

Town Commissioner's Meeting
Charlestown, Maryland
September 12, 2023
6:00 PM
Town Hall, 241 Market Street and on Zoom

Attendees: Renee Capano, Rob Rinehart, Richard Mahan, Jackie Akers, Lou Wood, Julie Campagna, Bobby Straiton, Bryan Lightner, Kathy SanDoe
Public in Attendance: Dan Sweet, Karl Fockler
Zoom: Joe Cherone, Ursula Boudart

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

Mr. Straiton was asked to lead the Pledge of Allegiance.

Approval of Minutes – August 8 and 22, 2023 – Charlestown Commissioners: Commissioner Mahan motioned to approve the August 8 and 22, 2023 minutes. Commissioner Rinehart seconded. Approved 5-0.

Accounts Payable Review – Commissioner Mahan: The Accounts Payable amount is 145,170.16 which covers all payables since the August 8th meeting. High payments were to Miller for two years worth of soda ash and other chemical treatment purchasing, in the amount of \$19,914.32, and Dewberry Engineers, for \$16,356.08. Commissioner Akers motioned to approve the Accounts Payable. Commissioner Rinehart seconded. Approved 5-0.

Old Business

Town Administrator Report – Bryan Lightner:

- Water Treatment Plant Upgrades
 - Flow Meter Installation: Two bids have been obtained for replacing the influent and effluent meters. The first bid is from TK Construction for \$9,965.00, the second from VEPO for \$18,500.00. The flow meters must be installed before the control panel can be upgraded and this includes extending pipes and replacing flanges. President Capano suggested approval of TK Construction's bid with references. Commissioner Rinehart motioned to accept the TK Construction bid after two references are received. Commissioner Wood seconded. Approved 5-0.
 - Control Panel Replacement: Three bids were obtained for the control panel replacement. Horney Industrial Electronics has previously worked for the Town, their bid was for \$29,231.28. Lywood Automation provided a bid for \$76,944.00. M. Davis submitted bid for \$92,508.00. Commissioner Rinehart stated that change orders should only be acceptable for items outside the scope of work. Commissioner Mahan motioned to accept the M. Davis proposal with the condition to revise the bid to include chemical feed pumps. Commissioner Wood seconded. Approved 4-0, with Commissioner Rinehart abstaining.

- C-Dock Fire Hydrant Line Repair: Two bids were received for the work, Haass Plumbing for \$31,118.00, and CMP Fire for \$34,966.47. Commissioner Rinehart explained the difference between using straight flex hose versus using loops and feels the straight flex hose option is a better fit for C-Dock. Commissioner Mahan motioned to accept the bid from Haass Plumbing to replace the fire hydrant lines on C-Dock, with welding to be done by others. Commissioner Rinehart seconded. Approved 5-0.
- Historic District Speed Humps: Currently there are nine (9) speed humps scheduled for the Historic District at \$2,2500.00 each. Mr. Lightner will contact the residents affected in the 200 block of the following streets in the Historic District: Louisa, Frederick, Caroline, Market, and Conestoga Streets. Commissioner Mahan motioned to approve the installation of the speed humps. Commissioner Rinehart seconded. Approved 4-0, with Commissioner Akers abstaining. Mr. Dan Sweet provide a petition signed by he and his neighbors, requesting additional speed humps be installed on Cool Springs Road, in between Louisa Lane Extension and the bridge over Peddler’s Run Creek.
- Trash Ordinance 2011-04 Amendment – Commissioner Akers: The ordinance has been revised to be less specific, while at the same time, cleaned up to be more in conformance with our current procedures. The procedures will be communicated on the Town’s website. President Capano agreed the procedures can be changed in accordance with the ordinance amendment. Commissioner Mahan motioned to approve the amendment. Commissioner Akers seconded. Approved 5-0.
- Park Mobile Signage Changes – President Capano: It’s proposed the Park Mobile signage be replaced with “Permit parking only” at Veteran’s Park and by the Town Pier at 630 Water Street. “No Boat trailer parking” could be added along Water Street. Boat trailer parking is at Avalon Lot B only. Town staff will map the existing signage in the area and share recommendations with the board.
- Maryland Home and Garden Pilgrimage Tour – Karl Fockler: The tour is scheduled for May 4, 2024 in Cecil County. This will include tours of homes and gardens in Charlestown. Tickets will be sold and some of the proceeds will benefit Colonial Charlestown, Inc. Possible tours would include the Indian Queen, Red Lyon, Tory House, the Wellwood, and Long Point. This would be a good opportunity for partnering together.
- FY 2022 Financial Statements – Julie Campagna: The financial statements are required by the State for accountability and transparency with independent assessment. The government accounting standards verify accuracy, risk assessment, internal controls, fraud, financial planning, and financial health. There were no issues or anomalies found during the audit. It was recommended that some additional procedures be adopted.

Commissioner Comments:

President Capano mentioned the need to investigate a new photo copier contract for the Town Hall office. She also suggested considering the purchase of tablets for the Commissioners to use during meetings, as a way to reduce printed materials for the meetings. She also noted Labor Day was the last weekend for the Park Rangers.

Commissioner Rinehart suggested placing multiple items on a street sign instead of erecting multiple signs. He also discussed using signs with pictures versus words for non-English speaking visitors.

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

Meeting adjourned at 8:17 PM.

Respectfully submitted,

Kathy SanDoe, Town Clerk