



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	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
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: Renee Capano, Rob Rinehart, Richard Mahan, Tom Costanzi, Tracey Moore, Ken Hamilton, Kathy SanDoe, Kimberly Watters

PUBLIC IN ATTENDANCE: Tammy Hamilton, Charlene Notarcola, Holly Costanzi, Bob Little, Erica Berge, Brian Berge, Lou Wood, Dennis Wood, Felecia Kennedy

ZOOM ATTENDEES: Robyn Rowe, Michael Briglia, Charles Pens

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

Charlestown, MD 21914.

PLEDGE OF ALLEGIANCE

Erica Berge led the Pledge of Allegiance.

ITEMS PRESENTED BY THE PRESIDENT

- A. Swearing in of three Commissioners
 - 1. New Commissioners, Renee Capano, Tom Costanzi and Tracey Moore were sworn in by Charlene Notarcola, Cecil County Clerk of the Court.
 - 2. Offices Elected:
 - Renee Capano – President
 - Rob Rinehart – Vice President
 - Richard Mahan – Treasurer
 - 3. Liaisons selected:
 - Renee Capano - Historic
 - Tom Costanzi – Police
 - Rob Rinehart – Maintenance
 - Tracey Kennedy – Planning & Zoning, Events
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AGENDA

- A. Old Business
 - 1. Tower Point - Letter of Intent
 - The Letter of Intent allows the writing of a contract to lease the water tower for \$1.2 million. If the contract closes, payment in full could be expected within 45 days, or the Town could elect to take partial payments.
 - a. Approved - Unanimous
 - b. Commissioner Mahan motioned to sign the Letter of Intent.
 - c. Commissioner Costanzi seconded.
 - d. Approved 5-0: Capano, Rinehart, Mahan, Costanzi, Moore
 - 2. RFP for Town Hall Renovation
 - a. Commissioner Mahan suggested to table the RFP and not invest in the Town Hall renovation for the short term and think seriously about funds.
 - b. Commissioner Costanzi does not want to table the Town Hall RFP indefinitely and to keep the RFP in mind during budget work.
- B. New Business

1. Temporary Speed Bumps
 - a. Per the residents there is a perceived speeding problem in Town.
 - b. The Town has enough temporary speed bumps for six streets. These can be placed and moved as required.
 - c. Some of the suggested streets are Cecil Street in Holloway Beach, Revelation Road and Salvation Circle in Trinity Woods.
 - d. A survey was suggested for residents' input in suggested placement areas.
 - e. The Louisa Lane Extended speed sign will be moved to Trinity Woods.
 - f. Due to the salary increase for the Sheriffs, there are less funds available for their overtime hours.
 - g. The Town will be applying for two grants. The first will cover 50% of salary overtime for the Sheriff's Department for F/Y27. The second will be for fixed security cameras which are especially needed at Avalon Park.
2. Flashing Red Lights for Stop Signs - Where?
 - a. Flashing red lights could be added to stop signs at Ogle Street, Clemency Road and Cool Springs Road.
 - b. A suggestion was made to place temporary speed bumps near stop signs.
 - c. Twenty flashing lights/ 10 pairs of flashing red lights have been purchased by the Town for use on stop signs and barricades.
 - d. Possibly in July the State will paint on the street leading to the stop sign at Bladen and Market Streets.
3. Tory House Event Rescheduled Date to be determined by Colonial Charlestown.
4. Façade Grant Discussion – Commercial Only
 - a. Planning must be in place by the end of July 2026.
 - b. Must be used by F/Y27 and F/Y28, a total of \$50,000.00
 - c. Town businesses will be solicited to apply for the grants.
 - d. Five \$10,000.00 grants will be awarded with two grants awarded in F/Y27 and three grants awarded in F/Y28.
 - e. No fees are charged to apply for the grants.
 - f. Decisions will be made by non-residents. North East and Perryville have assisted with the decisions in past years.
5. Post Office Discussion
 - a. It is possible that the Post Office will run out of money by September.
 - b. Also possible is a first-class postage increase to \$0.95 or \$1.00 with the Post Office only being open five days per week.
 - c. The original lease contract for the Post Office was in 2007 with an update in 2009 with the Post Office in control.
 - d. A copy of the lease contract has been sent to legal for review. A suggested request for a rent increase would be based on square footage.
 - e. Pammella (Pamm) has accepted a full-time USPS position in Baltimore. Her last day in the Charlestown Post Office will be April 4, 2026. Congratulations, Pamm!
6. Lee's Marina Lease
 - a. Ken Hamilton is working with Tom Brittingham on the lease.

- b. The proposed lease will be for 20 years with increases every five years.
 - c. Mr. Brittingham will keep up with maintenance and make improvements.
7. Handbook Update
- a. Matt Peter had reviewed the handbook and made suggestions for clarity.
 - b. The Employee Handbook is currently at LGIT with Matt Peter for final approval.
 - c. President Capano wants to share the completed handbook with other towns.
 - d. Align job descriptions/SOPs with Matt Peters.
 - e. The completed handbook will be added to ADP.
8. MML Summer Conference
- a. Ken Hamilton suggested that attendees review the schedule prior to the conference.
 - b. Registration needs to be completed by March 31, 2026.
 - c. President Capano and Commissioner Mahan are not planning to attend this year.
 - d. Attendees are Commissioners Costanzi and Moore, Ken Hamilton and Kimberly Watters.

PUBLIC COMMENT

1. The Wade In will be held on Saturday, June 13th, near Turkey Point.
2. A Planning and Zoning class is needed for members of the Planning and Zoning Board.
3. RFP – Tasker Lane Beach Restoration needs to be sent to MDE and the Army Corps of Engineers. Add to the RFP that any penalties and/or violations will be on the contractor’s shoulders. A State approved licensed marine contractor will need to do the work. The RFP will be sent to the Commissioners for review before it is sent.
4. Charles Pens wants speed cameras and suggested a using company that would partner with the Town. Ken Hamilton will follow up with the State Highway Administration. He agrees with using speed bumps and flashing lights on the stop signs. He is concerned with the intersections of Bladen and Baltimore Streets intersecting with Rt. 7. He mentioned the “oil slick” left by Republic Services throughout Cool Springs, and Trinity Woods. Ken Hamilton will share information regarding the spill when it is available.
5. Erica Berge congratulated the new Commissioners.
6. Lou Wood wants to investigate speed camera companies. She said the flashing lights are good for barricades but not for stop signs. She congratulated the Commissioners on their positions. She noted she is running for the school board.
7. Dennis Wood Congratulated the Commissioners.
8. Ken Hamilton said he would work with Charlie Pens and the Charlie could work with Dennis and Lou Wood regarding the speed cameras.
9. Kathy SanDoe mentioned the MML Quarterly Dinner was coming up on April 16th.
10. Commissioner Costanzi has questions about the speed camera companies.
11. Commissioner Rinehart stated that the speed camera companies send out tickets to offending residents but can’t guarantee enforcement.
12. President Capano said the speed camera companies have high yearly fees and require

- several year contracts. She is working to get a traffic study for the intersection at Bladen Street and Rt. 7.
13. President Capano spoke with Danielle Robinson from Andy Harris' office who said there are grant funds available to towns of up to \$4 million to be used toward stormwater. Letters of recommendation are required to apply. Kevin Hornberger and Adam Strait could be asked. The funds could be used to complete the second phase at the Athletic Field and the Calvert Street outfall. The Department of Agriculture would be involved. The University of Maryland will look at the stream restoration project.
 14. Cecil county Tourism will be holding a kick off program at the Wellwood on Saturday, March 28th called Cecil 250.
 15. Ken Hamilton had a conversation with Underwood regarding the Calvert Street Outfall project. Adding small pools will eliminate the need for a large pipe. Added baffles will prevent water from backing up. It will cost about \$300, 000 for installation.
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ADJOURN

Motion to adjourn

Approved: Unanimous

Mover: Commissioner Costanzi

Secunder: Commissioner Mahan

Approvers: Capano, Rinehart, Mahan, Costanzi, Moore

Meeting moved at 7:42 PM.

Respectfully submitted by Kathy SanDoe, Town Clerk