



Legislative/Working Meeting
Tuesday, July 22, 2025
6:00 PM
Town Commissioners
241 Market Street
Town of Charlestown, MD

CALL TO ORDER

Attendee Name	Organization	Title	Status	Arrived
Renee Capano	Charlestown	President	Present	6:00 PM
Rob Rinehart	Charlestown	Vice President	Present	6:05 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, Rob Rinehart, Richard Mahan, Tom Costanzi, Jackie Akers, Ken Hamilton, Kathy SanDoe, Bobby Straiton, Kim Watters

PUBLIC IN ATTENDANCE: Douglas and Emily Mullins

ZOOM ATTENDEES: Ronnie Cagle, Dennis Dobay

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

PLEDGE OF ALLEGIANCE

Kim Watters led the Pledge of Allegiance.

ITEMS PRESENTED BY THE PRESIDENT

- A. A short Legislative Meeting will take place before commencing with the Working Meeting.
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AGENDA

1. SKADA Tower at Avalon Pump Station – The previous quote was inaccurate. The County does the maintenance and checks daily. With the tower the County will receive a call notifying them of any problems. The new quote from M. Davis is \$80,460.00.
Approved: Unanimous
Mover: Commissioner Mahan
Seconder: Commissioner Costanzi
Approvers: Capano, Rinehart, Mahan, Costanzi, Akers
2. Ecotone Contract – Contract approval is needed for the upkeep of Foot Log, Sandy Beach, Veteran's Park, Avalon and Long Point for plantings, invasive plant removal and spraying. Ecotone will come monthly. The contract covers 15 – 16 months for \$25,287.00.
Approved: Unanimous
Mover: Commissioner Akers motioned to approve Ecotone Contract for \$25,287.00.
Seconder: Commissioner Mahan seconded the motion.,
Approved: Capano, Rinehart, Mahan, Costanzi, Akers
3. Sensus Training will cost \$7,500.00

Working Meeting Begins

1. Douglas and Emily Mullins recently purchased property on Ogle Street. Mr. Douglas asked for survey clarification, so he knows where to build his home due to a paper street running through the property. He has requested evidentiary documentation by Labor Day.
2. Water Main Break - Bobby Straiton: A procedure needs to be in place to shut down the water tower if it drops to a level of 20 feet. If the level reaches 15.5 feet, the bottom of the bowl begins, and the tower would need to be shut down and the entire tower would need to be sanitized. Isolating different parts of Town would allow for easy leak detection. He will schedule exercise of the isolation valves for shut down procedures.
3. iWorQ should be ready to go live by September first.
4. Upgrades are needed at the Avalon Pump Station. Flow meters are needed. Dewberry will look into it. The 2014 schematics and audit of the Avalon Pump Station will be sent to County as

they do the maintenance.

5. Comprehensive Plan – Cecil County added North West and West in the County to the mineral extraction district. The Town of Charlestown does not allow mining. The Comprehensive Plan needs to be passed by the first meeting in September.

6. Kimberly Watters provided an update on the Employee Handbook which has not been updated since 2008. Once completed, all employees must read and accept. It will be linked to the payroll system for ease of access. Job descriptions and policies will also be updated, and an offer letter template will be created.

PUBLIC COMMENT

1. The next Music in the Park is scheduled for August 23rd, 1:30 pm to 5:30 pm.
2. Fair Green Park needs new equipment, some of which is 20 years old and therefore qualifies for a grant.
3. Part of the Façade Grant might be used toward a new gazebo at the playground.

ADJOURN

Motion to Adjourn

Approved: Unanimous

Mover: Commissioner Akers

Seconder: Commissioner Mahan

Approvers: Capano, Rinehart, Mahan, Costanzi, Akers

Meeting adjourned at 7:53 PM.

Respectfully submitted by Kathy SanDoe, Town Clerk