



Working Meeting
Tuesday, August 25, 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	Present	6:00 PM
Rob Rinehart	Charlestown	Vice President	Present	6:00 PM
Richard Mahan	Charlestown	Treasurer	Present	6:00 PM
Tom Costanzi	Charlestown	Commissioner	Zoom	6:00 PM
Tracey Moore	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: Renee Capano, Rob Rinehart, Richard Mahan, Tracey Moore, Ken Hamilton, Kathy SanDoe, Kim Watters

PUBLIC IN ATTENDANCE:

ZOOM ATTENDEES: Darla Ward, Tammy Hamilton, Jane Bellmyer, Tom Costanzi, Ron Cagle, Dennis & Lou Wood

President Capano called the meeting to order at 6:00 PM in Town Hall, 241 Market Street,

PLEDGE OF ALLEGIANCE

Kim Watters led the Pledge of Allegiance.

AGENDA

1. Edmunds Add On – Kim Watters: The Add On will increase resident Utility Billing updates, reminders, and shut off notifications. A text message or email will take the residents to their account. Residents may opt out at any time and can restart at their convenience. About 100 door hangers were hung this quarter and only ten shut offs occurred. The cost will be \$4,150.00 to set up and begin the Add On with a following yearly fee of \$2,150.00. Currently, there is an estimated \$4,800.00 loss of staff time to provide the resident notifications.
2. Parks – Revenue, Maintenance Discussion – Ken Hamilton: ParkMobile collections were for April \$182.50, May \$405.71, June \$866.51 and July \$782.02. Maintenance for the fence posts at Veteran's Park is quite different cost-wise between painting the posts yearly with frequent replacement and installing vinyl sleeves over the posts which protects the posts. Commissioner Mahan stated that the vinyl sleeves are more efficient than repeated painting/replacing and Historic should not be making monetary decisions for residents. President Capano noted grasses were growing up at Long Point. Ken Hamilton responded that care needs to be taken with cutting growth back as de-vegetation is not allowed. Cora Hickling cleans the beaches each weekend. No Camping signs are now in the parks. No Watercraft signs have been installed at the beaches.
3. Data Loggers Tentative for 9/12 Deploy – Ken Hamilton: A vac truck is needed to remove mud from five valves and five more are ready for the 30-day trial. The insertion valves cost \$20,000.00 each and the data loggers that sit on top of the valves are ten for \$12,000.00. These are a good option for now and will be used in Scott Gardens Phase II. The data loggers are supported by LB Water, one of our vendors.
4. ADU Procedure is Complete. Will bring to the table for a vote at the next meeting. – Ken Hamilton: The delay was due to needing a quorum for Planning and Zoning. The procedure must be passed before October first. There won't be too many ADUs in Town due to lot size and current lot coverage. The property at 619 Bladen has been sold. The new owner is planning to build a single-family home.
5. Smart Meters Swap Out and Discussion – Ken Hamilton: The smart meters will replace the iPerl meters. They will be used on meters that are frequently turned off and on each quarter. They are remote controlled and residents will not be able to turn them back on. It would be helpful to test some. They will be installed in Scott Gardens Phase II and as current meters fail and need to be replaced. The meters can also be shut off manually. The 5/8 smart meters cost \$400.00 while the current meters cost \$190.00. The smart meters will save in work force costs. Ken will check to see if VC3 needs access to the smart meters.

6. Update VC3 – Ken Hamilton: VC3 is about 85% implemented. All machines and emails are protected. Training will commence soon.

COMMENTS

1. Ken Hamilton said Chris Zeauskas sent a proposal for 630 Water Street. The meter needs to be split off from the Town Pier. Appraisals are needed for 630 Water Street and for C-Dock.
2. Darla Ward said thank you for a good meeting. Applause for painting parking lines.
3. Ron Cagle commented about the tree that fell on his boat. He noted there was a previous tree falling and there were conversations with Bryan Lightner. He feels it is unfair. He may file a FOIA to get hold of Bryan's emails.
4. Lou Wood confirmed conversation with Bryan regarding a tree. The previous tree fell around three years ago by the fence.
5. Ken Hamilton said David Beste followed the insurance company's lead regarding the current tree. He noted there are trees in Charlestown that need attention with pruning or removal. This is being scheduled with Cecil Tree Service.
6. Kathy SanDoe said per a historic class by Cooperson that material does not matter as much appearance.
7. Kim Watters noted the Girl Scouts' tiny library has been installed at Veteran's Park, and she encourage everyone to check it out.
8. Commissioner Mahan said the tennis courts were power washed today – Thank you.
9. Ken Hamilton reported the material for the tennis courts crack repair should be delivered in two days.
10. Jane Bellmyer said the Girl Scouts' picture will be on the front page of Wednesday's Cecil Whig.

ADJOURN

Motion to Adjourn

Approved: Unanimous

Mover: Commissioner Moore

Seconded: Commissioner Mahan

Approvers: Capano, Rinehart, Mahan, Costanzi, Moore

Meeting adjourned at 6:55 PM.

Respectfully submitted by Kathy SanDoe, Town Clerk