

**BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
MONDAY, MAY 6, 2019**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, May 6, 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. The meeting convened at 7:00PM with the pledge and invocation offered by Mayor Long.

REVIEW AND APPROVAL OF APRIL 2019 MEETING MINUTES and REPORT

- **Motion** by Assistant Mayor Byrd, second by Council Member Hanson to approve the **April 8, 2019 Public Hearing and Regular Meeting**, and the **April 29, 2019 Workshop Meeting**. **Motion** carried.

- **Motion** by Council Member Hollingshead, second by Council Member Weaver to approve the **April 2019 Treasurer's Report**. **Motion** carried.
 - Council Member Kerns provided an update on the Town's CD investments. She stated that there are two CDs at The Columbia Bank that are maturing on May 10, 2019 for \$56,151.95 each. She stated that current rates for a 13-month CD are 2.28%. Council Member Nally stated that he is recommending that the CDs be combined and reinvested at The Columbia Bank for 13 months. **Motion** by Council Member Nally, second by Council Member Hollingshead to reinvest \$112,303.90 at The Columbia Bank for 13 months if the 2.28% is still available. **Motion** carried.
 - Council Member Kerns stated that the Town needs to set the Real Estate Discount Rates for Fiscal Year 2020. She stated that she is recommending that the Town follows the Town of Smithsburg's tax discounts of July 2019 1%, August and September 2019 0%, and October 2019 through June 2020 of +.67% each month plus applicable fees in May and June 2020. **Motion** by Council Member Kerns, second by Council Member Nally to approve Real Estate Discount Rates for Fiscal Year 2020. **Motion** carried. Council Member Kerns stated that the Town office staff and she will be participating in a webinar for the OAC Network Solutions Municipal Tax System software. She stated that the annual cost is \$850 a year, which includes training.

PRESENTATION – Mayor Long presented the annual Miss Poppy Proclamation. Clopper-Michael American Legion Post 10's Miss Poppy 2019 was not present at the Meeting.

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

- **Audrey and Skip Poffenberger**, Zittlestown Road. Stated that they are very concerned that the State Highway Administration has stopped working on the round-about at Alternate Route 40 and Route 67. Stated that it is very unsafe. Town Planner Strickler stated that he has received many inquiries with concerns about the street construction, noting that it is his understanding that construction stopped due to an issue between the State Highway Administration and the developers regarding the street lighting. He stated that he will contact SHA and the developer to find out the status and to hopefully get things moving again.

MAYOR AND COUNCIL MEMBER CORRESPONDENCE

- Council Member Nally stated that there are many issues between the Young Avenue and the Sycamore Run residents who properties butt up against each other. Town Planner Strickler stated that surveys are showing that many of the Young Avenue residents' yards have been encroaching on the Sycamore Run lots for years. He stated that these are legitimate property disputes and that residents need to obtain their deeds from the County and consider having their own land surveys conducted.
- Mayor Long stated that he and Council Member Nally attended the Arbor Day event in Shafer Park on April 28, 2019.
- Mayor Long stated that he and Council Member Kerns attended the Fishing Derby event in Shafer Park on May 4, 2019 and that 140 children participated.
- Mayor Long stated that he received a thank you note from Boonsboro Elementary School 5th grade student Trenten Spencer for the \$100 donation from the Town to help fund his participation at the Junior National Youth Leaders Conference in Washington DC.

- Council Member Weaver stated that he and his wife Christi attended the Washington Goes Purple meeting on the opioid crisis at the Boonsboro Free Library.

Police Department Report – Chief Morgan.

The Police Department received 55 calls for service, which included 174 motor vehicle violator contacts for the month of April 2019. There were 0 adult criminal arrests, 2 adult paper service arrests, 2 adult traffic arrests, 0 juvenile arrests and 0 juvenile traffic arrests.

- Stated that the speed-trailer was placed on Josiah Lane and recorded 357 cars, with very few driving over the posted speed limit of 10mph. Plans are to place the speed-trailer on Monument Drive in the Sycamore Run development next.
- Stated that Office Wade will be out on his own in the Police cruiser beginning next week.
- Stated that Police Officer Trainee Dickens is doing well at the Police Academy.

NEW BUSINESS

The National Road Museum Curb Cut-Out Project on Shafer Park Drive: Tiffany Ahalt, of the National Road Heritage Foundation, stated that Town Planner Strickler presented a PowerPoint presentation at the April Workshop Meeting 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. She stated that she is requesting formal approval of the Concept Plan so that they can move forward with submitting a Site Plan to the Planning Commission. **Motion** by Council Member Hollingshead, second by Assistant Mayor Byrd to approve the National Road Heritage Foundation's Concept Plan 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. **Motion** carried.

Request for Proposals

- **Economic Development Commission Tourism Website:** Town Manager Mantello stated that the Economic Development Commission is requesting that a Request for Proposal be put out for the design, creation and maintenance of an EDC Tourism Website. He stated that they are inviting qualified firms to develop a strategic approach to creating/organizing content that inspires, informs and drives tourism. He further stated that they are not 100% sure who their target audience is, and that the Tourism Economic Impact Study should be done first and will hopefully lend some insight. He further stated that Hotel-Motel Tax will cover the cost of the creation of the website but not the maintenance of the site. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to approve the advertising of a Request for Proposal for the Economic Development Commission Tourism Website. **Motion** carried.
- **Economic Development Commission Tourism Economic Impact Study:** Town Manager Mantello stated that the Economic Development Commission is requesting that a Request for Proposal be put out for an EDC Tourism Economic Impact Study to help find the audience before creating the EDC Tourism Website. He stated that they are inviting qualified consulting firms to submit proposals for a study of the Boonsboro tourism market, to include but not limited to, the leisure, business, tour group, outdoor enthusiast and sports markets. He further stated that Hotel-Motel Tax will cover the cost of the Study. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to approve the advertising of a Request for Proposal for the Economic Development Commission Tourism Economic Impact Study. **Motion** carried.
- **Skid Loader:** Town Manager Mantello stated that Public Works Superintendent Huntsberry is requesting that a Request for Proposal be put out for the purchase of a Rubber Tire Skid Loader or a Rubber Track Skid Loader. He stated that Superintendent Huntsberry plans to use the Skid Loader at the Yard Debris Site, for moving salt and snow removal. **Motion** by Council Member Nally, second by Council Member Kerns to approve the advertising of a Request for Proposal for the purchase of a Skid Loader. **Motion** carried.

Recommendation - Accounting Services: Town Manager Mantello stated that Karen Dojan, of *Weyrich, Cronin and Sorra*, who submitted a bid for the Town's RFP for Accounting Services, attended the April Regular Meeting to discuss the multiple benefits of outsourcing the Town's accounting. He reviewed that Ms. Dojan stated that outsourcing the accounting services will help alleviate accounting deficiencies and will help the Town obtain a cleaner annual audit, noting that it also removes the Auditors issue of 'self-review threat,' or reviewing their own work. He stated that he is proposing moving forward with a 1-year contract for Accounting Services with *Weyrich, Cronin and Sorra*. **Motion** by Council Member Nally, second by Council Member Kerns to approve a 1-year contract for Accounting Services with *Weyrich, Cronin and Sorra*. **Motion** carried

Recommendation - LGIT Town Employee Self-Funded Health Insurance: Town Manager Mantello stated that Mark Kunkle, of *Benecon*, attended the April Regular Meeting and presented a PowerPoint presentation to better explain the LGIT

Health Care Program for the Town employees to the Mayor and Council. He stated that Mr. Kunkle obtained a competitive Health Insurance quote to switch from the Town's current Health Insurance provider, CareFirst, to Cigna-Benecon, and that the pilot contract is for 2-years. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to approve a 2-year pilot contract for the Town employees Health Insurance through the LGIT Health Care Program with Cigna-Benecon. **Motion** carried.

Renaming of Parks; Knode Circle and Schoolhouse Court: Town Planner Strickler stated that he presented a PowerPoint presentation on proposed improvements to the designated park area at Knode Circle and the Town-owned lot on Schoolhouse Court at the April Workshop Meeting. He reviewed that naming the spaces make them more attractive to Grant funding agencies. He stated that the Tree Board hopes to turn the lot on Schoolhouse Court into an Arboretum that the High School students could work on.

- Town Planner Strickler presented the recommendation to name the park area on Knode Circle 'Summer's Common.' **Motion** by Assistant Mayor Byrd, second by Council Member Weaver to name the park area on Knode Circle 'Summer's Common.' **Motion** carried.
- Town Planner Strickler presented the recommendation to name the Town-owned lot on Schoolhouse Court 'Coach Scott Memorial Park.' **Motion** by Assistant Mayor Byrd, second by Council Member Hollingshead to name the Town-owned lot on Schoolhouse Court 'Coach Scott Memorial Park.' **Motion** carried.

National League of Cities Service Line Program; Recommendation of 1-Year Option Agreement: Town Manager Mantello stated that Ashley Shiwarski, of *Utility Service Partners, Inc.*, attended the April Regular Meeting to present 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. He stated that his recommendation is for a 1-year agreement in the Program, noting that 13 Maryland Municipalities currently offer the Program to their residents and that the Town would receive \$.50 per product in annual Revenue. **Motion** by Council Member Nally, second by Assistant Mayor Byrd to approve enrolling in the 1-year agreement with the National League of Cities Service Line Program. **Motion** carried.

2019 Meeting Calendar; 2nd Monday Council Meetings: Town Manager Mantello stated that an updated 2019 Town Calendar was provided to the Mayor and Council to review for the proposed change of the monthly Mayor and Council Regular Meeting from the first Monday of the month to the second Monday of the month. He stated that the new Meeting day would be effective immediately with the June Regular Meeting being held on Monday, June 10, 2019. Office Manager Miller stated that the only month that would be different in 2019 would be November due to Veteran's Day, and that the Meeting would be held on Monday, November 4. She stated that moving the Meeting to the second Monday would also help with preparing the monthly Treasurer's Reports. **Motion** by Assistant Mayor Byrd, second by Council Member Nally to approve moving of the monthly Mayor and Council Regular Meeting from the first Monday of the month to the second Monday of the month beginning in June 2019. **Motion** carried.

Hiring of Water/Sewer Operator Trainee: Town Manager Mantello stated that Water and Sewer Superintendent Shumaker and he interviewed Marshall Hoffmaster for the Water and Sewer Operator position and hired him on the spot. He stated that his first day of work was May 6, 2019 and that he signed a 3-year contract with the Town for his Operator training costs. He further stated that he is very smart and that he will be an asset to the Town. **Motion** by Council Member Nally, second by Assistant Mayor Byrd to approve the hiring of Marshall Hoffmaster as the new Water and Sewer Operator. **Motion** carried.

Re-Appointment of Park Board Members – Hawkins, Solberg and Davidson: Mayor Long stated, on behalf of the Park Board that he is recommending the following re-appointments for 4-year terms:

- Richard Hawkins. **Motion** by Council Member Nally, second by Council Member Weaver to re-appoint Richard Hawkins to the Park Board for a consecutive 4-year term. **Motion** carried.
- Greg Solberg. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to re-appoint Greg Solberg to the Park Board for a consecutive 4-year term. **Motion** carried.
- Jeffrey Davidson. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to re-appoint Jeffrey Davidson to the Park Board for a consecutive 4-year term. **Motion** carried.

COMMISSION REPORTS

Public Safety Commission – R. Hanson. Meeting held on April 25, 2019. Discussions included the upcoming CERT Training on May 9 and May 11, speeding issues in the Sycamore Run development, an update on the speed-trailer's finding for speeding

on Josiah Lane and vandalism in the Park. Council Member Hanson stated that there is a need for help with organizing and running National Night Out in August this year.

Park Board – R. Weaver. Meeting held on April 24, 2019. Discussions included the updates from Town Planner Strickler on the CPP Grant funds for a shade structure at the Tot Lot, the two benches and a handicap swing, and the awarding of \$108,000 in funding from the State for the Trail Project to connect the two Parks. Other discussions included the Fiscal Year 2020 Budget, the Strategic Plan, upcoming events, the Summer Concert Series and Movie Nights, the approval to install a 36 foot x 30 foot area with concrete pavers for the benches to sit on in front of the Park Gazebo, the approval to dedicate Pavilion 2 in memory of Shirley Metz and the annual Park Walk-through for maintenance.

- Council Member Kerns stated that the banners for the Movie Night in the Park need to be ordered. Office Manager Miller stated that she will take care of ordering the banners.
- Council Member Kerns suggested making a 'history plaque' for Shirley Metz for Pavilion 2

Utilities Commission – T. Nally. Meeting held on April 25, 2019. Discussions included an update on the ongoing Water System Meter Replacement Program, the Water Loss Detection and Mitigation Report, review of the Fiscal Year 2020 Water and Sewer Budgets, the need to appoint a BMUC Chairperson, the approval to grant the Ford family their requested 5 EDU's for water service on their property on Alternate 40 based on availability, and the 2019 Water and Sewer Specification Updates.

- Town Manager stated that there is a need to purchase 100 additional water meters for the Water System Meter Replacement Program at the cost of \$25,000. **Motion** by Council Member Nally, second by Council Member Kerns to approve the purchase of 100 water meters. **Motion** carried.
- Town Manger Mantello stated that he is requesting approval to move forward with the Waste Water Treatment Plant Software and Hardware upgrades for the main SBR control panels, the SCADA system and controls for Filter 1 from Aqua-Aerobics which have become obsolete, noting that at the December 2018 Regular Meeting Council discussed the two upgrade proposals from Aqua-Aerobic totaling approximately \$130,000. He stated that Superintendent Pete Shumaker contacted Aqua-Aerobics to see if their cost has increased since December and that it has increased to around \$150,000. Assistant Mayor Byrd stated that we need to make sure that Aqua-Aerobics will honor any software changes for the next 10 years, noting that we can't pay this kind of money every time they upgrade their software. **Motion** by Council Member Nally, second by Council Member Kerns to approve moving forward with the Waste Water Treatment Plant Software and Hardware upgrades for the main SBR control panels, the SCADA system and controls for Filter 1 from Aqua-Aerobics. **Motion** carried.

Planning Commission – R. Byrd. Meeting held on April 30, 2019. Discussions included the approval of the High's Dairy Store Site Plan revisions, the status of the BNAB19-01 Sycamore Run As-Builts and Bond Reduction Requests for 75% reduction for Phase III and the Pump Station and 95% reduction for Phase I, the status of the BS2019-002 Fletcher's Grove HOA Sign Application request and the approval of the concept for a sign in the Tiger Way right-of-way, and update on the Commission vacancies and interviews, updates on the 5G Small Cell Ordinance and potential Ordinance developments.

- Town Planner Strickler stated that Planning Commission Member Carvel Wright, who was also the former Town Planner, officially retired from the Commission at the April 2019 Meeting. He stated that there are currently 2 vacancies on the Commission at this time.

Economic Development Commission – M. Kerns. Meeting held on April 24, 2019. Discussions included the approval to move forward with advertising RFPs for an EDC Tourism Website and an Impact Study, plans to hold a Second Saturday event in October, updates on the 2019 USA Cycling Event on June 20, status update on the planting of the Main Street flower planters, the approval of the EDC Fiscal Year 2020 Budget and plans to establish at Strategic Plan. The next Networking Breakfast will be held on July 18, 2019 at 7:30am at Vesta's Restaurant, with guest speaker Tyler Hornbecker of Edward Jones.

Environmental Commission – T. Hollingshead. Meeting held on April 24, 2019. Discussions included updates on the Shafer Park Clean-Up Day and Green Fest, updates on the Farmer's Market and the Subcommittee Reports.

Town Manager Report – P. Mantello

- Sated that the Public Works staff put up 20 new speed limit signs to help slow neighborhood traffic and that they will be looking at the cost of installing 'speed humps' in the Sycamore Run Development.
- Stated that that the Police Department has cancelled their contract with Sprint and is switched their cellphone service to personal carriers through AT&T FirstNet.

- Stated that Town staff has finally integrated all of the BMUC quarterly billing with HBP. Stated that they will be handling all of the printing and mailing of the Town's Utility Bills from here on out.
- Stated that he approved the purchase of a new emergency generator for the Water and Sewer Department, noting that they will soon need to replace the chlorine scales due to safety issues that may arise.

Motion by Council Member Nally, second by Assistant Mayor Byrd to close the Regular Meeting at 9:15pm and move into **Executive Session** General Provisions Article, §3-305(b)(1), subsection (i) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction to discuss personnel items. **Motion** carried.

Respectfully submitted,
Kimberly A. Miller
Office Manager

BOONSBORO MAYOR & COUNCIL
TUESDAY, MAY 28, 2019
WORKSHOP MEETING

The Mayor and Council held their Workshop Meeting on Tuesday, May 28, 2019 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building to set the Regular Session Agenda for Monday, June 10, 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 Office Manager Kimberly Miller, Town Planner Ethan Strickler and Police Chief Kevin Morgan. The meeting convened at 6:32PM.

PUBLIC COMMENTS

- **Christi Weaver, Public Safety Commission Member.** Stated that Washington Goes Purple, the Washington County Sheriff's Office and the Town of Boonsboro Public Safety Commission are hosting a walking drug take-back evening around Boonsboro. Police Officers and "Purple" representatives and volunteers will be walking around Town between 5pm and 8pm on Wednesday, June 5 to pick-up unused and unwanted medication. She stated that people can also drop off unused and unwanted medication at the stationary drop off in Shafer Park at Pavilion 2. She further stated that volunteers are needed and that they can meet with the team at Pavilion 2 at 4:45pm on June 5th.

Recommendation to Hire Town Clerk: Office Manager Miller stated that Town Manger Mantello, Al Martin and she held interviews on Friday, May 24 from a pool of applicants who applied for the Administrative Assistant position and were overqualified. She stated that they are recommending the hiring of Karen Seabright for the Town Clerk position, noting that if approved, Ms. Seabright will be appointed at the June 10, 2019 Regular Meeting and her first day of work would be June 11, 2019. Consensus is to move forward with offering the Town Clerk position to Ms. Seabright. **(NEW BUSINESS)**

Introduction of Resolution 2019-05; Boonsboro Municipal Utilities Commission Establishment of Fiscal Year 2020 Water and Sewer Rates: Mayor Long presented the Introduction of Resolution 2019-05; *Boonsboro Municipal Utilities Commission Establishment of Fiscal Year 2020 Water and Sewer Rates* for the Council's review and input. He stated that he is recommending the Introduction of Resolution 2019-05, with the formal recommendation at the June Regular Meeting. **Motion** by Council Member Nally, second by Assistant Mayor Byrd to approve the Introduction of Resolution 2019-05; *Boonsboro Municipal Utilities Commission Establishment of Fiscal Year 2019 Water and Sewer Rates*. **Motion carried.** **(NEW BUSINESS)**

Introduction of Ordinance 2019-03; Adopt the Fiscal Year 2020 Budgets and Tax Rates for the Town of Boonsboro: Mayor Long presented the Introduction of Ordinance 2019-03; *Adopt the Fiscal Year 2020 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 2019-03, with a Public Hearing scheduled for June 10, 2019 at 6:30PM in the Meeting Chambers. **Motion** by Assistant Mayor Byrd, second by Council Member Nally to approve the Introduction of Ordinance 2019-03; *Adopt the Fiscal Year 2020 Budgets and Tax Rates for the Town of Boonsboro*. **Motion carried.** **(NEW BUSINESS)**

Resolution 2019-06; LGIT Town Employee Self-Funded Health Insurance: Mayor Long presented Resolution 2019-06; *LGIT Town Employee Self-Funded Health Insurance* for the Council's review and input. Office Manager Miller stated that the all Municipalities are required to adopt a Resolution to complete the Town Employee's Health Insurance enrollment process with LGIT. Mayor Long stated that Attorney Wantz advised that because the changing of the Health Insurance providers was approved at the May Regular Meeting, the Resolution can be voted on this evening. **Motion** by Assistant Mayor Byrd, second by Council Member Hollingshead to approve Resolution 2019-06; *LGIT Town Employee Self-Funded Health Insurance*. **Motion carried.**

Request for Changes to the Building Permit Process Between the Town of Boonsboro and Washington County: Town Planner Strickler stated that he is presenting the recommendation to change the building permit process between the Town and Washington County. He stated that currently Town residents submit their building permit application materials to him, he reviews the application for Town Planning and Zoning approval and sends the permit material to Washington County for their review and approval, and then the County delivers the approved Permit back to Town Hall and he gives it to the resident. He explained under the new process, Town residents would still come to Town Hall so that he can review their application

materials for Town Planning and Zoning approval, but then the applicant would submit their Building Permit package directly to Washington County themselves. Town Planner Strickler explained that applicants would submit all permitting fees directly to Washington County, that Washington County would then notify the Town of permit approval (via a pdf copy) and then give the building permit approval documentation directly to applicant, thus shortening the processing time significantly. He stated that Washington County would remit payments to the Town for our portion of the building permit fees (Washington County 75%, Town 25%) rather than the Town remitting payment to the County. He further stated that this would be the same remittance process for Excise Taxes, which have been somewhat of a struggle for the Town over the past few years. Town Planner Strickler stated that he will be requesting formal approval at the June Regular Meeting. **(NEW BUSINESS)**

Public Parking: Mayor Long provided an update on the status of working with Mark Widmyer to create 10 to 12 parking spaces in the Hospice Life Care of Washington County parking lot for public parking. He stated that Delegate McKay has been instrumental in helping with the Legislative talks with the State for the MD BPW bond funding for \$25,000. He further stated that he is thinking that the Town could offer a long-term 20-year lease with the parking lot owners and that he will provide updated information as soon as it becomes available. Mayor Long stated that Town Planner Strickler and he will work to submit the necessary paperwork for the bond funding as soon as possible.

Council Member Kerns stated that the Town office staff and she participated in a webinar for the OAC Network Solutions Municipal Tax System software and that she is waiting to hear back from the company as to when they can move forward with implementing the software. Town Manager Miller stated that the tax software is great and that she feels that it would be an asset to the Town office.

Police Chief Morgan stated that the Boonsboro Rescue Company has requested that they assist with Police coverage in Shafer Park during the Carnival this weekend, from 6:00pm to 12 midnight. He stated that the Rescue Company has agreed to contract the Police at a rate of \$45 per hour and will reimburse the Town for the hours that the Police Officers work. Council Member Kerns stated that she is recommending that the Town provide the Police coverage as a donation to the Rescue Company and do not require them to reimburse the Town. **Motion** by Council Member Kerns, second by Council Member Nally to provide the requested Carnival 6:00pm to 12 midnight Police Officer coverage at the \$45 per hour pay rate as a donation to the Boonsboro Rescue Company. **Motion carried.**

Council Member Hollingshead stated that there have been issues for the past few months with the Public Safety Commission Chairman changing the PSC Meeting night every month from the scheduled 3rd Thursday to whatever day works best for his schedule. Council Member Hanson stated that he has already talked to Chairman Matthews about this issue and the changes ahs to do with his work schedule. Office Manger Miller stated that the Public Safety Commission Members should not be penalized for not being able to make it to their monthly meetings when they are being rescheduled every month. Council agreed and will further talk about the ongoing concerns at the June Regular Meeting. **(NEW BUSINESS)**

Motion by Council Member Nally, second by Council Member Weaver to close the Workshop Meeting at 7:26PM. **Motion carried.**

Respectfully submitted,
Kimberly A. Miller, Office Manager