

**TOWN COMMISSIONERS' LEGISLATIVE MEETING
CHARLESTOWN, MARYLAND**

June 11, 2024

6:00 PM

Town Hall, 241 Market Street and via Zoom

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

Public: Dennis Dobay

Zoom: Mary Culver

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

Commissioner Mahan was asked to lead the Pledge of Allegiance.

Approval of the Minutes – May 14, 2024 and May 28, 2024 – Charlestown Commissioners: Commissioner Costanzi motioned to approve the May 14th minutes. Commissioner Mahan seconded. Approved 3-0 with Commissioners Rinehart and Akers abstaining as they were not at the meeting. Commissioner Akers motioned to approve the May 28th minutes. Commissioner Costanzi seconded. Approved 5-0.

Accounts Payable Review - Charlestown Commissioners: Commissioner Mahan made a correction to the Accounts Payable amount reported during the May 14th meeting. The amount had been estimated as the report was unavailable. The actual Accounts Payable amount for April 10th through May 14th was \$153,047.30. Commissioner Akers motioned to approve the correction. Commissioner Costanzi seconded. Approved 5-0. Accounts Payable for the period May 15th through June 11th is \$88,388.42. Commissioner Akers motioned to approve the current Accounts Payable. Commissioner Costanzi seconded. Approved 5-0.

Commissioner Rinehart asked if it was determined whether or not there was a meter for the Town Pier. Mr. Lightner replied that the water line for the Town Pier is separate from the water line to 630 Water Street. This is unaccounted for water. A meter will need to be installed for Town information purposes.

Old Business

Online Bill Pay Software – Mary Culver: The Finance, Accounts Payable portion of the Edmunds system has begun. The Utility Billing portion will go live at the end of summer. The proposed Online Bill Pay Software annual fee would be \$1,500.00, with a one-time set up fee of \$500.00. Credit card fees will be 2.95% of the invoice amount. E-checks will be \$1.95 each. Online Bill Pay would allow residents to make payments directly into their accounts and would show as pending. Options were discussed regarding payment of processing fees. Commissioner Costanzi suggested a hybrid cost share with residents paying the credit card processing fee and the Town paying for the E-Checks. Mailing utility bills is expensive. The bills will continue to be mailed for the next two quarters, with notification for converting to email and that for the fourth quarter bills, paper bills mailed will include a \$2.00 fee to cover printing and mailing costs. Emailed bills will incur no additional fees. Commissioner Akers motioned to approve the purchase of the online bill pay software, including the hybrid cost share option, and beginning with the fourth quarter billing, email bills only, with a \$2.00 processing fee for mailed bills. Commissioner Mahan seconded. Approved 5-0.

Tasker Lane Sewer Stabilization Project Update – Bryan Lightner: The project options suggested by Dewberry were ranked by cost effectiveness and ease of permitting. The sewer line and manholes could

be protected by revetment groins 28 feet long by 16 feet wide, with sand and plantings in between. This was the top ranked option. President Capano wanted to be sure whatever solution is chosen that the sewer line is accessible to the County if a problem occurs. A camera inspection shows the pipe was not breached. She also said riprap should not be placed over top of the pipe or around the manholes and Commissioner Rinehart agreed. Another possibility is a living shoreline, like the project that was completed at Foot Log Park. It is easier and less expensive to repair, able to be replanted with native grasses. Perhaps gabion baskets could make a wall in the river, and not be placed on the sewer main. Mr. Lightner will follow up with a local company that installs gabion baskets to get an opinion.

New Business

President's Report – President Capano

- 2006-03 Ordinance Amendment – Fire Sprinkler: The ordinance is based on the international residential building codes. By changing '2003' to 'current', the ordinance becomes a living document. Commissioner Rinehart motioned to change '2003' to 'current' for the fire sprinkler system requirement. Commissioner Costanzi seconded. Approved 5-0.
- 2024-05 Resolution – Building Permits: The Code Enforcement Officer and Zoning Administrator will be given the authority to approve all building permits, except for certain cases in conformance with Town codes. This will speed up the permitting process and reduce wait times. Commissioner Mahan motioned to approve the resolution. Commissioner Rinehart seconded. Approved 5-0.
- Park Ranger Positions: Commissioners Rinehart and Mahan and Mr. Lightner interviewed Kenneth D. Hamilton and Paige Neel for the Park Ranger positions and recommend them for hiring. Commissioner Costanzi motioned to hire Kenneth D. Hamilton on the condition of a background check. Commissioner Akers seconded. Approved 5-0. Commissioner Costanzi motioned to continue Paige Neel's employment. Commissioner Akers seconded. Approved 5-0.
- Salute to Cecil County Veteran's Donation: Last year the donation was \$1,000.00. Commissioner Rinehart motioned to approve the \$1,000.00 donation. Commissioner Mahan seconded. Approved 5-0.

Comments

1. Town Hall will be closed Wednesday, June 19th for Juneteenth.
2. Email MML for the class schedule as the schedule is different this year with core classes on Sunday. There is a social on Sunday evening. Continuing education, classes, and walking tours were discussed.
3. A three-band music festival is planned for September 21st at Avalon Park. A decision needs to be made on whether or not the Town will pay the \$1,400.00 for the bands.
4. A fund raiser dinner for the Charlestown Fire Company is planned for Saturday, August 17th.
5. Charlestown Elementary School Principal Katie Fortune is being rotated out to another school for the new school year. Thank you, Katie for all you have done for Charlestown students and families.

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

The meeting was adjourned at 8:23 PM.

Respectfully submitted,

Kathy SanDoe, Town Clerk