

Boonsboro Mayor and Council
Public Hearing Minutes
Ordinance 2025-02; Adopt Restrictions on Establishments Selling Cannabis
Monday, June 9, 2025

The Mayor and Council of Boonsboro held a Public Hearing, as duly advertised, on Monday, June 9, 2025 in the Town Annex Meeting Chambers. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Eric Kitchen, Ray Hanson, Marilee Kerns, Terri Hollingshead, and Ricky Weaver. Also present were Town Manager Rachel Souders and Office Manager Kimberly Miller.

Mayor Long opened the Public Hearing at 6:30pm for the purpose of receiving public input, either in support of or in opposition to the proposed Ordinance 2025-02; *Adopt Restrictions on Establishments Selling Cannabis in the Town of Boonsboro.*

Town Manager Souders stated that Senate Bill 215 titled “Cannabis Reform – Revisions,” which determines where you can put a cannabis dispensary and where you can use cannabis is getting closer to passing, noting if a Municipality does not have a current Cannabis Ordinance by July 1, 2025 they will fall under the current requirements. She further stated that she reached out to the Maryland Municipal League and the Town can only include two items in the Ordinance that can be implemented:

“Whereas the Governor of the State of Maryland has approved Senate Bill 215, officially titled “Senate Bill 215, officially titled “Cannabis Reform – Revisions,” and in it allowed political subdivisions to impose certain limitations on the operations of establishments selling cannabis, and by extension, products containing cannabis; and

I. On-site consumption establishments are expressly prohibited from operating within the town limits of the Town of Boonsboro.

a. “On-site consumption establishments” refers to entities licensed under §36-401(c)(4) of Senate Bill 215 to distribute cannabis or cannabis products for on-site consumption other than consumption by smoking indoors.

i. “Cannabis products” refers to products that are composed of cannabis, cannabis concentrate, cannabis extract, or other ingredients and are intended for use or consumption, including cannabinoid beverages, edible products, oils, and tinctures.

II. Licensed cannabis dispensaries may not be located within one-half mile of each other.

III. Licensed cannabis dispensaries may only operate within the General Commercial District (GC) zones of the Town of Boonsboro.”

Town Manager Souders stated that Ordinance 2025-02 would limit cannabis dispensary locations to the General Commercial Districts on the south and north ends of Town which includes the Easterday Property and the area where Branded Chophouse and Il Forno Vanish is located.

The floor was opened for public comment. No comments were received.

Motion by Council Member Hanson, second by Assistant Mayor Nally to close the Public Hearing at 6:36pm. **Motion carried.**

Respectfully submitted,
Kimberly Miller, Office Manager

BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, June 9, 2025

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, June 9, 2025 in the Town Annex Meeting Chambers. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Eric Kitchen, Ray Hanson, Marilee Kerns, Terri Hollingshead, and Ricky Weaver. Also present were Town Manager Rachel Souders, Office Manager Kimberly Miller, Town Clerk Jesse Powers, Public Works Superintendent Greg Huntsberry, Police Chief Dave Rizer, Police Sergeant Rob Whittington, Police Sergeant James Rogers and Police Operations Manager Amy Rudy. The meeting convened at 7:00PM with the pledge and the invocation offered by Mayor Long.

REVIEW AND APPROVAL OF MEETING MINUTES and TREASURER’S REPORT

- **Motion** by Assistant Mayor Nally, second by Council Member Hollingshead to approve the **May 12, 2025 Public Hearing and Regular Meeting Minutes and May 20, 2025 Special Meeting Minutes. Motion carried.**
- Assistant Mayor Nally stated that the **May 2025 Treasurer’s Report** will be presented at the next Mayor and Council Meeting due to Town Clerk Powers first day with the Town being May 28, 2025 and him still learning his new job.

APPOINTMENT OF TOWN CLERK

Mayor Long formally appointed Jesse Powers as the Town Clerk.

PUBLIC COMMENTS

- **Lee and Joanna Daugherty, 21 South Main Street.** Stated that they came to the October 14, 2024 Mayor and Council Meeting and have been waiting for the Town to enforce the Ordinance and remove the unpermitted illegal cooking exhaust system on the side of My Mini Mart (23 South Main Street, owned by Michelle Vining) directly beside their outdoor living space. Stated that they emailed Town Planner Bowen on May 27, 2024 and told him that they filed a formal complaint with Washington County about the exhaust system. Stated that Town Planner Bowen discussed the situation at the June 10, 2024 Mayor and Council Meeting and stated that the Washington County Inspector would be looking into it due to no permits being obtained for the installation. Stated that they filed a formal complaint with Washington County about the exhaust system because it violates the Washington County Building Code due to its closeness of less than 10 feet away from their property. Stated that the Fire Marshall reviewed and submitted comments on the safety as well. Stated that a Public Meeting was held March 19, 2025 to appeal the exhaust system permit with the Washington County Building Code Board of Appeals. Stated that the solution was to run the exhaust pipe from the exhaust fan over the top of the building which does not alleviate the issue of the large unpermitted exhaust system on the side of the building. Stated that a representative from Potomac Edison told them at that time the Town was working with Ms. Vining to help her. Stated that on April 4, 2025 they requested a meeting with Town Planner Bowen and that they are still waiting to receive a response.
 - Town Manager Souders will follow up with the Town Attorney, noting that if Washington County approved the installation, she is not sure if the Town has much authority to have it removed. She stated that she is not sure why the Potomac Edison representative told them that the Town is working with Ms. Vining because that information is not true. She recommended that the Daugherty’s reach out to the Washington County Commissioners before the Meeting tomorrow, June 11, 2025, noting that she will address their concerns on their behalf at the Meeting as well.

FACILITIES REPORTS

PUBLIC WORKS SUPERINTENDENT’S REPORT – Greg Huntsberry

- Stated that they are shutting down the Reservoir tomorrow, June 10, 2025, to provide the interconnection to the water line on St. Paul Street and residents have been notified that they will experience low water pressure.
- Stated that the Easterday Development has been sitting idle and nothing has changed. Stated that MDE sent a ‘correction letter’ to them and there has been no movement since.
- Stated that the Shafer Park Carnival clean-up is up to around \$4,000 in bills for repairs, dirt and staff hours.
- Stated that the Ford F550 dump truck was blowing oil out of the turbo engine and the repair was \$5,700. Stated that the check engine light came on again today and they will be taking it back in for maintenance.

WATER AND SEWER SUPERINTENDENT'S REPORT

- Town Manager Souders stated that the entire system at the Waste Water Treatment Plant shut down and has been off line since early Saturday morning. Stated that Superintendent Shumaker and his staff have been manually operating the Plant, 24 hours a day, since Saturday. Stated that parts are being overnighted and hopefully it will be repaired by tomorrow.

TOWN MANAGER'S REPORT – Rachel Souders

- Stated that a resident that lives near to Branded Chophouse and Vanish Hall called in regarding the noise on weekends. Stated that she claimed the last few weeks, the bands and DJ played until 1am – 2am in the morning, noting that previously it was only until 11pm - 12am at night. Stated that she also complained about the dumpsters overflowing with trash and trash/litter around the property. Stated that she contacted the owner, Richard DiPietro, and he will reach out to his tenants.
 - Police Chief Rizer stated that “last Call” for all bars is at 1:30am.
- Stated that the Chase Six Boulevard – Camp Avenue Intersection Project Timeline is looking like it will be nearly impossible to complete in 2025. Stated that the biggest holdup right now is that Soil Conservation still needs to finish the Dam Safety Review, which is estimated to be completed in September 2025. Stated that even if that is received early, a Request for Proposal would need to be posted and it would take approximately 6-weeks to complete the new Campus Avenue road. Stated that the Town still needs the Construction Easement from the Washington County Board of Education, noting that after that is received the Town can file for a Grading Permit.

POLICE DEPARTMENT REPORT – Chief Dave Rizer. The Police Department received 134 calls for service, 147 motor vehicle violator stops and 186 violator citations, 7 parking citations and 652 traffic enforcement/patrol checks for the month of May 2025. There were 2 adult criminal arrests, 4 adult paper service arrests, 2 adult traffic arrest and 0 juvenile arrests.

- Stated that the Town Police Officers worked 67 hours at the Carnival
- Stated that the camera system meeting on June 4, 2025 with Detective Nick Varner, of the Hagerstown Police Department, went well. Stated that Detective Varner runs the entire camera program/system for Hagerstown. Stated that he feels comfortable that he has enough money left in his FY2025 Budget to purchase camera. Stated that they would need 7 solar powered front license plate readers for full Town coverage. Stated that he is looking to purchase 4 to 6 cameras at the cost of around \$1,00 per camera through Spicher Security and is waiting for the formal agreement from them.
- Stated that he plans to decommission the 2016 Dodge Charger and place it up for sale soon.

Council Member Kerns asked about the call at Vanish Hall recently. Chief Rizer stated that there were allegations of underage drinking at a private event. Stated that everything has been taken care of and they now have better security in place.

MAYOR AND COUNCIL UPDATES and CORRESPONDENCE

- **Council Member Kerns** suggested making an additional donation to the Boonsboro Ambulance and Rescue Company to help with the revenue lost due to the heavy rains during the Carnival.
- **Mayor Long** stated that the Grand Opening and Ribbon Cutting Ceremony for the National Road Museum will be held on Saturday, June 21, 2025 at the Museum.
- **Mayor Long** stated that the 30th Anniversary Celebration for Turn the Page Bookstore will be held on Saturday, July 19, 2025.

NEW BUSINESS

Ordinance 2025-01; Fiscal Year 2026 Budgets and Tax Rates for the Town of Boonsboro: Mayor Long stated that Ordinance 2025-01; *Fiscal Year 2026 Budgets and Tax Rates for the Town of Boonsboro* was introduced at the May 12, 2025 Mayor and Council Regular Meeting and that a Public Hearing was held to receive public input. **Motion** by Council Member Kerns, second by Council Member Weaver to approve Ordinance 2025-01; *Fiscal Year 2026 Budgets and Tax Rates for the Town of Boonsboro*. **Motion carried.**

Ordinance 2025-02; Adopt Restrictions on Establishments Selling Cannabis in the Town of Boonsboro: Mayor Long stated that the Ordinance 2025-02; *Adopt Restrictions on Establishments Selling Cannabis in the Town of Boonsboro* was introduced at the May 12, 2025 Mayor and Council Regular Meeting and that a Public Hearing was held at 6:30PM this evening to receive public input. **Motion** by Assistant Mayor Nally, second by Council Member Kerns to approve Ordinance 2025-02; *Adopt Restrictions on Establishments Selling Cannabis in the Town of Boonsboro*. **Motion carried**

Proposed “Deliveries Only” Parking Spaces on South Main Street: Town Manager Souders stated that there have been multiple issues with delivery tractor trailer trucks parking on St. Paul Street, despite the red curbs and signage, and blocking traffic, making it unsafe for pedestrians and drivers alike. She stated that they are parking illegally for 30 minutes to an hour at a time while they are making deliveries to Sizzling Fajitas and Jeovani’s Pizzeria because there is no place to safely park on Main Street. She further stated that after speaking with Chief Rizer and the State Highway Administration they are recommending that the first three (3) parking spaces in front of Jeovani’s Pizzeria, 2 South Main Street, be posted with “Delivery Only” signs from 8am until 10am, Monday through Friday. **Motion** by Council Member Weaver, second by Council Member Hollingshead to approve placing “Delivery Only” signs in the first three (3) parking spaces in front of 2 South Main Street from 8am until 10am, Monday through Friday. **Motion carried**

Introduction of Resolution 2025-03; Development Fees: Town Manager Souders presented the Introduction of Resolution 2025-03; *Development Fees* for the Mayor and Councils review, discussion and input. She stated that previous Town Manager Paul Mantello placed the Water and Wastewater Master Plan and Hydraulic Model User Fee into effect to regain funds but it was never made into a formal Resolution. She further stated that Resolution 2025-02 will help provide a way to recoup Superintendent Huntsberry time used for inspections and engineering costs. Town Manager Souders stated that the Resolution would formally implement the following fees for development within the Town boundaries:

- Water and Wastewater Master Plan and Hydraulic Model User Fee: \$1,500.00 per EDU
- Capital Improvement Program Fee: \$1,000.00 per EDU
- Inspection Fee: \$100.00 per EDU

Council Member Kerns stated that we need to find funding for Capital Improvement Projects. Council Member Kitchen stated that every time an EDU is purchased those funds will become Capital Improvement Projects Funds.

COMMISSION REPORTS

Park Board – Council Member Weaver. Meeting held on May 28, 2025. Members from Girl Scout Troop 15024 attended to request permission to place a bat box in Shafer Park. Discussions included the approval to appoint two new Members to the Park Board, updates on the Shafer Park Clean-Up and Walking Trail Ribbon Cutting Ceremony, updates from the Tree Board, updates on the Summer Concerts and Outdoor Movies, updates on the success of the Fishing Derby, the Green Fest Swap and Recycling and Wagon Train Events, updates on the Independence Day event, updates on the new Park benches on the new walking trail, plans to replace two signs on the Born Learning Trail, the approval to place a Little Free Library near the Police Department, updates on a meeting regarding the placement of some of the Disk Golf Course baskets, the need to update the Park Regulation signs in two locations and plans for a Park Treasure Hunt for kids. The June 2025 Meeting has been canceled.

- Mayor Long, on behalf of the Park Board, stated that they are recommending the appointment of Darrell Jones and Katherine Knight to the Park Board for 4-year terms. **Motion** by Council Member Weaver, second by Council Member Kerns to appoint Darrell Jones and Katherine Knight to the Park Board with the term ending June 2029. **Motion carried**

Boonsboro Municipal Utilities Commission – Assistant Mayor Nally. Meeting held on May 21, 2025. The BMUC welcomed Guest Christopher McClary of Fortiline Waterworks. Discussions included the Shafer Park Well Update, the Reservoir Update, the Crestview Water Pressure Reduction and Bypass Project update, the Internal Water Audit update, the Bulk Purchasing of Meters for Developments, the Fees for Utilizing Water and Sewer Hydraulic Models, updates on the Drying Beds, recommendations for Drought Monitoring, the Alternate 40 Debt Service Fee, Charter Amendments, the recommendation to appoint Vern Wachter to the BMUC, discussions for a new BMUC Chairman and System Reports.

- Assistant Mayor Nally stated that this was Colin Shanaberger and Bobby Mose’s last meeting. Mayor Long, on behalf of the BMUC, stated that they are recommending the appointment of Vern Wachter to the BMUC for a 4-year term. **Motion** by Assistant Mayor Nally, second by Council Member Hanson to appoint Vern Wachter to the Boonsboro Municipal Utilities Commission with the term ending June 2029. **Motion carried**

Assistant Mayor Nally stated that Assistant Chairman Loren Norris is sitting in as Acting Chairman until a new one is appointed. Council requested to recognize both Colin Shanaberger and Bobby Mose at an upcoming Mayor and Council Meeting.

Planning Commission – Council Member Kitchen. Meeting held on May 27, 2025. Discussions included the Concept Plans for the Graystone Development, the Preliminary Site Plans for the Fletcher’s Grove Dean North Development, the review of the 3rd revision draft of the Final Plats from the Washington County Board of Education for the McIlwee Subdivision, the review of the Comprehensive Plan which is 75% complete, the review of the Planning Commission By Laws that have not been updated since 2001 and Staff Reports.

- Council Member Kitchen stated that the Town met with T. Wesley Poss of Verdant Development Group on May 6, 2025 to discuss a concept plan that includes a future merger of existing developers and properties and a proposed building of 1,935 new homes. He stated that the Town currently only has 80 water taps left for development. He further stated that the developer of the proposed development on Orchard Drive is now talking about building single family homes.

Economic Development Commission – *Council Member Hanson*. The Networking Meeting was held on May 15, 2025 at the Boonsboro American Legion Clopper-Michael Post 10. The next EDC Meeting will be held on June 25, 2025.

Environmental Commission – *Council Member Hollingshead*. Meeting held on May 14, 2025. Discussions included the Community Garden Manager Emma Eicher, Commission Membership appointments, recommendation to update the BEC Resolution and Subcommittee Reports.

- Council Member Hollingshead stated that BEC Member Janeen Solberg wanted to extend a thank you to the Public Works staff and all of the volunteers for their help with the Green Fest Swap and Recycle Event on May 10, 2025.

Motion by Council Member Hollingshead, second by Assistant Mayor Nally to adjourn the Regular Meeting at 9:03PM. **Motion carried.**

Respectfully submitted,
Kimberly A. Miller, Office Manager

**BOONSBORO MAYOR AND COUNCIL
SPECIAL MEETING MINUTES
Wednesday, June 18, 2025**

The Mayor and Council of Boonsboro held a Special Meeting on Wednesday, June 18, 2025 in the Town Annex Meeting Chambers. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Ray Hanson, Marilee Kerns, Eric Kitchen, and Ricky Weaver. Also present were Town Manager Rachel Souders and Office Manager Kimberly Miller. Council Member Terri Hollingshead was not in attendance.

The meeting convened at 5:30PM with the pledge and the invocation offered by Mayor Long.

NEW BUSINESS

Introduction of Ordinance 2025-03; An Ordinance to Amend the Adopted Fiscal Year 2026 Budgets and Tax Rates: Mayor Long stated that Ordinance 2025-01; *An Ordinance to Adopted Fiscal Year 2026 Budgets and Tax Rates for the Town of Boonsboro* was approved at the June 9, 2025 Regular Meeting but that an error was noticed after the Meeting. Town Manager Souders presented the Introduction of Ordinance 2025-03; *An Ordinance to Amend the Adopted Fiscal Year 2026 Budgets and Tax Rates for the Town of Boonsboro* for the Council’s review and input. She stated that the error was in **Section 5. Water and Sewer Fixed Fess** of Ordinance 2025-01 for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026. She further stated that the Sewer Fixed Fee amount was incorrect and should be \$71.50 per EDU per quarter for both Residential and Commercial, rather than \$66.

Section 5. Water and Sewer Fixed Fees. The water and sewer rates established in the Water and Sewer Funds Budget shall be charged and collected quarterly as set forth for Fiscal Year 2026.

| Proposed Rates July 1, 2025 | Residential | Commercial | Out of Town |
|------------------------------------|---|---|--------------------|
| Sewer Fixed Fee | \$66.00 per EDU per quarter \$71.50 per EDU per quarter | \$66.00 per EDU per quarter \$71.50 per EDU per quarter | ---- |

Town Manager Souders stated that Utilities Billing/Administrative Assistant May noticed that the Sewer Fixed Fee amount was incorrect, noting that it does not affect the actual numbers in the Fiscal Year 2026 Budget. She stated that Assistant Mayor Nally reviewed the Fiscal Year 2026 Budget and it is correct. She further stated that she is requesting that a Public Hearing be held at 6:30PM on Monday, June 30, 2025 before the Workshop Meeting. **Motion** by Council Member Hanson, second by Assistant Mayor Nally approve the Introduction of Ordinance 2025-03; *An Ordinance to Amend the Adopted Fiscal Year 2026 Budgets and Tax Rates for the Town of Boonsboro*. **Motion carried.**

Motion by Council Member Hanson, second by Council Member Weaver to adjourn the Regular Meeting at 5:35PM. **Motion carried.**

Respectfully submitted,
Kimberly A. Miller, Office Manager

**Boonsboro Mayor and Council
Public Hearing
Ordinance 2025-03; An Ordinance to Amend the Fiscal Year 2026 Budgets and Tax Rate
for the Town of Boonsboro, Maryland
June 30, 2025**

The Mayor and Council of Boonsboro held a Public Hearing, as duly advertised in The Herald-Mail Newspaper and Town website, on Monday, June 30, 2025 in the Town Annex Meeting Chambers. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Eric Kitchen, Ray Hanson, Marilee Kerns, Terri Hollingshead, and Ricky Weaver. Also present were Town Manager Rachel Souders, Office Manager Kimberly Miller and Police Sergeant Rob Whittington.

Mayor Long opened the Public Hearing at 6:30 PM for the purpose of receiving public input, either in support of or in opposition to the proposed Ordinance 2025-01; *An Ordinance to Adopted Fiscal Year 2026 Budgets and Tax Rates for the Town of Boonsboro.*

Twon Manager Souders stated that Ordinance 2025-01; *An Ordinance to Adopted Fiscal Year 2026 Budgets and Tax Rates for the Town of Boonsboro* was approved at the June 9, 2025 Regular Meeting but that an error was discovered in the wording after the Meeting. She stated that the error was in **Section 5. Water and Sewer Fixed Fess** of Ordinance 2025-01 for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026. She further stated that the Sewer Fixed Fee amount was incorrect and should be \$71.50 per EDU per quarter for both Residential and Commercial, rather than the Fiscal Year 2025 amount of \$66.

Section 5. Water and Sewer Fixed Fees. The water and sewer rates established in the Water and Sewer Funds Budget shall be charged and collected quarterly as set forth for Fiscal Year 2026.

| Proposed Rates July 1, 2025 | Residential | Commercial | Out of Town |
|------------------------------------|--|--|--------------------|
| Sewer Fixed Fee | \$66.00 per EDU per quarter \$71.50 per EDU per quarter | \$66.00 per EDU per quarter \$71.50 per EDU per quarter | ---- |

Town Manager Souders stated that the Sewer Fixed Fee amount was incorrect, noting that it does not affect the actual numbers in the Fiscal Year 2026 Budget.

The floor was opened for public comment. No comments were received.

Motion by Council Member Weaver, second by Council Member Kerns to close the Public Hearing at 6:39pm. **Motion carried.**

Respectfully submitted,

Kimberly Miller, Office Manager

BOONSBORO MAYOR AND COUNCIL WORKSHOP MEETING MINUTES Monday, June 30, 2025

The Mayor and Council of Boonsboro held their Workshop Meeting on Monday, June 30, 2025 to set the Regular Session Agenda for Monday, July 14, 2025. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Ray Hanson, Terri Hollingshead, Marilee Kerns, Eric Kitchen and Ricky Weaver. Also present were Town Manager Rachel Souders, Office Manager Kimberly Miller, Police Sergeant Rob Whittington, and Police Operations Manager Amy Rudy.

Citizens Comments:

- **Marilee Kerns, 5 Stouffer Avenue.** Stated that she is sharing a request from her husband. She stated that he is requesting that the ‘No Parking’ sign in front of their property at 1 Della Lane be moved back a bit because it is blocking the mailbox.
- **Brian Smith, 107 Maple Avenue.** Stated that there still needs to be better communication with residents from the Town about the Dean South construction project and asked if there is any way to improve communication. Asked the Mayor and Council what the time line is for the project and if they can give the residents an idea of what is happening with the road and new home construction in Fletcher’s Grove.
 - Town Manager Souders stated that the Town is trying to have better communication but that it is hard to get responses from Huntzberry Brothers and the construction company. Stated that she will do her best to keep him up to date with the information that the Town has and what the Town has control of.

Workshop Business

Ordinance 2025-03; An Ordinance to Amend the Adopted Fiscal Year 2026 Budgets and Tax Rates: Mayor Long stated that Ordinance 2025-01; *An Ordinance to Adopted Fiscal Year 2026 Budgets and Tax Rates for the Town of Boonsboro* was introduced at the June 18, 2025 Special Meeting and that a Public Hearing was held at 6:30PM this evening to receive public input. Town Manager Souders stated that an error was found in **Section 5. Water and Sewer Fixed Fess** of Ordinance 2025-01 for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026. She further stated that the Sewer Fixed Fee amount was incorrect and should be \$71.50 per EDU per quarter for both Residential and Commercial, rather than the Fiscal Year 2025 amount of \$66.

Section 5. Water and Sewer Fixed Fees. The water and sewer rates established in the Water and Sewer Funds Budget shall be charged and collected quarterly as set forth for Fiscal Year 2026.

| Proposed Rates July 1, 2025 | Residential | Commercial | Out of Town |
|-----------------------------|--|--|-------------|
| Sewer Fixed Fee | \$66.00 per EDU per quarter \$71.50 per EDU per quarter | \$66.00 per EDU per quarter \$71.50 per EDU per quarter | ---- |

Town Manager Souders stated that the incorrect Sewer Fixed Fee amount does not affect the actual numbers in the Fiscal Year 2026 Budget and that Ordinance 2025-03 is correcting the typographical error on Page 1 of Ordinance 2025-01. Council Member Kitchen noted that this is year 3 of the 7-Year Plan. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen approve Ordinance 2025-03; *An Ordinance to Amend the Adopted Fiscal Year 2026 Budgets and Tax Rates for the Town of Boonsboro.* **Motion carried.**

Employee Appreciation: Council Member Kitchen stated that Council Member Kerns and he would like to thank the Town staff for their hard work and dedication by hosting a Barbeque Luncheon. He stated that Council Member Kerns and he will cover the cost of the luncheon and there will be no cost to the Town. He further stated that he would like Police Operations Manager Rudy to reach out to the owners of Plumeria Pig to see if they would be able to cater the food. Council Member Kitchen stated that Town staff have been working a lot of extra hours and putting in a lot of work and that he would like to show his appreciation.

Discussion on Proposed Capital Improvement Fee: Town Manager Souders stated that at the June 9, 2025 Regular Meeting the Mayor and Council discussed Resolution 2025-03; *Development Fees* to help offset the funding of Capital Improvement Projects, infrastructure items and staff time. She reviewed that previous Town Manager Paul Mantello placed the WRA Water and Wastewater Master Plan and Hydraulic Model User Fee into effect to regain funds to cover the cost to create and update

the Model and to cover the cost for the usage of the Model, but it was never made into a formal Resolution. She stated that Resolution 2025-03 would formally implement the following fees for development within the Town boundaries:

- Water and Wastewater Master Plan and Hydraulic Model User Fee: \$1,500.00 per EDU
- Capital Improvement Program Fee: \$1,000.00 per EDU
- Inspection Fee: \$100.00 per EDU

Council Member Kitchen suggested that they reach out and obtain input from the Boonsboro Municipal Utilities Commission and the Planning Commission so that they can work with the Council to hammer out a plan, noting that this cannot be a one-and-done in a Workshop Meeting. He further suggested creating a work group to come up with a plan and to work on a Resolution for Capital Improvement Project funding, Inspection Fees and the Water and Sewer Model Fees plus reoccurring maintenance costs. Council Member Kitchen, Assistant Mayor Nally and Council Member Weaver volunteered to be part of the Capital Improvement Program Fee Subcommittee group. Council Member Kitchen stated that the BMUC and Planning Commission Chairs should be emailed to request two volunteers from each of those Commissions. Council Member Kerns stated that residents and developers need to be made aware of the implementation of any new fees.

Council and Staff Updates

- **Mayor Long** stated that the next Washington County Municipal League meeting will be hosted by the Town of Williamsport and will be held on Monday, July 28, 2025.
- **Mayor Long** stated that July 20, 2025 will be the 20th Anniversary of the Boonsboro Police Department and that former Chief Jeff Hewett will be hosting a pizza luncheon at the Police Department.
- **Assistant Mayor Nally** stated that two Ribbon Cutting Ceremonies were held on June 27, 2025 for 146 Provisions and for The Farm House Barber Shop.
- **Assistant Mayor Nally** stated that the Economic Development Commission and the Boonsboro Town Alliance have been using the tagline “Better in the Boro” after being repeatedly asked not to. He asked if it bothers anyone else or if it is just him. Council Member Kerns asked how it can be an official Town tagline if the residents did not have any say in it, noting that Commissions cannot just make up taglines without any input. Council Member Hanson stated that the EDC told him that the Town Alliance is using the “Better in the Boro” and not them. Office Manager Miller stated that the EDC bought \$935 in “Better in the Boro” promotional items from 4imprint in July 2024 including 400 frisbees and sticky note pads. Council discussed the Town never approving the EDC’s tagline “Discover Our History, Savor the Romance” either.
- **Council Member Kerns** thanked Town Manager Souders for making sure the Planning Commission meeting minutes are up to date on the Town website.
- **Council Member Kerns** asked if there were any updates on the Daugherty’s and the My Mini Mart’s exhaust fan issues. Town Manager Souders stated that she has been receiving daily emails from the Daughertys. Mayor Long stated that this needs to be discussed in Executive Session.
- **Council Member Kitchen** stated that T. Wesley Poss of Verdant Development Group will be hosting two Public Meeting at the Boonsboro American Legion to present his vision of what the development of the Lakin, TT&K and Flook Annexed properties could look like if they were fully developed. He stated that the Public Meeting will be held on Tuesday, July 15 from 6:00pm to 8:00pm and on Monday, August 11 from 6:00pm to 8:00pm. Mayor Long and the Council agreed that the Town should make sure that residents are aware of the meetings and encourage them to attend, noting that this 20-year Concept Plan has not been approved by the Town.

Motion by Assistant Mayor Nally, second by Council Member Hanson at 7:47PM to move into **EXECUTIVE SESSION**; *as provided under General Provisions Article §3-305 (b)(8) consult with staff, consultants, or other individuals about pending or potential litigation.* **Motion carried.**

Motion by Council Member Kerns, second by Assistant Mayor Nally to adjourn the Executive Session at 8:16PM. **Motion carried.**

Motion by Assistant Mayor Nally, second by Council Member Hollingshead to adjourn the Regular Meeting at 8:16PM. **Motion carried.**

Respectfully submitted,
Kimberly A. Miller, Office Manager