

Town Commissioners' Working Meeting
Charlestown, Maryland
March 26, 2024
6:00 PM
Town Hall, 241 Market Street and on Zoom

Attendees: Renee Capano, Richard Mahan, Jackie Akers, Tom Costanzi, Bryan Lightner, and Kathy SanDoe, Commissioner Rinehart was not able to attend.

Public in Attendance: Pamela Mahan, Ken Confalone, Jessica Seipp, Dan Rupert

Zoom: Julie Campagna, Pauline Bryant, Laura Boudart, Kimberlee Lloyd

President Capano called the meeting to order at 6:02 PM.

Mr. Dan Rupert was asked to lead the Pledge of Allegiance.

Old Business

Maryland House and Garden Pilgrimage – Pamela Mahan, Ken Confalone: This event will be held, rain or shine, on Saturday, May 4th from 10:00 AM to 5:00 PM, and is a great way to exhibit the historical nature of the Town, where several homes and gardens will be open to visitors. Ticket sales will be split with the Town of Perryville, and Colonial Charlestown will use their funds to renovate the water tower that currently resides behind the Tory House. An estimated 300 people could visit the Town for this and volunteers will be needed to help make this a successful event.

Town Engineer Tasks – Jessica Seipp, Dewberry: Task orders should be available by the next Commissioners' meeting for consideration, including miscellaneous engineering services, such as ordinance updates and plan review, drainage system maintenance plan, drinking water system audit, and commercial design standards.

Constant Yield Tax Resolution - Commissioner Mahan: The Town proposes to keep the existing tax rate for fiscal year 2025, which is 0.3313 per \$100.00. This tax rate has remained the same for the last two years. If a property assessment goes up, the taxes collected will increase, while the tax rate remains the same. Commissioner Akers noted the State performs the property tax assessments. Mr. Lightner noted there will be a revenue increase of approximately \$50,000.00, due to the assessments. The resolution will be voted on at a later meeting.

Recreational Trailer Lot Storage Fee - Commissioner Mahan: This is a way to increase revenue for the Town, to help offset the costs for providing services to the campgrounds. The fees proposed are the same as the boat storage fee already adopted. Ms. Kimberly Lloyd asked what the revenues would go towards, and the ordinance currently proposes road maintenance, trash collection, police, and water. Further discussions between the Town and the campgrounds will follow. The ordinance would most likely not take effect until the spring of 2026.

FY 25 Budget – Julie Campagna: This is a draft of the budget and some highlights include the Highway User Tax revenue will need to be adjusted, as the State’s budget is finalized. Other revenue sources are also variable, such as the boat ramp honor box, planning and zoning, parks and recreation. Accounting software and IT professional services will be new accounts this year, to make it easier for tracking those expenses. The Town will also start to shop every three years for medical insurance and savings account interest rates. Some items being considered for purchase are walkie talkies, meeting tablets for the Commissioners, and a light kit for the portable generator. There was also discussion about increasing the amount of the Firefighter Credit for 2023. A letter will be written to the Fire Department explaining the increase. The water rates were last increased in 2017. The sewer rates will not increase this year but the County is doing a rate study. Telemetry improvements will be needed for the sewage pump stations and the wells. It will cost approximately \$10,000.00 for M.Davis to conduct a radio survey, to see what improvements are needed.

President’s Report – President Capano:

- Watershed Master Plan Resolution: The proposed resolution will be reviewed and considered for adoption at the next meeting.
- Commissioner Walk Through Town: Walking through Town during an extreme precipitation event gave a new perspective, especially around Peddler’s Run.
- Cecil County DPW Update: The Sewer Agreement with the County needs more input, the Commissioners will need to review. On April 10th, homeowners in Holloway Beach can come to Town Hall to complete their grant applications for the County sewer expansion project.
- Fire Sprinkler Ordinance 2006-3: Commissioner Mahan offered to draft an amendment to the ordinance that would follow Cecil County’s ordinance. There will be more discussion about this. Discussion was also held in regards to the redevelopment of a property.

Commissioner Akers motioned to adjourn the meeting. Commissioner Costanzi seconded the motion. Approved 4-0.

The meeting adjourned at 9:05 PM.

Respectfully submitted,

Kathy SanDoe, Town Clerk