

Town Commissioner's Meeting
Charlestown, Maryland
July 11, 2023
6:00 PM
Town Hall, 241 Market Street and on Zoom

Attendees: Renee Capano, Richard Mahan, Jackie Akers, Bobby Straiton, Mary Culver, Kathy SanDoe; Lou Wood attended on Zoom and joined late; Rob Rinehart and Bryan Lightner were not in attendance.

Public in Attendance: Adam Streight

Zoom: Robyn Rowe, Ursula Boudart

President Capano called the meeting to order at 6:09 PM. The delay was due to waiting for Commissioner Rinehart to join the meeting.

Mr. Adam Streight was asked to lead the Pledge of Allegiance.

Approval of Minutes – May 9, May 18, & June 13, 2023 – Charlestown Commissioners: The minutes from May 9th and May 18th were not approved, as a quorum was not available from Commissioners that attended the meetings. Commissioner Mahan motioned to approve the June 13th minutes. Commissioner Akers seconded. Approved 3-0.

Accounts Payable Review – Commissioner Mahan: The Accounts Payable amount is \$170,283.92 which covers all payables since the June 13th meeting. Commissioner Akers motioned to approve the Accounts Payable. President Capano seconded. Approved 3-0.

Old Business

Back-up Power Generators – President Capano and Bobby Straiton: A total of six generators are needed: Town Hall, Veteran's Park, Avalon Sewage Pump Station, Well #1, Well #2, and the Water Tower. Town Hall was added so it can be used as an Emergency Operations Center (EOC). Per previous approval, D & D electrical Services will provide the labor to install the generators. Diesel tanks are now part of the generator proposal, since propane would need more space, as the tanks must be placed a distance away from the generators for safety. Fenced areas would have to be larger to accommodate this. Pace Electric could provide a crane to help set the generators for \$800.00 a day. A deck will need to be built to properly elevate the generator for the Avalon Sewage Pump Station, since that is located near a flood zone. The funding for the generators will come out of the Town's Utility Fund. Mr. Lightner will be asked to place the order. D & D Electrical Services and Pace, the Generac Dealer, will need to visit the areas together to develop a plan for installation. There was discussion that a portable generator might suffice for Veteran's Park. Commissioner Akers motioned to begin the order with Pace for \$99,030.00, with the remainder to follow once determined. Commissioner Wood seconded. Approved 4-0.

MML Conference – President Capano: The MML Conference attendees were asked their opinions and observations, likes and dislikes about the conference. Commissioner Wood said she appreciates our governor and believes a lot will be accomplished under his administration.

She made new contacts. In the Annexation class, things that need to be considered are time, opportunity, cost, and value. She felt the conference was better than past years. Ms. SanDoe stated the conference was both interesting and overwhelming as there was so much to see and learn. The Annexation class was quite interesting. The Town benefits with an expanded tax base. Owners have development opportunities and water/sewer connections. The Town gains more jobs and housing balance. In the Emergency Preparedness class, cross training was stressed so everyone is capable of assisting in multiple positions. Back up paperwork was stressed in case an emergency needs to be declared retroactively. Combining resources with other towns, county and state resources will be very helpful. In the Homelessness, Housing and Mental Health class we learned that much of homelessness is unseen. It takes 94 hours a week, working at minimum wage, to be able to afford a basic two-bedroom apartment. The Tiny Town Discussion Forum was interesting as other tiny towns talked about issues in their towns and how they were solved. One town had only 154 people. Commissioner Akers thoroughly enjoyed the Structure of Government class and felt reading the Town Charter prior to taking the class was beneficial. By developing her education through classes, she understands better why and how we do what we do. She liked visiting the vendor booths to see what services may benefit the Town. Commissioner Mahan thought some classes could be condensed and others should have been longer. The Procurement Best Practices class had an enthusiastic teacher. The Team Building class had a great teacher as well. There were a couple of classes where the facilitator had been teaching the class for years and Commissioner Mahan thought fresh blood was needed to make the class more interesting. He suggested broader issues could be introduced for future classes. Visiting the booths was fun, especially learning about other towns. He had problems with the app for the conference. President Capano felt this year's conference was better than most. It was well organized and the presentations she attended were fresh. The Emergency Preparedness class reinforced the need for an EOC and plan to evacuate the Town. The Emergency Response Team needs to have connectivity with all of the Commissioners, Town Staff, and other emergency personnel by having contact information in their phones. FEMA classes are available online for Emergency Response Training. Action Reports are extremely important after an emergency event. Another item to consider is how to fund the Town's stormwater management program. An enterprise account could be created to fund stormwater management improvements in the future. Green Infrastructure projects, like living shorelines along the waterfront parks, and underground pipes, in places like Fireman's Field, are considerations for improved stormwater controls. Maintenance of these projects will also need funding. The Town needs to continue applying for grants. President Capano also attended the graduate class on Collaborative Leadership. Her take-aways were that people around you are human beings and with whom we need to have interaction, we also need to learn to deal with discomfort to grow and not become complacent. She also attended a round table discussion with the Governor, Lt. Governor, and State Department Secretaries. There was discussion with the Department of Transportation regarding golf carts and also with the State Highway Administration. Rt. 7 is one of the Town's evacuation routes and a suggestion was made to install "feet sticks" for flood warning along the route.

President Capano noted there would be a meeting on July 17th at 9:00 AM. Jessica Cook from Ben Cardin's office will be in attendance and will tour the Town. Topics for discussion will include flashing stop signs, speed bumps and humps, how to become a Speed Trap Town, and

obtaining a speed alert sign on wheels. There will be a second meeting at 1:00 PM with Cecil County DPW.

Commissioner Comments

Commissioner Akers proposed a new ordinance for residents vacating their home about how to coordinate for the last trash/bulk pick up. The responsibility should be on the resident, not on the Town for disposal. A fee would be established for a pick up other than on regular scheduled collection dates. Junk hauler numbers would be available. She will get a template from Mr. Lightner and propose an amendment of the ordinance.

Commissioner Wood said she had a letter from the residents on black Avenue requesting a speed hump to reduce speeding. She requested that Mr. Straiton work with Mr. McGuirk to determine the best place to put the speed hump.

Public Comments

Adam Streight introduced himself and said he is running for Cecil County Executive in the 2024 election.

Robyn Rowe asked about the status for park cameras. President Capano noted the money was approved and the project is moving forward.

Commissioner Wood motioned to adjourn the meeting. Commissioner Mahan seconded.
Approved 4-0.

The meeting adjourned at 7:25 PM.

Respectfully submitted,

Kathy SanDoe