



Legislative Meeting
Tuesday, September 9, 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	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, Rob Rinehart, Richard Mahan, Tom Costanzi, Jackie Akers, Ken Hamilton, Kathy SanDoe, Kim Watters

PUBLIC IN ATTENDANCE: Jane Bellmyer, Paula and Larry Tyson, Emily and Douglas Mullins, Jake Ritter, Ursula Boudart

ZOOM ATTENDEES: Karl Fockler, Bob Jones

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

PLEDGE OF ALLEGIANCE

Jane Bellmeyer led the Pledge of Allegiance.

ITEMS PRESENTED BY THE PRESIDENT

- A. No Old Business
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AGENDA

1. Approval of August 12, 2025 and August 26, 2025 Minutes.
 - a. Approved - Unanimous
 - b. Commissioner Mahan motioned to approve both July 8 and July 22 minutes.
 - c. Commissioner Costanzi seconded.
 - d. Approved 5-0: Capano, Rinehart, Mahan, Costanzi, Akers
2. Approval of Accounts Payable.
 - a. Approved - Unanimous
 - b. Commissioner Costanzi motioned to approve the Account Payable of \$228,287.23, and \$112,679.19 Utility Billing with \$6,498.00 grant reimbursement. The total payables included two months of trash service, the new maintenance truck and legal expenses.
 - c. Commissioner Rinehart is seconded the motion.
 - d. Approved 5-0: Capano, Rinehart, Mahan, Costanzi, Akers
3. Tasker Lane North - Mullens
 - a. Streets on the property are shown on a 1919 survey though no actual paper street goes through the property. How far Tasker Lane goes is unknown. Mr. Mullens appreciated the prompt response. To clarify the deed, he may return. He will work with Ken Hamilton.
4. 210 Louisa Lane Discussion
 - a. Mr. Tyson discussed the damage to his home due to the incorrect installation of the storm water swale that causes water divert toward the house. There is a ravine, and the garage floor has dropped 1.5 inches causing cracks in the garage foundation. There has been an ongoing battle with the builder for 27 years. Straw had been placed over the area which concealed the ditch next to the garage and was not discovered until after settlement. Three companies have looked at the foundation with only one giving an estimate. Commissioner Rinehart suggested Mr. Tyson should go back to the County. Footers should be 32 inches below the frost line. If the footers have dropped, it goes back to the builder and the County. Commissioner Mahan suggested getting an attorney who would contact

the County attorney who would advocate for them in a lawsuit against the builder.

5. Jake Ritter plans to do fiberglass work on his property at 650 Baltimore Street. He is grandfathered in for rezoning to change the purpose of the property. Commissioner Capano showed him the Town map with his name written on the property as commercial. She stated the State wants maps with zones and overlays now. Karl Fockler asked that the property be rezoned as commercial.

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, Auxillary 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.
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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