

**BOONSBORO MAYOR AND COUNCIL**  
**BUDGET WORKSHOP MINUTES**  
**Monday, April 6, 2026**

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

- Review of FY27 Draft Budget – Town Manager Souders led the Mayor & Council through a review of the changes made to the FY27 draft budget since the previous Workshop. Key points included:
  - Paving expenses will be limited to high-priority projects in order to free up Highway User Revenue (HUR) funding for the Chase Six Project. HUR funding in reserves was added to the Project budget.
  - Sanitation charges will be increased to \$50 so the Town will only operate at an \$8,107 deficit.
  - Ambulance & Fire Department Contributions will remain at \$28,000 each instead of being increased to \$30k
  - Cost of Living Adjustments (COLAs) were reduced from 3.0% to 2.0%
  - The Town Hall exterior improvements were removed, except for repairing the front steps as they present a safety hazard
  - The part-time police officer was removed
  - The new police vehicle was removed and vehicle maintenance was increased to accommodate the repairs that will be necessary due to not replacing the Chief's vehicle
  - Health, Life, and STD Insurance expenses still seem too high, so Town Manager Souders will review these again with the Office Manager
  - State Shared & Local Income Tax revenue still seems too low and should be increased to \$650,000

The budget draft shared at the start of the meeting reflected a \$160,911 deficit for the Chase Six Project, which is the overall deficit for the Town's FY27 year. Town Manager Souders will incorporate the changes discussed during this meeting and present the revised version at a future meeting.

Mayor Long reminded everyone that Certificates of Nomination are due at 4:30 pm on Monday, April 13, 2026.

**Motion** by Council Member Hollingshead, second by Council Member Kerns to adjourn the meeting at 7:19PM. **Motion carried.**

Respectfully submitted,  
Rachel Souders, Town Manager