

Town Commissioner's Meeting
Charlestown, Maryland
June 13, 2023
6:00 PM
Town Hall, 241 Market Street and on Zoom

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

Public in Attendance: Dan Rubert, Pauline Bryant, David Beste

Zoom: Chris Williamson, Terri Chestnut, Robyn Rowe

President Capano called the meeting to order at 6:02 PM.

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

Approval of Minutes – May 9, May 18 & May 23, 2023 – Charlestown Commissioners: The minutes from May 9 and May 18 were not approved as a quorum was not available from Commissioners that attended the meetings. Commissioner Wood motioned to approve the May 23rd minutes. Commissioner Mahan seconded. Approved 4-0.

Accounts Payable Review – Commissioner Mahan: The Accounts Payable amount is \$124,003.16 which covers the monthly payables and includes 38 direct debit payments. Commissioner Akers motioned to approve the Accounts Payable. Commissioner Wood seconded. Approved 4-0.

Old Business

Accounting Software Update – Town Staff: Three companies were reviewed for migrating the current accounting software: Edmunds, AccuFund and TylerTech. The reference checks reinforced that Edmunds was the recommended choice for Charlestown. Reasons from the references included: Easy to use, has needed functionality, customizable, Viewpoint webpage is accessible for the Commissioners to see real time data, cloud-based, initial training is available onsite and also remote, customer service staff is knowledgeable and responsive. With the initial investment under \$40,000.00, it is under the amount approved in the FY 24 budget, per Commissioner Mahan. He noted the initial contract is for 36 months with increases thereafter which can be placed into future budgets. Mr. Lightner noted that new computers were not needed to implement the migration. TylerTech supports the current accounting software, which the Town has used since 2010, however, this system is sunsetting. With the staff's recommendation, Commissioner Wood motioned to approve purchase of the Edmunds accounting software and Commissioner Akers seconded. Approved 4-0.

New Business

Mr. Lightner introduced Dr. Chris Williamson as the new Circuit Rider Town Manager. Chris is pulling together the Town's grant status information and will provide for review. Karen Schaeffer, the previous Circuit Rider, will be accepting a full-time position with the Town of North East. In addition, Mr. Lightner brought Resolution 2023-07 to the Commissioners, which

would approve the Town's support of an agreement with the Towns of North East, Perryville, Rising Sun, Port Deposit, and Charlestown, for three Circuit Rider Town Manager positions, to share and this would require a \$3,000.00 cash match from each Town. Commissioner Wood motioned to accept Resolution 2023-07. Commissioner Mahan seconded. Approved 4-0.

There was some additional discussion regarding the status of the dredging project. The Town's dredge material placement facility needs to be replaced. The Maryland Department of Natural Resources has provided grant funds in the amount of \$200,000 to design the new facility, and \$600,000 for construction. It is anticipated the design and permitting phase will be completed by next spring and the construction completed by December of 2024. DNR also provided grant funds in the amount of \$100,000 to design the dredging of the Town boat launch, Town pier, and the Fire boat pier.

Park Ranger Hire – President Capano: Two candidates were interviewed and the interview panel recommending hiring Cassandra Poe. Commissioner Mahan motioned to approve hiring Cassandra Poe as Park Ranger. Commissioner Akers seconded. Approved 3-0, with Commissioner Wood abstaining.

Security Camera Purchase – Bryan Lightner: Two price quotes were acquired for two security cameras. Skyline will provide two cameras and camera station appliance for \$5,907.90, including installation, and can provide maintenance service, as needed. A second option from Carousel Industries is for providing three cameras for \$4,603.83, but does not include installation. The current contract for existing security cameras provided by Comcast is up within a year. Skyline's proposal includes the camera station appliance, which can support the transfer of the existing security cameras to it. Commissioner Wood motioned to approve purchasing the cameras from Skyline for \$5,907.90. Commissioner Mahan seconded the motion. Approved 4-0.

President Capano suggested the June 27th meeting be cancelled due to the Commissioners attending the MML Conference in Ocean City. Commissioner Wood motioned to approve cancelling the meeting. Commissioner Akers seconded. Approved 4-0. The next meeting will be held on July 11, 2023 at 6:00 PM.

Commissioner Comments

President Capano stated she would be speaking with secretaries regarding stormwater management. She noted that Jessica Cook from Ben Cardin's office will be touring the Town on July 17th regarding potential funding to help implement the Watershed Master Plan. Mr. Lightner will send invitations to the project steering committee.

Commissioner Wood noted the 14th Annual Cecil County Wade-In will be held at foot Log Park on Saturday, June 17th from 10:00 AM until 2:00 PM, with the wade-in occurring at noon, to help measure water clarity. There will be food, music, and vendors.

Commissioner Mahan suggested that trash cans and benches in the parks be the same style and color throughout Town. He also wanted to know if there was a way to streamline the review and approval of single lot stormwater management plans. Commissioner Mahan continued,

stating that visitors are parking on Tasker Lane and going to the beach, since there are currently no requirements to pay for parking. He suggested no parking signs be posted.

Public Comment

Pauline Bryant read comments about problems at Veteran's Park. She feels people should be charged to use the restroom and beach facilities. People are leaving trash on the beach and some have caused damage to the restroom. She suggested closing the beach to the public and allowing use for Town residents only.

Dan Rubert noted there is a mulberry tree at Sandy Beach which is causing a mess on the bench under the tree. He suggested trimming the tree. He also stated that parking for some of the Air B and Bs needs to be addressed. He wondered if using wildlife game cameras could be a solution for additional security cameras.

Terri Chestnut requested the sign at Veteran's Park be replaced stating the Town of Charlestown, instead of using a Commissioner's name.

Robyn Rowe said thank you for the security camera that will be installed on the Ice House toward the pavilion at Veteran's Park.

Commissioner Wood motioned to adjourn the meeting to a closed Executive Session.
Commissioner Mahan seconded. Approved 4-0.

The meeting adjourned at 7:07 PM.

Respectfully submitted,

Kathy SanDoe