



Legislative Meeting  
Tuesday, January 13, 2026  
6:00 PM  
Town Commissioners  
241 Market Street  
Town of Charlestown, MD 21914

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CALL TO ORDER

Attendee Name	Organization	Title	Status	Arrived
Renee Capano	Charlestown	President	Present	6:00 PM
Rob Rinehart	Charlestown	Vice President	Absent	
Richard Mahan	Charlestown	Treasurer	Present	6:00 PM
Tom Costanzi	Charlestown	Commissioner	Present	6:00 PM
Jackie Akers	Charlestown	Commissioner	Absent	
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, Richard Mahan, Tom Costanzi, Ken Hamilton, Kathy SanDoe, Kimberly Watters, Bobby Straiton

PUBLIC IN ATTENDANCE:

ZOOM ATTENDEES: Brandon Finley – CIMS, Ursula Boudart, Michael ?

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

## PLEDGE OF ALLEGIANCE

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Bobby Straiton led the Pledge of Allegiance.

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## ITEMS PRESENTED BY THE PRESIDENT

- A. No Old Business
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## AGENDA

1. Approval of December 9, 2025 minutes.
  - a. Approved - Unanimous
  - b. Commissioner Mahan motioned to approve the December 9, 2025 minutes.
  - c. Commissioner Costanzi seconded.
  - d. Approved 3-0: Capano, Mahan, Costanzi
2. Approval of Accounts Payable.
  - a. Approved - Unanimous
  - b. Commissioner Costanzi motioned to approve the Account Payable of \$106,404.03, and \$6,700.00 grant reimbursement.
  - c. President Capano seconded the motion.
  - d. Approved 3-0: Capano, Mahan, Costanzi
3. CIMS – Brandon Finley
  - a. The Ground Penetrating Radar (GPR) has been completed for Cemetery Lots #1 and #2. There appears to be about 165 graves in Lot #1 and 35 in Lot #2. GPR detects differences in soil composition, thus showing where there are burials. The CIMS program will allow several multiple images/burials in the same space. There is one WWI veteran buried in Lot #1. The exact location is currently unknown. The Cecil County Historical Society may have historical information on the cemeteries. Once the information has been entered, the public may have access to Burial Search to locate sites. Staff training is unlimited.
4. Recap of 2025 Accomplishments – President Capano
  - a. Thank you to the Town Staff, Dan, Cora, Board members and especially Ken and Kathy.
  - b. Billing issues are much better as problems have been isolated and more than 80 meters have been updated or replaced.
  - c. We have a new trash service which has been a massive team effort. A collaboration with other Towns has provided Charlestown with better budgeting for trash and recycling collection.
  - d. The Water Street water main project is about 95% complete.
  - e. Stormwater and restoration projects are mostly complete.
  - f. The Town has plans for Sandy Beach and Red Rum Stream restoration. We are waiting on funding to complete the projects.

- g. The water system analysis involves MDE and Dewberry and Ken Hamilton. A new water tower and well are under discussion for future development.
- h. C-Dock had a successful first year.
- i. The Avalon Building was cleaned out and new ramps and deck were installed. Water was also diverted away from the building. Possibly the building will be ready for event rental later in the year.
- j. CIMS – the Ground Penetrating Radar (GPR) has been completed.
- k. Community Advocacy – the appeal is ongoing against York Building Products.
- l. The Rockfish Music Series was successful. Andy and Will Thompson will continue with the series in 2026. Possibly there will be a Blues Festival in the spring sponsored by 5<sup>th</sup> Brewing Company.
- m. The Time Capsule was opened in May and reburied in November. It will be reopened in 2050. Many memories were uncovered from 25 years ago.
- n. Byron Braxton produced a video of and for the Town.
- o. VFW Post 15 will sponsor the 2026 Ice Splash on February 28<sup>th</sup> that will benefit Children and Youth programs in Cecil County.
- p. Katie Bagri said the Cecil County Wade-In will return to Charlestown in 2027.
- q. Thank you to Tom Costanzi for locating lights for the wreaths and Cora \_\_\_\_\_ for stringing the lights. The electric outlets will be reinstalled on replaced telephone poles.
- r. Meetings are being transferred to YouTube without cost to the Town.
- s. The Town is taking ownership of the Town Facebook page. The Town history will be copied and pasted into the page.
- t. Policy updates have been completed by Ken Hamilton and Kimberly Watters.
- u. Ken and Kim have been successful to finding solutions to problems.
- v. iWorks has GIS updates in real time.
- w. There are paint swatches on the walls in Town Hall in readiness for RFD meetings this week in preparation for the Town Hall refreshing – new paint, new flooring, ADA bathroom and new furniture.
- x. The zoning updates divide the Town into seven districts. The Payne property just sold.
- y. The Town paper files have been converted into digital files. Renaming has been done to make it easier to locate files.
- z. Thanks to Market Street Café and The Wellwood for making Twon events better.
- aa. The flagpole was restored for July 4<sup>th</sup> 2025 after fire damage in June 2024.

5. Western Maryland Discussion – Ken Hamilton

- a. Frostburg is requesting assistance due to flood damage. President suggested sending \$2,500.00 if okayed by Julie Campagna. Commissioner Costanzi suggested Sending \$1,000.00 if other communities also would send \$1000.00. FEMA qualifications depend on population, the amount of damage and the area involved. Maybe the Town could match donations provided by Town residents. Commissioner Costanzi asked if the Town had surplus items that could be sent. Ken Hamilton will check with MML to see the actual needs.

6. Water Meter Update – Ken Hamilton

- a. Six to seven meters still need to be looked at. The Town is working on merging meters. LB Water and Edmunds need to speak for utility billing to work correctly.
- b. Reset alarms so Bobby can reset them.
- c. 80 meters have been replaced and the information updated in Edmunds.
- d. The team is working together to complete the changes.

7. Fire Department Donation

a. A request has been received asking for a donation to the Fire Department for their ambulance.

b. Past donations have included a Firefighter Tax Credit of \$300.00, Young at Heart \$2,500.00 and \$5,000.00 for Colonial Charlestown.

1. Approved - Unanimous
2. Commissioner Costanzi motioned to approve \$300.00 for the Firefighter Tax Credit to eligible firefighters.
3. Commissioner Capano seconded.
4. Approved 3-0: Capano, Mahan, Costanzi

8. Mosca Designs

a. The summer pole lights need to be refurbished. The estimate to refurbish seven lights with C7 lights is \$4,097.00. The Town will take the seven lights to North Carolina to Mosca to be refurbished. Animated crab lights are \$1,200.00. Angelfish, trident and mermaid lights are also available. The Town will work with Delmarva Power to have outlets restored on nine telephone poles. It will cost about \$2,000.00 for D&D Electrical Services to install the electric on the poles.

1. Approved - Unanimous
2. Commissioner Costanzi motioned to approve refurbishment of seven summer lights and purchase of two crab lights for a total of about \$7,000.00.
3. Commissioner Capano seconded.
5. Approved 5-0: Capano, Mahan, Costanzi

9. Training for Bobby

a. Public Works Training has been scheduled for Bobby. The \$549.00 course runs three weeks twice a week for two hours each day.

10. LGIT – Antiharassment Training

a. Training will be scheduled for Staff, Board members and Volunteers.

## PUBLIC COMMENT

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1. The Ice House will be open on January 23<sup>rd</sup> from 4:00 to 6:00 pm with hors d'oeuvres following at The Wellwood.
2. Commissioner Mahan and Ken Hamilton will work on Cecil 250 by providing a monthly write-up of historical Charlestown people. Flags celebrating 1776 will be considered. Possibly videos can be created to feature Charlestown history.
3. RFPs have been sent. All bids are to be returned by January 30<sup>th</sup>. The pre-bid meeting is scheduled for this week.

4. Final restoration of Tasker Lane is on track.
  5. Commissioner Mahan suggested expanding the 4<sup>th</sup> of July at the cannon into a formal ceremony. The Town will ask if the PVHS Drum Corps would be available for the ceremony. The Town app and Facebook can be used to share historical facts. On January 14, 1776, Lt. Col. Nathaniel Ramsey made captain. He was in the third regiment in the Maryland Line. He was married to M.J. Peale, daughter of Charles Willson Peale, who painted George Washington's portrait.
  6. Commissioner Mahan showed a picture of racoons inside the old laundromat. This will need to be addressed by owners of the property.
  7. President Capano reminded candidates that election candidacy packets must be submitted by 4:00 pm on January 30, 2026.
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## ADJOURN

Motion to adjourn

Approved: Unanimous

Mover: Commissioner Mahan

Secunder: Commissioner Costanzi

Approvers: Capano, Mahan, Costanzi

Meeting moved at 7:38 PM.

Respectfully submitted by Kathy SanDoe, Town Clerk