

BOONSBORO MAYOR & COUNCIL
MONDAY, JANUARY 6, 2020
PUBLIC HEARING
BOONSBORO – ANTIETAM CABLE FRANCHISE AGREEMENT

The Mayor and Council of Boonsboro held a Public Hearing as duly advertised on Monday, January 6, 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 and Office Manager Kimberly Miller.

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. Town Manager Mantello stated that Brian Lynch, President of Antietam Broadband, had stated that he would be attending the Public Hearing, but was not in attendance. He reviewed that the Antietam Cable Television Franchise Agreement, which had 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). Council Member Kerns 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. She stated that she believes Boonsboro is big enough to attract other service providers.

Mayor Long apologized for Mr. Lynch not attending the Public Hearing and asked if any of the 36 attendees wished to speak in an open forum. The discussion ranged from available internet services, frustration over the current internet service, issues with conducting business when the internet is not working, plans for future development and the new development at Old National Pike and Route 67.

Council apologized and stated that they would reschedule the Public Hearing for Tuesday, January 21, 2020 at 6:00PM.

Hearing no further comments, **Motion** by Council Member Hollingshead, second by Council Member Nally to close the Public Hearing at 6:51PM. **Motion carried.**

***Due to a misunderstanding with the time, Antietam Broadband President Brian Lynch came into the Meeting Chambers at 6:55PM. He was told that the Public Hearing was rescheduled. After speaking with Mr. Lynch and based on his availability, the Public Hearing is rescheduled for Monday, February 24, 2020 at 6:00PM*

Respectfully submitted,

Kimberly A. Miller
Office Manager

BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, January 6, 2020

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, January 6, 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 7:02PM with the pledge and invocation offered by Mayor Long.

REVIEW AND APPROVAL OF MEETING MINUTES and TREASURER’S REPORT

- **Motion** by Assistant Mayor Byrd, second by Council Member Weaver to approve the **December 9, 2019 Regular Meeting and Executive Session. Motion carried.**
- **Motion** by Council Member Nally, second by Council Member Hollingshead to approve the **December 2019 Treasurer’s Report. Motion carried.**

MAYOR AND COUNCIL MEMBER CORRESPONDENCE

- Mayor Long thanked everyone that was involved with the success of Olde Thyme Christmas and Holiday in Boonsboro on December 6 and 7, 2019.

Police Department Report – *Chief Morgan*. The Police Department received 45 calls for service, which included 29 motor vehicle violator contacts and 0 Parking Citation for the month of December 2019. There were 0 adult criminal arrests, 0 adult paper service arrests, 0 adult traffic arrests, 0 juvenile criminal and traffic arrests. The Police Department received 781 calls for service, which included 2,203 motor vehicle violator contacts and 1 Parking Citation for the year ending 2019. There were 8 adult criminal arrests, 27 adult paper service arrests, 10 adult traffic arrests, 3 juvenile criminal and traffic arrests in 2019.

NEW BUSINESS

State of the Town Address: *as presented by Mayor Howard Long.*

2019 was a year spent in change and transition, tackling long-standing issues, adding new personnel, and creating a new organizational culture focused on the future of the Town. As an administration, we’re moving away from “the way we’ve always done it” to “the way we do it now,” and with continued hard work and dedication from Staff and Officials, we’ve put ourselves in a great place to have continued progress and expand on the successes of 2019.

This past year, we worked extensively on our water loss issue. With 30-40% loss for over 20-years now, and the detriment that presents for growth and permitting, we understand that correcting this issue is arguably the top priority for Boonsboro. We conducted system tests, at multiple locations, and we contracted a leak detection expert to survey our water system. We’re taking a closer look at our infrastructure, data collection, data management systems. We continued an ambitious residential meter replacement program and both Staff & Officials are focused on fixing the issue, once and for all. This past quarter, we’re proud to say that with a more careful accounting of usage, water loss dropped from an average of 33% down to 26%, thereby correcting the loss by 1.7 million gallons.

We’re proud and excited about the personnel changes we made, in 2019. Here at Town Hall, we hired a new Administrative Assistant and a new Town Clerk. We couldn’t be happier with the almost-immediate impact they’ve had both with job performance and helping to create a friendly, collaborative workplace. At the Police Department, two new officers were hired, and we now have a very well-rounded Police Force. BPD has done an excellent job increasing their presence and visibility in the community, while providing quality policing and public safety. In Water & Sewer, we hired two new Operator Trainees to address a staff shortage and ensure the future of the department. We’re confident they’ll thrive, both in the industry and with the Town, and we’re excited to continue the strategy of training and developing new staff.

It can’t be expressed strongly enough how thankful we are to our Town Officials and Volunteers for the effort and time they put into the Town. We rely heavily on their guidance and leadership, and we share with them the following successful programs and projects, from 2019:

- In Fiscal Year 2019, Town Officials and Staff worked diligently with consultants and contractors to improve the Annual Financial Report. After years of recurring findings, the Town reduced its findings, from 5 in FY2018, to 2 in FY2019. We're confident that with new staff and policies, we won't have any findings, next year.
- Over the last two years, better investment practices through CD-Laddering, in all three funds, has resulted in year-to-date interest revenues of over \$45,000 dollars.
- The United Way Foundation and the Park Board organized and installed a Born Learning Trail, at Shafer Park, offering fun, active learning activities for young children and their families.
- Using Project Open Space grant funding, we installed Shade Canopies at the Tot Lot, in Shafer Park. We were also able to fund tree-planting and further landscaping, at the Park. Funding totaled over \$12 thousand dollars. Looking into the future, the Town has been awarded over \$150 thousand dollars in Project Open Space grants, to fund more Park projects like the Trail Extension, Parking Lot Resurfacing, and Roof Replacement for all Park Pavilions. These projects will all begin, soon.
- Using Appalachian Regional Commission grant funding of \$150 thousand dollars, the Town completed an upgrade of a sewer main, running through Shafer Park. The upgrade increased the system's capacity and efficiency, replaced aging infrastructure, and significantly reduced inflow & infiltration to our Wastewater Treatment Plant. The Town expects another \$150 thousand dollars in matching funds, in 2020, to continue with sewer pipe lining, and Phase II of our Inflow & Infiltration Project
- The Utilities Department was awarded \$30 thousand dollars in grant funding, from MDE, for excellent annual performance at the Wastewater Treatment Plant. Funding was used to purchase wet well aerators and further upgrade the wastewater system for performance and capacity.
- The Town founded a Safety & Risk Committee to serve as an advisory board to Town Administration and the Mayor & Council in their corporate governance of employee and workplace safety.
- A short stretch of Reeder's Alley was resurfaced, and stormwater management was improved to prevent flooding for local residents.
- The Town dedicated "Coach Scott Field" and "Coach Scott Run" to the memory of the beloved Boonsboro High Athletics Coach, Dwight Scott. The Town also dedicated a pavilion at Shafer Park, to former Councilmember Shirley Metz, and Boonsboro Pond was renamed "Hawkins Grove Pond" in honor of former Councilmembers Rich Hawkins and Ray Grove.
- The Town, and engineering contractor Whitman, Requardt, & Associates, completed the Water System Master Plan & Hydraulic Model. The Water Model, as its more commonly known, offers the Town a concrete understanding of our current capacity, and it allows system-wide consideration when planning and implementing infrastructure upgrades. The Town is in the process of procuring and creating a Wastewater Model, as well.

Moving forward into 2020, the Town will continue working on capital improvements, infrastructure repairs and maintenance, economic development, growth, public safety, and all the other functions that help make Boonsboro such a great place to live. However, as we continue-on with the day-to-day, we'll also strive to become less reactive and begin planning beyond the fiscal year. This year, we'll begin development of an Asset Management & Capital Improvement Plan to better monitor our infrastructure, prioritize capital investments, and plan funding years in advance. Better management and planning allow for more stakeholder-investment and reassures them their tax dollars are well-invested.

Ordinance 202-01; Antietam Cable Television Franchise Agreement and Irrevocable Consent to Amendment of Franchise: Mayor Long stated that this Agenda item will be postponed until after the rescheduling of the Public Hearing on Wednesday, January 29, 2020 at 6:00PM.

Shafer Park Path Bids and Award: Town Planner Strickler presented the Shafer Park Path Project bids and staff recommendation to the Mayor and Council for their review and input. He stated that five (5) bids were received for the Program Open Space Project and that staff is recommending the bid from either Excavating Associates for \$74,285 or from David H. Martin Excavating for \$64,910 for pervious paving, noting that the Town would be responsible to pay 10% of the Project with the Town's portion for Excavating Associates at \$7,428 and for David H. Martin Excavating at \$6,491. He further stated that staff would prefer awarding the contract to Excavating Associates due to experience working with them and trusting their performance with past project in Shafer Park and the round-about. Council discussed the cost and contract differences. Town Planner Strickler stated that the start date of the Project would be in July 2020. **Motion** by Council Member Nally, second by Council Member Kerns to award the POS Grant Shafer Park Path Project to David H. Martin Excavating for the cost of \$64,910, with the Town being responsible for 10% of that cost. **Motion carried.**

Consideration to Renew or Request for Proposals – Fiscal Year Ending June 30, 2020 Professional Audit Service: Office Manager Miller presented, for the Councils consideration, the renewal or Request for Proposals for the Fiscal Year Ending June 30, 2020 Professional Audit Service, noting that this time 2 years ago that the Council placed the Request for Proposals out for the Fiscal Year 2018 Professional Audit Service. Council discussed that the FY2018 Proposal for Auditing Services was for a 1-year term for the Fiscal Year ending June 30, 2020, with the option to extend for four (4) additional one-year terms, at the sole discretion of the Mayor and Council. If the Council decides to renew Albright, Crumbacker, Moul and Intell, Inc. contact for Fiscal Year 2020, the proposal cost is \$13,500 which is the same as the past two years. **Motion** by Council Member Kerns, second by Council Member Nally to approve the renewal of the Fiscal Year Auditing Service for the year ending June 30, 2020 with Albright, Crumbacker, Moul and Intell, Inc. for the cost of \$13,500. **Motion** carried.

Consideration to Renew or Request to Bid – Fiscal Year 2021 Sanitation Contract: Office Manager Miller presented, for the Councils consideration, the renewal or Request for Proposals for the Fiscal Year 2021 Sanitation Contract, noting that this time 2-years ago the Council placed the Request for Proposals out for Sanitation. She stated that the current contract with Apple Valley Waste is \$127,695 and their cost for Fiscal Year 2021 is \$131,850. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to renew the Sanitation Contract with Apple Valley Waste at the submitted contact cost of \$131,850 for Fiscal Year 2021. **Motion** carried.

COMMISSION REPORTS

Public Safety Commission – R. Hanson. No meeting held in December 2019.

Park Board – R. Weaver. No meeting held in December 2019.

Utilities Commission – T. Nally. Meeting held on December 18, 2019. Discussions included an update on the drilling of the well and holding tank for watering the Boonsboro High School athletic fields, noting that this could potentially free up 12 taps, the resubmission of the Appalachian Regional Commission (ARC) Grant application for Inflow and Infiltrations (I&I) Phase II, an update on funding option to repair the Keedysville Springhouse weir wall, an update on the Water Loss Task Force by Eric Kitchen, an update on the review the bids from the Request for Proposals for the Wastewater Model, the approval is replace the 8-inch Shafer Park Well with a 12-inch well, an update on the Advanced Metering Infrastructure (AMI) and the review of the Quarterly Tap Analysis water loss per tap spreadsheets.

Planning Commission – R. Byrd. No meeting held in December 2019.

Economic Development Commission – M. Kerns. Meeting held on December 18, 2019. Discussions included the advertising in the Herald-Mail, CVB Visitors Guide and Hagerstown-Antietam Battlefield KOA guide, the plans to order signs to direct visitors to the Town Hall parking lot, the Appalachian Trail Conservancy Community Program, the upcoming Washington County Hospitality and Tourism Round Table Meeting on January 15, 2020 at 9:30am in the Town Meeting Chambers, and the Sustainable Communities and Neighborhood Business Works Programs. The next Networking Breakfast will be 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 December 10, 2019. Discussions included the BEC Strategic Plan, the Sustainable Maryland Certified Workshop, the Keep Maryland Beautiful grant opportunity, the Master Grant calendar, possible plans for a Community Garden, the Sustainable Communities Program and the Subcommittee Reports.

Town Manager Report – P. Mantello

- Stated that the Town received the Keedysville Springhouse weir wall repair final design plan and is still exploring funding options. Stated that the repair is for the leak issue as well as the erosion of the spring's banks. Stated that Council Member Kerns, BMUC Chairman Bob Sweeney and he are meeting with Greg Snook to explore funding options. Stated that the spring is the main source of water for two towns and needs to be repairs as soon as possible. Stated that Senator Andrew Serafini and Delegate Bill Wivell have offered to help with the permitting process.
- Stated that Seba Water, from Germany, will be conducting an ultra-sonic water meter demonstration next week at the Shafer Park Water Plant and at the Town Reservoir to try to determine if there is an unknow issue or leak at either location.

Mayor Long stated that the Town will be hosting the Washington County Chapter of the Maryland Municipal League's meeting this month on Monday, January 27, 2020 at the Clopper-Michael Post 10 American Legion.

Mayor Long stated that the Town will reschedule the Public Hearing for the Antietam Cable Franchise Agreement on Wednesday, January 29, 2020 at 6:00PM, as well as the Mayor and Council Workshop Meeting at 7:00PM. He stated that due to advertising constraints, the Public Hearing **cannot** be rescheduled for the current Workshop Meeting night of Tuesday, January 21, 2020. He further stated that the date will be published after it is confirmed that Antietam Broadband President Brian Lynch can attend.

Motion by Assistant Mayor Byrd, second by Council Member Nally to close the Regular Meeting at 8:10PM. **Motion carried.**

Respectfully submitted,

Kimberly A. Miller
Office Manager

BOONSBORO MAYOR & COUNCIL
TUESDAY, JANUARY 21, 2020
WORKSHOP MEETING

The Mayor and Council held their Workshop Meeting on Tuesday, January 21, 2020 in the Meeting Chambers to set the Regular Session Agenda for Monday, February 10, 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, Police Chief Kevin Morgan and BMUC Chairman Robert Sweeney. The meeting convened at 7:05PM.

Keedysville Springhouse Weir Wall Repair and Renovation Project: Town Manger Mantello provided an update on the Keedysville Springhouse Weir Wall Repair and Renovation Project, noting that the permit for the Project was submitted on January 17, 2020. He stated that the Town has secured a Bridge Loan from CHIEF for \$150,000 with help from Greg Snook and are waiting for MDE to award grant funding with help from Senator Andrew Serafini and Delegate Bill Wivell. He further stated that a Request for Proposals for the Weir Wall Repair and Renovation Project was published with bids due on Friday, January 31, 2020 at 2:00PM, noting that a pre-bid meeting will be held on January 24 at 9:00Am on site. Greg Snook, *President and CEO of the Hagerstown-Washington County Industrial Foundation, Inc.*, explained the terms of the CHIEF Bridge Loan. He stated that it is a no-interest loan and that he is happy that they can help the Town during this emergency situation. Council thanked Mr. Snook for his generosity. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to approve the Commercial Promissory Note with the Hagerstown-Washington County Industrial Foundation, Inc. for \$150,000 secured by the Certificate of Deposit for \$220,000 held at Middletown Valley Bank. **Motion carried.**

Police Department Update: Chief Morgan provided an update that Police Officer Jonathan Witmer will begin working for the Town part-time on February 1, 2020 and that Police Officer Ryan Christman will begin his certification program on February 3, 2020.

Police Department Used Vehicle Purchase Request: Chief Morgan presented his request to the Council to purchase three (3) pre-owned government vehicles from Asia Motors for the cost of one (1) new 2020 vehicle. He stated 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. He further stated that after doing some research, he found Asia Motors near Chicago, Illinois, a pre-owned government vehicle resale company specializing in Police vehicles, and that he can purchase three low mileage pre-owned vehicles for under the cost of \$55,000. Chief Morgan stated that his plan is to sell or auction three of the Town's current Police vehicle and replace them with three from Asia Motors. Consensus is to move forward with the purchase of pre-owned vehicles from Asia Motors. **(NEW BUSINESS)**

BMUC Wastewater System Master Plan and Hydraulic Model Bid Results and Recommendation: Town Planner Strickler and BMUC Chairman Sweeney, on behalf of the recommendation from the BMUC, presented the Wastewater System Master Plan and Hydraulic Model Bid Results for the Mayor and Councils review and input. Town Planner Strickler stated that five (5) proposals were received on December 4, 2019. BMUC Chairman Sweeney stated that the five Proposals were distributed to the BMUC Members, with the cost proposals withheld, and that the Members met on December 5, 2019 to review the quality of the documents, definition of the technical approach and the understanding of the end product. He stated that the cost proposals were then opened, and it was determined that two (2) of the proposals should be eliminated; one based on the overall cost and the other based on the vague definition of the team and logistical concerns. He further stated that the three (3) remaining firms, *Barton and Longuidice, EA Engineering, Science and Technology and Whitman, Requardt and Associates (WRA)*, were invited to give individual presentations at a Work Session on December 18, 2019, noting that Town Manager Mantello was excluded from the presentations due to a possible conflict of interest but that Town Planner Strickler did sit in. BMUC Chairman Sweeney stated that a list of changes and clarifications were sent to the three firms and were reviewed by the BMUC at the January 16, 2020 meeting. He stated that after the review the BMUC eliminated Barton and Longuidice based on a week presentation, reference checks and concerns regarding staffing. He further stated, on behalf of the BMUC, 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. Town Planner Strickler 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. **(NEW BUSINESS)**

Introduction of Ordinance 2020-01: Illicit Discharge Detection & Elimination (MS4): Town Planner Stricker stated that he is recommending the Introduction of Ordinance 2020-01; *Illicit Discharge Detection and Elimination Ordinance (IDDE) for MS4*, and the scheduling of a Public Hearing for February 10, 2020 at 6:30PM. He stated that the Ordinance was presented to the Council in October 2019 and reviewed that it will 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. Town Planner Stricker stated that the Ordinance received a few minor edits from Attorney Wants. He stated that after the Ordinance is approved, the Council will need to appoint an Enforcement Officer. **(NEW BUSINESS)**

***Note December 22, 2020:** *After realizing that Council did not make a Motion to Introduce Ordinance 2002-01; Illicit Discharge Detection & Elimination (MS4) during the Workshop Meeting, Office Manager Miller and Town Planner Stricker conducted an email poll vote, which was unanimous. Motion by Council Member Kerns, second by Council Member Nally to approve the introduction of Ordinance 2020-01; IDDE and the scheduling of a Public Hearing on February 19, 2020 at 6:30PM. Motion carried.*

King Road Associates Bond Reduction Requests: 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 stated that the request is to reduce the Bond for Public Improvements and Construction for Phase 1 of Sycamore Run by 95% of the original surety (*original Surety Bond was in the amount of \$1,586,640.39*) and enter into a one-year maintenance agreement for the improvements and to begin the one-year maintenance period for the Bond for Public Improvements and Construction of the Sycamore Run Pump Station (*original Surety Bond was in the amount of \$35,000.00*). Consensus is to move forward with the King Road Associates Bond Reduction Request for the Sycamore Run Phase 1 and the Pump Station. **(NEW BUSINESS)**

MS4 Stormwater Update – MDE Status Letter: Town Planner Strickler provided a letter from the Maryland Department of the Environment regarding the Town's progress from October 31, 2018 through June 30, 2019 with the National Pollutant Discharge Elimination System (NPDES) General Permit for Discharges from Small Municipal Separate Storm Sewer Systems (MS4) for the Councils review and input. He stated that the Town is currently in a good place and that a lot of the Municipalities are not in this position yet.

Review of Proposals - Legal Services: Town Manager Mantello presented the single result from the Request for Proposals for Legal Services for the Councils review and input, noting that the last time an RFP was put out for Legal Services was in 2015. He stated that the 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. **(NEW BUSINESS)**

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 schedule. 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. **(NEW BUSINESS)**

Town Planners Update:

- Stated that the Easterday brothers entered the South End Pump Station last week and took it upon themselves to dig the area where the tie-in for the force main is supposed to be installed. Stated that they dug illegally near the 100-year flood plain and that they are in violation of the Maryland Department of the Environment's laws. Stated that construction has been completely shut down at the location by MDE, Washington County and the Town pending approval of the proper building and electrical permits.

Town Managers Update:

- Stated that a representative from Seba Water, of Germany, installed 2 ultra-sonic water meters for demonstration at the Shafer Park Water Plant and at the Town Reservoir to try to determine if there is an unknown issue or leak at either location. Stated that the meters will gather flow information for one-quarter, noting that they have already provided 5-days' worth of information that there is approximately 20,000 gallons of water flowing back into the plant during that time period.

Mayor Long stated that the Town has reschedule the Public Hearing for the Antietam Cable Franchise Agreement for Monday, February 24, 2020 at 6:00PM after speaking with Antietam Broadband President Brian Lynch and based on his availability. The Public Hearing has been advertised on the Town website, social media sites and in the Herald-Mail Newspaper.

Motion by Council Member Hollingshead, second by Council Member Weaver to close the Workshop Meeting at 8:42PM.

Motion carried.

Respectfully submitted,
Kimberly A. Miller
Office Manager

BOONSBORO MAYOR & COUNCIL
FRIDAY, JANUARY 31, 2020
EMERGENCY MEETING

The Mayor and Council held an Emergency Meeting on Friday, January 31, 2020 in the Meeting Chambers. Present were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Marilee Kerns, Ray Hanson, Tony Nally and Rick Weaver. Also present were Town Manager Paul Mantello, Office Manager Kimberly Miller, Town Planner Ethan Strickler, Water and Wastewater Superintendent Pete Shumaker, BMUC Chairman Robert Sweeney, BMUC Member Stu Mullendore, Keedysville Assistant Mayor Barry Levy and Keedysville Town Administrator Rick Bishop. The meeting convened at 3:00PM.

Bid Results - Keedysville Springhouse Weir Wall Repair and Renovation Project: Town Manger Mantello provided the bid results from the Request for Proposals for the Keedysville Springhouse Weir Wall Repair and Renovation Project, which closed at 2:00PM today, for the Councils review and input. He stated that four (4) bids were received from the following firms:

Carl Belt, Inc.	\$98,950.00
ALC (Advantage Landscape and Construction), Inc.	\$134,091.12
Excavating Associates, Inc.	\$100,484.00
Huntzberry Brothers, Inc.	\$129,925.00

Town Manager Mantello stated, after thoroughly reviewing the bids, that they will be removing the bid from Carl Belt, Inc. due to the Project time schedule listed in the Proposal of 6-weeks. He stated that the Project has a specific completion date of February 28, 2020. Keedysville Assistant Mayor Levy stated that may not be a realistic plan considering the time of year and potential for winter weather. Town Manager Mantello stated that DNR has approved the permit for the 25-day completion of the Project but will permit an extension, if needed, due to weather. BMUC Chairman Sweeney stated that requesting an extension due to weather is better than requesting an extension pre-construction due to a contractor not being about to complete the Project in the allotted time frame. Town Planner Strickler stated that the Town will need to notify Washington County of the Project, due to the Soil Erosion and Sediment Control Ordinance, to let them know that work will be conducted in the floodplain. BMUC Chairman Sweeney, on behalf of the Boonsboro Municipal Utilities Commission, stated that he is recommending that the Keedysville Springhouse Weir Wall Repair and Renovation Project be awarded to Excavating Associates, Inc. Town Manager Mantello reviewed that the Town has secured a Bridge Loan from CHIEF for \$150,000 with help from Greg Snook, *President and CEO of the Hagerstown-Washington County Industrial Foundation, Inc.* and that a preconstruction meeting will be held onsite on February 4, 2020. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to award the Keedysville Springhouse Weir Wall Repair and Renovation Project to Excavating Associates, Inc. for the cost of \$100,484.00. **Motion carried.**

2006 F350 Truck Bed Replacement: Town Manger Mantello stated that the Public Works 2006 Ford F350 truck has a rusted-out utility bed that needs to be replaced, noting that the underside corrosion went unnoticed because of the spray-liner covering and that the underside of the bed cannot be closely inspected without removing the fuel tank and various other mechanical parts. He stated that after the recent removal of the unneeded and non-working liftgate on the truck, the extent of the corrosion was noticed, and staff did their best to salvage the bed with no success. He further stated that Public Works Superintendent Huntsberry obtained three (3) price quotes for replacing the truck bed and that he is recommending the purchase of a used standard bed equipped with lights and a spray-line covering from East Coast Powerstroke for the cost of \$2,650. Member Kerns stated that her only concern is how long is the Town planning on keeping this truck. Town Manager Mantello stated that the truck has 120,000 miles and apart from the bed, the truck is in good working condition. He stated that one of the goals for this year is to begin building an Asset Management and Capital Improvement Plan, where physical inventories and inspections of all Town assets would happen annually which will help reduce the amount of surprise expenditures throughout the year. Council Member Kerns stated that funds for the purchase of the replacement truck bed could be taken form the General Fund's *Vehicle Maintenance and Repair* Budget. **Motion** by Council Member Nally, second by Council Member Hanson to approve the purchase of a replacement truck bed for the Public Works 2006 Ford F350 truck from East Coast Powerstroke for the cost of \$2,650 General Fund's *Vehicle Maintenance and Repair*. **Motion carried.**

Motion by Council Member Nally, second by Council Member Weaver to close the Meeting at 3:33PM. **Motion carried.**

Respectfully submitted,
Kimberly A. Miller, Office Manager