

**TOWN COMMISSIONER'S MEETING  
CHARLESTOWN, MARYLAND**

**JULY 12, 2022**

**6:00 PM**

**Town Hall, 241 Market Street and via Zoom**

In attendance: Karl Fockler, Renee Capano, Jeff Fields, Lou Wood (arrived late), Bryan Lightner, Kathy SanDoe, Chris Rogers, Terri Chestnut. Curtis Elmer was not in attendance.

Due to an electric outage, zoom was unavailable. The meeting was recorded on Commissioner Capano's cellular phone.

President Fockler opened the meeting at 6:00 PM.

The Pledge of Allegiance was led by Ms. SanDoe.

**Approval of the Minutes from June 28, 2022 and July 5, 2022** – Charlestown Commissioners: Commissioner Capano motioned to approve both sets of minutes. Commissioner Fields seconded the motion. Approved 3-0.

**Accounts Payable Review – Charlestown Commissioners:** Commissioner Fields motioned to approve Accounts Payable in the amount of \$150,337.30. Commissioner Capano seconded the motion. Approved 3-0.

**Miller Environmental – June Report – Mr. Lightner:** The meter reads were completed, of which 150 are touch reads and 39 Miss Utilities were marked. Due to a lightning strike, there was a power outage at the Water Tower on May 27<sup>th</sup>. The water plant control panel and Sensaphone system were both without power. The battery back-up/surge protector was damaged and replaced on June 2<sup>nd</sup> and the system was recalibrated. A.C. Schultes had provided a proposal for the redevelopment of Well #1. After some discussion, it was decided the Town should seek additional price quotes for the work.

**Cecil County Sheriff's Report – Sgt. Kalinsky – Commissioner Fockler:** There were 26 calls for service in June with one protective order. The Town of Charlestown would like monthly patrol statistics, instead of the quarterly rate from the Sheriff's Department.

**Park Ranger Report – Ms. Chestnut:** Most went well with parking over the July 4<sup>th</sup> weekend. There are many people who don't like the Park Mobile system, mainly because of technological limitations. The suggestion was made to consider placing honor boxes at Veteran's Park as an alternative. A "No Parking Here to Corner" sign is needed near 630 Water Street. There are two handicap parking spaces at the boat ramp. One is also needed at Veteran's Park. Possibly a pad could be created and the dumpster moved and screened to make room for more parking. A better ramp is needed across the moat. Larger signage is needed for the park rules at Veteran's Park.

**Maintenance Report – Commissioner Elmer (Read by Commissioner Fields):** Outlets were repaired at Avalon Stage and barriers were placed along the water prior to the July 3<sup>rd</sup> event. Picked up large rocks and placed them at Old Cemetery Lots 1 and 2. Repaired garbage disposal at 630 Water Street and ordered new dishwasher for installation. Lines were repainted for parallel parking on Water Street by the Wellwood Restaurant. Yellow safety bollards were painted on both sides of Foot Log Park and by gas pumps at the shop. Trimmed trees and brush at Fair Green Park and Trinity Woods Playground. Raked and removed debris from Long Point, Veteran’s Park and Foot Log Park prior to July 4<sup>th</sup> weekend. Picked up from and returned UTV to Lowe’s and picked up new low speed vehicle from New Jersey. Installed 15 MPH signs in front of Post Office and Town Hall on Market Street. Installed fence around electric panel at Long Point prior to wedding event. Helped to complete Skate Park with Dan Rubert. Put up “Swim at Your Own Risk” signage in Veteran’s Park and Foot Log Park. Clean Veteran’s Park pavilion and restrooms as needed. Mowed grass and trimmed vegetation in swales where the Town is responsible. Picked up yard waste and bulk trash and hauled to the landfill. It was suggested that “No Jumping Off the Bulkhead” signs were needed at the boat ramp. Trees need to be trimmed near the entrance at Avalon Park Lot B.

### **Old Business**

**Radar Sign – President Fockler:** There are two types of Radar Sign, Solar Powered and Mobile. The Radar Sign could be used as a potential device to help lower speeds, and we’ll see what recommendations might come from the Speed Study in this regard. The Speed Study was discussed at the June 28<sup>th</sup> meeting.

**Scott Gardens Detention Basin – Mr. Lightner:** Settlemyre Lawn Maintenance was paid by the Town to brush hog the detention basin. It has been determined that the clean up should be done at least once annually. Should the Town be responsible for the upkeep? Commissioner Fields suggesting looking into getting a cost estimate for the purchase of a brush hog. An estimate from Settlemyre was received in the amount of \$24,500.00 for replacing the fence surrounding the basin. The replacement of the fence would be in-kind, similar materials and style. Additional estimates will be acquired. Chris Rogers from AECOM will have the three detention basins in Trinity Woods inspected on Friday, July 15<sup>th</sup>.

**Foot Log Park Shoreline Stabilization – Mr. Lightner:** The Envirolock numbers provided at the June 28<sup>th</sup> meeting were incorrect. It will cost \$44,586.00 for materials with the Town maintenance staff constructing the wall per the specifications. The second option is to hire a construction company to provide the materials and construction of the wall for \$58,845.00. Plants for the wall will be additional costs for either option. The Envirolock system has a lifetime warranty, which is considerably longer than a standard retaining wall. A survey of the area is needed from Pelsa, in order for Coastal Resources to develop a more refined cost estimate and construction plan for a construction company to use. The desire of the Commissioners is to have the construction company perform the work, and hopefully, the additional information will be available by the July 26<sup>th</sup> meeting. A Video Lottery Terminal Grant was awarded from Cecil County in the amount of \$5,000.00, which will be used to help design the proposed swale at the end of Baltimore Street, to help direct stormwater runoff away from the manhole and sewer line.

**Green Team – Mr. Lightner:** A Green Team would assist the Town with achieving Sustainable Maryland Certification, as well as, the ongoing maintenance of the native plant demonstration gardens at Avalon Park, among other things. An advertisement will be included in next week's newsletter seeking new members to help reinvigorate the team.

### **New Business**

**Façade Improvement Grant Resolution – Mr. Lightner:** Discussion ensued to continue the Façade Improvement Grant Resolution Program in the Sustainable Community Area for \$100,000.00. Commissioner Wood Motioned to approve the resolution and continue the program. Commissioner Fields seconded the motion. Approved 4-0.

**Annexation/Water System Capacity Proposal – Chris Rogers, AECOM and Mr. Lightner:** Annexation of Holloway Beach and Charlestown Manor into the Town of Charlestown raises several questions. Will it be cost effective? Is it sustainable? Roads would also need to be upgraded, if the water system is expanded to provide service to these areas. What would be the cost and how would the Town pay for it? A tabletop water distribution analysis would be prepared by AECOM, to determine the piping layout, cost estimates, and any water system improvements that might be needed. The Town will have to estimate the number of lots to include and our current water production rates. A concept plan to serve the entire area will need to be provided. A survey will be sent to residents in Holloway Beach and Charlestown Manor regarding the annexation and a public Town Forum will follow. Coordination with Cecil County will also be needed. Commissioner Wood motioned to have AECOM perform the proposed analysis. Commissioner Capano seconded the motion. Approved 4-0.

**Watershed Master Plan RFP – Mr. Lightner:** Discussion ensued about the Watershed Master Plan RFP. Covid money could be used to pay for the project designs, that will follow the assessment. The winning bidder could also be retained for project design, at the sole discretion of the Town, or a separate RFP could be advertised. Commissioner Capano motioned to advertise the RFP with the continuation clause. Commissioner Wood seconded the motion. Approved 4-0.

### **Public Comment**

Commissioner Capano: August 2<sup>nd</sup> is National Night Out that will be held at the Charlestown Fire Department. The Commissioners will cook hot dogs. The Market Street Café will donate the hot dogs. Rolls and condiments are still needed. The Fire Department has agreed to holding Purse/Basket Bingo in January and they will supply the food. It was suggested that a project website for the Watershed Master Plan be set up online. Community workshops will follow and a steering committee will be formed. A rough copy of the Town's Anti-Harassment Policy has been received from LGIT. Revisions will be made and provided to the Board for their consideration at the July 26<sup>th</sup> meeting. Signage for Town events will be ordered, that can be reused. The quarterly MML meeting/dinner will be held on Thursday, July 21<sup>st</sup> at the Wellwood. Guest speakers will be Town Historian, Ms. Audrey Edwards, and Historians Ms. Jeannette Armour and Mr. Sonny Diamonte.

Commissioner Fields: The Green Team is a good idea. Kudos to Ms. Chestnut, Park Ranger, she's been doing a great job. He feels there has been good Board production lately. He suggested determining when the Scott Gardens detention basin should be brush hogged, and recommends either March or November.

Commissioner Wood: A radar gun, drunk goggles and Buckle Bear for car seat safety have been procured for the National Night Out Event. Upcoming bands are: Red Toad Connection on July 31<sup>st</sup>, Big Bopper and Connie Francis on August 6<sup>th</sup> and Elvis on August 27<sup>th</sup>.

Commissioner Capano motioned to adjourn the meeting. Commissioner Wood seconded the motion. Approved 4-0.

Meeting adjourned 7:25 PM.

Respectfully submitted,

Kathy SanDoe  
Town Clerk