

**Town Commissioner's Meeting
Charlestown, Maryland
March 28, 2023
6:00 PM
Town Hall, 241 Market Street and on Zoom**

Attendees: Renee Capano, Lou Wood, Richard Mahan, Rob Rinehart, Mary Culver, Bryan Lightner, Kathy SanDoe; Jeff Fields was not in attendance.

Public in Attendance: Dan Rubert, Pauline Bryant, Dennis Wood, Jane Bellmyer

Zoom: Robyn Rowe, Ursula Boudart, Jason Barrow, Ken Shockley, Tom Constanzi

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

Mr. Dan Rubert was asked to lead the Pledge of Allegiance.

Approval of the Minutes –March 14, 2023 – Charlestown Commissioners: Commissioner Mahan motioned to approve the minutes with the amended comment. Commissioner Wood seconded. Approved 4-0.

Accounts Payable Review – Charlestown Commissioners: Commissioner Wood motioned to approve the Accounts Payable in the amount of \$47,069.23. Commissioner Rinehart seconded the motion. Approved 4-0.

Old Business

Clarification was made to the changes in meeting format beginning in May. The first meeting of the month will be a Legislative meeting. During this session, meeting minutes will be approved and Accounts Payable will be reviewed and approved. Items discussed in the previous meeting will be voted upon. While the public is invited to attend, there will be no public comment during this meeting. During the second meeting of the month, the Working meeting, issues will be discussed and public comment will be accepted. No votes on issues discussed will be made.

PNC Account Signers – Charlestown Commissioners: Commissioners Rinehart and Mahan need to be added as signers to the PNC accounts. Commissioner Fields and Former President Fockler will be removed as signers. Commissioner Wood motioned to approve the signer changes. Commissioner Mahan seconded. Approved 4-0. A suggestion was made to post the Accounts Payable online prior to the Legislative meeting.

Market Square Property – President Capano - The Charlestown Fire Department would like to purchase the portion of Market Street Property between the Fire Department and Market Street Café. The Fire Department and Market Street Café have been in discussion regarding the purchase. The market analysis for the property is between \$20,000.00 and \$30,000.00. The Fire Department offered to purchase the property for the State Tax Assessed Value of \$22,500.00. Concerns were raised about the liability that could occur due to the disrepair of the pavement and the \$15,000.00 contract the Town signed with McGuirk to have the re-paving done as soon as the weather permitted. The State could add the portion within their road right-of-way onto their paving schedule after July 1, 2023. After some discussion, Commissioner Mahan motioned to

donate the property to the Fire Department, with the condition that they honor the paving contract with McGuirk. Commissioner Wood seconded the motion. Approved 4-0.

New Business

CSSC MOU – President Capano: The Chesapeake Science and Security Corridor Memorandum of Understanding was presented and described as being formerly created in part due to the Base Realignment and Closure (BRAC) process. This involves local government collaboration and there are quarterly meetings in the surrounding area of Maryland, Pennsylvania and Delaware. Commissioner Rinehart said he would attend the upcoming April 13th meeting in Havre de Grace. President Capano cannot participate in and recuses herself from the CSSC discussions or voting and will not attend any of the CSSC meetings. Commissioner Wood motioned to send Karen the signed CSSC MOU papers and that Commissioner Rinehart will attend the Havre de Grace meeting. Commissioner Mahan seconded. Approved 3-0, with President Capano abstaining.

Town Administrator Report – Bryan Lightner:

Town Pier Update: Currently there is one slip on the Town Pier that is not being renewed for the upcoming season. In 2018, DNR said it was okay to rent all 36 slips, and not keep any available for transient use. Commissioner Wood stated that there should be no transient slips on the Town Pier. President Capano noted that repairs need to be made to the water lines and electrical outlets this coming season. Commissioner Rinehart will follow up with the repairs and have the Town Pier pressure washed. Commissioners Mahan and Wood stated there should be a price increase next season to rent the slips.

807 Bladen Street – Subdivision Proposal: The developer's proposal encompasses a two-acre plot at the corner of Bladen Street and Louisa Lane, and an additional six acre plot on the paper street portion of Louisa Lane behind it. The proposal includes 78 townhomes and mixed commercial buildings along Bladen Street. There are several concerns with the proposal, including the current critical area designation, proposed forest clearing, and the current R-3 zoning that doesn't permit commercial development. The developer also proposed a bridge over the high-speed rail line, to link Cool Springs to the commercial development. President Capano said the proposed forest clearing goes against our Watershed Master Plan, currently under development. Commissioner Mahan stated that the proposed style is not appropriate for the Town of Charlestown and more careful design would be needed to relate to the adjacent historic district. Commissioner Rinehart noted the plan has the feel of Ellicott City and is not the look wanted in Town. Mr. Lightner said the Zoning Ordinance (Chapter 175) was recently updated and that the zoning district map and Comprehensive Plan still need to be updated. He will share the Commissioners feedback with the developer.

Cecil-Harford MML Dinner, April 20, North East: Commissioner Wood is stepping down as the MML Chapter President. Erin, the current Vice President will become President. A Cecil County MML Member is needed for the Board. The Secretary and

Vice President positions need to be filled. Commissioner Mahan will meet with WILMAPCO regarding ideas for walking trails and bike trails in Town.

Commissioner Comments

Commissioner Rinehart stated that cleaning the storm drains needs to be a priority and the water and sewer lines need to be maintained. The Town is responsible for maintaining the sewer lines.

President Capano said that the agreement with the County stipulates that maintenance of the sewer lines is the Town's responsibility. She asked the group to consider how Town would find the money needed for repairs. For example, an I&I study is coming up and it cost the Town one million dollars twenty years ago. Scott Flannigan, Director of Public Works, informed President Capano that the riser around the manhole at Tasker Lane needed to be high due to higher tides and it may be necessary to provide some additional erosion control measures in this area within the next two years.

Mr. Lightner stated that there are limited documents available detailing the modifications that have been made to the control panel at the water treatment plant over the years. The original drawings from 30 years ago are still available. Commissioner Rinehart suggested reaching out to the Cecil County. Mr. Lightner will contact the County to see if there are any previous electrical permits issued, that may have copies of their plans. Radio meters have been purchased for the intake and output pipes at the water treatment plan, to help improve leak detection measures. The vault that contains the meters and other valves often floods, so additional repairs will be needed in the future. The recommendation is to remove the cement roof over the pit and replace it with a higher roof or small shed structure at the same time. There is money in the utility fund to have this work completed and should be done soon.

Commissioner Wood said that a Town resident had a heart attack and had requested a bench be placed at the entrance to Foot Log Park. Commissioner Mahan said he would facilitate the approval by reaching out to the Historic District Commission for concurrence. Mr. Lightner will expedite the bench placing with the maintenance crew. Commissioner Wood noted that there has been an increase in traffic complaints at the Stone Wharf and suggested we advertise for the park ranger positions for the summer season. President Capano said there needed to be a discussion of how many park rangers would be necessary and the salary offered. Mr. Lightner will create an ad to be circulated to the Commissioners. Commissioner Wood also suggested asking Town residents to volunteer their help with events.

Commissioner Mahan met recently with representatives from the Sheriff's Office. Public phone numbers will be published for the Cecil County Sheriff's Office, including the Drug Task Force. Residents may call these numbers directly or use 911, instead of calling him. This way, there is official documentation of the issues. Unmarked police cars typically respond for drug issues. There will be an increased presence of coverage hours in Town for the upcoming season. He also met with Julie Campagna, the Town Accountant, regarding the budget, and is impressed with her work.

President Capano had an update from the Watershed Master Plan steering committee meeting. There are three criteria so far to consider for prioritizing projects in Town – infrastructure,

property damage estimates, and road access. Route 7 is our emergency evacuation route. The Cecil County Department of Emergency Services recommends Charlestown updates its Emergency Operations Plan. The Fire Department, churches, restaurants, and marinas need to work together to update this plan. A covered trailer or other building may be needed for a temporary Town Hall. There are three sub-watersheds in the Town that will be used as part of the modelling assessment – Red Rum, Peddler’s Run Upper, and Peddler’s Run Lower. Cecil County is also working on updating their Emergency Operations Plan. We should also consider working together with other Towns to share resources and apply for grants for any new data that might be needed. A community workshop will be scheduled in May to gather additional feedback on the latest assessments.

Mr. Lightner shared there is a littler clean up along Route 7 scheduled for April 1st from Broad Creek to Bladen Street. Participants are asked to meet at the Missionary Baptist Church.

Public comment

Pauline Bryant reiterated the need for a bench at the entrance to Foot Log Park. She also agreed with Commissioner Wood’s comment regarding parking issues at the Stone Wharf. She mentioned dogs running loose in the Town parks and was advised to call Animal Control.

Dan Rubert asked for an update on the speed cameras. President Capano stated that speed cameras are only allowed within one half mile of a school, with limited hours Monday through Friday during the day, and we are awaiting answers to our questions asked from the Town Attorney regarding Altumint’s proposed contract. Alternative solutions will be discussed in future meetings. Mr. Rubert stated the Town needs a solution to the speeding problems in parts of Town. The group agreed flashing mobile speed signs, replacing faded stop signs, and painting lines on the street, are worth looking into further. Commissioner Rinehart noted that speed humps also work well for slowing down vehicles. The Sheriff’s Office suggested that roads define their own speed and that education and enforcement go hand in hand.

Dennis Wood noted that the Drug Task Force is looking for big fish not little fish. He suggests asking the CCSO to get off Route 267 and patrol the back roads more often.

Jason Barrow called the board of the Fire Department and said they were onboard with honoring McGuirk’s contract and paving the land to be transferred.

Ken Shockley, the secretary for the board of the Fire Department, asked for the permit for the Easter Egg Hunt to be held on April 8th. As a slip holder on the Town Pier, he also suggested providing slip holders with a free boat ramp sticker when the slip price increases. He also asked for more parking spaces to be made available for the slip holders.

Robyn Rowe suggested a camera be placed on the Ice House facing the pavilion at Veteran’s Park and also at the Skate Park. Mr. Lightner stated that Comcast is no longer supporting their cameras so other companies are being contacted.

Commissioner Wood volunteered to be the liaison for the Historic District Commission. Commissioner Wood motioned to adjourn the meeting. Commissioner Mahan seconded. The motion was approved 4-0. The meeting was adjourned at 8:07 PM.

Respectfully submitted, Kathy SanDoe