

**BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, March 13, 2023**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, March 13, 2023 in the Meeting Chambers. The Meeting was streamed via GoToMeeting. 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 Planner Reiley Stanley, Office Manager Kimberly Miller, Police Chief Kevin Morgan and Police Administrative Specialist Amy Rudy. The meeting convened at 7:00PM with the pledge and invocation offered by Mayor Long. Town Manager Paul Mantello was not in attendance.

REVIEW AND APPROVAL OF MEETING MINUTES and TREASURER’S REPORT

- **Motion** by Council Member Kerns, second by Council Member Hanson to approve the **February 13, 2023 Regular Meeting and Executive Session Meeting Minutes** and the **February 27, 2023 Workshop Meeting Minutes** as amended. **Motion carried.**
- **Motion** by Council Member Kerns, second by Council Member Kitchen to approve the **February 2023 Treasurer’s Report**. **Motion carried.**
 - **Council Member Kitchen** asked if the grant funds from the State and County that the Town received for the Reservoir Project have expiration dates. Assistant Mayor Nally stated that they do not expire.

MAYOR AND COUNCIL CORRESPONDENCE

- Mayor Long stated that the Town received a thank you letter from the Boonsboro High School “We the People” Team for the donation.
- Council Member Hanson stated that Superintendent Huntsberry and the Public Works staff did a great job on the Crestview Pump House demolition/decommission job.

Police Department Report – Chief Morgan. The Police Department received 72 calls for service, which included 86 motor vehicle violator contacts and 0 Parking Citations for the month of February 2023. There were 0 adult criminal arrests, 1 adult paper service arrest, 0 adult traffic arrests and 0 juvenile arrests.

- Stated that the new Police cruiser will be completely outfitted and in Town next week, and that the lights will be installed very soon.

NEW BUSINESS

Commercial Utility Billing Audit and BMUC Recommendation: Assistant Mayor Nally, on behalf of the Boonsboro Municipal Utilities Commission, reviewed that the Commercial Utility Billing Audit and the comment letter from Triad Engineering, Inc. were presented at the February Workshop Meeting. Council Member Kitchen stated that BMUC Member Colin Shanaberger, Town Manager Mantello, Town Clerk Wachtel, Administrative Assistant May and he have been meeting the past two Fridays at Town Hall to work on the Billing Audit numbers and fixed fees. He stated that the Audit is complete and that the new fixed fees will be added onto the first billing cycle of Fiscal Year 2024. He further stated that they are working to tie fixed fees and fixed costs together. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to approve the Commercial EDU Audit as presented with the effective date of January 1, 2024. **Motion carried.**

- Office Manager Miller asked if Administrative Assistant May can send out the letters notifying the commercial customers of the implementation date. Assistant Mayor Nally stated that she should wait until after the Boonsboro Municipal Utilities Commission on March 22, 2023.

Recommendation to Update Employee Wage Chart: Office Manager Miller reviewed that Town Manager Mantello presented the recommendation to update the Employee Wage Chart in the Town Employee Personnel Policy Manual at the February Workshop Meeting. She stated that the wage charts are based on the US Bureau of Labor Statistics May 2021 National Occupational Employment and Wage Estimates for the Hagerstown, Maryland – Martinsburg, West Virginia area and that the Police Department has added their recommendations to update their wages as well, which are based on the same, as well as the City of Brunswick Fiscal Year 2023. Chief Morgan stated that he is not recommending any update to the ‘Police Officer’ pay. Office Manager Miller stated that updating the Wage Chart will not increase any employees’ wages at this time and that it is just an update to the Personnel Policy Manual to keep the Town on track with other local entities. **Motion** by Assistant

Mayor Nally, second by Council Member Hanson to approve the updated Employee Wage Chart, to include it in the Town Personnel Manual and to review the Wage Chart on an annual basis. **Motion** carried.

Consideration to Renew or Request for Proposals – Fiscal Year 2024 Sanitation Contract: Office Manager Miller presented the recommendation to renew or to place the Request for Proposals for the Fiscal Year 2024 Sanitation Contract out for bids for the Councils review and input, noting that the Fiscal Year 2022 Sanitation Contract was placed out for bids in March 2021 and that the current contract with Apple Valley Waste is \$136,012. She stated that the cost to renew with Apple Valley Waste for Fiscal Year 2024 is **\$139,413** and that this would be the 3rd and final year in the contract out of the 3-year contract option. **Motion** by Council Member Kerns, second by Council Member Hollingshead to renew the Sanitation Contract with Apple Valley Waste for Fiscal Year 2024. **Motion** carried.

Request for Proposals – 2023 Mowing Contract: Office Manager Miller presented the recommendation to renew or to place the Request for Proposals for the 2023 Mowing Contract out for bids for the Councils review and input, noting that the current contract is for 1-year with the option to extend an additional 1-year, for a total 2-year term, at the discretion of the Mayor and Council. She stated that the current contract with Yetter’s Lawn Care is **\$33,600** with the new Mowing Contract slated to begin on April 1, 2023 and run through November 2023, and that Public Works Superintendent Greg Huntsberry is pleased with their work. **Motion** by Assistant Mayor Nally, second by Council Member Hollingshead to renew the Mowing Contract with Yetter’s Lawn Care for the 2023 mowing season. **Motion** carried.

Donation Request: Heart of the Civil War Area: Mayor Long stated that a donation request was received from the Heart of the Civil War Heritage Area to help pay for their annual expenses, noting that the Town is part of the designated Heart of the Civil War Heritage Area and that the donation will go towards promoting Civil War tourism in the area. Office Manager Miller stated that there is **\$600** left in the Donation line item of the Fiscal Year 2023 Budget. **Motion** by Council Member Hanson, second by Assistant Mayor Nally to donate \$100 to the Heart of the Civil War Area. **Motion** carried.

Invitations to participate in Boonsboro and Sharpsburg Memorial Day Parades: Mayor Long presented the invitation for the Council to participate in the 156th Annual Sharpsburg Memorial Day Parade on Saturday, May 27, 2023 at 2:00PM. **Motion** by Council Member Kerns, second by Assistant Mayor Nally to participate in the 156th Annual Sharpsburg Memorial Day Parade. **Motion** carried.

COMMISSION REPORTS

Park Board - Council Member Weaver. Meeting held on February 22, 2023. Presentation from Troop 108 Boy Scout Roarke Rohde requesting an ADA accessible port-a-john be placed at Shafer Park during the winter months while the regular restrooms are closed. Discussions included an update from the Tree Board, and updates on plans for the Arbor Day – Stream Clean-up, Fishing Derby, Green Fest Recycling Event, Wagon Train, Independence Day Celebration, Summer Concert Series and Summer Outdoor Movies.

Boonsboro Municipal Utilities Commission – Council Member Nally. Meeting held on February 21, 2023. Discussions included Project updates on the Crestview Water Treatment Plant Decommission and Demolition, the BMUC Charter Amendment, the Advanced Metering Infrastructure being put on hold for a bit, the Alternate Route 40 Water Looping, the Shafer Park Well Replacement, the Keedysville Booster Station and Crestview Pressure Reduction, the Reservoir Replacement, the WWTP Sludge Dewatering Facility Project, the WWTP Lagoon Dredging Project and Report from Syngro, the WWTP Stockpile Permit, the Commercial Customer Billing Audit, the Fiscal Year 2024 Utility Rate Structure Development, the Leak Detection Review, the BKWAB Meeting Debriefing and System Reports.

Planning Commission – Council Member Kitchen. Meeting held on March 1, 2023. Discussions included the 50 St. Paul Street Subdivision including the rehabilitation timeline for the existing home and the additional 4 proposed houses. Neighbors on St. Paul Street attended to voice their concerns.

Public Safety Commission – Council Member Kerns. Meeting held on February 16, 2023. Discussions included an update on School House Manor and Washington County Housing Authority, an update on the Opticom Traffic Signal, an update on the Knox Box program in the Town Quarterly Newsletter, the approval from the Mayor and Council to use the donations in excess of budget from National Night Out to purchase a Stop the Bleed Training Kit for \$995.00 and a Life/Forms CPR training demonstration kit for \$737.95, the Town Sidewalk Ordinance, the Fiscal Year 2024 Budget, plans for National Night Out, House

Numbering for emergency responders, and updates from the PSC Chairperson, Boonsboro Police Department, the Boonsboro Fire Department and the Boonsboro Ambulance and Rescue Company.

Economic Development Commission – *Council Member Hanson*. Meeting held on February 22, 2023. Discussions included an update on grant opportunities, an update on the Downtown Beautification Project, the upcoming Networking Breakfast Series, upcoming business ribbon cutting ceremonies, the Quarterly Rack Cards, updates on the Food Truck Event, update on the Boonsboro Town Alliance, updates on the Appalachian Trail Committee, an update on the 60th Anniversary of the JFK 50 Mile unveiling of the ground plaques and ceremony, and the EDC Marketing Plans. The Networking Meeting was held on March 16, 2023 at the Boonsboro American Legion and the next EDC Meeting will be on April 26, 2023.

Environmental Commission – *Council Member Hollingshead*. Meeting held on February 14, 2023. Presentation from Troop 20 Life Scout Grant Hausler and his Eagle Scout Project idea to construct and install raised garden beds in the Community Garden. Discussions include updates on the Community Garden, the dedication plaque in memory of Bruce Schmidt at Shafer Park during the Town's Arbor Day and Park Clean-Up event, the plans to sell a few of the remaining compost bins to Keedysville for \$20 each, opportunities to add another EV Station in Town, plans to take an Apple Valley Waste facility tour, the Town Newsletter articles, BEC goals for 2023 and Subcommittee Reports.

Town Planner Report – *R. Stanley*.

- Stated that she received a request from the Fletcher's Grove Home Owners Association to connect to the Boonsboro Family Worship Center Church road as a second access/exit road from the town homes.

Town Manager Report – *No Report given*.

Motion by Council Member Hollingshead, second by Council Member Weaver to adjourn the Regular Meeting at 8:18PM.

Motion carried.

Respectfully submitted,

Kimberly Miller, Office Manager

BOONSBORO MAYOR AND COUNCIL
SPECIAL MEETING MINUTES
Tuesday, March 21, 2023

The Mayor and Council of Boonsboro held a Special Meeting on Tuesday, March 21, 2023 in the Meeting Chambers. The Meeting was streamed via GoToMeeting. In attendance were Assistant Mayor Tony Nally, Council Members Ray Hanson, Terri Hollingshead, Marilee Kerns, Eric Kitchen and Ricky Weaver. Also present were Town Manager Paul Mantello. Mayor Howard Long was not in attendance. The meeting convened at 6:00PM.

Commercial Utility Billing Audit and BMUC Recommendation: Assistant Mayor Nally, on behalf of the Boonsboro Municipal Utilities Commission, reviewed that the Mayor and Council approved the Commercial EDU Audit, as presented, at the March 13, 2023 Mayor and Council Meeting, with the effective date of January 1, 2024 rather than July 1, 2023. He stated that the BMUC is recommending that the implementation be at the beginning of the Fiscal Year rather than the calendar year. **Motion** by Council Member Kitchen, second by Council Member Hanson to approve the effective date of July 1, 2023 rather than January 1, 2024, with Council Member Kerns abstaining. **Motion carried 4-1.**

Preserve at Fox Gap, LLC – Easterday’s Post Office Public Works Agreement, August 2021 and Site Plan: Assistant Mayor Nally presented the Easterday’s Post Office Final Plan and Public Works Agreement for the Councils review and input.

Motion by Council Member Hollingshead, second by Council Member [REDACTED] to adjourn the Regular Meeting at 6:07PM and 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, with Council Member Kerns opposing. **Motion carried 4-1.**

Motion by Council Member [REDACTED], second by Council Member [REDACTED] to adjourn the Executive Session at 6:12PM. **Motion carried.**

Assistant Mayor Nally stated that the Council has two options on the table. One to grant extension as requested by the Easterdays or to move forward with Letter of Default and let that process play out. **Motion** by Council Member Hanson, second by Council Member Weaver to deny the request for an extension to the move forward with the Letter of Default, with Council Member Kerns opposing. **Motion carried 4-1.**

Motion by Council Member Hollingshead, second by Council Member Weaver to adjourn the Workshop Meeting at 6:16PM. **Motion carried.**

Respectfully submitted,
Kimberly A. Miller, Office Manager

SPECIAL MEETING MINUTES

Tuesday, April 4, 2023

The Mayor and Council of Boonsboro held a Special Meeting on Tuesday, April 4, 2023 in the Meeting Chambers. The Meeting was streamed via GoToMeeting. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Ray Hanson, Terri Hollingshead, Marilee Kerns and Eric Kitchen. Also present were Office Manager Kimberly Miller. The meeting convened at 6:00PM.

Recommendation to Advertise for Town Manager Position: Mayor Long presented the recommendation to advertise the Town Manager employment position as soon as possible. He stated that Town Manger Paul Mantello's last day with the Town is April 28, 2023 and that ideally, he would like to see an overlap in employment, but understands that it may not be possible. Office Manager Miller presented the Town Manager job description and advertisement for the newspaper and the Maryland Municipal League website for the Councils review and input. Council Member Kitchen recommended adding the wording "or equivalent experience" to the minimum experience requirements for the job description. Assistant Mayor Nally recommended that resumes be submitted by 12 noon on Monday, April 24, 2023 so that Council can review them before the Workshop Meeting. Consensus is to advertise Town Manager employment position as soon as possible.

Motion by Council Member Hollingshead, second by Assistant Mayor Nally to adjourn the Workshop Meeting at 6:15PM.

Motion carried.

Respectfully submitted,
Kimberly A. Miller, Office Manager