

Town Commissioner's Legislative Meeting Minutes
Charlestown, Maryland
February 13, 2024
6:00 PM
Town Hall, 241 Market Street and on Zoom

Attendees: Renee Capano, Rob Rinehart, Richard Mahan, Jackie Akers, Bryan Lightner, Ken Hamilton, Robert Straiton, Kathy SanDoe

Public in Attendance: Karl Fockler, Martin Smith with WGI, Tom Costanzi

Zoom: Mary Culver, Julie Campagna, Chris Williamson, Robyn Rowe, Kimberly Lloyd, Tim Bourcier, Lou Wood, Jamie Kendrick

President Capano called the meeting to order at 6:00 PM.

Mr. Fockler was asked to lead the Pledge of Allegiance.

Approval of Minutes – January 9, 2024 – Charlestown Commissioners: Commissioner Mahan motioned to approve the minutes. Commissioner Rinehart seconded the motion. Approved 4-0.

Accounts Payable Review – Charlestown Commissioners: Commissioner Mahan stated the total of expenses paid since the meeting on January 9, 2024 is \$230,296.78. Commissioner Akers motioned to approve the expenses. Commissioner Rinehart seconded the motion. Approved 4-0.

Grants Update – Chris Williamson: The Town will reapply for the Circuit Rider Town Manager Grant in June. Some of the Active Grants include the Town Hall addition, Watershed Master Plan, Comprehensive Plan, and Stormwater Management Projects. This round of the Façade Improvement Grant has been completed.

Old Business

Annexation of Charlestown Manor Beach and Campground – Karl Fockler: It is logical for Charlestown to annex the campground, since a portion of the property is already in Town, and the remainder could generate additional commercial property tax revenue. Without annexation, Charlestown would have no land use control over the entire property. Commissioner Mahan stated a conditional approval could be considered. with intent would be conditional upon the final agreement. Commissioner Akers suggested looking at the current, applicable ordinances for the entire property. Commissioner Wood motioned to approve the annexation, so long as the terms of an agreement could satisfy both parties. Commissioner Akers seconded. Approved 5-0.

New Business

Comprehensive Plan RFP – Bryan Lightner: Three companies sent proposals. Mead and Hunt, WGI, and Tim Bourcier. The companies were interviewed, scored, and references checked. All three proposals were good, with appropriate timelines for project completion, and similar total costs. This project would update the entire plan and is 100% grant funded. Mead and Hunt came in first place, following the scoring criteria. Commissioner Mahan motioned to approve Mead and Hunt to help complete the Comprehensive Plan. Commissioner Rinehart seconded. Approved 5-0.

Town Staff Job Title Changes – President Capano: The job title changes proposed are more in line with the actual job duties being performed. Mary Culver's title of Office Manager is proposed to become

Assistant Town Administrator. Bobby Straiton's title of Maintenance Supervisor is proposed to become Director of Public Works. Commissioner Mahan motioned to approve the job title changes. Commissioner Rinehart seconded. Approved 4-0.

Historic District Commission Appointment – President Capano: Mr. Tom Kenny has shown interest in becoming part of the board and is a Town resident. Commissioner Akers motioned to approve the appointment. Commissioner Rinehart seconded. Approved 4-0.

Resident Request on Saratoga Court – President Capano: President Capano stated the Planning Commission recommends the zoning ordinance not be changed requiring fence heights be restricted to three feet in front yards. The board informed the resident that they can apply for a variance to the Board of Appeals.

Commissioner Comments

Mr. Lightner suggested the Town Commissioners drive through Town and take note of any problems that may need to be addressed. This feedback would be helpful when prioritizing what code or procedure changes may be necessary.

The date for the Town Commissioner Candidates Forum has been changed to Wednesday, February 21st at 6:00 PM. The forum will be held at the Charlestown Fire Hall.

Community Listening Sessions coming up are Trinity Woods and Trinity Woods Preserve on February 15th and Cool Springs on February 22nd.

President Capano said she will attend the Mayor's Conference in Annapolis on February 29th and March 1st.

Town Commissioner Elections will be held at Town Hall on Tuesday, March 5th. The polls will be open from 7:00 AM to 7:00 PM.

Public Comments

Robyn Rowe suggested taking donations for parking at the Ice Splash and donating the proceeds to the Special Olympics.

Commissioner Mahan reminded the group that Teddy Roosevelt will be at the Wellwood for brunch on February 18th. The proceeds will benefit Colonial Charlestown, Inc.

The Ice Splash will be held on February 24th and is sponsored by the American Legion.

Commissioner Akers motioned to adjourn the meeting. Commissioner Rinehart seconded. Approved 4-0. The meeting adjourned at 7:50 pm.

Respectfully submitted,

Kathy SanDoe, Town Clerk