



Legislative & Working Meeting
Tuesday, December 9, 2025
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	Present	6:00 PM
Jackie Akers	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 (on Zoom), Rob Rinehart, Richard Mahan, Tom Costanzi, Jackie Akers, Ken Hamilton, Kathy SanDoe, Kimberly Watters

PUBLIC IN ATTENDANCE: Erica Berge, Brian Berge

ZOOM ATTENDEES: Renee Capano, Jessica Seipp, Alan Snyder

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

PLEDGE OF ALLEGIANCE

Commissioner Rinehart led the Pledge of Allegiance.

ITEMS PRESENTED BY THE PRESIDENT

- A. No Old Business
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AGENDA

1. Approval of November 10, 2025 minutes.
 - a. Approved - Unanimous
 - b. Commissioner Rinehart motioned to approve the November 10, 2025 minutes.
 - c. Commissioner Costanzi seconded.
 - d. Approved 4-0: Capano, Rinehart, Mahan, Costanzi
2. Approval of Accounts Payable.
 - a. Approved - Unanimous
 - b. Commissioner Costanzi motioned to approve the Account Payable of \$100,101.66, and \$5,344.00 grant reimbursement.
 - c. Commissioner Rinehart is seconded the motion.
 - d. Approved 5-0: Capano, Rinehart, Mahan, Costanzi, Akers
3. Dewberry – Jessica Seipp
 - a. The MS4 Gap Analysis needs a Phase II permit. Phase II is for areas with populations under 100, 000. Charlestown has a population greater than 1,000 per the latest Cecil County census. Six minimum control measures must be completed. Part of the gap analysis included 10% impervious surface restoration and treatment. Documentation is submitted to MDE, the Maryland Department of the Environment. There will be civil and criminal penalties. Civil penalties are \$10,000 per day per violation. Criminal penalties are up to \$25,000 plus one year in prison for the first violation and up to \$50,000 plus two years in prison for the second violation. There are legal requirements with this permit. MDE will issue the permit timeline. At the end of 2025 to early 2026 a draft of the permit development will be available during a 90 day comment period. Tentative determination will occur in the spring of 2026 with the final determination in the fall of 2026. The permit is for a term of five years. The restoration begins in the first year. During years one through five of the phase, implementation will be documented. Full implementation must be completed in year five, fully complying with the permit. A review of existing Town efforts, evaluating and identifying gaps is necessary. Performance of the MCM Gap Analysis and calculation of the TMDL Restoration Requirements will determine the budget. The University of Maryland has assistance available for stormwater management. Parts 1, 2, 4, 5 are in partial compliance. Part 3 – Illicit Discharge Detection and Elimination and Part 6 -

Pollution Prevention need to be done. GIS desktop analyzes driveways, roof tops, etc. will show treated versus untreated impervious areas. The UMD Environmental Finance Center can assist with the Gap Analysis and restoration calculations. All of this is needed for the SW fee calculation. The MCM regulations are set. Ten percent impervious surface restoration will be required by MDE. Baseline analysis will determine the target. MDE has guidance online. Tree planting, new stormwater management, and stream restoration are part of the process. President Capano noted that County and State properties will be removed from the Town permit. Stormwater ponds must be maintained as they should be used as credit. Documentation is needed during the analysis. Commissioner Mahan said the York Building Products runoff impacts Charlestown. They have been fined twice, pay the fine and then continue business as usual. It is important that they follow mining requirements. This is an unfunded mandate. Jessica Seipp is available for follow up questions. There will be a separate discussion to agree or not. I will cost \$30,000.00. The discussion will be tabled for 30 days.

4. Water Street Pipeline Replacement – Ken Hamilton

a. Joe Tilley from LECCO Pipeline Construction has provided a proposal. It will take two weeks to replace the pipe with loss of water for two days. There will be no resident impact. The only properties affected will be the Wellwood and Charlestown Marina. Arrangements will be made with both locations. LECCO will provide a dedicated crew for the job. The pipe has already broken and been repaired twice.

1. Approved - Unanimous

2. Commissioner Costanzi motioned to approve the LECCO Proposal to replace 490 feet of 6-inch water main Water Street pipeline replacement for \$127,947.00.

3. Commissioner Akers seconded.

4. Approved 5-0: Capano, Rinehart, Mahan, Costanzi, Akers

5. AC Schulte Camera Examination of Well #3 – Ken Hamilton

a. The twelve foot silt screens are 100 % clogged. The screens vacuumed and cleaned should pump 50 GPM. The screens will need to be recleaned and tried again. It will cost \$22,000.00 to do the work. The work will wait until July when the new budget is in place.

b. Miller and Bobby worked together to raise the level of water in the water tower four feet to 36 feet.

6. Handbook to LGIT

a. Commissioner Mahan said the Employee Handbook was well done. Feedback was well received. IT has been sent to LGIT for review which will take about three weeks. Once completed, the handbooks will be bound for distribution to employees.

b. Kimberly Watters displayed sample shirts that may be purchased for staff to represent the Town at events.

7. Water Meter Update

a. There are 749 meters in Town. Eighty-seven meters were not communicating correctly. Now only seven have a communication problem. When all are completed, Edmunds and Sensus will communicate properly and utility billing will be simple.

8. Boat Ramp Fees

a. Currently the Boat Ramp Fee is \$10.00. Boat Ramp Stickers now are \$25.00 for in-state residents and \$75.00 for out-of-state residents. Commissioner Mahan suggested doubling the yearly fees to \$50.00 for in-state residents and \$150.00 for out-of-state residents.

1. Approved - Unanimous
2. Commissioner Rinehart motioned to approve increasing the Boat Ramp Daily Fees from \$10.00 to \$20.00 and yearly Boat Ramp Stickers for in-state residents from \$25.00 to \$50.00 and out-of-state residents from \$75.00 to \$150.00.
3. Commissioner Costanzi seconded.
4. Approved 5-0: Capano, Rinehart, Mahan, Costanzi, Akers

PUBLIC COMMENT

1. Commissioner Akers asked for the agenda to be provided at least 24 hours prior to a commissioner meeting as a service and transparency to the community.
 2. Commissioner Costanzi thanked Kimberly Watters and Ken Hamilton for the tree lighting. He noted the wreaths look great. One or two wreaths are still needed on Black Avenue and Cecil Street.
 3. Commissioner Rinehart thanked the Town Staff.
 4. Kimberly Watters said responses have been completed for the Santa letters.
 5. Commissioner Mahan suggested providing lighting for the table holding the cookies and hot chocolate during the tree lighting.
 6. President Capano noted the fire truck with Santa would be driving through the Town and Charlestown Crossing on December 16th. She said she was planning to attend the MML dinner with Kimberly Watters on December 18th.
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ADJOURN

Motion to adjourn

Approved: Unanimous

Mover: Commissioner Akers

Secunder: Commissioner Costanzi

Approvers:: Capano, Rinehart, Mahan, Costanzi, Akers

Meeting moved at 7:20 PM.

Respectfully submitted by Kathy SanDoe, Town Clerk