



Legislative Meeting
Tuesday, September 8, 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, Robert Rinehart, Richard Mahan, Tom Costanzi, Ken Hamilton, Kathy SanDoe, Kimberly Watters

PUBLIC IN ATTENDANCE:

ZOOM ATTENDEES: Tammy Hamilton, Michael Miller

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

PLEDGE OF ALLEGIANCE

Kathy SanDoe led the Pledge of Allegiance.

ITEMS PRESENTED BY THE PRESIDENT

- A. No Old Business
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AGENDA

1. Approval of the August 11, 2026 and August 25, 2026 minutes
 - a. Approved - Unanimous
 - b. Commissioner Costanzi motioned to approve the August 11, 2026 and August 25, 2026 minutes.
 - c. Commissioner Mahan seconded.
 - d. Approvers: Capano, Rinehart, Mahan, Costanzi, Moore
2. Approval of Accounts Payable.
 - a. Approved - Unanimous
 - b. Commissioner Costanzi motioned to approve the Account Payable of \$144,602.77, with \$65,015.93 general expenses, \$79,586.84 utility expenses. The sewer bill paid to the County was the highest expense. There were no grant expenses.
 - c. Commissioner Rinehart seconded the motion.
 - d. Approvers: Capano, Rinehart, Mahan, Costanzi, Moore
3. Vote on Resolution 26-008 for Accessory Dwelling Unit Procedure
 - a. The procedure must be approved by October 1, 2026 which signs Ordinance 26-001 into law.
 - b. The property owner must occupy one of the units.
 - c. Maryland Historic Trust may be exempt due to the historical value of the property.
 - d. Once approved, the Resolution will be part of Land Use Ordinance 175 when it is rewritten.
 - e. A lateral can be done with one meter for both dwellings, ADUs and rentals.
 - f. Building lot can only cover 50% in Town and 30% along Rt. 7. Due to lot coverage, there are not too many properties in Town that would allow an ADU.
 - g. Off-street parking must be part of adding an ADU. Lot size, lot coverage, setbacks, etc. must be taken into consideration before approval of an ADU.
 - h. President Capano read Resolution 26-008.
 - i. Approved – Unanimous
 - j. Commissioner Costanzi motioned to pass and sign Resolution 26-008.
 - k. Commissioner Mahan seconded the motion.
 - l. Approvers: Capano, Rinehart, Mahan, Costanzi, Moore

4. Vote on Resolution 26-009 for Paying Off Long Term Debt
 - a. The total Pay off is \$263,304.22. Paying the loans off early will save \$71,000 yearly and \$20,000 in interest.
 - b. Two loans through DNR are interest free and will not be paid off early.
 - c. Approved – Unanimous
 - d. Commissioner Mahan motioned to pay off three loans early: \$157,086.29, \$41,013.86, and \$65,204.07, totaling \$263,304.22.
 - e. Commissioner Costanzi seconded the motion.
 - f. Approvers: Capano, Rinehart, Mahan, Costanzi, Moore
5. Veteran's Park Flagpole Update
 - a. The Flagpole will be installed before November 11th, Veteran's Day.
 - b. The base has been poured and electric will soon be installed.
 - c. The Flagpole will be dedicated on November 11th.
 - d. Historic has approved the Flagpole installation.
6. Temporary Replacement for Grant Manager
 - a. Kurt is out due to illness.
 - b. There are still funds available from FY26.
 - c. The Town is waiting for funds approval for FY27.
 - d. Charlestown, North East and Perryville wish to continue with the Grant Manager for FY27. Rising Sun and Port Deposit may choose not to be included for FY27.
 - e. This would be a part-time specific type of position
 - f. Reach out to other Towns, possibly in Harford County to share in the grant.

PUBLIC COMMENT

1. President Capano said the Annotated Code was written in 1957 and needs to be updated.
2. The State will need to be contacted about the name change for the Historic Commission or Historic Preservation, Historic Commission – Architectural Review?
3. Ken Hamilton said there was too much emphasis on "Historic". Mr. Pretia resigned. Possibly a history student graduate could be on the board. Someone from Port Deposit would like to be on the board.
4. President Capano stated that IQ Optics will come into Town by the bridge.
5. President Capano noted the sidewalks along Rt 267 need to be ADA compliant.
6. Commissioner Moore said the culvert at Rt 267 and Baltimore St is collapsing.
7. Commissioner Mahan asked if the grass along Rt 267 was the responsibility of the State. The bridge on Cecil St is also a State obligation.
8. President Capano noted there is a MML Town Hall on October 8th.
9. Commissioner Costanzi said a board was missing by Slip 51 on C-Dock.
10. Commissioner Moore noted the sign at Ogle Street is missing.

11. President Capano mentioned the Crab Feast at the Fire Hall on September 19th.
 12. Ken Hamilton has ordered camera for the Veteran's Park restrooms and got the camera at the Ice House working.
 13. Ken Hamilton is looking into companies to update the Town website. The current website is not user friendly. He will check with VC3 to see if there is a website company they recommend. A link is needed for the YouTube meeting videos.
 14. Commissioner Mahan suggested creating Town graphics standards with the Historic Board using the 1957 guidelines as a starting point. Benches in Town should all be the same color.
 15. Check on mosquito spraying.
 16. Assessments need to be completed on 630 Water Street and C-Dock. The old appraisal needs to be available to the assessor.
 17. Commissioner Moore is concerned with maintenance not getting done. She mentioned the gazebo, grass, etc.
 18. Kim Watters reminded the Commissioners that Cecil Cares Day is scheduled for October 3rd beginning at 9:00 am for cleanup at Avalon Park.
 19. Ken Hamilton said Michelle Kwoka's Fishing Tournament which will focus on mental health and suicide prevention is set for 10:00 am on October 3rd at the Long Point Wharf. Possibly parking can be at The Wellwood. Tony from Upper Bay Fishing Tournament will bring volunteers to assist the youngsters who will be fishing.
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ADJOURN

Motion to adjourn

Approved: Unanimous

Mover: Commissioner Moore

Second: Commissioner Costanzi

Approvers: Capano, Rinehart, Mahan, Costanzi, Moore

Meeting moved at 7:00 PM.

Respectfully submitted by Kathy SanDoe, Town Clerk