

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

July 26, 2022

6:00 PM

Town Hall, 241 Market Street and via Zoom

In attendance: Karl Fockler, Renee Capano, Jeff Fields, Lou Wood, Bryan Lightner, Kathy SanDoe, Curtis Elmer was not in attendance.

Public: Dennis. Taylor, Audrey Edwards, Pamela Mahan, Ursula and Prosper Boudart, Mr. and Mrs. Lockard and daughter Caroline, Mr. Hubbard

Zoom: Steve Troegler, Robyn Rowe, Pauline Bryant, Richard Mahan, Jamie Edwards, Thelma McMullen

President Fockler opened the meeting at 6:00 PM.

The Pledge of Allegiance was led by Ms. Caroline Lockard.

Approval of the Minutes – July 12, 2022 – Charlestown Commissioners: Commissioner Capano motioned to approve the minutes. Commissioner Fields seconded. Approved 4-0.

Accounts Payable Review – Charlestown Commissioners: Commissioner Capano suggested payments be sent electronically. President Fockler mentioned recurring payments are directly debited from the checking account. Commissioner Fields motioned the approval of Accounts Payable for \$48,058.05. Commissioner Wood seconded the motion. Approved 4-0.

Old Business

Anti-harassment Policy – Commissioner Capano: LGIT and David Beste, the Town Attorney, have reviewed the updated policy. In writing the update, Commissioner Capano made sure wording was consistent throughout the document. The policy will apply to employees, elected officials, and appointed board members. President Fockler suggested the definition of harassment, which involves discriminatory conduct, should be included in the policy. Yearly training will be available for everyone through LGIT. An updated Employee Handbook will follow once the anti-harassment policy is adopted. Commissioner Capano motioned to approve the anti-harassment policy with the harassment definition amendment. Commissioner Wood seconded. Approved 4-0.

Town Hall Renovation Award – Bryan Lightner: Further negotiations were conducted with two firms to clarify what was expected, considering the actual construction will be delayed, due to the need for additional funding sources. This proposal is for design, building plans, site plan, geotechnical investigation for the foundation, and hazardous material investigation within the existing building. The plans for the new addition and renovation of the existing building will be put out to public bid for construction, once the funding has been allocated. The Cooperson Associates bid is for \$89,600.00. The Home Partnership, Inc. bid is for \$96,000.00 to

\$105,000.00. President Fockler noted \$60,000.00 had been previously budgeted for the design of the Town Hall addition. Therefore, the budget will need to be amended by \$29,600.00.

Public Comment:

Pamela Mahan asked what the timeline would be for the plans to be developed. The RFP stipulates the plans must be completed by January 31, 2023.

Ursula Boudart asked about the design and site plans. The size of the addition is a minimum of 2,000 square feet. Residents will be asked for input as part of the design process. After that, building plans will be provided.

Prosper Boudart suggested that references for the consultant be provided.

Richard Mahan recommends Cooperson Associates, since they are architects, and have worked on similar projects. Cooperson also does a lot of built ins and interior design.

Terri Chestnut is excited for the project to be done.

Commissioner Capano prefers Cooperson Associates.

Commissioner Wood motioned to amend the budget \$29,600.00 and engage Cooperson Associates for the design of the Town Hall/Post Office addition. Commissioner Fields seconded. Approved 4-0.

Storm Water Projects – Bryan Lightner:

1. There is a notice of concern at St. John's Church. The patch in front of the steps is not safe as it not at the correct pitch. The area needs to be saw cut to remove the unsafe area and replace the blacktop with no dip. The church is going to install a railing. The cost of the blacktop repair will be \$1,236.00. Commissioner Wood motioned to make the repair. Commissioner Fields seconded. Approved 4-0.
2. The swale at 438 Frederick Street needs to have a pipe installed and regraded. The 18" culvert will be replaced with a 24" plastic pipe. This will decrease cost and will prevent deterioration of the road. The total cost will be \$9,000.00 or less. Commissioner Wood motioned to approve the work with the modification of using the plastic pipe. Commissioner Fields seconded the motion. Approved 4-0.
3. The cost estimate for a swale on Market Street which would prevent ice on the road in the winter and mud in the summer would be \$5,860.00. The repair would keep water in the swales along Market and Water Streets, and help to keep out of Veteran's Park. Rock would be added near the culvert pipe along Water Street, and the reestablishment of the existing swale would be for 63 linear feet. The inlet box on the southeast side of Frederick and Water Streets also needs to be replaced and a swale should be added along 617 Water Street. These repairs are needed to help keep water off of the roads. At 116 Frederick Street, the culvert needs to be replaced under the driveway. On Calvert and Frederick Streets, the swales need to be dug out. All of these projects will cost approximately \$25,000.00. President Fockler wants a cohesive plan for the work to be done. Commissioner Wood wants to do the first item on Market Street and wait on the

other items. Commissioner Capano also noted a pothole on Ogle Street that needs to be fixed. Commissioner Fields motioned to approve the repair on Market Street for \$5,860.00. Commissioner Wood seconded the motion. Approved 4-0.

New Business

Part Time Accountant Job Offer – President Fockler: Recommendation was made to hire Julie Campagna for the position. Commissioner Capano motioned to approve the hire of Julie Campagna. Commissioner Wood seconded the motion. Approved 4-0.

Ethics Commission Appointment – President Fockler: Two people were suggested for the vacancy on the Ethics Commission – Jamie Edwards, Calvert Street and Tom Kenny, Louisa Lane. Commissioner Capano motioned to nominate Tom Kenny for the position. Commissioner Wood seconded. Approved 4-0.

PNC Bank Security Deposit Account – Bryan Lightner: A deposit account for the security deposit for 630 Water Street needs to be set up. The suggestion was made to have three commissioners and Mr. Lightner as signers on the account. Commissioner Fields motioned to approve the signers. Commissioner Wood seconded the motion. Approved 4-0.

Pitney Bowes Postage Meter – Bryan Lightner: Pitney Bowes is requiring the postage meter be upgraded. The quarterly cost will increase from \$117.00 to \$232.00. Commissioner Capano motioned to approve the upgrade. Commissioner Wood seconded. Approved 4-0.

Mini Splits for Town Hall – Bryan Lightner: Alger Oil, Inc. has quoted the price of \$9,700.00 for the mini splits and \$4,800.00 to replace the existing furnace. The vents would also need to be cleaned out.

Public Comment:

Ursula and Prosper Boudart – Cost should be taken into consideration.

Thelma McMullen – Would the mini splits be useable after the renovation and new addition? Are they moveable?

Richard Mahan – Recommended purchasing the new furnace.

Commissioner Capano said approval of the mini splits for heating and cooling could be conditional. First that the cost not go over \$9,700.00. Second would be to choose the furnace if the new furnace would accommodate both Town Hall and the Post Office. Commissioner Wood seconded. Approved 4-0.

Commissioner Comments:

Commissioner Wood – Regarding Events: Most of the purses have been purchased for Pocketbook Bingo. A large basket is ready to raffle off as well. Residents with parking passes may park legally at public places. Dogs must be leashed, unless inside a home or fenced yard. As a courtesy to others, please follow park rules. National Night Out will be held at the Fire Department on Tuesday evening, August 2nd from 6:00 to 8:00 p.m. There will be hot dogs,

snacks, face painting, games, radar, drunk goggles, and Roscoe the K-9. Audrey Edwards mentioned that Charlestown will be 300 years old in 20 years and suggested that we need to celebrate!

Commissioner Fields – Infrastructure and Town Hall are moving forward. The Town is moving in the right direction.

Commissioner Capano – She recorded Audrey Edwards speaking about the history of Colonial Charlestown and Jeannette Armour and Sonny Diamonte speaking about the historic P.K. Barnes Ice House at the MML quarterly meeting. Recordings such as this could be used to create a living library of the Town's rich history.

President Fockler – The rezoning request along Rt.7 has been reversed and will not be appealed. Cost estimates are needed for consistent, period style sign boards at Avalon and Veteran's Parks. These could also be used for posting the park rules. Still looking at honor boxes being placed next to the ParkMobile sites as an alternative to pay for parking.

Mr. Lightner – Commissioner Wood did a great job with the MML dinner, along with President Fockler and Kathy SanDoe, it was a team effort and Charlestown was an honorable host. We are waiting on more information for the construction cost estimate for Foot Log Park. An RFP has been advertised for creating the Watershed Master Plan. GFL does not want to collect trash for the Town any longer. Their last day for collection is tentatively scheduled for August 22, 2022. Trash Tech, the other bidder on the RFP, has been contacted to discuss setting up a contract.

Public Comments:

Audrey Edwards – A swale and possibly a pipe is needed on her property, to help control stormwater runoff on her property at 328 Market Street. There has been so much water damage over the years, that some historic building foundations have washed away, and water continues to run down her basement steps. Her property is such a good example of a historic, colonial resource, that Winterthur Museum is coming to her house to visit. Mr. Lightner suggested a maintenance agreement may be needed, along with a stormwater easement, on the property. A strategically placed detention basin could also help to reduce the flooding across the property.

Pamela Mahan – Stormwater runoff is a big problem on the property and she wants to know how and what needs to be done to develop a solution. History is being washed away. Also, the fire department needs a new flag.

Ursula Boudart – AirBnB lodging taxes will help improve buildings and bring people into Town. President Fockler is reaching out to the County and MML for research. The Town may need to establish an In-Town rental tax. Trash cans are needed near beach entrance/exit at Foot Log Park. Also, another pet waste station is needed there. Signage is also needed at Foot Log Park – Swim at your own risk, Park open dawn to dusk, Dogs on leash, etc. A tree is growing in the revetment along the shoreline and should be removed. The large ash tree near the beach will be removed, since it has succumbed to the emerald ash borer. Mr. Lightner asked if something can be done to commemorate the tree, and Ms. Boudart suggested creating table tops from the trunk, for seating at the park.

Mr. Hubbard – In addition to the proposed pipe placement along 438 Frederick, Mr. Hubbard states there has been a great deal of erosion in his back yard as well. He was frustrated that the Skate Park was being worked on when there are storm water problems in Town. Commissioner Capano noted the Town is looking at a more comprehensive plan for managing the storm water problems.

Pauline Bryant – Thank you for taking care of the church paving and the problem along Market Street regarding ice. The remedy with swales, piping and blacktop should help. She reported that a Pennsylvania driver drove onto stone wharf. A stone pillar at the entrance to the wharf would prevent this from occurring again.

Richard Mahan – Thank you for moving forward with plans for the Town Hall addition. A solution for storm water is needed on Market Street. Water from the Thompson property is a problem. The Town needs to move quickly and efficiently to get things done.

Thelma McMullen – Thank you for continuing to work on the plan for Foot Log Park. She is glad the swale at the end of Baltimore Street is still in the program. Who is responsible for sidewalks to the school? The State Highway Administration has jurisdiction over the area and a short-term solution is to establish a swale on the low end of the sidewalk, to help reduce flooding impacts. WILMAPCO will be partnering with the Town to conduct a Walkability Workshop in the near future.

Does the noise ordinance cover setting off fireworks? The noise ordinance should be shared with the Cecil County Sheriff's Office, so they can enforce it. It was suggested that residents should contact the Sheriff's Office, if fireworks are being set off.

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

Meeting adjourned 8:20 PM.

Respectfully submitted,

Kathy SanDoe
Town Clerk