

**TOWN COMMISSIONERS' WORKING MEETING  
CHARLESTOWN, MARYLAND**

**July 23, 2024**

**6:00 PM**

**Town Hall, 241 Market Street and via Zoom**

Attendees: Renee Capano, Rob Rinehart, Richard Mahan, Jackie Akers, Tom Costanzi, Bobby Straiton, Bryan Lightner, and Kathy SanDoe

Public: Debi Harvey, Dennis Dobay

Zoom: Mary Culver, Julie Campagna

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

The Pledge of Allegiance was led by Commissioner Akers.

**Old Business**

C-Dock Fees – President Capano: C-Dock fees letters need to be sent in November for the 2025 boating season. A list of the current slip renters is needed to see if they are interested in continuing to rent. Any empty spaces will be offered to current Town Pier slip renters first. The Town Pier waiting list order will be followed to fill any remaining slips. The City of Havre de Grace charges \$67.00 per foot, \$75.00 for unlimited electricity, plus slip user fees. The current boating season for the Town Pier is March 15 to November 15, but could be revised. There is a total of 51 slips on C-Dock. Commissioner Rinehart suggested the water be turned on May 1<sup>st</sup> and off November 1<sup>st</sup>. He also stated that rules for the dock should be posted, suggested charging a fishing fee from November 1<sup>st</sup> to December 1<sup>st</sup>, and noted the sewage pump out station would need to be monitored. President Capano asked about winter storage for the boats, and if approved, they would need to be on trailers and road-ready. Further research and discussion is needed.

Town Priorities – President Capano: Priorities are not always dependent on funding and can be organized by different timeframes, such as 30 days, six to twelve months, or longer term.

30 days:

Request Settlemyre Lawn Service to raise their mower decks to allow for longer grass, which can help control stormwater runoff.

Paint curbs yellow for no parking at designated intersections.

Advertise RFP for Frederick Street stormwater pipe replacement project

Finalize Town Hall Addition design concept

Paint yellow no parking along narrow entrance to Tasker Lane

Finalize permit for protecting sewer main at the end of Tasker Lane

Install platform addition for the Avalon generator

Grade the end of Baltimore Street at Foot Log Park to help keep stormwater runoff off of private property.

Complete Dredge Material Placement Facility Replacement Project

Advertise RFP for dredging boat ramp, town pier, and fire boat pier. Choose the roads to be used for hauling the spoils and notify residents

Advertise RFP for cleaning the appropriate storm drains

Install Microsoft Office on Town computers

Establish date for National Night Out Celebration near Fire Prevention Week in October

Install radar speed sign along Baltimore Street, near the elementary school

President Capano will meet with Trash Tech

Advertise Rockfish Festival, scheduled for 9/21

President Capano will meet the new elementary school Principal Stacey Rominski

Repair electric and replace deck board near slip five on the Town Pier

Purchase walkie talkies

#### 6-12 months:

Finalize Long Point flagpole replacement

President Capano will meet with the Cecil County Executive.

Continue with scanning Town Hall records

Continue working on the audit of the FY 24 financial statements

Continue with the migration to the Edmunds accounting software, including utility billing and online bill pay

Complete design plans for the Town Hall addition

All ARPA funds must be allocated by December 31, 2024

#### Longer Term:

Continue seeking grant funds to complete stormwater projects identified in the Watershed Master Plan, including Avalon Park living shoreline, Trinity Woods detention basin, Chesapeake Road, Wellwood & Firemen's Field, and Sandy Beach.

Consider creating recreational trail network on Town-owned land, such as lots next to Scott Gardens and off Carpenter's Point Road, down to Holloway Beach.

DNR has five million trees program, will look into and consider planting on Town-owned land.

Create park improvements at Fireman's Field, including tree planting and stormwater projects.

Create park improvements at Avalon Park, including possible boat ramp re-location

Consider expansion of the drinking water system, such as a new production well and water storage tank.

Continue updating procedures and ordinances, including Town Charter

Commissioners to set up meetings with staffers and politicians regarding Charlestown priorities

Establish fees, such as stormwater and camping trailers

President Capano stated that the Public Works Department is much appreciated for their ongoing efforts.

Commissioner Akers motioned to adjourn the meeting. Commissioner Mahan seconded. Approved 5-0.

Meeting adjourned at 8:42 PM.

Respectfully submitted,

Kathy SanDoe, Town Clerk