

BOONSBORO MAYOR AND COUNCIL

February 4, 2019

PUBLIC HEARING

6:30 PM

BNRZ18-01(rev) – Zoning Map Amendment Request; *Preserve at Fox Gap, LLC*

The Boonsboro Mayor and Council held a Public Hearing as duly advertised on Monday, February 4, 2019 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 Rick Weaver. Also present were Town Manager Paul Mantello, Town Planner Ethan Strickler, Office Manager Kimberly Miller and Town Attorney William Wantz.

Mayor Long opened the Public Hearing at 6:30 PM for the purpose of receiving public input, either in support of or in opposition to BNRZ18-01(rev) – Zoning Map Amendment Request; *Preserve at Fox Gap, LLC*.

Town Planner Strickler gave a Staff Report, a summary of the public comments received, and a summary of the findings and recommendations of the Planning Commission. He presented the map for the requested amendment, and explained the zoning classifications that would change if the request were to be approved. He went over the land use statutes the Town needs to follow in considering a request for a zoning map amendment. Strickler stated that the Planning Commission had a public hearing and two meetings to discuss the case, and that the Mayor & Council would take their recommendation into consideration when making a decision. According to the comprehensive plan, the subject property has a park, commercial properties, a smart neighborhood overlay, and medium density residential (2-8 units per acre) planned for over the entirety of the property. Strickler went over many of the issues associated with the potential future development of the property, but noted that these issues would be handled in development review. Strickler stated that the map amendment request would increase the overall amount of commercially zoned land by 6.57 acres, and would increase the density on 23.56 acres of residentially zoned land. He stated that the applicant's argument is smart neighborhood development, and that the smart neighborhood overlay district exists over this property in our comprehensive plan but was never enacted by the Town. The Planning Commission's official recommendation centered around smart neighborhood principles, what they were, and how they would be applied in future development to the property. He stated that the Planning Commission's largest concern was making sure the overall density of the property remains the same, even if the map amendment was approved. The Planning Commission's motion was to approve based upon a mistake, but with the additional recommendation to look at other areas of the property to re-zone to lower density or control density in those areas, keeping in line with smart neighborhood principles. Strickler stated that resident concerns consisted of access to Mousetown Road, density issues, environmental constraints, flooding and the development of floodplains, water issues related to new wells, street lighting concerns, and buffering of adjacent properties.

The floor was opened for public comment:

- **Ed Kuczynski and Trevor Frederick:** The attorney and engineer present on behalf of the applicant provided their testimony. Trevor Frederick was asked a series of questions by Mr. Kuczynski, including on whether he was aware of the smart growth principles presented and whether or not the proposed re-zoning was consistent with the comprehensive plan for the Town of Boonsboro. Mr. Kuczynski stated that there was a nexus between the smart growth principles mentioned and the property owners annexation agreement, including that the development of the property is unique in that it is controlled by the annexation agreement and mayor & council in addition to town ordinances. He noted that the impact of potential development on neighboring properties was evident in the public comments, but that these issues would only be addressed during the development review of the property. When asked about the Commercially zoned area by the Town's Attorney, the applicants again stated the change in this area was better for the development of the property, and that it complied with smart growth principles.
- **Sandra Garcia, 20807 Mousetown Road, Boonsboro, MD:** Sandra stated that they had an objection to the proposed density because it impacts their property significantly being the largest property owner adjacent to the development. She stated that the Post Office was in the proposal for commercial development, and that this was not mentioned by the applicant.

The following were written comments received prior to the Planning Commission Public Hearing in December and/or the Mayor & Council Public Hearing in February:

- **See attached document: BNRZ18-01(rev) Planning Commission Public Hearing Public Comments**

Hearing no further comments, Mayor Long closed the Public Hearing at 7:10PM.

Respectfully submitted,

Ethan Strickler
Town Planner

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, familial status, religion, or disability. To file a complaint of discrimination you may file in person with, or write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-9410 or call (800)795-3272 (voice) or (202)720-6382 (TDD)."

**BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
MONDAY, FEBRUARY 4, 2019**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, February 4, 2019 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 Town Manager Paul Mantello, Town Planner Ethan Strickler, Office Manager Kimberly Miller, Police Officer David Rizer and Town Attorney William Wantz. The meeting convened at 7:18PM with the pledge and invocation offered by Mayor Long.

REVIEW AND APPROVAL OF JANUARY 2019 MEETING MINUTES and REPORTS

- **Motion** by Assistant Mayor Byrd, second by Council Member Hollingshead to approve the **January 7, 2019 Regular Meeting and the January 22, 2019 Workshop Meeting** as amended. **Motion** carried.
- **Motion** by Assistant Mayor Byrd, second by Council Member Hollingshead to approve the **January 2019 Treasurer's Report**. **Motion** carried.
- **Motion** by Council Member Nally, second by Council Member Hollingshead to approve the **January 2019 Bills to be Paid Report**. **Motion** carried.

PRESENTATIONS

Certificate of Appreciation: Mayor long presented former Water-Sewer Clerk Cindy Harris with a Certificate of Appreciation for her extraordinary work for the Town.

Albright, Crumbacker Moul & Itell, LLC; Fiscal Year 2018 Financial Audit: Jason Knode, of *Albright, Crumbacker Moul & Itell, LLC*, presented the *tentative* Fiscal Year 2018 Audit Summary for the year ending June 30, 2018 of the General, Water and Sewer Funds. Mr. Knode reviewed the highlights from the Financial Statement Summary, stating at the close of the Fiscal Year, the General Fund had a fund balance of \$3,514,709, which is an increase of \$381,678 from the prior year, and that the unrestricted net position (deficit) of the Water Fund and Sewer Fund at the end of the Fiscal Year was \$789,514 and \$(1,650,270), respectively. He reviewed the Schedule of Findings and Responses, noting that four (4) Material Weakness in Internal Controls Over the Financial Reporting were found during the Audit:

- Finding 2018-01 Cash Accounts Under-collateralized at Year End
- Finding 2018-02 Approval of Journal Entries
- Finding 2018-03 Closing Process
- Finding 2018-04 Reconciliations and Subledgers

And one (1) Significant Deficiency in Internal Control Over the Financial Reporting was found:

- Finding 2018-05 Missing Loan Documents

He further stated that the Mayor and Council have acknowledged the deficiency and will work with Town staff to assure understanding and compliance of the internal control of the accounting process. Mr. Knode stated that that there are 24 Adjusting Journal Entries that needed to be made to properly reconcile the Funds. Mr. Knode stated that the final Uniform Financial Statements and Independent Auditor Report (UFR) will be submitted to the State and required agencies after the Mayor and Councils formal approval and signatures from Mayor Long and Town Treasurer Council Member Kerns. **Motion** by Council Member Nally, second by Council Member Kerns to approve the Fiscal Year 2018 Financial Audit as presented. **Motion** carried.

MAYOR AND COUNCIL MEMBER CORRESPONDENCE

- Mayor Long stated that a thank you note was received from the Masonic Charities of Maryland for the \$100 donation made for the Maryland Chips Identification Program during National Night Out 2018.
- Mayor Long stated that a thank you note was received from the Boonsboro Rescue Company for the Town's semi-annual donation.
- Town Manager Mantello stated that a Donation Request of \$100 was received from Boonsboro Elementary School 5th grade student Trenten Spencer for the Junior National Youth Leaders Conference in Washington DC. Office Manager Miller stated that there is currently \$600 left in the Donation budget for Fiscal Year 2019. **Motion** by Assistant Mayor Byrd, second by Council Member Kerns to donation \$100 to Trenten Spencer. **Motion** carried.

Police Department Report – Officer Rizer.

The Police Department received 31 calls for service, which included 106 motor vehicle violator contacts for the month of January 2019. There were 0 adult criminal arrests, 0 adult traffic arrests, 0 juvenile arrests and 0 juvenile traffic arrests. The Department collected 0 pounds from the Drug Turn-In Program.

NEW BUSINESS

Recommendation to Hire Police Officer: Officer Rizer, on behalf of Chief Morgan, presented the recommendation to hire Robert McKenzie as a new full-time Police Office. He stated that Mr. McKenzie has worked with the City of Hagerstown Police Department, Washington County Sheriff's Department and Hagerstown Community College Campus Police and Safety. He further stated that Mr. McKenzie has successfully completed all Police pre-employment evaluations. Officer Rizer stated, if approved, Mr. McKenzie will start work with the Town in approximately 6-8 weeks at the starting rate of \$21.25 per hour. **Motion** by Council Member Hollingshead, second by Assistant Mayor Byrd to hire Robert McKenzie as the new full-time Police Officer. **Motion** carried.

BNRZ18-01(rev) – Zoning Map Amendment Request; Preserve at Fox Gap, LLC: Town Planner Strickler thanked the Council for being so prepared for this request, and additionally thanked the Town's Attorney, the Planning Commission, and the Mayor & Council for being so invested in reviewing the request. He noted that the Town would need to draft an ordinance to officially pass a zoning map amendment request, if the Council were to move forward with approval. He stated his recommendation, after the Public Hearing, was unchanged and that he would recommend approval of the zoning map amendment request based upon a mistake in the existing zoning classification. He also noted that the Planning Commission should, and will, continue to look into ways to change the zoning and/or closely control the density on other areas of the subject property. Strickler stated that Ed Rude, Paul, Rob Maricle, and Trevor Frederick had an initial meeting to talk about other portions of the property, and that the group reached a consensus to look into re-zoning a 13-acre area of the property currently zoned TR to SR (a lower density residential district). He stated a formal proposal from the Planning Commission would be coming in the future on this 12-14 acre piece of land at the edge of the municipal boundary (along the County). Attorney Wantz stated that the findings of fact and the ordinance would have to be drafted and introduced at a Mayor & Council meeting. The Mayor asked the Council if they wanted to move to give the Planner and Attorney to move forward. The Town's Attorney suggested including in the ordinance a reference to the Annexation Agreement, stating that the development of the property will remain subject to the provisions set forth in the Annexation Agreement. Strickler then stated that the applicants, town staff, and representatives from the Mayor & Council would be meeting soon to discuss the annexation agreement and amendments. **Motion** by Assistant Mayor Byrd, second by Council Member Weaver to give the approval for Town Planner Strickler and Town Attorney Wantz to draw up an Ordinance to adopt the findings of the Zoning Map Amendment Request. The motion included that the approval was based upon a mistake in the existing zoning classification, being that the zoning map amendment request conformed to smart neighborhood principles that were identified in the comprehensive plan but never formally adopted by the Town. **Motion** carried.

Recommendation form BMUC; Adoption of Tap Fee Rates: Town Manager Mantello stated that the Boonsboro Municipal Utilities Commission (BMUC) held a meeting to discuss the Water and Sewer Connection Tap Fees on Friday, February 1, 2019. He stated that the BMUC thoroughly reviewed the Connection Fee and Capacity Analysis Report performed by Triad Engineering, Inc. dated September 11, 2013, specifically Option 2 for all Water and Sewer hookups. He further stated that the BMUC is recommending that the Mayor and Council adopt the increase in the Connection/Tap Fees for Water from \$ 6,500 to \$8,550 and Sewer from \$ 11,000 to \$ 13,500, noting that Tap Fes have not been updated since 2006. **Motion** by Council Member Nally, second by Council Member Kerns to approve the drafting of an Ordinance to adopt the 2013 Sewer Tap Fees. **Motion** carried.

Recommendation to Advertise for Administrative Assistant: Town Manager Mantello stated that with the resignation of Water-Sewer Clerk Cindy Harris it has become evident that the position needs to be filled, noting that the Council gave their consensus at the January Workshop Meeting to submit the employment advertisement to the Herald-Mail Newspaper and Maryland Municipal League, as well as post the listing on the Town website and social media pages. He stated that he advertised the position as an Administrative Assistant with the option to be part-time or full-time, depending on the applicant's choice. He further stated that he is requesting formal approval for the advertising of the position. **Motion** by Council Member Kerns, second by Council Member Hollingshead to approve the advertising of the Administrative Assistant position at Town Hall. **Motion** carried.

Request for Proposals

2019 Mowing Contract: Town Manager Mantello provided the proposed 2019 Mowing Contract for the Councils review and input. He stated that the proposed Contract includes the weekly mowing and trimming of several Town owned properties during the mowing season of April through November 2019, and the option to extend the contract for two (2) additional 1-year terms. He further stated that, pending approval, the RFP will be advertised in The Herald-Mail Newspaper and placed on the Town's website, and that the bid opening will be held at 10:00AM on Wednesday, March 13, 2019. Council Member Kerns asked if it is necessary to mow weekly in April, May and November. Town Manager Mantello stated that Public Works Superintendent Huntsberry keeps a close eye on the mowing needs throughout Town and will not let the contractors mow if it is not needed. **Motion** by Council Member Nally, second by Council Member Hanson to approve the advertising of the 2019 Mowing Service Contract Request for Proposals. **Motion** carried.

HVAC Maintenance for Town Buildings: Town Manager Mantello provided the proposed HVAC Service Contract for the Councils review and input, noting that the Town's prior contract with Harrell's Services expired in the summer of 2018. He stated that the proposed Contract is for the maintenance, repair and/or replacement of HVAC equipment for the Town Hall, Police Department, Community Center, Maintenance Shop and Waste Water Treatment Plant, and includes the contract period that will not exceed two (2) years and will consist of one base year and one option. He further stated that, pending approval, the RFP will be advertised in The Herald-Mail Newspaper and placed on the Town's website, and that the bid opening will be held at 9:00AM on Wednesday, March 13, 2019. **Motion** by Assistant Mayor Byrd, second by Council Member Hollingshead to approve the advertising of the HVAC Service Contract Request for Proposals. **Motion** carried.

Accounting Services: Town Manager Mantello stated that Town staff and Council Member Kerns have been meeting with Al Martin, the City of Hagerstown former Finance Director, who is assisting staff with better ways to do the monthly account reconciliations and Financial Reporting. He stated that this is a preliminary discussion, but that he plans to draft an Accounting Service RFP for the Councils review and input by the February Workshop Meeting.

Recommendation to Amend Town Employee Personnel Manual

Compensation and Evaluation: Town Manger Mantello present the recommendation to amend the Town Employee Personnel Manual Section Compensation and Evaluation by adding the *Merit Increase and Annual Performance Evaluation* sub-category for the Councils review and input. He explained that he is recommending that immediate supervisors start conducting annual performance reviews on employees work anniversaries, rather than June 30 of the Fiscal Year, and then assigning a merit-based pay increases based on that employee's year performance. He further stated that depending on current economic conditions, and the parameters of the Town's current approved Fiscal Year Budget, merit increases will generally be paid on a sliding scale with high performers receiving a higher percent merit increase and average performers receiving a lower percent increase. Town Manger Mantello stated that merit increases would be tied to an employee's annual performance appraisal rating and a pay increase is not guaranteed, noting that a schedule of percentage increases would be provided to employees immediately following the approval of a new budget and effective the new Fiscal Year. He stated, pending approval by the Mayor and Council, merit increases would be awarded using the following metric:

- Employees who meet, or exceed, performance standards will receive merit increases proportionate to their appraisal rating.
- Employees demonstrating inconsistent, and occasionally sub-par, work performance will receive a base merit increase and a performance improvement plan.
- Employees whose performance is unsatisfactory, and routinely sub-par, will not receive a merit increase. They will be immediately placed on a sixty (60) day probationary period and assigned a performance improvement plan. After sixty days, failure to comply with the improvement plan, and adjust work performance to par with Town standards, will result in further disciplinary action up to and including termination.

Town Manger Mantello stated that he is also recommending changing the Town employee probationary period from 60-days to 90-days. **Motion** by Assistant Mayor Byrd, second by Council Member Hollingshead to approve the Town Employee Personnel Manual Section 'Compensation and Evaluation' by adding the *Merit Increase and Annual Performance Evaluation* sub-category and changing the Town employee probationary period from 60-days to 90-days. **Motion** carried.

Rotational On-Call Program Policy: Town Manger Mantello present the recommendation to amend the Town Employee Personnel Manual by adding the Rotational On-Call Program Policy for the Councils review and input. He

explained that this recommendation is for on-call shifts for the Water/Sewer and Public Works Departments for after-hours emergencies, noting that it will encourage safety and efficiency. Council discussed that the proposed Policy includes that on-call employees must abstain from drinking alcohol during their assigned weekly on-call shift and suggested that the statement be changes to include recreational drugs and/or to simply remain sober. Council decided to table the Agenda item and requested that Town Manager Mantello update the section and bring it back for further review at the February Workshop Meeting.

Town Employee Pay Grade: Town Manger Mantello presented the recommendation to replace the Town Employee *Step System Pay Scale* with an *Employee Pay Grade*, roughly based on the Federal Employee pay system. He explained that he is not recommending changes in any of the position pay parameters but is proposing a more concise employee pay format that can be shared with employees and the public when advertising employment vacancies, with Pay Grades ranging from Grade 1 (Parks Groundskeeper and Clerical Worker) through Grade 7 (Town Manager). **Motion** by Council Member Nally, second by Assistant Mayor Byrd to replace the Town Employee *Step System Pay Scale* with an *Employee Pay Grade*. **Motion** carried.

Ethic Commission Member Appointment: Mayor Long stated that the Ethics Commission currently has a vacancy and he is recommending the appointment of Pastor Bob Ruggieri and Clifford Wright. Council discussed the issue of having to change the Ordinance to add a fourth member to the Commission and recommended adding an "Alternate" position instead.

- **Motion** Assistant Mayor Byrd, second by Council Member Nally to appoint an Alternate Member to the Ethics Commission. **Motion** carried.
- **Motion** Council Member Nally, second by Assistant Mayor Byrd to appoint Pastor Bob Ruggieri to the Ethics Commission. **Motion** carried.
- **Motion** Council Member Hollingshead, second by Council Member Nally to appoint Clifford Wright as an Alternate Member to the Ethics Commission. **Motion** carried.

Update on Public Parking: Mayor Long stated that he is working with Mark Widmyer to create additional public parking in the Town. He stated that they currently feel very optimistic about obtaining 20-parking spaces in the Hospice parking lot. He further stated that they are hopeful that they may be able to get DNR funding for pervious paving, but that it all depends on the Legislative talks with the State. Mayor Long stated that he is thinking that the Town could offer a long-term 20-year lease with the parking lot owners. He stated he will provide updated information as soon as it becomes available.

COMMISSION REPORTS

Public Safety Commission – T. Hollingshead. Meeting held on January 17, 2019. No Minutes were provided for this Meeting. Discussions included questions regarding the new security camera outside of the Police Department, the proposed Town-wide drug collection walk-about in conjunction with *Washington Goes Purple* program regarding the opioid epidemic and drug abuse in our area, and the Washington County Sheriff Department visibility in the area.

Park Board – R. Weaver. Meeting held on January 23, 2019. Town Planner Strickler presented the status of the Community Parks and Playground (CPP) Grant and the remaining funds of \$13,400. Discussions included recommendation to use the remaining CPP Grant funds to purchase a shade sail for the Tot Lot, trees for the main Park entrance signs and a handicapped swing near the Toto Lot, the status of the Tre Board's Tree Ordinance and ordering tree tags, an update on the Summer Concert Series and possible bookings, updates on the Summer Movie Series, the request from Air Doctor Heating and Air to become a sponsor of Olde Tyme Christmas, and the approval to allow the Boonsboro Elementary PTA to hold their year end picnic in Shafer Park again this year on May 11, 2019 and to allow Boonsboro Christian Church to host an Easter Egg Hunt in Shafer Park on April 13, 2019, with all fees waived for both events.

Utilities Commission – T. Nally. Meetings held on January 10 and February 1, 2019. **January 10** discussions included updates on the Water System Hydraulic Model Study and Wastewater Collections System Hydraulic Model Study status, a follow-up on the BMUC Accounts and the approval for the investment of the MDE Grant Funds into 1-year and 2-year CDs, the resignation of the Water Clerk and recommendation to fill the Town Office vacancy, the Boonsboro Keedysville Regional Water Board (BKRWB) checking account, and the Charter Amendment Procedure for Maryland Municipalities to request that the BMUC Chair be a voting Member of the Commission and other possible revisions. **February 1** discussions included the review of the Connection Fee and Capacity Analysis Report performed by Triad Engineering, Inc. dated September 11, 2013, specifically Option 2 for all Water and Sewer hookups and the recommendation that the Mayor and Council adopt the increase in the Connection/Tap Fees for Water from \$ 6,500 to \$8,550 and Sewer from \$ 11,000 to \$ 13,500.

Planning Commission – *R. Byrd*. Meeting held on January 15, 2019. Discussions included the Easterday Zoning Map Amendment Request (BNRZ18-01), the Fletcher’s Grove Amended Concept Plan (BNCP18-02 Rev), the plans to hold a Joint Meeting with the BMUC and Mayor and Council, plans to hold a Planning Commission Workshop Meeting in February, Developer updates and an update on the Commission vacancy.

Economic Development Commission – *M. Kerns*. Networking Breakfast held on January 17, 2018 at 7:30am at Vesta’s Restaurant, with guest speaker Becky Musser from Fahrney-Keedy. The next EDC Meeting will be on February 27, 2019 in the Meeting Chambers at 9:00am.

Environmental Commission – *R. Hanson*. Meeting held on January 8, 2019. Discussions included the 2018 Annual Report and the Subcommittee Reports.

Council Member Hollingshead stated that a few months ago there was a discussion on adding a ‘house call’ fee to have the Public Works staff come to residents’ homes. She stated that this should be revisited and further discussed.

Council Member Kerns stated that the Washington County Commission on Aging’s lease is soon up for renewal for the use of the Community Center for the Southeastern Congregate Site Senior Center. She stated that the date should be checked.

Council Member Kerns suggested that the Council should consider re-naming a street in Town after Coach Dwight Scott, and suggest the street going from Maple Avenue up to the School Complex. Assistant Mayor Byrd suggested naming Shafer Park Football Field as well.

Council Member Nally ask Office Manager Miller to please send out an email to the Commission Chairs to remind them to have their Meeting Minutes completed and submitted to Town Hall before the Mayor and Council Regular Monthly Meeting. He stated that Commission Minutes should be submitted before the first Monday of the new month.

Town Manager Report – *P. Mantello*

- Thanked Council Member Kerns for putting so much time and effort into helping at the Town office over the past month. Office Manager Miller stated that Council Member Kerns has been a huge help to everyone and thanked her for taking the time and interest in improving the daily operations and helping with the office work load.
- Stated that he met with Stu Mullendore to discuss streamlining the Utility billing process with HBP, Inc. Mr. Mullendore invited the Town Manager and Council to come to HBP to tour the facility.

Motion by Assistant Mayor Byrd, second by Council Member Nally to close the Regular Meeting at 9:47pm 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. **Motion** carried.

Respectfully submitted,
Kimberly A. Miller
Office Manager

BOONSBORO MAYOR & COUNCIL
MONDAY, FEBRUARY 25, 2019
WORKSHOP MEETING

The Mayor and Council held their Workshop Meeting on Monday, February 25, 2019 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building to set the Regular Session Agenda for Monday, March 4, 2019. Present were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Marilee Kerns, Ray Hanson, Terri Hollingshead, Tony Nally and Rick Weaver. Also present were Town Manager Paul Mantello, Town Planner Ethan Strickler, Office Manager Kimberly Miller and Police Chief Kevin Morgan. The meeting convened at 7:00PM.

PUBLIC COMMENTS

- **Joseph Rakich**, 7514 Old National Pike. Stated that he is asking for his 3-acre property on the corner of Alternate Route 40 and Lappans Road be re-zoned Commercial. Council thanked him for coming to them to request the Zoning change and recommends that Mr. Rakich meet with the Planning Commission. Town Planner Strickler stated that the Town, per the comprehensive plan, wants to encourage commercial development in certain areas of Town, especially at major State Highway intersections.

Police Department Update: Chief Morgan stated that he is making the request to enroll a candidate in Washington County Police Academy in April 2019, noting that the cost to sponsor a candidate is \$1,500. He stated that he is recommending a local young man by the name of Bryce Dickens. Council agreed that it is a good idea to enroll a candidate in Washington County Police Academy. **(NEW BUSINESS)**

Chief Morgan stated that the speed-trailer was placed on Young Avenue last week and that it counted 1,830 vehicles coming through the neighborhood. He stated that last year the trailer was placed there for 10 days and counted over 4,000 vehicles, noting that he feels that the turn lane on Main Street is helping alleviate traffic coming through neighborhoods.

Lyles Zoning Map Amendment Proposal (Flook Property): Town Planner Strickler stated that last November, David Lyles spoke to the Planning Commission on behalf of the Flook Property regarding a request for a Zoning Map Amendment on the track of property located behind the Boonsboro American Legion. Mr. Lyles provided a map for the Council to better explain that he is requesting a 'switch' in the Multi-Family Residential (MR) and General Commercial (GC) Zoning areas, so that the General Commercial is with the other commercial zoning and development in that area along Lappans Road (MD-68). Mr. Lyles reiterated that the acreage of MR and GC zoning would remain the same (11-12 acres for MR and 28-29 acres of GC). He stated that the plan is to build a 30-unit '55 and older' community connecting to Winner Lane in the Greystone Hills Subdivision, and eventually bringing the road out to Lappans Road. Town Planner Strickler stated that having the commercial zoned property together on Alternate Route 40 and MD-68 makes perfect sense. He stated that next step would be for Mr. Lyles to formally apply for a Zoning Map Amendment.

Fletcher's Grove Home Owners Association Sign Proposal (Tiger Way): Ena Martin, president of the Fletcher's Grove Home Owners Association (HOA), presented the request to have a *Fletcher's Grove* sign installed by creating a median area on Tiger Way. She stated that the HOA previously applied for a sign in 2017 that was not approved because of the requested location at Chase Six Boulevard and Tiger Way in the Town's right-of-way. Mayor Long stated that he likes the idea of placing the sign in a median strip, but that the engineer will need to take into consideration that ladder firetrucks will need to be able to still make the turn safely onto Tiger Way and suggested that they contact Fire Chief Oley Griffith for his input. Police Chief Morgan stated that it sounds like a good idea to him, too, but that they will need to make sure that the line of sight is good for turning vehicles. Council Member Kerns stated that the sign should be designed to be 'break-away' so that if someone runs into it with a vehicle, it gives, and suggested checking for regulation for with signs in median areas. Town Planner Strickler stated that the sign request will need to go to the Planning Commission and the Board of Zoning Appeals, and that a use of Town right-of-way and maintenance agreement will need to be worked out with the attorneys.

Town Employee Personnel Manual; Rotational On-Call Program Policy: Town Manager Mantello present the recommendation to amend the Town Employee Personnel Manual by adding the Rotational On-Call Program Policy for the Councils review and input, noting that the Council requested that he update the section and bring it back for further review at the Workshop Meeting. He stated that the updated proposed Policy includes that on-call employees must abstain from

drinking alcohol, doing recreational drugs and/or to simply remain sober during their assigned weekly on-call shift. (NEW BUSINESS)

Cintas Agreement: Reducing Monthly Costs: Town Manager Mantello provided an update of the Cintas Uniform Agreement and the ongoing process of reducing the monthly cost. He stated that last week a huge pile of uniforms was turned in, including shorts, extra pants and shirts that are not being worn, leaving the staff with 6 uniforms each. He further stated that he plans on having all of the weekly rug service stopped and purchasing them instead, noting that by doing so will save the Town around \$7,000 a year. Town Manager Mantello stated that the Town is under contract with Cintas until April 9, 2020. Council thanked him for his hard work in reducing the monthly costs.

Continuing French Drain Project on High Street: Town Manager Mantello stated that the installation of the French drains at 104, 106 and 108 St. Paul Street are completed and working well with rerouting the stormwater that was previously flowing across the street. He stated that they will be moving on to install the drains at 16 and 28 High Street.

RFP for Accounting Services: Town Manager Mantello stated that Town staff and Council Member Kerns have been meeting with Al Martin, the City of Hagerstown former Finance Director, who is assisting staff with better ways to do the monthly account reconciliations and Financial Reporting. He presented the Accounting Service RFP for the Councils review and input, noting that Council Member Kerns mailed the RFP directly to many Certified Public Accounting (CPA) firms. He further stated that bids are due on March 14, 2019 by 4:00PM.

Chief Morgan reminded the Mayor and Council that he needs everyone's RSVP for Caleb Wade's Police Academy Graduation and dinner on March 22, 2019.

Mayor Long stated that the Washington County Commissioners Boonsboro Meeting will be held on March 5, 2019 and that Council should come up with Agenda items that they want to discuss at that Meeting. Council Member Kerns stated that they need to bring up the renaming of the street going up to the Boonsboro School Complex in honor of Coach Dwight Scott.

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. Motion by Assistant Mayor Byrd, second by Council Member Hollingshead to close the Workshop Meeting at 7:57PM. Motion carried.

Respectfully submitted,
Kimberly A. Miller, Office Manager