

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

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, March 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 and Tony Nally. Also present were Town Manager Paul Mantello, Town Planner Ethan Strickler, Office Manager Kimberly Miller and Police Chief Kevin Morgan. Council Member Rick Weaver was absent. The meeting convened at 7:00PM with the pledge and invocation offered by Mayor Long.

**REVIEW AND APPROVAL OF FEBRUARY 2019 MEETING MINUTES and REPORT**

- **Motion** by Assistant Mayor Byrd, second by Council Member Hollingshead to approve the **February 4, 2019 Public Hearing, Regular Meeting, Executive Session Meeting Minutes** and the **February 25, 2019 Workshop Meeting and Executive Session Meeting Minutes**, with Council Member Kerns abstaining due to not being able to thoroughly review the Minutes. **Motion** carried.
- **Motion** by Council Member Nally, second by Assistant Mayor Byrd to approve the **February 2019 Treasurer's Report**. **Motion** carried.
  - Council Member Kerns stated that there are six (6) CDs maturing during the month of March 2019.

CD #8210000447467	\$39,251.17
CD #8210000447475	\$65,591.84
CD #8210000447491	\$97,307.76
CD #8210000447513	\$13,211.09
CD #8210000447483	\$110,967.40
CD #8210000447505	\$109,848.22

Council discussed checking with Middletown Valley Bank for their current CDs rates or investing in 12-month CDs with Wells Fargo Bank again.

- **Motion** by Council Member Nally, second by Assistant Mayor Byrd to reinvest \$110,000 in a 12-month CD. **Motion** carried.
- **Motion** by Council Member Nally, second by Assistant Mayor Byrd to reinvest the Wells Fargo 3-month CD in the amount of \$250,002.50 into a 12-month CD. **Motion** carried.

**PRESENTATIONS**

Mayor Long presented a Proclamation to Haley Payne, Boonsboro High School's Athletic Trainer, proclaiming March 2019 as National Athletic Training Month.

**MAYOR AND COUNCIL MEMBER CORRESPONDENCE**

- Council Member Hollingshead stated that the Mayor and Council received a donation request from the Boonsboro High School Drama Department for their upcoming trip to Edinburgh, Scotland to perform as part of the American High School Theater Festival. **Motion** by Council Member Kerns, second by Council Member Hollingshead to donate \$100 to the Boonsboro High School Drama Department. **Motion** carried.
- Mayor Long stated that due to the road conditions early on Monday morning, Apple Valley Waste has decided to delay trash and recycling pick-up by 1 day and that they will be picking-up in Boonsboro on Wednesday, March 6. He asked that Office Manager Miller please send out a CodeRed alert to notify residents first thing in the morning. Office Manager Miller stated that the notice was posted on the Town website, Facebook and Twitter early this morning.

**Police Department Report – Chief Morgan.**

The Police Department received 42 calls for service, which included 75 motor vehicle violator contacts for the month of February 2019. There were 0 adult criminal arrests, 1 adult traffic arrest, 0 juvenile arrests and 0 juvenile traffic arrests. The Department collected 0 pounds from the Drug Turn-In Program. Chief Morgan stated that Administrative Assistant Amy Rudy's probationary period is up this week and that he will be meeting with Town Manager Mantello on Thursday. He stated that he is very pleased with her work. Chief Morgan stated that he has concerns regarding the Town's Officers assisting Washington County on calls and that the County will not cover any injuries to our Officers while on a Washington County assist call. He stated that a Memorandum of Understanding (MOU) needs to be established between the Town and

Washington County. Mayor Long asked Town Manager Mantello to find out if our Police are covered by our insurance while assisting Washington County outside of our Town jurisdiction.

## **NEW BUSINESS**

**Recommendation to Enroll Candidate in Washington County Police Academy:** Chief Morgan stated that he is making the recommendation to enroll Bryce Dickens in the Washington County Police Academy in April 2019, noting that the cost to sponsor a candidate is \$1,500. He stated that Mr. Dickens is a local young man and that he has a 4-year degree in Criminal Justice. **Motion** by Council Member Hollingshead, second by Council Member Kerns to enroll Bryce Dickens in the Washington County Police Academy with the start date of April 2019. **Motion** carried.

**Ladies Auxiliary Request; Memorial Day Parade and Service:** Mayor Long stated that the Annual Boonsboro Memorial Day Parade will be held on Sunday, May 26, 2019 with the wreath laying ceremony at 1:00 PM and parade at 2:00 PM sponsored by the Boonsboro American Legion Post 10 Ladies Auxiliary. **Motion** by Council Member Kerns, second by Council Member Hanson to approve the Post 10 Ladies Auxiliary Memorial Day Parade and wreath ceremony on May 26, 2019, with Council Member Hollingshead abstaining. **Motion** carried.

**Preserve at Fox Gap, LLC Zoning Map Amendment Request; Findings of Fact/Conclusions of Law and the Introduction of Ordinance 2019-01:** Town Manager Mantello, on behalf of Town Planner Strickler, presented the BNRZ18-01 (rev); Application of Preserve at Fox Gap, LLC Findings of Fact and Conclusions of Law for the Council's review and input, noting that the document covers all of the topics in regard to the Re-Zoning Map Amendment Request. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to approve the BNRZ18-01 (rev); Application of Preserve at Fox Gap, LLC Findings of Fact and Conclusions of Law. **Motion** carried

Town Manager Mantello, on behalf of Town Planner Strickler, presented the Introduction of Ordinance 2019-01; *To Amend the Zoning Ordinance and Revise the Official Zoning Map in Response to the Application of Preserve at Fox Gap, LLC (BNRZ18-01 (rev))* for the Council's review and input. He stated that he is recommending the Introduction of Ordinance 2019-01 with the formal vote at the April Regular Meeting. **Motion** by Assistant Mayor Byrd, second by Council Member Hollingshead to approve the Ordinance 2019-01; *To Amend the Zoning Ordinance and Revise the Official Zoning Map in Response to the Application of Preserve at Fox Gap, LLC (BNRZ18-01 (rev))*. **Motion** carried

**Resolution 2019-01; Appointment of Municipal Infraction Enforcement Officer:** Town Manager Mantello presented Resolution 2019-01; *Appointment of Municipal Infraction Enforcement Officer* for the Council's review and input. He stated that the purpose of this Resolution is appoint Town Planner Ethan Strickler as the Municipal Infraction Enforcement Officer to enforce Property Maintenance Code violations. **Motion** by Assistant Mayor Byrd, second by Council Member Kerns to approve Resolution 2019-01; *Appointment of Municipal Infraction Enforcement Officer*. **Motion** carried.

**Recommendation to Hire Administrative Assistant:** Town Manager Mantello stated that he and Office Manager Miller conducted ten (10) interviews from the over 100 applications and resumes they received for the Administrative Assistant position. He stated that they are recommending the hiring of Amanda Wells. He further stated that Ms. Wells has been an Administrative Assistant for the Fellowship of Christian Athletes for the past 4.5 years, noting that she offers excellent customer service, clerical and accounting skills. Town Manager Mantello stated that while Ms. Wells has limited experience with specialty software, Office Manager Miller and he feel confident that she will quickly learn to use Sage 50 Peachtree and UMS, the Water and Sewer billing software. He stated that Ms. Wells is comfortable with the Administrative Assistant Grade 3 starting salary of \$15.89 per hour, that she interviewed well, and we think she'll be an excellent addition to the Town's Administrative staff. **Motion** by Council Member Hollingshead, second by Assistant Mayor Byrd to approve the hiring of Amanda Wells as the new Administrative Assistant at Town Hall. **Motion** carried.

**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. 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. **Motion** by

Assistant Mayor Byrd, second by Council Member Kerns to approve the Town Employee Personnel Manual Rotational On-Call Program Policy. **Motion** carried.

**Recommendation for Re-Appointment; Board of Zoning Appeals (BZA):** Mayor Long, on behalf of the Board of Zoning Appeals, presented the recommendation to re-appoint Sara Sweeney and Linda Moser to the Board of Zoning Appeals (BZA) for consecutive 3-year terms.

- **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to re-appoint Sara Sweeney to the Board of Zoning Appeals (BZA) for a 3-year term. **Motion** carried.
- **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to re-appoint Linda Moser to the Board of Zoning Appeals (BZA) for a 3-year term. **Motion** carried.

**Washington County Commissioners Boonsboro Meeting Agenda Items:** Mayor Long stated that the Washington County Commissioners Boonsboro Meeting will be held 6:00PM 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.

- **Lakin Avenue Extended Project – Water Run-Off**
- **ARC Preliminary Project Submissions – Shafer Park Extended and Warrior Boulevard By-pass**
- **MS4 - MOU with County is still in Draft form**
- **Boonsboro Elementary School – King Road Associates has ground site**
- **Coach Dwight Scott Run – Request to rename street entrance to Boonsboro School Complex in honor of Coach Scott.**

## COMMISSION REPORTS

**Public Safety Commission – T. Hollingshead.** Meeting held on February 28, 2019. Discussions included that there is currently no funding to pay for a school crossing guard at the intersection of Alternate Route 40 and Maple Avenue, the reduction of on Young Avenue traffic since the new turn lane was installed at the Main Street intersection, the drug turn-in center at the Police Department will now only take pills, an incident with children in the Crestview Development throwing snowballs at windows and the issue of the Sheriff's Department not having anyone to respond to the call, the parking spaces in front of the National Road Heritage Museum and when they will be turned into handicapped parking spaces and the request to place the speed-trailed on Park Drive.

**Park Board – M. Kerns.** Meeting held on February 27, 2019. Discussions included the recommendation to use the remaining CPP Grant funds for a shade structure at the Tot Lot and a bench between Pavilions 5 and 6, the plans to meet with Kathy Saxman to further discuss the Born Learning Trail in the Park, the Tree Boards plans to purchase 36 to 48 large trees with funds from the FY2014-2015 POS money for the new Park area, the scheduling of the Arbor Day event and Park Clean-up on April 28 from 1PM to 4PM, , an update on the Summer Concert Series and tentative Movie Nights and the suggestion to have Air Doctor Heating and Air to supply popcorn and/or snack for the Movie Nights.

- Council Member Kerns stated that she is making the recommendation to plant a tree in Shafer Park in honor of life long resident and Firefighter Dennis Reese who recently passed away. **Motion** by Council Member Kerns, second by Council Member Hollingshead to plant a tree in Shafer Park for Dennis Reese. **Motion** carried.
- Assistant Mayor Byrd stated that he is making the recommendation to name the football field in the new Shafer Park area off Potomac Street in honor of Coach Dwight Scott who recently passed away. **Motion** by Assistant Mayor Byrd, second by Council Member Kerns to name the football field in the new Shafer Park area "Coach Dwight Scott Field." **Motion** carried.

**Utilities Commission – T. Nally.** Meetings held on February 14, 2019. Discussions included updates on the Water System Hydraulic Model Study status, the approval to conduct the Wastewater Collection System Hydraulic Model Study, goals for the Fiscal Year 2020 Budget, the possibility of enacting a Service Fee policy and the approval to procure a Leak Detection Consulting Service for a complete evaluation of the water distribution system.

**Planning Commission – R. Byrd.** Meeting held on February 26, 2019. Discussions included the Easterday Zoning Map Amendment Request (BNRZ18-01) Public Hearing and recommendation, the High's Dairy Store Site Plan Review (BNSP19-01), the Request for a Special Exception BZA19-02 at 23 South Main Street for a Convenience Store, the scheduling of a Workshop Meeting on March 12, 2019 to review the Comprehensive Plan, interviewing of Planning Commission Member candidates, the 5G Small Cell Ordinance status and Developer updates.

**Economic Development Commission – M. Kerns.** Meeting held on February 27, 2019. Discussions included ideas for shopping local and plans to create a tourism website, the Spring rack cards, hosting a Second Saturday event in October, the approval to contribute \$1,000 to a sponsorship packet for the 2019 USA Cycling Event, the approval to contract Nature Boy's Landscaping to take care of the six planters on Main Street and the Fiscal Year 2020 Budget. The Networking Breakfast will be held on March 21, 2019 at 7:30am at Vesta's Restaurant, with guest speaker Susan Small from Washington County Department of Business Development. The next EDC Meeting will be on April 24, 2019 in the Meeting Chambers at 9:00am.

**Environmental Commission – R. Hanson.** Meeting held on February 12, 2019. Discussions included the 2018 Annual Report, BEC Membership, the 2019 Farmer's Market and the Subcommittee Reports.

Stu Mullendore, of HBP, Inc. and a Town resident, provided an update on streamlining the Utility billing process. He stated that UMS is currently working directly with HBP, Inc to create a billing system for bulk mailing. He further stated that the Town could get rid of their postage machine soon. Mr. Mullendore stated that he has concerns regarding the watering of the Boonsboro High School football field during the summer months, specifically when it is raining, and suggested using untreated water to water the field. Town Manager Mantello stated that he will investigate this. Mr. Mullendore invited the Town Manager and Council to come to HBP, Inc. to tour the facility.

**Motion** by Council Member Hollingshead, second by Council Member Nally to close the Regular Meeting at 9:00PM. **Motion** carried.

Respectfully submitted,  
Kimberly A. Miller  
Office Manager

**BOONSBORO MAYOR & COUNCIL**  
**MONDAY, MARCH 18, 2019**  
**WORKSHOP MEETING**

The Mayor and Council held their Workshop Meeting on Monday, March 18, 2019 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building to set the Regular Session Agenda for Monday, April 8, 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**

- Colleen Nusser, 6115 Mary Ann Court. Expressed her extreme concerns regarding the safety of 5G Small Cell. Discussed the health-related issues, including cancer and skin burns, that she has researched, noting that she has EMF (electric and magnetic field) protectors in her home due to her high sensitivity to them. Implored that the Mayor and Council make ethical and safe decisions. Town Planner Strickler stated that the Town was ordered by the FCC to draft a 5G Small Cell Ordinance by April 15, 2019 to develop design standards and location preferences. He stated that most 5G installation will occur in highly populated areas within the next 5 to 10 years and then slowly move out to rural areas. Council suggested that Ms. Nusser attend the next Boonsboro Environmental Commission Meeting on April 9 to share her concerns.

**Police Department Update:** Chief Morgan stated that Police Academy candidate Bryce Dickenson will be able to enroll in the Washington County Police Academy in April 2019, noting that the cost to sponsor a candidate is \$1,500. He stated that Mr. Dickens needs to pass his psychological test this week and that a contract will need to be drafted for his commitment to the Boonsboro Police Department.

**Fiscal Year 2020 Constant Yield Tax Rate:** Town Manager Mantello stated that the State of Maryland Department of Assessments and Taxation is proposing the 2019 Constant Yield Tax Rate of .3559 per \$100 to provide the potential Revenue of \$1,089,821. Council Member Kerns stated that she is proposing that the Town keep the current Constant Yield Tax Rate of .3591 per \$100 which will provide approximately \$9,697 in additional Revenue than the previous Fiscal Year. She stated that no action is needed at this time and that the Constant Yield Tax Rate will be further discussed with the Fiscal Year 2020 Budget. **(NEW BUSINESS)**

**Introduction of 5G Small Cell Ordinance and 5G Small Cell Aesthetic Standards (Draft):** Town Planner Strickler presented the Introduction of Ordinance 2019-02; *Small Wireless Communications Facilities Ordinance* for the Council's review and input. He stated that the Federal Communications Commission (FCC) is mandating that all Ordinances be passed by April 15, 2019 and that it will assist in developing design standards and location preferences for the Town. He further stated that he is recommending the Introduction of Ordinance 2019-02, with a Public Hearing scheduled before the April 2019 Regular Meeting, noting that Legal Notices for Public Hearings should be advertised at least 2-weeks prior to the Meeting. Mayor Long asked if anyone was opposed to moving the Regular Council Meeting to Monday, April 8, 2019. Council Member Kerns stated that a Budget Workshop could be held on Monday, April 1, 2019.

- **Motion** by Council Member Kerns, second by Council Member Nally to move the Mayor and Council Regular Meeting to Monday, April 8, 2019. **Motion** carried. Mayor Long asked that the Meeting changed be updated immediately on the Town website and that Melissa Slifer, of The Herald-Mail Newspaper, be contacted to place the change in the *Around Boonsboro* section of the newspaper.

**Motion** by Assistant Mayor Byrd, second by Council Member Kerns to approve the Introduction of Ordinance 2019-02; *Small Wireless Communications Facilities Ordinance* and the scheduling of the Public Hearing on Monday, April 8, 2019 at 6:30pm. **Motion** carried. Town resident Bob Sweeney suggested contacting Russ Weaver, Assistant Mayor of Sharpsburg, Maryland, to discuss what they are doing with their 5G Small Cell Ordinance. Town Planner Strickler presented the 5G Small Cell Aesthetic Standards draft for the Councils review, noting that addition input and adjustments will need to be made before moving forward with approving the Standards. **(NEW BUSINESS)**

**ARC Preliminary Project Proposals – An Overview:** Town Planner Strickler presented a PowerPoint presentation on the Appalachian Regional Commission (ARC) preliminary Fiscal Year 2020 Area Development and Local Access Road Project Proposals. He stated in the past, Boonsboro has been awarded funds for the Stormwater Inflow & Infiltration Assessment

Phase I and the Sewer Main Replacement Project in Shafer Park. He stated that Town Manager Mantello and he are looking at the following Area Development and Local Access Road Projects which will need to be submitted by April 4, 2019:

- Commercial Local Access Road Project – Warrior Boulevard on the Flook Property
- Neighborhood Commercial Local Access Road Project – Shafer Park Drive
- Water/Wastewater Area Development Project – Sewer Rehabilitation Phase II (Inflow & Infiltration)
- Water/Wastewater Area Development Project – Sludge Dewatering Facility (Volute Press Project)

Town Manager Mantello stated that they are working to make the application as competitive as they can, noting that they feel that they are a strong candidate with the Flook Property Project and the plans to extend Warrior Boulevard to Lappans Road with the development of a commercial area. Town Planner Strickler stated that after some research he feels that the funding for the connection of Shafer Park Drive to the new Park area would be better suited for the Land and Water Conservation Fund Grant.

**Town Farm – Preliminary Discussion for Athletic Complex:** Town Planner Strickler stated that a preliminary discussion was held last week proposing an indoor multi-purposed Athletic Complex Facility on the Town Farm land between the Waste Water Treatment Plant and the Town's Yard Debris Site on Monroe Road. He presented multiple maps to show the proposed location for the Councils review and input. Assistant Mayor Byrd stated that there is a great need for a Town owned indoor athletic facility like this for area teams and sports, noting that this is an ideal opportunity for a private sector partnership. Town Planner Strickler went on to explain that Warrior Boulevard would eventually be developed near the proposed Complex and that the next steps would be to develop a Master Plan, much like the Master Plan for Shafer Park.

**MS4 – Consideration for Enacting Stormwater Fee or CIP Fee:** Town Planner Strickler presented a PowerPoint presentation on the Phase II MS4 Permit Holders *Knowing Your Responsibilities – Funding Options*. He stated that he originally presented information on the MS4 Permit at the August 27, 2018 Workshop Meeting and that the Notice of Intent to comply with MDE was submitted on October 31, 2018. He further stated that as the Town enters the Phase II Permit, the Council needs to come up with ideas on how to fund big Stormwater Programs without putting a lot of the burden on the Town residents and that it is time to begin conversations regarding Budget ideas that will go towards MS4. Town Planner Strickler stated that the Town will need to upgrade 20% of its Stormwater areas in the next 5 to 8 years, with anticipated expenditures varying anywhere from \$650,000 to \$1,850,000, noting that the main areas with issues are the Kinsey Heights and the Greystone Development. He reviewed the Town of Salisbury, Maryland's Stormwater Utility Fee Program of \$20 per single family homes using an Equivalent Residential Unit (EUR) and for Commercial properties using 1 ERU per 3,344 square feet of impervious area which was enacted in July 2015. He further reviewed that a Fee of that size could produce an Annual Revenue of approximately \$600,000 for a Municipality of 33,000 residents. Town Planner Strickler stated a Stormwater Utility Fee, which could be added to the Utility bill or Tax bill, could be used for operations and maintenance of existing storm drainage systems, the design and construction of new Stormwater Projects, street sweeping and other Public Works responsibilities. He stated that the Town needs to come up with strategies early and work those ideas into the annual Capital Improvement Project Budget. He further stated that the Towns of Middletown, Myersville, Smithsburg, Emmitsburg, Brunswick and Thurmont all have MS4 Permits and that he plans to meet with them to find out what they are doing for their Permits.

#### **Review of Request for Proposal Results**

- **RFP for HVAC – Review of Bid:** Town Manager Mantello stated that four (4) bids were received for the RFP for HVAC Service on March 13, 2019. He stated that Public Works Superintendent Huntsberry and he will thoroughly review the bid results from Affordable Heating and Air Conditioning, LLC, Air Doctor Heating and Air, BG Services and Thompson Best Heating and Air and present their recommendation to the Council at the April Regular Meeting. **(NEW BUSINESS)**
- **RFP for Accounting Services:** Town Manager Mantello stated that Council Member Kerns, Al Martin, the City of Hagerstown former Finance Director and he reviewed the bids for the RFP for Accounting Services on March 14, 2019. He stated that the results were not really what they hoped they would be, noting that they wanted a list of cost breakdowns and most of bids were for retainer fees. He further stated that Mr. Martin is further reviewing the bids and reaching out to the firms that submitted them for additional information. Town Manager Mantello stated that he will update the Council on the status as soon as he can.
- **RFP for 2019 Mowing Contract:** Town Manager Mantello stated that one bid was received for the RFP for 2019 Mowing Contract on March 13, 2019. He stated that Yetter's Lawn Care, the Town's 2018 Lawn Contractor, submitted a bid for \$920 a week to mow the Town properties. **(NEW BUSINESS)**

**Community Center Lease Agreement with Washington County Commission on Aging:** Town Manager Mantello stated that Amy Olack, Executive Director of the Washington County Commission on Aging, Inc., contacted him about renewing their

expiring lease with the Town to use Eugene C. Smith Community Center 3-times per week as a congregate site Senior Center. He stated that he wants to calculate the additional fees over the past year, such as water, electric and cleaning, to reevaluate the current monthly usage fee of \$125 before renewing the lease. He further stated that the current lease expires on April 9, 2019.

Town Manager's Report:

- Stated that there was an issue with a resident parking on the shoulder at 20 High Street that has been resolved. Resident stated that they had been issued a permit to park there.
- Issues with the newly installed French Drain at 28 High Street. Resident not happy with the drain location and plans to fix it themselves
- Complaint regarding the speed limit of 25 mile per hour on High Street. Residents requesting that it be lowered to 15 miles per hour. **(NEW BUSINESS)**
- Stated that a few complaints were received about the street cleaning this past week and the company not doing a thorough job. Council will consider placing this out for bids and working this into the MS4 Permit plans.
- Stated that the Leak Inspection Contractor finished examining the Town for leaks. Noted a few minor hydrant leaks and service line to main line issues.

**Scheduling of Budget Workshops:** Council Member Kerns stated that it is necessary for the Council to schedule a few Budget Workshop Meeting in April 2019 and suggested Monday, April 1, 15 and 22 at 5:00pm. She stated that the first Meeting would be held to review proposed Town Employee Salaries and the breakdown of the personnel costs between the Town, Water and Sewer Funds.

Council Member Kerns stated that the Wells Fargo CD, which was approved at the March 4, 2019 Meeting, will get a better percentage rate of 2.6% if it is invested in an 11-month CD rather than a 12-month CD.

**Motion** by Assistant Mayor Byrd, second by Council Member Weaver to close the Workshop Meeting at 9:30PM. Motion carried.

Respectfully submitted,  
Kimberly A. Miller, Office Manager