

**Town Commissioner's Meeting**  
**Charlestown, Maryland**  
**April 11, 2023**  
**6:00 PM**  
**Town Hall, 241 Market Street and on Zoom**

Attendees: Renee Capano, Richard Mahan, Rob Rinehart, Lou Wood, Bryan Lightner, Kathy SanDoe; Jeff Fields was not in attendance.

Public in Attendance: Jane Bellmyer

Zoom: Tom Constanzi, Thelma McMullen, Terri Chestnut, Mary Culver

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

Ms. Jane Bellmyer was asked to lead the Pledge of Allegiance.

Approval of the Minutes –March 28, 2023 – Charlestown Commissioners: President Capano requested the minutes reflect that she legally cannot participate in and recuses herself from the CSSC discussions or voting and will not attend any of the CSSC meetings. Commissioner Wood motioned to approve the minutes with the amended comment. Commissioner Rinehart seconded. Approved 4-0.

Accounts Payable Review – Charlestown Commissioners: Commissioner Mahan noted the high payments were for property tax and LB Water. Discussion ensued regarding the amount paid for firefighter credit. Mr. Lightner will follow up with the Fire Department. Further discussion will occur at the April 25<sup>th</sup> meeting. Commissioner Wood motioned to approve the Accounts Payable in the amount of \$67,628.62. Commissioner Rinehart seconded the motion. Approved 4-0.

**Old Business**

Town Administrator's Report – Bryan Lightner

Town Banner Cost Change: The sale representative's cost proposal was mistakenly given for vinyl banners instead of the sailcloth, marine acrylic banners, which have an additional four-color screen print cost. The price difference between the vinyl banners versus the marine acrylic banners is \$3,070.23. Commissioner Mahan motioned to approve the marine acrylic banners at the additional cost. Commissioner Wood seconded. Approved 4-0.

Park Ranger Job Ad: An advertisement needs to be placed for applications to fill the part-time seasonal Park Ranger positions for parks coverage Fridays, Saturdays, and Sundays from May through September. They would work approximately 15 hours per week with a salary range starting at \$17.00 per hour, and with a possible increase after 30 days, upon successful evaluation. The desire is to have at least two park rangers, preferably three on staff. A high school diploma or GED is required with a minimum age of 18 years old. There will be interviews and background checks for the applicants and references will be contacted. A people-person mentality is a must. Any on-call hours would be paid at a time and a half rate. Terri Chestnut, the Town's park ranger in 2022,

will help to lead and train the new hires. Commissioner Wood motioned to approve the job advertisement. Commissioner Mahan seconded. Approved 4-0.

Façade Improvement Grant Guidelines: The grant program is funded through Maryland Department of Housing and Community Development. This year the grant has been awarded to the Town for \$25,000.00. It can cover facia and soffit repair, doors and windows, roof repair, decks and removal or replacement of historically inappropriate finishes or installations. It will not cover lighting and signs. For fairness, the applications will be rated by a team of other Towns, and not those affiliated with Charlestown. The maximum grant awarded will be \$5,000.00, to allow for more projects to be done. The awards will be rated by scores based on a point system. Owner contribution is required in labor, funding or a combination of the two. Two cost estimates from licensed contractors are needed with the application. Permits will be required for the work. An awarded grant will pay up to \$5,000.00. Commissioner Mahan asked if the lowest estimate requirement could be removed and Mr. Lightner will follow up. Commissioner Wood motioned to send out the façade grant information, pending that potential revision and Commissioner Rinehart seconded. Approved 4-0.

Title Research and Easement Survey – President Capano: Title research is needed for the Calvert Road shed, to help determine whether the land behind it is landlocked or not. Title research is also needed for the end of the Beach Road paper street and the property between Beach Road and Carpenter’s Point Road. A Tasker Lane and sewer easement survey needs to be done to clarify property ownership and determine the road right of way. Commissioner Wood motioned to do the survey of the sewer line, the land at the end of Tasker Lane, and the Tasker Lane right-of-way. Commissioner Mahan seconded the motion. Approved 4-0.

Sheriff’s Agreement – President Capano: She noted that the deputies are beginning to leave their patrol cars and walk a bit through Town now that the weather is nicer. She spoke to on-duty Deputies last weekend. President Capano suggested the possibility that the deputies spend some time on their rounds with the Park Rangers. Their rates have increased for the current contract. The Town has requested documentation at the end of each patrol shift, which could be submitted by email, in addition to the monthly crime report. The Town reserves the right to withhold invoice payments until documentation is received. Commissioner Mahan motioned to suggest wording changes to the contract. Commissioner Wood seconded. Approved 4-0.

Historic District Commission Appointment – President Capano: A nomination was put forth to appoint Pamela Mahan to the Historic District Commission. Mr. Lightner noted that Marci Schneider has resigned her position on the board, so the advertisement needs to continue, in order to fill the additional vacancy. Commissioner Wood motioned to accept Pamela Mahan’s appointment. Commissioner Rinehart seconded. Approved 3-0 with Commissioner Mahan abstaining.

#### Commissioner Comments

Commissioner Wood made a suggestion to ask local artisans to paint murals at the Skate Park as a way to limit the graffiti. She also suggested looking into sound diffusers for the Skate Park.

Commissioner Mahan stated that a security camera might be needed at the Skate Park and all cameras in Town should be fully functional. Mr. Lightner noted that he has been in contact with a new company for security cameras as Comcast is not planning to renew their contract. Commissioner Mahan said there have been two noise complaints regarding the Skate Park.

Commissioner Rinehart asked if there was anything that could be done about stormwater that rushes down Bladen Street to Conestoga Street. He suggested a speed hump to help angle the water away from the property on the corner of Bladen Street and Conestoga Streets. He also asked if there was a schedule for clearing the beaches from debris after storms. President Capano suggested using inmates for help with the cleanup and providing lunch for them. Possibly they could also assist with cleaning up the sediment ponds and maintaining the drainage system too. The Sheriff's Office could provide information regarding pay rates and how they might be able to benefit the town.

President Capano spoke about the meeting with the Cecil County Department of Public Works and that it's in the County's budget to connect Holloway Beach to public sewer, within the next two to three years. About 35% of the design plan is already complete. The Town will work together with DPW to apply to improve the sewer system. Upgrading the electric at the Town's water treatment plant and installing back-up power generators for the supply wells and sewage pump stations, still needs to be completed. On another subject, she asked to have information on the grants that have been applied for, their status, and how many have been awarded.

#### Public Comment

Terri Chestnut will be a Park Ranger again this summer season and would welcome additional help. She keeps activity logs and helps rake the beach and cleans up trash, especially at Veteran's Park.

Tom Costanzi liked the idea of artwork at the Skate Park and doesn't feel sound abatement needs to be done. He thanked the Commissioners for addressing the speed humps and stormwater issues.

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

Meeting adjourned at 7:53 PM.

Respectfully submitted,

Kathy SanDoe