

Town Commissioner's Meeting
Charlestown, Maryland
September 26, 2023
6:00 PM
Town Hall, 241 Market Street and on Zoom

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

Public in Attendance: Chris Rogers, Kevin Pampugh, Melody Dennis, Jane Bellmeyer

Zoom: Lou Wood, Ursula Boudart, Robyn Rowe, Mike Hunninghake

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

Mr. Chris Rogers was asked to lead the Pledge of Allegiance.

Old Business

None

New Business

Water System Capacity Analysis – Chris Rogers & Kevin Pampugh, AECOM: The report is an overview to determine the ability of the Town's water system to accommodate the water demands for future annexation. The analysis includes the water supply, storage, and distribution of the existing water system and current demands, combined with projected future demands on the current system. Following MDE guidelines, the analysis must plan for various worst-case scenarios to see if the water supply and storage will meet the current and future demands. While back-up power generators would help address problems with no electricity, they will not help if there is a water main break or a well goes down. The determination is that another well and another water storage tank would be needed in order to meet the future demands of annexing neighborhoods, such as Holloway Beach and Charlestown Manor. Cecil County has a grant to install sewer lines in Holloway Beach and connect 60 existing homes in the next two years. Commissioner Rinehart suggested laying pipe for the water lines at the same time the sewer lines are installed could provide less disruption to the neighborhood. Mr. Lightner will look into the availability of grants for possible connection to the Town's water system for Holloway Beach, understanding more work would also be needed to help determine the increased costs for improving the roads and providing trash service, if the neighborhood were to be annexed.

Sustainable Procurement Policy Resolution – Michael Hunninghake: The Town turned in a great application to earn the Sustainable Maryland Certification. Since the Watershed Master Plan is not yet completed, we need to consider the adoption of a sustainable procurement policy to earn enough points to become certified. The policy helps to set guidelines for purchasing, including recycled paper, energy star ratings for appliances, and electric power tools. Mr. Lightner suggested asking the Town's Green Team to provide additional guidance on the subject, which can be presented at the next legislative meeting.

USDA Grant Application – Bryan Lightner: The grant application requires President Capano’s signature. A public meeting on October 24th is scheduled to discuss the updated plans for the new Town Hall.

WMP Update – Bryan Lightner: Project Intern, Hannah Gordon was instrumental in obtaining information for the Watershed Master Plan. She used the criteria developed by the steering committee to score 40 different areas throughout Town that are vulnerable to flooding. Dewberry will look at the scores and help prioritize project ideas for implementation. The top three projects will have 30% design completed, with one being a living shoreline at Avalon Park. Additional project design and construction costs will be funded using ARPA monies and other grants.

Dredging Project Update – Bryan Lightner: The Town has been awarded grant funds for designing a repair of its dredge material placement facility and a RFP will go out this spring for it to be constructed. Since the facility is next to the water tower, Commissioner Rinehart would like some assurance the truck traffic hauling the dredge materials will not impact the tower. Mr. Lightner will discuss with Bayland, the project engineer.

Holiday Schedule – Bryan Lightner: Due to Christmas falling on a Monday this year, the Town Staff has requested additional paid holidays for Friday, December 22nd and Friday December 29th.

Cecil/Harford MML Dinner – Port Deposit: The Commissioners were asked if they were planning to attend the dinner.

Commissioner Comments:

Commissioner Mahan suggested a bonus and lunch be provided for the maintenance crew due to the extra work involved with the water main break on Bladen Street. He also pointed out that this was a good example of why the Town needs to rent a vacuum truck to clean valves for exercising. A listening tool would also help to locate a leak and determine if a valve is closed.

President Capano stated that better messaging is needed for situations such as the water main break. Notifications should be sent at least every three hours. The portable generator will also need to have a light kit purchased, which could be helpful for night time work on water leaks.

Commissioner Akers motioned to adjourn. Commissioner Mahan seconded. Approved 4-0. Commissioner Wood had already left on Zoom.

Respectfully submitted,

Kathy SanDoe, Town Clerk