

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

**September 24, 2024**

**6:00 PM**

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

Attendees: Renee Capano, Rob Rinehart, Richard Mahan, Tom Costanzi, Bryan Lightner, and Kathy SanDoe, Commissioner Akers was unable to attend.

Zoom: Jane Bellmyer, Dennis Dobay

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

Ms. Kathy SanDoe was asked to lead the Pledge of Allegiance.

**Old Business**

Tasker Lane Sewer Update – President Capano: Lecco replaced the sewer line and placed concrete collars on top of it. The offshore breakwaters are to come at a later date to complete the project.

C-Dock Fees – President Capano: Larry Metz will give us a list of the people currently renting slips on C-Dock along with pricing. He has requested to keep ten slips for transient use at a discounted price. President Capano noted that there are two abandoned boats on the land, which must be removed. Commissioner Costanzi motioned to start the process of advertising the boats, in order to have them removed. Commissioner Rinehart seconded. Approved 4-0. Mr. Lightner stated we would contact current slip holders with the new contract for the 2025 season to determine if they are interested. President Capano agreed and said any opening would be offered to Town Pier slip holders first and then to persons on the waiting list.

**New Business**

Town Administrator's Report – Bryan Lightner

- Athletic Complex Stream Restoration: The project team is coordinating with MDE on the permit requirements, Maryland DNR and the U.S. Army Corps of Engineers, will also be coordinated with in the near future. About 60% of the project is located inside the Critical Area. Lecco will be installing the storm water pipe down Frederick Street, which will outfall into the park, abandoning a stretch of pipe and swale that previously flooded property owners down to Market Street.
- Radio Surveys: M. Davis completed the survey from Avalon to Seneca Point. A 46-foot pole is needed. Surveys are still needed for Wells one and two to communicate with the water tower. Commissioner Costanzi suggested a 55-foot pole to be above the trees. M. Davis can recommend radios best for this application.
- WTP Control Panel Upgrade: The new panel has a nice, simple, intuitive appearance with a touch screen. It can show flows, chemical feed rates, wells, and tower levels. Installation is scheduled for the first week of October. The walls are up and roof is on at the meter vault, and the electrical wiring was completed. Construction bulbs were installed for heat and the building has been insulated.
- Records Scanning: The scanning progress is going well with Charlene's help. The boxes in the archival storage facility will be permanently removed and stored at the Avalon building.
- Microsoft Office: Email correspondence needs to be migrated to the new Microsoft host, and then the remaining applications will be installed on employee office computers. These

applications will help with project management and streamline processes. Commissioners Costanzi and Rinehart said Microsoft Office is an efficient tool.

- Commissioner Tablets: Meeting packets on the tablets could cut down on paper printed for Town business. Commissioner Costanzi motioned to move forward with Mr. Lightner getting pricing for the next meeting. Commissioner Mahan seconded. Approved 4-0.
- Walkie Talkies: These could be used for events. President Capano found a NOA radio that has a light, includes weather updates, with a five-mile radius is six for \$190.00 on sale. Commissioner Mahan motioned to order twelve rechargeable walkie talkies for availability at the Halloween parade. Commissioner Rinehart seconded. Approved 4-0.

### **Commissioner Comments**

The Time Capsule buried near the Town pillory is to be opened on May 25, 2025. .

Congratulations to the Academy of Excellence in Local Governance graduates: Commissioners Rinehart, Mahan, Akers, Town Administrator, Bryan Lightner and Town Clerk, Kathy SanDoe.

The Charlestown Fire Company will be holding a crab feast on Saturday, October 5<sup>th</sup>.

Commissioner Mahan motioned to adjourn to an Executive Session. Commissioner Costanzi seconded. Approved 4-0.

Meeting adjourned at 6:58 PM.

Respectfully submitted,

Kathy SanDoe, Town Clerk