

**BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
MONDAY, AUGUST 12, 2019**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, August 12, 2019 in the Meeting Chambers. In attendance were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Marilee Kerns, Ray Hanson, Terri Hollingshead, Tony Nally and Ricky Weaver. Also present were Town Manager Paul Mantello, Town Planner Ethan Strickler, Office Manager Kimberly Miller and Police Officer Wes McKenzie. The meeting convened at 7:00PM with the pledge and invocation offered by Mayor Long.

REVIEW AND APPROVAL OF MEETING MINUTES and TREASURER'S REPORT

- **Motion** by Council Member Weaver, second by Assistant Mayor Byrd to approve the **July 8, 2019 Regular Meeting the July 15, 2019 Special Meeting and the July 29, 2019 Workshop Meeting. Motion** carried.
- **Motion** by Council Member Nally, second by Assistant Mayor Byrd to approve the **July 2019 Treasurer's Report. Motion** carried
 - Council Member Kerns stated all BB&T Bank accounts have been closed.
 - Council Member Kerns suggested moving \$500,000 from the Middletown Valley Bank General Fund ICS Account, due to most of the FY2020 Property Tax payments arriving in July, into a CD for 90-days. **Motion** by Council Member Nally, second by Council Member Kerns to establish two \$250,000 CDs for 90-days at the best rate available. **Motion** carried.
 - Council Member Kerns stated that a \$16,000 CD at Middletown Valley Bank is maturing this month and asked that Council what they would like to do with the funds. **Motion** by Council Member Nally, second by Assistant Mayor Byrd to establish a \$75,000 CD for 6-months at the best rate available. **Motion**

GUEST

Olivia Stann, of Boy Scout Troop 2119 of Sharpsburg, Maryland, and her father and Troop Leader Will Stann, attended the meeting for a merit badge.

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

- **Kathy Vesely**, Boonsboro Environmental Commission Chair. Stated that National Night Out looked like it was a great success. Voiced her concerns regarding the Farmer's Market vendors not being about to get food during the National Night Out event in Shafer Park. Stated that a vendor's niece went over to pick up food for multiple vendors and was turned away because she was only permitted to get 1 sandwich. Christi Weaver, NNO event coordinator, stated that the girl did not explain that she was picking up food for the Farmer's Market vendors, but that she made sure that food was delivered to the vendors.
- **Stu Mullendore**, 3 Maple Avenue. Voiced his concerns with the on-going vehicle speeding issues and traffic in Knode Circle. Stated that posted speed limit is 10 mph and that vehicles are going well above that. Stated that there is also an issue with speeding on Maple Avenue.
- **Mary Shanno**, 220 St. Paul Street. Stated that National Night Out and the Farmer's Market were excellent last week. Voiced her concerns regarding the fleet of large yellow trucks parking at the old London Fog/Gesac Inc. parking lot at 125 Orchard Drive. Town Planer Strickler stated that it is being temporarily rented by a utility power line tree trimmer contactor for parking overnight. Ms. Shanno voiced her regarding 5G coming to Boonsboro. Town Planer Strickler stated there is no date yet for when that may occur in the future.

MAYOR AND COUNCIL MEMBER CORRESPONDENCE

- Mayor Long stated that the Council received a thank you note from Christi Weaver for the help during National Night Out. He stated that they are the ones who should be thanking her for her dedication to the event.

Police Department Report – *Officer McKenzie*. The Police Department received 68 calls for service, which included 288 motor vehicle violator contacts and 0 Parking Citation for the month of July 2019. There was 1 adult criminal arrest, 3 adult paper service arrests, 1 adult traffic arrest, 1 juvenile arrest and 0 juvenile traffic arrests.

NEW BUSINESS

Resolution 2019-06; Preserve at Fox Gap Residential Development Submittal: Town Planner Strickler presented Resolution 2019-06; *Preserve at Fox Gap Residential Development Submittal* for the Councils review and input. He stated that the Resolution will authorize permission for Easterday Land Development, LLC to submit their preliminary Concept Plan for The Preserve at Fox Gap Residential Subdivision (BNCP19-02) to the Planning Commission as stipulated in the original Annexation Agreement. He further stated that he is recommending both the Introduction of the Resolution and the motion to approve or deny at this meeting. **Motion** by Assistant Mayor Byrd, second by Council Member Kerns to introduce and approve Resolution 2019-06; *Preserve at Fox Gap Residential Development Submittal*. **Motion** carried.

Boonsboro Municipal Utilities Commission Capital Improvement Recommendation: Town Manager Mantello presented a recommendation, on behalf of the Boonsboro Municipal Utilities Commission, for the purchase of the *Wet Well Wizard* aerators to help with the breaking up of excess fat, oils and grease (FOG) caps in the wastewater lift stations wet wells. He stated that currently Water and Wastewater Superintendent Shumaker has been breaking the FOG caps by hand with a tool and having Taylor's Technologies come in every few months to remove the excess FOG. Town Planner Strickler showed the Council a video so that they could see just how big of a task it is for removing the FOG and how much more efficient it will be with the Wet Well Wizard. Town Manager Mantello stated that there is a potential for 3 Grants to help cover the cost of \$29,774. **Motion** by Council Member Kerns, second by Council Member Hollingshead to approve the purchase of the Wet Well Wizard Aerators. **Motion** carried.

Sewer Model Update: Town Manager Mantello presented the I&I Proposal Revisions from Whitman, Requardt and Associates, LLP for the Councils review and input. Town Planner Strickler stated that he recently discovered that WRA performed a baseline Sewer Model for the Town in 2016, noting that he hopes to receive an updated baseline later this week. He stated that they will be looking at the flows at Stouffer Avenue and try to tackle the I&I area north of Stouffer Avenue. Town Manager Mantello stated that they will provide an update at the August Workshop Meeting.

Public Safety Commission Recommendations: Mayor Long, on behalf of the Public Safety Commission, stated that he is recommending the appointments of Bill Bigelow for a 3-year term, ending August 2022. **Motion** by Assistant Mayor Byrd, second by Council Member Hanson to appoint Bill Bigelow to the PSC for a 3-year term. **Motion** carried.

Boonsboro Municipal Utilities Commission Recommendation: Mayor Long, on behalf of the Boonsboro Municipal Utilities Commission, stated that he is recommending the appointments of Stu Mullendore to fill the vacancy with the term ending June 2020. **Motion** by Council Member Nally, second by Assistant Mayor Byrd appointments of Stu Mullendore to the BMUC to fill the vacancy with the term ending June 2020. **Motion** carried.

Planning Commission Recommendation: Mayor Long, on behalf of the Planning Commission, stated that he is recommending the appointments of Jonathan Ray Hart for a 5-year term, ending August 2024. **Motion** by Assistant Mayor Long, second by Council Member Nally to appoint Jonathan Ray Hart to the Planning Commission for a 5-year term. **Motion** carried.

COMMISSION REPORTS

Public Safety Commission – R. Hanson. Meeting held on July 18, 2019. Discussions included an update on National Night Out from event coordinator Christi Weaver, the tabling of the draft Mission Statement and CERT Training discussions until the August Meeting, the approval to appoint Rick Stevens as the PSC Chair and Jean Burns as the Vice Chair, and the suggestion to recommend Bill Bigelow as a member of the PSC to fill the vacancy.

Park Board – R. Weaver. Meeting held on July 24, 2019. Discussions included the Community Parks and Playground Grant, an update on the success of the Independence Day Celebrations on July 3, updates on the Summer Concert and Movies in the Park, updates on the Park Board Strategic Plan, and presentations from Boonsboro High School Biology teacher Connie Burley regarding having her student perform 'water testing' on the Park Stream and from Tim Birch of Soccer Shots requesting a space in the Park for a soccer program for children ages 2-8 year old which was approved to be recommended to the Council.

Utilities Commission – T. Nally. The July 11, 2019 Meeting was cancelled. A Joint Meeting of the BMUC, Planning Commission and Mayor and Council will be held on August 27 at 6:30pm.

Planning Commission – *R. Byrd*. Meeting held on July 23, 2019. Discussions included the Planning Commission vacancies and BMUC vacancies and updates, the suggestion to merge the two Commissions which was not approved, the recommendation to appoint Jonathan Hart to the Planning Commission, a draft Ordinance for Temporary Storage Containers, the approval of BNMP19-01; Sterling Care Minor Subdivision application, the Water Capacity Analysis, the Fletcher’s Grove Annexation Agreement and correspondence with SHA, and update on BNCP19-02; The Preserve at Fox Gap Residential Subdivision Concept Plan, and update on the Orchard Drive development at London Fog and the need to reach out to the property owner, and the Sycamore Run As-Built Reviews and Bond Reduction Requests.

Economic Development Commission – *M. Kerns*. No Meeting was held in July 2019. The Networking Breakfast was held on Thursday, July 18, 2019 at 7:30am at Vesta’s Restaurant, with guest speaker Tyler Hornbecker from Edward Jones Investments. The next EDC Meeting will be on August 28, 2019 in the Meeting Chambers at 9:00am.

Environmental Commission – *T. Hollingshead*. Meeting held on July 9, 2019. Discussions included the approval to use \$3,500 from the BEC Budget to purchase trees at the discretion of the Town, the MS\$-MCM2 worksheet to report on the Green Fest event, the BEC Strategic Plan, the Farmer’s Market, Subcommittee Reports and the passing of the Maryland “No Styrofoam Container” Law.

Town Manager Report – *P. Mantello*

- Stated that Jean Holloway, of the Rural Community Assistance Partnership (RCAP), will be assisting the Town is a Water and Sewer Rate Study, at no cost to the Town.
- Stated Town Planner Strickler and he will be meeting with a representative from ESRI, a GIS mapping software company, to start building a geodatabase for the Town Asset Management Plan.
- Stated that he will be working with SB and Company, LLC to perform a Forensic Rate Study, noting that the Town will have the opportunity to piggy-back on Washington County’s contract.
- Stated that the Annual Fiscal Year Audit will begin on Monday, August 19 and should be finished by Friday, August 30, 2019.

Mayor Long asked Scout Stann if she had any questions about the meeting. She stated that she is very interested in doing her Eagle Scout Project in Shafer Park. Mayor Long stated that would be wonderful and told her to contact Town Hall and the Park Board when the time comes.

Motion by Assistant Mayor Byrd, second by Council Member Kerns to close the Regular Meeting at 8:26pm. **Motion** carried.

Respectfully submitted,

Kimberly A. Miller
Office Manager, Town of Boonsboro

BOONSBORO MAYOR & COUNCIL
MONDAY, AUGUST 26, 2019
WORKSHOP MEETING

The Mayor and Council held their Workshop Meeting on Monday, August 26, 2019 in the Meeting Chambers to set the Regular Session Agenda for Monday, September 9, 2019. Present were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Marilee Kerns, Ray Hanson, Tony Nally and Rick Weaver. Also present were Office Manager Kimberly Miller, Town Planner Ethan Strickler and Police Chief Kevin Morgan. Council Member Terri Hollingshead was not in attendance. The meeting convened at 7:00PM.

Boonsboro Adequate Public Facilities Ordinance Overview (APFO): Town Planner Strickler presented a PowerPoint presentation on the Town's Adequate Public Facilities Ordinance (APFO) and included the Town's Ordinance 2006-02 and Washington County's APFO for the Council's review and input. He stated that there are 9 sections in the Town's APFO designed to make sure infrastructure and services are adequate to support new development, noting that it addresses roads, utilities, schools, and building units. He further stated that adhering to the APFO is a shared responsibility of the Mayor and Council, Planning Commission and BMUC. **Town Planner Strickler stated that the Town's APFO is based on Washington County's APFO, and that the Council may need to do a few small revisions to the Town's APFO to comply with the County's revisions. He stated that he will review the Town's APFO with Town Attorney Wantz and report back to the Council.**

Girl Scout's Request to hold Flat Frosties Event: Office Manager Miller stated that the Town was approached by Girl Scout Troop 15036 about bringing the Flat Frosty Event back this holiday season. She stated that Troop Leader Kelly Rohrer provided a draft flier for the event for the Councils review and input. She further stated that participants would obtain the snowman cut-out from the Troop and then drop their finished product off at Town Hall and the Public Works staff would hang the 'Frosties' with the light post decorations. Council were fine with bringing the event back but suggested talking to the Economic Development Commission at their meeting on August 28, 2019 just to make sure that they are fine with it, too, as it was originally their holiday event. Office Manager Miller stated that Troop Leader Rohrer stated that funds raised from the event would be donated to the Washington County ASPCA and the Washington County Children in Need.

Annual Remembrance Parade: Mayor Long stated that the Council received an invitation to participate in the First Hose Company of Boonsboro's Annual Remembrance Parade on Wednesday, September 11 at 6:30pm. He stated that line-up is at 5:30pm at the Weis Market parking lot if the Council decides to participate.

MML Fall 2019 Conference - October 13 to 15, 2019: Mayor Long presented information for the 2019 Fall MML Conference to be held in Cambridge on October 13 to 15, 2019 and encouraged Council members to attend. He stated that the Conference conflicts with October 14, 2019 Mayor and Council Meeting and suggested moving the meeting to the week earlier. Consensus is to schedule the Mayor and Council Regular Meeting for Monday, October 7, 2019.

4th Annual South County Golf Tournament: Mayor Long stated that 4th Annual South County Golf Tournament, benefitting Micah's Backpack, will be held on September 23, 2019 at Black Rock Golf Course. He suggested that the Council consider donating or putting a 'team' together to play in the Tournament. **(NEW BUSINESS)**

Safety and Risk Program Update: Town Manager Mantello stated that he hired Public Works Crew Leader David Lewis as the new Safety Manager for the Town, noting that he is replacing former Safety Manager Jeremy Mose, of *Water and Wastewater Department*, who held the position until leaving the Town in April 2019. Town Manager Mantello stated that he plans to further develop the Safety Program to involve all of the Town employees and Police Department staff, and to also create a Safety Committee that will meet quarterly. He stated that the Safety Committee will be comprised of a member from each Town department and a Liaison from the Mayor and Council. Council Members Weaver and Hanson both volunteered to be part of the Committee. **(NEW BUSINESS)**

Council Member Kerns asked if the Town has ever considered recording and broadcasting the monthly Meetings online for people who can't attend. Mayor Long stated that a vendor from the MML Convention came to Town a few years back and submitted a proposal that it was very expensive. Council will look into how Williamsport broadcasts their meeting and consider possibly uploading meeting videos to YouTube.

Town Manager Mantello stated that he has been working on the Charter amendment process and hopes to have some information soon regarding the process to remove Article 9. He stated that he will keep the Council updated.

Town Planner Strickler reminded the Council that the Joint Meeting with the Council, Planning Commission and BMUC will be tomorrow, August 27, 2019 at 6:30PM.

Motion by Council Member Nally, second by Assistant Mayor Byrd to close the Workshop Meeting at 7:55PM. **Motion carried.**

Respectfully submitted,
Kimberly A. Miller, Office Manager