will need 24 wreaths. The Cool Springs side will need 21 wreaths. A sample of the wreaths will be sent to the Town to be sure the correct size is ordered. The Christmas lamp pole wreaths with red ribbons are expected to last fifteen years if stored properly, upright on poles. The wreaths will be installed on the lamp posts at the beginning of November, remain throughout December and be removed for storage in January. The Historic Charlestown banners will go up once the wreaths are put away. Four extra wreaths will be ordered, one for the historic side of Town and three for the Cool Springs side of Town. The wreaths will be purchased at a 28% discount. The shell decorations that had been on the light poles will be put up again for the summer months. The banners are made of sail boat sail material with an expected lifespan of fifteen years. They will cost \$322.00 for the 4.5 foot length banners and \$328.00 for the 5.5 foot length banners for a total of \$33,546.57. From the samples, the seal on #3, font on #1, and color of #4 were selected with the words “Welcome to Historic Charlestown”. Historic Charlestown matches the wording on the water tower. Only the light poles owned by Delmarva may be used for the wreaths and banners. Public comment from Tom Costanzi, Robyn Rowe, Thelma McMullen, Richard Mahan and CJ Heitz all agreed with the selections. Commissioner Wood motioned to accept the proposal for banners and wreaths in the amount of \$34,836.81. Commissioner Fields seconded the motion. Approved 4-0.

Commissioner Wood left the meeting at 6:48 PM.

Old Business

Back-up Generator Update – Bryan Lightner: The Town has two wells and two sewage pump stations that require back-up power generators. Things to take into consideration are size, kilowatts, and brand. Cecil County Wastewater Division likes the Kohler brand. How much fuel is needed to run the generator for 24 hours? The Generac brand is clean and neat, has one power feed, requires less labor to install, is service provider readily accessible and runs quietly. At Veteran’s and Avalon Parks, the sewage pump stations and tanks will need to be raised and anchored with either a structure or fence installed to protect the equipment. CJ Heitz suggested taking into account brand versus sector, residential versus commercial. Mr. Straiton stated that if a generator is okay for the Fire Company, it should be okay for the Town. Commissioner Capano said it needs to be comparative and that extra capacity for the future should also be considered. A generator might also be advisable for Town Hall. Rob Rinehart suggested getting total package pricing which would include installation, building, fencing, raising, and anchoring, setting the tanks, and service contracts. Commissioner Capano wondered about propane versus diesel fuel as diesel has already been discontinued in two counties in Maryland. Is there such a thing as renewable energy conversion? The generators should be started and run at least five minutes each week as part of a regular maintenance schedule. She asked Mr. Lightner to get additional information. Commissioner Elmer will research the ratings for Generac. Is it large enough? Is there a commercial grade? Dennis Dobay said WIFI monitoring is available for propane delivery and the Town should work with the County for monitoring experience.

New Business

Drainage System Maintenance Program – Bryan Lightner: Throughout Town there are some locations with clogged inlet boxes, storm water pipes, and inadequate drainage swales. Some of these are on private property and with State road right of ways. Mapping needs to be done to create a better inventory of the entire storm water system. A visit needs to be made to each location to address the needs and prioritize a maintenance schedule. For example, a strategy is needed whether to dig out or vacuum the pipes/boxes, or use shovels. Possibly a jet pump truck can be rented for \$1,200.00 a day, as an option. Commissioner Capano is working with the County to see if they have a truck we could borrow.

MML Conference Plans – Bryan Lightner: This year the summer conference runs from June 25 – 28, 2023 in Ocean City, MD. Last year Mr. Lightner attended one day. Hotel reservations began January 17, 2023, so selections need to be made soon. Commissioner Capano would like to stay at the same hotel as last year. Commissioners Fields will let Mr. Lightner know which hotel to reserve. Mr. Lightner and Ms. SanDoe have begun the Academy of Excellence classes and would like to attend the conference. Commissioner Capano agreed they should attend.

Commissioner Comments

Commissioner Fields stated that a bill is being proposed to change the speed camera radius from ½ mile to 1/10th mile from a school. Commissioner Elmer noted that the cameras in Perryville are installed very close to the schools. Mr. Lightner has asked the Sheriff's Office regarding them reviewing the footage from the speed camera, and whether or not, that might affect the agreement.

Public Comments

Thelma McMullen asked if there was a monitoring plan in place regarding the graffiti in the parks. There is a great deal of noise and trash from the skate park in addition to the graffiti. She noted there was a fire in the woods behind the Beachcomber at 11:30 Friday night. Smoke was still visible Saturday at 1:00 PM the next day. She suggested keeping to one theme with the banner and wreath decorations.

Tom Costanzi noted the generator proposal could be updated using the URS (now AECOM) 2014 report. Mr. Lightner will look at the report.

Richard Mahan suggested checking with the Town Attorney regarding liability for the land between Market Street Café and the Fire Company.

Prosper Boudart said regarding storm water management that residents should accept some responsibility.

Commissioner Fields motioned to adjourn the meeting. Commissioner Elmer seconded.
Approved 3-0.

The meeting was adjourned at 7:38 PM.

Respectfully submitted,

Kathy SanDoe