

Town Commissioner's Meeting
Charlestown, Maryland
April 25, 2023
6:00 PM
Town Hall, 241 Market Street and on Zoom

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

Public in Attendance: Jane Bellmyer, Joe Smith

Zoom: Tom Constanzi, Ursula Boudart, Robyn Rowe

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

Mr. Joe Smith was asked to lead the Pledge of Allegiance.

President Capano announced that Commissioner Jeff Fields had resigned today. She wished him well. An advertisement needs to be made to fill the vacant position, with a term that will last until March 2024. Commissioner Rinehart motioned to advertise for the vacancy.

Commissioner Mahan seconded. Approved 3-0.

Approval of the Minutes –March 28, 2023 and April 11, 2023 – Charlestown Commissioners: President Capano accepted the updates to the minutes stating that she would not be involved with anything regarding CSSC. Commissioner Mahan motioned to approve the minutes for both dates. Commissioner Rinehart seconded. Approved 3-0.

Accounts Payable Review – Charlestown Commissioners: Commissioner Mahan noted the high payment was for Trash Tech with the remaining as general operating expenses. Commissioner Rinehart motioned to approve the Accounts Payable in the amount of \$66,035.36.

Commissioner Mahan seconded the motion. Approved 3-0.

Old Business

Sheriff's Agreement – President Capano: The agreement was found to be acceptable, with the stipulation the Town will receive patrol stats from the deputies for each shift worked, in addition to monthly reports. Commissioner Mahan motioned to approve the Sheriff's Agreement with the stipulation. Commissioner Rinehart seconded. Approved 3-0.

Town Hall Screen Door – Bryan Lightner: The proposed screen door is historically correct in style and emulates the current door. The door will be made from cypress. Randall K. Davis provided an estimate of \$1,835.00 for the door but the hinges were not included in the price. CHF Contractors also submitted an estimate. Commissioner Rinehart motioned to accept the Randall K. Davis proposal with the condition that the hardware cost will not exceed \$250.00. Commissioner Mahan seconded the motion. Approved 3-0.

Drainage System Maintenance Program – Bryan Lightner: There is \$750,000 left in the account from the Covid relief money. Some of these funds could be used for Stormwater Management. The Watershed Master Plan should be completed in two months and the assessment will show what flooding would look like if the drainage system is clogged or 100% un-clogged. This will

help us prioritize maintenance schedules for cleaning the system where flooding is more apparent, as well as, improvement projects. We need to develop a plan for a comprehensive drainage system maintenance program. Commissioner Rinehart suggested making aprons for concrete swales to the drains and we might need a jet truck, as well as, a vacuum truck to clean out the pipes. This should be done sooner, rather than later. Commissioner Mahan stated that it was a large amount of work to clean out the entire drainage system. We also need to work on swales to direct water flows. Future road paving efforts should also take into account the drainage system and some driveways may need to install culverts, where there are already swales present nearby. President Capano said new driveways cannot obstruct the drainage system. She believes the Town should rent or hire a jet/vacuum truck to clean the whole Town, and possibly purchase a truck at a later date. Once the drainage system has been cleaned out, maintenance will be easier.

Park Ranger Hires – President Capano: Two interviews were conducted. Mr. Lightner will contact references. Tiffany Schluter can begin work this weekend. Nick Butterworth would start next weekend. Nick is available to work Thursday through Saturday. Commissioner Rinehart Motioned to hire the candidates, after references have been checked. Commissioner Mahan seconded and suggested keeping the advertisement active for a fourth Park Ranger. Approved 3-0.

Election Board Alternate Appointment – President Capano: Felicia Kennedy has experience as she served as a volunteer during the March 2023 election. Commissioner Mahan Motioned to accept Felicia Kennedy for the appointment. Commissioner Rinehart seconded. Approved 3-0.

Historic District Commission Appointment – President Capano: Jackie Akers is interested in preserving and promoting the best of Charlestown and asked to be considered for the appointment. Commissioner Mahan motioned to approve the appointment. Commissioner Rinehart seconded. Approved 3-0.

FY 2024 Budget Review – Commissioner Mahan: A public hearing will be held on May 18th to hear from Town residents. Commissioner Rinehart motioned to open the working meeting on May 23rd to vote on the budget. Commissioner Mahan seconded. Approved 3-0. Commissioner Mahan received absolute revenue from Julie Campagna. There have been two four-hour meetings with Commissioner Mahan, Julie Campagna, and Bryan Lightner and another four-hour meeting that included President Capano. At this point \$41,000.00 needs to be accounted for out of the \$2.2 million budget. Money needs to be moved between accounts to meet this need. Payroll, 401K, and FICA will remain untouched. The State Highway User Fee should be received soon. The Town Pier slip rental will not be increased for this season. The Town needs to develop fair and honest ways to generate revenue. Commissioner Mahan wondered if it would be more cost effective to hire a lawn service to free up the maintenance crew so they can address other Town needs. Commissioner Rinehart volunteered to speak with the Fire Company and Fire Marshall regarding the fire hydrant line on C-Dock. He also noted there was a leak in the water system on the Town Pier. The Town has an agreement with the Wellwood Marina that the town is responsible for any repairs on C-Dock that cost more than \$1,000.00. He asked if the Town should continue with the Wellwood agreement or change it. It was noted that the contract expires in December, and discussions can be had regarding the terms in June. Page one of the

Town Budget is Fixed Revenues. On page two, expenses for the Town Pier will be tracked monthly and the revenues reviewed quarterly. The 630 Water Street lease will be moved out of the Parks and Recreation category. On page three, under Town Buildings, \$12,000 will be moved to assets. This is a realistic budget with real numbers. Budget amendments can be made at any time, to adjust for unforeseen events.

The Town is responsible for keeping the Boat Ramp, Fire Boat Dock, and Town Pier dredged. The Holloway Beach Campground maintains a private boat launch. The Town has ownership of the end of Caroline Street and receives rent from the North East River Marina for their boat launch facility.

A new line item will be added under Repairs and Maintenance for Stormwater Drainage System Management.

Under Pier, Legal will be moved to General Government and Planning and Zoning to make it easier to track the legal expenses.

Under Public Safety, the Market Square land donation to the Fire Company will be noted. Police Protection will be the actual amounts that are being spent and will be adjusted throughout the year. With the addition of the Park Rangers, the need for police protection may be less. The Park Ranger expense could be a direct charge for Police Protection. All Park Rangers will be given the Commissioner's phone numbers.

Under Parks and Recreation, the Feline Trap, Neuter, and Release Program, will be funded as part of the budget.

Capital Funds relates to the payment of outstanding notes.

Utilities Fund shows that the Utility User Fees are offset by what is paid to the County. Both the sewer rates and Bay Restoration Fees (BRF) are pass throughs from the Town to the County.

Expenditures include Repairs and Maintenance to the water system, including repairing leaks, replacing well pumps, etc. Contract Operating is for Miller Environmental, a licensed water system operator. They take care of the chemical treatment for the water system, exercise hydrants and valves, and send water samples to the State for compliance. An upgrade to the control panel at the water plant is needed to make it more automated and better prepared for leak detection. There are transducers in the wells to help monitor water levels and they will need to be retrofitted to connect with the water tower by telemetry.

Commissioner Mahan suggested a cost analysis be done for all of the properties owned by the Town. Lee's Marina does repair the seawall as part of the lease agreement with the Town. Separate line items need to be added for Town Engineer and Stormwater Management and some categories need be re-organized. The monthly budget to actual reports will be made available on the Town website.

The Town is looking at new accounting software. We are currently using the Tyler Tech Fund Balance program. An upgrade in hardware is also necessary. It will take about a year to migrate from our current system to the new system. Costs estimates will be provided at the next meeting and will include migration services, annual subscription, and training.

A truck will also be needed for the maintenance staff within the next one to two years. We should begin looking for a good used truck. One of the riding lawnmowers will also need to be replaced this year.

Commissioner Rinehart thanked Bobby for responding to repairing the water leak on Conestoga Street and replacing the water meter. He also thanked Dan Rubert for help with the beach cleanup.

President Capano spoke about the detention basins in Trinity Woods. She noted that the fence is in disrepair and may be a danger for children in the area. She wondered what the rules are for the County regarding detention basins and if the County will also be able to help us televise the pipes to determine any other potential maintenance issues. A volunteer community cleanup day was also suggested. Mr. Lightner stated that cost estimates for fences for the detention basins will be included when the new back-up power generators for the Town wells and sewage pump stations are planned for fencing. The detention basins need to have the berms mowed to help keep them intact, and mowing should occur on both sides of the fences. President Capano said she was willing to speak with residents in Trinity Woods to help address any maintenance issues. Commissioner Rinehart asked to see a copy of the original design plans and Mr. Lightner will provide them.

Commissioner Comment

A water system capacity analysis is needed for help with considering the potential annexation of Holloway Beach and Charlestown Manor. The Town Engineer is currently working on that and Mr. Lightner will follow up on the status. Part of this project may involve contacting MDE regarding drilling another well to withdrawal more water from the aquifer.

President Capano stated the Town will work with the Cecil County Department of Public Works regarding the Seneca Point waste water treatment plant and adjoining sewer system.

Commissioner Rinehart asked for clarification about the boat ramp at the North East Marina. The ramp is controlled by the marina and is not open to the public, however, the Town is paid rent for this area within the original road right-of-way of Caroline Street.

Public Comment

Joe Smith noted that the 3-inches of asphalt paving on Louisa Lane Extension has caused water to dam on his side of the road while the drainage system is on the other side of the road. He asked that when paving is done in the future, that the drainage system is taken into consideration, so the completed paving is tilted in the right direction. He would also like to have this drainage problem corrected.

Tom Costanzi said thank you to the Town for trying to address drainage problems. Regarding the detention basins in Trinity Woods, he hopes the Town does not absorb the costs to maintain them. He noted that every 10 to 15 years, detention basins may need to be replaced or retrofitted, in addition to maintaining them. He asked for clarification of what the liability might be to the Town.

President Capano said thank you to the Commissioners and Staff for assistance with the budget. A public hearing will be scheduled for public comment on the proposed budget on May 18th. This will allow for approval of the budget during the May 23rd Commissioner's Meeting. Then the budget will be sent to the State for approval.

Commissioner Mahan motioned to adjourn the meeting. Commissioner Rinehart seconded.
Approved 3-0.

Meeting adjourned at 7:45 PM.

Respectfully submitted,

Kathy SanDoe