

Town Commissioner's Meeting
Charlestown, Maryland
May 9, 2023
6:00 PM
Town Hall, 241 Market Street and on Zoom

Attendees: Rob Rinehart, Lou Wood, Bryan Lightner, Mary Culver, Kathy SanDoe; Renee Capano Attended on Zoom; Richard Mahan was absent.

Public in Attendance:

Zoom: Julie Campagna, Tom Constanzi, Scott McMahon, Hope McHenry

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

Mr. Bryan Lightner was asked to lead the Pledge of Allegiance.

Approval of the Minutes – April 25, 2023 – Town Commissioners: Commissioner Wood was unable to attend the April 25th meeting, therefore approval of the minutes will be tabled until the May 23rd meeting.

Approval of Accounts Payable – Town Commissioners: The total of Accounts Payable including Direct Debit payments of \$110,376.22. The largest expense was the first quarter sewer bill paid to the County. Commissioner Wood motioned to approve the Accounts Payable. Commissioner Rinehart seconded. Approved 3-0.

President Capano mentioned using the revised Roberts Rules of Order for streamlining future Commissioner's meetings. During the first working meeting there will be an update on the Emergency Operations Plan for the Town. Emergency services, businesses, the Fire Department, and local Churches, will be invited to participate and explain what they might be able to provide in case of an emergency.

New Business

Accounting Software Cost Estimates – Town Staff: All three of the systems being considered are cloud based. Right now, we are using Tyler Tech's Fund Balance system, which we've had since 2010. The particular version we are currently using will no longer be supported in the near future. Tyler Tech is migrating to a new ERP Pro system. Edmunds is the second system being considered. They are government focused and have been in business for over 50 years. More of the functions of this software are actually core pieces, so fewer add-ons would need to be purchased. A newsletter could also be attached to the Utility Bills. There is also a viewpoint dashboard which will allow Commissioners access to the program. Elkton, North East and Havre de Grace use Edmunds. AccuFund is the third system that is being considered. The cost factors we are looking at include Implementation, Migration and Training, the annual subscription fee and updates, plus the initial investment. Customer Service is also very important. Utility Billing is the most complicated task and an important part of this software purchase. A list of local communities using the various systems will be contacted for references to assist the staff in making the best decision for the Town.

President Capano stated that the first thirty minutes of the legislative meeting on May 23rd will be set aside to appoint the new Commissioner and pass the 2023/2024 town budget. The working meeting will follow the short legislative session. A public hearing on the proposed budget will be held on Thursday, May 18th at 6:00 PM at Town Hall. Interviews for interested candidates for the open Commissioner position will take place on Monday, May 22nd in the evening.

Commissioner Comments

Commissioner Rinehart noted that there are quite a few wet yards in Town and some grading in swales might be needed. He suggested that speed limit signs are needed on every street. Mr. Lightner stated that a letter showing consensus among neighbors along a street is needed, before a new speed hump is considered. Commissioner Rinehart said people seem to pick up speed and race from the speed hump on Conestoga Street to the curve at Bladen Street. He suggested the speed hump be painted with reflective paint to make it more visible. He noted that many of the speed hump signs in Town are too high and need to be lowered for better visibility. It will take both enforcement and education to help reduce the speeding problems throughout town. Possibly making Market Street one way from Water Street to Calvert Street, and Frederick Street one way from Calvert Street to Water Street could be included as traffic calming measures as well.

Commissioner Wood stated that the Park Rangers have ticket books and can issue parking tickets where appropriate. She said 15 MPH signs can be purchased from the County and she suggested installing them at the beginning and end of each street. Twenty stop signs have been replaced due to wear. The stop sign at Avalon needs to be raised higher. She also noted there are children crossing Route 7, coming from Cool Springs to use the Athletic Complex.

President Capano is going to look at flashing speed limit signs that are mobile and can also collect data at the MML Summer Conference. She mentioned again the need for overlap in the Watershed Master Plan the Emergency Operations Plan.

Public Comments

Ron Cagle said speeding continues to be a problem on Conestoga Street, as drivers race from the speed hump towards the corner at Bladen Street.

Hope McHenry noted that drivers also disregard the stop signs and she is concerned for pedestrian safety. She said the Sheriffs Office may use their driveway as a place to help deter speeding. She wondered if another speed hump could be added on Conestoga Street and suggested painting on the street.

Tom Costanzi gave an example of Lewes, Delaware, where people adhere to speed and parking rules, and if not, are promptly ticketed. Awareness is important and lighted stop signs may help. People need visual reminders to help them slow down. He also requested a temporary speed hump in front of his house and will write a letter and to obtain concurrence from his neighbors.

Debra and Scott McMahon said that boat trailers keep hitting the utility pole by the entrance to Avalon Park, Lot B. A barrier post or bollards should be installed. They also requested speed limit signs on Louisa Lane.

Commissioner Wood motioned to adjourn the meeting. Commissioner Rinehart seconded. This was approved 3-0. The meeting adjourned at 7:13 PM.

Respectfully submitted,

Kathy SanDoe