

**Town Commissioners' Legislative Meeting Minutes**  
**Charlestown, Maryland**  
**May 14, 2024**  
**6:00 PM**  
**Town Hall, 241 Market Street and on Zoom**

Attendees: Renee Capano, Richard Mahan, Tom Costanzi, Bryan Lightner, Kathy SanDoe, Julie Campagna on Zoom; Rob Rinehart and Jackie Akers were not in attendance.

Public in Attendance:

None

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

Commissioner Costanzi was asked to lead the Pledge of Allegiance.

Approval of Minutes – April 9, April 16, & April 23, 2024 – Charlestown Commissioners: Commissioner Mahan motioned to approve all three sets of minutes. Commissioner Costanzi seconded the motion. Approved 3-0.

Accounts Payable Review – Charlestown Commissioners: Commissioner Mahan had a tentative Accounts Payable amount of \$71,961.80 as the report was unavailable. Correction will be made at the next Legislative Meeting. Commissioner Costanzi motioned to pay the bills. President Capano seconded. Approved 3-0.

President Capano mentioned that she, Bryan Lightner, and Chris Williamson attended the Eastern Shore Sustainable Growth Workshop at Chesapeake College. There is a push at the State level to update local zoning ordinances to promote more sustainable growth.

**Old Business**

President's Report – President Capano

- FY 25 Budget – Commissioner Mahan: The total overall budget of General Fund \$1,834,058.67 and Utility Fund \$735,750.00 equals \$2,569,808.67, and is balanced with respect with estimated revenues and expenditures. Commissioner Mahan thanked Julie Campagna, Town Accountant, for her assistance with preparing this year's budget. Commissioner Costanzi motioned to approve Budget Ordinance 2024-02. President Capano seconded. Approved 3-0.
- FY 25 Property Tax Rate Resolution: Resolution 2024-02 states the property tax rate will stay the same as last year, which is \$0.3313 per \$100.00 of assessed value. Property tax assessments are updated by the State. Due to the overall increase of assessed values, \$718,860.00 is expected in property tax revenue for FY 25, which is a 5.9% increase. Commissioner Costanzi motioned to approve Resolution 2024-02. President Capano seconded. Approved 3-0.
- FY 25 Circuit Rider Town Manager Resolution: Resolution 2024-04 is to continue the Circuit Rider Town Manager program for the five Towns of North East, Perryville, Port Deposit, Rising Sun, and Charlestown, and supports the FY 25 grant proposal. This would allow the Towns to keep the three current Circuit Riders, Chris Williamson, Marlene Monroe

and Dawn Rodenbaugh for the next fiscal year. Commissioner Mahan motioned to approve Resolution 2024-04. Commissioner Costanzi seconded. Approved 3-0.

- FY 25 Sheriff's Office Agreement: The hourly rate for FY 25 will be \$61.48 per hour which is a \$0.39 increase from FY 24. There is no other change proposed from the FY 24 agreement. Commissioner Mahan motioned to approve and President Capano seconded. Approved 3-0.

### **New Business**

Dredge Material Placement Facility Construction Bids – Bryan Lightner: The dredge site is located adjacent to the water tower and needs to be replaced. This project has received grant funding assistance from Maryland's Department of Natural Resources. Comer Construction was the lowest, qualified bidder at \$664,025.00. Their group previously completed the site on MD 7 just outside North East. The Project Engineer Bayland worked with Comer on that project and recommended them, as Comer completed work on time and within budget. Commissioner Mahan motioned to approve Comer Construction for replacing the Town's dredge material placement facility. Commissioner Costanzi seconded. Approved 3-0.

Office Assistant and Park Ranger Positions – President Capano stated an Office Assistant is needed to help organize the Town's archives, including the digital service provided by Shore Scan. The Town also needs to scan its paper files, in order to help reduce storage costs. The interview committee recommended hiring Charlene Jennings, who has decades of experience organizing archival files. Commissioner Mahan motioned to approve the hiring of Charlene Jennings and Commissioner Costanzi seconded. Approved 3-0. Park Rangers are needed for this summer season to help educate visitors about park rules. The interview committee recommended hiring Kara Feldman, who will receive internship credits for the job, as part of completing her bachelor's degree. Commissioner Mahan motioned to approve the hiring of Charlene Jennings and Commissioner Costanzi seconded. Approved 3-0. There are a few other candidates to interview for the position, and their potential hiring will come at a later date.

### **Public Comment**

Commissioner Mahan stated the Maryland House and Garden Pilgrimage was a success for Charlestown with 102 people visiting the Town. Any funds raised will be split with Perryville.

President Capano noted the Town needs to focus on what we do well and plan for that growth. She suggested the Commissioners' working meeting on June 25th be cancelled as it falls during the MML Summer Conference. Commissioner Costanzi motioned to cancel the June working meeting and Commissioner Mahan seconded. Approved 3-0.

Commissioner Costanzi motioned to adjourn the meeting. Commissioner Mahan seconded. Approved 3-0.

Meeting adjourned at 7:04 PM.

Respectfully submitted,

Kathy SanDoe, Town Clerk