

Town Commissioner's Legislative Meeting Minutes
Charlestown, Maryland
January 9, 2024
6:00 PM
Town Hall, 241 Market Street and on Zoom

Attendees: Renee Capano, Rob Rinehart, Mary Culver

Zoom: Richard Mahan, Lou Wood, Bryan Lightner, Kathy SanDoe, Robyn Rowe, Julie Campagna, Tom Costanzi, Jane Bellmyer. Jackie Akers was out of Town.

President Capano called the meeting to order at 6:10 PM due to flood watch.

Ms. Culver was asked to lead the Pledge of Allegiance.

Approval of Minutes – December 12, 2023 – Charlestown Commissioners: Commissioner Mahan motioned to approve the minutes. Commissioner Wood seconded the motion. Approved 4-0.

Accounts Payable Review – Charlestown Commissioners: Commissioner Mahan stated the total of the Accounts Payable as \$130,695.32 for expenses from December 13, 2023 through January 9, 2024. The largest items were Trash Tech for \$25,000.00 and M. Davis for panel upgrade at the Water Tower for the same amount. Commissioner Rinehart motioned to approve the Accounts Payable. Commissioner Mahan seconded. Approved 4-0.

Old Business

Code Enforcement Officer Position – President Capano: Six interviews were conducted for the position by Commissioner Rinehart, Ken Confalone, and Bryan Lightner. All applicants were good, eager, enthusiastic, and qualified. Mr. Kenneth Hamilton was recommended by the committee. There was some discussion regarding his credentials and the results of the reference checks. Commissioner Mahan motioned to hire Mr. Kenneth Hamilton as the Town Code Enforcement Officer. Commissioner Rinehart seconded. Approved by three, with Commissioner Wood abstaining.

Comprehensive Plan RFP with Community Heart and Soul – Bryan Lightner: The current Comprehensive Plan was last updated in 2008 and updates are recommended every ten years. The goal is to hire a consultant who could work with a Community Heart and Soul coach to integrate their framework for citizen engagement. The Town Circuit Rider, Chris Williamson, is working with Bryan to locate a consultant. The project is grant funded, with specific requirements. Commissioner Rinehart motioned to publish an RFP for the Comprehensive Plan and put out a resident survey for possibly implementing the Community Heart and Soul program. Commissioner Wood seconded. Approved 4-0.

Edmunds Accounting Software Additional Services – Mary Culver: Two additional services are being considered, a Payment Portal which will allow residents to make payments by credit card or e-check directly into their account and Work Orders which will track expenses, use appropriate codes and track labor hours. Ms. Julie Campagna, the Town Accountant, stated the cost saving for the staff with residents making their payments would cover the cost of the additional services. Residents opting out of mailing the utility bills, staff time to stuff the envelopes, paper, ink and postage would all be

extra savings. More information is needed from PNC Bank regarding their fee structure and how the payment portal interface with the bank. The decision was tabled awaiting additional information.

New Business

Election Board Appointment – President Capano: Ms. Joanne Peterson and Ms. Felicia Kennedy are the candidates for appointment. Commissioner Wood nominated Ms. Peterson who is a college mathematics professor. Last year, Ms. Kennedy worked as an alternate for the Board of Elections and asked to be on the board. Commissioner Mahan said he thought we should hire from within and appoint Ms. Kennedy to the position and Ms. Peterson would be the alternate. Commissioner Rinehart seconded for Ms. Kennedy to be appointed to the board and Ms. Peterson to be appointed as the alternate. Approved 3-1 with Commissioner Wood against. Mr. Lightner will notify Ms. Kennedy and Ms. Peterson of the decision.

Historic District Commission Appointment – President Capano: Mr. Steven Petaia is the candidate for appointment. Commissioner Wood motioned to appoint Steven Petaia for the open position on the Historic District Commission. Commissioner Rinehart seconded. Approved 4-0. Commissioner Mahan suggested amending the name of the Historic District Commission to Architectural Historic District Commission and Review Board.

Commissioner Comments

President Capano stated Home Depot has solar lights that would work for placing on the Town Wreaths for next year. A two-spot light with colored covers could be ordered for the Town Center sign as well. Commissioner Mahan suggested a cap of \$1,250.00. Commissioner Wood motioned to purchase the lights and Commissioner Rinehart seconded. Approved 4-0.

Ms. Mary Culver mentioned the Ice House Happy Hour Tour is on Friday, January 19th from 4:00 PM to 6:00 PM.

Mr. Lightner noted we received the new reflective speed hump markers. He suggested purchasing the same material for stop bars at Town road stop signs. At \$75.00 a piece, it would cost approximately \$10,000.00 to mark all of the stop signs. Given the expense, stop signs will be prioritized in phases for marking. The radar speed signs need to have the quotes updated and ordered.

Commissioner Wood stated that Cecil County received \$58,000.00 from the Cannabis Reform bill. Charlestown has not received any of these funds to date.

Commissioner Mahan asked, regarding the MML Harford/Cecil Chapter dinner, who pays for the spouses of the Town Commissioners and staff. President Capano said the question would be addressed at a later date. Today is National Law Enforcement Appreciation Day and he thanked the Sheriff's Office for their service to the Town.

There were no public comments.

Commissioner Wood motioned to adjourn. Commissioner Rinehart seconded. Approved 4-0.

Meeting Adjourned at 7:44 PM.

Respectfully submitted,
Kathy SanDoe, Town Clerk