

TOWN OF CHARLESTOWN
TOWN COMMISSIONERS' LEGISLATIVE MEETING
February 11, 2025 – 6:00 PM
Town Hall, 241 Market Street, and via Zoom

MEETING MINUTES

In attendance – Board Members: President Renee Capano, Vice President Robert Rinehart, Richard Mahan, Jackie Akers (Via Zoom), Tom Costanzi; Town Staff: Bryan Lightner, Mary Culver (Via Zoom); Public: Jane Bellmyer, Robyn Rowe

The meeting was called to order by President Capano at 6:03 pm.

The Pledge of Allegiance was led by Vice President Rinehart.

The minutes of January 14, 2025, were presented. A motion to approve was made by Commissioner Akers, seconded by Vice President Rinehart. Carried 5-0.

Accounts Payable – The total expenditures from January 15 to February 11, 2025, was \$237,404.89. The breakdown of the total is \$115,225.72 for the General Fund and \$35,608.74 for the Utility Fund. A motion was made by Commissioner Costanzi and Vice President Rinehart seconded. Carried 5-0.

OLD BUSINESS

None.

NEW BUSINESS

Board Appointments

Laura Boudart and Cori Abshagen submitted their interest in serving on the Board of Supervisors of Elections for a two-year term. Commissioner Mahan motioned to appoint them to the board, and Commissioner Costanzi seconded. The motion carried with a 5-0 vote.

Nick Capano and Christian Nwigwe expressed interest in serving on the Planning & Zoning Commission for a five-year term. Ursula Boudart, a current board member, also expressed her desire to stay for another term. Commissioner Mahan motioned to appoint Mr. Capano and Mr. Nwigwe to the board, and Commissioner Akers seconded. The motion carried with a 4-0-1. President Capano abstained.

Town Administrator's Report

Mr. Lightner and President Capano presented a spreadsheet detailing current and upcoming Town projects. The spreadsheet is organized by phases and indicates whether each phase is open or closed. Mr. Lightner gave a brief overview of communications regarding each project.

Mr. Lightner clarified that the Veteran's Park pump station is still incomplete, as Haass Plumbing must finalize the interior bathroom plumbing, which is scheduled to be finished this week. Vice President Rinehart raised concerns about whether similar installations will be required for C-Dock and if there is any formal documentation regarding this. President Capano mentioned that the County is handling the installations and placing liens and clarified that once installation is complete, the Town will maintain it due to the easement. She prefers that the town manage the installation to ensure it is done correctly and requested that Mr. Lightner coordinate with the town engineer and county contractor to get a cost proposal. Vice President Rinehart requested a meeting with Charlestown Marina to establish a timeline that aligns with FEMA requirements.

President Capano agrees and would like to have the meeting within two weeks before the next commissioners' meeting. Vice President Rinehart would like to attend with Mr. Lightner.

The applications and pricing for the C-Dock pier were briefly discussed. The Commissioners would like to ensure that our pricing adequately covers the cost of electricity per slip.

There was a brief discussion regarding the potential for future rehabilitation of the Avalon Sewage Pump Station.

President Capano inquired about the status of the drain cleaning. Mr. Lightner responded that this task is included in the RFP awarded to Dewberry, which will be responsible for completing the work based on a detailed map of the drainage system included in the RFP.

A bond initiative has been submitted to the State of Maryland, requesting \$100,000 towards the design costs associated with remodeling Town Hall. President Capano noted that the application mentions a "matching grant" and expressed concerns about the need for like-for-like funding. Mr. Lightner clarified that matching funds would not be necessary.

This marks the end of New Business.

GENERAL DISCUSSION

The commissioners discussed the flagpole replacement at Long Point Park/the Charlestown Wharf. Commissioner Mahan said that the design has shifted from stainless steel to carbon steel. Vice President Rinehart questioned the strength to support the weight, but Commissioner Mahan confirmed it meets the Town Engineer's standards. While carbon steel is heavier and more cost-effective, it will require further maintenance with galvanization and painting before installation. Commissioner Akers inquired about the benefits of layering paint, and Vice President Rinehart indicated it wouldn't significantly impact the structure, as color preference is subjective. Vice President Rinehart hopes for installation before May. No voting was conducted during this discussion.

PERIOD OF PUBLIC COMMENT

No public comment.

There being no further business, **Commissioner Mahan motioned to adjourn the meeting and to enter Executive Session at 7:13pm. The motion was seconded by President Capano. Carried 5-0.**

Respectfully submitted by Mary Culver, Assistant Town Administrator