

BOONSBORO MAYOR AND COUNCIL
PUBLIC HEARING
Monday, May 8, 2023
6:30 PM
Fiscal Year 2024 Water and Sewer Fixed Fees Increase

The Boonsboro Mayor and Council held a Public Hearing as duly advertised on Monday, May 8, 2023 in the Meeting Chambers of the Town Annex Building. The Meeting was streamed via GoToMeeting. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Terri Hollingshead, Marilee Kerns, Eric Kitchen and Ricky Weaver. Also present was Office Manager Kimberly Miller. Council Member Ray Hanson was not in attendance

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 Fiscal Year 2024 Water and Sewer Fixed Fees Increase.

Council Member Kitchen presented a fair summary of the proposed Fiscal Year 2023 Water and Sewer Fixed Fees Increase.

- For **Fixed Water Fees**, Water In Town, the increase is \$7.47 per quarter per year for each of the next 7 years. In Fiscal Year 2024 the charge would go from \$15 per quarter to \$22.47 per quarter. Water Out of Town, the increase is \$11.19 per quarter per year for each of the next 7 years. In Fiscal Year 2024 the charge would go from \$22.50 per quarter to \$33.69 per quarter. These increases will generate an increase of \$58,000 in Revenue in the first year and each year thereafter. The current ratio of \$15 and \$22.50 for In Town and Out of Town respectively is maintained throughout the 7-year plan.
- The **Fixed Fee Sewer** numbers are as follows: the increase is \$5.37 per quarter per year for each of the next 7 years. In Fiscal Year 2024 the charge will go from \$55 per quarter to \$60.37 per quarter. That increase will generate an increased revenue of \$37,000 in the first year and every year thereafter.

Council Member Kitchen stated that the last increases were in Fiscal Year 2018 and in order to meet the current Budget cycle, they are recommending implementing year one of the plan in Fiscal Year 2024 to increase the Fixed Fees for Water and Sewer as previously noted. He stated as an example, an In-Town customer Water Fixed Fee increases by \$7.47 and the Sewer Fixed Fee increases by \$5.37 for a total increase on the bill of \$12.84 per quarter, or \$4.28 a month, and no other increases in Fiscal Year 2024. Boonsboro Municipal Utilities Commission Assistant Chairman Shanaberger stated that the increases will help the Water and Sewer Funds become more solvent.

Mayor Long opened the floor for public comment. No citizen comments were received.

Hearing no further comments, **Motion** by Assistant Mayor Nally, second by Council Member Hollingshead to adjourn the Public Hearing at 6:39PM. **Motion carried.**

Respectfully submitted,

Kimberly A. Miller
Office Manager

BOONSBORO MAYOR AND COUNCIL
PUBLIC HEARING
Monday, May 8, 2023
6:45 PM
Fiscal Year 2024 Real Estate and Personal Property Tax Rates

The Boonsboro Mayor and Council held a Public Hearing as duly advertised on Monday, May 8, 2023 in the Meeting Chambers of the Town Annex Building. The Meeting was streamed via GoToMeeting. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Terri Hollingshead, Marilee Kerns, Eric Kitchen and Ricky Weaver. Also present was Office Manager Kimberly Miller. Council Member Ray Hanson was not in attendance

Mayor Long opened the Public Hearing at 6:45PM for the purpose of receiving public input, either in support of or in opposition to the Fiscal Year 2024 Real Estate and Personal Property Tax Rates.

Mayor Long presented a fair summary of the proposed Fiscal Year 2023 Real Estate and Personal Property Tax Rates.

- Real Property Tax Rate: The Tax Rate on all Real Property located within the limits of the Town of Boonsboro is hereby set at \$0.3591 per \$100.00 of assessed property value. The assessed property values shall be those used for Real Estate Tax purposes as determined by the Washington County office of the State Department of Assessments and Taxation.

- Personal Property Tax Rate: The Tax Rate applicable to Personal Property located within the limits of the Town of Boonsboro is hereby set at \$0.875 per \$100.00 of assessed Personal Property. The assessed property values shall be those used for Personal Property Tax purposes as determined by the State Department of Assessments and Taxation.

Mayor Long opened the floor for public comment. No citizen comments were received.

Hearing no further comments, **Motion** by Assistant Mayor Nally, second by Council Member Hollingshead to adjourn the Public Hearing at 6:48PM. **Motion carried.**

Respectfully submitted,

Kimberly A. Miller
Office Manager

**BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, May 8, 2023**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, May 8, 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 Office Manager Kimberly Miller and Police Chief Kevin Morgan. Town Planner Reiley Stanley was not in attendance and participated via GoToMeeting. The meeting convened at 7:00PM with the pledge and invocation offered by Mayor Long.

REVIEW AND APPROVAL OF MEETING MINUTES and TREASURER’S REPORT

- Motion by Assistant Mayor Nally, second by Council Member Kitchen to approve the March 21, 2023 Special Meeting, the April 10, 2023 Regular Meeting, the April 24, 2023 Workshop Meeting, and the May 2 and 3, 2023 Closed Session Meetings. Motion carried.
- Motion by Council Member Kerns, second by Council Member Kitchen to approve the April 2023 Treasurer’s Report. Motion carried.
 - Council Member Kitchen asked if it was confirmed that former Town Manager Paul Mantello did in fact submit the April 2023 American Rescue Plan Act Report. Assistant Mayor Nally stated yes, it was definitely submitted.

PRESENTATIONS

- **Miss Poppy Proclamation** - Mayor Long presented the annual Proclamation to Miss Eliana Deckhut Clopper-Michael American Legion Post 10’s Miss Poppy 2023. This year Post 10 has two Miss Poppys, Miss Eliana Deckhut and Miss Ella Strite.
- **Shafer Park Disc Golf** – *Audrey Vargason and Jackson Dolly*. Ms. Vargason and Mr. Dolly presented their plans to create a Disk Golf course in Shafer Park for the Councils review and input, noting that they have approval from the Park Board. They stated that there is currently one course in Washington County and that you have to travel to there or Frederick and Harpers Ferry to play. They stated that a course requires a very small footprint and that it will be funded 100% by grants, with a rough estimate of the cost being between \$12,000 to \$15,000. Council Member and Park Board Liaison Weaver stated that the Park Board wants to be actively involved in the development of the course. **Motion** by Council Member Hanson, second by Assistant Mayor Nally to approve moving forward with developing a Committee to find funding assistance. **Motion** carried.

PUBLIC COMMENTS (3-minute limit)

- **Natoma Vargason**, *Economic Development Commission Member*. Commission Member Vargason presented a request for donations from *Bernadette Wagner*, founder at Prime Time for Women, for the “Walking for Wellness” program. She stated that they are asking for donations from Washington County Municipalities in the amount of \$500 from the Hotel/Motel Tax budgets. **Motion** by Council Member Kerns, second by Assistant Mayor Nally to donate \$500 from the Town’s Hotel/Motel Taxes. **Motion** carried.

APPOINTMENT OF INTERIM TOWN MANAGER

Mayor Long stated that he is making the recommendation to appoint Office Manager Kimberly Miller as the Interim Town Manager until the new Town Manager is hired and begins working for the Town. **Motion** by Council Member Hanson, second by Council Member Kerns to appoint Office Manager Kimberly Miller as the Interim Town Manager. **Motion** carried.

MAYOR AND COUNCIL CORRESPONDENCE

- Mayor Long stated that there was a great turn out for the Annual Fishing Derby on May 6, 2023 and that there were 106 children that participated.
- Mayor Long stated that we will be changing the order of the Mayor and Council Regular Meeting Agenda beginning in July 2023. He stated that we will have reports given by Public Works Superintendent Huntsberry and the Water and Sewer Superintendent Shumaker, followed by the Town Planner, Town Manager and Police Department Reports after

Citizen Comments.

Police Department Report – Chief Morgan. The Police Department received 86 calls for service, which included 85 motor vehicle violator contacts and 0 Parking Citations for the month of April 2023. There were 0 adult criminal arrests, 0 adult paper service arrests, 0 adult traffic arrests and 0 juvenile arrests.

NEW BUSINESS

Fiscal Year 2024 Real Estate and Personal Property Tax Rates: Mayor Long stated that the Town of Boonsboro held a Public Hearing, as duly advertised, at 6:45pm this evening with zero public comments being received for the following proposed Fiscal Year 2024 Real Estate and Personal Property Tax Rates:

- **Real Property Tax Rate:** The Tax Rate on all Real Property located within the limits of the Town of Boonsboro is hereby set at \$0.3591 per \$100.00 of assessed property value. The assessed property values shall be those used for Real Estate Tax purposes as determined by the Washington County office of the State Department of Assessments and Taxation.
- **Personal Property Tax Rate:** The Tax Rate applicable to Personal Property located within the limits of the Town of Boonsboro is hereby set at \$0.875 per \$100.00 of assessed Personal Property. The assessed property values shall be those used for Personal Property Tax purposes as determined by the State Department of Assessments and Taxation.

Motion by Assistant Mayor Nally, second by Council Member Hollingshead to approve the Fiscal Year 2024 Real Estate and Personal Property Tax Rates as presented. **Motion carried.**

Fiscal Year 2024 Water and Sewer Fixed Fees Increase: Mayor Long stated that the Town of Boonsboro held a Public Hearing, as duly advertised, at 6:30pm this evening with zero public comments being received for the Fiscal Year 2024 Water and Sewer Fixed Fees Increase:

- For **Fixed Water Fees**, Water In Town, the increase is \$7.47 per quarter per year for each of the next 7 years. In Fiscal Year 2024 the charge would go from \$15 per quarter to \$22.47 per quarter. Water Out of Town, the increase is \$11.19 per quarter per year for each of the next 7 years. In Fiscal Year 2024 the charge would go from \$22.50 per quarter to \$33.69 per quarter. These increases will generate an increase of \$58,000 in Revenue in the first year and each year thereafter. The current ratio of \$15 and \$22.50 for In Town and Out of Town respectively is maintained throughout the 7-year plan.
- The **Fixed Fee Sewer** numbers are as follows: the increase is \$5.37 per quarter per year for each of the next 7 years. In Fiscal Year 2024 the charge will go from \$55 per quarter to \$60.37 per quarter. That increase will generate an increased revenue of \$37,000 in the first year and every year thereafter.

Council Member Kitchen stated that the last increases were in Fiscal Year 2018 and in order to meet the current Budget cycle, they are recommending implementing year one of the plan in Fiscal Year 2024 to increase the Fixed Fees for Water and Sewer as previously noted. He stated as an example, an In-Town customer Water Fixed Fee increases by \$7.47 and the Sewer Fixed Fee increases by \$5.37 for a total increase on the bill of \$12.84 per quarter, or \$4.28 a month, and no other increases in Fiscal Year 2024. Council Member Kerns suggested rounding the numbers to \$.50, making the Water Fixed Fee \$22.50 and the Sewer Fixed Fee \$60.50, to make the amounts even. **Motion** by Council Member Kitchen, second by Assistant Mayor Nally to approve the Water and Sewer Fixed Fees Increase as part of the Fiscal Year 2024 Budget and to continue to study on a yearly or bi-yearly basis. **Motion carried.**

Resolution 2023-02 and Maryland Rural Development Corporation Circuit Rider Program: Interim Town Manager Miller, on behalf of Kathryn Gratton, of the Maryland Rural Development Corporation, presented the Maryland *Department of Housing and Community Development (DHCD)* Fiscal Year 2024 Memorandum of Understanding and Resolution 2023-02; *Authorizing the Town to Participate in the Maryland Circuit Rider Program* for the Councils review and input. She stated that this is the same Resolution and MOU as the Town signed last year. **Motion** by Assistant Mayor Nally, second by Council Member Kerns to approve Maryland Rural Development Corporation Fiscal Year 2024 Memorandum of Agreement and Resolution 2023-02; *Authorizing the Town to Participate in the Maryland Circuit Rider Program as presented.* **Motion carried.**

Bid Result – Shafer Park Community Garden Perimeter Fence: Interim Town Manager Miller, on behalf of Boonsboro Community Garden and Boonsboro Environmental Commission, presented the bid result for the Shafer Park Community Garden Perimeter Fence for the Councils review and input. She stated that one bid was received from Superior Facilities Management Services, LLC for \$35,500 for green vinyl fencing and \$21,500 for a black vinyl fencing, noting that this is well

above the original estimate that was received from Long Fence a few months ago. She further stated that a grant was received for \$25,000 from the Nora Roberts Foundation for the fence and that after speaking with Boonsboro Environmental Commission Chair Cassandra Ladino, they are considering putting the Request for Proposals out for bids again at a later date. **Motion** by Council Member Hollingshead, second by Council Member Hanson to table the RFP for Shafer Park Community Garden Perimeter Fence. **Motion carried.**

Fiscal Year 2024 Draft Budget Review: Assistant Mayor/Town Treasurer Nally stated that he mailed out a rough draft of the Fiscal Year 2024 Budget on Sunday evening for the Mayor and Councils review and input. Council noted that the newly approved Water and Sewer Fixed Fees Increase will need to be added to the Budget. Mayor Long stated that the Council will hold a Budget Workshop Meeting on May 15, 2023 at 6:00PM. Assistant Mayor Nally, Council Member Kerns and Council Member Kitchen will continue working on the Budget and will mail out the updated draft before the Workshop Meeting.

COMMISSION REPORTS

Park Board - Council Member Weaver. Meeting held on April 26, 2023. Presentation from Natoma Vargason on the National Trail Days and the Appalachian Trail Community Dedication on June 3, 2023 at the Washington Monument State Park. Discussions included an update on the Disk Golf layout, the Arbor Day – Stream Clean-Up, the Fishing Derby, the Green Fest Recycling Event, Wagon Train, Independence Day Celebration, Summer Concert Series and Summer Outdoor Movies, updates on the Farmers Market, plans for a presentation on Insect Hotels, and the approval to create a temporary Dog Park in Shafer Park.

Boonsboro Municipal Utilities Commission – Council Member Nally. Meeting held on April 19, 2023. The BMUC welcomed new Commission Members Chad Matthews and Terry Davis and interviewed Eric Norris. Discussions included Project updates on the Advanced Metering Infrastructure, Shafer Park Well Replacement, Drinking Water Reservoir Replacement Project Update, an update on the Fiscal Year 2024 Utility Rate Structure Development, the WWTP Sludge Dewatering Facility, the transition plan for the new Town Manager, the Shafer Park and Keedysville Spring Water Treatment Plants MEA Solar Array Grant Award, promotions of Jesse Hill and Jim Morton after successfully passing their certifications, the MDE 2022 MS4 Review, the “Ecological Restoration for Water Quality in the Little Antietam South Watershed” Project Update, and System Reports.

- Mayor Long, on behalf of the BMUC, stated that he is recommending the appointment of Eric Norris to fill the vacancy on the Boonsboro Municipal Utilities Commission for a 4-year term. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to appoint Eric Norris to the Boonsboro Municipal Utilities Commission with the term ending May 2027. **Motion carried.**

Planning Commission – Council Member Kitchen. Meeting held on April 25, 2023. Discussions included the 50 St. Paul Street Subdivision and the appointment of Carmella Smith and Travis Riner to the Commission with their terms beginning in May 2023.

Public Safety Commission – Council Member Kerns. Meeting held on April 20, 2023. The Stop the Bleed presentation was given by the Boonsboro Ambulance and Rescue Volunteer Jam Metz. Discussions included an update on the Opticom Traffic Signal, the Town Ordinance for House Numbering, the Community Grant Program, the proposed Boonsboro Emergency Center, the Walk-thru of Town to identify sidewalk repair needs, plans for National Night Out, and updates from the Boonsboro Police Department, the Boonsboro Fire Department and the Boonsboro Ambulance and Rescue Company.

Economic Development Commission – Council Member Hanson. Meeting held on April 26, 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 Spring Jubilee and Food Truck Events, update on the Boonsboro Town Alliance, updates on the Appalachian Trail Committee and ceremony on June 3, 2023 and the EDC Marketing Plans. The Networking Meeting was held on May 9, 2023 at the Boonsborough Museum of History at 6:00PM.

Environmental Commission – Council Member Hollingshead. Meeting held on April 11, 2023. Discussions include updates on the Community Garden, the Fiscal Year 2024 Special Budget Requests, the Town’s Arbor Day and Park Clean-Up event, the Appalachian Trail Designation Event and Subcommittee Reports and an update on the Farmer’s Market.

Town Planner Report – R. Stanley.

- Stated that the Mayor and Council need to decide what their next steps will be concerning the Fox Gap Development
- Stated that two applications have been received and reviewed for the Façade Grant

Town Manager Report – No Report given

Motion by Council Member Hollingshead, second by Council Member Kerns to adjourn the Regular Meeting at 8:51PM and move into Executive Session as provided 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. *Motion carried.*

Motion by Council Member Kerns, second by Council Member Hollingshead to adjourn the Executive Session at 9:26PM. *Motion carried.*

Motion by Council Member Hollingshead, second by Council Member Hanson to adjourn the Regular Meeting at 9:27PM. *Motion carried.*

Respectfully submitted,
Kimberly Miller, Interim Town Manager

**BOONSBORO MAYOR AND COUNCIL
BUDGET WORKSHOP MEETING MINUTES
MONDAY, MAY 15, 2023**

The Mayor and Council of Boonsboro held a Budget Workshop Meeting on Monday, May 15, 2023 in the Meeting Chambers. The Meeting was streamed via GoToMeeting online for the public. 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 Interim Town Manager Kimberly Miller, Police Chief Kevin Morgan and Police Administrative Specialist Amy Rudy. The meeting convened at 6:00PM

Shafer Park Well Replacement: Interim Town Manager Miller stated that the Shafer Park Well Replacement drilling was originally bid for 500 feet and that they did not hit water until they drilled to 525 feet. She stated that Phillips & Sons Drilling, Inc. would need to drill an additional 100 to 125 feet to secure a good water source at the cost of \$7,500. **Motion** by Assistant Mayor Nally, second by Council Member Kerns to approve the additional drilling cost of \$7,500 to Phillips & Sons Drilling, Inc. **Motion carried.**

GIS Survey and Modeling Services: Interim Town Manager Miller stated that back in September 2022 the Mayor and Council approved the GIS Survey and Modeling Services Project through Barton and Loguidice at the preliminary estimate cost of \$23,500 (\$13,500 for Task 1: Tree Inventory and \$10,000 for Task 2: Stormwater Infrastructure Support). She stated that she was recently contact by David Pielmeier, the Barton and Loguidice's Senior Project Manager, requesting approval for an additional \$1,500 to complete the Virtual Arboretum Story Map, the last step of the Task 1: Tree Inventory Project. She further stated to date the total cost incurred from Barton and Loguidice is \$14,091.50 for Task 1, of which we have paid \$12,495. Interim Town Manager Miller stated that the reason for the cost being higher than anticipated is because additional subtasks were added to the Project that were not brought to the Mayor and Council, noting that she is recommending that the Town not move forward with the additional interactive 'Dashboard' subtasks at this time due to the additional cost for those items. **Motion** by Assistant Mayor Nally, second by Council Member Kerns to approve the additional \$2,200 to Barton and Loguidice to complete the projects associated with Step 1 of the GIS Tree Inventory. **Motion carried.**

Fiscal Year 2020 Budget Review: Assistant Mayor Nally and Council Member Kerns provided the Council with drafts of the Fiscal Year 2024 General Fund, Water Fund and Sewer Fund Budgets for their review and input. Police Chief Morgan and Police Administrative Specialist Rudy requested increases in the Police fuel and vehicle expense line items. Council discussed various increases in the line items for Public Works and the Park expenses of the draft Budgets and anticipated grant funding. Mayor Long thanked Assistant Mayor Nally, Council Member Kerns and Council Member Kitchen for their hard work in providing a balanced draft Budget for this Workshop Meeting.

Introduction of Ordinance 2023-02; Adopt the Fiscal Year 2023 Budgets and Tax Rates for the Town of Boonsboro: Interim Town Manager Miller presented the Introduction of Ordinance 2023-02; *An Ordinance to Adopt the Fiscal Year 2024 Budgets and Tax Rates for the Town of Boonsboro* for the Council's review and input. **Motion** by Assistant Mayor Nally, second by Council Member Hanson to approve the Introduction of Ordinance 2023-02; *An Ordinance to Adopt the Fiscal Year 2024 Budgets and Tax Rates for the Town of Boonsboro* and the scheduling of the Public Hearing for 6:30PM on Monday, June 12, 2023. **Motion carried.**

Motion by Assistant Mayor Nally, second by Council Member Hollingshead to adjourn the Budget Workshop Meeting at 7:20PM and move into **Executive Session**; *as provided 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.* **Motion carried.**

Motion by Council Member Hollingshead, second by Assistant Mayor Nally to adjourn the Executive Session at 7:46PM. **Motion carried.**

Motion by Council Member Hollingshead, second by Assistant Mayor Nally to adjourn the Regular Meeting at 7:46PM. **Motion carried.**

Respectfully submitted,
Kimberly Miller, Interim Town Manager