

**BOONSBORO MAYOR AND COUNCIL**

**APRIL 8, 2019**

**PUBLIC HEARING**

**6:30 PM**

**Ordinance 2019-02; *Small Wireless Communications Facilities Ordinance***

The Boonsboro Mayor and Council held a Public Hearing as duly advertised on Monday, April 8, 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 and Office Manager Kimberly Miller.

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 Ordinance 2019-02; *Small Wireless Communications Facilities Ordinance*.

Town Planner Strickler presented a fair summary of proposed Ordinance 2019-02:

The Ordinance requires the party seeking to deploy communications facilities in public streets and rights-of-way in the Town required to apply for approval, to comply with certain public safety, aesthetic and other guidelines, to pay certain fees authorized by the FCC, providing for consideration of applications by the Mayor and Council, providing for judicial review, providing for certain financial assurances, establishing that a violation of the Ordinance is a Municipal infraction, limiting use of certain structures for small cell installation and including other provisions consistent with Federal Communications Commission orders and policies.

He reviewed that the FCC is mandating that all Ordinances be passed by April 15, 2019 and that the Ordinance will assist in developing design standards and location preferences for the Town.

Hearing no comments, Mayor Long closed the Public Hearing at 6:37PM.

Respectfully submitted,

Kimberly A. Miller  
Office Manager

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**BOONSBORO MAYOR AND COUNCIL  
REGULAR MEETING MINUTES  
MONDAY, APRIL 8, 2019**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, April 8, 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 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 MARCH 2019 MEETING MINUTES and REPORT**

- **Motion** by Assistant Mayor Byrd, second by Council Member Weaver to approve the **March 4, 2019 Regular Meeting**, and the **March 18, 2019 Workshop Meeting**. **Motion** carried.
- **Motion** by Council Member Nally, second by Council Member Weaver to approve the **March 2019 Treasurer's Report**. **Motion** carried.
  - Council Member Kerns provided an update on the Town's CD investments. She stated that the Excise Tax Fund account will be rename the Restricted Funds account which will include the Excise Tax Funds, Hotel/Motel Tax Funds and the Highway User Fees. She stated that she is recommending that \$76,541 be transferred to that account to combine the funds. **Motion** by Council Member Kerns, second by Council Member Nally to move \$76,541 into the Restricted Funds account. **Motion** carried

**PUBLIC COMMENTS** (*must sign in and limit comments to 3 minutes*)

- **Dr. Terence Ngwa**, 305 Monument Drive. Stated that he and his neighbors in the Sycamore Run Development on Monument Drive have extreme concerns regarding the speed in which motorists are driving through their development and urged the Council to conduct a speed study on the road. He stated that many motorists are driving over the roundabouts and over the trees that are planted there. He asked if the Town would consider installing rubber speed humps to slow the traffic and if the Police could please enforce the speed limit there. Police Chief Morgan stated that there are no speed limit signs posted in the development, and that he can not enforce a speed limit that does not yet exist. Town Planner Strickler stated that the Town can request that the developers install speed limit signs and that they install traffic calming devices. Council asked that the Police speed trailer be put in the development as soon as possible.
- **Eric Kitchen**, 115 Orchard Drive. Stated that he lives at the curve on Orchard Drive and that 5+ times motorists have 'missed' the curve and ended up in his yard, destroying his culvert and/or mailbox, or both. He stated that he is requesting that the Town help by placing a small piece of guard railing at the curve to try to stop this problem. He stated that he is willing to cost-share the expense. Town Manager Mantello stated that he would like to first try installing a road-side rumble strip to alert motorist that they are driving off of the road and see if that helps. Mr. Kitchen stated that he is willing to try that.

**PRESENTATION – National League of Cities Service Line Warranty Program**. Ashley Shiwarski, of Utility Service Partners, Inc., presented the Service Line Warranty Program for homeowners, endorsed by the Maryland Municipal League, which offers education on responsibilities and affordable protection from unanticipated exterior water and sewer service lines repairs and indoor plumbing repairs for a minimal monthly fee, noting that 13 Maryland Municipalities currently offer the Program to their residents. She stated that the Scope of Coverage for the exterior water service line warranty that covers the homeowner's responsibility from the water meter to the extremal wall of the home and includes the thawing of frozen external water lines, for the exterior sewer service line warranty that covers the homeowner's responsibility from the exit point of home to the sewer main, and for the interior plumbing and drainage warranty that covers the homeowner's water supply pipes and drainage popes within the interior of the home. She further stated that the Program Fees are as follows: for the exterior water service line warranty the cost is \$5.70 per month, for the exterior sewer service line warranty the cost is \$7.70 per month and the interior plumbing and drainage warranty the cost is \$9.99 per month. Ms. Shiwarski stated that the Town would receive \$.50 per product in annual Revenue. Council thanked Ms. Shiwarski for her presentation and stated that they will further review the Program information.

**ANNUAL DONATION REQUESTS**

- **Boonsboro Fire Department** – Chief Oley Griffith presented the First Hose Company of Boonsboro's annual donation request for \$21,000, which was amended and increased to \$24,000. He stated that donation funds are used to purchase equipment and fund the purchase of engines.

- **Boonsboro Rescue Company** – Chief Morgan Boyd presented the Boonsboro Rescue Company’s annual donation request for \$24,000. He stated that donation funds are used to purchase equipment and a new rescue vehicle. He stated that the Carnival, which will be in Town late May, is the largest fundraiser for the Rescue Company, as well as for the Fire Department and Boy Scouts.

**MAYOR AND COUNCIL MEMBER CORRESPONDENCE**

- Council Member Kerns stated that the Town received a donation request to sponsor a golf hole for \$100 for the 19<sup>th</sup> Annual “The Wimp” Franklin E. “Wimp” Hamburg Memorial Golf Tournament on April 26, 2019. **Motion** by Council Member Kerns, second by Council Member Hollingshead to sponsor a golf hole for \$100 for the 19<sup>th</sup> Annual “The Wimp” Franklin E. “Wimp” Hamburg Memorial Golf Tournament. **Motion** carried, with Council Member Weaver abstaining.
- Town Manager Mantello stated that the Town received a donation request from the Washington County Special Olympics Cheer/Dance/Poms Team. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to donate \$100 to the Washington County Special Olympics Cheer/Dance/Poms Team. **Motion** carried.
- Town Manager Mantello stated that the Town received a donation request from the Ruritan Clubs of Southern Washington County for the 62<sup>nd</sup> Annual Strawberry Festival in June 2019. **Motion** by Council Member Hollingshead, second by Council Member Weaver to donate \$100 to the Ruritan Clubs of Southern Washington County. **Motion** carried.
- Mayor Long stated that he attended an Eagle Scout Court of Honor for Lucas and Daniel Stauffer on March 10, 2019.
- Mayor Long stated that he and a few other Council Members attended the Opening Day Ceremony for South County Little League on April 6, 2019.

**Police Department Report – Chief Morgan.**

The Police Department received 63 calls for service, which included 228 motor vehicle violator contacts for the month of March 2019. There was 1 adult criminal arrest, 5 adult paper service arrests, 0 juvenile arrests and 0 juvenile traffic arrests. The Department collected 0 pounds from the Drug Turn-In Program.

- Chief Morgan stated that Officer Caleb Wade graduated from the Police Academy on March 22, 2019.
- Chief Morgan stated that he needs to have the 4 tires replaced on the 2015 Dodge Charger to make it street-safe. He stated that he is aware that the Police Vehicle Maintenance Budget line item is well over budget due to repairs early in the Fiscal Year. He asked if funds could be used from the Police Building Maintenance line item to cover the cost of tires. He further stated that he priced tires and found that he can have all of the tires replaced and mounted at the Washington County Technical High School for \$439. Council agreed that this is a great option and the funds can be used from the Building Maintenance line item.
- Town Planer Strickler stated that he has received multiple complaints about a truck being parked on the right-of-way at Young Avenue and Reeder’s Alley and asked the Chief if he could investigate it.

**NEW BUSINESS**

**Resolution 2019-02; 2017 Washington County Hazard Mitigation Plan:** Office Manager Miller presented Resolution 2019-2; *The 2017 Washington County Hazard Mitigation Plan* for the Councils review and input. She stated that Fire Chief Oley Griffith would be further explaining the need for the Resolution and the Plan. Fire Chief Griffith presented background on the 2017 Washington County Hazard Mitigation Plan, noting that Washington County is 8 months into the Plan and that it was mandated by FEMA. He stated that by adopting the Plan, it makes the County and Town eligible for Hazard Mitigation Grants in the event of a disaster and enables a 75% reimbursement of expenses during disasters. **Motion** by Council Member Kerns, second by Council Member Hollingshead to approve Resolution 2019-2; *The 2017 Washington County Hazard Mitigation Plan*. **Motion** carried.

- **ISO Report:** Fire Chief Griffith reviewed the 2018 ISO (Insurance Services Office, Inc.) Report results. Fire Chief Griffith stated that every 5-years the Town and Fire Department goes through a very in-depth insurance evaluation, and that a Class 1 is the best ranking that you can get, and a Class 10 is the lowest. He stated that this year Boonsboro received a Class 4 ranking and is in the top 26%, noting that 5-years ago we received a Class 6. He further stated that he is looking to purchase a fire hydrant flow tester so that testing the hydrants and recording their pressures and flows will be easier for both the Town staff and Fire Department personnel.
  - Fire Chief Griffith stated that he is requesting a donation from the Town for \$5,000 to assist with the rehabilitation of a 1992 pumper truck to make it ‘road safe’ which will temporarily replace their new 2016 pumper truck that was damaged when a tree fell on it this winter on the mountain on Alternate Route 40. He stated that the Fire Department will not have a pumper truck for 11-months while the 2016 pumper is out for repairs. **Motion** by

Council Member Kerns, second by Council Member Nally to approve a \$5,000 donation to the First Hose Company of Boonsboro from the Washington County Excise Tax Revenue. **Motion** carried

**Ordinance 2019-01; Preserve at Fox Gap Zoning Map Amendment:** Town Planner Strickler stated that a Public Hearing was held on February 4, 2019 for the purpose of receiving public input, either in support of or in opposition of, Ordinance 2019-01; *Preserve at Fox Gap Zoning Map Amendment*. He reviewed that the current Zoning of the Easterday's Fax Gap Property is Multi-Family Residential (MR), Town Residential (TR) and General Commercial (GC), noting that the Ordinance would re-zone the center of that property to Town Center -Residential Use Only (TC(-R)) and General Commercial (GC). **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to approve Ordinance 2019-01; *Preserve at Fox Gap Zoning Map Amendment*. **Motion** carried.

**Ordinance 2019-02; Boonsboro Small Cell Ordinance:** Town Planner Strickler stated that a Public Hearing was held at 6:30pm, before this Meeting, for the purpose of receiving public input, either in support of or in opposition of, Ordinance 2019-02; *Small Wireless Communications Facilities Ordinance*, noting that no citizens comments were made. He reviewed that the *Federal Communications Commission (FCC)* is mandating that all Ordinances be passed by April 15, 2019 and that the Ordinance will assist in developing design standards and location preferences for the Town. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to approve Ordinance 2019-02; *Small Wireless Communications Facilities Ordinance*. **Motion** carried.

**Resolution 2019-03; Boonsboro Small Cell Procedural Rules:** Town Planner Strickler presented Resolution 2019-03; *Boonsboro Small Cell Procedural Rules* for the Councils review and input. He stated that the Resolution will lay the ground rules for who may apply to install 5G in Boonsboro and how the application process proceeds. **Motion** by Assistant Mayor Byrd, second by Council Member Hanson to approve Resolution 2019-03; *Boonsboro Small Cell Procedural Rules*. **Motion** carried.

**Resolution 2019-04; Boonsboro Small Cell Guidelines:** Town Planner Strickler presented Resolution 2019-04; *Boonsboro Small Cell Guidelines* for the Councils review and input. He stated that the Resolution sets the criteria and regulations that a company would need to follow to install a 5G tower in Boonsboro. He further stated that that the Resolution can be updated to coincide with State Laws. **Motion** by Assistant Mayor Byrd, second by Council Member Nally to approve Resolution 2019-04; *Boonsboro Small Cell Guidelines*. **Motion** carried.

**Reducing Speed Limit on High Street from 25mph to 15mph:** Town Manager presented the requested to reduce the speed limit on High Street from 25mph to 15mph. He stated that he received a call from a concerned resident who informed him that many motorists are using High Street as a by-pass, rather than sitting at the Town Square traffic light. **Motion** by Assistant Mayor Byrd, second by Council Member Hollingshead to reduce the speed limit on High Street from 25mph to 15mph. **Motion** carried.

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

- **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, which is \$30 less per week than their 2018 contract. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to award the 2019 Mowing Contract to Yetter's Lawn Care. **Motion** carried.
- **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 thoroughly reviewed all of the bid results and are recommending that the Town accepts the bid from Air Doctor Heating and Air, noting that they were the second lowest bid and that they offer an excellent 10-year warranty overall. He further stated that their annual cost is \$1,819.45. **Motion** by Council Member Nally, second by Council Member Hollingshead to award the HVAC Contract to Air Doctor Heating and Air. **Motion** carried.
- **RFP for Accounting Services:** Town Manager Mantello stated that Council Member Kerns, Al Martin, the City of Hagerstown former Finance Director, and he thoroughly reviewed the bids from the RFP for Accounting Services which were received on March 14, 2019. He stated that they are recommending the lowest bid, Karen Dojan of *Weyrich, Cronin and Sorra*, at the cost of \$830 per month. He stated this service will provide an oversight on the Accounting System and provided monthly reconciliations. Council discussed that they are not 100% sure that an Accounting Service is needed for the Town and do not feel like they have enough information on what the individual would provide. Mayor Long suggested inviting Ms. Dojan to the April Workshop Meeting to make a presentation. **Motion** by Council Member Nally, second by Council Member Hollingshead to table the Accounting Service contact

award until further information is received and the need is determined. **Motion** carried.

**Recommendations for Hire – Water/Sewer Trainee & Operator I:** Town Manager Mantello stated that Waste Water Operator Jeremy Mose submitted his letter of resignation and that his last day of work will be April 26, 2019. He stated that are conducting multiple interviews, Superintendent Pete Shumaker and he are recommending the hiring of two individuals to fill the two vacancies, Gerald Barnes as an Operator II at the starting rate of \$22 per hour and Jesse Hill as an Operator Trainee at the starting rate of \$15 per hour.

- **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to hire Gerald Barnes as an Operator II at the starting rate of \$22 per hour. **Motion** carried.
- **Motion** by Council Member Nally, second by Council Member Hollingshead to hire Jesse Hill as an Operator Trainee at the starting rate of \$15 per hour. **Motion** carried.

**Town Employees' New Time Sheet:** Town Manager Mantello presented an updated Town employee time sheet for the Councils review and input. He stated that he does not plan to implement this immediately, but that this is the format that he is working toward to better track employees time and cost allocations. He further stated that Town staff will be work with Sue Wright, of Albright Crumbacker Moul and Itell, later this month for consultations on how to better improve the Peachtree Accounting System. **Motion** by Council Member Nally, second by Council Member Hollingshead to approve the adoption of the Town employees new time sheet format. **Motion** carried.

**Invitation to Participate in Memorial Day Parade:** Mayor Long presented the invitation for the Council to participate in the Annual Boonsboro American Legion Post 10 Ladies Auxiliary Memorial Day Parade, which will be held on Sunday, May 26, 2019 with the wreath laying ceremony at 1:00 PM and parade at 2:00 PM. He stated that he will not be able to ride in the parade, but if the Council would like to, to please let Office Manager Miller know so that she can submit the information to the Legion. Council decided that they will participate in the parade this year.

## COMMISSION REPORTS

**Public Safety Commission – T. Hollingshead.** Meeting held on March 26, 2019. Discussions included speeding issues on Knode Circle and Josiah Lane and the plans to install speed humps, the upcoming CERT Training on May 9 and May 11, 2019 and the need to get the Town involved more.

- Council Member Hollingshead stated that she is requesting to trade Commission with Council Member Hanson, who is currently on the Boonsboro Environmental Commission. She stated that Council Member Hanson and she both agree that he would be better suited for the PSC due to his law enforcement background. Mayor Long formally appointed **Council Member Hanson to the Public Safety Commission and Council Member Hollingshead to the Boonsboro Environmental Commission.**

**Park Board – M. Kerns.** Meeting held on March 27, 2019. Discussions included the approval 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 plant the 24 large trees purchased with POS funds near the walking trail in the new Park, the approval to pursue engineering ideas and grants to develop an arboretum/storm water manager measures in the Historical 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, updates on the Fishing Debry and Wagon Train events, the recommendation to reappoint Rich Hawkins to the Park Board, and the plans to contact Tiffany Stone, from the US Census, about what Park Board events she can set up an informational table at.

- Council discussed contacting Melanie Reese to see if the Reese family has a tree preference and location that they would like Dennis Reese's memorial tree planted in Shafer Park. Council discussed having a dedication ceremony for the naming of Coach Scott Field in the new Shafer Park area. Council discussed planting a tree in honor of Shirley Metz, the first Council woman of Boonsboro who passed away recently.
- Chief Morgan stated that 20mph speed signs need to be posted throughout Shafer Park.

**Utilities Commission – T. Nally.** Meeting scheduled to be held on March 14, 2019. **No quorum.**

**Planning Commission – R. Byrd.** Workshop Meeting held on March 12, 2019 – No Regular March Meeting held. Rescheduling of April Meeting to April 30, 2019.

**Economic Development Commission – M. Kerns.** Networking Breakfast 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 scheduled to be held on March 12, 2019. **No quorum.**

- Council Member Hanson stated that the Environmental Commission is recommending that Alison Preston be appointed to the BEC as an Alternate Member for a 3-year term. **Motion** by Council Member Hanson, second by Council Member Nally to appoint Alison Preston to the BEC as an Alternate Member for a 3-year term. **Motion** carried.

**Town Manager Report – P. Mantello**

- Sated that he has been in contact with the Washington Commission on Aging regarding their Lease Agreement with the Town for the use of the Community Center on Mondays, Wednesdays and Fridays. Stated that he is currently negotiating the monthly fee of \$125 in hopes to increase it to \$260 per month.
- Stated that MDE is requiring that Street Sweeping be done with regenerative air and that the MS4 Permit require streets to be swept twice a month. Stated that he will be contacting the Towns of Williamsport and Smithsburg to see if they are interested in a cost sharing.
  - Council stated that they discussed cancelling the contract with Clean-A-Lot, the Town's currently street sweeping company, but that they never formally voted on it. Office Manager Miller stated that the actual contract expired on June 30, 2017 and that the Town has been contracting with Clean-A-Lot on a month-to-month basis. **Motion** by Council Member Nally, second by Council Member Kerns to cancel the month-to-month street sweeping contract with Clean-A-Lot and to remove the NO PARKING signs. **Motion** carried.
- Stated that he joined the MML Academy of Excellence and Committee of Town Managers.
- Stated that new Administrative Assistant Amanda Wells is doing very well and that she may have discovered a reason for the ongoing reported Town water loss. Stated if her discovery is correct, it could bring the water loss amount down to around 20%.

**Motion** by Council Member Nally, second by Council Member Hollingshead to close the Regular Meeting at 9:50pm. **Motion** carried.

Respectfully submitted,  
Kimberly A. Miller  
Office Manager

**BOONSBORO MAYOR & COUNCIL**  
**MONDAY, APRIL 29, 2019**  
**WORKSHOP MEETING**

The Mayor and Council held their Workshop Meeting on Monday, April 29, 2019 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building to set the Regular Session Agenda for Monday, May 6, 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 7:15PM.

**PUBLIC COMMENTS** (*No comments were presented.*)

**Swearing in of Police Officer:** Mayor Long and Chief Morgan presented the Oath of Office to new Boonsboro Police Officer Caleb Wade. Officer Wade graduated from the Carroll County Sheriff's Office Training Academy on March 22, 2019.

**Presentation of Certificate of Appreciation:** Mayor Long and Chief Morgan presented former Police Administrative Assistant Donna Burkner with a Certificate of Appreciation on behalf of the Town and Police Department.

**PRESENTATIONS**

- **Washington County Bee Keepers; Greg Gentry:** Greg Gentry introduced himself and provided the Mayor and Council with a packet explaining the importance of bees and safety information and explained that he has been working with bees for 9 years. Mr. Gentry stated that bees are a very important resource, that they pollinate our fruits and vegetable and provide honey. He stated that bees are not aggressive unless they are defending their hive or are swatted at, noting that their main job is to collect pollen and nectar to build their hives. He further stated that bees are very busy in the spring and often swarm on trees or houses. Mr. Gentry provided his phone number to call for assistance in removing swarms and collecting bees and asked that the information be shared on the Town website.
- **Town Employee Health Insurance; Mark Kunkle – LGIT Health; Benecon:** Mark Kunkle presented a PowerPoint presentation and provided the Mayor and Council with a packet explaining the LGIT Health Care Program for the Town employees. Mr. Kunkle stated that he has been working with Town Manager Mantello and Office Manager Miller to obtain a competitive health insurance quote to help with the Council's decision to switch from the Town's current health insurance provider, CareFirst, to Cigna-Benecon. He stated that the contract is for 2-years and that it would take approximately 30-days to do the enrollment paperwork.
- **Accounting Services; Karen Dojan - Weyrich, Cronin and Sorra:** Karen Dojan introduced herself to the Mayor and Council, explain that her company, *Weyrich, Cronin and Sorra*, has been in businesses for 40 -years, has three office locations and has been working with small local Municipalities like Boonsboro for the past 8-years for outsourced accounting. Ms. Dojan stated that her firm submitted their bid for the Town's RFP for Accounting Services and reviewed the multiple benefits of outsourcing the Town's accounting, noting that it removes the Auditors issue of 'self-review threat,' or reviewing their own work. She stated that outsourcing will help alleviate accounting deficiencies and will help the Town obtain a cleaner annual audit. Council Member Kerns stated that it is her opinion that the outsourcing service will need to be done on a monthly basis to begin with and then eventually move to a quarterly basis. Ms. Dojan stated that her firm will provide the much-needed oversight and staff will be able to call them at anything for assistance. **(NEW BUSINESS)**

**The National Road Museum Curb Cut-Out Project on Shafer Park Drive:** Town Planner Strickler presented a PowerPoint presentation, on behalf of the National Road Heritage Foundation, for their request to create a 75-foot by 12-foot deep motor-coach/bus parking cut-out area behind the National Road and Trolley Museums on Shafer Park Drive. He stated that the preliminary discussions were held in August 2018 between Assistant Mayor Byrd, former Town Manager Krista Davis and himself, at which time he requested a Concept Plan from the NRHF. Tiffany Ahalt, of the NRHF, stated that they will be pursuing their own funding sources for the Project, if approved. She asked if the Town could please contact the State Highway Administration to find out the status of removing the one parking space and changing the other two parking space into **Handicapped Parking Only** in front of the Museums on North Main Street. Assistant Mayor Byrd stated that he fully supports the installation of the motor-coach/bus parking cut-out on Shafer Park Drive. **(NEW BUSINESS)**

**Program Open Space Project (Phase III Park Trails) Discussion:** Town Planner Strickler presented a PowerPoint presentation, including the Maryland Department of Natural Resources Program Open Space award letter, for the Shafer Park Connector Phase III Park Trail and its proposed location. He stated that the Town was awarded \$108,461 and that the estimated total cost of the Project is \$120,000. He further stated that he thoroughly discussed the trail location with the Park Board, noting that it will connect the old Park with the new Park with a trail running from behind the Scout building, around the lacrosse field and to the new Park restroom parking lot. Council agreed that the trail will be a great addition to Shafer Park.

**Public Space Improvements at Knode Circle and Town-owned Lot on Schoolhouse Court:** Town Planner Strickler presented a PowerPoint presentation on proposed improvements to the designated 'park area' at Knode Circle and the Town-owned lot on Schoolhouse Court. He stated that the Knode Circle park should be given a name, noting that naming the space would help with obtaining grants for trees and other projects. He further stated that 'Summer's Commons' is the name that the neighbors in the Circle have suggested. Town Planner Strickler stated that the Tree Board is very interested in establishing an Arboretum that the High School students could work on and were considering the Historic Park located on North Main Street across the street from Knode Circle. He stated that he is proposing that they use the Town-owned lot on Schoolhouse Court, noting that this location would be more accessible to the students and would also be a nice addition to that area. He further stated that grants can be obtained to assist with the Arboretum and that it could be named Coach Scott Memorial Park. **(NEW BUSINESS)**

Assistant Mayor Byrd asked why Superintendent Huntsberry closed the fields in the new Park area over the weekend. He also asked if the lacrosse fields could be mowed later in the week so that the grass is shorter for games, noting that it is difficult for the players to see the ball in the taller grass. Office Manager Miller stated that Superintendent Huntsberry is very serious about keep the grass in the fields in great condition and often closes field due to them being too wet and muddy.

Town Manager Mantello stated that Hetzer Paving has donated stone for the parking lot at the South County Little League field.

Town Manager Mantello stated that WGL Energy will no longer be the vendor for the Town's solar array at the Waste Water Treatment Plant and that the array has been assigned to a new vendor, Arcadia Solar. Council discussed signing the transfer documents and what the Town's options are.

**Motion** by Assistant Mayor Byrd, second by Council Member Weaver to close the Workshop Meeting at 9:15PM. **Motion carried.**

Respectfully submitted,  
Kimberly A. Miller, Office Manager