

**Town Commissioner's Legislative Meeting
Charlestown, Maryland
August 8, 2023
6:00 PM
Town Hall, 241 Market Street and on Zoom**

Attendees: Renee Capano, Rob Rinehart, Richard Mahan, Jackie Akers, Lou Wood, Bryan Lightner, Kathy SanDoe

Public in Attendance: David Gordon, Mike Lukshides and Diana Mann from Cooperson Associates, LLC

Zoom: Julie Campagna, Chris Williamson, Robyn Rowe

President Capano called the meeting to order at 6:00 PM.

Commissioner Rinehart was asked to lead the Pledge of Allegiance.

Approval of Minutes – May 9, May 18, July 11, and July 25, 2023 – Charlestown

Commissioners: Commissioner Akers motioned to approve the May 9, May 18, July 11 and July 25, 2023 minutes. Commissioner Mahan seconded. Approved 5-0.

Accounts Payable Review – Commissioner Mahan: The Accounts Payable amount is \$194,356.99 which covers all payables since the July 11th meeting. Commissioner Akers motioned to approve the Accounts Payable. Commissioner Wood seconded. Approved 5-0.

Old Business

Town Administrator Report – Bryan Lightner

- Town Hall Addition – Additional Services: Mr. Lukshides and Ms. Mann from Cooperson Associates discussed the changes in scope of work from the original plan, in order to incorporate an Emergency Operations Center (EOC) within the Town Hall addition. The changes would include 3,000 sq. ft. ground floor space with showers and commercial kitchen. With the addition of an extra floor, an ADA compliant elevator would need to be installed, as well as, two emergency exits on each level. A suggestion was made to have the elevator on the exterior of the building, so as not to impact the interior space. The original Town Hall/Post Office building would need to be upgraded and reinforced, removing any asbestos and lead paint and adding hurricane ties for the roof, while keeping the original features. The original plan was for a one-story building with less than 5,000 sq. ft. of ground disturbance. The scope of work for the new design changes not only the amount of ground to be disturbed, including relocation of the playground, but also the materials used for the building, such as concrete and steel, instead of wood frame construction. The final design plans should be completed by the Summer of 2024. The changes will add \$161,270.00 to the original \$89,000.00 previously approved. Borrowing funds will not be necessary, as there is enough money in the checking account to cover the cost of the change order. Available grants and other funding resources for different elements of the construction phases, will continue to be

investigated. The Commissioners discussed potential funding sources and the fact all paving in the vicinity, including potential roundabout at Bladen and Market Streets, would need to be kept flat, to accommodate ingress and egress for the Fire Company's trucks. Commissioner Akers motioned to approve \$161,270.00 to further develop the design plans. President Capano seconded. Approved 4-1, with Commissioner Wood the dissenting vote.

- Updated Back-Up Power Generator Costs: Mr. Lightner stated that all six generators have been ordered. Commissioner Rinehart said the sixth generator will be the same size as the others and will be attached to a trailer so it can be moved in case another generator stops working. He noted that the Town saved \$10,000.00 by purchasing the sixth generator the same size as the others and placing it on a trailer. He thought an appropriate trailer would cost about \$2,000.00. President Capano suggested a light package be included with the trailer. Having the generators is part of being self-sufficient during an emergency. A meeting with PACE Electric, D & D Electrical Services, Town and County staff, and Commissioner Rinehart has been scheduled for visiting the generator sites, to begin planning for installation. Commissioner Wood motioned to approve \$140,210.00 for the total cost of the generators. Commissioner Akers seconded. Approved 5-0.
- Water Treatment Plant Upgrades: There are two parts to the scope of work for the upgrades. The first part is updating the Electric Control Panel and providing for automation of various components, including readings and controls for tank water level, influent and effluent flows, Well draws, run hours and trip, temperature in the water tower room, and the chemical feed pumps. This monitoring will be in real time with less need for manual operations. The second part is replacing the Influent/Effluent Flow Meters in the pit next to the tower. The existing concrete lid is proposed for removal which would eliminate the confined space. Cost proposals will be collected for the work.
- C-Dock Lease/Fire Line Repair: Commissioner Rinehart stated we are waiting on a plumber with a new proposal using metal flex joints instead of PVC pipe. President Capano also noted the C-Dock lease expires on December 31, 2023. The Town has options, it could do nothing with the lease, revise the lease, or sell it. An appraisal is needed and Mr. Lightner will try to acquire one. Commissioner Mahan stated that whether the Town leases or sells the property, the land needs to be protected and may need dredging. Commissioner Akers will review the current lease with Commissioner Rinehart and Mr. Lightner, make comments, and then forward to Mr. Beste, who will create a first draft for review. President Capano wants to consider all options before making a decision that is best for the Town.

New Business

Historic District Commission Appointment – President Capano: David Gordon has asked to be considered to fill the vacant position. He has 33 years of experience as a licensed Maryland contractor and was appointed to the Cecil House Restoration Council. He owns several properties in Charlestown and believes he would be an asset to the Historic District Commission. Commissioner Rinehart agreed he would be an asset to the board. Commissioner Mahan questioned if he would hold applicants to a standard. Mr. Gordon

stated guidelines and standards need to be developed and Mr. Lightner agreed. Mr. Gordon also stated he would research state guidelines for Maryland Historical Trust houses. Commissioner Akers motioned to approve Mr. Gordon as the appointment to the Historic District Commission. Commissioner Mahan seconded the motion. Approved 5-0.

Louisa Lane Speed Hump Request – Bryan Lightner: A letter signed by ten residents on Louisa Lane was provided requesting a speed hump on Louisa Lane between Bladen and Calvert Streets. Mr. McGuirk would have to look at the area and determine the best place for the speed hump. Per discussion, it was decided that two speed humps might be best. Mr. Lightner noted that traffic calming and improved stormwater management in this vicinity could also be further explored. Commissioner Akers motioned to have Mr. McGuirk determine the best locations to install two speed humps at \$2,500.00 each on Louisa Lane. Commissioner Rinehart seconded. Approved 5-0.

Town Notification Update – President Capano: Different types of notification systems have been explored. GoGov is an app that can use our website for notifications. It's like plug and play with no up-front design costs. The price is \$3,600.00 for one year. Social media and email do not always work for contacting Town residents. There are currently 715 homes and about 1,500 residents in Charlestown. It appears that only about 40% of emails sent from Town Hall are actually read, so another way to try communicating is needed. Commissioner Mahan noted this app could be invaluable to residents, especially parents with children in school. President Capano stated the app could also help with emergency preparedness and there is no charge to download the app. Data analysis will show how much the app is used by residents. Commissioner Akers said this is a "come into the 21st century tool" and motioned to approve the \$3,600.00 contract for one year. Commissioner Rinehart seconded. Approved 5-0.

Stormwater Management Ordinance Update – President Capano: The Town's ordinance was adopted in 2010 and the requirements generally apply to projects that disturb more than 5,000 sq. ft. She wondered if all development should include stormwater management plans, and at a minimum, silt fence installed during construction. A consideration would be for the Town to hire an engineer to help improve the stormwater management program and develop improved regulations, which would need to be approved by MDE. She also noted that the Town would need a Stormwater Utility Fund to help maintain the drainage system and other stormwater facilities. The fund could also be used for Town-wide restoration projects. Mr. Lightner said that detention basins and the drainage system all work together. Commissioner Rinehart asked for a rough estimate of the quantity of temporary fence needed to place around the detention basins on Charity Court and Salvation Circle in Trinity Woods. Commissioner Akers motioned to spend up to \$3,000.00 on temporary safety fencing around the basins. Commissioner Mahan seconded. Approved 5-0.

Key Chain and Sticker Sales – Bryan Lightner: After discussion, it was decided unanimously that they could be given away without charge.

Commissioner Akers motioned to adjourn the meeting. Commissioner Mahan seconded. Approved 5-0.

The meeting was adjourned at 8:40 PM.

Respectfully submitted,

Kathy SanDoe
Town Clerk