

**BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
MONDAY, FEBRUARY 6, 2018**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, February 6, 2018 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building. In attendance were Mayor Howard Long, Assistant Mayor Cynthia Kauffman, Council Members Janeen Solberg, Brigitte Schmidt, Rick Byrd, Marilee Kerns and Terry Davis. Also present were Town Manager Megan Clark, Police Chief Charles Stanford and Administrative Assistant Kimberly Miller. The meeting convened at 7:00 PM with the pledge and the invocation offered by Mayor Long.

REVIEW AND APPROVAL OF JANUARY 2018 MEETING MINUTES and REPORTS

- **Motion** by Assistant Mayor Kauffman, second by Council Member Solberg to approve the **January 4, 2018 Regular Meeting** and the **January 29, 2018 Workshop Meeting Minutes**. Council Member Kerns submitted three amendments to the Meeting Minutes. **Motion** carried with amendments made.
- **Motion** by Council Member Schmidt, second by Assistant Mayor Kauffman to approve the **January 2018 Treasurers Report**. **Motion** carried.
- **Motion** by Assistant Mayor Kauffman, second by Council Member Davis to approve the **January 2018 Bills to be Paid Report**. **Motion** carried 5-0 with Council Member Kerns abstaining.

CITIZENS COMMENTS

- **Paul Loeber**, *BMUC Chairman*, 313 Tiger Way. Stated that at the last Council Meeting a member of the elected body made a generalized statement that implied that the Sewer Main Replacement Project RFP was a poorly written document, and in his opinion, making these types of unsupported statements during any discussion is not constructive or helpful. Stated that the Sewer Main Replacement Project RFP was prepared by a State of Maryland Licensed, Professional Engineer with more than ten (10) years of detailed experience with the design, repair, replacement, and improvement of Municipal sewer and water collection and distributions systems and was thoroughly reviewed by the BMUC Members, MDE and MDHCD.
 - **Council Member Kerns** requested to respond, stating that Mr. Loeber's statement was directed towards her. She stated that she apologizes and she did not imply that the Sewer Main Replacement Project RFP was done unprofessionally, noting that she has been told by contractors that some of the Town's RFPs are lacking in details, therefore this was a supported statement and has been known to happen. She stated as an elected Official she is clearly responsible for looking out for the fiscal responsibility of the Town of Boonsboro and is allowed to ask legitimate questions to find out insight to make a qualified and educated vote to the best of her ability.
- **Roland England**, 300 North Main Street. Stated that he appreciated the opportunity to serve on the Budget Task Force. Stated that it was very enlightening and provided him with a better understanding of the Budget process and bigger appreciation for the Mayor and Council and the Town.
- **Michael Guernieri**, 418 North Main Street. Stated that he wants to extend his appreciation to all of the Town employees for the hard work they do every day to maintain and improve the community. Stated that at the Council Meetings he has heard Town employees describe the daily challenges they face in providing critical services to residents, often assuming multiple roles to provide these services, and in his opinion the Town should do everything they can to support these employees to ensure their success. Stated that he has been increasingly worried and upset by the attitude and words from one of the Council Members as it relates to the Town employees and services. Stated that the Council Member has made a habit of openly arguing with Town employees during Meetings over such things as needed equipment, the amount of work they do, the necessity of maintenance, their professional opinions and that it has been continuously insinuated by this Council Member that Town employees are overpaid, redundant and unaffordable. Stated that the combative approach the Council Member has adopted is completely unacceptable and is urging her to please change her ways. Further stated that contrary to what this Council Member claims, the Town is not mired in a debt crisis, the Town payroll is not out of control, nor is the Budget unsustainable, noting that assertions are dubious and not based on record. Mr. Guernieri submitted his letter for the record.
 - **Council Member Kerns** asked if Mr. Guernieri was speaking about her and requested to respond. She stated that she apologizes and does not believe that she ever engaged with a Town employee in any way to question their work ethic or attitude. She stated that she does, however, question purchases and fiscal responsibility, and suggested that since Mr. Guernieri is new to the Town that he takes a look at the audited

financials. She stated that she has had years of budget experience, that the employee payroll has grown half a million dollars over the past 4-years, and that during that time the Town has raised the Water and Sewer Rates and deferred loan payments for 3-years making the debt unsustainable at this current rate. Council Member Kerns stated that the Town has got to get a means of paying the debt, noting that it is now being paid from saving accounts. She stated that the Town needs to make fiscally responsible cuts to be sustainable and that it is going to be a hard decision, such as do we want a Town Planner and five Police Officers, and feels that the voters need to make that decision. She further stated that this is based on her factual opinion after looking at and working the Budget numbers.

MAYOR AND COUNCIL MEMBER CORRESPONDENCE

- **Council Member Kerns** stated that since the Council approved sending a letter against the TransCanada fracked gas pipeline construction to Governor Hogan, she'd like to see them send a letter in favor of preserving the bridge on Route 68. She stated that it might already be too late and that the decision may have already been made to take it down. Council Members suggested contacting the Boonsboro Historical Society and submitting a letter through them.
- **Council Member Schmidt** stated the Maryland Municipal League is advocating for the full restoration of the Highway User Revenue (HUR). She stated that the MML is making its biggest push to restore the residents' share of HUR funding during this General Assembly Session concerning the unfairness of having local transportation money diverted away from Towns. She further stated that she will be in Annapolis on February 14th advocating to the State Legislators for a full restoration of this critical funding to help repair our streets.
- **Council Member Schmidt** stated that the Farmer's Market Vendor Meeting will be held at the Community Center on February 22 at 7pm.
- **Council Member Byrd** thanked the Police Department for identifying the suspects and taking care of the graffiti vandalism throughout Town.
- **Mayor Long** shared a 'thank you' note from the Clopper-Michael Post 10 Ladies Auxiliary for the donation to the Annual Children's Christmas Party.

Police Department Report – Chief Stanford. The Police Department received 100 calls for service, which included 63 motor vehicle violator contacts for the month of January 2018. There were 2 adult criminal arrest, 1 adult traffic arrest, 0 juvenile arrests and 0 juvenile traffic arrests. Stated that the Department collected 1.4 pounds of prescription drugs through the Drug Turn-In Program for the month of January 2018. Chief Stanford stated that he attended ALICE Training, active shooter response training, in Hyattsville, Maryland on January 25 and 26, 2018.

NEW BUSINESS

Recommendation to Hire Police Officer: Chief Stanford stated that he is recommending that the Town hires Hagerstown Police Officer Zachary McKoy to fill the vacancy on the Police Department. He stated that Officer McKoy is 24 years old and is very involved in Community Outreach Programs in Hagerstown, which he hopes to start here in Boonsboro. He further stated that he is requesting to start Officer McKoy at the Step 3 Police Officer pay of \$40,921 per year for Fiscal Year 2018 and 2019, noting that he will begin working for the Town on February 26, 2018. **Motion** by Council Member Solberg, second by Council Member Byrd to approve the hiring of Zachary McKoy to fill the vacancy on the Police Department at the Step 3 Police Officer pay of \$40,921 per year, and motion carried.

- Chief Stanford stated that one of his goals for 2018 is to obtain a Police Canine. He stated that Officer LoRusso is very interested in taking on the role of Canine Officer.

Recommendation to Bid Mowing Services: Town Manager Clark presented the recommendation to place the 2018 Mowing Service Contract out for bid, which includes the weekly mowing and trimming of several Town owned properties during the mowing season of April through November 2018, and the option to extend the contract for two additional 1-year terms. She stated that, pending approval, the RFP will be advertised in The Herald-Mail Newspaper and placed on the Town's website, and that the bid opening will be held at 10AM on Wednesday, March 7, 2018. Council Member Kerns asked if it is really necessary to mow weekly in April and May, and requested that the RFP be rewritten to limit weekly mowing in those months. Town Manager Clark stated that Public Works Superintendent Huntsberry keeps a close eye on the mowing needs throughout Town and will not let the contractors mow if it is not needed, noting that it is not necessary to rewrite the RFP. **Motion** by Assistant Mayor Kauffman, second by Council Member Schmidt to approve the advertising of the 2018 Mowing Service Contract Request for Proposals, and motion carried.

Recommendation to Award Contracts:

- **Professional Auditing Services** – Town Manager Clark reviewed that seven proposals were received for the Professional Audit Service for the Fiscal Year ending June 30, 2018 for the General, Water and Sewer Funds on January 22, 2018. She stated that she called all of the references for the Auditing Firms, as requested by the Mayor and Council, with the exceptions of the two firms that are located out of state, that all of the firms' references are very good. **Motion** by Assistant Mayor Kauffman, second by Council Member Schmidt to retain the Auditing Services of Smith, Elliott, Kerns and Company at the cost of \$19,100 for Fiscal Year 2018.
 - Council Member Kerns stated that Albright, Crumbacker, Moul and Intell, Inc. proposal is \$5,600 less than SEK and Company, and that they have years of auditing experience. She stated that the Town has to be fiscally responsible even though change may be difficult. Council Member Byrd agreed. Town Manager Clark stated that the Towns of Middletown and Funkstown both gave positive resentences for Albright, Crumbacker, Moul and Intell, Inc. Council Member Solberg stated that she understands both sides, noting that her concerns are that Albright, Crumbacker, Moul and Intell, Inc. costs are too low at only \$13,500. Mayor Long called for a **Roll-Call Vote** to retain the Auditing Services of Smith, Elliott, Kerns and Company at the cost of \$19,100 for Fiscal Year 2018:

- Council Member Davis – *no*
- Council Member Kerns – *no*
- Council Member Schmidt - *no*
- Assistant Mayor Kauffman - *yes*
- Council Member Solberg – *no*
- Council Member Byrd- *no*

Motion failed 1-5.

Motion by Council Member Solberg, second by Council Member Kerns to accept the Auditing Services Proposal of Albright, Crumbacker, Moul and Intell, Inc. at the cost of \$13,500 for Fiscal Year 2018.

Mayor Long called for a **Roll-Call Vote**:

- Council Member Byrd – *yes*
- Council Member Solberg - *yes*
- Assistant Mayor Kauffman - *yes*
- Council Member Schmidt – *yes*
- Council Member Kerns - *yes*
- Council Member Davis - *yes*

Motion carried.

Council Member Schmidt asked that Town Staff keeps track of any additional costs that may be associated with the Fiscal Year 2018 Town Audit.

- **Retirement Administration Services** – Town Manager Clark reviewed that one proposal was received for the Retirement Administration Services for the Fiscal Years ending June 30, 2018, June 30, 2019 and June 30, 2020. She stated that Smith, Elliott, Kerns and Company submitted the bid of \$1,950 for Fiscal Year 2018 – 2019, which is the same amount that the Town is currently paying, and \$2,000 for Fiscal Year 2020 – 2021. She further stated that she contacted Wells Fargo Advisors administers Retirement Services and Tiger's Eye Benefit Consulting as requested. Town Manager stated that she is recommending that the Town moves forward with the bid from SEK and Company. Council Member Kerns asked if Albright, Crumbacker, Moul and Intell, Inc. offer Retirement Administration Services, and stated that she feels that the RFP should be placed back out for bids through the Maryland Municipal League due to only receiving one proposal. **Motion** by Council Member Kerns, second by Council Member Byrd to place the Retirement Administration Services out for bids.

Mayor Long called for a **Roll-Call Vote**:

- Council Member Davis – *no*
- Council Member Kerns – *yes*
- Council Member Schmidt - *no*
- Assistant Mayor Kauffman - *yes*
- Council Member Solberg – *no*
- Council Member Byrd- *yes*

Motion failed 2-4.

Motion by Council Member Schmidt, second by Council Member Davis to accept the Retirement Administration Services Proposal from Smith, Elliott, Kerns and Company at the cost of \$1,950 for Fiscal Year 2018 – 2019 and \$2,000

for Fiscal Year 2020 – 2021.

Mayor Long called for a **Roll-Call Vote**:

- Council Member Byrd – *yes*
- Council Member Solberg - *yes*
- Assistant Mayor Kauffman - *yes*
- Council Member Schmidt – *yes*
- Council Member Kerns - *yes*
- Council Member Davis - *yes*

Motion carried.

- **Sanitation Services** – Town Manager Clark reviewed that two proposals were received for Request for Proposals for the Residential Trash and Recycling Collection Services for the time period of July 1, 2018 through June 30, 2019, with the option to extend the contract for three additional 1-year terms. She stated that Apple Valley Waste submitted a bid for Tuesday pick-up with Trash and Recycling costing \$122,795, two Bulk Trash pick-ups costing \$1,790 and two dumpsters costing \$795, for the total cost of \$123,590 per year, which is a reduction in the current rate that the Town is now paying them. **Motion** by Assistant Mayor Kauffman, second by Council Member Solberg to accept the Residential Trash and Recycling Collection Services Proposal from Apple Valley Waste for the total cost of \$123,590 per year, with the option to extend the contract for three additional 1-year terms, and motion carried.
 - Steve Blickenstaff, the Town’s current Apple Valley Waste representative, stated that Boonsboro customers will no longer be able to recycle glass beginning on July 1, 2018. He stated that the market simply crashed for glass, noting that there is no value in it any more. He further stated that Apple Valley Waste will assist the Town in notifying the residents of this change.

Recommendation to Award Bid - Sewer Main Replacement Project: Town Manager Clark stated that the BMUC has made the recommendation to move forward with the Sewer Main Replacement Project and to award the Project to Excavating Associates for the total of \$174,330, noting that they are the most qualified and experienced contractor that submitted a bid. She stated that Excavating Associates bid is below the Project Budget of \$240,000.00, of which 50% is from a matching Appalachian Regional Commission (ARC) Grant. She further stated that eight proposals were submitted, and that five of those proposals were determined to be unresponsive and/or have a high risk of potential problems up to and including failure to be able to successfully execute the RFP minimum requirements. Council Member Kerns stated that she took in upon herself to personally check the references of the bidding contractors. She asked if a bond could be pulled by the Town if W.F. Delauter & Son, Inc., the lowest bidder and previous BMUC project contractor, was awarded the Project. BMUC Chairman Paul Loeber stated that the RFP requires that the contractor be bonded so that the Town is not liable for the contractor’s mistakes. Ernie Harr, BMUC Member, stated that W.F. Delauter & Son, Inc. preformed work on the Alternate 40 Water Main Project that was determined to be technically deficient. He stated that when Delauter was informed of their unsatisfactory work they told the Town that the additional necessary work was not covered by warranty, and then Town staff had to repair their faulty equipment. He further stated that the BMUC recommended that second lowest bid most qualified and experienced contractor, Excavating Associates, be awarded the Sewer Main Replacement Project. **Motion** by Council Member Davis, second by Assistant Mayor Kauffman to approve the Sewer Main Replacement Project Proposals from Excavating Associates for the total of \$174,330, of which 50% is from a matching ARC Grant, and motion carried.

Recommendation to Use Bay Restoration Fund (BRF) Grant Funds: Town Manager Clark reviewed that the BMUC, at their October 12, 2017 Meeting, unanimously approved the recommendation to the Mayor and Council to use the \$2 Million Bay Restoration Fund Grant Award to pay-off the existing Maryland Department of the Environment’s Waste Water Treatment Plant Loan balance and to use the remainder of the Grant to fund the annual payments of the \$5.3 million debt to the WWTP CDA Bond until all funds are exhausted which will be in April 2022. She stated that the next MDE Waste Water Treatment Plant Loan payment is due this month and she will contact MDE to obtain the actual payoff amount. Council Member Kerns stated, for the record, that the 9-year terms of the Community Development Administration (CDA) Bond were never revealed to the Council before its approval in July 2017, and that by refinancing the Bond the Council increased the Town’s debt interest expense by \$1.2 million. She stated that the citizen need to know that this mistake happened and that they will be paying for it. Mayor Long stated, for the record, that the first time he and Town Manager Clark met with Delegate Parrott and sat down with MDE to request help with the WWTP Debt, the first thing that the representative from MDE said was that they might be able to help the Town with the MDE Debt but that there was nothing that they could do to help with the USDA Debt because it came from the Federal Government. He stated that at the second meeting with Delegate Parrott and the Delegation, the representatives from MDE told them the same thing; if the State of Maryland gives you money they expect *you* to pay *them* back. He further stated that this is why he has been emphasizing that the Town did not have a choice as to

what debt they were going to apply the BRF Grant towards. **Motion** by Assistant Mayor Kauffman, second by Council Member Solberg to approve that the \$2 Million Bay Restoration Fund Grant Award be used to pay-off the existing Maryland Department of the Environment's Waste Water Treatment Plant Loan balance and that the remainder of the BFR Grant be used to fund the annual payments of the \$5.3 million debt to the WWTP CDA Bond until all funds are exhausted in April 2022, and motion carried.

Election Board Appointments: Mayor Long stated that the Town Election is on May 8, 2018. He stated that he is appointing Esther Dean, Vickie Messner and Eric Kitchen as the Election Registrars for 3-year terms through February 2021. He stated that candidates *Certificate of Nomination* forms and *Financial Disclosure Statements* are available at Town Hall and are due back to Town Clerk Sarah Campbell by 4:30PM on April 9, 2018. **Motion** by Council Member Solberg, second by Council Member Davis to appoint Esther Dean, Vickie Messner and Eric Kitchen as the Election Registrars for 3-year terms through February 2021, and motion carried.

COMMISSION REPORTS

Public Safety Commission – R. Byrd. Meeting held on January 18, 2018. Discussions included the PSC Budget to date, the need to reach out to Chief Stanford regarding the utilization of the speed trailer, the need to find out the status of the SHA speed limit change through Town, potential ideas for quarterly educational sessions for citizens including car seat safety, crime prevention tips and personal safety during the winter months, information regarding an ATF program relevant to an active shooter drill training and the two vacancies on the PSC.

Park Board –M. Kerns. Meeting held on January 24, 2018. Presentation by Dave Fleearty of Mountain View Solar for an EV charging station in Shafer Park for electric cars. The approval of the request from Amanda Spencer, Boonsboro Elementary PTA President, reserve the 3 large pavilions in Shafer Park on May 12, 2018 for a BES activity day. Discussions included plans for the Community Parks and Playground Grant, Friends of Shafer Park, the replacing of the Park sign which was vandalized with graffiti, the Arbor Day and Park Clean-Up Day on April 22, 2018, the Roadside Tree Public Agency Training at the Community Center on May 15 and 16, 2018 provided by DNR, the plans to purchase 'tree signs' for the Park to identify the trees, and the plans to participate in the Kids In The Park Day on May 19, 2018.

Utilities Commission – T. Davis. Meeting held on January 11, 2018. Discussions included the January 2018 Budget to Actual Monthly Report, the next steps in finalizing the Town of Boonsboro Employee Health and Safety Handbook, the approval to recommend that the Mayor and Council to use the \$2 Million Bay Restoration Fund Grant Award to pay-off the existing Maryland Department of the Environment's Waste Water Treatment Plant Loan balance and to use the remainder of the Grant to fund the annual payments of the \$5.3 million debt to the WWTP CDA Bond until all funds are exhausted, the review of the Sewer Main Replacement Project Bids and the approval to recommend that the Mayor and Council award the Project to Excavating Associates, the ARRO Consulting, Inc. Hagerstown Office Engineering Services presentation by former Town Engineer Brian Hopkins, the approval of the request for water service at 7424 Mountain Laurel Road, the recommendation to roll-over the maturing Water and Sewer User Fee CDs, preliminary discussions of the Fiscal Year 2019 Budget and Rates, the approval to move forward with the purchase of the water meters as part of the Fiscal Year 2018 Budget Capital Improvement Project, and Staff Reports.

Planning Commission –J. Solberg. Meeting held on January 23, 2018. Discussions included the plan to not pursue the proposed Zoning Text Amendment for Temporary Storage Facilities at this time, and the approval of the Minor Subdivision request for Lot 6 of the Easterday property contingent upon the County approval of the Forest Conservation exemption.

Economic Development Commission –C. Kauffman. The Networking Breakfast was held on January 19, 2018 at 7:30am at Vesta's Restaurant, with guest speaker Mayor Howard Long. The next EDC Meeting will be held on February 28, 2018 in the Meeting Chambers at 9:00am.

- The Hagerstown – Washington County CVB will host a vendor meeting on February 19 at 6:30pm in the Meeting Chambers for the USA Cycling Amateur Road National Championships event in July 2018.
- Assistant Mayor Kauffman, on behalf of the Economic Development Commission, presented the recommendation to appoint Robin Spires, owner of The Robin's Nest, to the EDC for a 4-year term ending February 2022. **Motion** by Assistant Mayor Kauffman, second by Council Member Schmidt to appoint Robin Spires to the EDC for a term ending November 2022, and motion carried.

Environmental Commission – B. Schmidt. Meeting held on January 9, 2018. Discussions included the HEAL (Healthy Eating Active Living) Community Program, the plans to tour the Apple Valley Waste Recycling Plant, the upcoming Park Board presentation by Dave Fleearty of Mountain View Solar for an EV charging station in Shafer Park for electric cars, the plans for the upcoming Farmer’s Market Season and the need for a new Market Manager, and Subcommittee Reports.

Town Manager Report – M. Clark.

- Stated that the Program Open Space Grant has been submitted for two projects totaling \$103,500 and that the information will be presented to Washington County on March 1, 2018.
- Stated that she is preparing to submit the ARC Grant Fund requests, including Phase I of Warrior Boulevard in conjunction with King Road Development plans.
- Stated that 2 new businesses have opened in Town: The Beauty Bar located in Auction Square and Bruzzone Shipping located on the 2nd floor in the Columbia Bank Building.
- Stated that the Yard Debris Site will be open on Saturday, February 17 from 8am until 12 noon
- Stated that she is preparing the Mid-Year Financial Report for the February 12th Budget Workshop Meeting along with first drafts of the Fiscal Year 2019 Budgets. Stated that she will be distributing the *Budget Form*, developed in conjunction with Task Force, to all of the Town Commissions for input into the budget.

Council Member Kerns asked what is being done in regards to the Stu Mullendore request to have the abandoned vehicles removed from the rear of his property. Town Manger Clark stated that photos have been taken of the vehicles and that the tags on them are valid. Council Member Kerns stated that the vehicles must be operable according to the *Property Maintenance Code*.

Council Member Kerns stated that she requested the Park Revenue and Tax information and she has not received it. Town Manager Clark stated that the requested information will be provided to the Council at the Budget Workshop Meeting on February 12.

Motion by Council Member Solberg, second by Council Member Byrd to adjourn the Regular Meeting at 9:06pm, and motion carried.

Respectfully submitted,
Kimberly A. Miller
Administrative Assistant

BOONSBORO MAYOR & COUNCIL
MONDAY, FEBRUARY 12, 2018
BUDGET WORKSHOP MEETING

The Mayor and Council held a Budget Workshop Meeting on Monday, February 12, 2018 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building to discuss the first draft of the Fiscal Year 2018 General Fund Budget. Present were Mayor Howard Long, Assistant Mayor Cynthia Kauffman, Council Members Janeen Solberg, Brigitte Schmidt, Rick Bryd, Marilee Kerns and Terry Davis. Also present were Town Manager Megan Clark and BMUC Chairperson Paul Loeber. The meeting convened at 5:00 PM.

General Fund Mid-Year Financial Review: Town Manager Megan Clark presented the mid-year financials for the General Fund as of January 31, 2018. She stated the Town has received 82% of its revenue, including approximately \$57,000 of revenue that exceed projections. Town Manager Clark stated most expenses are in line with what was originally projected, noting that most departments are under or within budget. She stated two areas that historically have gone over budget are the municipal buildings and grounds expenses and park grounds and maintenance expenses; however with the excess revenue; the Town will should still have a net gain in revenue at the end of the fiscal year. The mid-year financials presented are included as part of the record of the minutes.

Water and Sewer Fund Mid-Year Financial Review: Town Manager Clark presented the mid-year financials for the Water and Sewer Funds as of January 31, 2018. Beginning with the water fund, she stated with the water rate increases not being implemented, 44% of the revenue projected for water charges has been received. The water fund has also received additional revenues from user and connections fees due to new development that was not projected, thus this excess revenue has allowed the water fund to operate according to budget. She stated expenses are in line with projections and it is expected for the water fund to have excess revenue at the end of the fiscal year. Town Manager Clark presented the mid-year financials for the sewer fund and stated like the water fund, projections for sewer charges were under budget, with 37% of the revenue projected being received due to not implementing the rate increase. She stated as the Sewer Fund received a grant for a portion of the debt as well as an operations and maintenance grant due to effective operations at the Wastewater Treatment Plant (WWTP), revenue is near projected. Expenses in the Sewer Fund are in line or below projections. The mid-year financials presented are included as part of the record of the minutes.

Shafer Park Tax Revenue: Town Manager Clark presented information relative to revenue used to fund and pay off debt pertaining to the Shafer Park construction completed around 2009. She stated as the General Fund is paying the majority of the debt, which is also budgeted in the general fund budget; it is no longer necessary to maintain a separate checking account. The Council agreed an additional account is not necessary to discuss further at the regular workshop.

Priorities and Goals of the Town: The Council reviewed the priorities and goals the Budget Task Force presented and noted these should be considered when preparing the budget and capital improvement plans.

Town Manager Clark shared that she would be resigning as Town Manager, effective March 14, 2018.

Mayor Long declared the meeting adjourned at 6:07pm.

Respectfully submitted,

Megan Clark
Town Manager



**TOWN OF BOONSBORO, MARYLAND
GENERAL FUND
FISCAL YEAR 2018 BUDGET**

REVENUES	FY2016 Actual	FY2017 Actual	FY2018			
			YTD FY2018 (1/31/18)	Variance	%	
TAXES						
Real Property CY Rate 0.3591	942,342	1,008,366	1,007,202	1,048,439	41,236.51	104.09%
Personal Property - Incorporated	72,273	84,227	70,000	88,605	18,605.25	126.58%
Personal Property - Unincorporated	4,126	4,213	4,500	4,306	(194.28)	95.68%
Penalties & Interest	2,608	3,612	2,500	650	(1,849.86)	26.01%
Less Discounts & Abatements	-12,598	-13,388	-13,500	(13,398)	101.94	99.24%
TOTAL LOCAL PROPERTY TAX & INTEREST	1,008,751	1,087,030	1,070,702	1,128,602	57,899.56	105.41%
LICENSES & PERMITS						
Licenses & Permit - Trader	4,242	5,451	3,500	0	(3,500.00)	0.00%
Alcohol & Beverage	536	0	500	0	(500.00)	0.00%
TOTAL LICENSES & PERMITS	4,778	4,500	4,000	0	(4,000.00)	0.00%
PLANNING & ZONING						
Building Permits	27,170	13,868	14,000	9,728	(4,272.05)	69.49%
Town Permits	1,338	2,346	1,000	1,382	381.53	138.15%
Zoning Use Permits	1,200	750	700	600	(100.00)	85.71%
Legal Notices	825	290	900	280	(620.00)	31.11%
BZA-Variations-Exceptions	2,830	450	750	590	(160.00)	78.67%
Development Review Fees	3,165	17,054	7,500	1,200	(6,300.00)	16.00%
Technology Fee	315	525	450	375	(75.00)	83.33%
Developer Engineering Review Fees	2,194	0	2,500	0	(2,500.00)	0.00%
TOTAL PLANNING & ZONING	39,037	35,283	27,800	14,154	(13,645.52)	50.92%
GRANTS & SHARED TAXES						
State Shared Income Tax	360,616	351,942	315,000	125,872	(189,127.94)	39.96%
Admissions & Amusement Tax	11,562	16,175	10,000	5,409	(4,591.25)	54.09%
MD State Aid for Police Protection	28,913	31,858	30,373	16,362	(14,011.50)	53.87%
State Shared Highway User Revenues	117,776	116,604	121,617	98,517	(23,099.75)	81.01%
Grant - Project Open Space	140,556	248,697	60,000	2,821	(57,179.31)	4.70%
Rev. of Lieu of Bank Share	951	951	950	951	1.04	100.11%
Parking Fees	135	210	300	180	(120.00)	60.00%
Elderly Housing Contribution	3,217	3,357	4,000	0	(4,000.00)	0.00%
Hotel/Motel Tax Share	30,310	29,767	28,000	16,411	(11,589.01)	58.61%
TOTAL GRANTS & SHARED TAX	694,036	799,561	570,240	266,522	(303,717.72)	46.74%
SANITATION CHARGES						
	(1230 hh)	(1250 hh)	(1250 hh)			
Sanitation Charges (\$20/home per quarter)	76,456	103,417	100,000	52,318	(47,682.23)	52.32%
TOTAL SANITATION CHARGES	76,456	103,417	100,000	52,318	(47,682.23)	52.32%
OTHER REVENUE						
Interest & Dividends	21,033	20,043	15,000	11,227	(3,773.34)	74.84%
Park/Rental Income	11,265	10,400	9,500	4,120	(5,380.00)	43.37%
Cable Television Fees	22,282	22,094	21,000	5,519	(15,481.09)	26.28%
Notes Receivable	0	0	0	0	0.00	0.00%
Miscellaneous Income	12,816	20,018	500	7,962	7,462.06	1592.41%
TOTAL OTHER REVENUES	67,396	72,555	46,000	28,828	(17,172.37)	62.67%
Prior Year Reserves Avail for Current Year Expenses	0	0				
OTHER REVENUES NOT BUDGETED (Excise Tax, Driveway Entrance, Police Donations, Friends of SP)				15,898	15,898.00	
TOTAL ALL REVENUES	1,927,401	\$2,103,297	\$1,818,742	1,506,322	(312,419.98)	82.82%

GENERAL FUND MID YEAR FINANCIAL REVIEW

EXPENSES	FY2016	FY2017	FY2018	FY2018 YTD (1/31/18)	Variance	%
MAYOR & COUNCIL						
Mayor Salary	3,600	3,600	3,600	1,800	(1,800.00)	50.00%
Council Salary	7,200	6,900	7,200	3,600	(3,600.00)	50.00%
Contributions/Donations	1,550	500	1,000	200	(800.00)	20.00%
MML Dues	3,340	3,464	3,500	3,524	24.33	100.70%
MML Meetings-Educational Stipend	3,392	2,819	7,000	1,837	(5,162.95)	26.24%
Convention Expense	0	0	0	0	0.00	0.00%
TOTAL MAYOR & COUNCIL	19,082	17,283	22,300	10,961	(11,338.62)	49.15%
ADMINISTRATION						
Salaries - Administration	112,638	75,252	97,000	46,109	(50,891.00)	47.54%
Treasurer	1,000	1,000	1,000	500	(500.00)	50.00%
Training	2,935	375	500	404	(96.42)	80.72%
Advertising	3,824	1,676	1,500	513	(987.35)	34.18%
Postage	4,531	2,188	3,500	2,223	(1,276.56)	63.53%
Office Supplies	3,237	3,070	3,500	715	(2,785.39)	20.42%
Office Equipment	1,213	725	750	0	(750.00)	0.00%
Office Equipment Maintenance	7,382	7,958	6,400	4,460	(1,940.27)	69.68%
Telephone	5,374	5,310	4,500	3,015	(1,485.37)	66.99%
TOTAL ADMINISTRATION	142,134	97,554	118,650	57,938	(60,712.36)	48.83%
ELECTIONS						
Operating Expenses	1,069	0	1,000	0	(1,000.00)	0.00%
TOTAL ELECTIONS	1,069	0	1,000	0	(1,000.00)	0.00%
LEGAL & AUDIT						
Attorney Fees	3,690	8,584	10,000	6,204	(3,795.70)	62.04%
Audit Services	6,200	7,500	8,800	6,225	(2,575.32)	70.74%
Retirement Administration	927	740	750	650	(100.00)	86.67%
TOTAL LEGAL & AUDIT	10,817	16,824	19,550	13,079	(6,471.02)	66.90%
PLANNING, ZONING & ENGINEERING						
P&Z Meeting Expense	830	1,260	1,000	250	(750.00)	25.00%
Planning, Zoning & Engineering Supplies	0	0	500	200	(299.76)	40.05%
Legal Notices	1,092	1,635	900	309	(590.70)	34.37%
Bldg Permits-County (75%)	17,233	11,024	10,500	5,888	(4,612.20)	56.07%
Planning, Zoning & Engineering Miscellaneous	550	457	500	135	(364.87)	27.03%
GIS Implementation	400	0	400	0	(400.00)	0.00%
TOTAL PLANNING, ZONING, & ENGINEERING	20,105	14,500	13,800	6,782	(7,017.53)	49.15%
ECONOMIC DEVELOPMENT COMMISSION						
Meetings	718	1,160	1,500	483	(1,017.00)	32.20%
Sponsorships-Business Support	1,508	5,326	8,050	1,623	(6,426.55)	20.17%
Revitalization Support	7,752	2,952	8,000	47	(7,952.66)	0.59%
MML Main Street	725	1,334	1,650	0	(1,650.00)	0.00%
TOTAL EDC	10,703	10,772	19,200	2,154	(17,046.21)	11.22%
ENVIRONMENTAL COMMISSION						
Meetings	710	640	1,200	260	(940.00)	21.67%
Special Projects	4,706	2,481	7,000	(75)	(7,075.00)	-1.07%
Miscellaneous Expenses	0	170	600	0	(600.00)	0.00%
Public Education	30	1,136	1,200	35	(1,165.00)	2.92%
Total Environmental Commission	5,446	4,427	10,000	220	(9,780.00)	2.20%

GENERAL FUND MID YEAR FINANCIAL REVIEW

	FY2016	FY2017	FY2018	FY2018 YTD (1/31/18)	Variance	%
PUBLIC SAFETY						
Public Safety Comm-Meeting Expense	520	630	960	240	(720.00)	25.00%
Night Out Program	1,568	226	1,250	(67)	(1,317.07)	-5.37%
Ambulance Service Contribution	21,000	22,000	23,000	11,500	(11,500.00)	50.00%
Fire Department Contribution	21,000	22,000	23,000	11,500	11,500.00	50.00%
Fire Hydrants	11,450	12,720	7,000	5,600	(1,400.00)	80.00%
PSC Special Projects	-	6,271	2,500	2,295	(250.00)	91.80%
TOTAL PUBLIC SAFETY	55,538	63,847	57,710	31,068	(3,687.07)	53.83%
PUBLIC WORKS						
Salaries for Public Utilities	65,861	57,154	65,000	33,964	(31,036.10)	52.25%
Overtime for Public Utilities	4,508	4,095	4,000	2,474	(1,525.66)	61.86%
Special OT	9,283	11,791	0	7,695	7,694.69	
Uniforms	2,173	1,336	2,000	957	(1,043.42)	47.83%
Cell Phones	4,067	2,789	3,000	1,102	(1,897.93)	36.74%
HIGHWAY & STREETS						
Vehicle Maintenance & Repair	23,627	4,686	10,000	1,381	(8,619.26)	13.81%
Vehicle Gas	8,295	10,394	11,000	4,760	(6,240.16)	43.27%
Equipment Maintenance & Repair	6,785	7,025	10,000	8,404	(1,595.64)	84.04%
Small Equipment Expense	5,709	303	7,000	625	(6,375.10)	8.93%
Supplies & Materials	3,189	4,608	5,000	1,012	(3,987.93)	20.24%
Street Maintenance & Repair	11,835	1,424	12,500	708	(11,792.00)	5.66%
Snow Removal	60,236	13,654	11,500	0	(11,500.00)	0.00%
		Snow OT (Not budgeted)		2,658	2,658.06	
		Snow Special OT (Not budgeted)		412	412.30	
Street Lighting	53,722	56,155	52,000	28,740	(23,260.39)	55.27%
Street Cleaning	3,646	3,360	3,400	2,000	(1,400.00)	58.82%
Yard Debris Lot	9,049	12,272	8,500	87	(8,412.77)	1.03%
TOTAL HIGHWAY & STREETS	278,089	195,317	204,900	96,979	(107,921.31)	47.33%
SANITATION						
Sanitation/Recycling	166,224	173,766	170,000	87,512	(82,487.70)	51.48%
TOTAL SANITATION	166,224	173,766	170,000	87,512	(82,487.70)	51.48%
MUNICIPAL BUILDINGS AND GROUNDS						
Maintenance Buildings	19,795	19,100	15,000	12,503	(2,496.92)	83.35%
Maintenance Grounds	31,725	31,907	25,000	23,269	(1,731.41)	93.07%
Heating	5,379	4,003	9,000	4,436	(4,561.31)	49.29%
Electric	18,355	18,428	10,000	9,984	(15.70)	99.84%
TOTAL BUILDINGS AND GROUNDS	75,254	73,438	59,000	50,192	(8,805.34)	85.07%
PARKS, RECREATION AND EVENTS						
Park Facilities Maintenance	13,907	13,908	10,000	9,240	(4,562.51)	92.40%
Park Grounds Maintenance	21,678	21,678	15,000	5,437	(5,759.82)	36.25%
Park Equipment	1,040	534	1,500	97	(1,403.30)	6.45%
Park Board Meetings	770	770	960	440	(520.00)	45.83%
EVENTS						
Green Fest	-150	1,000	1,000	(962)	(1,961.91)	-96.19%
Concerts	2,191	873	1,500	1,396	(103.74)	93.08%
Fishing Derby	-168	-1,170	1,000	0	(1,000.00)	0.00%
Independence Day Event	6,228	6,314	6,800	6,231	(569.24)	91.63%
Old Tyme Cmas	4,172	2,802	1,500	1,387	(113.48)	92.43%
Wagon Train Event	208	306	500	0	(500.00)	0.00%
Miscellaneous Park Events	424	110	250	0	(250.00)	0.00%
Movie Events			2,000	0	(2,000.00)	0.00%
TOTAL PARKS, RECREATION & EVENTS	50,300	47,125	42,010	23,266	(18,744.00)	55.38%

GENERAL FUND MID YEAR FINANCIAL REVIEW

	FY2016	FY2017	FY2018	FY2018 YTD (1/31/18)	Variance	%
MUNICIPAL POLICE DEPARTMENT						
Salaries for Police Dept	308,532	280,018	304,818	141,404	(163,414.47)	46.39%
Overtime for Police Officers	5,257	5,241	3,000	1,841	(1,158.69)	61.38%
Police Equipment	5,345	23,694	10,000	974	(9,026.16)	9.74%
Police Fees (licenses, dues, web)	7,862	7,960	8,000	4,196	(3,803.81)	52.45%
Police Supplies	3,160	3,193	2,000	1,189	(811.09)	59.45%
Police Telephone	3,136	3,217	3,000	1,886	(1,114.27)	62.86%
Police Cell Phones	2,894	3,629	3,600	1,702	(1,897.90)	47.28%
Police Building Maint-Utilities	10,276	16,793	12,000	3,496	(8,504.04)	29.13%
Police Uniforms	1,893	3,494	2,500	0	(2,500.00)	0.00%
Police Training	285	423	2,000	1,198	(802.24)	59.89%
Police Vehicle Maintenance	13,695	7,483	6,000	8,249	2,248.61	137.48%
Police Vehicle Gas	13,631	12,316	15,000	5,097	(9,902.97)	33.98%
Police Capital Expense (CIP)	11,951	61,626	0	0	0.00	
TOTAL MUNICIPAL POLICE DEPT	387,917	429,087	371,918	171,231	(200,687.03)	46.04%
NON-DEPARTMENTAL EXPENSES						
Property & Liability Insurance	17,076	17,886	15,000	10,938	(4,061.72)	72.92%
Payroll Taxes & FICA	41,413	45,061	40,000	22,444	(17,555.62)	56.11%
Employee Pension	41,381	14,509	40,000	(14,509)	(54,509.00)	-36.27%
Health/Life/STD Insurance	107,687	79,771	100,000	41,399	(58,601.10)	41.40%
Workers Comp. Insurance	23,097	11,972	15,000	11,344	(3,656.50)	75.62%
Banquet/Christmas Expenses	3,993	2,887	3,000	2,903	(97.07)	96.76%
Contingency Fund	0	20,646	2,087	5,658	3,571.47	271.13%
Misc	5,074	1,798	1,500	642	(858.14)	42.79%
TOTAL NON-DEPARTMENTAL EXPENSES	239,721	194,530	216,587	80,819	(135,767.68)	37.31%
LONG TERM CAPITAL IMPROVEMENTS						
Street, drainage and overlay programs	215,000	122,912	121,617	0	(121,617.00)	0.00%
National Road Heritage Museum	15,000	15,000	15,000	15,000	0.00	100.00%
Shafer Park -Project Open Space	90,000	7,340	60,000	2,821	(57,179.31)	4.70%
TOTAL LONG TERM CAP IMPROVEMENT	441,424	145,252	196,617	17,821	(178,796.31)	9.06%
CAPITAL IMPROVEMENTS						
Dump Truck	77,000					
Maintenance Shop Heating	21,500					
Salt Storage Facility	40,000					
Annex Retrofit	35,000					
Backhoe	33,000					
Town Hall Building Security	10,000					
Video Cameras/License Plate Reader	12,000					
2004 F350 Truck Replacement		18,350				
Bobcat		6,700				
2006 Ford Escape Vehicle Replacement		50,000				
Video Cameras		15,000				
Town Hall Heating Replacement		30,000				
Utility Truck Replacement			17,500	17,258	(242.06)	98.62%
Police Station Garage Roof			5,000			0.00%
FY19						
TOTAL CAPITAL IMPROVEMENTS	241,580	202,564	22,500	17,258	(5,242.06)	76.70%
DEBT SERVICE						
New Park Development Loan Payment	169,332	235,777	165,000	161,397	(3,602.86)	97.82%
Mortgage wellhead protection property	15,500	15,500	15,500	15,500	0.00	100.00%
Loan Interest FY15CIP	50,000	70,578	0	0	0.00	
GF Subsidy to Sewer Fund for Grant Match			92,500	0	(92,500.00)	0.00%
TOTAL DEBT SERVICE	234,832	321,855	273,000	176,897	(96,102.86)	64.80%
TOTAL ALL EXPENSES	\$2,416,291	\$2,015,537	\$1,818,742	844,177	(974,564.71)	46.42%
TOTAL REVENUES	\$1,927,401	\$2,103,297	\$1,818,742	1,506,322	(312,419.98)	82.82%
EXCESS REVENUES OVER EXPENSES	-488,890	87,760	0	662,144		

MID YEAR FINANCIAL REVIEW



TOWN OF BOONSBORO
WATER FUND - FISCAL YEAR 2018

Fiscal Year 2018 Water Rates	IR	OR	IC	OC
Water Fixed Fee	\$15	\$22.50	\$15	23
1-18000 gallons	\$6.20/1000gal	\$9.30/1000gal	\$6.20/1000gal	\$9.30/1000gal
18001 + gallons	\$9.30/1000gal	\$11.30/1000gal	\$9.30/1000gal	\$11.30/1000gal

	FY16 Actual	FY17 Actual	FY18	FY18 YTD	Variance	%
OPERATING REVENUE						
Water Charges	508,742	577,701	648,706	288,532	(360,174)	44.48%
Keedysville Admin Charges	54,546	67,444	66,260	33,130	(33,130)	50.00%
Debt Service Charges	22,629	23,029	20,000	12,006	(7,994)	60.03%
Connection Fees	29,050	12,000	0	15,050	15,050	
User Fees	208,000	78,000	0	97,500	97,500	
Other Income	1,724	1,186	500	3,203	2,703	640.54%
Hydrants	11,200	0	11,200	0	(11,200)	
GF Subsidy for Grants			0			
GF Subsidy for Debt			0			
GF Subsidy for Operations			0			
TOTAL REVENUE	841,969	759,360	746,666	449,420	(297,246)	60.19%
EXPENSES						
<i>Administrative</i>						
Salaries	70,933	90,590	95,000	64,580	(30,420)	67.98%
Communications	6,021	6,388	6,000	3,585	(2,415)	59.75%
Postage	2,250	2,008	3,000	2,000	(1,000)	66.67%
Office Supplies	7,273	6,638	4,000	3,079	(921)	76.98%
Professional Services (Legal/Audit)	6,200	12,111	6,500	13,180	6,680	202.76%
Meetings	1,250	960	1,200	600	(600)	50.00%
Training/Certification	3,090	1,463	2,000	376	(1,624)	18.80%
Insurance						
Property	6,580	6,916	7,000	3,132	(3,868)	44.74%
Health	46,958	60,221	40,000	43,365	3,365	108.41%
Worker's Compensation	11,041	9,976	11,000	5,672	(5,328)	51.56%
Uniforms	3,283	2,769	2,500	1,783	(717)	71.32%
Payroll Taxes	14,848	20,999	19,000	11,685	(7,315)	61.50%
Advertising	334	548	500	136	(364)	27.30%
Retirement/Pension	10,156	17,419	15,000	11,640	(3,360)	77.60%
Total Administrative	190,217	239,007	212,700	164,813	(47,887)	77.49%
<i>Operations</i>						
Salaries	138,771	153,179	153,000	76,807	(76,193)	50.20%
Testing	738	748	1,000	194	(806)	19.36%
Chemicals	13,784	11,190	15,000	283	(14,717)	1.89%
Vehicles	6,193	5,134	10,000	2,220	(7,780)	22.20%
Electricity	58,151	52,081	55,000	23,384	(31,616)	42.52%
Heating	316	1,715	1,500	0	(1,500)	0.00%
Total Operations	217,953	224,047	235,500	102,888	(132,612)	43.69%

MID YEAR FINANCIAL REVIEW

	FY16 Actual	FY17 Actual	FY18	FY18 YTD	Variance	%
Maintenance						
Repairs - Water Plants & Wells	73,783	44,324	40,000	19,935	(20,065)	49.84%
Major Repair Expense	72,737	15,383	30,000	0	(30,000)	0.00%
Tools and Equipment	9,130	1,549	10,000	0	(10,000)	0.00%
Supplies	5,892	7,661	7,500	3,341	(4,159)	44.55%
Miscellaneous	3,342	-1,487	100	(740)	(840)	-740.00%
Connections	6,073	3,250	0	16,845	16,845	
Total Maintenance	170,957	70,679	87,600	39,381	(48,219)	44.96%
Debt Service						
Loan Interest	25,516	15,810	8,900	4,042	(4,858)	45.42%
Loan Interest - Alt 40 Waterline	2,983	3,762	4,000	2,532	(1,468)	63.29%
Long Term Debt	33,790	67,365	67,365	22,451	(44,914)	33.33%
MDE Alt 40 Waterline	19,300	19,300	19,300	19,366	66	100.34%
Total Debt Service	81,589	106,237	99,565	48,390	(51,175)	48.60%
Capital Outlay	100,275	104,249	65,876	40,660	(25,216)	61.72%
TOTAL OPERATING EXPENSES	760,991	744,219	701,241	396,132	(305,109)	56.49%
Contingency Fund	0	25,133	45,425	55	(45,370)	0.12%
Adjusted Operating Expense	760,991	769,352	746,666	396,189	(350,477)	53.06%
OPERATING INCOME	80,978	-9,992	0	53,231	53,231	

Capital Outlay Projects	YTD Spent	
Clean Clear Wells/Reservoir/Water Tower	8,000	0
Replace Meters with R900 Radio Read Meters	25,000	24,500
Replace Raw, Finished/Combo & Warrenfeltz Meter & Display	15,000	
PW Vehicle	17,500	16,160
TOTAL FY18	65,500	40,660

SEWER FUND MID-YEAR FINANCIAL REPORT


TOWN OF BOONSBORO
SEWER FUND - FY18 OPTIONS

Fiscal Year 2018 Sewer Rates	IR	IC
Wastewater Fixed Fee	\$55	\$55/edu
1-18000 gallons	\$9.00/1000gal	\$9.00/1000gal
18001+gallons	\$13.00/1000gal	\$13.00/1000gal

	FY16 ACTUAL	FY17 Actual	FY18	FY18 YTD	Variance	%
Sewer Charges	837,890	876,170	1,129,260	427,706	(701,554)	37.87%
Bay Restoration	-	-	72,000	48,966	(23,034)	68.01%
Interest Income	1,476	2,108	300	1,228	928	409.18%
Other Income	1,699	2,612	500	100	(400)	20.00%
User Fees (Audit credits income when put into use)	335,000	132,000	0	0	0	
GF Subsidy for Grants			92,500	0	0	0.00%
GF Subsidy for Debt			253,640	0	0	0.00%
GF Subsidy for Operations			0	0	0	
<i>Grant Income(includes MDE pymt & CDA Principal & 30k BRF)</i>	150,000			249,808	249,808	
TOTAL REVENUE	1,326,065	1,012,890	1,548,200	727,808	(474,252)	47.01%
EXPENSES						
Administrative						
Salaries	75,827	90,590	95,000	64,580	(30,420)	67.98%
Communications	4,563	5,094	4,500	2,671	(1,829)	59.37%
Postage	2,227	2,008	1,500	2,044	544	136.27%
Office Supplies	6,980	5,268	3,500	3,020	(480)	86.29%
Professional Services (Legal/Audit)	7,775	8,776	6,500	12,794	6,294	196.83%
Meetings	1,250	1,090	1,200	0	(1,200)	0.00%
Training/Certification	2,189	1,394	1,000	50	(950)	5.00%
Insurance						
Property	23,924	35,079	30,000	12,546	(17,454)	41.82%
Health	46,958	61,441	55,000	43,885	(11,115)	79.79%
Worker's Compensation	9,956	9,855	11,000	5,672	(5,328)	51.56%
Uniforms	3,343	2,769	2,000	1,783	(217)	89.15%
Payroll Taxes	14,971	21,288	19,000	11,292	(7,708)	59.43%
Advertising	687	946	500	926	426	185.18%
Retirement/Pension	10,156	17,419	15,000	11,640	(3,360)	77.60%
Total Administrative	210,806	263,017	245,700	161,264	(84,436)	65.63%
Operations						
Salaries	135,483	158,075	153,000	72,006	(80,994)	47.06%
Testing	25,397	26,830	27,000	12,076	(14,924)	44.73%
Chemicals	50,892	51,991	55,000	30,220	(24,780)	54.95%
Biosolids Removal	159,859	158,834	140,000	60,790	(79,210)	43.42%
Vehicles	6,197	5,006	6,000	2,012	(3,988)	33.54%
Electricity	102,832	95,092	60,000	48,017	(11,983)	80.03%
Heating	316	1,715	2,000	0	(2,000)	0.00%
Total Operations	480,976	497,543	443,000	225,121	(217,879)	50.82%

SEWER FUND MID-YEAR FINANCIAL REPORT

	FY16 Actual	FY17 Actual	FY18	FY18 YTD	Variance	%
Maintenance						
Repairs -Pump Stations	15,301	12,272	25,000	6,941	(18,059)	27.77%
Repairs - WWTP	16,274	26,767	40,000	17,418	(22,582)	43.54%
Major Repair Expense	78,444	2,394	65,000	0	(65,000)	0.00%
Tools and Equipment	4,285	2,210	5,000	0	(5,000)	0.00%
Supplies	5,098	8,208	5,000	3,802	(1,198)	76.03%
Miscellaneous	2,767	2,145	500	(740)	(1,240)	-148.00%
Total Maintenance	122,169	53,996	140,500	27,421	(113,079)	19.52%
Debt Service						
Loan Interest	636	8,040	1,000	500	(500)	49.99%
WWTP USDA Loan	279,701	318,004	318,004	62,082	(255,922)	19.52%
Park View Loan	0	7,781	7,781	7,668	(113)	98.55%
WWTP MDE Loan	80,743	0	116,638	116,638	0	100.00%
Total Debt Service	361,080	333,825	443,423	186,888	(256,535)	42.15%
Bay Restoration Fund Payment	-	-	72,000	48,724	(23,276)	67.67%
Capital Outlay	225,129	109,120	167,500	17,160	(150,340)	10.24%
TOTAL OPERATING EXPENSES	1,400,161	1,257,501	1,512,123	666,578	(845,545)	44.08%
Contingency Fund	-	685	36,077	0	(36,077)	0.00%
Adjusted Operating Expense	1,400,161	1,258,186	1,548,200	666,578	(881,622)	43.06%
OPERATING INCOME (LOSS)	-74,096	-244,233	0	61,230	61,230	

Capital Outlay	YTD	
Wet Weather Video	30000	0
Sewer Line Replacement (Grant Match)	120000	1000
PW Truck	17500	16160
FY2018 TOTAL CAPITAL OUTLAY	167500	17160

BOONSBORO MAYOR & COUNCIL
MONDAY, FEBRUARY 20, 2018
BUDGET WORKSHOP MEETING

The Mayor and Council held a Budget Workshop Meeting on Monday, February 20, 2018 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building to discuss the first draft of the Fiscal Year 2018 General Fund Budget. Present were Mayor Howard Long, Assistant Mayor Cynthia Kauffman, Council Members Brigitte Schmidt, Rick Bryd, Marilee Kerns and Terry Davis. Also present were Town Manager Megan Clark and BMUC Secretary Ernie Harr. The meeting convened at 5:00 PM.

Sewer and Water Fund Capital Improvement Plan (CIP): Town Manager Megan Clark presented the draft capital improvement plan (CIP) for the water and sewer fund. She stated the plan identifies projects for FY2019 through FY2023 and beyond. The plan classifies projects into different categories such as equipment replacement, equipment improvements/additions, maintenance and so on. The plan also notes when the project was first planned. The CIP includes project sheets that detail the cost, description and justification of the project, and where the funding would come from. Proposed projects for Fiscal Year 2019 in the water fund include engineering for metering the reservoir and replacing the aging lines, totaling \$50,000; continuing to replace aging water meters at a cost of \$25,000 for 100 meters; and shared expenses of \$17,500 for the replacement of Public Works 2006 Ford Truck. The Sewer Fund proposes projects include replacing filter hardware at the Wastewater treatment plant for \$15,000 and shared expenses of \$17,500 for the replacement of Public Works 2006 Ford Truck. The Council also discussed the addition of a volute dewatering press by Fiscal Year 2023; a proposed project that will reduce operational costs in the sewer fund.

Water and Sewer Fund FY2019-2023 Estimates: BMUC Member Ernie Harr presented draft estimates for the Water and Sewer Funds for Fiscal Years (FY) 2019 through 2023. He stated that the funds are now in a position of being true enterprise funds as subsidies from the General Fund are not required to cover any of the necessary expenses. For FY2019, no rate increases are proposed for either funds. As the water fund is continuing to reduce debt and maintain funding levels of operations due to investments in efficiency saving projects, for future fiscal years, a 0.5% rate increase is projected to maintain levels of funding necessary to operate the water fund. The sewer fund is able to maintain a projected 2.5% rate increase for fiscal years 2020 through 2023 due to the reduction in debt owed, efficient operations, and provided the volute press is in operation by year 2023 that would operational expenses further. Mr. Harr noted that while rate increases are at a smaller, manageable amount, the capital improvement expense line items may have to be carried year to year in order to achieve necessary system improvements. Summary sheets of the fund estimates and justification are provided as attachments to these minutes.

Town Manager Position: Town Manager Clark briefly presented information on interim town management services. The Council decided to discuss further at the workshop meeting.

Mayor Long declared the meeting adjourned at 6:33pm.

Respectfully submitted,

Megan Clark
Town Manager

Water Fund 2019 Budget Estimate 5-Year Look Ahead Plan Summary Discussion Points for Stakeholder Information Exchange Activities

1. Applicable Goals include:
 - Conservation of Resources
 - Environmental Priorities
 - Fiscal Responsibility and Asset Management
 - Conservation and Cultivation of Human Resources
 - Economic Growth and Development
 - Strategic Integrated Planning
 - Community Pride
 - Government and Citizen Partnership
 - Public Safety
2. Implementing Strategies include:
 - a. Operate as a true enterprise fund (continue not relying upon General Fund as an ongoing subsidy revenue source)
 - b. Continue reduction of debt to facilitate a stable sustainable budget that minimizes impacts to rate fluctuations and provides ability and flexibility to support expansion of services and growth.
 - d. Evaluate all costs and implement reductions and efficiencies on a continuous improvement basis.
 - e. Maintain the system in a fully functional and repaired state at all times.
 - f. Maintain reserves at a level needed to prevent any potential interruption of services and as a buffer for year to year revenue fluctuations and eliminate the need for temporary rate adjustments or General Fund subsidies.
 - g. Actively and aggressively pursue grant opportunities.
3. Rate Analysis Overlay (0.0%, 0.5%, 0.5%, 0.5%, and 0.5%) with supporting basis detailed in items 4 through 7 is discussed below.
4. Revenues
 - a. Water Charge revenue estimates factor in a modest growth projection and the ongoing conservation trends and a small annual rate increase to offset the adjusted cost increases of basic consumable components of operations and maintenance (e.g., chemicals, personal protective equipment –PPE, etc.).
 - b. Connection and User Fees revenues are uncertain and per industry standard recommendations and BMUC practice are NOT included in the budget estimates.
 - c. General Fund/General Fund Reserve subsidies are not anticipated going forward as the proposed Water Rates are expected to cover the total Water System services costs.
5. Expenses
 - a. Those expenses that are typically impacted by annual cost of living adjustments and/or inflation etc. have been adjusted in the 5-Year look ahead plan estimates.
 - Examples include – salaries and associated costs, insurance, utilities, and supplies as chemicals.
 - b. Maintenance cost have stabilized such that the capital improvement upgrades will reduce costs and offset the expected inflationary increases.
 - c. The Debt Service costs reflect a continued decrease in the long-term debt balances with the goal to continue to reduce and then maintain the debt payment to revenue ratio in accordance with the industry recommendations and BMUC sustainable range.
 - d. Capital Outlay reflects the 5-Year Capital Improvement Projects (CIP) Plan. The CIP items have been identified, prioritized, and timed to maintain a balanced budget model, maximize replacement of deteriorating and aging system components in order to keep operating and maintenance costs minimal, and reflective of a healthy, well-maintained system.

6. Contingency and Reserve

- a. Contingency funding is stable and reflects the industry standardized ratio and sized to the BMUC Water Fund budget levels. Funds will be utilized to address the unanticipated situations where the budget estimates do not reflect actual costs, but, provide the cash flow and buffer funds needed to continue operations and not require a temporary adjustment to user rates.
- b. The BMUC has reserve funds and the current value is consistent with industry standard ratios for the BMUC Water Fund budget levels. These funds will be utilized to address unexpected and catastrophic events and/or system/equipment failures by providing the financial resources needed to maintain the critical public health water service to the system users. The budget does not reflect a line item that adds to these funds. These funds are accumulated only through surplus situations relative the budget plan versus actual expenses and are retained for use in responding to any unexpected/catastrophic events as needed..

7. User Fees

- a. If user fees are received and collected, these funds will be used consistent with industry standards to fund system upgrades and replace inadequate, degraded, or aging infrastructure components associated with the addition of new users and higher service demand levels.
- b. CIP items will be continually evaluated and in combination with other sources of revenues (user rate fees, grants, etc.) and the industry standards for using these fees. User fees will be applied and obligated to the cost of CIP items as appropriate.

8. Some specific discussion points in the preparation of the budget:

- a. Direct productive labor hour (DPLH) estimates were adjusted based on a work breakdown evaluation and discussions with staff to reflect the level of effort needed by the BMUC to support the Water System operation, maintenance, and repair activities. As a result, it was discovered that the Water System requires a higher level of effort than the Sewer System and the labor needs were adjusted accordingly to reflect that distribution. Also, as part of that review and role and responsibility, evaluation was performed to ensure all staff support needs of the water system were adequately understood and covered. These evaluations will be performed on a continual basis moving forward.
- b. Reserve needs were evaluated during a Certificate of Deposit maturity evaluation and those funds were used to pay off the highest interest rate debt vehicle as opposed to reinvest.
- c. Leak detection activities have highlighted the need for a system wide study to support CIP decisions, developer negotiations, and facilitate system maintenance and repair understanding and decisions.
- d. Engineering support services was added as a line item to reflect the future needs as they are currently understood that the level of effort is more economically achieved through subcontract than a BMUC staff position.
- e. Historical actuals were evaluated and used to make adjustments that better reflected those line item estimates for future years.
- f. The Contingency line item amount has been reduced to reflect an improved Water System state and the CIP level in any given year.

Sewer Fund 2019 Budget Estimate 5-Year Look Ahead Plan Summary Discussion Points for Stakeholder Information Exchange Activities

1. Applicable Goals include:
 - Conservation of Resources
 - Environmental Priorities
 - Fiscal Responsibility and Asset Management
 - Conservation and Cultivation of Human Resources
 - Economic Growth and Development
 - Economic Development
 - Strategic Integrated Planning
 - Community Pride
 - Government and Citizen Partnership
 - Public Safety
2. Implementing Strategies include:
 - a. Operate as a true enterprise fund.
 - b. Terminate reliance on the General Fund as an ongoing subsidy revenue source.
 - c. Continue reduction of debt to facilitate a stable sustainable budget that minimizes impacts to rate fluctuations and provides ability and flexibility to support expansion of services and growth.
 - d. Evaluate all costs and implement reductions and efficiencies on a continuous improvement basis.
 - e. Maintain the system in a fully functional and repaired state at all times.
 - f. Maintain reserves at a level needed to prevent any potential interruption of services and as a buffer for year to year revenue fluctuations and eliminate the need for temporary rate adjustments or General Fund subsidies.
 - g. Actively and aggressively pursue grant opportunities.
3. Rate Analysis Overlay (0.0 %, 2.5%, 2.5%, 2.5%, and 2.5%) with supporting basis detailed in items 4 through 7 discussed below.
4. Revenues
 - a. Sewer Charge revenue estimates factor in a modest growth projection and the ongoing water usage conservation trends (note: sewer usage is based solely on water usage). The annual rate increases offset the adjusted the anticipated cost increases of basic consumable components of operations and maintenance (e.g., chemicals, personal protective equipment – PPE, etc.).
 - b. Connection and User Fees revenues are uncertain and per industry standard recommendations and BMUC practice are NOT included in the budget estimates.
 - c. General Fund/General Fund Reserve subsidies are not anticipated going forward as the proposed Sewer Rates are expected to cover the total Sewer System services costs.
 - c. Grant Income reflects those funds already obligated and they may or may not have been received. Note: Most Grants are Matching Funds requiring the Town to provide an amount equal to the Grant.
5. Expenses
 - a. Those expenses that are typically impacted by annual cost of living adjustments and/or inflation etc. have been adjusted in the 5-Year look ahead plan estimates.
 - Examples include – salaries and associated costs, insurance, utilities, supplies, and specialized services such as bio-solids removal.
 - b. Maintenance costs have stabilized such that capital improvement upgrades will reduce costs and offset the expected inflationary increases.
 - c. The Debt Service costs reflect the recent refinancing and the use of State of Maryland Bay Restoration Fund Grant funds to achieve the maximum combined effect of three (3) goals:
 1. Permanently reduce debt principle
 2. Permanently reduce annual debt payment amounts
 3. Temporarily reduce annual debt payment amountsThe payment of the MDE loan achieves these goals.

- d. Capital Outlay reflects the 5-Year Capital Improvement Projects (CIP) Plan. The CIP items have been identified, prioritized, and timed to maintain a balanced budget model and maximize replacement of deteriorating and aging system components in order to keep operating and maintenance costs minimal and reflective of a healthy, well-maintained system. While there is a budgeted amount for capital, the funding will need to be combined in multiple budget years to accomplish necessary projects.
6. Contingency and Reserve
- a. In order to maintain lower rates, contingency funding does not reflect the industry standardized ratio and sized to the BMUC Sewer Fund budget levels. If funds are available, they will be utilized to address the unanticipated situations where the budget estimates do not reflect actual costs, but, provide the cash flow and buffer funds needed to continue operations and not require a temporary adjustment to user rates.
- b. The BMUC has reserve funds and the current value is consistent with industry standard ratios for the BMUC Sewer Fund budget levels. These funds will be utilized to address unexpected and catastrophic events and/or system/equipment failures by providing the financial resources needed to maintain the critical public health sewer service to the system users. The budget does not reflect a line item that adds to these funds. These funds are accumulated only through surplus situations relative to the budget plan versus actual expenses and are retained for use in responding to any unexpected/catastrophic events as needed.
7. User Fees
- a. If user fees are received and collected, these funds will be used consistent with industry standards to fund system upgrades and replace inadequate, degraded, or aging infrastructure components associated with the addition of new users and higher service levels.
- b. CIP items will be continually evaluated for implementation. CIP funding will be a combination of user fees and other sources of revenues (user rate fees, grants, etc.), and obligated in accordance with industry standards. User fees will be applied and obligated to the cost of CIP items as appropriate.
8. Some specific discussion points in the preparation of the budget:
- a. Direct productive labor hour (DPLH) estimates were adjusted based on a work breakdown evaluation and discussions with staff to reflect the level of effort needed by the BMUC to support the Sewer System operation, maintenance, and repair activities. As a result, it was discovered that the Sewer System's current activities require a lower level of effort than the Water System and the labor needs were adjusted accordingly to reflect that distribution. Also, as part of that review and role and responsibility evaluation was performed to ensure all staff support needs of the sewer system were adequately understood and covered. These evaluations will be performed on a continual basis moving forward.
- b. Also, as part of the cash flow evaluation activities, staggered quarterly billing of grouped users so that there would be a relatively consistent monthly revenue stream was evaluated. The evaluation resulted in the determination that this billing cycle change would actually result in about a 20% increase in the cost of billing services and therefore, regardless of the impacts to cash flow was not consistent with the goals implementing strategies discussed in under number 2 above and therefore, would not be adopted. Quarterly payments to the General Fund consistent with the BMUC billing cycle is being evaluated as a solution to permanently addressing the cash flow issue.
- c. Engineering support services was added as a line item to reflect the future needs as they are currently understood that the level of effort is more economically achieved through subcontract than a BMUC staff position.
- d. Historical actuals were evaluated and used to make adjustments that better reflected those line item estimates for this and future years.
- e. The installation of the Volute Press by 2023 is critical to addressing future budget shortfalls and therefore, is a top priority for the BMUC to orchestrate the procurement, installation, and operation prior to that time. That milestone goal is reflected in the 5-year look ahead budget estimate projections.

BOONSBORO MAYOR & COUNCIL
MONDAY, FEBRUARY 26, 2018
WORKSHOP MEETING

The Mayor and Council held their Workshop Meeting on Monday, February 26, 2018 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building to set the Regular Session Agenda for Monday, March 5, 2018. Present were Mayor Howard Long, Assistant Mayor Cynthia Kauffman, Council Members Janeen Solberg, Marilee Kerns, Rick Byrd and Terry Davis. Also present were Town Manager Megan Clark, Police Chief Charles Stanford, Waste Water Operator Jeremy Mose and Administrative Assistant Kimberly Miller. Council Members Brigitte Schmidt was absent. The meeting convened at 7:00 PM.

Boonsboro Volunteer Fire Department; Annual Report and Presentation: Fire Chief Oley Griffith and Ed Williams, First Hose Company of Boonsboro Vice President, gave a powerpoint presentation of the First Hose Company of Boonsboro Annual Report. Chief Griffith stated that that First Hose Company of Boonsboro has provided the area with 189 years of continuous service and Rohrsersville Station 8 has provided 21 years, noting that the service area now covers an 86.4 square mile radius in South Washington County. He stated that Station 6 in Boonsboro has 50 active members with 30 of those members regularly running calls. He further stated that in the past year Station 6 ran 418 emergency calls and Station 8 ran 366 emergency calls totaling 3,572 man-hours, noting that citizens can now submit emergency calls through the Fire Department's website when phone and cell service are down. Chief Griffith stated that the Fire Department provides 1,005 mandated training hours for personnel and approximately 400 hours educating the public on fire safety. He explained that there are 17 paid part-time career technicians on the Fire Department staff with salaries totaling \$86,000 per year. He stated that this year Fire Department personnel installed 86 smoke detectors in area homes with funds that were obtained through a grant, and based on the 2015 census there are 1,327 homes in Boonsboro and 873 families. He further stated that both Station 6 and Station 8 buildings are in need of major repairs and new equipment, but that the funds are just not there. Chief Griffith stated that even though the Town and South Washington County rely on tourism for revenue, it creates a huge impact on rescue personnel due to accidents. He stated that in the past year 40 calls were received to rescue people on the Appalachian Trail and numerous calls were received to recuse people rafting and kayaking on the Potomac River. He further stated that the Fire Department does not receive revenue for these services. Chief Griffith stated that the First Hose Company of Boonsboro's ISO (Insurance Service Officer) Rating is 4/86, putting the Department in the top 16% in the United States and the top 26% in Maryland. He stated that the generous donations from the Town helped with the purchase of the new Engine 61. He further stated that the Boonsboro annual 9/11 Parade is the last annual running parade in Maryland honoring the Fire, Rescue and Law Enforcement personnel who lost their lives on September 11, 2001.

Cub Scout Pack 20; Request for Consideration of Cub-Mobile Event: Mike Campbell, Boonsboro Cub Scouts Pack 20 Leader, and Paul Loeber, Boonsboro Cub Scouts Pack 20 Treasurer, presented a PowerPoint presentation and request to host the inaugural *Cub Mobile* soapbox derby racing event on Saturday, August 11, 2018 from 6am to 1pm utilizing one of three possible locations: Lakin Avenue ending at Center Street, Young Avenue between Gantz and Reeder's Alleys or Della Lane at the north end of David and Graystone Drives. Mr. Campbell stated that the *Cub Mobile* event is in its preliminary planning stages, and if approved, Pack 20 plans to invite 2-3 other Packs to participate and is requesting that the designated street be closed during the race time period by placing barricades on either end of the road. Council discussed the 3 suggested locations and determined that Lakin Avenue would probably work the best. Consensus is to have Boonsboro Cub Scouts Pack 20 move forward with their plans for the *Cub Mobile* soapbox derby racing event on Saturday, August 11, 2018, discuss traffic logistics with the Public Safety Commission, and to keep the Council updated.

BMUC Recommendation; Safety Manual: Waste Water Operator Jeremy Mose presented the Water and Sewer Safety Manual for the Councils review and input. He stated that safety standards have been in place but that there was no 'manual' or program to refer to. Operator Mose stated that the Safety Manual was created following OSHA (Occupational Safety and Health Administration) and MOSHA (Maryland Occupational Safety and Health Act) standards. Council thanked Operator Mose for his work on the Safety Manual. (NEW BUSINESS)

Shafer Park Tax Revenue: Town Manager Clark provided a summary of the Shafer Park Revenue Account for the Council's review and input. Town Manager Clark stated that currently the Town is paying the Shafer Park Expansion loan principal payments for the General Fund account and the monthly loan interest payments from the New Park Revenue Fund. She stated that the current balance in the New Park Revenue Fund account is \$5,431.56 (*as of January 31, 2018*) and that she is requesting to use the remaining balance to pay the next four interest loan payments and then close out that account. She

further stated that she is recommending that all Shafer Park Expansion loan payments then be paid from the General Fund account. (NEW BUSINESS)

Fiscal Year 2019 General Fund Budget: Town Manager Clark provided the Council with the General Fund 5-year Capital Improvement Plan. She stated that there are three CIP items slated for Fiscal Year 2019; the purchase of a skid loader for \$45,000, the replacement of the Public Works 2006 Ford truck for a shared cost \$52,500 (\$17,500 for the General Fund) and the tree trimming on Main Street for \$15,000. Town Manager Clark also presented the 1st Draft of the Fiscal Year 2019 General Fund Budget for the Council's review and input. She stated that the Constant Yield Tax Rate is proposed to remain the same at .3591, generating a Tax Revenue of \$1,131,703. She stated that Sanitation Charges will total \$106,000 based on \$20 per quarter for 1,325 households. She further stated that the overall Revenues will total \$1,949,338. Town Manager Clark stated that projected Salaries will increase from \$97,000 to \$108,500 due to the Town Planning and Zoning Administrator being fully funded by the General Fund. She stated that the Municipal Buildings and Ground Maintenance, as well as Park Facilities and Ground Maintenance, have all been increased by \$5,000 for FY19 each due to those line items historically going over Budget each year for many years. She explained that she did not receive the Police Department or Town Commissions' Budgets yet, but will incorporate those when they are received. She further stated that based on these figures there is an excess Revenues over Expenses for Fiscal Year 2019 of \$87,388 which could be added to the Contingency Fund. Mayor Long stated that the next Budget Workshop Meeting will be held on Wednesday, March 7, 2018 at 5:00 PM.

National Road Heritage Foundation Emergency Grant Request: Town Manager Clark stated that she met with George Messner, of the National Road Heritage Foundation, and that he presented a request for the Town's assistance in obtaining a Grant to repair the leaking roof and damage to the newly renovated areas at the National Road Museum on North Main Street. She stated that the NRHF is requesting grant-matching in the amount of \$9,264, noting that a decision needs to be made tonight because the Grant application is due tomorrow, February 27, 2018. Council Member Kerns suggested that the grant-matching funds be deducted from the \$15,500 annual contribution to the National Road Heritage Foundation. Council Member Solberg stated that the NRHF relies on the \$15,500 annual contribution to apply for other Grants throughout the year. Mayor Long called for a **Roll-Call Vote** to provide the grant-matching in the amount of \$9,264 to the National Road Heritage Foundation for the repair of the National Road Museum roof and water damage:

- Council Member Davis – yes
- Council Member Kerns – no
- Assistant Mayor Kauffman - yes
- Council Member Solberg – yes
- Council Member Byrd- yes

Motion carried 4-1.

Dodge Durango Bids: Town Manager Clark stated that the Town placed the 2002 Dodge Durango out for bids in as-is condition in October 2017 and no bids were received. She stated that the vehicle was then moved to the Town Shop parking lot with a 'for sale' sign and that a bid was received for \$800. She further stated that Public Works Superintendent Huntsberry has thoroughly explained to the buyer that the vehicle is as-is. Consensus is accept the bid of \$800 for the 2002 Dodge Durango.

Chief Stanford stated that Police Officer Zachary McKoy's first day of work was today. He stated that he will be riding with Officer LoRusso for 2-weeks before beginning his own patrol.

Motion by Council Member Solberg, second by Assistant Mayor Kauffman to close the Workshop Meeting at 9:20 PM and move into **Executive Session** as permitted under General Provisions Article, §3-305(b)(1), subsection (i) to discuss the appointment, employments, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction and Article §3-305 (b)(8), (8) to consult with staff, consultants, or other individuals about pending or potential litigation.

Respectfully submitted,

Kimberly A. Miller
Administrative Assistant