

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

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, July 2, 2018 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, Terri Hollingshead, Tony Nally and Ricky Weaver. Also present were Town Manager Krista Davis, Town Planner Ethan Strickler, Police Chief Charles Stanford, Boonsboro Municipal Chairman Paul Loeber and Administrative Assistant Kimberly Miller. The Council Member Vacancy Interview convened at 6:45PM.

COUNCIL MEMBER INTERVIEW – 6:45PM

Patricia Chestnut, 6 Redfern Place. Stated that she has lived in Town since 2003 that she will be retiring from the Federal Government very soon and is looking for her next adventure. Stated that she learned the art of negation through her years of work as an Ethics Coordinator specializing in the Standards of Conduct Ethics. Stated that she is a great listener, that she likes working with people and helping them come up with solutions for their problems. Stated that she works part-time at Crawfords. Loves working with kids and the elderly.

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

REGULAR MEETING - 7:00PM

The Regular Meeting convened at 7:00PM with the pledge and moment of silence offered by Mayor Long.

REVIEW AND APPROVAL OF JUNE 2018 MEETING MINUTES and REPORTS

- **Motion** by Assistant Mayor Byrd, second by Council Member Nally to approve the **June 4, 2018 Regular Meeting, the June 4, 2018 Executive Session and the June 25, 2018 Workshop Meeting Minutes. Motion carried.**
- **Motion** by Assistant Mayor Byrd, second by Council Member Hollingshead to approve the **June 2018 Treasurers Report. Motion carried.**
 - Council Member Kerns suggested developing an Investment Advisory Committee to come up with ideas for where to invest funds and to better manage the bank funds. Asked about the BB&T Alternate 40 Debt Service Fund and if we are sitting on those fund, wouldn't it be better to pay the Loan early rather than just let the funds sit there. BMUC Chairman Loeber stated that he believes that the Alternate 40 Debt Service Fund is a Bond, and that he will be discussing those items and other Loans with Town Manager Davis.
 - Council Member Nally stated that there was discussion about closing the BB&T Waste Water Treatment Construction Account with the balance of \$301.74. BMUC Chairman Loeber stated that he will look into that. Council Member Nally stated that he has concerns that the GL Balances don't match month to month and needs to also talk with the Town Clerk.
- **Motion** by Assistant Mayor Byrd, second by Council Member Weaver to approve the **June 2018 Bills to be Paid Report. Motion carried.**
 - Council noted that Public Safety Commission Chairman Chad Matthews does not receive a check for being on the PSC and that it was agreed upon that his stipend would be 'donated' back to the PSC funds.

VOTE ON NEW COUNCIL MEMBER

Mayor Long stated that three individuals were interviewed for the Council Member vacancy with the term through May 2020; Wade Caron, Raymond Hanson and Patricia Chestnut. **Motion** by Council Member Kerns, second by Council Member Hollingshead to appoint Raymond Hanson as the new Council Member with the term through May 2020. **Motion** carried. Council Member Kerns thanked Mr. Caron and Ms. Chestnut for applying for the Council position and suggested they consider applying for a Town Commission position. Mayor Long also thanked all of the applicants.

SWEARING IN CEREMONY

Mayor Long issued the Oath of Office for newly appointed Council Member Raymond Hanson.

PUBLIC COMMENTS

- **Bernard Semler.** Introduced himself and stated that he attended the Council Meeting in March 2018. Stated that he is running for the Washington County State's Attorney. Stated that he promises to be involved in the local level government.

- **Marilee Kerns.** Stated that she felt that the June Workshop Meeting was a little contentious. Apologized for coming across in that manner, noting that she sometimes becomes passionate and frustrated, which is often misinterpreted as being contentious. Stated that she wants the Council be to be more pro-active rather than re-active.

MAYOR AND COUNCIL MEMBER CORRESPONDENCE

- **Assistant Mayor Byrd** stated that the Park Board did a wonderful job with the 1st Outdoor Movie event in Shafer Park. Stated that he hope more people attend the upcoming Movie Nights
- **Mayor Long** stated that he attend the MML Annual Conference in Ocean City. Stated that he had the chance to talk to a representative from LGIT, the Town property and liability insurance provider, who has a new Health Insurance program that the Town may be interested in looking into.
- **Mayor Long** stated that he met with Chris Shank and that a meeting will be set up with him regarding MDE and the Water Discharge and what can be done for the Town
- **Mayor Long** stated that the Town is a MML Banner City again for 2017, and he is very proud of that.
- **Mayor Long** reminded everyone that Tuesday, July 3 is the Town's Annual Independence Day Event in Shafer Park and encouraged everyone to attend and support the local non-profit groups who will be selling food
- **Council Member Kerns** stated that she received a donation request and will bring it up with the donation request under the Boonsboro High School Baseball Rings Request

OLD BUSINESS

Surety Bond Amount: Town Manager Davis reviewed that at the June Workshop Meeting she stated that she would contact the Town's Auditors and the Town Attorney to ask their opinion on the Town's Surety Bonding amounts. She stated that the Auditors informed her that the bonding should be covered under the General Liability Insurance, but that it is not, noting that it covers all Town employees except for the employees that are required to be bonded by the State. She stated that she spoke to the Town Attorney and he recommends that the Town does three things to make an informed decision; 1. Go through the history of Meeting Minutes and Financial Records to see what has been done historically, 2. Perform an inquiry of other similar Municipalities to see what amounts they are using for each bonded positions and 3. To determine the cost of the bond at various level. She further stated that she spoke to JoAnn at USIS Insurance Company who stated that the bond amounts she typically sees are between \$5,000 and \$50,000. Town Manager Davis stated that more research is needed and that she will have additional information at the July Workshop Meeting. Council Member Kerns stated that she did some research in 2017 with neighboring Towns on their bonding history and stated that one of the recommendations is that the Town should be bonded for the amounts in the checking accounts.

NEW BUSINESS

Public Safety Concerns – Mt. Nebo Preschool: Council Member Nally stated that he does not want to rehash the events of the Mt. Nebo School 911 call on May 30, 2018 and the Police response time, but moving forward, he asked if a policy will be put into place for notifying the Mayor and Council of situations like that. He stated that many of the Council Members found out about the incident through the newspaper and were not notified in a timely manner. Mayor Long apologized and stated that Chief Stanford and he will make it a point to notify the Council as soon as possible when a situation arises.

Donation Request; Boonsboro High School Baseball Rings: Town Manager Davis stated that the Town received a request from the Friends of BHS Baseball to help with the purchase of the 1A Maryland State Baseball Championship rings for the team, which cost \$200 per athlete. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to donate \$100 to the Friends of BHS Baseball to help with the purchase of the Baseball Championship rings. **Motion** carried.

Council Member Kerns stated that she received a request for donation from the Babe Ruth League Antietam Youth Athletics' Girls Softball to help sponsor their trip to Philadelphia to defend their Maryland State Championships on July 4 and 5, 2018. Request died for lack of **Motion**.

Town Email Issues: Town Manager Davis reviewed that she told the Council at the June Workshop Meeting that since her first day of work with the Town, she has had issues with her office computer and receiving emailing through Outlook due to a known conflict between *myactv.net* and Outlook. She stated that sometimes it takes anywhere from 2 hours to three days for her to receive an email, and that her Outlook calendar doesn't sync. She further stated that based on the recommendation from the Town's IT specialist, she is requesting to move forward with Option 3 – Upgrading all of the Town computers to Microsoft Office 365 and begin using a cloud based Microsoft hosting service. Town Manager Davis stated that this includes updating all of the office computers to a new version of Microsoft Office and operating on one platform. The total cost is

\$12.50 per month/per user, totaling \$87.50 per month. Council Member Kerns asked if we would be entering into any sort of contract with Microsoft and could we cancel the service after 6-months if we found it wasn't working the way we needed it to, noting that she was having problems with Antietam Cable just last week and it resolved itself. Town Manager Davis stated that yes, we can cancel the Microsoft subscription at any time. She also stated that she plans to move all of the Town Hall office staff emails to the same domain for a more professional look such as @townofboonsboro.com. Council Member Kerns suggested looking into getting rid of the 'pagers' system that the Public Works staff is using and trying to find an alternative 'emergency notification service' to save money. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to approved Option 2 of upgrading the Town Hall computers to Microsoft Office 365 and updating emails for the cost of \$12.50 per month/per user, totaling \$87.50 per month. **Motion** carried.

BMUC Water System Master Plan and Hydraulic Study Project: BMUC Chairman Loeber reviewed that he presented a Power Point presentation and breakdown on the background of the source selection for the BMUC Water System Master Plan and Hydraulic Modeling at the June Workshop Meeting. He stated that the BMUC would like to move forward with awarding the contract out to *Whitman, Requardt and Associates*, noting that they were able to negotiate the price down from their original bid to \$54,571. He stated that the Water Study will be an extreme benefit to the Town. He provided the Council with the June 2018 average monthly draw based on our average daily draw per year, stating that the Town is permitted to draw 682,000 gallon per day from our water sources, and for June 2018 the Town pulled 382,000 gallons, or roughly 57% of our allocation. He further stated that if the Town counts all of the taps that we have available and what we have allocated out, currently we have 1,808 EDUs in use in Boonsboro, 160 taps in reserve, and 1,329 pre-allocated taps for developers, with 102 of those taps in use, for a grand total of 3,195 taps available. BMUC Chairman Loeber stated that Keedysville has 434 taps, with 70 taps in reserve. He explained that 1 EDU, per MDE calculations, is equal to 250 gallons. He stated that, with that in mind, the Town is actually at 135.6% of our allocation if all of our taps were in use as promised, putting the Town well over our permitted allocation. He further stated that the Water Study will show where we are short on water, where we have low pressure and where we have high pressure, and will benefit the Town and Keedysville tremendously. BMUC Chairman Loeber stated that WRA (*Whitman, Requardt and Associates*), at the request of MDE, preformed a study of the Boonsboro – Keedysville Water System a few years back, so they are familiar with our water lines and can use that data to assist them with the Water Study. Council Member Kerns asked if the Study will show where we are losing water and where we have leaks. BMUC Chairman Loeber stated that it might, but primarily it will show where pressure is need, noting when maintenance was conducted at the Reservoir recently, Kinsey Heights lost all of its water. He stated that the Town needs an additional water storage area, but that we do not know where it's actually needed and the Study will help determine this. Council Member Kerns stated that she is not questioning the fact that the Study is needed, she explained that all she has been asking for is to see all of the bids that have been submitted and a score sheet. Chairman Loeber stated that the bids are all in the Town Hall office. Council Member Kerns stated that she asked for them to be provided to her, that they were asked for back in April 2018 and asked why they are not provided as public knowledge. She stated that the Council wants a packet, have a review and see the Minutes of how the BMUC came to their decision. Chairman Loeber stated that in other words she does not trust the BMUC's judgement for picking a contractor. Council Member Kerns stated that she would like to read the bids so that she can then explain to a citizen, if asked, what the project entails, what bids were received, and why certain bids were taken out for technical issues. BMUC Chairman Loeber asked if she wants him to hand them to her personally when she's in the office. Council Member Kerns stated that she wants to have a packet to take home and read like the Sewer Main Project. Chairman Loeber stated that he cannot let the bid packets leave the Town Hall office, that they are available there. Council Member Kerns state that the BMUC is asking her to sign a contract that she hasn't read, that to her, that is a dereliction of her duties to give a vote to sign a contract that she hasn't even been privy to read. Mayor Long stated that BMUC Chairman Loeber has a degree in Engineering, and several other people who reviewed the bids do, too. Council Member Kerns state that she doesn't deny that, all she is asking is to see what other companies bid, what their prices where and what the dollar differences were. She stated that is knowledge she needs to know to make the best decision. Council Member Kerns asked if the bids were put out in March 2018, why wasn't the Project added to the Fiscal Year 2019 Budget, noting that it all feels non-transparent. BMUC Chairman Loeber stated that the intent was to do the Water Study in Fiscal Year 2018, and that the intent was to use the Water Fund User Fees which are ear-marked for giving back to the Town in the form of Capital Improvements, replacing broken water meters and providing studies that will benefit the Town. Town Manager Davis stated that what Council Member Kerns is talking about falls under her purview. She stated that she was present for the Water Study bid opening, that she looked at all of the cost proposals and all of the technical proposals, noting that she has a Master's Degree in Business Administration and Management, that she is fully versed on cost structures from contactors and has gone over thousands of government contract in her history, life and career. She stated that the Town has a good Town Manager who vetted all of that on the cost side and technically side, that Chairman Loeber is very strong on the technical side and she is very strong on the cost side. Council Member Kerns stated that all she is asking for is the summary, the bids to look at and the points for the score sheet, and then the Council can make an informed decision.

Town Manager Davis asked how far into operations does the Council want to go, noting that there are 10 commissions and how far are they going to dive into every Commission. Council Member Kerns stated that she is not going to dive into every Commission, that she is being asked to spend money and sign a contract that she hasn't even been privy to read, and that she doesn't agree with that logic. She stated for the Sewer Project they were given the spreadsheet 'score sheet' for what was bid on, references, and what the prices were, they were able to look at the bids and were able to ask questions so that they could make an informed decision. She further stated that she is asking for no more than that, she just wants the bid packet that was done in the past and that this request was made in April 2018. Town Manager Davis asked what exactly does Council Member Kerns want. Council Member Kerns stated that she wants to see the bid packet, the Minutes of the Closed Session, and the opportunity to be able to read and do her research. Mayor Long asked how long the bid is good for. BMUC Chairman Loeber stated that WRA's bid is good until July 26, 2018, noting that he is willing to contact them to ask for an extension. Council Member Kerns stated that she would like to have the information within 2 weeks, July 16, and that she is making the request in a public forum even though she asked the BMUC for the information back in April. She stated that she is requesting a copy of the quotes as submitted in the bids, a copy of the Closed Meeting Minutes when the BMUC made their decision, and a copy of the score sheet to review before the July Workshop Meeting so they can make an informed decision at the August Regular Meeting. Mayor Long stated that he is trying to schedule a meeting with BMUC Chairman Loeber, BMUC Member Ernie Harr, Council Members Kerns and Nally, Town Manager Davis and himself. Council Member Kerns stated that she would like to make the motion to table the vote until the August Regular Meeting and receive the requested information to review before the July Workshop Meeting so that they can ask questions at that Meeting. Assistant Mayor Byrd stated, for the record, that he would personally rather see facts than bullet points that someone put together, it is of no benefit to him when making an educated decision. He stated when you are talking about dollar amounts of \$50,000 or higher, it is well within the means of what they are asking for, it's not distrust; it is having the right information to make an educated decision. BMUC Chairman Loeber asked if they want to read all of the proposals word-for-word cover-to-cover. Council Member Kerns stated that yes, she would like to have that opportunity, she made that clear in April and that is why she is frustrated. **Motion** by Council Member Nally, second by Council Member Kerns to table discussions until the July Workshop Meeting. **Motion** carried. Council Member Kerns asked if they would like her to send the Town Manager a bullet point list of what they want included in their packets to make it clear. Council Member Nally stated that he believe the packet will be full and it won't be questionable. Town Manager Davis asked if the packets are to be made for all of the Council Members. Mayor Long stated yes, for everyone.

Police Department Recommendation on Upgrading Camera System: Chief Stanford reviewed that he presented the opportunity to upgrade the Town security camera system at the June Workshop Meeting. He stated that after talking to Crime Intervention Alarm (CIA) and expressing his frustration over the current system which runs on Microsoft Windows, CIA provided a quote for 2 upgraded new platform HD recorders at the Police Department and Town Hall, a new Linux system software that runs on an internet connection and does not require Microsoft Windows, a 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, which is a 30% discount off retail prices. He further stated that we are in a 5-year contract with CIA that ends in August 2019. Chief Stanford stated that he received a letter from the Governor's Office informing him that the Police Department is receiving \$28,404 from the State Aide for Police Protection Fund for Fiscal Year 2019, and that he is requesting to place those funds into the Police Salaries line item and then take \$10,000 from Police Salaries to pay for the camera upgrades. He stated that the monthly cost would increase by \$40 per month. He further stated that he reached out to a few other security camera companies, and the Town's current system is not compatible with other systems out there. Council Member Hanson asked who monitors the camera and asked if the Police can see the cameras in their vehicles. Chief Stanford stated that his Administrative Specialist monitors the cameras during the day and that the Police Officers have access to the feeds in their vehicles and on their phones. He stated that the cameras record on a 30 day loop. Council Member Kerns stated that she is willing to make a motion to spend \$5,000 from the General Fund Reserves from unspent Police Funds from FY18 and take the remaining balance of \$5,150 from Police Equipment from the FY19 Budget, and that she doesn't feel comfortable taking the entire amount out of previous Fiscal Year funds. Chief Stanford stated that he can't take the funds out of Police Equipment from the FY19 Budget because he needs to use that money to buy equipment that he didn't buy in FY18, due to over spending from the Police Vehicles line item and reallocating funds to cover those costs from Police Equipment in the FY18 Budget. He stated that he did not spend funds out of the Police Equipment line item in FY18 at the recommendation from Council. Council Member Kerns stated that she has a problem making purchases out of Police Salaries because those funds are not allocated for purchases, noting that it can always be revisited later in the Fiscal Year if Police Equipment looks like it's getting close to being over Budget. She stated that she is not comfortable making an on the spot decision without doing some research. Chief Stanford stated that he presented the request at the June Workshop Meeting, as well as proposed ways to fund the purchase. **Motion** by Council Member Kerns to spend \$5,000 from the General Fund Reserves from unspent Police Funds from FY18 and the remaining balance of \$5,150 from Police Equipment from the FY19 Budget. **Motion** died for lack of a second. Mayor Long

stated that the upgrading of the security cameras are beneficial to the Town and he hates not seeing the Council move forward with it. Council Member Kerns suggested asking for a contract extension and having someone work on a way to fund the upgrades, noting that it could come out of Capital Outlay or someplace else, but that she does not want to see it coming out of Police Salaries. Chief Stanford and Town Manager Davis will look at the FY19 Budget for funds.

Police Department Report – Chief Stanford. The Police Department received 131 calls for service, which included 77 motor vehicle violator contacts for the month of June 2018. There were 4 adult criminal arrests, 0 adult traffic arrests, 0 juvenile arrests and 0 juvenile traffic arrests. Stated that the Department collected 6 pounds of prescription drugs through the Drug Turn-In Program for the month of June 2018.

- **Council Member Hanson** asked if all 4 adult arrests were on warrants. Chief Stanford stated yes, they were all Washington County warrants. Council Member Hanson asked if there were any on scene arrests made by the Officers. Chief Stanford stated no, not for June 2018.

COMMISSION REPORTS

Public Safety Commission – T. Hollingshead. Meeting held on June 21, 2018. The PSC opened the Meeting to receive comments from the Washington County Emergency Communication Center, Police Department, Mt. Nebo School parents and concerned citizen regarding the Mt. Nebo School 911 call on May 30, 2018. PSC updates included the painting of the red curb at Lakin Avenue and Center Street, the posting of the 20mph speed limit sign in the Sycamore Run development and the placing of the speed trailer on St Paul Street near the Ford Avenue stop sign. Discussions included the review of PSC vacancy applications from Jen Paugh and Bill Bigelow, concerns about the gentleman collecting funds around Town for the Fire Department, updates on National Night Out, the approval to recommend that the Council revisit the State Highway Administration Traffic Comprehensive Traffic Study, the plans to possibly close Park Drive to vehicle traffic during bib events in the Park, and plans to block off handicapped parking in Shafer Park during events

- PSC Liaison Council Member Hollingshead presented a statement from PSC Chairman Chad Matthews: The Boonsboro Public Safety Committee came to a consensus vote on Thursday June 21, 2018 at the PSC meeting to make the following recommendations to the Mayor and Council regarding the State Highway Administration Traffic Study presented to the Town in April of 2017:
 - We agree with the SHA recommendation to place a left turn lane at the eastbound approach of Main Street and the necessary removal of parking to accommodate this change. Homeowners immediately affected by this change should be notified of the plan by mail.
 - We support all recommended upgrades to the pedestrian zones at the Maple Avenue and Main Street intersection.
 - At Main Street at Shafer Park Drive and Orchard Drive, we agree with the following recommendations of the SHA: remove the three parking spaces on the south side of the east leg of the intersection and a retiming of the Main Street/Potomac Street light, which may be addressed in the next item.
 - Regarding the light at town center, we recommend option 3: a 100 foot left turn lane with an exclusive left turn phase and removal of up to 4 parking spaces on the westbound side of Main Street.

Motion by Council Member Hollingshead, second by Council Member Kerns to hold a Public Hearing for the State Highway Administration Traffic Study at 6:30pm on July 30, 2018 before the July Workshop Meeting. **Motion** carried.

Park Board – R. Weaver. Meeting held on June 27, 2018. Discussions included the upcoming Independence Day Celebration on July 3, plans the American Heroes Motorcycle Association 'Conquering PTSD' Event scheduled for October 20, plans to revive the Friends of Shafer Park committee, the Park Usage Agreement, Tree Board updates, and the upcoming Movie Nights and Summer Concerts in Shafer Park.

Utilities Commission – t. Nally. Meeting held on June 14, 2018. The BMUC held a Closed Session on the Water Study. Discussions included the MDE Fiscal Year 2019 Energy Water Infrastructure Program – Grant, the Water System Master Plan and Hydraulic Modeling Project, the recommendation to re-appoint Ray Hoffman for a consecutive 4-year term, the election of the Chairperson, Vice Chairperson, Secretary, Treasurer, Assistant Treasurer, a discussion on the King Road DRRRA, a review of the fluoride in Town water, and the consideration to develop an IDIQ Contract Information for Engineering Services.

- Mayor Long made the recommendation to reappoint Ray Hoffman to the BMUC for a consecutive 4-year term.
Motion by Council Member Nally, second by Council Member Hollingshead to reappoint Ray Hoffman to the BMUC for a consecutive 4-year term per the BMUC's request. Council Member Kerns asked if this position was open for any other individual to apply for.
Mayor Long called for a **Roll-Call Vote:**

- Council Member Hollingshead – yes
- Council Member Nally – no
- Assistant Mayor Byrd - no
- Council Member Kerns - no
- Council Member Weaver – no
- Council Member Hanson - abstaining

Motion carried 4-1, with one abstention, to not reappoint Ray Hoffman to the BMUC. Recommendation is for the BMUC to accept applications for this vacancy.

Planning Commission – *E. Strickler*. Meeting held on June 26, 2018. Discussions included the Sycamore Run Plan Change for Entrance Striping and the Review of the Planning Commission Meeting Minutes from January 27, 2015, the consideration of BZA18-02: Request for Special Exception for Redemption Towing and Recovery scheduled for July 17, the Concept Plan Review of BNCP18-02 for Fletcher's Grove and Dean North, the Amendment to Annexation Agreement for Fletcher's Grove and the As-Built Review, Bond Release Requests for Sycamore Run Phase I & II, and the King Road Associates DDRA.

Economic Development Commission – *M. Kerns*. Meeting held on June 26, 2018. Discussions included ideas to encourage residents to shop local, the tabling and reevaluation of the First Saturday program, the scheduling of the Town's 5k race for September 22, the advertising the USA Cycling Amateur Road National Championships and plans for the July 26 event day in Town, the plans to create a New Resident brochure, the Public Safety Commission's recommendation to move forward with the State Highway Administration Traffic Study and eliminating parking spaces on Main Street, the Apprentice Maryland Program, and the Herald-Mail Newspaper Scavenger Hunt. The next Networking Breakfast will be held on July 20, 2018 at 7:30am at Vesta's Restaurant, with guest speaker Levi Sellers of South Mountain Micro Farm.

Mayor Long made the recommendation to appoint Council Member Ray Hanson as the Liaison to the Environmental Commission. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to appoint Council Member Ray Hanson as the BEC Liaison. **Motion** carried.

Environmental Commission – *K. Vesely*. Meeting held on June 12, 2018. Discussions included planning a tour of the Apple Valley Waste recycling facility, the need to advertise more for the Farmer's Market, the plans to purchase trees from Sunny Meadows for the DNR Urban and Community Forest Grant, the NO GLASS recycling changes with Apple Valley Waste, the plans to submit for the Maryland Green Registry Award in 2019, the recommendation to reappoint Anthony Dowell for a consecutive 4-year term, and the Subcommittee Reports.

- Mayor Long made the recommendation to reappoint Anthony Dowell to the BEC for a consecutive 4-year term.
Motion by Council Member Hollingshead, second by Council Member Kerns to reappoint Anthony Dowell to the BEC for a consecutive 4-year term per the BEC's request.

Town Manager Report – *K. Davis*.

- Stated that the Town received approval on the Fiscal Year 2019 Program Open Space (POS) Grant for \$54,000 for the replacement of the Shafer Park Pavilion roof.
- Stated that the Police Department is receiving \$28,404 from the State Aide for Police Protection Fund for Fiscal Year 2019
- Stated that she spoke with Brian Lynch, president of Antietam Broadband, regarding the increase from 3% to 5% in the Franchise Agreement. Stated she negotiate free Flight Gigabyte internet service for Town Hall, Town Meeting Room, Shafer Park and the Police Department.
- Stated that the Personnel Committee plans to hold a Town Employee Picnic on August 11, 2018 in Shafer Park Pavilion #2. The Committee Member have decided to donate their Mayor and Council stipend towards the picnic.
- Stated that the repairs to the Shafer Park grounds from the damage from the Carnival and Green Fest should be completed by next week.

Motion by Assistant Mayor Byrd, second by Council Member Nally to close the Workshop Meeting at 9:08PM. **Motion** carried.

Respectfully submitted,

Kimberly A. Miller
Administrative Assistant

BOONSBORO MAYOR AND COUNCIL
JULY 30, 2018
PUBLIC HEARING
6:30 PM
PROPOSED CHANGES TO MAIN STREET

The Boonsboro Mayor and Council held a Public Hearing as duly advertised on Monday, July 30, 2018 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 Krista Davis, Police Chief Charles Stanford, Town Planner Ethan Strickler and Administrative Assistant Kimberly Miller.

Mayor Long opened the Public Hearing at 6:30 PM for the purpose of receiving public input, either in support of or in opposition to the proposed changes to Main Street. Assistant Mayor Byrd reviewed the highlights and recommendations from the State Highway Administration's (SHA) Traffic Study from 2017. He stated that the Public Hearing is to receive input on the proposed changes to Main Street to remove four (4) parking spaces along the westbound side of South Main Street at the Town Square for the installation of a 100 foot left turn lane for the Main Street left turn movement with an exclusive left turn phase; and to remove three (3) parking spaces on the south side of the east leg of the intersection of Shafer Park Drive and North Main Street; and to place a left turn lane at the eastbound approach of Main Street and the necessary removal of parking to accommodate this change.

The floor was opened for public comment:

- **Diane Webb**, 9 South Main Street, owner of A Cut Above. Stated that traffic is an issue in the Town Square, but she is not sure what the solution is. Stated that it is scary how fast motorist drive through the Square now, and that she is afraid to see how fast they will drive if a turn lane is added. Stated that there is already a lack of parking spaces for customers on Main Street and if you take away spaces it will be detrimental to the businesses. Stated that many of her elderly and handicapped customers use the parking spaces on South Main Street in front of her business that are slated for removal. Stated that there will also be no place for delivery trucks to park when they make deliveries to the businesses on Main Street. Very concerned about the safety of pedestrians and the speed of motorists.
- **Steve Harwood**, 5514 Amos Reeder Road. Stated that it takes him 35 minutes to drive through Town on a Friday afternoon. Stated that there is a serious traffic issue in the Town Square. Stated that there is a need for better traffic flow and the clearing the traffic congestion.
- **Chuck Schwalbe**, 19237 Betty's Avenue. Stated that his main interest lies in the Town Square. Stated that it is very busy with pedestrians and vehicles, which makes it a very special and pleasant place. Stated he is concerned that if the parking spaces are removed in the Town Square, pedestrians will be only a few feet away from vehicles driving faster through the intersection, making it very unsafe. Stated that the Town Square is for pedestrians and that this plan favors motorists. Asked that the Council makes a wise decision for the Town's people and not for the people just driving through.
- **Lewis Kefauver**, 14 – 20 South Main Street. Stated that it is very unsafe to remove parking spaces in front of Dan's Taphouse and add a turn lane when you have people eating 5-feet from vehicles speeding through the intersection. Stated that removing parking spaces will kill the businesses in the Town Square. Asked if something could be done to change the traffic pattern with the traffic lights at the intersection rather than removing spaces.
- **Michael and Rebecca Guernieri**, 418 North Main Street. Stated that they are concerned with the removal of parking spaces at North Main Street and Maple Avenue. Stated that they use the parking space in front of their home to safely back out of their small drive way. Stated that they are not in favor of removing the parking spaces to accommodate the turn lane onto Maple Avenue. Stated that they are dependent on the spaces in front of their home. Suggested extending Chase Six Boulevard to help elevate some of the traffic coming through the intersection.
- **Jeff Zimmerman**, 420 North Main Street. Stated that there is not a lot of time during the day that traffic backs up at the North Main Street and Maple Avenue intersection, except when school is in session. He stated that traffic backs up in the morning before school and at the end of the day when school lets out. Stated that there is already no place for anyone to park in that area, and that removing spaces to add a turn lane will reduce parking even more and actually reduce property values. Stated that motorist already do not stop to let pedestrians cross in the crosswalks and still will not stop if the traffic pattern is changed.

- **Tiffany Ahalt**, 5940 Cole Road, representing the National Road Heritage Museum. Stated that the National Road Heritage Museum, on the corner of North Main Street and Shafer Park Drive, is slated to open in the spring of 2019. Stated that the Museum needs the front parking spaces for buses to unload visitors and for tourists to park. Stated that the National Road is a historical and commercial crossroad through Town and that the removal of any parking spaces is not a good idea and will hurt the downtown area. Suggested contacting other communities along the National Road who have also faced the same issues to see what their solutions were, and to reach out to the State Highway Administration for other ideas. Stated that the Town needs to find a good balance for residents and tourists, and also needs parking for handicapped and disabled people. Asked the Council to provide a timeframe for implementation.
- **Charles 'Skip' Kauffman**, 416 North Main Street, former Town Mayor. Stated that he is an advocate for the residents and businesses of Boonsboro, not the commuters who are just driving through Town. Stated that he has lived in his house for 25 years and the only time that traffic backs up at the North Main Street and Maple Avenue intersection is when school is in session. Asked that the Council leave the traffic flow as it is. Stated that removing parking spaces at the National Road Museum and the Trolley Station is ludicrous. Stated that traffic in the Town Square has always been an issue, but that taking away parking spaces is not the answer. Stated that the SHA Traffic Study recommendation is to only accommodate commuters and not for the residents. Stated that the SHA does not have a vested interest in the Town, and that they do not live here. Asked that the Council vote for the residents and not the commuters.
- **Kristin Bowl**, 800 Brookridge Drive. Stated that it sometimes takes her 20 minutes to drive from the Crestview development to Della Lane, and that she agrees that traffic is an issue. Stated that she also agrees with Ms. Webb that changes at the Town Square will result in motorists driving faster through Town. Stated that it is hard to exit your vehicle when you are parked on Main Street now. Stated that she is a member of the Boonsboro Economic Commission (EDC) and that they conducted a survey to determine why Town residents don't visit the businesses in the Town Square. Stated that the #1 reason people submitted was the lack of parking.
- **McShane Duus**, 414 North Main Street. Stated that the on-street parking spaces near the North Main Street and Maple Avenue intersection are primarily used for safely backing out of driveways. Stated that for the first few homes before the street light where they are proposing to remove the parking spaces, you cannot see over the hill and can't safely back out of the driveways without backing into one of the parking spaces. Stated that the new Council ran on the ballot of 'The Town Council is not listening to you, vote for us and we will listen.' Stated that they need to listen to the residents, and that the people directly affected by the spaces being removed are completely against it. Stated that he would not have purchased his home in 2016 without the on street parking spaces. Stated that it is very dangerous for children to cross Main Street in the crosswalks to go to school and something needs to be done to correct that.
- **Eugene Curtin**, 111 Potomac Street. Stated that they moved to Boonsboro because of its wonderful pedestrian friendly Town Square. Stated that the Town is a safe place for kids right now, but that he is worried that Boonsboro will turn into a thoroughfare. Stated that taking away parking spaces on Main Street in the Town Square is like taking away the charm of the small town. Asked the Council what they plan on doing in 5 years when traffic is even heavier.
- **Peggy McIntosh**, 412 North Main Street. Stated that she is the first house at the light on the corner of North Main Street and Thompson Court at the Maple Avenue intersection. Stated that she absolutely has to use the on street parking space to safely back out of her drive way. Stated that there is no other way to get out of her driveway and that she has no rear parking at her home.

The following were written comments received:

- **Raya Yeary**, owner of Talon Studio. Against the removal of the parking spaces at the Town Square due to the need for parking for businesses and the safety of pedestrians.
- **Bruce Wilder**, property owner of Dan's Taphouse and owner of Vesta Pizzeria. Against the removal of the parking spaces at the Town Square due to the need for parking for businesses and the safety of pedestrians.
- **Janeen Solberg**, Manager of Turn the Page Bookstore. Against the removal of the parking spaces at the Town Square due to the need for parking for businesses and the safety of pedestrians.
- **McShane and Loretta Duus**, 414 North Main. Against the removal of the on-street parking spaces near the North Main Street and Maple Avenue intersection which are used for residents to safely back out of their driveways.
- **Margaret (Peggy) McIntosh**, 412 North Main Street. Against the removal of the on-street parking spaces near the North Main Street and Maple Avenue intersection which are used for residents to safely back out of their driveways.

- **Diana Abrecht and Eric Ferguson**, 400 North Main Street. Against the removal of the on-street parking spaces near the North Main Street and Maple Avenue intersection which are used for residents to safely back out of their driveways.

Assistant Mayor Byrd clarified that the recommendation is to only remove two (2) parking spaces at the North Main Street and Maple Avenue intersection to accommodate the turn lane, and to figure out a way to make the crosswalk safer for school children. He stated that the traffic changes that are being proposed are not just for non-residents and commuters. He further stated that the Council understands the problems that the proposed traffic changes will create, and that they will take all of the comments into consideration when making their decisions. Assistant Mayor Byrd stated that he understands that the Council will need to make concessions. He suggested adding a handicapped parking space at the National Road Heritage Museum instead of removing the three (3) parking spaces.

Council Member Kerns stated that motorists will drive around stopped vehicles that are trying to turn, and that in her opinion it is safer to designate a turn lane rather than having motorists trying to squeeze through.

John Wolford, *State Highway Administration Traffic Engineering Manager*, attended the Public Hearing but did not make any comments.

Barbara Wetzel asked if the Council will be accepting additional written comments from residents and businesses before they make their decision. Mayor Long and Assistant Mayor Byrd said yes.

Mayor Long stated that traffic is a problem and has always been a problem in Town. He stated that he feels for the merchants in the Town Square. He further stated that the Council will have to look into their options.

Hearing no further comments, Mayor Long closed the Public Hearing at 7:40PM.

Respectfully submitted,

Kimberly A. Miller
Administrative Assistant

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BOONSBORO MAYOR & COUNCIL
MONDAY, JULY 30, 2018
WORKSHOP MEETING

The Mayor and Council held their Workshop Meeting on Monday, July 30, 2018 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building to set the Regular Session Agenda for Monday, August 6, 2018. Present were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Marilee Kerns, Ray Hanson, Terri Hollingshead, Tony Nally and Rick Weaver. Also present were Town Manager Krista Davis, Town Planner Ethan Strickler, Police Chief Charles Stanford, BMUC Chairman Paul Loeber and Administrative Assistant Kimberly Miller. The meeting convened at 7:50 PM.

Water System Master Plan and Hydraulic Study Project: Town Manager Davis and BMUC Chairman Loeber presented a Power Point presentation on the background, methodology and scoresheet of the source selection for the RFP for Engineering Services for the Water System Master Plan and Hydraulic Model. Town Manager Davis stated that the RFP was released in March 2018 and that the deadline for submission was April 12, 2018. She stated that five (5) proposals were received and that the bids were opened on May 16, 2018. She further stated that the panel reviewed the cost and technical proposals for each company, and that one (1) bid, from ARRO Consulting, was not evaluated because it did not meet the RFP requirements and because it was submitted by former Town Engineer Brian Hopkins which is against the Ethics Ordinance. Town Manager Davis stated that the remaining four (4) proposals were evaluated against the criteria in the RFP by each panel member who completed an individual scoresheet for each technical and cost proposal, noting that the results were then compiled into a summary and each engineering firm was ranked based on a total score. She reviewed the *Scoresheet Summary* stating that Whitman, Requardt and Associates total score was 83, The EADS Group total score was 79.75, Barton and Loguidice total score was 74.25 and WCBM's total score was 60.5. She reviewed the *Cost Summary* stating that Whitman, Requardt and Associates' original base price was \$58,680 which was negotiated down to \$54,571, The EADS Group's original base price was \$51,000, Barton and Loguidice's original base price was \$49,430 and WCBM's original base price was \$44,270. BMUC Chairman Loeber stated that some of the Town's water sources are failing and that we need to find optional water sources, noting that the Water Study will help do that. He stated that the BMUC is recommending that the Project be awarded to Whitman, Requardt and Associates for the total cost of \$54,571, as well as Alternate 3 of the Project to assist with the drilling of a well to hopefully find a new water source for the cost of \$9,016. Council Member Kerns asked if the other engineering firms should be offered the option to submit a cost for Alternate 3 since none of them did during the bidding process. BMUC Chairman Loeber stated that Whitman, Requardt and Associates (WRA) are familiar with the Town's Water System, that they have a lot of experience in Water Studies and have a great reputation. Council Member Kerns stated that she understands that the Town needs more water sources to adequately supply water to our residents. She stated that there should already be documented water sources, and if the Study is done, then the data of the water sources needs to be kept up to date. BMUC Chairman Loeber agreed, and stated that WRA will be using an industrial standard GIS software platform to do the Water Study, such as ESRI and AutoCAD. Council Member Kerns and Council Member Nally asked if the Water Study will help find the water leaks in Town and help account for the water loss. BMUC Chairman Loeber stated that he can't guarantee that the Study will find the leaks, but that it will help find illegal and unmetered taps in Town, noting that they have a suspicion that there are a few places where multiple illegal taps are being run from one metered tap. He stated that the Base Study will show how to pump water to Kinsey Heights so that they don't experience water-loss when the Reservoir is turned off, and will help determine where additional pumps need to be placed throughout the Town. Council Member Kerns asked if the Water Study will be good years from now or if we are getting ahead of ourselves and should wait a while before doing it. BMUC Chairman Loeber stated that as long as MDE does not change the Water Allocation rules, the Water Study results will be good for a long time. Assistant Mayor Byrd stated that this presentation was a much better than the last one, and asked if the BMUC has looked into having the developers pay for the Water Study. Town Manager Davis stated that King Road Associates have offered to assist, but that the Town has not approached any other developers yet. Council Member Kerns asked what the current tap fees and hook-up fees are and how they compare to other Municipalities. Council Member Nally stated that the Maryland Municipal League has a cost comparison available and that Boonsboro's fees are under the average. He stated that the Town should ask the developers for help with the Water Study cost and update the tap fees. Council Member Hanson asked if the Water Study is a necessity. BMUC Chairman Loeber stated that a Water Study has not been completed for 20 years and that it has been put off repeatedly. Council Member Kerns stated that the Water Study was not part of the Fiscal Year 2019 Budget. Town Manager Davis stated that Interim Town Manager Bruce Zimmerman told her that it was part of the Capital Improvement Budget. BMUC Chairman Loeber stated that the costs will be taken out of Water User Fees. Mayor Long asked that the requested information be gathered for the August Regular Meeting.

Request to Hire Police Officer: Chief Stanford provided the resume and recommendation to fill the vacant Police Officers position. He stated that he interviewed two individuals and is recommending the hiring of Caleb Wade. He stated that Mr. Wade is currently working at the Washington County Detention Center and will be enrolling in the Carrol County Police Academy with the start date of September 10, 2018. He stated that he recommending the hiring of Mr. Wade, with the employment start date of August 15, 2018, and that Mr. Butts will sign a 5-year employment agreement with the Police Department. He further stated that the cost for the Carrol County Police Academy is approximately \$3,000.

Readdress Security Camera and Software Upgrade Funding: Chief Stanford provided an updated request to upgrade the Town security camera system. He reviewed 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 that he is taking Council Member Kerns recommendation to allocate half of the funds for the security camera upgrades from the Fiscal Year 2018 Contingency Fund and from the Fiscal Year 2019 Police Equipment line items.

Response to Boonsboro Resident's Complaint: Town Manager Davis provided a follow-up response to Bob Sweeney's comment at the June 25, 2018 Workshop Meeting. She stated that Mr. Sweeney informed the Mayor and Council that former Council Member Janeen Solberg had been using the Community Center as an unrecorded campaign contribution to a political entity, *Citizens Above Partisanship (CAP)*, on November 27, 2017, December 11, 2017, January 22, 2018, February 26, 2018, March 26, 2018, April 23, 2018 and May 21, 2018 free of charge as an 'in-kind' contribution for political reasons. Town Manager Davis stated that she contacted Ms. Solberg and after researching the dates, it was determined that the CAP did not meet in the Community Center on May 21, 2018 and the rental fee of \$420 was invoiced. (\$60 per day for November 27 and December 11, 2017; and \$75 per day for January 22, February 26, March 26 and April 23, 2018.) She stated that the check was received.

Update on Status of Antietam Cable Franchise Agreement: Town Manager Davis provided an update on the Antietam Cable Franchise Agreement. She reviewed that the franchise fees will increase from 3% to 5%, and that she requested that free high-speed internet service be provided to Town Hall and the Police Department. She stated that she sent the first draft of the Agreement to Town Attorney Wantz for his review and that he updated some of the verbiage on the sections dealing with construction and delinquent payments. She stated that she will send the draft Agreement to the Mayor and Council for their review before submitting it to Antietam Cable. Town Planner Strickler stated that Antietam Cable is currently running their fiber optic cables in the Crestview and Graystone Developments and in the Lanafield Circle area.

Update on Progress of Salary Study: Town Manager Davis provided an update on the progress of the Salary Study and stated that she is working with the towns of Smithsburg, Hancock and Middletown. She stated that she is yet to hear back from the town of Williamsport. She further stated that she has compiled a spreadsheet that includes a comparison of salary, insurance, payroll taxes and retirement contributions. Town Manager Davis stated that she plans to analyze the data per position and will provide the information to the Mayor and Council.

Fletcher's Grove Amendment to Annexation Agreement: Town Planner Strickler stated, on behalf of the Planning Commission, that the Attorney for James Draper, the Managing Member of Dean 8486, LLC and Ringley, LLC, submitted a Request to Amend the Annexation Agreement from 2006 to eliminate the requirement for Senior Housing (Paragraph 3) and to defer the deadline for bonding the construction of Chase Six Boulevard (Paragraph 6) to a later Phase of the property's development for Fletcher's Grove. Town Planner Strickler explained that the Amendment would delete "Paragraph 3. Senior Housing." and replace the paragraph with "Paragraph 3. Intentionally deleted by this Amendment." He explained that this would eliminate the requirement to provide for senior level housing in the form of single story duplexes as part of the first site plan submitted to the Town for development of the property. He further explained that this Amendment would also delete "Paragraph 6. Chase Six Boulevard." and replace the paragraph with the following: "Paragraph 6. Chase Six Boulevard. The owners shall be responsible to construct Chase Six Boulevard (to include a completed intersection at Maryland Route 66). The owners will bond the estimated cost of such construction upon issuance of the 26th building permit for the 53-lot Phase 3 of the Fletcher's Grove subdivision (known as "Dean North") being that portion of the property located on the north side of Chase Six Boulevard. The owners will complete the construction of Chase Six Boulevard (to include a completed intersection at Maryland Route 66) prior to the issuance of the first (1st) building permit for that later phase of the Fletcher's Grove subdivision known as "Dean South." Town Planner Strickler stated that this would defer the requirement to bond the estimated cost of the construction of Chase Six Boulevard from the recordation of the first final subdivision plat for the property to the issuance of the 26th building permit for "Dean North." Town Planner Strickler stated that the Planning

Commission is recommending the approval to the Mayor and Council for the proposed change to "Paragraph 3. Senior Housing." of the Annexation Agreement, which would remove the developer's requirement to provide for senior level housing, and is recommending the denial of the proposed change to "Paragraph 6. Chase Six Boulevard." which would defer the deadline for bonding the construction of Chase Six Boulevard and consider adding language to the Amended Annexation Agreement that sets a date and conditions for the completion of the construction of Chase Six Boulevard. James Draper, the Managing Member of Dean 8486, LLC and Ringley, LLC, asked to address the Mayor and Council. He stated that he has worked with the Town for 30 years, and that he has every intention of satisfying the bond. He stated that it took him 5-years to get an access permit from the State Highway Administration to build Chase Six Boulevard, and that he is asking for the Town to defer the bonding requirement for the construction of the remainder of Chase Six Boulevard to Maple Avenue/Route 66 because he is concerned with how long it might take him to obtain an additional temporary access permit from the SHA. He further stated that the Town has his guarantee that before they apply for the building permit for the 26th house on the Dean North property that the remainder of Chase Six Boulevard will be built. Mr. Draper stated that everyone needs to work together to get the road completed. Town Planner Strickler stated that the bonding is what guarantees the building of the road.

Hybrid Beacons for Crosswalk at Orchard Drive and Park Drive: Council Member Hollingshead stated that had wanted to address SHA representative John Wolford with her questions regarding the hybrid beacons for the crosswalk at North Main Street, Orchard Drive and Park Drive, but that he left the Meeting already. She stated that Delegate Neil Parrott recently helped pass a House Bill for the hybrid beacons that will flash when pedestrian push a button to walk in the crosswalks.

Purchase of Salt for Town Roads: Town Manager Davis presented three (3) quotes to purchase street salt for the upcoming winter season. She stated that Mid-Atlantic Salt, the company that the Town purchased from last year is \$70 per ton, Pavement Depot of Maryland is \$85 per ton and The Rasevic Companies is \$79.97 per ton plus \$11.25 freight charge per ton, totaling \$91.20 per ton. She further stated that Public Works Superintendent Greg Huntsberry is recommending the purchase of 150 tons of street salt. Council Member Kerns asked if Town Manager Davis checked the salt prices per ton with the State or Washington County. Mayor Long asked that she does so by the August Regular Meeting.

Barbara Swanhart Agreement with Town of Boonsboro and King Road Associates: Town Planner Strickler presented the request for the Sycamore Run Landscape Plan Change 2 (BNSP18-01), on behalf of the Planning Commission, to remove a proposed retaining wall near Monument Drive and implement alterations to the drainage and temporary grading easement along the east side of Alternate 40 abutting the Boonsboro Cemetery. He stated that the Plan Change will directly affect the adjacent property owner, Barbara Swanhart and that she is in agreement with the request. He further stated that the Plan Change has been reviewed by ARRO Consulting and Town Attorney Wantz.

Bond Reduction Request; King Road, Sycamore Run Phase 1: Town Planner Strickler presented the Bond Reduction Request for the King Road - Sycamore Run Phase 1, on behalf of the Planning Commission, to reduce the \$501,026.90 bond for the Public Improvements/Construction in Phase 1 of Sycamore Run by 75% to \$396,660.10. He stated that the original Surety Bond was in the amount of \$1,586,640.39 and that Phase 1 stretches from the model home at South Main Street to Monument Drive. Council Member Kerns asked if it would be better to reduce the Bond by 70% rather than 75% due to the need to redo all of the roundabouts in the development, and asked if he has reviewed the request with the Town Attorney. Town Planner Strickler stated no he has not, but that he feels comfortable with the 75% reduction and that the Town is tied to the Public Works Agreements and the set reductions. He stated that he agrees that the developer will need to redo all of the roundabouts in the development.

Bond Reduction Request; King Road, Sycamore Run Phase 2: Town Planner Strickler presented the Bond Reduction Request for the King Road - Sycamore Run Phase 2, on behalf of the Planning Commission to reduce the \$995,205.59 bond for Public Improvements/Construction in Phase 1 of Sycamore Run by 75% to \$248,801.40. He stated that Public Works Superintendent Greg Huntsberry has stated that the stormwater areas are not built to plan and has been advising the developer as to what needs to be done to correct them. He further stated that there are a lot of trees that need to be planted in the roundabouts and other areas, as well as additional landscaping issues that need to be addressed.

Motion by Council Member Nally, second by Assistant Mayor Byrd to close the Workshop Meeting at 9:33PM, and motion carried.

Respectfully submitted,
Kimberly A. Miller, Administrative Assistant