

**TOWN COMMISSIONER'S MEETING  
CHARLESTOWN, MARYLAND**

**June 28, 2022**

**6:00 PM**

**Town Hall, 241 Market Street and via Zoom**

In attendance: Karl Fockler, Renee Capano, Lou Wood, Jeff Fields, Bryan Lightner, Sgt. Mike Kalinsky, Terri Chestnut, Kathy SanDoe

Residents: Rosie Bott, Gisela Payne, Sean Durgin, Pauline Bryant, Dan Sweet

On Zoom: Ursula Boudart, Erik Schaffer, Dennis Wood, Heather Durgin, Michael Phelan, Kathleen Brozean, Fred Longo, Keith Brozean, Mary Culver, Curtis Elmer, Steve Troeglar, Thelma McMullen

President Fockler opened the meeting at 6:10 PM.

The Pledge of Allegiance was led by Sean Durgin

**Approval of the Minutes from May 24, 2022** - Commissioner Capano motioned to approve the minutes. Commissioner Fields seconded the motion. Approved 5-0.

**Accounts Payable Review – Charlestown Commissioners:** The Accounts Payable in the amount of \$126,257.59 were reviewed. Commissioner Fields motioned to approve the payables. Commissioner Capano seconded the motion. Approved 5-0.

**Speed Study – Commissioner Wood and Mike Phelan of Altumint:** Commissioner Wood stated a speed study could be done without cost to the Town. The main locations of the study would be in Cool Springs and the Historic District. Altumint does most studies in a radius of a half mile from a school zone, which would cover most of Town. If a contract with Altumint is approved after the study, Altumint can apply for any necessary permits and the speed camera system would be violator funded. Citations, at \$40.00 each, would be approved through local law enforcement for speeds 12 miles over the posted speed limit and issued by Altumint. There would be no points on a driver's license or an increase in insurance rates. Altumint has a full customer service team and also provides online training. The Sheriff's Office would go to court, if necessary, with all documentation being provided by Altumint. If a citation is not paid, the Town could file for collections or wait, as a driver would not be able to renew their registration without paying the citation. After deducting fees, payment is sent directly to the Town bank account on a monthly basis with the express purpose of using the funds for safety needs in the Town. A contract between the Town and Altumint would be for a term of three years with a clause for mutual termination available. Commissioner Wood motioned to approve the Speed Study at no cost to the Town. Commissioner Fields seconded the motion. Approved 5-0.

**Miller Environmental – May Report – Bryan Lightner:** Per the report, water usage was up about 150,000 gallons, from this time last year. This is mostly due to new homes. Several radio meters did not read last month and errors have been corrected. Currently there are 150 water meters that are touch read and 550 radio meters that will be read by the antenna on the water tower. Well 1 needs to be redeveloped

to see if it's capacity can be increased. The goal is to have it be able to alternate with Well 2 to supply the system. A.C. Schultes provided a cost estimate of \$19,000.00 to redevelop Well 1. Commissioner Wood suggested we find other price quotes for well redevelopment. President Fockler agreed to getting other cost estimates.

**Cecil County Sheriff's Report – Sgt. Kalinsky:** Scheduling will be short the week of the Cecil County Fair, so the sheriff's will be patrolling the Town in two-hour shifts, instead of four-hour shifts. He noted that there have been numerous recent traffic complaints in Cool Springs. He strongly suggests that people not name names on Facebook. He noted that ParkMobile has been paying off and that Park Rangers have been seen writing citations. He suggests more signage be added at the parks stating they are closed dusk to dawn and that Long Point/Stone Wharf be closed dusk to dawn, with a chain placed at the entrance of the parking area. Commissioner Wood stated that better coverage from the Sheriff's Department was needed on the weekends.

**Park Ranger Report – Terri Chestnut:** There have been some positives noted since Ms. Chestnut started. ParkMobile is being used, it appears to be less rowdy on weekend days, residents are willing to pay for parking, and she is getting to know the residents. A negative is that some people, especially those older, do not like ParkMobile and feel it is difficult to use. President Fockler suggested placing an honor box near the ParkMobile sign for people to use instead of ParkMobile. Ms. Chestnut has started carrying Non-Resident parking permits that may be purchased by Town visitors. She stated that better signage of park rules should be provided, such as "No Alcohol" or "Keep Dogs on a Leash".

**Low Speed Vehicle Purchase – President Fockler:** Commissioner Capano said we are working on purchasing a low speed vehicle. Commissioner Elmer stated there was a utility vehicle at Lowe's that would serve the purpose. Commissioner Capano motioned to purchase the UTV for \$9,999 from Lowe's and Commissioner Wood seconded. Approved 5-0.

**Maintenance Report – Commissioner Elmer:** Mr. Lightner read the Maintenance Report for Commissioner Elmer. Post Office: Painted curbs, repaired leak and back door; Veteran's Park: Repaired benches, painted poles, repaired bathroom sink and outside shower, cleaned up tree removal; Skate Park: Installed signage, worked on ramps with volunteers; Fair Green Park: Helped run new electric line to lights, removed graffiti and painted ship; Sandy Beach: Installed drainage swale; Boat Ramp: Replaced pier deck board; N. Ogle Steet: Installed drainage swale and culvert along 700 block, removed brush; Foot Log Park: Trimmed brush along walkway; Long Point: Installed signage; Louisa Lane Property: Found and replaced water meter, repaired existing crock; Cleaned Town beaches of wood and debris; Mowed and weed-eated road side drainage swales where maintenance staff responsibility.

### **Old Business**

**Noise Ordinance Amendment – Commissioner Capano:** The proposed allowable noise levels are based on the Maryland Environmental Code §3-401, which is amended from time to time. In Section 1b, the wording will be changed from 'unseemly noise' to 'loud noise'. The Town reserves the right to issue a civil penalty in accordance with the Maryland Environmental Code §3-06. Noise exemptions proposed are in accordance with the State of Maryland. Commissioner Capano motioned to approve the updated Noise Ordinance with the amendments. Commissioner Fields seconded. Approved 5-0.

**Harassment Policy – Commissioner Capano:** The Harassment Policy needs to be reviewed and returned to LGIT by this Friday, so it is ready for the next meeting for adoption. The purpose of the update is to make sure the policy conforms with LGIT's policy, so we can use them as a training resource.

A two-hour training session will follow adoption of the policy for the Commissioners, Town employees, and Board Appointees.

**Town Administrator Updates – Mr. Lightner:**

1. Cecil Bank Signers – Commissioner Capano is already a signer. President Fockler, Commissioner Fields and Mr. Lightner should be added as authorized signers. Commissioner Capano motioned to have the three signers added to the account. Commissioner Fields seconded the motion. Approved 5-0.
2. Stormwater Projects – Cecil Street: reestablish swale and eliminate washout, add catch basin. Frederick Street: relocate swale and improve catch basin. There was discussion that Mr. Lightner would develop a RFP for a Watershed Master Plan to be ready by the July 12<sup>th</sup> meeting. Commissioner Wood motioned to have McGuirk do both the drainage projects on Cecil and Frederick Streets. Commissioner Capano seconded the motion. Approved 5-0.
3. Scott Gardens Detention Basin – Settlemyre cut down the vegetation and cleared the detention basin. The steep design will make it difficult to make it turf ready. President Fockler and Commissioner Wood agreed the basin should be brush hogged once a year. Mr. Lightner stated he is waiting on an estimate to replace the fence. He also said he is waiting on AECOM to schedule to have the Trinity Woods detention basins inspected and hopes to have an update by the July 12<sup>th</sup> meeting.
4. Foot Log Park Sewer Line Stabilization - There is an alternative to the previously discussed log retaining wall. That scenario would cost \$15,000.00 for materials and a construction supervisor would be needed, which will cost an additional \$10,000.00. A construction company will cost \$60,000.00 to construct the wall. An alternative would be to use Envirolock, which are interlocking sandbags, each bag containing 70% sand and 30% soil. Native grasses can be planted directly into the sandbags. Envirolock has a comparable life span as the retaining wall. Envirolock installation and materials will cost \$22,000.00. Most public comment received was in support of the Envirolock alternative. Commissioner Capano motioned to proceed with the Envirolock alternative. Commissioner Wood seconded the motion. It was approved 5-0.
5. Park Survey Cost Estimates - The survey estimates were gathered to potentially use for shoreline projects. The topographic survey for Foot Log Park will cost \$6,200.00. The boundary surveys for Sandy Beach and Long Point Park/Stone Wharf will each cost \$3,100.00. Commissioner Capano motioned to have the topographic survey done for Foot Log Park and wait on the surveys for Sandy Beach and Long Point Park/Stone Wharf. Commissioner Wood seconded the motion. Approved 5-0.

**New Business**

MML Conference Expenses – President Fockler: Per Charter 25-303 expenses incurred for Town business may be reimbursed. Discussion occurred and mileage reimbursement is 58.5 cents per mile with a stipend of \$69.00 per diem, following federal IRS guidelines. Commissioner Wood motioned to approve the reimbursements. Commissioner Fields seconded the motion. Approved 5-0.

Proposed Hiring/Park Ranger – President Fockler: Michael Mann met with the interview panel to discuss the part time Park Ranger position. If hired, he would begin work on Saturday, July 2, 2022. Commissioner Wood motioned to offer Mr. Mann the position. Commissioner Capano seconded the motion. Approved 5-0.

Historic District Commission Appointment – President Fockler: Holly Miller has resigned her position and Patricia (Patsy) Clements is being considered to fulfill the remainder of the term. Commissioner Wood motioned to accept the appointment. Commissioner Capano seconded the motion. Approved 5-0.

Sustainable Community Action Plan – Mr. Lightner: The plan is a roadmap of revitalization activities for the Town, including façade improvement and building demolition. It is a renewal of the plan that was originally created five years ago. The plan was updated using a steering committee, and public comment was received. Once adopted, the plan will be sent to the State for approval. Commissioner Wood motioned to approve the plan. Commissioner Capano seconded the motion. Approved 5-0.

Donations – Mr. Lightner:

Salute to Veterans - \$1,000.00, Commissioner Wood motioned to approve. Commissioner Elmer seconded. Approved 5-0.

Senior Center - \$2,500.00, Commissioner Wood motioned to approve. Commissioner Fields seconded. Approved 5-0.

Colonial Charlestown - \$5,000.00, Commissioner Wood motioned to approve. Commissioner Fields seconded. Approved 5-0.

Charlestown Fire Department - \$20,000.00, with the recognition that a formula should be developed, that is more dependent on the future Town population. Commissioner Wood motioned to approve. Commissioner Fields seconded. Approved 5-0.

Town Administrator Updates – Mr. Lightner:

1. Part Time Accountant – The position would be more cost effective for the Town. The Town would be more vested in how funds are spent and would make the Town more accountable. Currently the Town is spending \$43,000.00 a year with a private accounting firm. The part time position and proposed salary would cost the Town \$11,500.00 a year. The ideal candidate would have a bachelor's degree in accounting. Commissioner Capano motioned to advertise for a part time accountant. Commissioner Wood seconded the motion. Approved 5-0.
2. Town Hall Renovation Design – Potential Award – Three companies provided proposals for the design, renovation, and project management of construction activities. For the design phase, Home Partnership will charge \$91,740.00, Cooperson Associates will charge \$89,000.00, and Frederick Ward from Frederick Ward Associates will charge \$200,000.00. Commissioner Capano suggested negotiating with the top two companies to create a level playing field for design services only. Commissioner Wood motioned to further negotiate with the top two companies for design services only. Commissioner Fields seconded the motion. Approved 5-0.
3. Trash Contract – Potential Award – The RFP for the trash service includes providing and replacing trash cans in addition to collecting trash and recyclables. GFL, the current contractor, will charge \$18,046.08 per month. Trash Tech would charge \$19,159.00 per month. Commissioner Capano motioned to award the contract to GFL. Commissioner Elmer seconded the motion. Approved 5-0.
4. County Sewer Rate Resolution – The County increased the sewer rate. The Town of Charlestown, Maryland Resolution 2022-03 proposes and approves for all residential and commercial users connected to Town water, a sewer rate of \$13.65 per 1,000 gallons consumed. For customers not connected to Town water, the non-metered flat rate is \$204.75 per quarter per equivalent living unit. This service fee adjustment is required due to an increase in the sewer

service rates adopted by Cecil County Government. The new rates will take effect with the third quarter billing on October 1, 2022. Commissioner Wood motioned to pass the resolution. Commissioner Fields seconded the motion. Approved 5-0.

5. Circuit Rider Resolution - A resolution to continue with the Circuit Rider Program, partnering with the Town of North East. Each Town will provide \$1,500.00 as cash match for FY 2023. Commissioner Fields made the motion to continue with the Circuit Rider Program. Commissioner Wood seconded. Approved 5-0.
6. FY 2023 Tax Rate Resolution – The tax rate to be adopted is a constant yield tax rate that will be .3313 cents/\$100.00 of assessed value. This is lower than the current rate of 0.3334, and will result in the same tax yield as last year. Commissioner Capano motioned to adopt the constant yield tax rate. Commissioner Fields seconded. Approved 5-0.
7. Unpaid Internship Opportunity – An Environmental Planning Intern could be used to assist with implementing some of strategies in the Sustainable Community Action Plan. The intern would be unpaid and produce work deliverables over the summer. Commissioner Fields motioned to approve the intern. Commissioner Capano seconded. Approved 5-0.

Commissioner Wood said Mr. Crouch could order plaques for Old Lot 1 and Old Lot 2 cemeteries for \$1,738.40 due at the time of ordering. The rocks are already in place waiting for the plaques. Commissioner Wood motioned to order the plaques. Commissioner Fields seconded. Approved 5-0.

Commissioner Wood - regarding the speed study, both Sargent Kalinsky and LGIT state that the 15 MPH signs are okay. The 15 MPH speed limit can and will be enforced with “Speed Greater Than Reasonable” citations and the Town Charter can support this. A speed camera can also be set up in Cool Springs for issuing citations.

More updates from Commissioner Wood – Wilmapco will be awarding the Town a grant worth \$12,000. The concert at Avalon on June 26<sup>th</sup> went well. Another concert is scheduled on July 3<sup>rd</sup> to be followed by the North East fireworks display. The Big Bopper band concert will be at Avalon on August 6<sup>th</sup>. Principal Katie Fortune now has an outdoor classroom at the elementary school. She needs five table umbrellas which will cost about \$500.00. Commissioner Wood motioned to approve \$500.00 for the umbrellas. Commissioner Fields seconded. Approved 5-0.

Commissioner Wood requested that Mike McGuirk set up the lights at Avalon for parking and maintenance staff place barriers along the water’s edge for safety during the July 3 event.

Commissioner Fields would like the PA system used for future Town meetings.

Commissioner Capano – Future events will be set up on recurring dates, so people know when to expect them and signage will be reusable. There will be Music in the Park events throughout the summer. The Halloween Parade will be the last Saturday in October and will include floats and decorated golf carts. Trunk or Treat will be at Avalon Lot B following the parade. The first Friday in December will be the Tree Lighting and caroling followed by hot cocoa and cookies with Santa at the Charlestown Fire Company. There will be movie nights at the Athletic Complex. The first one scheduled will be on September 30<sup>th</sup>. October will be the second Saturday in October along with Fall Fest. This will include a pet parade and adoption of fur babies for those interested. National Night Out is the first Tuesday in August, held at the Charlestown Fire Company, during which the Commissioners will barbeque hot dogs for sale to support First Responders. Other events in the works are fund raisers for the Fire Department such as purse and basket bingo and an Easter egg hunt. There will be yard sales twice a year – spring and fall, a Town wide scavenger hunt, and a fishing tournament. Samples of light pole decorations will be brought to the Town by AnyPromo.com for selection after the holidays to obtain a discount.

Public Comment:

Rosie Bott asked that mowing be done better for the cemetery on Caroline Street and grass seed be put down. She noted that water craft has been launched from Sandy Beach and requested a sign stating "No Launching". She also wants to have the number of gallons used stated on future water bills. Ms. Culver stated that gallons are not listed if a bill is estimated.

Pauline Bryant asked about the grading at Sandy Beach and requested a fence be installed along the Speakman's property. She also suggested purchasing walkie talkies for the Park Rangers.

Sean Durgin requested sidewalks be ground down to make level in Cool Springs. This has been due to settling. He also wants to know if address signs are required and where they can be purchased. The HOA can enforce parking at the playgrounds and basketball hoops in the road. He stated a fence at a detention pond is not necessary if the slope is less than 4-1.

Dan Sweet was glad for the speed study.

Steve Troegler and Thelma McMullen noted the stones look good at St. John's Cemetery and that the active erosion at Foot Log Park is 150 feet wide.

Ursula Boudart noted that the rocks below Foot Log need housekeeping as trees are beginning to grow in them. She asked if the seashell lights were going to be removed and Commissioner Capano commented they would at the end of the summer. She suggested beach passes as additional income for the Town to consider. An enforcement provision would be needed before this would be possible. Air BNB is a business and lodging/rental taxes should be considered.

Robyn Rowe asked for a grill at Sandy Beach. She suggested using Firemen's Field for the Community Yard Sale and charging \$10.00 per table.

Commissioner Wood motioned to adjourn the meeting. Commissioner Fields seconded. Approved 5-0.

The meeting adjourned at 9:58 PM