

**BOONSBORO MAYOR AND COUNCIL**  
**BUDGET WORKSHOP MINUTES**  
**Monday, March 30, 2026**

The Mayor and Council of Boonsboro held a Budget Workshop Meeting on Monday, March 30, 2026 in the Town Annex Meeting Chambers. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Eric Kitchen, Marilee Kerns, Ray Hanson, Terri Hollingshead and Ricky Weaver. Also present was Town Manager Rachel Souders. Mayor Long convened the meeting at 6:00PM.

- Review of Zoning Fee Schedule – Town Manager Souders stated that the Zoning Fee Schedule had last been reviewed and updated in 2024, and should be reviewed again during this budget cycle. Assistant Mayor Nally had been in recent communication with the Town Planner regarding the Town’s expenses for Board of Zoning Appeals (BZA) cases and found that the fee charged for BZA cases is not sufficient to cover the Town’s expenses for such cases. Town Manager Souders will total all costs the Town incurs for BZA cases (Town staff time, newspaper ads, BZA members’ compensation, etc.) and recommend a revised amount to the Council. In addition, Town Manager Souders will work with the Town Planner (and other Town staff as needed) to evaluate whether all current Zoning Fees need to be updated.
- Review of FY27 Draft Budget – Town Manager Souders led the Mayor & Council through a thorough review of the Water Fund, Sewer Fund, and General Fund projected revenues and expenses for FY27. Key points included:
  - The current version of the budget shows a \$829,998 deficit for the Chase Six Project, and a \$910,989 overall deficit for the Town’s FY27 year.
  - Health, Life, and STD Insurance expenses seem too high and perhaps are allocated incorrectly across the 3 funds
  - State Shared & Local Income Tax revenue seems too low
  - Interest & Dividend revenue is anticipated to be significantly less than FY26 due to wrapping up large projects and depleting funds
  - The Town is still spending more on Sanitation and Recycling than it collects from residents’ payments
  - The Town will no longer collect County Building Permit Fees and Excise Taxes; instead, the County will collect these and then pay the Town portion
  - Health Insurance, Property & Liability Insurance, and Electricity are expected to increase significantly in FY27
  - The BMUC recommended the Water Connection Fee be increased from \$10,550 to \$12,000
  - Highway User Revenue could possibly be used to help fund Chase Six
  - The Town spends approximately \$12,800 each year to pick up yard debris bags every Monday during the Spring and Summer months. If we would contract this service with J&J, it would cost \$32,500 per year.

Town Manager Souders will incorporate the changes discussed during this meeting and schedule a follow-up Budget Workshop to review the new deficit amount.

**Motion** by Council Member Weaver, second by Council Member Hollingshead to adjourn the meeting at 8:28PM. **Motion carried.**

Respectfully submitted,  
Rachel Souders, Town Manager