



Legislative/Working Meeting
Tuesday, March 24, 2026
6:00 PM
Town Commissioners
241 Market Street
Town of Charlestown, MD 21914

CALL TO ORDER

Attendee Name	Organization	Title	Status	Arrived
Renee Capano	Charlestown	President	Absent	
Rob Rinehart	Charlestown	Vice President	Present	6:00 PM
Richard Mahan	Charlestown	Treasurer	Present	6:00 PM
Tom Costanzi	Charlestown	Commissioner	Present	6:00 PM
Tracey Kennedy	Charlestown	Commissioner	Present	6:00 PM
Ken Hamilton	Charlestown	Town Administrator	Present	6:00 PM
Kathy SanDoe	Charlestown	Town Clerk	Present	6:00 PM
Kim Watters	Charlestown	Asst. Town Admin.	Present	6:00 PM

STAFF IN ATTENDANCE: Rob Rinehart, Richard Mahan, Tom Costanzi, Tracey Moore, Ken Hamilton, Kathy SanDoe, Kimberly Watters, Renee Capano was absent

PUBLIC IN ATTENDANCE: Michelle Kwoka

ZOOM ATTENDEES: Michael Briglia

Commissioner Mahan called the meeting to order at 6:00 PM in Town Hall, 241 Market Street, Charlestown, MD 21914.

PLEDGE OF ALLEGIANCE

Commission Rinehart led the Pledge of Allegiance.

ITEMS PRESENTED BY THE PRESIDENT

- A. Tower Pointe Decision
 - 1. The paperwork has been sent to ??
 - 2. David Beste is reviewing the final draft.
 - 3. The resolution needs President Capano's signature and the okay from David Beste.
 - 4. The deal can be completed by April 30th or possibly May 1st.
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AGENDA

- A. New Business
 - 1. Michelle Kwoka asked for the Town's assistance with bringing awareness to mental health and suicide prevention. Her son died by suicide January 21, 2025, and she wants to help prevent this tragedy for other families. The consideration was for a fishing contest at either the Wharf at Long Point or along the bulkhead at Avalon Park in September or October. She will return with a written plan that will include necessary Town provisions such as police presence, port-a-pots, and street closures.
 - 2. Tasker Lane RFP Posting Completed
 - a. One person is coming for a walkdown.
 - b. One company is a possibility.
 - 3. Handbook Finalized
 - a. Copies were given to the Commissioners.
 - b. SOPs will be created.
 - c. Uniform policies will be written.
 - d. Once completed, copies will be bound.
 - e. Employees will be given a 30-day review.
 - 4. Harassment and Civility Training is tentatively scheduled for June 11, 2026
 - c. Matt Peter will teach the courses.
 - d. Possible timeframe is 10:00 am to 12:30 pm.
 - e. The courses are for Commissioners, Staff and all Board Members.
 - f. The courses will be recorded for those unable to attend in person and for future, Commissioners, Staff and Board members.

PUBLIC COMMENT

1. Commissioner Rinehart asked about speed humps in Trinity Woods. Ken Hamilton said the temporary speed humps would be installed on Wednesday. Two sets will be situated on Revelation Road. Signs will be installed also. About 80% of the residents are in favor of the speed humps.
 2. Commissioner Rinehart asked about the Avalon Building being used as a rental income. Ken Hamilton said the building needs thorough cleaning. A new air conditioner unit is also needed. The baseboard heating works fine. With the new ramps it is handicap accessible.
 3. Kathy SanDoe noted we have had several park rentals scheduled.
 4. Ken Hamilton stated the Town Staff had just completed more Utility Billing training through Edmunds. He said more meter work is still needed with only about 30 more needing attention. We always had the ability to receive water leak advisories, but it had been turned off.
 5. Commissioner Moore noted most marinas in the area require their boat slips to be paid in full by January 30th. If they are not paid in full, the slips are offered to people on the wait list. Currently the Town allows payment by April 15th for C-Dock and the Town Pier. She suggested changing the date to January 30th with invoices going out when the piers close and contracts signed for next season this year. Invoice reminders could be sent at the beginning of December.
 6. Commissioner Mahan said the tennis courts at the Athletic Complex are in rough shape. They badly need maintenance, power-washing, resurfacing.
 7. Commissioner Costanzi suggested checking the speed humps in Trinity Woods in 30 days with the possibility of installing permanent ones. He asked if they budgeted.
 8. Ken Hamilton said the refurbished shell lights are done and ready to be picked up. He will send Eric to collect them. The seashell lights and crabs will be installed once received.
 9. D&D Electric Services will install electricity on 3 telephone poles - on Baltimore Street, Water Street and Conestoga Street.
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ADJOURN

Motion to adjourn

Approved: Unanimous

Mover: Commissioner Costanzi

Seconder: Commissioner Rinehart

Approvers: Rinehart, Mahan, Costanzi, Moore

Meeting moved at 6:35 PM.

Respectfully submitted by Kathy SanDoe, Town Clerk