

**BOONSBORO MAYOR AND COUNCIL  
REGULAR MEETING MINUTES  
MONDAY, JUNE 10, 2019**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, June 10, 2019 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building. In attendance were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Marilee Kerns, Ray Hanson, Terri Hollingshead, Tony Nally and Rick Weaver. Also present were Town Manager Paul Mantello, Town Planner Ethan Strickler and Police Chief Kevin Morgan. Office Manager Miller was on vacation. The meeting convened at 7:15PM with the pledge and invocation offered by Mayor Long.

Mayor Long made the recommendation to add the Washington Commission on Aging presentation to the Agenda. **Motion** by Council Hollingshead, second by Council Member Hanson to amend the Agenda. **Motion** carried.

**REVIEW AND APPROVAL OF MEETING MINUTES and TREASURER'S REPORT**

- **Motion** by Assistant Mayor Byrd, second by Council Member Weaver to approve the **May 6, 2019 Regular Meeting**, and the **May 28, 2019 Workshop Meeting**. **Motion** carried.
- **Motion** by Council Member Nally, second by Council Member Hollingshead to approve the **May 2019 Treasurer's Report**. **Motion** carried.
  - Council Member Kerns made a recommendation for the 6-month CD that matured at Wells Fargo for \$250,000. She stated that she is recommending that the CD be reinvested for a 1-year term at the best current rate. **Motion** by Council Member Kerns, second by Council Member Nally to reinvest the \$250,000 into a 1-year CD. **Motion** carried.

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

- **Joe Swope, 27 Chestnut Avenue**. Stated that he would like to see the Commission and Board Meeting dates in the Town Quarterly Newsletter. Stated that he saw that the Town is advertising for a new Town Clerk and asked how many Town Clerks the Town has had in the past 10-years. Mayor Long stated 3. Stated that he understands that the street sweeping has been stopped until the fall. Mayor Long stated that MDE is coming out with new requirements for street sweeping in accordance with the MS4 Permitting, and that the Town is looking into partnering with other Towns for street sweeping. Asked for any updates on the proposed swimming pool development. Mayor Long stated that the pool project has been put on hold for the time being while the Town focuses on the aging Water and Sewer infrastructure. Asked for information on cable and internet companies. Mayor Long stated that residents can have any cable or internet provider they choose. Stated that he is concerned with development and traffic gridlocks, noting that back-ups occur a lot in the Town Square. Stated that he feels that the Town need to increase Impact and Development Fees with the new people moving into the Town. Ask that the Town stop building roads and pathways in the Park and for the Town to keep the Park as natural as possible.
- **Kathy Vesely, Boonsboro Environmental Commission Chairperson**. Provided an update on Green Fest and talked about their charitable giving. Provided the Council is a list of this year's donations.
- **Kathy Saxman, United Way**. Provided an update and information on the Born Learning Trail and Pre-K education opportunities for Shafer Park. Town Planner Strickler stated that the Trail will be installed near the Town Pond. **Motion** by Council Member Weaver, second by Assistant Mayor Byrd to move forward with the Born Learning Trail. **Motion** carried.

**MAYOR AND COUNCIL MEMBER CORRESPONDENCE**

- Mayor Long thanked everyone that helped with Green Fest, the Annual Rescue Company Carnival, the Council Members who participated in the Annual Memorial Day Parade and everyone that assisted with Washington Goes Purple.

**PRESENTATION**

The Washington County Commission on Aging, Inc. presented their request for their Community Center Lease Fees to be waived. Town Manger Mantello stated that the Lease Fee is currently \$125 per month and the actual cost for electric and water/sewer is around \$260 per month. Bradley Tritsch, Chief Operating Officer for the Commission on Aging, stated that their funds are minimal this year and that they have to pay Lease Fees in both Boonsboro and Hancock, noting that at this time they simply do not have the funds to do so and to also provide quality programs for the area's senior citizens. He stated the cost of meals alone uses most of their funds. **Motion** by Council Member Nally, second by Council Member Hollingshead to waive the Washington County Commission on Aging's Community Center Lease Fees for this year and to discuss the situation again next year. **Motion** carried.

**Police Department Report – Chief Morgan.** The Police Department received 94 calls for service, which included 323 motor vehicle violator contacts for the month of May 2019. There were 2 adult criminal arrests, 4 adult paper service arrests, 1 adult traffic arrest, 0 juvenile arrests and 0 juvenile traffic arrests.

## **NEW BUSINESS**

**Resolution 2019-05; Boonsboro Municipal Utilities Commission Establishment of Fiscal Year 2020 Water and Sewer Rates:** Mayor Long presented Resolution 2019-05; *Boonsboro Municipal Utilities Commission Establishment of Fiscal Year 2020 Water and Sewer Rates* and stated that the Resolution was introduced at the May 28, 2019 Mayor and Council Workshop Meeting. He stated that there are no proposed increases to the Water and Sewer Rates for Fiscal Year 2020. **Motion** by Assistant Mayor Byrd, second by Council Member Hollingshead to approve Resolution 2019-05; *Boonsboro Municipal Utilities Commission Establishment of Fiscal Year 2020 Water and Sewer Rates*. **Motion** carried.

**Introduction of Ordinance 2019-03; Adopt the Fiscal Year 2020 Budgets and Tax Rates for the Town of Boonsboro:** Mayor Long presented Ordinance 2019-03; *An Ordinance to Adopt the Fiscal Year 2020 Budgets and Tax Rates for the Town of Boonsboro* and stated that the Ordinance was introduced at the May 28, 2019 Mayor and Council Workshop Meeting. He stated that a Public Hearing was held at 6:30PM this evening to receive public input for proposed Ordinance 2019-03. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to approve Ordinance 2018-02; *An Ordinance to Adopt the Fiscal Year 2019 Budgets and Tax Rates for the Town of Boonsboro*. **Motion** carried.

**Request for Changes to the Building Permit Process Between the Town of Boonsboro and Washington County:** Town Planner Strickler provided some updates with respect to this Agenda item, which was introduced as an Agenda item for the Mayor & Council's previous Workshop Meeting in May. Town Planner Strickler noted that a 2% administrative fee for Excise Tax collection would not be available to the Town were this change to move forward. He stated that the County would remit the Town's 28% of Excise Tax to the Town directly. Town Planner Strickler stated there would be no change to the building permit form for Boonsboro citizens, that the County would remit building permit fees to the Town twice per year (on a bi-annual basis), a new MOU will need to be developed, and that there will be no change to what requires a County Building Permit. Town Planner Strickler stated that staff's responsibilities would not change all that much by having building permit documentation submitted directly to the County as opposed to through the Town. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to approve to support staff moving forward with the requested change to the building permit process between the Town and the County. **Motion** carried.

**Review of Bid; Skid Loader:** Town Manager Mantello stated that a Request for Proposal for the purchase of a Rubber Tire Skid Loader or a Rubber Track Skid Loader was advertised with bids due May 23, 2019 and that four bids were received. He stated that Superintendent Huntsberry and he reviewed the bids and are recommending the purchase of a Rubber Track Skid from Alban CAT of Winchester for the cost of \$4,757. Council Member Nally asked where the Skid Loader will be used. Town Planner Mantello stated that Superintendent Huntsberry is requesting the purchase of the Skid Loader for use at the Yard Debris Site, for moving salt into the dump truck and for snow removal. He stated that the Town currently rents a Skid Loader at various times throughout the year for these tasks. Council Member Kerns stated that \$4,500 was budgeted for the Skid Loader and that the remaining funds could be taken from the Contingency Funds. **Motion** by Council Nally, second by Council Member Hollingshead to approve the purchase of a Skid Loader, with Council Members Weaver and Hanson voting no. **Motion** carried 4-2.

**Request to send Public Works 2004 Ford F350 Truck to Auction:** Town Manager Mantello stated that the Town recently purchased a new Public Works truck and that Superintendent Huntsberry is recommending that they auction off the 2004 Ford F350 truck. He stated that the 2004 F350 truck has 120,000 miles on it and needs extensive exhaust work that is not worth the cost of repairing. He further stated that he is recommending that the truck be sent to Cochran Auctions with a 'reserve' placed on it for the Blue Book value of \$4,500. **Motion** by Council Member Nally, second by Council Member Weaver to approve the auctioning of the 2004 Ford F350 truck, with Council Member Kerns abstaining. **Motion** carried 5-1.

### **Planning Commission Recommendation to fill Vacancies:**

- **Bertrand (BJ) Davis.** **Motion** by Assistant Mayor Byrd to recommend Bertrand (BJ) Davis to the Planning Commission. The **Motion** did not receive a **second** and therefore did not proceed to a vote. Mayor Long stated the motion died for a lack of a second.

- **Benjamin Thomas. Motion** by Assistant Mayor Byrd to recommend Benjamin Thomas to the Planning Commission, second by Council Member Kerns. The **Motion** carried (unanimously).

**Request for Donation:** Mayor Long stated that a donation requested was received from the Boonsboro Athletic Boosters, Inc. for the 27<sup>th</sup> Annual Dwight Scott Golf Tournament on June 24, 2019 at the Black Rock Golf Course. Mayor Long stated that Office Manager Miller informed him that there is \$100 left in the Donation line item of the FY19 Budget. **Motion** by Council Member Nally, second by Council Member Hollingshead to donate \$100 to the Boonsboro Athletic Boosters, Inc. for the 27<sup>th</sup> Annual Dwight Scott Golf Tournament. **Motion** carried.

## **COMMISSION REPORTS**

**Public Safety Commission – R. Hanson.** Meeting held on May 20, 2019. Thanked Christi Weaver for her help with the Washington Goes Purple event in Boonsboro. Discussions included the CERT Training on May 9 and 11, plans for the upcoming National Night Out event on August 6 and plans to start working on the PSC Strategic Plan.

**Park Board – R. Weaver.** Meeting held on May 22, 2019. Discussions included an update on the success of the Annual Fishing Derby, Park Clean-up/Arbor Day and Wagon Train events in Shafer Park, plans for the upcoming Independence Day Celebrations on July 3, updates on the Summer Concert and Movies in the Park, and an update from the Tree Board.

**Utilities Commission – T. Nally.** Meeting held on May 9, 2019. Presentation by WRA on the Water System Hydraulic Model Project. Discussions included the approval of the Fiscal Year 2020 Budgets, the National League of Cities Service Line Warranty Program and the monthly Town Reports.

**Planning Commission – R. Byrd.** Meeting held on May 21, 2019. Discussions included the vacancies on the Commission, the BNCP19-01; Post Office, Preserve at Fox Gap, LLC Concept Plan for commercial lots 5 and 6 on the Easterday Property, review of the Short-Term Rentals (Airbnb's) Draft Ordinance/Resolution from Sharpsburg and Development updates.

**Economic Development Commission – M. Kerns.** Networking Breakfast held on May 16, 2019 at 7:30am at Vesta's Restaurant, with guest speaker Paul Frey of the Washington County Chamber of Commerce. The next EDC Meeting will be on June 26, 2019 in the Meeting Chambers at 9:00am.

**Environmental Commission – T. Hollingshead.** Meeting held on May 14, 2019. Discussions included and update from Town Planner Strickler on the MS4 Permit requirements, the Fiscal Year 2020 Budget, the BEC Strategic Plan and Subcommittee Reports.

**Town Manager Report – P. Mantello**

- Stated that 9 applications Town Clerk

**Motion** by Council Member Hollingshead, second by Assistant Mayor Byrd to close the Regular Meeting at 9:07pm. **Motion** carried.

Respectfully submitted,

Kimberly A. Miller  
Office Manager, Town of Boonsboro

**Boonsboro Mayor and Council**  
**Public Hearing**  
**Ordinance 2019-03; Adopt the Fiscal Year 2020 Budgets and Tax Rates for the**  
**Town of Boonsboro**  
**June 10, 2019**  
**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, June 10, 2019 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building. In attendance were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Marilee Kerns, Ray Hanson, Terri Hollingshead, Tony Nally and Rick Weaver. Also present were Town Manager Paul Mantello, Town Planner Ethan Strickler and Police Chief Kevin Morgan.

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 Ordinance 2019-03; *Adopt the Fiscal Year 2020 Budgets and Tax Rates for the Town of Boonsboro.*

Council Member Kerns provided a Power Point presentation.

**Ordinance 2019-03; Fiscal Year 2020 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 2020 will provide the potential revenue of \$1,099,518
- Maintaining the current Personal Property Tax Rate of \$0.87 per \$100 of assessed personal property value for Fiscal Year 2020 will provide the potential revenue of \$90,000
- Highway User Revenues: Highway User Revenues will increase from \$123,712 to \$166,000 for Fiscal Year 2020
- Program Open Space: The expected allocation for Fiscal Year 2020 is \$109,000
- Fire and Rescue Donations: An increase of the annual contribution amount to both agencies by \$1,000 each, bringing the total Fiscal Year 2020 donation amounts to \$25,000 per agency
- Sanitation Rates: Sanitation Rate will increase from \$20 per quarter per EDU (EDU – Equivalent Dwelling Unit or One dwelling unit, each individual apartment is an EDU) to \$25 per quarter per EDU
- Long-Term Capital Improvements: \$252,000
  - Street Drainage and Overlay Programs - \$125,000
  - Shafer Park – Project Open Space - \$127,000
- Capital Improvements: \$30,000
  - Town Tree Trimming - \$10,000
  - MS4 Permitting - \$20,000
- Debt: \$188,675
  - New Park Development - \$165,175
  - Wellhead Protection - \$15,500
- **Total Revenues and Expenses of \$2,081,118**

**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 2020.

<b>Proposed Rates July 1, 2019</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.
- **Total Revenues and Expenses of \$801,908** and the establishment of a Contingency Fund of \$34,726 for Water Fund
- Capital Improvement: \$125,000
- **Debt: \$78,607**
  - Loan Interest - \$19,307
  - 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.
- **Total Revenues and Expenses of \$1,255,260** and the establishment of a Contingency Fund of \$34,804 for Sewer Fund
- Capital Improvement: \$60,000
- **Debt: \$322,781**
  - Waste Water Treatment Plant CDA Bond - \$125,000
  - Waste Water Treatment Plant CDA Bond Interest - \$190,000
  - Park View Loan - \$7,781

The floor was opened for public comment:

- **Paul Duenas, 314 Lanafield Circle.** Asked if the Town decided to not go with the BMUC's set tiers for increasing Water and Sewer Rates. Mayor Long and Council Member Kerns stated that it was the BMUC's decision to not increase Water and Sewer Rates in Fiscal Year 2020.
- **Joe Swope, 27 Chestnut Avenue.** Stated that he has lived in Boonsboro for over 40 years. Asked where the Police Aide comes from. Council Member Kerns stated that it comes from the State. He stated that the Police Budget is \$50,000 which seems to be high. Asked how many Police Officer are currently on staff and if all of them are Town residents. Chief Morgan stated that there are 5 Officers currently, and that all but 2 live close to Town. Voiced his concerns regarding Police coverage overnight in Town. Stated that he'd like to see weekly Police Reports to let the residents know what's going on in Town, and possibly report that in The Herald-Mail Newspaper. Stated that he'd like to see Police 'walking the beat' around Town to help residents feel closer to the Police. Voiced concerns about the increase of cost from \$20 to \$25 for Sanitation this year for residents on fixed incomes.

Mayor Long asked if there were any additional comments.

**Motion** by Assistant Mayor Long, second by Council Member Hollingshead to close the Public Hearing at 7:05pm. Motion carried.

Respectfully submitted,

Kimberly Miller  
Office Manager, Town of Boonsboro