



Legislative Meeting
Tuesday, October 14, 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	Absent	0:00 PM
Jackie Akers	Charlestown	Commissioner	Absent	0:00 PM
Ken Hamilton	Charlestown	Town Administrator	Absent	0:00 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, Kim Watters; Tom Costanzi, Ken Hamilton were at the MML Fall Conference; Jackie Akers was not in attendance.

PUBLIC IN ATTENDANCE:

ZOOM ATTENDEES: Danielle Foran

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

Charlestown, MD 21914.

PLEDGE OF ALLEGIANCE

Commissioner Rinehart led the Pledge of Allegiance.

ITEMS PRESENTED BY THE PRESIDENT

A. No Old Business

AGENDA

1. Approval of September 9, 2025 and September 23, 2025 minutes.
 - a. Approved - Unanimous
 - b. Commissioner Mahan motioned to approve both September 9 and September 23 minutes.
 - c. Commissioner Rinehart seconded.
 - d. Approved 3-0: Capano, Rinehart, Mahan
2. Approval of Accounts Payable.
 - a. Approved - Unanimous
 - b. Commissioner Rinehart motioned to approve the Account Payable of \$123,346.73, and \$47,911.07 Utility Billing with \$5,909.00 grant reimbursement. The total payables included two months of trash service, the new maintenance truck and legal expenses.
 - c. Commissioner Capano is seconded the motion.
 - d. Approved 3-0: Capano, Rinehart, Mahan
3. Furloughed Residents' Utility Bills
 - a. The Town will work with residents regarding payments. Residents are to call Town Hall to set up payment arrangements with no money down and no penalties applied. President Capano will set up a Facebook page with resources for furloughed individuals.
4. Dewberry Proposal
 - a. The discussion will be tabled for the working meeting.
5. Town Hall Renovation Idea
 - a.
6. Comprehensive Plan Resolution Adoption – The Comprehensive Plan has been revised since April. Resolution 2025-03 is included in the Comprehensive Plan. There are key actions in the back of the plan to implement. Zoning, Auxiliary Dwelling Units both need to be completed by

October 2026. The Comprehensive Plan was adopted and signed by the Commissioners.

Approved: Unanimous

Mover: Commissioner Costanzi Motioned to adopt Resolution 2025-03

Seconder: Commissioner Akers

Approvers: Capano, Rinehart, Mahan, Costanzi, Akers

7. The Employee Manual needs to be reviewed. After the Board reviews, it will be forwarded to LGIT for their review and comments. The Emergency Preparedness Plan will be reviewed by the Board as well.

8. iWorQ Demo – Mr. Hamilton explained the iWorQ system shows valves, hydrants and water lines which are pretty accurate from GIS. New water lines can be added. Work management allows tracking the number of hours used to do jobs. Permits are also part of the program.

9. New Truck Tour – The new Town maintenance truck is a 2025 Ford F-550. It is 4WD, gas with a 12-foot dump body and lift gate. The plow will be repurposed for use on the new truck for the 2026-2027 snow plowing season. A Town seal has been ordered for the doors.

PUBLIC COMMENT

1. Commissioner Costanzi said the backup valves have been delivered. Two motors for the wells have been located and need to be checked, reconditioned and rotated. Well #3 should be inspected and reevaluated.
2. Commissioner Rinehart noted there is an area on Frederick Street that is sinking six to eight inches. Joe Tiley from LECCO and Mike McGuirk from McGuirk Construction will investigate.
3. Ursula Boudart suggested Planning and Zoning recap and rezone bylaws, reset lots and setbacks. She is concerned with the closeness of homes in case of fire.
4. Jane Bellmeyer is trying to contact Think Big for internet.
5. President Capano and Ken Hamilton plan to drive to the Think Big office in Chestertown, MD on Monday.

ADJOURN

Motion to move to an Executive Session

Approved: Unanimous

Mover: Commissioner Akers

Seconder: Commissioner Mahan

Approvers: Capano, Rinehart, Mahan, Costanzi, Akers

Meeting moved at 7:12 PM to an Executive Session.

Respectfully submitted by Kathy SanDoe, Town Clerk