

**Commissioner's Meeting
Charlestown, Maryland
August 23, 2022
6:00 PM
241 Market Street and on Zoom**

Attendees: Karl Fockler, Renee Capano, Lou Wood, Curtis Elmer, Jeff Fields, Bryan Lightner, Mary Culver, Kathy SanDoe

Public in attendance: John Sadowsky, Debbie Fields, Jay Hayes (AECOM), Pauline Bryant, Chris Rogers (AECOM), Richard Mahan

Public on Zoom: Robyn Rowe, Sean Durbin, Terri Chestnut

The meeting was called to order by President Fockler at 6:05 PM.

The Pledge of Allegiance was led by Richard Mahan.

Approval of the Minutes – August 9, 2022 – Charlestown Commissioners: Commissioner Capano motioned to approve the minutes. Commissioner Elmer seconded. Approved 5-0.

Accounts Payable Review – Charlestown Commissioners: Commissioner Fields motioned to approve the Accounts Payable in the amount of \$30,854.27. Commissioner Wood seconded. Approved 5-0.

Old Business

Anti-Harassment & Civility Training – Bryan Lightner: The date of September 21, 2022, 9:00 AM to 12:00 PM, was selected for the training by LGIT. The training is required for all Commissioners, Town Staff, and Board Members.

Trash Hauling Contract – Bryan Lightner: The Trash Tech contract is ready for signatures. Item #2C states Trash Tech will provide one trash and one recycle container to each household. Up to three bags of overflow will also be collected. The first pick up will be Wednesday, September 14th. There are a few places in Town that need to have the cable or electric wires raised to 13 feet, 6 inches in order for the trash trucks to access homes for collection. The Town Maintenance staff will take care of the busier parks trash on Weekends and Mondays, by emptying into the dumpsters. Twenty-four additional cans will be provided and emptied for the parks and other locations around Town. On page three of the contract, under “failure to perform”, will reduce the monthly payment to Trash Tech if collection of 10 trash cans is missed and not picked up within 48 hours of the original trash pick-up day. Commissioner Capano asked if more than one private trash can will be emptied for overflow. Mr. Lightner stated he believes this to be the case, but will confirm with Trash Tech. A suggestion was made to build screens around the Trash Tech containers in the parks. Another suggestion was to ask school art classes to paint the cans for the parks. President Fockler wants to confirm more than one private can will be emptied.

Commissioner Capano motioned that the contract be approved, contingent upon their acceptance of private overflow cans being emptied. Commissioner Fields seconded. Approved 5-0.

Watershed Master Plan RFP – Bryan Lightner: Six proposals were received with prices varying from \$80,000.00 to \$263,000.00. The Dewberry proposal was \$80,000.00, GMB's proposal was \$93,000.00 and Bayland was \$102,000.00. There is a grant for \$75,000.00 that would help offset the cost of this plan. Scope of the plan covers an eight square mile watershed, including the two square mile Town. There are also three streams that flow through Town. The Plan will help to forecast flooding impacts associated with future rainfall events. This will help plan projects to soak up water and improve the drainage system, along with updating stormwater and floodplain management regulations, and preserving flood-prone areas. President Fockler stated it would give the Town a bird's eye view of storm water management in Town and a cohesive plan going forward. The plan would be completed in one year, beginning October 1, 2022 with completion by June 30, 2023. He suggested a more in-depth review of the proposals with the differences highlighted. Mr. Lightner said a similar project was recently completed in the Lower North East Creek watershed by Dewberry and they did a good job. Commissioner Capano stated Dewberry does not have a survey team and actually notes it as an exclusion in their proposal. Bayland would provide a survey team for two days, as shown on page 20 of their proposal. The RFP asks for three projects that would develop concept plans and be 30% designed. It appears Bayland may be more hands-on and has also worked for the Town in the past. Commissioner Capano noted the GMB proposal was received late and should therefore not be considered. President Fockler said that once we select a company to do the Watershed Master Plan, an inventory of data will be collected. The US Army Corps of Engineers has offered to supplement any missing data, as part of a separate partnership, with further details yet to be determined, pending this grant award. Two community workshops will occur to inform residents of the study results. Mr. Lightner will pick apart and compare the Dewberry and Bayland proposals for discussion at the next meeting. Commissioner Wood motioned to table the vote until September 13th to allow for further inquiry into the chosen proposals. Commissioner Fields seconded. Approved 5-0.

Cemetery Plans – Bryan Lightner: Ms. Rosie Bott is concerned with the long-term plans for the cemetery. She wonders if there is a way to find available plots and suggested we reach out to families with unused plots. These could be sold back to the Town and there could be a lottery for any available plots. Possibly columbariums could be used for cremated remains instead of in-ground plots. An intern or community volunteer could be instrumental in researching the cemetery records, to help identify any available plots. A request could also be added to the Charlestown Current to ask for volunteers.

Cool Springs Sidewalk Repair – Bryan Lightner: The proposed cost to repair the settled sidewalks in Cool Springs and Trinity Woods is \$8,000.00 for each area. Mr. Lightner will check on the Cecil Street swale completion. Commissioner Wood motioned to approve the sidewalk repairs. Commissioner Fields seconded. Approved 5-0.

Mr. Lightner noted there will be a Walkability Workshop on October 12th at the Fire Hall, presented by the Wilmington Area Planning Council. Commissioner Wood stated she will attend the WILMAPCO event.

Mr. Lightner mentioned that the Chesapeake Bay Trust Grant for the design of stormwater improvement projects at the Athletic Complex was not accepted. Reapplication is occurring for the \$112,000.00 grant, which includes a \$15,000.00 cash match from the Town, if awarded.

Trinity Woods & Scott Gardens Basins Inspection Report – AECOM – Chris Rogers and Jay Hanes: AECOM performed inspections of the four basins. All basins, upstream manholes, and manhole grading were inspected on July 15, 2022. The Trinity Woods, SWM Pond #1 is an embankment dry pond that should dry within 24 hours of a storm event. It is graded 3/1 and has two inlet pipes, 24-inch and 30-inch which are connected to Salvation Circle. The 8-foot spillway package must be able to handle a 100-year storm. Suggested improvements:

1. Clear slope to fence line – needs maintenance.
2. Pond bottom needs to be cleared and seeded.
3. Upstream manhole facility at 42 Salvation Circle needs to be uncovered and brought to grade.
4. Clear sediment and debris.
5. Bring rip rap to grade.
6. CMP (corrugated metal pipe) needs to be flushed.
7. The inlet/outlet has seeped water from the pipe at 54 Salvation Circle – need to TV the pipe.
8. Fill in burrows and repair fence.

The Trinity Woods SWM Ponds #1, #2 and #3 are in similar condition and have similar recommendations for correction. They are all overgrown and need to be cleared. Maintenance needs to be performed to see if the ponds are functioning as designed. In Trinity Woods, there are some pipes are on private property. The Scott Gardens SWM Pond is a wet pond which means a consistent 18 inches of water is maintained 24 hours after a storm event. The inlet pipe in this pond needs to be replaced. On all ponds the woody vegetation should be cut flush with the ground, it's not recommended to rip out roots and stumps, as that would require rebuilding the embankments. The ponds need to be kept clear of all vegetation and the pipes kept clean. Screen guards were also recommended for inlet pipes. Commissioner Fields stated he would like to have a better understanding of the Federal, State, County, and Town regulations and standards for stormwater ponds, including enhancement and maintenance. President Fockler suggested cost estimates be obtained for the three Trinity Woods stormwater ponds.

Frederick Street Speed Bump – Bryan Lightner: Temporary speed bump installation has been complaint driven. Currently, there are temporary speed bumps on Frederick Street, Caroline Street and Conestoga Street. Mr. Lightner said he would check with Altumint to see when the speed study would begin, to see if there might be some data available to us decide where speed bumps, or other speed reduction measures, could go. Commissioner Fields motioned to remove the temporary speed bump installed on Frederick Street. Commissioner Wood seconded.
Approved 3-2.

Ditch Witch – Bryan Lightner: The first estimate is \$47,023.19 for Model #MV800 which can hold up to 800 gallons of a mix of gravel, dirt and water and 100 gallons of fresh water, for jet

spraying. It can be used to clean valves and spray out the stormwater system inlet boxes and culvert pipes. Additional cost estimates will be obtained, as well as, some additional research, to see what might be needed for the Town.

Commissioner Comments

Commissioner Wood: Upcoming Events

Elvis and Patsy Cline will perform on Sunday, August 28, 2022 on the Avalon Stage.

Blast from the Past will be held at Avalon on Saturday, September 3, 2022. This will include 19 vendors and three or four bands: Jake Chapman, Gabe Woodrow and Red Toad Connection with Danny Ray from Nashville. The vendors include: Crystals Creations, Jeannette Armour and Sonny Diamante will discuss the history and show off the Ice House, the Green Team, Poultry Palette, Pottery, Children's Ware, Fire Department Raffle Table, Balloon Boutique by Britt, Melissa's Sand Art, Face Painting, ACH Brewed Root Beer, Creative Stuff, Karen's Scentsy, Charming Chadwicks, Living Historian Ms. Audrey Edwards, Jamie Sitalla's Healthy Shakes, 5th Company Brewing, Coast to Coast food truck, Lollypop Princess and Unicorn will hand out lollypops. Commissioner Capano suggested that when ordering signs, to consider having "Music in the Park" signs made for both Saturday and Sunday. Decorations for the Town light poles will be ordered in January to take advantage of after Christmas sale prices. The Historic District will require 24 light pole decorations and 17 decorations will be needed in the Cool Springs area. Commissioner Wood suggested that the Town give a donation for \$100.00 to the Perryville prom that would benefit the sports camp. No decision was made on the donation.

President Fockler stated that the Artesian Water Company wants to drill a well outside of Town off Rt 7 by the cell tower, which would draw water from the same aquifer as the Town. He's concerned how this might affect the Charlestown water supply. The Town has sent a letter to MDE requesting a public hearing on the matter. He is researching the issue and more information will be coming.

Commissioner Capano requested that the Town sign next to the post office be updated to include the Cool Springs community.

Public Comments:

Richard Mahan commented that developers are only responsible to maintain sidewalks in their communities for one year.

Rick Hubbard feels the speed bump on Frederick Street is too aggressive.

Matt Cerny suggested mudjacking to repair sidewalks and believes any pond work should be done by a company certified by MDE. He wondered if the Town purchases the Ditch Witch if there would be enough staff to use it.

Pauline Bryant shared history of the flagpole at Long Point and showed pictures of the construction of the flagpole which was made by her husband from a telephone pole with a

sailboat mast on top. The flagpole was dedicated in 1992, the 250th year since Charlestown was incorporated. She requested a plaque to honor the 3rd Maryland Regiment.

Trey Giraldi agreed the Town should purchase the Ditch Witch vacuum excavator to maintain the storm water system.

Terri Chestnut clarified that the prom sponsorship donations go to the youth sports camp.

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

Meeting adjourned at 8:15 PM.

Respectfully submitted,

Kathy SanDoe