

BOONSBORO MAYOR AND COUNCIL

February 10, 2020

PUBLIC HEARING

6:30 PM

Ordinance 2020-01; *Illicit Discharge Detection and Elimination Ordinance (IDDE) for MS4*

The Boonsboro Mayor and Council held a Public Hearing as duly advertised on Monday, February 10, 2020 in the Meeting Chambers of the Charles F. Kauffman Building. In attendance were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Marilee Kerns, Ray Hanson, Terri Hollingshead, Tony Nally and Rick Weaver. Also present were Town Manager Paul Mantello, Town Planner Ethan Strickler and Office Manager Kimberly Miller.

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 Ordinance 2020-01; *Illicit Discharge Detection and Elimination Ordinance (IDDE) for MS4*.

Town Planner Strickler presented a fair summary of proposed Ordinance 2020-01:

The purpose of the Town of Boonsboro's Illicit Discharge Detection and Elimination Ordinance is to provide for the health, safety, and general welfare of the citizens of the Town of Boonsboro through the regulation of non-storm water discharges to the storm drainage system to the maximum extent practicable as required by federal and State law. The Ordinance will establish methods for controlling the introduction of pollutants into the municipal separate storm water system (*MS4*) in order to comply with requirements of the National Pollutant Discharge Elimination System (*NPDES*) permit process.

Kathy Vesely, 101 Redfern Place. Asked if the Town will be providing a 'fact sheet' or blurb in the Town Newsletter notifying citizens of the Ordinance and rules? Town Planner Strickler stated that there is currently information on the Town website and that staff will do their best to notify the citizens of the rules and regulations.

Council Member Hanson asked if there were any grants to cover the staff cost or legal fees that may arise from the Ordinance. Town Planner Strickler stated that there currently is not.

Motion by Council Member Hanson, second by Council Member Weaver to adjourn the Public Hearing at 6:47PM. **Motion carried.**

Respectfully submitted,

Kimberly A. Miller
Office Manager

BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, February 10, 2020

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, February 10, 2020 in the Meeting Chambers. In attendance were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Marilee Kerns, Ray Hanson, Terri Hollingshead, Tony Nally and Ricky Weaver. Also present were Town Manager Paul Mantello, Town Planner Ethan Strickler, Office Manager Kimberly Miller and Police Chief Kevin Morgan. 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 Council Member Nally, second by Assistant Mayor Byrd to approve the January 6, 2020 **Public Hearing** and **Regular Meeting**, the January 21, 2020 **Workshop Meeting** and the January 31, 2020 **Emergency Meeting Minutes**. **Motion carried.**
- **Motion** by Council Member Nally, second by Council Member Weaver to approve the **January 2020 Treasurer's Report**. **Motion carried.**
 - **Motion** by Council Member Kerns, second by Council Member Nally to renew the Wells Fargo CD of \$250,000 at the best current rate available. **Motion carried.**
 - **Motion** by Council Member Kerns, second by Council Member Nally to move the Wells Fargo CD of \$95,000 and the Wells Fargo CD of \$75,000 into a Money Market Account to help cover the cost of the BMUC Wastewater System Master Plan and Hydraulic Model. **Motion carried.**

GUESTS

- **Boy Scouts Rebecca Bergeron**, of Troop 2199, and **Will Duus**, of Troop 20, attended the Meeting for their *Citizenship in the Community* Merit Badges.

PUBLIC COMMENTS (*must sign in and limit comments to 3 minutes*)

- **Kathy Vesely**, 101 Redfern Place. Asked Chief Morgan where the markers are for the cross walk on Potomac Street, noting that she has not seen them for quite a while. Chief Morgan stated that he put them inside the Police Department during the winter weather and will place them back outside as soon as the weather gets nice again.
- **Eric Kitchen**, 115 Orchard Drive. Stated that there is a piece of Town owned property at the corner of his property on Orchard Drive that he has been mowing and maintaining for years. Stated that he would like to assume ownership of the parcel and have the Town turn it over to him. Town Planner Strickler presented a map showing the parcel and the Town's right-of-way for the Councils review and input. Council recommends that Mr. Kitchen consult with a lawyer to start the process and let them know what the next steps are.

MAYOR AND COUNCIL MEMBER CORRESPONDENCE

- **Mayor Long** shared a *Thank You* noted from the Grove Family for renaming the Town Pond in honor of Ray Grove. Mayor Long stated that the Town Pond dedication will be held on Saturday, May 2, 2020 during the Annual Fishing Derby honoring both Ray Grove and Rick Hawkins.
- **Mayor Long** shared a *Thank You* noted from the American Legion Post 10 Ladies Auxiliary for the donation to the Annual Children's' Christmas Party.
- **Mayor Long** presented a donation request from the Boonsboro Middle School for the BMS Breast Cancer Awareness Charity Basketball Game on March 30, 2020 at 6:00PM. He stated that Town Manager Miller made the recommendation to donate a Shafer Park Pavilion Rental for the raffle and silent auction during the fund-raising event.
 - **Motion** by Council Member Nally, second by Council Member Kerns to donate a Shafer Park Pavilion Rental for the BMS Breast Cancer Awareness Charity Basketball Game the raffle and silent auction. **Motion carried.**
- Council Member Hanson stated that the Washington County Chapter of the MML January 27, 2020 Meeting, hosted by the Town, was excellent and a very well attended event.

Police Department Report – *Chief Morgan*. The Police Department received 42 calls for service, which included 81 motor vehicle violator contacts and 0 Parking Citation for the month of January 2020. There were 0 adult criminal arrests, 0 adult

paper service arrests, 0 adult traffic arrests, 2 juvenile arrests for vandalism in Shafer Park. Stated that Ryan Christman stated his Police Officer Comparative Compliance Training on February 3, 2020.

NEW BUSINESS

Police Department Request - Purchase of Three Pre-Owned Vehicles: Chief Morgan presented his request to the Mayor and Council to purchase three (3) pre-owned government vehicles from Asia Motors, of Melrose Park, Illinois, for the cost of \$33,700. He stated that with approval, he plans to purchase a 2013 Chevrolet Impala with 18,011 miles, a 2014 Ford Taurus with 37,081 miles and a 2009 Dodge Charger with 20,469 miles, all of which have been checked by the Lemon Squad for any issues. He reviewed that \$55,000 was budgeted in Capital Outlay for the purchase of a new Police vehicle, that he placed an order with Criswell Chevrolet under the State Contract in mid-2019, and that order was cancelled in November 2019 without any notice or correspondence. Chief Morgan stated that the \$33,700 includes all associated fees and transport of the vehicles to the Boonsboro Police Department. **Motion** by Council Member Hollingshead, second by Council Member Hanson to approve the purchase of three (3) Police Vehicles from Asia Motors for the cost of \$33,700. **Motion carried.**

Recommendation to Approve - Ordinance 2020-01; Illicit Discharge Detection and Elimination Ordinance (IDDE): Town Planner Strickler stated that a Public Hearing was held before the Regular Meeting for the purpose of receiving public input, either in support of or in opposition of, **Ordinance 2020-01; Illicit Discharge Detection and Elimination Ordinance (IDDE)** for MS4. He reviewed that the Ordinance would make sump pump sewer connections illegal and will give residents a way to report illicit discharges, dumping and spills. He further stated that the Ordinance will show MDE that the Town is moving forward with the MS4 (Municipal Separate Storm Sewer System) permitting process. **Motion** by Assistant Mayor Byrd, second by Council Member Hanson to approve Ordinance 2020-01; Illicit Discharge Detection and Elimination Ordinance (IDDE) for MS4. **Motion carried.**

Bond Reduction Requests - King Road Associates Sycamore Run Phase I: Town Planner Strickler, on behalf of a recommendation from the Planning Commission, presented the King Road Associates Bond Reduction Request. He stated that it for the part of the development along the east side of Old National Pike (US Alternate 40) abutting the Boonsboro Cemetery. Town Planner Strickler presented the recommendations as follow:

- **First Recommendation:** Town Planner Strickler recommends reducing the associated surety in accordance with the PWA for Phase I of the Sycamore Run subdivision by 95% for 95% of the work completed for a retained surety of \$79,332.02. This would reduce the associated surety by \$317,328.08, from \$396,660.10 to \$79,332.02 (*5% of the original surety of \$1,586,640.39 equals \$79,332.02*). Town Planner Strickler recommends this action contingent upon the applicable As-Built approvals from Washington County for stormwater management facilities in Phase I.
- **Second Recommendation:** Now that all home construction and Young Avenue Pump Station upgrades are complete, Town Planner Strickler recommends beginning the one-year maintenance period for the Young Avenue Pump Station contingent upon the developer re-wrapping/re-insulating certain sections of pipe at the pump station, per the Wastewater Superintendent's request, and the execution of a one-year maintenance agreement with the developer.

Motion by Council Member Hanson, second by Council Member Weaver to approve the King Road Associates Sycamore Run Phase 1 Bond Reduction Requests, as presented, contingent upon the applicable As-Built approvals from Washington County for stormwater management facilities in Phase I. **Motion carried.**

Recommendation to Award Project - BMUC Wastewater System Master Plan and Hydraulic Model: Town Manager Mantello presented the Wastewater System Master Plan and Hydraulic Model Bid Results for the Mayor and Councils review and input, noting that five (5) proposals were received on December 4, 2019. He stated, on behalf of the Boonsboro Municipal Utilities Commission, that they are recommending that the Wastewater System Master Plan and Hydraulic Model be awarded to Whitman, Requardt and Associates (WRA) for the estimated cost of \$92,577 for the project and \$33,700 for surveying, based on the multiple years of experience with the Town, the excellent service with the Water System Model, as well as a very strong presentation. Council discussed that this is a *non-budgeted* project and that the Town may need to upfront the funds to cover the starting cost of the project, with the BMUC establishing a repayment plan to reimburse the Town. Town Planner Strickler stated that the Town will recapture funds from Developers to reimburse the cost of the Water System and Wastewater System Master Plan and Hydraulic Model, and that it will also assist with Long-term Capital Improvements. **Motion** by Council Member Nally, Liaison to the BMUC, second by Council Member Kerns to award the Wastewater System Master Plan and Hydraulic Model to Whitman, Requardt and Associates (WRA) for the estimated cost of \$92,577 for the project and \$33,700 for the surveying, to approve the Town funding to start the project and to allow the Boonsboro Municipal Utilities Commission to come up with a recommendation for a repayment schedule for the project. **Motion carried.**

Recommendation to Award Contract - Legal Services: Town Manager Mantello presented the results from the Request for Proposals for Legal Services for the Mayor and Councils review and input, noting that the last time an RFP was put out for Legal Services was in 2015. He stated that a single bid was received from Salvatore and Morton, LLC of Hagerstown, who also currently represents the City of Hagerstown and Town of Smithsburg. He stated that their legal team is comprised of two lawyers, Jason Morton and Jennifer Keefer, with 11 years of Municipal experience and two paralegals. He further stated that their soft cost cap for assignments under 1,000 total billable hours would be \$250 per hour and assignments exceeding 1,000 total billable hours would be \$200, excluding litigation, noting that paralegal costs would be \$75 and \$65 respectfully. **Motion** by Council Member Nally, second by Council Member Hollingshead to award the Legal Services contract to Salvatore and Morton, LLC. **Motion carried.**

Recommendation to Adopt - Washington County Holiday Schedule: Office Manager Miller stated that after reviewing the 2020 Washington County holiday schedule and receiving approval from the Personnel Committee, she is recommending that the Town fully adopts the County's holiday schedule for Town Hall closures. She stated that the Town currently follows the County for days off due to snow and weather, and that she is making the recommendation to add Presidents Day and New Year's Eve to the Town's Holiday schedule, noting that currently the employees do not have those 2 days off. **Motion** by Assistant Mayor Byrd, second by Council Member Hanson to approve the adoption of the Washington County Holiday Schedule for Town Hall closures. **Motion carried.**

COMMISSION REPORTS

Public Safety Commission – M. Kerns. Meeting held on January 17, 2020. Discussions included Trinity Lutheran Church members' request to have reserved parking signs place in front of the church for no-parking on Sunday mornings, the ongoing request for a school crossing guard at Maple Avenue, and the notification that Bill Bigelow is stepping down from his membership position on the Commission.

Park Board – R. Weaver. Meeting held on January 22, 2020. Discussions included the upcoming Tree Board seminar and Arbor Day – Earth Day Park Clean-up event on April 26, 2020, the approval of the 2020 Strategic Plan, an update on the Program Open Space Grants for Fiscal Year 2021, the approval for Boy Scout Troop 20 to host the "Dutch Oven Games" in Shafer Park on March 27 to March 29, and updates on the Park vandalism, Wagon Train, Independence Day Celebration, Movie Nights and Concert Series.

- **Motion** by Council Member Weaver, second by Council Member Kerns to approve Boy Scout Troop 20's hosting of the "Dutch Oven Games" in Shafer Park on March 27 to March 29. **Motion carried.**

Utilities Commission – T. Nally. Meeting held on January 15, 2020. Discussions included an update on the Boonsboro High School well, an update on the Keedysville Springhouse Weir Wall repairs, the water meter replacement program and the approval to purchase an additional 100 water meters, the approval to recommend to award the **Wastewater System Master Plan and Hydraulic Model to Whitman, Requardt and Associates (WRA), an update on the Park Well, a presentation on the Advanced Metering Infrastructure (AMI) and the approval of the South End Pump Station plan changes.**

Planning Commission – R. Byrd. Meeting held on January 28, 2020. Discussions included the Commission vacancy, the need to further revise the Temporary Storage Container Ordinance, the Sycamore Run SWM-2 access issue, the 2020 Sustainable Community Designation application, an update and plan changes for the South End Pump Station and Ostertag Pass development, updated on the Sycamore Rin development, and discussions on a Construction/Excessive Noise Policy or Ordinance, an AirBnB Short Term Rentals update and the Gateway Communities presentation.

Economic Development Commission – M. Kerns. The Networking Breakfast was held on Thursday, January 16, 2020 at 7:30am at Vesta's Restaurant, with guest speaker Brandon Green of Stony Creek Farm. The next EDC Meeting will be on February 26, 2020 in the Meeting Chambers at 9:00am.

Environmental Commission – T. Hollingshead. Meeting held on January 14, 2020. Presentations on Sustainable Communities Designation and Green Space Mapping by Town Planner Strickler. Discussions included the approval of the 2019 Annual Report and Subcommittee Reports.

Town Manager Report – P. Mantello

- Stated that the Keedysville Springhouse Weir Wall Project is nearing completion.

- Stated that a minor emergency streambank restoration project needs to be addressed at the Route 34 pump station. Town Planner Strickler will present the recommendation at the March Workshop Meeting
- Stated that Water/Wastewater Superintendent Shumaker and he will be visiting the Wastewater Treatment Plant Volute Press in Front Royal, Virginia.
- Stated that the Water Loss Task Force is working slowly and methodically to try to determine water loss locations.

Motion by Council Member Hollingshead, second by Council Member Kerns to adjourn the Regular Meeting at 8:42PM.

Motion carried.

Respectfully submitted,

Kimberly A. Miller, Office Manager

BOONSBORO MAYOR & COUNCIL
MONDAY, FEBRUARY 24, 2020
PUBLIC HEARING
BOONSBORO – ANTIETAM CABLE FRANCHISE AGREEMENT

The Mayor and Council of Boonsboro held a Public Hearing as duly advertised on Monday, February 24, 2020 in the Meeting Chambers. In attendance were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Marilee Kerns, Ray Hanson, Terri Hollingshead, Tony Nally and Rick Weaver. Also present were Town Manager Paul Mantello, Town Planner Ethan Strickler, Office Manager Kimberly Miller and Police Chief Kevin Morgan.

Mayor Long opened the Public Hearing at 6:00 PM for the purpose of receiving public input, either in support of or in opposition of the Boonsboro – Antietam Cable Franchise Agreement. He stated that due to a misunderstanding with the time, Antietam Broadband President Brian Lynch was not at the originally scheduled Public Hearing on January 6, 2020 and that the Public Hearing was rescheduled for this evening. Mayor Long reviewed that the Antietam Cable Television Franchise Agreement, which has lapsed, and Irrevocable Consent to Amendment of Franchise ensures that the Town will not lose the 5% franchise fee commission or the in-kind services of internet due to the guidance issued to Antietam Cable Television by the Federal Communications Commission (FCC). He stated that the Franchise Agreement, a non-exclusive proposal, would require Antietam Broadband to pay the Town a franchise fee of 5%, up from the previous 3%, of the company's gross subscriber revenue per year for a 15 year term, noting that due to lack of infrastructure, which is expensive to build, there is not much competition for Antietam in the area currently.

Mayor Long introduced Antietam Broadband President Brian Lynch and Director of Marketing Tom Williams.

Paul Duenas, 314 Lanafield Circle. Stated that he is displeased with Antietam Broadband service and read his complaint and cyber concerns to the Mayor and Council. Addressed Mr. Lynch as to what can be done.

- Mr. Lynch stated that Antietam Broadband is currently at 80% fiber. Stated that the cyber-attacks that happened last summer were directed at damaging Antietam Broadband's reputation and not to access subscriber's information. Gave Mr. Duenas his business card and told him to contact him directly.

Linda Downs, 105 Fishing Creek Lane. Stated that she is very frustrated with the unreliability of Antietam Broadband's internet and inconsistency of service. Stated that she must take her granddaughter out of the area to do homework because they can access internet at home. Stated that it took over a year for Antietam Broadband to install the fiber-optic service in the Crestview Development and that there are still unfinished wires lying about.

- Mr. Lynch apologized and stated that they will tidy up Crestview. Gave Ms. Downs his business card and told her to contact him directly.

Carrie Stevenson, 213 Green Fern Circle. Stated that she wants Comcast in Boonsboro. Stated that she moved here from Baltimore and runs a small business out of her home. Stated that she cannot function with poor internet service and just wants Comcast in Boonsboro, noting that the Antietam Broadband fiber-optic option is very expensive.

- Mayor Long stated that he spoke to a representative from Comcast at Maryland Municipal League and they informed him that they were hit as well during the summer cyber-attack.
- Mr. Lynch stated that it would be very expensive for Comcast to run lines in Boonsboro. Gave Ms. Stevenson his business card and told her to contact him directly.

Amanda Coronado, 213 Green Fern Circle. Stated that she moved here from Baltimore with Ms. Stevenson and runs a small business out of her home. Stated that she is an artist and is required to send large art graphics to her clients as well as invoices. Stated that she cannot do what she needs to do for her business because at times she cannot access the internet and the download and upload speeds are not good.

- Mr. Lynch apologized for the speed issues and inconsistency. Gave Ms. Coronado his business card and told her to contact him directly.

Council Member Kerns stated that there were 36 attendees at the January Public Hearing that had many of the same issues. She stated that she, too, has experienced intermittent low speeds which are more frequent and outages that occurred just last week. She further stated that the Flight Gigabyte is double the cost of regular internet service and many residents simply cannot afford the added cost. Council Member Kerns stated that it also seems like internet speed gets slower depending on the time of day.

Mr. Lynch stated that speed issues can be created by overloading local networks in your home and compared it to multiple people showering and using water in the home at the same time. He stated that the result is that the personal system suffers.

Assistant Mayor Byrd stated that he has constant modem issues and has had 10-12 outages since January, which he gets an alert for on his phone every time his doorbell security camera goes offline. He stated that when he contacted Antietam Broadband, they told him he cannot get Flight Gigabyte even though his neighbors 8 houses away have the service. Mr. Lynch stated that they plan to continue the installation of the Flight Gigabyte lines but that the installation was stopped due to the Town not signing the Agreement. Council and Town staff stated that was never conveyed to them.

Mr. Williams stated that doorbell security camera uploads take up a significant amount of internet from a service location. He stated that Antietam Broadband is looking to find new vendors and trends for better upload and download speeds and plant performance. He further stated that Antietam Broadband is very concerned with the customer experience.

Council Member Hanson stated that last month there was a roomful of people wanting to talk to Mr. Lynch and he didn't show up on time. He stated that the bottom line is that there is an entire Town that is upset with Antietam Broadband's product performance, noting that residents are very displeased. He further stated that he is imploring that Mr. Lynch and Antietam Broadband do better and help unhappy customers. Council Member Hanson asked if there are issues in other Municipalities or if the internet issues are just here in Boonsboro. Neither Mr. Lynch nor Mr. Williams commented.

Hearing no further comments, **Motion** by Council Member Hollingshead, second by Council Member Kerns to adjourn the Public Hearing at 6:52PM. **Motion carried.**

Respectfully submitted,

Kimberly A. Miller
Office Manager

BOONSBORO MAYOR & COUNCIL
MONDAY, FEBRUARY 24, 2020
WORKSHOP MEETING

The Mayor and Council held their Workshop Meeting on Monday, February 24, 2020 in the Meeting Chambers to set the Regular Session Agenda for Monday, March 9, 2020. Present were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Marilee Kerns, Ray Hanson, Terri Hollingshead, Tony Nally and Rick Weaver. Also present were Town Manager Paul Mantello, Office Manager Kimberly Miller, Town Planner Ethan Strickler and Police Chief Kevin Morgan. The meeting convened at 7:00PM.

Police Department Update: Chief Morgan provided an update on the purchase of the three (3) pre-owned Police vehicles for the cost of \$33,700 from Asia Motors of Illinois. He stated that the 2013 Chevrolet Impala, the 2014 Ford Taurus and the 2009 Dodge Charger were delivered last week, and the Police Administrative Assistant Rudy will be taking the paperwork to the MVA to complete the registration and pick up the license plates. He further stated that the vehicles will be taken to the Washington County Career Study Center to have some minor work done on them before placing them on the road. Chief Morgan reported that Officer Ryan Christman will be graduating from the Police Officer Comparative Compliance Training on February 6, 2020.

Antietam Cable Television Franchise Agreement and Irrevocable Amendment: Mayor Long asked the Council, based on the Public Hearing that was held at 6:00PM, what they would like to do with the Antietam Cable Television Franchise Agreement and Irrevocable Amendment moving forward. Town Manager Mantello stated that he received an updated '*Letter of Donation of Municipal Services and Benefits*' dated February 7, 2020 which included the top level of internet service available in-kind to all Town owned facilities. Council discussed that they were not aware of the fact that the installation of the Flight Gigabyte Service had been stopped in Town since the Agreement has not been signed. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to approve the Introduction of Ordinance 2020-03: *Antietam Cable Television Franchise Agreement*.

Motion carried.

- Council Member Kerns stated that during the Public Hearing it was suggested that a Task Force be established to investigate available internet services and other options available for Town residents, as well as work with Antietam Broadband to make the current service better. **(NEW BUSINESS)**

Route 34 Pump Station Streambank Stabilization Project: Town Planner Strickler presented a PowerPoint for the Route 34 Pump Station Streambank Stabilization Project, as well as a design proposal from Frederick Seibert & Associates, Inc. He stated that there is terrible erosion of the stream bank below the pump station, which was first identified by former Town Engineer Brian Hopkins in March 2017. He reviewed FSA's design proposal for 124 linear feet of stream bank protection, on behalf of a recommendation from the Boonsboro Municipal Utilities Commission, to prevent additional bank failure adjacent to the pump station at the cost of \$4,210. Town Planner Strickler stated that the scope of work includes designing a temporary imbricated rock wall, plan revisions, bid support and construction oversight. He stated that the preliminary cost for the Project, per FSA, is estimated at \$35,000, noting that the price could fluctuate depending on the design and access cost. He further stated that a site visit has already been conducted with the Army Corps of Engineers, MDE, Maryland DNR, Frederick Seibert & Associates and Town Staff. Town Planner Strickler stated that FSA's design proposal can be a large part of the Town's MS4 permit and that funding options could be obtained through MDE grants or by using the Town's portion of the Excise Tax revenue. **(NEW BUSINESS)**

Equal Opportunity Plan: Town Manager Mantello stated that the Boonsboro Equal Opportunity Plan was approved in March 2017 and he is requesting that it be added to the Town's Policy Manual. **(NEW BUSINESS)**

Random Employee Drug Screening: Town Manager Mantello stated that the Personnel Committee approved the random employee drug screening at their last Meeting. He stated that Office Manager Miller purchased Five Panel InstaCube Saliva Drug Tests which detects Amphetamine, Cocaine, Methamphetamines, Opiates and THC. He stated that the date will be randomly picked quarterly, as will the seven (7) employees and/or Mayor and Council Members. He stated that the Random Drug Screening is currently in the Personnel Manual but that he is recommending that it be added to the Policy Manual as well. He further stated that he also plans to purchase a breathalyzer for Town Hall. Office Manager Miller stated that they do not suspect that any of the Town employees have a substance problem, but that they would like to get into the habit of

testing none the less. **(NEW BUSINESS)**

Items for County Commissioners Meeting on March 3, 2020: Mayor Long stated that the Washington County Commissioners Boonsboro Meeting will be held on March 3, 2020 and that Council should come up with Agenda items that they want to discuss at that Meeting. Council Member Kerns suggested asking for support with State Highway issues such as crosswalks and for information on the Hotel/Motel Tax with regards to CHIEF and Municipalities share of the revenue. Town Manager Mantello asked that Council submit their items to him by weeks end so that he can create an Agenda.

Town Planners Update:

- Stated that he formally submitted his letter of resignation to Mayor Long on February 20, 2020, noting that his last day of work with the Town will be on Friday, March 6. Stated that he will be working in Conservation and Natural Resources for the State of Pennsylvania in Harrisburg. Council wished him well and stated that they hate to see him resigning but that they are happy he has been given this opportunity.
 - Mayor Long stated that he is recommending that the Town Planner – Zoning Administrator – Code Enforcement Officer employment position be advertised as soon as possible. **Motion** by Assistant Mayor Byrd, second by Council Member Weaver to advertise the Town Planner – Zoning Administrator – Code Enforcement Officer employment position. **Motion carried.**

Town Managers Update:

- Stated that he spoke to Salvatore and Morton, LLC, the Town's new Legal Counsel. Stated that their legal team is comprised of two lawyers, Jason Morton and Jennifer Keefer and two paralegals. Stated that he will be scheduling a 'kick-off' meeting in Closed Session with the firm and will provide Council with the exact date.
- Presentation on the Keedysville Springhouse Weir Wall Project.
- Presentation on the Wastewater Treatment Plant Volute Press in Front Royal, Virginia.

Council Member Kerns stated that she would like staff to provide her with an updated fleet list for Town owned vehicles. She asked what Chief Morgan plans to do with the unneeded Police vehicles. Chief Morgan stated that he plans to take the old vehicles to auction.

Chief Morgan stated that the Public Safety Commission is recommending that Brining Lane, beside the Bast Museum of History, be made 1-way entering from North Main Street to Center Street due to safety concerns. Council discussed other roads that could also be turned to 1-way in Town. **(NEW BUSINESS)**

Council Member Hanson stated that the Public Safety Commission is requesting to enlarge its membership from 7 member to 9 members by adding a dedicated member from the Fire Department and one from the Rescue Company. He also asked what the procedure is for removing a Commission Member based on absences. Office Manager Miller stated that most of the Commissions have it in their by-laws that a Member can be removed from their position after 3 absences, but that all Commissions can recommend the remove of a Member for multiple absences. **(NEW BUSINESS)**

Motion by Council Member Nally, second by Council Member Kerns to adjourn the Workshop Meeting at 8:38PM. **Motion carried.**

Respectfully submitted,
Kimberly A. Miller, Office Manager