



Legislative & Working Meeting  
Monday, November 10, 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	Absent	0:00 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, Kathy SanDoe, Tom Costanzi, Ken Hamilton, Kim Watters; Jackie Akers was not in attendance.

PUBLIC IN ATTENDANCE: Sonny Diamonte, Jeannette Armour

ZOOM ATTENDEES: Julie Campagna, Timothy Sawyer, 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

---

Ken Hamilton, Town Administrator, led the Pledge of Allegiance.

---

## ITEMS PRESENTED BY THE PRESIDENT

- A. No Old Business
- 

## AGENDA

1. Approval of October 14, 2025 and October 28, 2025 minutes.
  - a. Approved - Unanimous
  - b. Commissioner Mahan motioned to approve both October 14 and October 28 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 \$142,800.98, and \$6,479.00 grant reimbursement.
  - c. Commissioner Rinehart is seconded the motion.
  - d. Approved 3-0: Capano, Rinehart, Mahan, Costanzi
3. Ice House – Sonny Diamonte and Jeannette Armour
  - a. The couple shared history of the Ice House and showed pictures of the building from the 1940s. Artifacts were located in the Ice House during rebuild. Artifacts have also been donated by Town residents for visitors to enjoy. Mike Dixon, a Cecil County historian, visited in January and wrote an article about the Ice House. Recently 35 children from Charlestown Elementary School visited the Ice House. The Ice House is open the third Sunday of the month from 2:00 pm to 4:00 pm.
  - b. Commissioner Mahan noted there is a grant available for historical markers that the Town Maintenance Staff will install. They will also repair a small leak.
4. Audit – Julie Campagna and Timothy Sawyer
  - a. There were no issues with the July 1, 2023 – June 30, 2024 audit. Overall, the Town's finances are in good shape. The F/Y 2025 audit is expected to go smoothly.
  - b. President Capano thanked, Julie Campagna, Timothy Sawyer and Commissioner Mahan.
5. Dewberry Expenditure Approval
  - a. The expenditures are regarding the gap analysis for the phase two MS4 permit. A decision needs to be made whether we want to approve the \$32,000 or figure it out on our own. Ken Hamilton and Kurt Bovankovich, the Town Circuit Rider, will work with University of Maryland Finance Center who will provide information to fill in the gaps for the Citizen Advisory

Group made up of Town residents. They (UMD Finance Center) will tell the Town what to do to apply with the new MS-4 requirements. This is a free service that will provide us with the stuff Dewberry is not. If things are not done correctly, MDE penalties could be \$5,000 per day. A decision needs to be made whether the Town pays Dewberry to get us over the hump or see what the University of Maryland can do for us. The Town is still waiting on the final permit from State Highway and their requirements for impervious soil. Shoreline restoration and storm water management will be part of the permit and will change some of the ways we do things. The Citizen Advisory Group should be 15 residents with a minimum of 6. So far there is one volunteer. We have to do what we are guided to do. Jessica Steipp from Dewberry will be at the December meeting with a scope of work. Ken will ask UMD and Katie Bagri to attend also. There was further discussion about adding flaps to two storm drains to prevent storm surge water from backing up into Town.

6. Planning & Zoning and Historic Board Appointments

- a. Ken Confalone is stepping down from Planning & Zoning to go to the Ethics Board.
- b. Robyn Rowe and Felecia Kennedy have been appointed for the Planning & Zoning Board openings.
  1. Approved - Unanimous
  2. Commissioner Mahan motioned to approve both appointments
  3. Commissioner Costanzi seconded.
  4. Approved 4-0: Capano, Rinehart, Mahan, Costanzi
- c. Debi Harvey and David Poole, Jr. have been appointed to the Historic Board openings.
  1. Approved - Unanimous
  2. Commissioner Costanzi motioned to approve both appointments
  3. Commissioner Mahan seconded.
  4. Approved 4-0: Capano, Rinehart, Mahan, Costanzi

## PUBLIC COMMENT

---

1. The Tory House documents need to be scanned.
2. There are paint swatches on the walls to be considered for refreshing Town Hall – blues, greens and grays. The blues were selected.
3. RFPs need to be compiled for the Town Hall upgrade. Possibly Haass will do the restroom and D & D will do the electrical work. Flooring could be woodgrain vinyl. Weathered planks are needed for shelving to display the decoys.
4. Ken and Bobby have an appointment to select cut trees. One large Town tree and six small trees which will be decorated with ornaments supplied by the Charlestown Elementary

- School students.
5. Kenneth Hamilton has a tree report on the pine forest the Town owns. Kenneth will provide a report to the Town.
  6. President Capano and Ken Hamilton went on a DOT tour which focused on a crosswalk at Route 7, elevating the walkway at Foot Log, a turn lane at the school – it does not appear to have room due to the storm water ditch on the CCPS property and discussion about broadband going under the bridge.
  7. Wreaths and Lighting – A call to Delmarva Power will be necessary to discuss replacing the fiberglass light poles in Cool Springs. This year large bows will be placed on the poles. Commissioner Costanzi has been adding lights to wreaths to put up in Historic Charlestown.
  8. A.C. Schultes is doing a review of the wells and testing the pumps. We should have a report soon on the three wells.
  9. CIMS training has been completed. We are waiting for the Ground Penetrating Radar reports for all three cemeteries.
  10. A copy of the updated Employee Handbook has been distributed to each of the Commissioners for review and editing. Once edited, it will be forwarded to LGIT for legal review. When ready, each employee will have a copy. Discussion ensued regarding short-term and long-term disability benefits - a private (Town) plan versus the State plan
  11. President Capano recently took an online social media course. Kimberly Watters will also take the course.
  12. The Town will begin using YouTube, Instagram and Facebook. A cap cut subscription will allow editing of short videos.
  13. Compliments to the Maintenance Staff for the excellent work replacing the ramps and deck at the Avalon building.
- 

## ADJOURN

Motion to adjourn

Approved: Unanimous

Mover: Commissioner Rinehart

Seconder: Commissioner Costanzi

Approvers:: Capano, Rinehart, Mahan

Meeting moved at 8:07 PM.

Respectfully submitted by Kathy SanDoe, Town Clerk