



Legislative Meeting
Tuesday, May 12, 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 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, Richard Mahan, Tom Costanzi, Tracey Moore, Ken Hamilton, Kathy SanDoe, Kimberly Watters

PUBLIC IN ATTENDANCE: Tammy Hamilton, Kenneth Hamilton

ZOOM ATTENDEES:

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

PLEDGE Of ALLEGIANCE

Kenneth Hamilton led the Pledge of Allegiance.

ITEMS PRESENTED BY THE PRESIDENT

- A. No Old Business
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AGENDA

- A. Approval of Accounts Payable.
 - a. Approved - Unanimous
 - b. Commissioner Costanzi motioned to approve the Accounts Payable with General Fund Expenses of \$63,520.71, Utility Fund Expenses of \$77,100.43 for a total of \$140,621.14.
 - c. President Rinehart seconded the motion.
 - d. Approved 5-0: Capano, Rinehart, Mahan, Costanzi, Moore
- B. Approval of April 14, 2026 minutes.
 - a. Approved - Unanimous
 - b. Commissioner Mahan motioned to approve the April 14, 2026 minutes.
 - c. Commissioner Costanzi seconded.
 - d. Approved 5-0: Capano, Rinehart, Mahan, Costanzi, Moore
- C. Approval of April 28, 2026 minutes
 - a. Approved – 4-0, Capano abstained
 - b. Commissioner Mahan motioned to approve the April 14, 2026 minutes.
 - c. Commissioner Costanzi seconded.
 - d. Approved 4-0: Rinehart, Mahan, Costanzi, Moore
- D. Approval of April 30, 2026 minutes – Budget Meeting
 - a. Approved - Unanimous
 - b. Commissioner Mahan motioned to approve the April 14, 2026 minutes.
 - c. Commissioner Costanzi seconded.
 - d. Approved 5-0: Capano, Rinehart, Mahan, Costanzi, Moore
- E. VC3 Discussion – Ken Hamilton
 - a. VC3 is IT Operator and Cyber Security combined. They provide full encompassing protection and monitoring for the computers 24 hours a day, 7 days a week, 365 days a year. VC3 specializes in municipalities. There is a one-time set up fee and once installed, they will take over Microsoft 365. Everything is monitored from their home base, and

someone could be on site within two hours if necessary. Phone calls to VC3 have an average wait time of 30 seconds. They will shut down the system if it is attacked. The system will be set up with third party verification for greater security. The cost will be approximately \$1,800.00 monthly. VC3 will update any licenses and will have administrative access. All their work is done in-house. Ken will look at other vendors for comparison.

F. Book Binding – Kim Watters

- a. The handbooks look nice and read well.
- b. President Capano wants to share the handbook with other Towns

G. LGIT Discussion for Worker's Comp Insurance

a. On July 1st, long term and accidental death insurance is expected to rise by 10%. By switching to One America versus Lincoln Financial Group, we will retain the same coverage for \$82.00 less a month. This pricing will lock in for three years. We are checking with ADP about Worker's Comp and possibly switch away from Chesapeake Employers Insurance. We are also investigation Short Term Disability (STD) and FMLA with the possibility of self-insuring these plans. Hourly employees would receive 90% of their pay and salaried employees 70%. A fund will need to be set aside in the budget if the Town decides to self-fund STD and FMLA.

H. 6/11/2026 Verified for Civility Training – Kim Watters

- a. The training will be recorded for future needs.
- b. The time will be for both Antiharassment and Civility training.
- c. It will be held at the Fire Hall from 10:00 AM to 12:30 PM.
- d. Matt Peter from LGIT will conduct the training.
- e. The training is for Commissioners, Board Members and Staff.
- f. A knowledge check will be attached to the recorded training for future watchers.

I. Façade Grant

- a. June 30 is the application deadline.
- b. Market Street and Charlestown Marina have showed interest.
- c. Ken will check with North East Marina, Lee's Marina and The Wellwood.
- d. The grants will be split between F/Y27 and F/Y28 with two grants awarded one year and three the other.

PUBLIC COMMENT

1. President Capano noted the Sheriff's department has been writing tickets. With the speed bumps on Revelation Rd, drivers are using Louisa Lane Extension and Cool Springs Road to enter the Cool Springs development greatly reducing the number of cars cutting through Trinity Woods.
2. Kimberly Lloyd would like to have a portion of land approximately 10 feet by 500 feet to provide revetment to protect her property. A survey has already been done. Commissioner Mahan will work on a proposal. Kim would have to file for a riparian license. Leg work needs to be completed prior to proceeding with the request.

3. Ken Hamilton noted that Charlestown Manor is currently listed as a LDA (Limited Development Area) though it should be IDA (Intensely Developed Area) instead as there are four homes per acre.
 4. Commissioner Rinehart suggested the Town use the Tower Pointe funds toward building the Town Hall addition. President Capano would like to use the funds for Stormwater Project needs. Commissioner Mahan stated the new addition would benefit the entire Town and would like to move forward. He wants to put the funds into investments, move the office to the Avalon building and begin the update. We have the funds and should move forward while there is a window of opportunity. If the Town sells C-Dock and 630 Water Street, more funds will be available for the Town Hall addition. We should work with the builder so there is no mortgage. It is time. Commissioner Rinehart agrees with selling. Commissioner Costanzi noted the need for a more professional building.
 5. Commissioner Moore said with Stormwater Management water quality is more important than quantity. Conveyance should be the focal point.
 6. David Beste suggested asking the USPS for an increase in the monthly rent and that \$2,000.00 would be a fair amount.
 7. The grant available through Andy Harris is open July to September.
 8. Ken Hamilton said Pinnacle is an investment firm for municipal governments and would be worth a conversation. Town Hall addition costs should be reviewed with Cooperson. It is possible grant funds would have to be returned if building does not proceed soon.
 9. Commissioner Moore noted the Calvert Street outfall plan would result in loss of the use of Sandy Beach. Driveways would be dug up and telephone poles would be moved. Backflow preventers might resolve some of the issues and retain the beach use.
 10. Commissioner Costanzi noted Andy Thompson wants a three-year commitment for the Avalon Stage concert series. Andy needs to provide a W-9.
 11. Ken Hamilton spoke with Bobby Straiton regarding Yard Waste and Recycle issues. The sign will be updated for the Tory house event on May 29th from 4:00 PM to 6:00 PM.
 12. Commissioner Moore suggested that board members should be removed from their positions if there are three unexcused absences and another person be appointed.
 13. Ken Hamilton said a resolution should be written using "any appointed person".
 14. Ken Hamilton said the golf cart has been repaired and returned. It needs a heating pad for cold weather. The cost was \$4,700.00.
 15. Congratulations were given to Kenneth Hamilton upon his graduation and new job.
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ADJOURN

Motion to adjourn

Approved: Unanimous

Mover: Commissioner Moore

Seconder: Commissioner Costanzi

Approvers: Capano, Rinehart, Mahan, Costanzi, Moore

Meeting moved at 7:12 PM.

Respectfully submitted by Kathy SanDoe, Town Clerk