

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

Attendees: Karl Fockler, Renee Capano, Jeff Fields, Lou Wood, Curtis Elmer, Bobby Straiton, Richard Mahan, Rob Rinehart, Mary Culver, Bryan Lightner, Kathy SanDoe

Public in Attendance: Charlene Notarcola, Clerk of the Court, Dan Rubert, Diane Letts, Jason Barrow, George Stanko, Prosper and Ursula Boudart, Jane Bellmyer

Zoom: Robyn Rowe, Tom Costanzi

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

Bobby Straiton was asked to lead the Pledge of Allegiance.

Approval of the Minutes –February 28, 2023 – Charlestown Commissioners: President Fockler asked for modifications to the zoning regulations on page two to clarify that the board agreed to strike the language “excepting those which the chief activity is a service customarily used as a business” in Section 175-16A.3, permitted uses. Commissioner Capano motioned to approve the minutes with the change. Commissioner Wood seconded. Approved 5-0.

Accounts Payable Review – Charlestown Commissioners: Commissioner Fields motioned to approve the Accounts Payable in the amount of \$28,993.77. Commissioner Wood seconded the motion. Approved 5-0.

President Fockler stated it had been a pleasure to help serve the Town. He said local government is very important and being respectful and having good communication will benefit the Town.

Commissioner Swearing-in – Charlene Notarcola, Clerk of the Court: Richard Mahan and Rob Rinehart were sworn in as Commissioners.

Election of Officers:

Commissioner Capano was elected President of the Commissioners. She will also be the liaison for the Planning and Zoning Board.

Commissioner Rinehart was elected Vice President of the Commissioners. He was also appointed as the Maintenance Commissioner.

Commissioner Mahan was elected Treasurer and will be the liaison for the Cecil County Sheriff's Office.

Commissioner Wood will be the liaison for Parks and Recreation.

Commissioner Fields will support the team.

A consideration for nominating a liaison for the Historic District Commission was tabled.

Miller Environmental – February Report: The total monthly withdrawal for February 2023 was 3,264,000 gallons and in February 2022 it was 2,608,000 gallons. The average daily withdrawal was 116,571 gallons in February 2023 and 93,143 gallons in February 2022. The main difference in usage between 2022 and 2023 is due to the new homes constructed over that time. There were no positive coliform samples. Daily Water Treatment Facility tasks were completed. Six water shut-offs were completed and all services have since been restored.

Cecil County Sheriff's Report – Sgt. Kalinsky: There were 20 non-officer initiated calls for service in February which was a 28% decrease from February 2022. There were five traffic stops, two criminal summons, one patrol check, and two community contacts. There was one overdose in Town. Commissioner Wood introduced Commissioner Mahan to Sgt. Kalinsky and said she would set up a meeting for them.

Maintenance Report – Bobby Straiton: For the Ice Splash event, barriers were set out, the restrooms were de-winterized and re-winterized, and the beach was cleaned. Basins on Frederick, Calvert and Bladen Streets were shoveled out and cleaned for better drainage. Pot holes were repaired at Frederick and Bladen Streets, two in front of the Post Office and one on Manor Ave. Door hangers were placed at homes for nonpayment of utility bills. Water was turned off at one residence a week after the door hangers were distributed. Phase one of the Baltimore Street and Foot Log Park drainage issue was completed. Round stone was placed at the end of Baltimore Street. Top soil was used to create a berm on the left side of Baltimore Street so water would stay in the center of the road. The area was seeded and strawed. A six by six post with a "No Vehicles Allowed" sign attached was installed at the entrance of Foot Log at the end of Baltimore Street. A collapsed driveway pipe on Chesapeake Road was removed and replaced with ADS pipe. The swale was cleaned on the sides of the driveway to the end of Chesapeake Road. The first step on the Tory House was cleaned and stones replaced with new mortar. The Christmas lights on Town Hall, gazebo and cemetery fence were taken down and stored. Worked with LECCO on a water leak at Chesapeake Place, shutting off water as needed. The area was seeded and strawed where the leak occurred. More grading will be done when the ground dries out. Per usual, yard waste was collected twice and bulk trash was collected at the end of the month and taken to the landfill. Trash and recycle cans are still being replaced as required.

### **Old Business**

Market Square Property – Charlestown Fire Company: George Stanko and Jason Barrow stated that the Charlestown Fire Company would like to purchase the property between Market Street Café and the Fire Company. Mr. Lightner suggested getting an appraisal prior to selling. There is a lease agreement between the Town and the Fire Company, a copy of which, will be provided to the Town. The purchase will not include paving the area between Market Street Café and the Fire Company, President Capano asked to put the paving contract with Mr. McQuirk on hold. Commissioner Rinehart asked how soon the property would be paved and the best guess was April. President Capano asked for a motion to hold further discussions, including possible nullification of the lease agreement. Commissioner Rinehart motioned to approve further

discussion and Commissioner Mahan seconded. Approved 3-1-1 with Commissioner Wood voting nay and Commissioner Fields abstaining.

Town Administrator's Report – Bryan Lightner:

Zoning Revisions: Ordinance 2023-01 is to amend Chapter 175, Zoning. Commissioner Mahan motioned to adopt the amendments. Commissioner Wood seconded. Approved 5-0.

Back-Up Power Generators: Three estimates have been received for propane tanks to fuel the generators. With Dixie Land the Town would purchase the tanks. Installation and tank level monitors were included in their estimate. With Alger Oil, the Town has the option to purchase or lease the tanks. Leasing the tanks comes with an agreement to purchase the propane from Alger and includes installation and maintenance. To purchase the tanks includes installation but there is a maintenance fee. The third estimate was from Schagrin Gas. This company leases the tanks only. Mr. Lightner also provided an update on the generators. He spoke with Pace Electric, who informed him there are two types of generators – air cooled and liquid cooled. Air cooled generators should last about 20 years, and while running continuously, would need to be shut down for one hour daily, to allow the generators to cool down. Liquid cooled generators should last about 30 years and do not need to be shut down, while running continuously. Sound attenuation enclosures are provided with the generators. All of the propane tanks will need to be anchored on concrete pads. Commissioner Rinehart wanted to lock in a price for the cost of the propane. Mr. Lightner said we should have a maintenance and service contract as well. President Capano stated we should purchase the tanks and lock in the propane price for three years. Commissioner Wood motioned to purchase the tanks from Dixie Land, anchor the tanks on concrete pads, have Dixie Land provide the tank level monitoring, and lock in the price with a three-year contract. Commissioner Mahan seconded. Approved 5-0.

Watershed Master Plan Update: Dewberry sent us a memo for the change order. Option A includes a proposal to develop three larger PCSWMM models to encompass the majority of the area of the Town limits and to digitize new stormwater infrastructure that is not currently mapped in GIS. The proposed cost for Change Order #1 – Option A is \$21,448.05. Change Order #1 – Option B includes a proposal to develop nine smaller PCSWMM models to encompass the majority of the area within Town limits and to digitize new stormwater infrastructure that is not currently mapped in GIS. The proposed cost for Change Order #1 – Option B is \$41,269.98. The grant from DNR would have only covered a portion of the Town with the PCSWMM models. A portion of the Covid relief money was allocated for stormwater management, which can pay for the additional costs. The desire is to study the entire Town, and using less models would be less to maintain. Commissioner Mahan motioned to accept Option A. Commissioner Wood seconded. Approved 5-0.

Detention Basin Fencing Update: While looking into fencing for the generators and tanks, cost estimates will also be obtained for the detention basins in Trinity Woods and

Scott Gardens. There's a desire to use the same style fencing throughout Town, but the fence at Veteran's Park may need to be different.

Water Shut-Off Procedures: Section #3 of the Payment Plan will change from 90 days to 30 days. If more than 30 days have passed with no payment, the account is considered to be in default, the account balance will be due in full and a \$25.00 fee will be imposed. If the payment is not received within the seven days, water will be shut off. A \$50.00 fee will occur to shut off the water and another \$50.00 fee will be charged to turn the water back on, once the balance is paid in full. Residents are encouraged to apply for State funding assistance, if additional help is needed. Water shut-offs were reinstated during the first quarter of 2023 for accounts that were more than two quarters past due. The shut-off notices were effective in obtaining arrears payments. Only one shut-off needed to be done. Commissioner Wood motioned to approve all of the changes for shut-off procedures. Commissioner Mahan seconded the motion. Approved 4-0-1 with Commissioner Fields abstaining.

### **New Business**

Town Commissioner Meeting Format Change – President Capano: The proposed meeting change is to have the first monthly meeting as a legislative meeting where items will be voted on, but not discussed, from the previous meeting. There would be no public comment during this session, although the public may attend in person or on zoom to observe. This would allow for additional information to be obtained, if needed, prior to a vote. During the legislative meeting Accounts Payable would also be approved. This would change the format so that all invoices would be paid once a month instead of once every two weeks. Direct debit payments would also be available to vendors in lieu of printed checks. Information will be sent to Town vendors soon noting the changes. The monthly reports would also be posted on the website and not need presentation at the legislative meeting. Commissioner Rinehart motioned to approve the meeting format change. Commissioner Mahan seconded. Approved 4-0-1, with Commissioner Fields abstaining.

Budget Update – Julie Campagna: The mid-year budget to actual report has been completed through December 31, 2022. The revenues are in the top portion of the spreadsheet. Some items were in the miscellaneous account and had to be moved to the correct accounts. Interest Income was budgeted low and might double and some additional adjustments are needed in the 900 series. The General Fund expenses are listed by department: Streets, Town Pier, Planning and Zoning, and Parks and Recreation, etc. Fringe Benefits and Repairs and Maintenance needs some adjustments. The Telephone account includes the security cameras and these should be moved to a separate account. The Pier expenses were up due to the purchase of additional ice eaters. Public Safety included a \$70,000.00 donation to the Fire Company. Julie thanked Commissioner Fields for his assistance during the audit. She is looking forward to working with Commissioner Mahan. The goal is to have the budget to actual reports posted on the website as they become available.

Charter Review – Bryan Lightner: Mr. Lightner suggested starting up a group to review the Town Charter and propose amendments, to operate more efficiently. Commissioner Mahan and President Capano offered to assist.

Foot Log Park Bench – Commissioner Fields: This item was tabled.

Commissioner Comments:

Commissioner Wood welcomed Commissioners Mahan and Rinehart. She stated the July Cecil Harford Chapter MML Dinner will be held in Charlestown on July 20<sup>th</sup>.

Commissioner Rinehart thanked the Commissioners for a warm welcome and stated he will accept advice.

Commissioner Mahan appreciates the votes and looks forward to working together.

President Capano looks forward to the new meeting format.

Public Comment:

Ursula Boudart said a code enforcement officer is needed in Town to make sure Town codes are being followed.

Prosper Boudart wants the to see the Accounts Payable list before the meeting for more transparency.

Tom Costanzi gave congratulations to Commissioners Mahan and Rinehart. He likes the new meeting format suggestion and earlier notifications with information.

Robyn Rowe sent congratulations to Commissioners Mahan and Rinehart.

President Capano went to Annapolis regarding the proposed Golf Cart Ordinance. An answer was not given at that time but will an answer may be possible in the next few days. Delegate Jacobs mentioned a State-wide ordinance might be coming next year.

Commissioner Wood motioned to adjourn. Commissioner Mahan seconded. Approved 5-0.

Meeting adjourned at 7:54 PM.

Respectfully submitted,

Kathy SanDoe