

**BOONSBORO MAYOR AND COUNCIL**  
**REGULAR MEETING MINUTES**  
**MONDAY, NOVEMBER 5, 2018**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, November 5, 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 Police Chief Kevin Morgan. The meeting convened at 7:00 PM with the pledge and invocation offered by Mayor Long.

**REVIEW AND APPROVAL OF OCTOBER 2018 MEETING MINUTES and REPORTS**

- **Motion** by Assistant Mayor Byrd, second by Council Member Weaver to approve the **October 1, 2018 Regular Meeting**, the **October 1, 2018 Executive Session Minutes**, the **October 29, 2018 Workshop Meeting Minutes** and the **October 29, 2018 Executive Session Minutes**. **Motion** carried.
- **Motion** by Council Member Nally, second by Council Member Hollingshead to approve the **October 2018 Treasurer's Report**. **Motion** carried.
  - Council Member Kerns stated that there are three (3) CD's maturing at BB&T Bank on November 29 and 30, 2018 with the current value of \$193,926.85. She stated that she is recommending that the Town reinvests these funds in one-year CD of \$200,000.00 at highest rate we can find, which is currently 2.65% with Wells Fargo. **Motion** by Council Member Kerns, second by Council Member Nally. **Motion** carried. Council Member Kerns noted that a small CD of \$12,043.17 matured and was put in the General Fund Account in October 2018.
  - Council Member Kerns stated that the General Fund Checking Account currently has a balance of \$1.9 million and recommends:
    - Moving \$250,000.00 into a 3-month CD at best rate we can find.
    - Moving \$250,000.00 into a 6-month CD at best rate we can find
    - Moving \$250,000.00 into a 9-month CD at best rate we can findShe stated that this still leaves an adequate balance and cash flow in the General Fund for Town operations and has \$250,000 in investment funds coming due every 3 months for Town needs. **Motion** by Council Member Kerns, second by Council Member Nally. **Motion** carried.
  - Council Member Kerns stated that the balance of the MDE Grant Funds are \$457,100.40 in the MWQFA Debt Reserve Account (currently earning .25%) and recommends:
    - Investing \$115,000.00 in 3-month CD – matures to cover payment on Sewer debt principal payment due in March 2019 (will earn ≈ \$191.00 vs. \$23.96 interest)
    - Investing \$115,000.00 in a 1-year CD – matures to cover second Sewer debt principal payment due March 2020 (will earn ≈ \$2,875.00 vs. \$287.50 interest)
    - Investment balance - \$227,100.00 in a 2-year CD – matures to cover third Sewer debt principal payment March 2021 (will earn ≈ \$13,620.00 vs. \$1,135.00 interest)
    - With interest earned – should have enough to then invest in another one-year CD to cover fourth Sewer debt principal payment**Motion** by Council Member Kerns, second by Council Member Nally. **Motion** carried.
  - Council Member Kerns stated that she is recommending that the Town moves the current accounts to Middletown Valley Bank:
    - General Fund to ICS sweep account, rate currently of 1.08% vs. 0.50% currently earning at BB&T
    - Payroll Account to roll into ICS General Fund Account
    - Water Fund Account to Middletown Valley Bank
    - Sewer Fund Account to Middletown Valley Bank
    - Excise Tax Account to Middletown Valley Bank Money Market Account (currently will earn 1.25% vs. .25% earning now at BB&T)
    - Water Fund User Fee Account to Middletown Valley Bank Money Market Account (currently will earn 1.25% vs. .25% earning now at BB&T)
    - Sewer Fund User Fee Account to Middletown Valley Bank Money Market Account (currently will earn 1.25% vs. .25% earning now at BB&T)
    - Alt Route 40 Waterline Debt Service – 2 accounts – combine if possible - move to Middletown Valley Bank Money Market Account (currently will earn 1.25% vs. .25% earning now at BB&T)

**Motion** by Council Member Kerns, second by Council Member Nally. **Motion** carried.

- Council Member Kerns stated that she is recommending that the Town close the BB&T Park Reserve Account and put the funds into the General Fund in the amount of \$966.72. **Motion** by Council Member Kerns, second by Council Member Nally. **Motion** carried.
- Council Member Kerns stated that she is recommending that the Town close the BB&T Credit Card Depository Account and have those funds deposited into General Fund Account to earn interest. **Motion** by Council Member Kerns, second by Council Member Nally. **Motion** carried.

Council Member Kerns stated that she plans to further investigate the Health Savings Account (HSA) to disperse funds properly by law and close that account. She stated that there is also a CD that is maturing on December 2, 2018 in the amount of \$24,046.88 and CDs maturing on March 16, 2019 in the amount of approximately \$433,264.68. She further state that the goal to invest will coincide with the Town's Capital Improvement Plan. Council Member Kerns stated that there are some other safe investment options available, with longer terms, and that she wants the Town to have a solid Capital Improvement plan in place before we invest longer term.

- **Motion** by Assistant Mayor Byrd, second by Council Member Hollingshead to approve the **October 2018 Bills to be Paid Report**. **Motion** carried.

## PRESENTATION

**National Road Heritage Museum:** Dan Spedden, of the Hagerstown-Washington County CVB, and Tiffany Ahalt, of the National Road Heritage Foundation, both spoke on behalf of the National Road Heritage Museum and its importance to the future of tourism in Boonsboro and Washington County. Ms. Ahalt stated that they hope to open the Museum in the spring of 2019. Mayor Long stated that he and the Council look forward to touring the Museum soon.

## PUBLIC COMMENTS

- **Bob Sweeney**, 14 Knode Circle. Voiced his concerns regarding the Agenda item *Environmental Commission Recommendation; Letter in Opposition of Rockwool*. Stated that he is concerned with the language in the letter without real proof and questioned what expertise the Town has on toxin levels. Stated that he agrees with Council Member Hanson's comment at the previous Meeting that you need to hear both sides of the story before making an informed decision to submit a letter. Stated that the Town should be more concerned with the carcinogenics from the traffic in the Town Square. Urged the Council to vote against sending the letter without truly understanding the issues at hand.

## MAYOR AND COUNCIL MEMBER CORRESPONDENCE

- **Council Member Kerns** stated that she attended a LGIT Meeting on Personnel Issues, noting that the Town should consider establishing an Employee Hiring Committee
- **Mayor Long** stated that he attended the grand opening of The Jockey Bar and Grill
- **Mayor Long** stated attended the Veteran and First Responders PTSD Event in Shafer Parl. Stated that the organizers, Mary Baker of the American Heroes Motorcycle Association, plans to make this an annual event.
- **Mayor Long** stated that he attended the 10<sup>th</sup> Anniversary Celebration for Gift Inn BoonsBoro
- **Mayor Long** stated that the Town received a thank you note from the Cumberland Valley Breast Cancer Association for the donation

**Police Department Report – Interim Chief Morgan.** The Police Department received 7 calls for service, which included 25 motor vehicle violator contacts for the month of October 2018. There were 3 adult criminal arrests, 0 adult traffic arrest, 0 juvenile arrests and 0 juvenile traffic arrests.

- **Chief Morgan** stated that he is recommending that the Town get rid of the Police Department's two 2006 Ford Escapes. He stated that he is recommending that they be put up for auction in 'as is' condition. Council discussed sending them to Cochran's Auction, but Council Member Kerns stated that the Equipment Auction is too close and that the next one wouldn't be until 2019. Chief Morgan suggested contacting Mason Dixon Car Auction. **Motion** by Council Member Hollingshead, second by Council Member Nally to place the two 2006 Ford Escapes up for auction, with Council Member Kerns abstaining. **Motion** carried 5-1.
- **Council Member Hanson** made the recommendation to immediately cancel the insurance coverage for the two 2006 Ford Escapes. **Motion** by Council Member Hanson, second by Council Member Nally to remove the license tags and cancel the insurance on the two 2006 Ford Escapes. **Motion** carried.
- **Chief Morgan** stated that he is recommending that the Town gets rid of four Beretta handguns, in 'as is' condition. He stated that he would like to take photos of them and send them to local gun shop dealers for sealed bid sales. **Motion** by

Council Member Hollingshead, second by Council Member Nally to send photos to local handgun shop dealers of the four Police Department Beretta handguns and received sealed bids to sell them. **Motion** carried.

## **OLD BUSINESS**

**Environmental Commission Recommendation; Letter in Opposition of Rockwool:** Kathy Vesely, Chairperson of the Environmental Commission, presented the draft letter in opposition of the construction of the Rockwool Manufacturing Factory in Ranson, West Virginia, to the Council for their review and input. She stated that she understands Mr. Sweeney's thought and appreciates his comments. She further stated that she is not an expert in all things Rockwool but feels that the last paragraph of the letter is very important, "*It is critical that Jefferson County officials immediately pause work at the site and conduct an independent review of the permit, plant operations and the environmental impact to the ENTIRE region, both in West Virginia AND Maryland. The Rockwool executives should work with and not against the communities it affects. Until that time, we oppose construction of this plant.*" BEC Chairperson Vesely stated that we are not sure of the affects that the Plant will have in Boonsboro, and she understands that the Town needs to pick its battle, noting that it is the Councils choice to send the letter or not. Council Member Hanson stated that the Town can't keep writing letters on behalf of activist groups for issues outside of the Towns jurisdiction. He stated that the previous Council set a precedence by writing a letter opposing the TransCanada fracked gas pipeline to Governor Hogan, and that the current Council must look at both sides of an issue. Council Member Kerns stated that she is not comfortable getting involved with the Rockwool situation. **Motion** by Council Member Kerns, second by Council Member Nally to not send the letter in opposition of Rockwool. **Motion** carried. Council thanked BEC Chairperson Vesely for her hard work on drafting the letter.

**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. 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 stated that he has selected six (6) individuals from the resumes he received, and he has started scheduling interviews. **Motion** by Council Member Hollingshead, second by Council Member Nally to keep the Police Administrative Assistant a full-time position. **Motion** carried.

## **NEW BUSINESS**

**Municipal Government Works Month Proclamation:** Mayor Long read the Proclamation proclaiming November 2018 as Municipal Government Works Month in accordance with Maryland Municipal League. **Motion** by Council Member Weaver, second by Assistant Mayor Byrd to proclaim November 2018 as Municipal Government Works Month. **Motion** carried.

**Recommendation to Hire Town Manager:** Mayor Long stated that after conducting multiple interviews for the Town Manger position, he is making the recommendation to hire Paul Mantello for the position. He stated that Mr. Mantello currently works for the Frederick Community Action Agency. **Motion** by Assistant Mayor Byrd, second by Council Member Nally to hire Paul Mantello as the Town Manager. **Motion** carried.

**Recommendation to Repair Public Works 2004 F350 Truck (pending 3 Quotes):** Interim Town Manager Miller stated that the Public Works 2004 F350 utility truck has a broken exhaust manifold and that Public Works Superintendent Huntsberry is requesting that it be fixed before the winter snow season. She stated that they have received two repair quotes but are waiting on the third. She stated that they are looking at approximately \$3,000 to do the repair. She asked that the item be tabled until additional information can be received.

**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 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 and that Botanica Enterprises, Inc. submitted a bid 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. She further stated that Public Works Superintendent Huntsberry and she are recommending that the Town award the bid to the low bidder, Botanica Enterprises, Inc. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to award the bid for the Snow Removal and Sidewalk Clearing RFP for the 2018 – 2019 Winter Season to Botanica Enterprises, Inc. **Motion** carried.

**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. **Motion** by Assistant Mayor Byrd, second by Council Member Hollingshead to advertise the full-time Water and Sewer Operator Position. **Motion** carried.

**Outsourcing and Direct Deposit of Town Employee Payroll** - Interim Town Manager Miller stated that while she was in the process of enrolling the Town for Direct Deposit for the Town employee's payroll through Sage 50, the Town's current accounting system, a software representative contacted her regarding outsourcing the entire payroll, which includes the Direct Deposit and the annual tax filings. She stated that the cost for outsourcing payroll through Sage 50 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. She further 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. Town Manager Miller 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. She 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. Interim Town Manager Miller stated that, if approved, she will be working towards enacting the outsourcing of the Payroll Service by mid-November. **Motion** by Council Member Kerns, second by Council Member Nally to approve the outsourcing of the Town employee's payroll and annual year-end tax filing through Sage 50. **Motion** carried.

**2019 Town Meeting and Event Calendar**: Interim Town Manager Miller provided the Council with the 2019 Town Event and Meeting Calendar. She stated that she made a few minor adjustments from the draft calendar for the date of the Planning Commission Meetings and BZA meetings.

**Recommendation to Update Town Investment Policy**: Council Member Kerns stated that she is recommending that the Town update Resolution 1996-01; *Investment Policy* with Resolution 2018-02; *Investment Policy*. She stated that she worked with Senator Serafini and the Maryland Municipal League to make sure that the Town is in compliance with their Investment Policy. Interim Town Manager Miller stated that she reviewed Council Member Kern's revisions to the Resolution and found them to be well thought out and much needed. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to approve Resolution 2018-02; *Investment Policy*. **Motion** carried.

**Boonsboro Municipal Utilities Commission Appointment**: Council Member Nally stated that the BMUC, after interviewing two candidates, made the recommendation at their September 13, 2018 Meeting to appoint of Terry Davis to fill the vacancy on the Commission with the term ending June 2021. **Motion** by Council Member Nally to appoint Terry Davis to the BMUC for a term ending June 2021. Motion dies for lack of a second.

**Request for Donation – Boonsboro Warrior Band Boosters**: Interim Town Manager stated that the Town received a Request for Donation from the Boonsboro High and Middle School Band Boosters. She stated that they are asking that the Town maintain their previous donation amount of \$100. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to donate \$100 to the Boonsboro High and Middle School Band Boosters. Mayor Long asked that the Band Boosters please notify the Town when they are conducting their door-to-door fundraising.

**Washington County Maryland Municipal League Meeting**: Mayor Long stated that the November 26, 2018 WCML Meeting will be held in Clear Spring, Maryland and that it will be the Legislative Night. He asked that Council please RSVP to Interim Town Manger Miller as soon as possible.

## **COMMISSION REPORTS**

**Public Safety Commission** – T. Hollingshead. Meeting held on October 18, 2018. Presentation by Emily Keller of *Washington Goes Purple*, regarding the opioid epidemic and drug abuse. Resident Sunny Robinson voiced her concerns over the noise from mowing in the Boonsboro Cemetery at 5:30am. Discussions included congratulating Chief Morgan on his new role in the Town, issues with the lack of 'no parking' sign and speed limit signs in Sycamore Run, and updates on the Main Street SHA Traffic changes.

- **Council Member Hollingshead** made the recommendation, on behalf of Chief Morgan, to remove the Drug Turn-In Program container at the Police Department due to it being used for needles and other unsafe items. **Motion** by Council Member Hollingshead, second by Council Member Nally to remove the Drug Turn-In Program container from the Police Department. **Motion** carried.

**Park Board – R. Weaver.** Meeting held on October 24, 2018. Discussions included the Project Open Space presentation by Town Planner Strickler, the plans to plant the 14 trees in Shafer Park purchased by the Environmental Commission and Tree Board updates, plans to form a 7-member Friends of Shafer Park committee, plans to designate hand-capped parking in the Park during Town events, and plans for Olde Tyme Christmas on December 7, 2018.

**Utilities Commission – T. Nally.** Meeting held on October 11, 2018. Discussions included and update on the Water System Hydraulic Study status, the WWTP PW Tech Volute Dewatering Press presentation to be scheduled for the November 2018 meeting, an update on the Insurance Carrier Report Recommendations for input/directions and discussions, an update on the LED Lighting fixtures and bulb replacement project, the recommendation to appoint a BMUC Member to fill the current vacancy, the Volute Dewatering Press Acquisition Plan, and the Fiscal Year 2020 Budget Process and Schedule.

**Planning Commission – R. Byrd.** Meeting held on October 23, 2018. Discussions included the Easterday Re-Zoning Request and initial review of a Zoning Map Amendment Request, a follow-up on the declining of the Fletcher’s Grove Request to Amend the Annexation Agreement and the next steps, a presentation by King Road Associates, Fox and Associates and Ryan Homes on the future developments and initial discussions and the recommendation that King Road Associates meet with the BMUC, the approval to designate the Chairman and Vice Chairman of the Planning Commission as the individuals to receive MD Open Meeting Act Training, the plans to review and potentially update the Comprehensive Plan, Planning and Zoning updates from Town Planner Strickler and Citizen Comments from Tracy Carr and Eric Kitchen.

**Economic Development Commission – M. Kerns.** Meeting held on September 25, 2018. Discussions included ideas to encourage residents to shop local and the results of the business survey, the approval to place the Holiday advertisement in The Herald-Mail Newspaper for \$395, preliminary plans to hold First Saturday events during the warmer weather, an update on the success of the 5K BooneWalk and Run, an update on the Resident Information Pamphlet, an update on the Pop-Up Shops for Holiday Inn Boonsboro and Small Business Saturday on November 24, and plans to begin holding the Networking Breakfast on Thursdays rather than Fridays in 2019. The next Networking Breakfast will be held on November 16, 2018 at 7:30am at Vesta’s Restaurant, with guest speaker Steven Garland on the Youth Apprenticeship Program. The next EDC Meeting will be on December 19, 2018 in the Meeting Chambers at 9:00am.

**Environmental Commission – R. Hanson.** Meeting held on October 9, 2018. Presentations were made on *Understanding and Living Safely with Wildlife in Boonsboro* by Jeff McAfee of DNR and *Citizens Against Rockwool* by Lori Malone. Meeting discussions included the Subcommittee Reports.

**Town Manager Report – K. Miller.**

- Stated that new Town emails will start being integrated tomorrow -----@townofboonsboro.com
- Stated that the Auditor will be returning to finish up the Fiscal Year 2018 Audit toward the middle of November
- Stated that she will be meeting with Fire Chief Oley Griffith and Phillip Leitma for the ISO Fire Insurance Classification Update on the Town’s fire hydrants on November 14, 2018
- Stated that Town Hall will be close next Monday, November 12 in honor of Veteran’s Day
- Stated that Town Hall will close early at 12 Noon on Wednesday, November 21 and will be closed on Thursday and Friday for Thanksgiving
- Stated that the Yard Debris Site will begin its winter hours on Saturday, November 17 from 8am to 12 noon and will be open on December 15, January 19, February 16 and March 16. It will reopen for the season in April 2019.

**Motion** by Council Member Hollingshead, second by Council Member Nally to close the Regular Meeting at 8:56pm. **Motion** carried.

Respectfully submitted,

Kimberly A. Miller  
Interim Town Manager

**BOONSBORO MAYOR & COUNCIL**  
**MONDAY, NOVEMBER 19, 2018**  
**WORKSHOP MEETING**

The Mayor and Council held their Workshop Meeting on Monday, November 19, 2018 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building to set the Regular Session Agenda for Monday, December 3, 2018. Present were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Marilee Kerns, Ray Hanson, Terri Hollingshead and Tony Nally. 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 Rick Weaver was absent.

**Consideration to Update Personnel Manual** – Interim Town Manger Miller presented the recommendation from the Personnel Committee to update the 2014 Town Employee Personnel Manual. She stated that there are a lot of items that are out of date and need updating such as job descriptions and the employee evaluation form, as well as adding guidelines for email, uniforms and Town property. She further stated that it will be a work in progress and will take a while to complete. Council suggested reaching out to Larry Bohlen from LGIT to have him review the Personnel Manual for deficiencies.

**Consideration to Enact Public Works Service Call Charge** – Assistant Mayor Byrd stated that at the Personnel Committee meeting on November 9, Public Works Superintendent Greg Huntsberry told the Personnel Committee that he gets an overabundance of afterhours non-emergency calls/pages and that he is looking for a way to discourage residents from calling/paging the Public Works staff for things that they should actually be calling a plumber for. He stated that Public Works Superintendent Huntsberry suggested that the Town consider enacting a 'charge' for house visits that are not the Town's responsibility to try to make people think twice before automatically picking up the phone and sending out an emergency page for issues such as water softeners, frozen pipes and stuck water valves. Interim Town Manger Miller stated that this is a preliminary discussion to find ways to work more efficiently and that it will need to be discussed with the BMUC. She stated that there would also have to be a clear list of items that are considered residents responsibilities before the Town could enact a charge. Council suggested adding a section in the next Newsletter to remind residents to occasionally exercise their main water valve inside their homes.

**Discussion – BMUC Water and Sewer Checking Accounts** – Council Member Kerns stated that the Town recently opened a checking account for the General Fund at Middletown Valley Bank, and that they are planning to do the same for the Water and Sewer Funds. She stated that she would like the BMUC to consider combining the two accounts into one Utility checking account, noting that she spoke to Drew Bowen, Town Administrator of Middletown, and that this is what they have done. She further stated that the Water and Sewer Fund would remain separate in the accounting system, but that combing the checking accounts would help with cash flow. Council Member Kerns stated that she is just opening the conversation to see if this a possibility. Mayor Long suggested that she should check with Town Attorney Wantz to see if there is anything in the Charter that would prevent the Water and Sewer Fund checking account merge.

**Request for Donation; Clopper-Michael Post #10 Ladies Auxiliary Annual Children's Christmas Party** – Interim Town Manager Miller stated that a donation requested was received from the American Legion Clopper-Michael Post #10 Ladies Auxiliary for their annual Children's Christmas Party on December 2, 2018, which is open to all children in the community ages 12 and under. She stated that the Town's annual donation has been \$100. **(New Business)**

**City of Brunswick Parade** – Interim Town Manager Miller stated that the Town received an invitation to participate in The City of Brunswick's 1<sup>st</sup> Annual Holiday Parade on Saturday, December 1, 2018. Council discussed attending and decided that they would not participate this year.

**Council Member Nally** stated that the BMUC feels that they should not have to go through the work of recommending a person to fill the vacancy on the BMUC if the Mayor and Council aren't going to appoint them, and that they would rather the Council just recommend a new BMUC Member.

**Council Member Nally** stated that Superintendent Pete Shumaker received notification from Aqua-Aerobics that the PLC and Interface hardware and software at the Waste Water Treatment Plant have become obsolete. Interim Town Manager Miller stated that two proposals were received from Aqua-Aerobic for \$98,995 for the Allen-Bradley PLC and Interface upgrade hardware and software for the main SBR control panels and the SCADA system, which allows communication with the new

CompactLogix platform and for \$16,160 to upgrade the controls for Filter 1, totaling \$115,155. She stated that Superintendent Shumaker believes that the warranties on the system are out of date as everything at the WWTP is over 10 years old, and that the information we received from Aqua Aerobics says that the SBR and Filters are obsolete and replacement parts are no longer available. Council asked that she check to see if the Town has a Maintenance Agreement with Aqua-Aerobics.

**Council Member Nally** stated that Trinity Lutheran Church has asked if the curb in front of the Church could be painted blue for handicapped parking on Sundays only. Mayor Long stated that they would have to check with State Highway, but that he doesn't think you can put parking day and time limitations on handicapped spaces.

**Council Member Nally** stated that Bernie Kave on Young Avenue was concerned during the last snow event because the snow plows knocked snow back onto his freshly shoveled sidewalk. Interim Town Manager Miller stated that the Public Works staff will be reminded to be more careful while plowing.

**Council Member Kerns** stated that she received correspondence from a resident on Main Street who said that runners during the JFK 50 Miler Race on Sunday climbed over her fence and defecated in her yard. She stated that many runners were seen going to the bathroom on private property. Council discussed what could be done to make sure this doesn't happen next year.

**Council Member Kerns** reminded Interim Town Manager Miller that Superintendents Huntsberry needs to have the three (3) repair quotes for the 2004 F350 Ford Truck and the three (3) purchase quotes for a new truck by the December Regular Meeting for the Councils review. **(New Business)**

**Police Department Update** – Chief Morgan stated that Council Member Hollingshead and he held interviews for the Police Administrative Assistant position and that the two individuals that he is considering will not work for less than \$18 per hour. He requested to reopen the employment application process until the position is filled so that he can continue to interview candidates. Council stated that they were fine with that and to update the Town website to reflect an 'opened until filled' status. Chief Morgan stated that he will be returning the license tags for the two Police Ford Escapes and that the insurance can be cancelled as soon as that is completed. Chief Morgan stated that he contacted four gun dealers and that no one seems to be interested in purchasing the four Beretta handguns. He asked if he would be able to auction them off at the next Cochran Auction event and will contact them to see if it is possible. Chief Morgan stated that Dave Rizer will be picking up his Police uniforms this week so that he can begin working part-time for the Police Department.

**Council Member Kerns** stated that she has all of the signatures for the Wells Fargo CD investment. She asked that a check for \$200,000 be issued to transfer funds from BB&T Bank to Middletown Valley Bank for the new General Fund Checking Account.

**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.

Respectfully submitted,  
Kimberly A. Miller, Interim Town Manager