

**BOONSBORO MAYOR AND COUNCIL  
REGULAR MEETING MINUTES  
MONDAY, APRIL 2, 2018**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, April 2, 2018 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building. In attendance were Mayor Howard Long, Assistant Mayor Cynthia Kauffman, Council Members Janeen Solberg, Brigitte Schmidt, Rick Byrd, Marilee Kerns and Terry Davis. Also present were Interim Town Manager Bruce Zimmerman, Police Chief Charles Stanford and Administrative Assistant Kimberly Miller. The meeting convened at 7:00 PM with the pledge and invocation offered by Mayor Long.

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

- **Motion** by Assistant Mayor Kauffman, second by Council Member Schmidt to approve the **March 5, 2018 Regular Meeting, the March 7 and 14 Budget Workshop Meetings, the March 19, 2018 Workshop Meeting Minutes and the March 14 and 19, 2018 Executive Session Minutes**. Council Member Kerns submitted amendments to the Meeting Minutes. **Motion** carried with amendments made.
- **Motion** by Council Member Davis, second by Council Member Solberg to approve the **March 2018 Treasurers Report**, with Council Member Kerns opposing. **Motion** carried 5-1.
  - Council Member Kerns stated that the Town is still holding reimbursement checks from the Water and Sewer Funds to the General Fund from 5-months ago, noting that this was an issue during the Fiscal Year 2017 Audit and that there is still not enough funds to cash these checks. She suggested that the General Fund loan the Sewer Fund money to cover those checks. Administrative Assistant Miller stated that she did not write reimbursement checks for the month of February 2018, at the recommendation of the BMUC, and that she will contact Smith, Elliot, Kerns & Company, the Town's current Auditing firm, to see if the checks that are being 'held' can be voided.
- **Motion** by Council Member Solberg, second by Assistant Mayor Kauffman to approve the **March 2018 Bills to be Paid Report**. **Motion** carried.

**CITIZENS COMMENTS**

- **Paul Duenas**, 314 Lanafield Circle. Stated that after he submitted a letter at the last Mayor and Council Meeting on March 5 he has received ugly comments and threats via Facebook. Mr. Duenas submitted his letter to the Council for the record.
- **Stu Mullendore**, 3 Maple Avenue. Voiced his concerns, yet again, regarding the abandoned vehicles in the rear of his property. Stated that they have not moved in the past 17 years. Submitted photos and stated that they are in violation of the Town's Property Maintenance Code and Charter. Interim Town Manager Zimmerman and Mayor Long will go look at the vehicles tomorrow.
- **Sean Haardt**, 201 Green Fern Circle. Stated as a former Council Member he misses the government side being on Council, but not the politics. Stated that you can disagree without being disagreeable, and asked the Council to please try to get along nicer than what he's been hearing.

**MAYOR AND COUNCIL MEMBER CORRESPONDENCE**

- **Council Member Davis** stated that Opening Day Ceremony for Little League is April 7<sup>th</sup> at 12 noon at the Hagerstown Suns Municipal Stadium, noting that there are 35 teams this year.
- **Council Member Kerns** stated that she received a Request for Donation which will be discussed during New Business
- **Council Member Schmidt** shared information about the Sustainable Strategies meeting that will provide information on how to obtain Federal Grants money for Farmer's Markets and Art Communities. Stated that they are looking at small municipalities to assist with Farmers Markets and that there will be a conference held in August 2018.
- **Assistant Mayor Kauffman** stated that she attended the ribbon cutting ceremony for Pet Valu on March 16.
- **Assistant Mayor Kauffman** stated that she attended the USA Cycling Event Hospitality Meeting on March 23. Stated that the Hagerstown CVB plans to purchase banners to hang in the Town Square for the event. Stated that volunteers are needed.
- **Assistant Mayor Kauffman** stated that she, Mayor Long and Council Member Schmidt attended the Washington County MML Meeting in Hancock on March 26.
- **Assistant Mayor Kauffman** stated that a 'thank you' letter was received from a couple from Tennessee who attended the Town's Independence Day event. Stated that they enjoyed themselves.
- **Council Member Byrd** stated that he talked to several residents regarding the Public Works excellent work at removing the snow and ice from the Town roads during the last snow event.
- **Council Member Solberg** stated that the Green Fest flier was mailed out with the last Utility billing and provides a list of everything that can be recycled at the event on May 19.

- **Mayor Long** stated that the Washington County Commissioners will hold their annual Meeting on Tuesday, March 13, 2018 at 7:00pm in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building.
- **Mayor Long** stated that the American Legion Post 10 Easter Egg Hunt on March 31 in Shafer Park was a great success.
- **Mayor Long** shared a 'thank you' note from the Boonsboro FFA
- **Mayor Long** stated that he and Interim Town Manager Zimmerman met with the Washington County Transit Authority to obtain bus service in Town. Stated that they did not receive 'a yes or a no,' so there might be a chance for service this time.

**Police Department Report – Chief Stanford.** The Police Department received 131 calls for service, which included 82 motor vehicle violator contacts for the month of March 2018. There were 4 adult criminal arrest, 0 adult traffic arrests, 0 juvenile arrests and 0 juvenile traffic arrests. Stated that the Department collected 4.4 pounds of prescription drugs through the Drug Turn-In Program for the month of March 2018.

## **NEW BUSINESS**

**Arbor Day Proclamation:** Mayor Long read the 2018 Arbor Day Proclamation. He stated that April 22, 2018 has been proclaimed Arbor Day in Boonsboro, and that there will be a ceremony, tree planting and the annual Shafer Park clean-up from 1pm to 4pm. **Motion** by Council Member Solberg, second by Council Member Davis to approve the Arbor Day Proclamation. **Motion** carried.

**National Road Heritage Foundation Lease Agreement; Trolley Station and Warrenfeltz Building:** Interim Town Manager Zimmerman stated that the National Road Heritage Foundation is requesting an extension of the 10 year Lease Agreements for the National Road Museum (Warrenfeltz Building), located at 214 North Main Street, and the Boonsboro Trolley Station Museum, located at 220 North Main Street, to 15 year Lease Agreements. He stated that the current Lease Agreements for the building are for 10 years and were renewed for the time period of September 2014 to September 2024, noting that the request would extend that time period to September 2029. He further stated that the Heritage Foundation is requesting these extensions based on most grants requiring long term lease agreements with a minimum of 15 years.

- **Motion** by Assistant Mayor Kauffman, second by Council Member Davis to approve the extension of the Trolley Station Museum to a 15 year Lease Agreement through September 2029, as presented. **Motion** carried.
- **Motion** by Council Member Schmidt, second by Council Member Solberg to approve the extension of the Warrenfeltz Building to a 15 year Lease Agreement through September 2029, as presented. **Motion** carried.

**2018 Mowing Contract:** Interim Town Manager Zimmerman stated that Council reviewed the six (6) bids for the 2018 Mowing Contract at the March Workshop Meeting, noting that the recommendation is to accept the lowest bid proposal of \$930 per week from Yetter's Lawn Care for the April through November 2018 Mowing Contract, with the option to extend the contract for two additional one-years terms. **Motion** by Council Member Kerns, second by Council Member Byrd to award the 2018 Mowing Contract to Yetter's Lawn Care for the cost of \$930 per week, and motion carried.

**Introduction of Resolution 2018-01; Boonsboro Municipal Utilities Commission Water and Sewer Rate Projections and Establishment of Fiscal Year 2019 Water and Sewer Rates:** Interim Town Manager Zimmerman presented the Introduction of Resolution 2018-01; *Boonsboro Municipal Utilities Commission Water and Sewer Rate Projections and Establishment of Fiscal Year 2019 Water and Sewer Rates* for the Council's review and input. He stated that he is recommending the Introduction of Resolution 2018-01, with a Public Hearing scheduled for April 30, 2018 at 6:30PM in the Meeting Chambers. **Motion** by Council Member Solberg, second by Assistant Mayor Kauffman to approve the Introduction of Resolution 2018-01; *Boonsboro Municipal Utilities Commission Water and Sewer Rate Projections and Establishment of Fiscal Year 2019 Water and Sewer Rates*. Motion carried.

**Introduction of Ordinance 2018-02; Adopt the Fiscal Year 2019 Budgets and Tax Rates for the Town of Boonsboro:** Interim Town Manager Zimmerman presented the Introduction of Ordinance 2018-02; *Adopt the Fiscal Year 2019 Budgets and Tax Rates for the Town of Boonsboro* for the Council's review and input. He stated that he is recommending the Introduction of Ordinance 2018-02, with a Public Hearing scheduled for April 30, 2018 at 6:30PM in the Meeting Chambers. **Motion** by Assistant Mayor Kauffman, second by Council Member Davis to approve the Introduction of Ordinance 2018-02; *Adopt the Fiscal Year 2019 Budgets and Tax Rates for the Town of Boonsboro*. Motion carried.

**Ethics Commission:** Mayor Long stated that he is recommending the appointment of Christine Madeo, Raymond Grove and George Messner to the Town's Ethics Commission for 3-year terms ending April 2021. **Motion** by Council Member Solberg, second by Council Member Davis to appointment of Christine Madeo, Raymond Grove and George Messner to the Town's Ethics Commission for 3-year terms ending April 2021. Motion carried.

**Spring Bulk Curbside Pick-Up; May 26, 2018:** Mayor Long stated that the Spring Bulk Curbside Pick-Up is scheduled for Saturday, May 26, 2018, during the annual Boonsboro Carnival. He stated that he does not think there will be any conflicts with the Carnival and that Apple Valley Waste should be out of Town well before people start arriving for the event. Council Member Kerns stated

that her concerns are that there will be a lot of trash on the curbsides on Friday night, which is the first night of the Carnival. Mayor Long stated that a lot of the trash is picked up by scavengers and that we will double check with Apple Valley Waste to see what their scheduled start time is for the pick-up.

**Donation Request; The "Wimp" 18<sup>th</sup> Annual Golf Tournament:** Mayor Long stated that a donation request was received for the Franklin E. "Wimp" Hamburg Golf Memorial at Black Rock Golf Course on April 27, 2018. He stated that the event raises funds for scholarships for Boonsboro High School students. **Motion** by Assistant Mayor Kauffman, second by Council Member Davis to donate \$100 to Franklin E. "Wimp" Hamburg Golf Memorial. Motion carried.

## COMMISSION REPORTS

**Public Safety Commission – R. Byrd.** Meeting held on March 15, 2018. Discussions included the request for the Public Works staff to paint the curb RED on Center Street on the right hand side of the street, the status of the request for solar speed cameras on Maple Avenue near the school complex, House Bill 959 and help with crosswalk visibility, plans to work with the EDC to locate parking areas in Town, and the motion to recommend that the Mayor and Council require background checks on all potential Town employees. No Meeting will be held in April 2018.

**Park Board –M. Kerns.** Meeting held on March 28, 2018. Discussions included the review of the items purchased for the part from the Community Parks and Playground Grant, the 2018 Fishing Derby, the thank you luncheon the Park Board provided for the Public Works staff, the Arbor Day/Park Clean-Up event on April 22, plans for Movies in the Park this summer, an update on the Summer Concerts, the plans to gather information on the Friends of Shafer Park, a request from Mary and Dave Baker to host the American Heroes Motorcycle Association event in the Park on October 20, the suggestion to possible move the Spring Bulk Clean-Up due to the first night of the Carnival and the approval to keep the Park restrooms open until the last weekend in October each year.

**Utilities Commission – T. Davis.** Meeting held on March 8, 2018. Discussions included the status update on the Sewer Line Replacement Project, the review of the draft RFP for proposed future Water Facilities, the approval to recommend the Fiscal Year 2019 Water and Sewer Fund Budgets and the Five (5) Year Proposed Water and Sewer Rate Schedule to the Mayor and Council, the Maryland Rural Water Association Annual Conference Registration and Short Course Registrations.

**Planning Commission –J. Solberg.** Meeting held on March 27, 2018. Discussions included the Board of Zoning Appeals Sign Variance Request from Sterling Care to replace the sign at Reeder's Memorial Home and the Commission's upcoming elections on April 24, 2018.

**Economic Development Commission –C. Kauffman.** The next Networking Breakfast was held on March 16, 2018 at 7:30am at Vesta's Restaurant, with guest speaker Kathryn Gratton. The next EDC Meeting will be held on April 25, 2018 in the Meeting Chambers at 9:00am.

- **Motion** by Assistant Mayor Kauffman, second by Council Member Schmidt to reappoint George Messner to the EDC for a 3-year term. **Motion** carried.

**Environmental Commission – B. Schmidt.** Meeting held on March 13, 2018. Discussions included the plans to tour the Apple Valley Waste Recycling Plant, the plans to apply for the Urban and Community Forest Grant, plans for the 2018 Farmers Market Season and Subcommittee Reports.

**Interim Town Manager Report – B. Zimmerman.**

- Thanked Administrative Assistant Miller for her help during the Town Hall office transition.
- Stated that new Town Planner/Zoning Administrator Ethan Strickler will be starting work on April 16, 2018 and that he will be visiting Town Hall next week for an orientation.

**Motion** by Council Member Solberg, second by Assistant Mayor Kauffman to close the Workshop Meeting at 8:59pm and move into **Executive Session** as permitted under General Provisions Article, §3-305(b)(1), subsection (i) to discuss the appointment, employments, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction and Article §3-305 (b)(8), (8) to consult with staff, consultants, or other individuals about pending or potential litigation.

Respectfully submitted,  
Kimberly A. Miller, Administrative Assistant

**Boonsboro Mayor and Council**  
**Public Hearing**  
**Resolution 2018-01; BMUC Water and Sewer Rate Projections and Establishment of Fiscal Year 2019 Water and Sewer Rates**  
**and**  
**Ordinance 2018-02; Fiscal Year 2019 Budgets and Tax Rates**  
**April 30, 2018**  
**6:30 PM**

The Boonsboro Mayor and Council held a Public Hearing, as duly advertised in The Herald-Mail Newspaper and Town website, on Monday, April 30, 2018 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building. In attendance were Mayor Howard Long, Assistant Mayor Cynthia Kauffman, Council Members Janeen Solberg, Rick Byrd, Marilee Kerns and Terry Davis. Also present were Interim Town Manager Bruce Zimmerman, Police Chief Charles Stanford and Administrative Assistant Kimberly Miller. Council Member Brigitte Schmidt was absent.

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 the proposed Resolution 2018-01; *BMUC Water and Sewer Rate Projections and Establishment of Fiscal Year 2019 Water and Sewer Rates* and Ordinance 2018-02; *Fiscal Year 2019 Budgets and Tax Rates*.

Interim Town Manager Zimmerman and Administrative Assistant Miller provided a Power Point presentation of the BMUC Water and Sewer Rate Projections and Establishment of Fiscal Year 2019 Water and Sewer Rates and the Fiscal Year 2019 Water, Sewer and General Fund Budgets.

**Resolution 2018-01; BMUC Water and Sewer Rate Projections and Establishment of Fiscal Year 2019 Water and Sewer Rates**  
Water and Sewer Rates will not increase for Fiscal Year 2019.

<b>Proposed Rates July 1, 2018</b>	<b>In-Town Residential</b>	<b>Out of Town Residential</b>	<b>In-Town Commercial</b>	<b>Out of Town Commercial</b>
<b>Wastewater (Sewer) Fixed Fee</b>	\$55	-	\$55 per EDU	-
1 - 18000 gallons Wastewater	\$9/1,000 gal	-	\$9/1,000 gal	-
1 - 8001+ gallons wastewater	\$13/1,000 gal	-	\$13/1,000 gal	-
<b>Water Fixed Fee</b>	\$15	\$15	\$22.50 per EDU	\$22.50 per EDU
1 – 18,000 gallons water	\$6.20/1,000 gal	\$9.30/1,000 gal	\$6.20/1,000 gal	\$9.30/1,000 gal
18,001+ gallons water	\$9.30/1,000 gal	\$11.30/1,000 gal	\$9.30/1,000 gal	\$11.30/1,000 gal

**Ordinance 2018-02; Fiscal Year 2019 Budgets and Tax Rates**

**General Fund Budgetary highlights include:**

- Maintaining the current Constant Yield Tax Rate of \$0.3591 per \$100 of assessed property value for Fiscal Year 2019 will provide the potential revenue of \$1,058,203
- Maintaining the current Personal Property Tax Rate of \$0.87 per \$100 of assessed personal property value for Fiscal Year 2019 will provide the potential revenue of \$80,000
- Highway User Revenues: Highway User Revenues will increase from \$121,617 to \$123,712 for Fiscal Year 2019
- Program Open Space: The expected allocation for Fiscal Year 2019 is \$110,000
- Fire and Rescue Donations: An increase of the annual contribution amount to both agencies by \$1,000 each, bringing the total Fiscal Year 2019 donation amounts to \$24,000 per agency
- Sanitation Rates: Sanitation Rate will remain \$20 per quarter per EDU (EDU – Equivalent Dwelling Unit or One dwelling unit, each individual apartment is an EDU)
- Long-Term Capital Improvements: \$263,712
  - Street Drainage and Overlay Programs - \$123,712
  - National Road Heritage Museum - \$15,000
  - Shafer Park – Project Open Space - \$125,000
- Capital Improvements: \$77,500
  - Replace Public Works Utility Truck - \$17,500
  - Town Tree Trimming - \$15,000

- Replace Skidloader - \$45,000
- **Debt: \$180,500**
  - New Park Development - \$165,000
  - Wellhead Protection - \$15,500
- **Total Revenues and Expenses of \$1,951,338**

**Water and Sewer Fund Budgetary highlights include:**

- Based on the 5-Year Capital Improvement Plan for the Water and Sewer Fund, and at the recommendation of the Debt Task Force, a Tiered Rate Plan was provided by the Task Force and the Utilities Commission. The Mayor and Council approved and implemented a tiered rate structure in Fiscal Year 2016, which charges users a small fixed fee and for the quantity of Water/Sewer that they use, per 1000 gallons. There are no proposed Water and Sewer Rates increases for Fiscal Year 2019.

<b>Proposed Rates July 1, 2018</b>	<b>In-Town Residential</b>	<b>Out of Town Residential</b>	<b>In-Town Commercial</b>	<b>Out of Town Commercial</b>
<b>Wastewater (Sewer) Fixed Fee</b>	\$55	-	\$55 per EDU	-
1 - 18000 gallons Wastewater	\$9/1,000 gal	-	\$9/1,000 gal	-
1 - 8001+ gallons wastewater	\$13/1,000 gal	-	\$13/1,000 gal	-
<b>Water Fixed Fee</b>	\$15	\$15	\$22.50 per EDU	\$22.50 per EDU
1 – 18,000 gallons water	\$6.20/1,000 gal	\$9.30/1,000 gal	\$6.20/1,000 gal	\$9.30/1,000 gal
18,001+ gallons water	\$9.30/1,000 gal	\$11.30/1,000 gal	\$9.30/1,000 gal	\$11.30/1,000 gal

**Water Fund Budgetary highlights include:**

- Revenue from Water charges will be \$707,353
- **Expenses:** Reflects a percentage of the expense of the Salaries and Insurance for the Administration and Public Works Employees, as well as 1/2 of the salary for the Water and Sewer Operators and the Water and Sewer Clerk
- **Total Revenues and Expenses of \$796,908** and the establishment of a Contingency Fund of \$29,847 for Water Fund
- **Capital Improvement: \$125,000**
  - Future Facilities Plan - \$10,500
  - Replace Meters with R900 Radio Read Meters - \$25,000
  - Replace 1992 Generator - \$72,000
  - Replace Public Works Utility Truck - \$17,500
- **Debt: \$78,607**
  - Loan Interest - \$15,307
  - Loan Interest – Alternate 40 Waterline - \$4,000
  - Long Term Debt - \$40,000
  - MDE Alternate 40 Waterline – 19,300

**Sewer Fund Budgetary highlights include:**

- Revenue from Sewer charges will be \$1,129,260
- **Expenses:** Reflects a percentage of the expense of the Salaries and Insurance for the Administration and Public Works Employees, as well as 1/2 of the salary for the Water and Sewer Operators and the Water and Sewer Clerk
- **Total Revenues and Expenses of \$1,325,560** and the establishment of a Contingency Fund of \$49,410 for Sewer Fund
- **Capital Improvement: \$85,000**
  - Diffuser Sleeves - \$50,000
  - Filter Hardware - \$17,500
  - Replace Public Works Utility Truck - \$17,500
- **Debt: \$317,396**
  - Loan Interest - \$1,000
  - Waste Water Treatment Plant CDA Loan - \$308,615
  - Park View Loan - \$7,781

The floor was opened for public comment:

- **Paul Duenas, 314 Lanafeld Circle.** Mr. Duenas stated that there are no new Water Connections or User Fees in the Budget, even though previous Town Manager Clark stated that there would be new growth. Interim Town Manager

Zimmerman stated that you can't really budget those numbers in anticipation of growth. Mr. Duenas asked if the Engineering Services will be placed out for competitive bids for upcoming projects. BMUC Chairman Loeber stated that the Town is currently using ARRO Consulting for the Shafer Park Sewer Project and will bid out engineering for future projects. Council Member Kerns stated that competitive engineering quotes will be obtained for other projects. Mr. Duenas asked if funds have been budgeted for the employees' unionization. Mayor Long stated that Council cannot comment on that at this time.

- **Bob Sweeney**, 14 Knode Circle. Mr. Sweeney asked how many households are there in Town. Council stated that the current number is 1,325.

Mayor Long asked if there were any additional comments.

**Motion** by Assistant Mayor Kauffman, second by Council Member Solberg to close the Public Hearing at 6:54pm. Motion carried.

Respectfully submitted,

Kimberly A. Miller  
Administrative Assistant

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**BOONSBORO MAYOR & COUNCIL**  
**MONDAY, APRIL 30, 2018**  
**WORKSHOP MEETING**

The Mayor and Council held their Workshop Meeting on Monday, April 30, 2018 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building to set the Regular Session Agenda for Monday, May 7, 2018. Present were Mayor Howard Long, Assistant Mayor Cynthia Kauffman, Council Members Janeen Solberg, Marilee Kerns, Rick Byrd and Terry Davis. Also present were Interim Town Manager Bruce Zimmerman, Police Chief Charles Stanford, BMUC Chairman Paul Loeber, Town Attorney William Wantz and Administrative Assistant Kimberly Miller. Council Member Brigitte Schmidt was absent. The meeting convened at 7:15 PM.

**Consideration of Appointment of Town Manager:** Mayor Long made the recommendation to hire Krista Davis as the new Town Manager. He stated that Ms. Davis will be starting at a Step 7 Town Manager salary of \$64,519 per year and her first day of employment will be May 14, 2018. He further stated that her hiring is contingent upon her bonding, which should not be an issue. **Motion** by Council Member Solberg, second by Assistant Mayor Kauffman to hire Krista Davis as the Town Manager. **Motion** carried. **(NEW BUSINESS)**

**Invitation to Participate in Memorial Day Parade:** Mayor Long stated that the Mayor and Council have been invited to participate in the Unit 10 American Legion Ladies Auxiliary Annual Memorial Day Parade on Sunday, May 27, 2018. He stated that the ceremony begins at 1:00pm and the parade begins at 2:00pm. He further stated that if anyone is interested in participating in the Parade to please let him know.

**Resolution 2018- 01; Boonsboro Municipal Utilities Commission Water and Sewer Rate Projections and Establishment of Fiscal Year 2019 Water and Sewer Rates:** Mayor Long asked if there was a need to further discuss Resolution 2018- 01; *Boonsboro Municipal Utilities Commission Water and Sewer Rate Projections and Establishment of Fiscal Year 2019 Water and Sewer Rates*. Council stated no, there was not. Mayor Long stated that Resolution 2018-01 is scheduled for adoption at the May 2018 Regular Meeting. **(NEW BUSINESS)**

**Ordinance 2018-02 Fiscal Year 2019 Budgets and Tax Rates:** Mayor Long asked if there was a need to further discuss Ordinance 2018-02; *Fiscal Year 2019 Budgets and Tax Rates*. Council stated no, there was not. Mayor Long stated that Ordinance 2018-02 is scheduled for adoption at the May 2018 Regular Meeting. **(NEW BUSINESS)**

**Source Selection Overview for Water Study Project Selection:** BMUC Chairman Paul Loeber stated that proposals were received on April 26, 2018 for Engineering Services that would provide the Town with a Water System Master Plan and Hydraulic Modeling for a Water Study Project. He stated to remain transparent, a Source Selection process has been developed to eliminate, to the maximum extent possible, any perceived bias or favoritism in awarding the Project. He explained the Source Selection overview, noting that the initial review would be conducted by Town staff to verify that the RFP was submitted as requested. The RFPs would then be reviewed by a Source Selection Board, a Technical Review Panel and lastly a Cost Proposal Review Panel, all of whom would evaluate the proposals in six areas with a 0-3 scale for individual evaluation factors for Administration, Qualifications, References and Experience, Work Plan Approach, Schedule and Cost Proposal. BMUC Chairman Loeber stated that this process is based off of the Federal Acquisition Regulations and Annotated Code of Maryland, Title 21, *State Procurement Regulations*. Council Member Kerns stated that this process was not listed in the RFP, nor was an opening time for the bids posted. Attorney Wantz stated that it is a good practice to publically post the bid deadline, as well as the time and place of the bid openings. Council will further review the RFP Source Selection process and BMUC Chairman Loeber will provide an opening date and time for the Water System Master Plan and Hydraulic Modeling for a Water Study Project RFPs.

**Draft Request for Proposal BSSHE Feasibility Study:** BMUC Chairman Paul Loeber presented a draft request, on behalf of the BMUC, for a Request for Proposals for Engineering Services to provide a Bio-Solid/Sludge Handling Equipment Feasibility Study. He stated that the BMUC is considering the purchase of a Volute Dewatering Press to process the Town sewage into a cake form, or a dried pack of solids, which would be easier to dispose of than the current Bio-Solid/Sludge removal and hauling process. He further stated that the first step would be to conduct a Feasibility Study to determine the power availability, the mechanical (pipe) requirements, the recommended equipment, the building requirements, the site layout, the contract methodology and the initial cost estimate. BMUC Chairman Loeber stated that the Sewer Fund is currently paying between \$140,000 and \$160,000 per year for Bio-Solid/Sludge removal and that the Volute Press would lower that cost to approximately \$40,000 per year, noting that the cake form is easily disposed of at the landfill or could possibly be used as farm

fertilizer. BMUC Chairman Loeber provided the Council with a preliminary cost and timeline, noting that the Project would cost around \$760,000 and could hopefully begin in July 2019. BMUC Chairman Loeber stated that the draft RFP will be introduced to the BMUC at the May 2018 Meeting and further discussed at the June and July 2018 Meetings. Council Member Byrd stated that he'd like the BMUC to reach out to other Municipalities that are currently using the Volute Dewatering Press to see if there is a cost savings and what their thoughts are on the process, and asked if additional information could be provided to the Mayor and Council. **(NEW BUSINESS)**

**Employee Identification Cards:** Chief Stanford stated that he is recommending that all Town employees be issued photo identification cards and that they have them visible when interacting with residents. He stated that over the past few months there have been a number instances where individuals have posed as Town employees to try to gain access into residents' homes, noting that one of these individuals was able to do so in Keedysville and robbed the homeowner. He provided the Council with an example of the photo identification cards and stated that the cost per card is \$13. Council agreed that this is a very important issue to move forward with. **(NEW BUSINESS)**

**Consideration of Police Academy:** Chief Stanford stated that after thoroughly reviewing all of the Police Officer resumes he received he feels that there are no qualified certified Officers who applied for the vacant position. He stated that he is recommending that the Town consider hiring an individual who plans to enroll, or is enrolled, in Frederick City or Carroll County Police Academy. He further stated that the approximate cost for the Academy is \$3,000 for the 24 week class, noting that when the Police Department sponsored Brandon Beall they paid for tuition, Police uniforms and a reduced payroll salary. Chief Stanford stated that if the Town decides to move forward with the Academy, he will require that the individual sign a 5-year contract with the Town and complete 80 hours of field-training with Officer Anthony LoRusso. He stated that he will contact both Academies to find out their start dates for enrollment. **(NEW BUSINESS)**

**Mayor's Statement; Open Meetings Compliance Board April 9, 2018 Opinion:** Attorney Wantz stated that the Open Meetings Compliance Board requires that the Mayor presents their findings regarding the violation of the Open Meeting Act on August 7, 2017 and that all official bodies sign the announcement acknowledging their Opinion dated April 9, 2018.

Mayor Long read the Open Meetings Compliance Board Opinion dated April 9, 2018 in regards to the violation of the Open Meeting Act on August 7, 2017 by voting on the Town's Budget Ordinance without giving notice to the public and without listing the vote on the Agenda for the Meeting. He stated that the submissions and the Meeting documents posted on the Town's website establish that the Council gave proper notice of the Meeting, as required by §3-302.1 and that the Council adopted Minutes, as required by §3-302.6. He further stated that the Open Meetings Compliance Board finds that the Council violated §3-302.1(a) by making available an Agenda that omitted an item of business 'know' to at least some members of the Council when the Agenda was prepared. Mayor Long read that the Open Meetings Compliance Board stated that the Council did not violate the Act by adding the item to the Agenda; §3-302.1(e) expressly permits a public body to alter an Agenda that has already been made available to the public.

**Motion** by Assistant Mayor Kauffman, second by Council Member Byrd to close the Workshop Meeting at 8:15PM and move into **Executive Session** as permitted under General Provisions Article §3-305 (b)(1), subsection (i) to discuss the appointment, employments, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdictions and General Provisions Article, §3-305(b)(8), (8) consult with staff, consultants, or other individuals about pending or potential litigation. Motion carried.

**Motion** by Council Member Byrd, second by Assistant Mayor Kauffman to adjourn the Executive Session at 8:50PM. Motion carried.

**Motion** by Council Member Kerns, second by Council Member Davis to adjourn the Workshop Meeting at 8:51PM. Motion carried.

Respectfully submitted,

Kimberly A. Miller  
Administrative Assistant