



Working Meeting
Tuesday, October 28, 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	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, Ken Hamilton, Kathy SanDoe, Kim Watters

PUBLIC IN ATTENDANCE: Jane Bellmeyer

ZOOM ATTENDEES: Jessica Seipp – Dewberry, Lisa Coyle

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

PLEDGE OF ALLEGIANCE

Tom Costanzi led the Pledge of Allegiance.

ITEMS PRESENTED BY THE PRESIDENT

- A. President Capano noted this was the 28th day of the Federal shutdown. As many in Town are affected, she suggested pushing the utility bill due date be extended one month. Any furloughed resident that would like to take advantage of the extension should contact Town Hall.
-

AGENDA

1. Dewberry Discussion – Stormwater Fees Gap Analysis - Jessica Seipp a. MS4 Permit – MDE permit is being developed which should be ready in first quarter 2026. This will evaluate for stormwater gap fees. Plans will be implemented for compliance purposes. This is something mandated by the state. The Town needs to be in compliance with the minimum control measures. There is no cost to obtain the permit but there are costs to fulfill compliance. Civil and criminal fines will occur for noncompliance. Volunteers are requested for a citizen advisory committee. They will work with UMD and Dewberry to determine the gap and stormwater utility fees. It will cost \$32,095.00 to get the guidelines. Grant funding is available for implementation aspects of the permit and for education and outreach.
2. Water Fees for Vacant Lots
 - a. Lisa Coyle owns the vacant lot next to her home on Chesapeake Road. She is requesting an assessment for a reduced fee to maintain the water and sewer hook ups to the lot without the need to pay the full minimum quarterly rate.
 - b. President Capano noted the County controls the sewer portion of the quarterly bills. She suggested the meter could be removed and reinstalled at a later date but acknowledged it would cost \$7,000 each to install water and sewer hook ups.
 - c. Commissioner Costanzi said it would be prudent for the Town to do something to keep an account active at a reduced cost. He suggested obtaining the number of empty lots that are affected. Meters turned off at the street are mostly paying “connection insurance” to keep meters in place.
 - d. More information needs to be collected before voting on the matter.
3. CIMS Update
 - a. It took three days to do the Ground Penetrating Radar (GPR) of the Charlestown Cemetery and one day each for the cemeteries on Cecil and Caroline Streets. Information will be added to the CIMS program from the Town records and funeral home information. It is possible there may be public access later.

4. Board Vacancies

- a. Please contact Town Hall if there is interest in filling a vacancy.

5. Town Hall Facelift

- a. Discussion from the October 14 meeting continued regarding the facelift. This would include patching holes, painting the walls, removing the carpet and installing laminate, making the restroom ADA compliant, rearranging the artwork and displaying the antique decoys. More outlets and a computer cabinet would be installed, the chalkboard repaired, new furniture purchased and a whiteboard hung. Town Hall will operate from the Avalon Building during the renovation. The money is available and Ken Hamilton will prepare the RFP to move forward.

6. Radar Speed Sign Batteries – Ken Hamilton

- a. Of the batteries in Town, only two batteries still work. The rest do not hold a charge. The batteries cost \$300.00 each. He contacted the company and the batteries will be replaced free of charge.

7. Insurance Discussion

- a. Life insurance will be increased to ten times salary up to \$100,000.00.
- b. STD will be 60% up to \$1,000.00 per week.
- c. LTD will be 60% up to \$3,500.00 per month.
- d. The increase should bring the Town into compliance with the State mandated rules if approved by the State.

COMMENTS

1. Renee Capano said past meeting videos can be uploaded to YouTube at a rate of 10 per day. Venmo is archiving and deleting information. The oldest ones will be uploaded first. Cassettes will be converted into a digital format.
2. Renee Capano and Ken Hamilton will attend a Department of Transportation meeting next week.
3. Renee Capano and Kimberly Watters will attend a social media class.
4. Renee Capano said the presence of Town social media is going up.
5. Tom Costanzi and Ken Hamilton discussed the classes they attended during the MML Fall Conference. The keynote speaker was from Texas.
6. Thank you to Bobby for straightening out the meters.

ADJOURN

Motion to Adjourn

Approved: Unanimous

Mover: Commissioner Costanzi

Secunder: Commissioner Mahan

Approvers: Capano, Rinehart, Mahan, Costanzi

Meeting adjourned at 7: 47 PM.

Respectfully submitted by Kathy SanDoe, Town Clerk