

**Town Commissioners' Working Meeting**  
**Charlestown, Maryland**  
**May 28, 2024**  
**6:00 PM**  
**Town Hall, 241 Market Street and on Zoom**

Attendees: Renee Capano, Rob Rinehart, Richard Mahan, Jackie Akers, Tom Costanzi, Bryan Lightner, Mary Culver, and Kathy SanDoe

Public in Attendance: Dennis Dobay

Zoom: Julie Campagna, Tyler Hackett, and Nimish Desai

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

Ms. Mary Culver was asked to lead the Pledge of Allegiance.

**Old Business**

Tasker Lane Sewer Line Stabilization Project – Tyler Hackett, Dewberry: The proposal is to consider concrete sills, which have a smaller footprint, filled in with sand and covered with plants, to help break up the wave action and retain soil around the sewer main. Commissioner Mahan and Dennis Dobay asked for other suggestions that could protect the shoreline, and expand to include more than just the current erosion area. Other concepts will be shared in the near future.

Drainage System Maintenance Program Update – Nimish Desai, Dewberry: Some ongoing field assessments have been done to help confirm the results of the 2019 flood vulnerability assessment related to pipe condition at that time. From the preliminary evaluation, it shows that 50% of the pipes need cleaning. Another field visit is scheduled to assess more pipes. Some swales will need to be regraded to function with the cleaned pipes. Discussion ensued regarding cost proposals for cleaning pipes. The Town has some funds to clean pipes, but grants will be needed to replace pipes. A decision needs to be made whether to rent equipment to clean the pipes or hire a contractor to do it. Nimish suggested inviting contractors to see the pipes and develop a cleaning plan. Mr. Lightner suggested the results of the modelling assessments from the Watershed Master Plan could help the Town decide where pipe replacements can happen without additional engineering analyses.

Edmunds Accounting Software Update – Mary Culver: Phase I of the migration is underway, and includes Account Payable and ACH payments. Phase II is the Utility Billing portion, which should go live in July. The Online Bill Pay module would allow direct online payments to the resident's accounts. To pay with a credit card, the fee will be 2.95% of the total bill or \$1.95 to use an e-Check. The Town's options for fee payment are: 1. The resident pays all of the fees, 2. The Town pays all of the fees, or 3. A hybrid plan where the resident pays the credit card fee and the Town pays for the e-Check payments. Currently, the Town pays about \$5,000 a year in convenience fees. If the Town pays the convenience fee under the new software, it will cost around \$1,600. The goal is for residents to receive utility bills electronically, to help reduce postage fees. Residents could still pay with cash or check. Both North East and Havre de Grace use a similar online payment portal with great success.

**Comments**

Dennis Dobay would like to see the sewer main repaired as quickly as possible.

Commissioner Rinehart mentioned a work party was scheduled for Thursday to repair damage to two properties on Bladen Street.

Commissioner Akers said the reports from the radar speed signs show a consistent trend of minor speeding in the afternoons. Overall, most traffic data show average speeds around 17 MPH.

Mr. Lightner noted there are 775 water meters in Town, of which 250 were replaced two years ago. One hundred and fifty (150) meters need to be replaced in FY 25, so a RFP will be forthcoming.

President Capano noted the Park Rangers were busy over the weekend. She suggested we review potential solutions for improving the safety of boat trailers around the boat ramp. She asked for the Sheriff's Office to increase their presence at the parks. President Capano requested updates on street parking, such as no parking within 20 feet of intersections, as well as, the back-up power generator at Avalon Park. Mr. Lightner and Commissioner Rinehart will look into it and provide updates to the group.

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

Meeting adjourned at 8:18 PM.

Respectfully submitted,

Kathy SanDoe, Town Clerk