

**BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
MONDAY, OCTOBER 1, 2018**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, October 1, 2018 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building. In attendance were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Marilee Kerns, Ray Hanson, Terri Hollingshead, Tony Nally and Ricky Weaver. Also present were Interim Town Manager Kimberly Miller, Town Planner Ethan Strickler and Interim Police Chief Kevin Morgan. The meeting convened at 7:00 PM with the pledge and moment of silence offered by Mayor Long.

REVIEW AND APPROVAL OF SEPTEMBER 2018 MEETING MINUTES and REPORTS

- **Motion** by Assistant Mayor Byrd, second by Council Member Weaver to approve the **September 4, 2108 Regular Meeting** and the **August 27, 2018 Executive Session Minutes**, as amended. **Motion** carried.
- **Motion** by Council Member Nally, second by Assistant Mayor Byrd to approve the **September 2018 Treasurer's Report**. Council Member Kerns stated that Town Clerk Campbell was not able to provide an up-to-date Treasures Report due to today being the first day of the month. She stated that she will provide the Council with the current numbers when they are available. **Motion** carried.
- **Motion** by Assistant Mayor Byrd, second by Council Member Hollingshead to approve the **September 2018 Bills to be Paid Report**. **Motion** carried.

PUBLIC COMMENTS

- **Kathy Vesely**, 101 Redfern Drive. Extended a thank you to the Mayor and Council for coming to the Farmers Market, and provided each member with a thank you gift of milkweed seed and zinnia seed for the monarch butterflies.

MAYOR AND COUNCIL MEMBER CORRESPONDENCE

- **Mayor Long** stated that he and a few of the Council Members attended the Lifecare of Washington County Open House.
- **Mayor Long** stated that the Town received a request for donation from Breast Cancer Awareness - Cumberland Valley, Inc. for their event "Night of the Fight" on October 11, 2018 at the Leitersburg Cinema. He stated that that the request will be brought up under New Business.
- **Council Member Kerns** stated that she and Council Member Nally met with a representative from BB&T Bank to get a better understanding of investment ideas for the Town.

GUEST

- **Suzanne Griffin**, Jefferson County Vision, *ToxicRockwool.com*. Ms. Griffin addressed the Council to gain their support in sending a letter to the Charlestown Mayor and Council and the Jefferson County Commissioners in opposition of the construction of the Rockwool Manufacturing Factory in Ranson, West Virginia. She stated that she is part of the Citizens Against Rockwool, an organization which is over 10,000 members strong. She stated that the Rockwool Factory, which is slated to be built on a re-zoned old apple farm, will create a pollution zone of a 35 miles radius from their location, and that their 20-story smokestacks will be visible from miles away. Ms. Griffin stated that the pollution levels from the Rockwool Factory will be unprecedented in the region, noting that it will affect visibility, water and air quality as far as Boonsboro and surrounding areas.
 - Council Member Hanson stated that he appreciates Ms. Griffin's strong feelings against the Rockwool Factory, but that he'd like to hear from a representative from Rockwool before making a decision to send a letter of opposition. He stated that there are always two sides to every story. Mayor Long stated that it might be a good idea for Ms. Griffin to address the Boonsboro Environmental Commission at their next meeting.

Police Department Report – Interim Chief Morgan. The Police Department received 92 calls for service, which included 42 motor vehicle violator contacts for the month of September 2018. There were 2 adult criminal arrests, 0 adult traffic arrest, 0 juvenile arrests and 0 juvenile traffic arrests. Stated that the Department collected 7 pounds of prescription drugs through the Drug Turn-In Program for the month of September 2018.

OLD BUSINESS

Finalization of State Highway Administration Traffic Study: John Wolford, *State Highway Administration Traffic Engineering Manager*, attended the meeting regarding the State Highway Administration's (SHA) Traffic Study from 2017. He presented an

alternate solution for the Councils' approved motion of removing the four (4) parking spaces along the westbound side of South Main Street at the Town Square, beside Dan's Taphouse, for the installation of a dedicated left turn lane with a left turn phase traffic signal. He stated that the Town could consider removing the paint stripping for the four (4) parking spaces and placing a regulatory '**No Stopping During the Hours of ____ and ____**' at those four (4) spaces with restricted hours for parking rather than removing the parking all together and installing a dedicated left turn lane. He stated that this option would still allow for street parking for the businesses directly affected by the removal of the four (4) parking spaces. Council discussed Mr. Wolford's alternate suggestion and unanimously decided to move forward with the previously approved removal of the four (4) parking spaces and installation of the dedicated left turn lane and left turn phase traffic signal at the Town Square. Mr. Wolford stated that from the original Council recommendation he only remembered a left-turn lane and not the delayed green light and phasing, that after the road change is completed it can be determined if the new traffic pattern operates effectively, noting that as time passes drivers will become educated. Council discussed the need for clear delineation with respect to the lane striping. Assistant Mayor Byrd stated that ambiguity is tremendously dangerous when it comes to motor vehicles. Council asked what the time frame is to begin the project and Mr. Wolford stated that the SHA hopes to begin before the snow flies. Council discussed the safety issues of the right turn lane from North Main Street to Route 67 (Maple Avenue) and the crosswalk at that intersection, as well as the crosswalk at Orchard Drive, North Main Street and Park Drive.

NEW BUSINESS

Request for Proposals – 2018/2019 Snow Plowing and Sidewalk Clearing: Interim Town Manager Miller stated that Public Works Superintendent Huntsberry is requesting approval to advertise the Request for Proposals for additional help with snow plowing and sidewalk clearing for the 2018-2019 winter season, on an as needed basis. **Motion** by Council Member Nally, second by Council Member Hollingshead to advertise the Request for Proposals for 2018-2019 Snow Plowing and Sidewalk Clearing. **Motion** carried.

Police Chief Appointment: Mayor Long stated that he is making the recommendation to hire Interim Police Chief/Sergeant Kevin Morgan as the Boonsboro Police Chief. He stated that Kevin Morgan has been with the Boonsboro Police Department for 11 years. **Motion** by Council Member Hanson, second by Assistant Mayor Byrd to hire Kevin Morgan as the Boonsboro Chief of Police. **Motion** carried.

Donation Request: Council Member Kerns stated that the Town received a request for donation from the Breast Cancer Awareness - Cumberland Valley, Inc. for their event "Night of the Fight" on October 11, 2018 at the Leitersburg Cinema. **Motion** by Council Member Kerns, second by Council Member Nally to donate \$100 to the Breast Cancer Awareness - Cumberland Valley, Inc. event "Night of the Fight." **Motion** carried.

COMMISSION REPORTS

Public Safety Commission – T. Hollingshead. Meeting held on September 20, 2018. Town Resident Phil Aversa attended the Meeting to voice his concern with vehicles speeding on Maple Avenue due to the speed limit change from 30mph to 40mph at the entrance to the Kinsey Heights development. Discussions included the Police Department personnel learning to use of the speed trailer, September being Preparedness Month and getting information out to residents about what to plan in the event of a disaster, flooding and what to do with your pets, the hiring of new part-time Police Officer Dave Rizer, ongoing concerns with crosswalk safety and plans to meet with Neil Parrott, and plans to hold an Opioid Crisis Educational Session on NarCan for the Boonsboro community.

Park Board – R. Weaver. Meeting held on September 26, 2018. Discussions included establishing a Friends of Shafer Park Mission Statement and plans to create a Facebook page, updates from the Tree Board, and updates on the Outdoor Movie Nights and Summer Concerts in the Park.

Utilities Commission – T. Nally. Meeting held on September 13, 2018. Council Member Nally stated that he did not have a copy of the BMUC September Meeting Minutes. Discussion tabled.

Planning Commission – R. Byrd. Meeting held on September 25, 2018. Discussions included the re-submission of the Site Plan Application from Tri-County Pumps and issues with the installation of sidewalks, the initial review the Zoning Map Amendment Request for The Preserve at Fox Gap on the Easterday property, development updates on Fletcher's Grove, Sycamore Run and the Easterdays, and Planning and Zoning updates from Town Planner Strickler.

Economic Development Commission – M. Kerns. The Networking Breakfast was held on September 21, 2018 at 7:30am at Vesta's Restaurant, with guest speaker Shelly Steiner of Hospice. Stated that the next EDC Meeting will be on October 24, 2018 in the Meeting Chambers at 9:00am.

Environmental Commission – R. Hanson. No formal Meeting held during September 2018.

Personnel Committee Report – T. Hollingshead. Meeting held on September 14, 2018.

- Stated that the Personnel Committee is recommending a retro-active increase in salary for Interim Town Manager Kim Miller to the existing salary of the Town Manager with the start date of August 6, 2018. **Motion** by Council Member Hollingshead, second by Council Member Nally to retro-actively increase Interim Town Manager Kim Miller's salary with the start date of August 6, 2018. **Motion** carried.
- Stated that the Personnel Committee is recommending a retro-active increase in salary for Police Chief Kevin Morgan to the existing salary of the Chief of Police with the start date of August 6, 2018. **Motion** by Council Member Hollingshead, second by Council Member Nally to retro-actively increase Police Chief Kevin Morgan's salary with the start date of August 6, 2018. **Motion** carried.
- Stated that the Personnel Committee is recommending the starting pay rate of \$21.25 per hour for new part-time Police Officer David Rizer. **Motion** by Council Member Hollingshead, second by Assistant Mayor Byrd to start new part-time Police Officer David Rizer at the pay rate of \$21.25 per hour. **Motion** carried.
- Stated that the Personnel Committee is recommending that the Town Employee pay date be moved from Tuesday to Thursday. Council Member Kerns suggested moving the date to Wednesday first and then to Thursdays to help the employees with the transition. **Motion** by Council Member Kerns, second by Council Member Nally to move the upcoming Town employee pay dates from Tuesday to Wednesday, October 17 and Thursday, November 1, 2018. **Motion** carried.
- Stated that the Personnel Committee reviewed the Police Administrative Assistant resumes and applications. Asked if the position really needs to be a full-time position. Police Chief Morgan stated yes, it needs to be fulltime, noting that the previous Chief did not allow the previous Administrative Assistant to do the work that really should be done by a person in that position. He stated that there is plenty of work to be done for a full-time position.
- Stated that Water and Sewer Operator Mark Austin has stated that he will be resigning this month. Council had a brief discussion if it necessary to refill that position.
- Stated that the Personnel Committee plans to meet with Water and Sewer Superintendent Pete Shumaker and Public Works Superintendent Greg Huntsberry to discuss making their positions 'salary' positions.

Motion by Assistant Mayor Byrd, second by Council Member Nally to close the Regular Meeting at 8:50pm and move into **Executive Session** as permitted under *General Provisions Article, §3-305(b)(1)*, subsection (i) to discuss the appointment, employments, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction. **Motion** carried.

Respectfully submitted,

Kimberly A. Miller
Interim Town Manager

BOONSBORO MAYOR & COUNCIL
MONDAY, OCTOBER 29, 2018
WORKSHOP MEETING

The Mayor and Council held their Workshop Meeting on Monday, October 29, 2018 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building to set the Regular Session Agenda for Monday, November 5, 2018. Present were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Marilee Kerns, Terri Hollingshead, Tony Nally and Rick Weaver. Also present were Interim Town Manager Kimberly Miller, Town Planner Ethan Strickler and Police Chief Kevin Morgan. The meeting convened at 7:00M. Council Member Ray Hanson was absent.

Citizens Comments

- **Alex Weakland, Boonsboro High School Social Studies Teacher.** Ms. Weakland introduced herself and stated that she is the supervisor of the Rho Kappa Social Studies Honor Society at the High School. She stated that she is requesting permission to have her students participate in monthly 'canning mini-thon fundraiser' events in the Town Square to raise money for local historically sites. She stated that Penn State University has performed canning thon's for many years and that she hopes to gain permission from the Council to help her students earn their 9 hours of Community Service per student through these events. She stated that there are currently 55 students in BHS's Rho Kappa, all of which are 11th and 12th graders with GPA's of 3.0 and higher. She stated that they are requesting to hold the canning mini-thons in the Town Square on November 3, December 15, January 5, February 9, March 16 and May 11 from 10am until 12 noon. She further stated that the events will be supervised by her colleague or herself and will only take place when the crosswalk signal is on and traffic is stopped. Mayor Long stated that they may want to consider December 8 since it is Holiday In BoonsBoro and a lot of people will be out and about. Resident Bob Sweeney stated that it might also be a good idea to do it on 'book signing' days at Turn the Page Bookstore and Café. Council Member Kerns suggested trying the mini-thon in November and December to see how it goes, and then going on from there. Consensus is to allow Boonsboro Rho Kappa Social Studies Honor Society to hold their canning mini-thon fundraiser events in the Town Square.

Recommendation to Hire Full-time Police Department Administrative Assistant – Assistant Mayor Byrd presented the recommendation from the Personnel Committee and Police Chief Morgan to keep the Police Administrative Assistant a full-time position, noting that the Personnel Committee is in 100% agreement with the Chief that this is a necessary full-time position. Chief Morgan stated that there is a lot of work that the Administrative Assistant can do in the Police Department office and that, in his opinion, the previous Chief did not use the Administrative Assistant to her full potential. He further stated that he has selected six (6) individuals, from the resumes he received, that he would like to call in for interviews next week and told the Council they are welcome to sit in on those interviews. Council Member Kerns asked that the Town Employee PayScale be sent out to the Council before the November Regular Meeting. **(Old Business)**

Recommendation to Advertise Full-time Water and Sewer Operator Position - Assistant Mayor Byrd presented the recommendation from the Personnel Committee and Water and Sewer Superintendent Pete Shumaker to advertise the Water and Sewer Operator position and to fill the vacancy that was created with the resignation of Mark Austin. He stated that Maryland Department of the Environment and OSHA mandate that at least four (4) Operators work at the Waste Water Treatment Plant, and that Superintendent Shumaker reported that the daily workload needs at least that many employees to function properly. He further stated that the Personnel Committee discussed the possibility of staggering the WWTP and Public Works shifts by an hour or two to help reduce overtime, and that it will be further discussed with the Superintendents for their feedback. **(New Business)**

Snow Removal and Sidewalk Clearing RFP for the 2018 – 2019 Winter Season - Interim Town Manager Miller stated that the Request for Proposals for assistance with snow removal and sidewalk clearing for the 2018-2019 winter season, designed to help relieve Town employees during large storm events, was advertised in The Herald-Mail Newspaper and on the Town website, with proposals due by October 24, 2018. She stated that Custom Landscape Management submitted a bid for the same price as their Maintenance Agreement for the 2017-2018 winter season, at the rate of \$90 per hour for plowing and salt spreading, \$100 per hour for a skid loader, \$150 per hour for a backhoe, \$45 per hour for snow blowing and \$45 per hour for shoveling. She further stated that an additional bid was received from Botanica Enterprises, Inc. at the rate of \$85 per hour for plowing and salt spreading, \$95 per hour for a skid loader, \$145 per hour for a backhoe, \$43 per hour for snow blowing and \$38 per hour for shoveling. **(New Business)**

Outsourcing and Direct Deposit of Town Employee Payroll - Interim Town Manager Miller provided an update on the Town employee Direct Deposit for payroll and the recommendation to outsource the entire payroll service. She stated that while she was in the process of enrolling the Town for Direct Deposit through Sage 50, the Town's current accounting system, a software representative contacted her regarding outsourcing the entire payroll, which includes the Direct Deposit. She further stated that the cost would be \$86.57 per payroll for 20 employees, noting that the Town currently has 16 employees, so the cost would be a little less. Interim Town Manager Miller explained that Direct Deposit alone would cost \$1.10 per employee per pay period and that staff would still be doing all of the payroll processing and tax reporting in house. The full-service payroll would cost \$4.23 per employee per pay period and the software company would be doing all of the payroll processing, employee leave accruals and all of the tax reporting and compliance. She stated that the cost for the annual Year End Tax Filing is \$49.99 and \$5.50 per each employee for W-2s through Sage 50. She further stated that Sage 50 provides payroll portals so that employees can log in to a limited access site to view all of their paychecks, taxes and personal leave. Interim Town Manager Miller stated that Council Member Kerns researched multiple Payroll companies and found that Sage 50's costs are around the same, or less, than other companies and that we already have the needed software.

- **ADP - \$136.15/per payroll processing + \$109.95 and \$10.50/each employee for annual filings**
- **Paychex - \$73.50/per payroll processing + \$70.00 and \$6.50/each employee for annual filings**
- **Sure Payroll Services - \$29.99/ monthly flat fee + \$ 4.00/employee per payroll processing + \$45.00 and \$4.00/each employee annual filings**
- **Rotz & Stonesifer (local accounting/payroll service in Chambersburg) - \$87.50/payroll processing – this includes annual filing and reports.**

Interim Town Manager Miller stated that, if approved, she will be working towards enacting the outsourcing of the Payroll Service by mid-November. Council Member Kerns stated that she would like to see the Mayor and Council removed from the payroll because they are not actual employees of the Town and have them transitioned over to being 1099ed each year. **(New Business)**

DRAFT 2019 Town Meeting and Event Calendar – Interim Town Manager Miller provided the Council with a draft copy of the 2019 Town Event and Meeting Calendar for their review and comments. She stated that she will prepare the final copy of the 2019 calendar for the Council for the November Regular Meeting. Council Member Kerns suggest the possibility of moving the Mayor and Council Regular Meeting to another day, when it falls on the first of the month, to give the Town Clerk additional time to complete the monthly reconciliations and Treasurer's Report.

Council Member Nally stated that he and Council Member Kerns met with Bob Griffin of Cintas, the Town's current uniform and supply contactor, to see if there is a way to reduce the Town's monthly charges. He stated that he was pleased to find out that the Town is a member of US Communities, a national cooperative purchasing program for State and local public agencies, and by reenacting the account, we could save a substantial amount on our Cintas charges. He further stated that he plans to talk to the Water and Sewer and the Public Works Superintendents before the BMUC Meeting next week to get their input on anything that could be removed or adjusted from Cintas.

Council Member Kerns stated that she and Council Member Nally visited BB&T Bank and Middletown Valley Bank to obtain information on the Town's current interest rates and investments, and to see if anything can be done to improve those. Mayor Long reminded everyone that new banking interest rates and investments need to be brought before the Council before any changes are made. Council Member Kerns stated that the Town's Investment Policy was adopted in 1996 and that it needs to be reviewed and updated. **(New Business)**

Motion by Council Member Nally, second by Council Member Weaver to close the Workshop Meeting at 7:52PM and move into **Executive Session**; as provided under General Provisions Article §3-305 (b)(1), subsection (i) to discuss the appointment, employments, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction and General Provisions Article, §3-305(b)(7) to consult with counsel to obtain legal advice.

Respectfully submitted,
Kimberly A. Miller, Interim Town Manager