

**BOONSBORO MAYOR AND COUNCIL  
REGULAR MEETING MINUTES  
MONDAY, JUNE 4, 2018**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, June 4, 2018 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building. In attendance were Mayor Howard Long, Council Member/Assistant Mayor Elect Rick Byrd, Council Members Marilee Kerns, Council Members Elect Terri Hollingshead, Tony Nally and Ricky Weaver. Also present were Town Manager Krista Davis, Town Planner Ethan Strickler, Police Chief Charles Stanford and Administrative Assistant Kimberly Miller. The Swearing In Ceremony convened at 6:30 PM with the pledge and moment of silence offered by Mayor Long.

**SWEARING IN CEREMONY**

Mayor Long issued the Oath of Office for newly elected Assistant Mayor Rick Byrd, Council Member Terri Hollingshead, Council Member Tony Nally, Council Member Ricky Weaver and Town Manager Krista Davis.

Mayor Long stated that there would be a short break before the Regular Meeting.

**The Regular Meeting convened at 7:00 PM.**

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

- **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to approve the **May 7, 2018 Regular Meeting. Motion** carried.
- **Motion** by Assistant Mayor Byrd, second by Council Member Kerns to approve the **May 2018 Treasurers Report. Motion** carried.
- **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to approve the **May 2018 Bills to be Paid Report. Motion** carried.
  - Council Member Kerns stated that the Council never formally approved the Bonding amount for the Treasurers, Town Manager and Town Staff.

**PUBLIC COMMENTS**

- **Rob Wetzel**, Chair of Mt. Nebo Preschool. Attended the Meeting to discuss the response time of the Boonsboro Police Department after the locked down on May 30, 2018 when employees saw a man in the parking lot taking a gun from the trunk of a car. Stated that Washington County Emergency Services officials are trying to determine why it took 16 minutes for Police to arrive after the school called 911 at 2:48pm and the Police Department wasn't notified until 2:56pm. Stated that parents are understandably upset about the delayed response from emergency officials and that many parents plan to attend the next Boonsboro Public Safety Commission meeting.
- **Ginger Bigelow**, 138 Lakin Avenue. Extended her congratulations to the new Council. Stated that they need to do what is best for the Town and not for themselves. Suggested scheduling a rain date for Green Fest and to make sure it is not so close to the Carnival. Asked if Chief Stanford would consider writing a 'Chief's Corner' in the Town Newsletter to keep the residents up to date on what's going on in Town. Stated that the Police Department needs to be more involved in the community and have more transparency about break-ins, crime and drugs in Town.
- **Donny Ravas**, 161 Brynwood Avenue, Hagerstown. Introduced himself and stated that he is running for County Commissioner. Stated that he is for strong involvement with Municipalities.
- **Jeff Cline**, 13 S. Artizan Street, Williamsport. Extended his congratulations to the new Council and thanked them. Stated that his Dad loves being part of the American Legion Memorial Day Parade in Town. Shared his praise for keeping patriotism alive in small Town America and thanked the Town again.

**MAYOR AND COUNCIL MEMBER CORRESPONDENCE**

- **Mayor Long** thanked the Green Fest committee for the success of their event considering the rainy weather.
- **Mayor Long** thanked the American Legion Auxiliary for the Memorial Day Ceremony and Parade.
- **Mayor Long** thanked the Rescue Company and Carnival volunteers. Stated that the Carnival is the biggest fundraiser for the Rescue Company. Stated that Shafer Park will be restored to its wonderful condition soon.
- **Mayor Long** stated that he participated in the Character Counts Program at the Boonsboro Middle School.

**NEW BUSINESS**

**Appointment of Council Treasurer and Assistant Treasurer:** Mayor Long stated that there is a need to appoint a new Council Treasurer and Assistant Treasurer. He stated that he is recommending the appointment of Council Member Kerns as the

Treasurer and Council Member Nally as the Assistant Treasurer. **Motion** by Assistant Mayor Byrd, second by Council Member Weaver to appoint Council Member Kerns as the Town Council Treasurer and Council Member Nally as the Town Council Assistant Treasurer, with Council Member Kerns and Nally abstaining. **Motion** carried

**Public Safety Commission Appointment:** Mayor Long presented the recommendation from the Public Safety Commission to appoint Jean Burns, Rick Stevens, Greg Seymour and Christi Weaver to the PSC for a 4-year term ending June 2022.

- **Motion** by Council Member Hollingshead, second by Council Member Nally to approve the appointment of Jean Burns to the Public Safety Commission for a 4-year term. **Motion** carried.
- **Motion** by Council Member Nally, second by Council Member Hollingshead to approve the appointment of Rick Stevens to the Public Safety Commission for a 4-year term. **Motion** carried.
- **Motion** by Assistant Mayor Byrd, second by Council Member Nally to approve the appointment of Greg Seymour to the Public Safety Commission for a 4-year term. **Motion** carried.
- **Motion** by Council Member Hollingshead, second by Council Member Nally to approve the appointment of Christi Weaver to the Public Safety Commission for a 4-year term. **Motion** carried.

**Request for Donation:** Mayor Long stated that a donation requested was received from the Boonsboro Athletic Boosters, Inc. for the 26<sup>th</sup> Annual Dwight Scott Golf Tournament on June 25, 2018 at the Black Rock Golf Course. Administrative Assistant Miller stated that there is current \$550 remaining in the Donation Budget. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to donate \$100 to the Boonsboro Athletic Boosters, Inc. for the 26<sup>th</sup> Annual Dwight Scott Golf Tournament. **Motion** carried.

**Council Vacancy Fulfillment:** Mayor Long stated that a vacancy was created in the position of the Council Member, with the unexpired term ending June 2020, when former Council Member Byrd was elected and appointed as Assistant Mayor of the Town. He stated that he is recommending that the next highest voter getter in the May 8, 2018 Election, Terry Davis, be appointed to fill the Council Member vacancy. Council discussed that they would prefer advertising the vacant Council Member position. Mayor Long stated that the Town will accept "Certificates of Nominations" as application for the Council Member position through 4:30PM on June 20, 2018 and that interested applicants will have to collect the required 10 signatures. He stated that Council will review the "Certificates of Nominations" and schedule interviews before the June 25, 2018 Workshop Meeting. **Motion** by Council Member Weaver, second by Council Member Kerns to approve accepting of "Certificates of Nominations" as application for the unexpired Council Member position through 4:30PM on June 20, 2018. **Motion** carried.

#### **Discussion of Commissions and Appointments:**

Mayor Long announced the following Liaison appoints:

- **Boonsboro Municipal Utilities Commission** – Council Member Tony Nally. **Motion** by Assistant Mayor Byrd, second by Council Member Kerns to appoint Council Member Nally as the BMUC Liaison, with Council Member Nally abstaining. **Motion** carried.
- **Economic Development Commission** – Council Member Marilee Kerns. **Motion** by Assistant Mayor Byrd, second by Council Member Nally to appoint Council Member Kerns as the EDC Liaison, with Council Member Kerns abstaining. **Motion** carried.
- **Park Board** – Council Member Rick Weaver. **Motion** by Council Member Kerns, second by Council Member Nally to appoint Council Member Weaver as the Park Board Liaison, with Council Member Weaver abstaining. **Motion** carried.
- **Planning Commission** – Assistant Mayor Rick Byrd. **Motion** by Council Member Kerns, second by Council Member Hollingshead to appoint Assistant Mayor Byrd as the Planning Commission Liaison, with Assistant Mayor Byrd abstaining. **Motion** carried.
- **Public Safety Commission** – Council Member Terri Hollingshead. **Motion** by Council Member Nally, second by Assistant Mayor Byrd to appoint Council Member Hollingshead as the PSC Liaison, with Council Member Hollingshead abstaining. **Motion** carried.
- **Boonsboro Environmental Commission** – Will remain vacant until the new Council Member is appointed.
- **Personnel Committee** - Town Manager Krista Davis, Assistant Mayor Rick Byrd, Council Member Terri Hollingshead and Council Member Rick Weaver.
  - **Motion** by Council Member Kerns, second by Council Member Weaver to appoint Assistant Mayor Byrd to the Personnel Committee, with Assistant Mayor Byrd abstaining. **Motion** carried.
  - **Motion** by Council Member Nally, second by Assistant Mayor Byrd to appoint Council Member Hollingshead to the Personnel Committee, with Council Member Hollingshead abstaining. **Motion** carried.

- **Motion** by Council Member Kerns, second by Council Member Hollingshead to appoint Council Member Weaver to the Personnel Committee, with Council Member Weaver abstaining. **Motion** carried.

**Police Department Report – Chief Stanford.** The Police Department received 129 calls for service, which included 71 motor vehicle violator contacts for the month of May 2018. There were 4 adult criminal arrests, 0 adult traffic arrests, 0 juvenile arrests and 0 juvenile traffic arrests. Stated that the Department collected 11.2 pounds of prescription drugs through the Drug Turn-In Program for the month of May 2018. Stated that the Department collected 93.25 pounds of medication at the Green Fest event on May 19, 2018 in Shafer Park.

## **COMMISSION REPORTS**

**Public Safety Commission – R. Byrd.** Meeting held on May 17, 2018. The PSC approved the recommendation to appoint Rick Stevens, Christi Weaver, Jean Burns and Greg Seymour to the PSC. Discussions included plans for National Night Out, the appointment of the new Chairman, Assistant Chairman and Secretary, reports from the speed trailer on Young Avenue, property safety complaints around Town, the request to paint the curb red on Lakin Avenue near Center Street and the request to post 20 mph speed limit signs in Sycamore Run.

**Park Board –M. Kerns.** Meeting held on May 20, 2018. Discussions included the upcoming Independence Day Celebration on July 3, plans to revive the Friends of Shafer Park committee, the American Heroes Motorcycle Association 'Conquering PTSD' Event scheduled for October 20, plans to consider the Born Learning Trails in 2019, Tree Board updates, and reports that the PTA Community Event and the Annual Fishing Derby were both a great success.

**Utilities Commission – K. Davis.** Meeting held on April 25, 2018. Discussions included the Volute Press Feasibility Study, the selection process for the Water Study Consultant, the approval to submit the application for the MDE Fiscal Year 2019 Energy Water Infrastructure Program Grant, the current Tapping Fees structure and history and the approval that an integrated plan for evaluating and establishing a revised Tapping Fees structure be presented to the BMUC by September 2018.

**Planning Commission – E. Strickler.** Meeting held on May 22, 2018. Discussions included the signing of the Easterday Lot 6 Minor Subdivision, the draft King Road Associates DRRRA, the approval of the Sycamore Run Plan Change and the approval of the preliminary Site Plan Review for Tri-County Pumps.

**Economic Development Commission – H. Long.** The Networking Breakfast was held on May 18, 2018 at 7:30am at Vesta's Restaurant, with guest speaker Beth Pulsifer-Anderson of Atlantic Home Equity. The next EDC Meeting will be held on June 27, 2018 in the Meeting Chambers at 9:00am.

**Environmental Commission – K. Vesely.** Meeting held on May 8, 2018. Discussions included planning a tour of the Apple Valley Waste recycling facility, the plans to purchase trees for the DNR Urban and Community Forest Grant, the Green Fest event, plans to submit for the Maryland Green Registry Award, the 2017 Annual BEC Report and the Subcommittee Reports.

**Town Manager Report – K. Davis.**

- Stated that she would like to meet for a 1-on-1 with each of the Council Members.
- Stated that she plans to set up a tour of the Waste Water Treatment Plant and the Water Plants for the Mayor and Council
- Stated that she is working on an Orientation Program for the new Council Members
- Stated that she implemented Purchase Order to help track Town purchases within the accounting system
- Stated that she is working with the BMUC for a \$690,000 Grant for the Volute Press Project

**Motion** by Assistant Mayor Byrd, second by Council Member Nally to close the Workshop Meeting at 8:18PM and move into **Executive Session as permitted under** General Provisions Article 3-305(b)(8), (8) consult with staff, consultants, or other individuals about pending or potential litigation; *Consideration of Request for Employee Unionization.* Motion carried.

Respectfully submitted,

Kimberly A. Miller  
Administrative Assistant

**BOONSBORO MAYOR & COUNCIL**  
**MONDAY, JUNE 25, 2018**  
**WORKSHOP MEETING**

The Mayor and Council held their Workshop Meeting on Monday, June 25, 2018 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building to set the Regular Session Agenda for Monday, July 2, 2018. Present were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Marilee Kerns, Terri Hollingshead, Tony Nally and Rick Weaver. Also present were Town Manager Krista Davis, Police Chief Charles Stanford, BMUC Chairman Paul Loeber and Administrative Assistant Kimberly Miller. The meeting convened at 7:00 PM.

**Amendments to the Agenda:**

- Council Member Kerns stated that she is requesting to add **Public Comments** to the Agenda. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to add Public Comments to the Agenda. **Motion** carried
- Council Member Kerns stated that she is requesting to add **Best Policies and Procedures for Payroll Processing** to the Agenda. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to add Best Policies and Procedures for Payroll Processing to the Agenda. **Motion** carried
- Council Member Kerns stated that she is requesting to add **Request to Conduct an Employee Salary and Staff Study** to the Agenda. **Motion** by Council Member Kerns, second by Council Member Weaver to add Request to Conduct an Employee Salary and Staff Study to the Agenda. **Motion** carried
- Council Member Kerns stated that she is requesting to add **May 21, 2018 Town Staff Position Advertisement** to the Agenda. **Motion** by Council Member Kerns, second by Council Member Weaver to add May 21, 2018 Town Staff Position Advertisement to the Agenda. **Motion** carried.

**Interviews for Council Vacancy:**

- **Wade Caron**, 302 Chieftan Lane. Stated that he and his wife fell in love with the charm of Boonsboro and decided to settle here to raise their family, noting that he is originally from New Hampshire. He stated that he served in the Coast Guard, after leaving the military he became a Police Officer and now works in Gaithersburg, Maryland. Stated that he didn't run in this year's Municipal Election because he didn't think he had enough name recognition. He hopes that will change by 2020 if he's chosen.
- **Raymond Hanson**, 507 Brookridge Drive. Stated that he's lived in Boonsboro for 24 years and that he is a strong supporter of the Town. Stated that he served as a Montgomery County Police Officer and is now semi-retired, noting that he has more time to commit to public service. Stated that he hopes to bring team-building to the Council. Stated that at times Council interactions that were almost hostile and that is unacceptable. Stated that the Council needs open communication to move forward and work together to take care of problems in the future.
- **Patricia Chestnut**, 6 Redfern Place. Ms. Chestnut did not attend the Meeting. Administrative Assistant Miller will contact her again and invite her to meet with the Mayor and Council at 6:45pm, before the Regular Meeting on July 2, 2018.

**Public Comments**

- **Bob Sweeney**, 14 Knode Circle. Congratulated Town Manager Davis on her first duty of addressing the Town Charter with the Council. Stated that it has come to his attention that former Council Member Janeen Solberg was using the Community Center as an unrecorded campaign contribution to a political entity, *Citizens Above Partisanship*. Stated that he understands that Council Members are able to use the Community Center free of charge, but that the Town needs to charge Ms. Solberg for the rental days of November 27, 2017, December 11, 2017, January 22, 2018, February 26, 2018, March 26, 2018, April 23, 2018 and May 21, 2018 because the rental was an 'in-kind' contribution for political reasons. He stated that the Community Center rental rate is \$75 per day.

**Surety Bonding Amount:** Council Member Kerns stated that the Council did not set an amount for the Surety Bonding in May 2017. She stated that according to the Town Charter the Town Manager, Town Clerk, Town Treasurer, Assistant Treasurer and anyone in the Town that handles or deals with money needs to be bonded. She further stated that she feels that the current bonding amount of \$5,000 might be too low, noting that the Town of Middletown bonds their Treasurer for \$200,000. Town Manager Davis will contact Town Attorney Wantz and the Auditing firm to ask their opinion on the bonding amount.

**Park Repairs/Event Use Agreement:** Town Manager Davis stated that the Shafer Park ground repair is moving along and is being completed by Custom Landscape Management, Inc. She stated that due to the extreme ground damage from the heavy

equipment and mud from the Rescue Company Carnival and Green Fest events, she is recommending that the Shafer Park Event User Agreement be updated. She further stated that she is recommending the updating of Section G. Facilities; Other Improvements – Organization will repair any damages that occur to curbing, blacktop, down spouting, lights, playground, fields, fences, etc. Organization will work directly with the contractor and will pay for the repair. Town Manager Davis stated that this will make the organizations responsible for hiring and paying for repairs rather than having the Town pay for them and hoping that the organizations pay them back. She stated that she is also recommending that a \$500 deposit, which will be returned when the Park is made whole, be collected for events. Council Member Kerns stated that she would like to have the proposed changes reviewed by the Park Board and Town Attorney, and revisit the recommendation at the July Workshop Meeting.

**Best Policies and Procedures for Payroll Processing:** Council Member Kerns stated that she is concerned that the Town is currently processing payroll in the morning before the end of the day for the pay period. She stated that this is not a good policy and procedure for payroll. She stated that she is recommending that payroll not be processed until after the close of business on the last day of the pay period, noting most places take a few days to process their payroll. Town Manager Davis stated that she would like to see the Town use an outsourced payroll processing service, such as ADP, which would provide employees with direct deposit, or paper checks, within 3 days of the end of the pay period, as well as maintain all of the tax law regulations. She stated by doing this, it would free up the Town staff to do other things in the office. Administrative Assistant Miller stated that her main concern is that the outsourcing of payroll will cost the Town additional money for a job that takes her a few hours to complete once every 2 weeks, and that she feels that outsourcing is not a cost effective solution. Council discussed slowly moving the day that employees receive their pay checks to Thursday or Friday over the next few months to properly process payroll.

**Town Email Issues:** Town Manager Davis stated that since her first day of work with the Town, she has had issues with her office computer and receiving emailing through Outlook. She stated that sometimes it takes anywhere from 2 hours to a full day for her to receive an email, that her Outlook calendar doesn't sync and that at one point she lost all of her email contacts and calendar. She further stated that she has started using *gmail* rather than the *myactv* account due to a known conflict between *myactv* and Outlook. Town Manager Davis stated that she spoke to the Town's IT person and he provided her with three options for correcting the issues. 1 – Upgrading all of the Town computers to Microsoft Office 365 and begin using a cloud based hosting service. This includes updating all of the office computers to a new version of Microsoft Office and operating on one platform. The cost is the price of the software and \$12.50 per month/per user. 2 – Upgrading to an Interface Exchange System. This would include purchasing a new office 'server' computer and would also require higher IT maintenance. 3 – Continue to trouble shoot the current software. Council will revisit the topic and further discuss the options at the July Meeting.

**Public Safety Concerns – Mt. Nebo Preschool:** Council Member Nally provided an update on the Mt. Nebo School 911 call on May 30, 2018 and the Police response time from the Public Safety Commission Meeting on June 21, 2018. He asked the Council how do they want to respond as the Town to this issue. He stated that no notification was sent out from Town Hall regarding the 911 call, and asked what the procedure is for notifications. Mayor Long stated that Administrative Assistant Miller sends out notifications after they are received and verified with the Police Department. Administrative Assistant Miller stated that Town Hall was not notified of the Mt. Nebo 911 call and that she did not learn of the situation until the next day. She stated that not all situations in Town will be sent out as 'alerts or notifications' due to the sensitivity of some cases. Council asked why they were not informed at all of the situation. Chief Stanford stated that it is his fault that the Council was not notified in a timely matter because he was out of Town on that day. Council asked for more communication regarding what's going on in and around Town.

**BMUC Spending Limits Resolution:** Council Member Nally stated that a policy needs to be set for the BMUC spending limits. Town Manager Davis stated that she provided the Council with a copy of Resolution 88-8; *Mayor and Council of Boonsboro Spending Limits of the Utilities Commission*. She stated that Resolution 88-8 states that *the BMUC shall have the authority to enter into contracts or incur obligations that shall be binding on the Town of Boonsboro, provided that no such contract or obligation may exceed \$2,500 per fiscal year, nor may the aggregate of the contract or obligation exceed \$5,000 per fiscal Year, without the express approval of the Mayor and Council*. Council determined that the Town and the BMUC will continue to follow Resolution 88-8 until it can be further reviewed.

**Bids for Professionals Services; Engineering:** Council Member Kerns stated that there is a 'grey area' for awarding prior employees with Engineering Services contracts and that those services should be placed out for bids. BMUC Chairman Loeber

suggested that the Town develop an IDIQ (Indefinite Delivery, Indefinite Quantity) Contract for Engineering Services and have 2 to 3 Engineers on 'retainer' who are shared between Town, Water and Sewer projects. Council will further consider Engineering Service options.

**Request to Conduct an Employee Salary and Staff Study:** Council Member Kerns stated that she would like to see how the Town compares to other Town as far as the number of employees, employee salary, use of Town vehicle (do employees take vehicles home), insurance coverage and benefits. Town Manager Davis stated that she is currently working on a Town salary and staff comparison, and will present it to the Personnel Committee and Council when it is completed.

**May 21, 2018 Town Staff Position Advertisement:** Council Member Kerns stated that she would like to know the process that took place to fill the vacant Public Works Municipal Service Worker position which was advertised on May 21, 2018. Town Manager Davis stated that the Personnel Committee held a meeting on June 15, 2018. She stated that the vacant Municipal Service Worker position was discussed and that the majority of the Committee Members (3 for, 1 against) agreed with the re-hiring of CJ Saunders to fill the position. Council Member Kerns read the Town Charter, Section 304. Powers and Duties(b) *Appointments and removal of employees and heads of offices, departments and agencies.* 'Except for the town manager provisions for whose appointment and removal are contained in Section 601(a), the mayor, with the approval of the council, shall appoint the heads of all offices, departments, and agencies of the town government as established by this charter or by ordinance. All appointees shall be subject to removal by a vote of two-thirds of the whole council, or a vote of three councilmembers, with the approval of the mayor.' Town Manager Davis stated that the Public Works Municipal Service Worker position is not an appointed position, therefore the Town Charter section does not apply. She stated that if the employment position is in the Town Budget then the Personnel Committee should be able to proceed with the hiring process. Council Member Kerns stated that there was no Council vote on the filling of this vacancy.

**Review Antietam Cable TV Franchise Agreement/Up for Renewal:** Council Member Kerns inquired as to when the Franchise Agreement is up for renewal with Antietam Cable. Town Manager Davis stated that to her knowledge the Agreement expired many, many years ago. She stated that she recently met with a representative from Antietam Cable who informed her that the franchise fees should be increased from 3% to 5%, which will mean more money to the Town. She stated that she also requested that free high-speed internet service be provided to Town Hall and the Police Department.

**Spending/Bidding Ordinance Review:** Council Member Kerns stated that the Spending and Bidding Ordinance review goes along with setting a policy for spending limits and bidding procedures for the Town and BMUC, much like Resolution 88-8; *Mayor and Council of Boonsboro Spending Limits of the Utilities Commission.* She stated that Resolution 2003-09; *Amendment to Resolution 88-9; Bidding Procedures* states that 'No expenditure amounting in the aggregate to more than \$1,000 but less than \$20,000 shall be made until a reasonable effort has been made to secure at least 3 competitive bids.' Council determined that the Town and the BMUC will continue to follow Resolution 88-9 until it can be further reviewed.

**Candidate for Open Police Officer Position:** Chief Stanford provided the resume for his recommendation to fill the vacant Police Officers position. He stated that Robert Butts, of Keedysville, has shown great interest in becoming a Police Officer and enrolling in the Carrol County Police Academy. He stated that he is requesting Council's consensus to hire Mr. Butts, with the start date of July 9, 2018, that Mr. Butts will sign a 5-year employment agreement with the Police Department and will enroll in the Academy with the start date of September 2018. He further stated that he is requesting the permission to allow Mr. Butts to *ride-along* as a Town employee with one of his Officers from his hire date until his start date at the Academy, noting that this is provide him with experience and give him a better understanding of his duties as a Police Officer. Council asked how many applications were received for this position and requested that the Personnel Committee meet with Mr. Butts before approving the Chief's recommendation. Assistant Mayor Byrd stated that the Personnel Committee approves the recommendation of hiring of employees, but that they don't sit in on interviews. He stated that the Council needs to trust Town Manager Davis and Chief Stanford's recommendations. Consensus is to move forward with the hiring of Roberts Butts for the vacant Police Officer position.

**Seeking Approval for Budget Reallocation to Upgrade Town Camera System:** Chief Stanford presented the request to reallocate funds to upgrade the Town security camera system. He stated that he received a proposal from Crime Intervention Alarm (CIA), the Town's current security camera provider for 2 upgraded new platform HD recorders at the Police Department and Town Hall, new system software, new unlimited remote software, 1 HD pan-tilt zoom camera with night vision and 2 HD license plate cameras for the overall cost of \$10,150. He stated that the new system software is a Linux system and does not need a Windows operating system to run, noting that it just needs an internet connection. He further stated that he is also

requesting to place 2 IP cameras, 1 at the Scout Building and 1 at the Town Maintenance Building. Chief Stanford stated that funds for the security camera upgrades could be reallocated from the Police Officer Salary line item in the Fiscal Year 2018 Budget. Council Member Kerns stated that 3 competitive bid quotes are needed for purchases over \$1,000 based on the previously discussed Agenda item. Town Manager Davis stated that she will work with Chief Stanford to obtain 3 quotes by the July Regular Meeting.

**BMUC Presentation; Water System Master Plan and Hydraulic Study Project:** BMUC Chairman Loeber presented a Power Point presentation and breakdown on the background of the source selection for the BMUC Water System Master Plan and Hydraulic Modeling. He stated that the BMUC is recommending that the Project be awarded to Whitman, Requardt and Associates for the total cost of \$54,571. He further stated that the BMUC is requesting to add Option 3 of the Project to assist with the drilling of a well to hopefully find a new water source for the cost of approximately \$9,400. Chairman Loeber stated that this Project is extremely necessary in locating the water leaks and determining where the low and high pressure areas are throughout the system, and that it should have been done a long time ago. He stated that the BMUC is recommending that the Project cost be paid from the Water Fund User Fees. Council Member Kerns stated that she would still like to review the bids for the Project and do some research before voting to spend \$65,000. Chairman Loeber stated that is fine, that of the 5 bids that were received, 1 bid was rejected; and that is information that is generally not disclosed, noting that names are not released. Council Member Kerns stated that she did not received all of that information, that the bids were opened 6-weeks ago, the information was public and there is no reason that information should not be shared with the Council. Chairman Loeber stated that 1 bid was rejected and the other 3 bids were not considered due to no confidence in ability, and that Whitman, Requardt and Associates was the only firm that the BMUC had confidence in. Council Member Kerns stated that last time the Council was provided with a rating scale and she would like to see that again. Chairman Loeber provided examples of the bidders, stating that one was strictly a construction firm and provided a list of their construction projects that they were overseeing, which showed that they could put pipe in the ground but showed nothing in their ability to do a Water Study. He stated that one bidder was from out of state and was going to use two local contractors that the Town had dealings with before, and we were not satisfied with their work. The third bidder stated that they would do the Water Study, but that was as far as they were willing to go with it. Mayor Long stated that Whitman, Requardt and Associates are one of the top companies in Baltimore. Council Member Nally stated that the BMUC says they have to money in User Fees and yet they have not reimbursed the General Fund for 6 months. Chairman Loeber stated that two reimbursement checks were just signed, that the BMUC is working to get themselves caught up, and that he understands where Council Member Nally is coming from. Council Member Nally stated that he asked for all of this to be part of the Workshop Meeting, that it got shot off the way side and he is having an issue with that. Chairman Loeber stated that the BMUC signed reimbursement checks for the March Water Fund and January Sewer Fund, and that they are currently one Quarter behind. Council Member Nally asked what the plan is, and where the written plan is, on getting current with the BMUC's dues to the General Fund, in addition to spending the \$65,000 that the BMUC is asking the Council to approve. Town Manager Davis stated that it not the BMUC's fault that the State of Maryland came in and said we had to build a new Waste Water Treatment Plant, but then they got stuck with the bill. Council Member Nally stated that we are not going to beat a dead horse, the BMUC is in debt and that's done, but moving forward we are not going to continue to pile up more debt and not be responsible for the bills that we currently have. He stated that Chairman Loeber wants to spend User Fees and the BMUC isn't current for 6 months with what they owe the General Fund, noting that he wants to see a written plan before he okays money. Town Manager Davis stated that there was some discussion about actually forgiving that debt when she was in her interview. Council Member Kerns stated that it was thrown out there, but that it went no further, noting that there is a lot of complication with that and the Council is not prepared to discuss that right now. Mayor Long asked the Council if they understand why the BMUC is asking for approval to do this study. Council Member Kerns and Council Member Nally stated that they totally understand. Council Member Kerns stated that all she wants to do is see the bids, read through them and see the rating scale sheet like the BMUC prepared for the Sewer Project, where they rated the lines for what quality to get. She stated that she wants some time to indulge it because she feels that it was not all covered in the Power Point presentation to make an educated decision without being able to look at it and do some research. Mayor Long asked how long the bids are good for. Chairman Loeber stated that RFP is good until July 25, 2018. Mayor Long stated that the Water Study could be put on the July Regular Meeting Agenda. Chairman Loeber stated that he wasn't expecting the vote tonight, that this is out there for a vote on Monday. Council Member Kerns stated that this has been going on since March, that the bids were received at the end of April and there was discussion about them being shared with the Council back in May and it's the end of June and they haven't been shared yet. Chairman Loeber and Town Manager Davis stated that Council Member Kerns was invited to the Bid Meeting and she didn't come. Council Member Kerns stated that she was not able to attend, that it was in the middle of the day and she was at work, and she apologized. She stated that just because she couldn't attend doesn't mean that they can't pass the information to them. Mayor Long asked if Chairman Loeber could see that Council Member Kerns gets the information. Town Manager Davis stated

that is what we did in this presentation. Council Member Kerns stated that no, she doesn't have the bids, she has an overview. Mayor Long stated that Chairman Loeber will give them to her, and thanked Chairman Loeber.

**Motion** by Council Member Kerns, second by Assistant Mayor Byrd to close the Workshop Meeting at 9:22 PM, and motion carried.

Respectfully submitted,

Kimberly A. Miller  
Administrative Assistant