

**Boonsboro Mayor and Council
Public Hearing
Ordinance 2024-01; Adopt the Fiscal Year 2025 Budgets, Tax Rate, Sanitation Rate and
Water and Sewer Fixed Fees for the
Town of Boonsboro, Maryland
May 13, 2023**

The Mayor and Council of Boonsboro held a Public Hearing, as duly advertised in The Herald-Mail Newspaper and Town website, on Monday, May 13, 2024 in the Town Annex Meeting Chambers. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Ray Hanson, Marilee Kerns, Eric Kitchen, Terri Hollingshead, and Ricky Weaver. Also present were Interim Town Manager Kimberly Miller and Town Clerk Bryan Wachtel.

Mayor Long opened the Public Hearing at 6:30 PM for the purpose of receiving public input, either in support of or in opposition to the proposed Ordinance 2024-01; *Adopt the Fiscal Year 2025 Budgets, Tax Rate, Sanitation Rate and Water and Sewer Fixed Fees for the Town of Boonsboro, Maryland.*

Ordinance 2024-01; Adopt the Fiscal Year 2025 Budgets, Tax Rate, Sanitation Rate and Water and Sewer Fixed Fees for the Town of Boonsboro, Maryland

General Fund Budgetary highlights include:

- Maintaining the current Constant Yield Tax Rate of \$0.3591 per \$100 of assessed property value for Fiscal Year 2025 will provide the potential revenue of \$1,386,205
- Maintaining the current Personal Property Tax Rate of \$0.87 per \$100 of assessed personal property value for Fiscal Year 2025 will provide the potential revenue of \$55,000
- **Highway User Revenues:** Highway User Revenues is estimated at \$255,877 for Fiscal Year 2025
- **Anticipated Grant Funding:** The anticipated grant funding for Fiscal Year 2025 is \$6,270,000
- **Fire and Rescue Donations:** The annual contribution amount to both agencies for Fiscal Year 2025 will be \$28,000 per agency
- **Sanitation Rates:** Sanitation Rates will increase from \$25 to \$30 per quarter per EDU (EDU – Equivalent Dwelling Unit or One dwelling unit, each individual apartment is an EDU)
- **Capital Improvements:** \$8,805,449
 - American Rescue Plan - \$2,213,789
 - Special Projects Grant Spending - \$6,270,000
 - Special Project Funding (Reservoir) - \$321,660
- **Total Revenues and Expenses of \$11,162,281**

Water and Sewer Fund Budgetary highlights include:

- Based on the 5-Year Capital Improvement Plan for the Water and Sewer Fund and at the recommendation of the Debt Task Force, a Tiered Rate Plan was provided by the Task Force and the Utilities Commission. The Mayor and Council approved and implemented a tiered rate structure in Fiscal Year 2016, which charges users a small, fixed fee and for the quantity of Water/Sewer that they use, per 1,000 gallons. The proposed Water and Sewer Fixed Fee Rates increase for Fiscal Year 2025 is as follows:

	Residential	Commercial	Out of Town
Sewer Fixed Fee	\$66.00 per EDU per quarter	\$66.00 per EDU per quarter	----
1-18,000 gallons waste water	\$9.00/1,000gal	\$9.00/1,000gal	----
18,001+ gallons waste water	\$13.00/1,000gal	\$13.00/1,000gal	----
Water Fixed Fee	\$30.00 per EDU per quarter	\$30.00 per EDU per quarter	\$45.00
1-18,000 gallons water	\$6.20/1,000gal	\$6.20/1,000gal	\$9.30/1,000gal
18,001+ gallons water	\$9.30/1,000gal	\$9.30/1,000gal	\$11.30/1,000gal

Water Fund Budgetary highlights include:

- Revenue from Water charges will be **\$822,000**
- **Expenses:** Reflects a percentage of the expense and 30% of the Salaries and Insurance for the Administration staff, Public Works Employees and the Water and Sewer Operators.
- **Total Revenues of \$1,703,998** for Fiscal Year 2025
- **Capital Improvements**
 - Drinking Water Reservoir Replacement - \$11,000,000
 - Shafer Park Well Replacement - \$256,179
 - Crestview Water Pressure – \$1,136,896
 - Dean South Waterline Looping – \$20,000
 - Lead Pipe Inventory - \$72,654
- **Debt**
 - MDE Alternate 40 Waterline – \$214,160
- **Total Revenues and Expenses of \$1,703,998**

Sewer Fund Budgetary highlights include:

- Revenue from Sewer charges will be **\$1,237,184**
- **Expenses:** Reflects a percentage of the expense and 20% of the Salaries and Insurance for the Administration staff, Public Works Employees and the Water and Sewer Operators.
- **Total Revenues of \$1,715,244** and the establishment of a Contingency Fund of \$28,851 for Sewer Fund
- **Capital Improvements**
 - Waste Water Treatment Plant Dewatering Facility - \$100,000
- **Debt**
 - Waste Water Treatment Plant CDA Bond - \$309,177
 - General Fund Loan Payment - \$350,000
- **Total Revenues and Expenses of \$1,715,244**

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

Motion by Council Member Hollingshead, second by Council Member Hanson to close the Public Hearing at 6:44pm. **Motion carried.**

Respectfully submitted,

Kimberly Miller, Interim Town Manager

BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, May 13, 2024

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, May 13, 2024 in the Town Annex Meeting Chambers. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Ray Hanson, Marilee Kerns, Eric Kitchen, Terri Hollingshead, and Ricky Weaver. Also present were Town Planner Drew Bowen, Office Manager Kimberly Miller, Town Clerk Bryan Wachtel, Public Works Superintendent Greg Huntsberry, Police Sergeant Dave Rizer, Police Officer Tom Moretti, and Police Administrative Specialist Amy Rudy. 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 Hanson to approve the **April 8, 2024** Regular Meeting and the **April 29, 2024** Workshop Meeting Minutes as amended. **Motion carried.**
- **Motion** by Council Member Kitchen, second by Council Member Hollingshead to approve the **April 2024 Treasurer’s Report.** **Motion carried.**

PRESENTATION - Miss Poppy Proclamation

Mayor Long presented the annual Proclamation to Miss Eliana Deckhut Clopper-Michael American Legion Post 10’s Miss Poppy 2024. This year Post 10 has two Miss Poppy, Miss Eliana Deckhut and Miss Ella Strite.

GUEST

- **Rae Gallagher** – Ms. Gallagher presented her request to host the ‘Girls on the Run Mid and Western Maryland Boonsboro School Campus 5K’ on Saturday, June 1, 2024 from 8am to 10am and the map of the event for the Councils review and input. She stated that they are requesting to take the girls through the Kisney Heights neighborhood but at no time will any of the girls be running alone or will the roads be blocked off for traffic. She further stated that she reviewed the Boonsboro High School 5K course map and that they do their best to be completely inclusive to girls with disabilities and that running on grass and uneven ground areas would not work. Ms. Gallagher stated that there will be volunteer course marshals positioned throughout the course and that they will notify the residents of Kisney Heights about the event by placing door hangers on their doors. **Motion** by Council Member Hollingshead, second by Council Member Weaver to approve the Girls on the Run Mid and Western Maryland Boonsboro School Campus 5K on Saturday, June 1, 2024. **Motion carried**
- **Jenny Bakos** – Ms. Bakos introduced herself as the Executive Director of the Washington County Free Library. She stated that they are currently working on their 2025 – 2030 Strategic Plan and are looking for feedback from Towns where the Washington County Free Library Branches are located. She further stated that Washington County Free Library is the founder of America's first bookmobile and the second oldest County-wide library system in the United States. Ms. Bakos stated that she would like to know what everyone loves about our Library and what would we like to see there.
- **Natoma Vargason and Ron Humbel** – Ms. Vargason, Vice-Chairperson Economic Development Commission and Mr. Humbel, President of the Boonsboro Town Alliance reviewed that they are applying to the Main Street Maryland Affiliate Program. Mr. Humbel stated that the Boonsboro Town Alliance has submitted their tax forms to the IRS and once the forms are accepted on the Federal level it will then be forwarded to the State and they will become a 501(c)(3) and be listed as the non-profit sponsor for the Town. Ms. Vargason stated that the Program requires the hiring of a part-time Main Street Manager and that the average starting salary rate is \$30 per hour. She stated that right now the Economic Development Commission needs the Town’s support of sending a letter to the Main Street Maryland Affiliate Program. Council discussed that there is \$12,800 in the EDC’s Main Street Maryland Program FY2025 Budget line but that the EDC needs to have a business plan on how to maintain the salary of a Main Street Manager. Ms. Vargason stated that the Letter of Resolution from the Town is a pivotal point and the missing component of the application for the EDC to apply for the Main Street Maryland Affiliate Program. **Motion** by Assistant Mayor Nally, second by Council Member Kerns to write the requested letter of support for the Main Street Maryland Affiliate Program and that the Economic Development Commission and Boonsboro Town Alliance need to create a business plan to move forward if accepted into the Program. **Motion carried.**

FACILITIES REPORTS

PUBLIC WORKS SUPERINTENDENT'S REPORT – *Greg Huntsberry*

- Stated that they have been dealing with a lot of water leaks in the past weeks
- Stated that the Schoolhouse Court fenced in area needs the fence posts removed
- Stated that the swing set post were rusting through and had to be removed at the small playground near Pavilions 5 and 6 in Shafer Park. Stated that the cost to replace the swing set is around \$3,000
- Deadwooding - Stated that the tulip trees in Shafer Park need to be delimbed and that they will do it as soon as the contract is available
- Stated that there are issues with vehicles parking on and driving over the Shafer Park path that connects the two sections of the Park. Stated that they will fence it off during the carnival and place signs up.
- Stated that they are looking into the cost to keep the Shafer Park lower restroom near the Scout building open during the Winter months
- Stated that additional 'one-way' signs and 'do not enter' signs will be placed on Reeder's Alley behind the Jeovani's and Edward Jones parking lots.

WATER AND SEWER SUPERINTENDENT'S REPORT – *Pete Shumaker*

- Stated that the Sewer side had two pumps fail that needed replaced
- Stated that the Water side is running smoothly
- Stated that the Shafer Park Well was hooked up for 7-days for the wet test and that they have to wait a month until they can do the dry test. Stated that they will wait until the carnival is over.
- Stated that they are waiting on the final details and a few small things on the Dewatering Press. Stated that they are waiting on the permit to be issued from MDE so that it can be up and running.

TOWN PLANNER'S REPORT – *Drew Bowen*

- Stated that he made a presentation to the Fletcher's Grove HOA and is reviewing Population Growth and Projections for the Comprehensive Plan. Will be reviewing the Introduction Chapter.
- Stated that the Town has executed the Take Over Agreement for the Preserve at Fox Gap which outlines the priorities of where the Bonding Funds will be spent. Stated a Pre-Construction Meeting was held on April 25, 2024. Stated that the Easterday's permits have expired with Washington County and that resubmission is required. Stated that he has reviewed and approved Shop Drawing Submittals for the waterline materials.
- Stated that the full Construction Plans have been submitted to SHA for review and approval for the Chase Six – Campus Avenue Realignment Project. Stated that the Town is reviewing the Final Plats for the land swap at 202 Maple Avenue and that Mr. Scott McIlwee is considering the Town's offer for the cash value of the house.
- Stated that Fletcher's Grove Concept Plan for the LP Tank Farm has been presented to the Planning Commission and that Site Plans are required for Final Approvals.
- Stated that the Dean South Improvement Plans have been updated to reflect the waterline loop form Knode Circle and that the Final Plans are conditionally approved by the Planning Commission
- Stated that a Minor Subdivision occurred at 222 Center Street on April 12, 2011. Stated that they will be purchasing one water tap and one sewer tap for the property
- Stated the Reservoir Project Design has been submitted to MDE for approval. Stated Water and Sewer Amendments have been filed with Washington County. Stated that meetings are set up with adjacent property owners regarding the Project.
- Stated that he is recommending the striping of Chase Six Boulevard when the new intersection is opened. Suggested adding a turn lane for when traffic becomes heavier
 - Council Member Kerns suggested presenting this to the Fletcher's Grove HOA for local input and have the Planning Commission look into it as well.

POLICE DEPARTMENT REPORT – *Sergeant Dave Rizer*. The Police Department received 64 calls for service, which included 54 motor vehicle violator contacts and 0 Parking Citations for the month of April 2024. There were 0 adult criminal arrest, 1 adult paper service arrest, 0 adult traffic arrest and 1 juvenile arrest.

- **New Hire and Police Academy Agreement:** Assistant Mayor Nally stated that the Personnel Committee approved the hiring of Robby Whittington as a Boonsboro Police Officer and enrolling MTAC Security Officer Billy Gilbert in the Washington County Police Academy at their May 9, 2024 Meeting. Mr. Whittington will be able to start work in the beginning of July 2024. Mr. Gilbert will be enrolled in the Academy from June 17, 2024 until January 10, 2025 and will

sign a 5-year Police Officer Academy Reimbursement Agreement with the Town. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to hire Robby Whittington as a Police Officer and enroll Billy Gilbert in the Washington County Police Academy. **Motion carried.**

NEW BUSINESS

Ordinance 2024-01; Fiscal Year 2025 Budgets, Tax Rate, Sanitation Rate and Water and Sewer Fixed Fees for the Town of

Boonsboro: Mayor Long stated that the Ordinance 2024-01; Fiscal Year 2025 Budgets, Tax Rate, Sanitation Rate and Water and Sewer Fixed Fees for *the Town of Boonsboro* was introduced at the April 29, 2024 Mayor and Council Workshop Meeting and that a Public Hearing was held at 6:30PM this evening to receive public input. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to approve Ordinance 2024-01; Fiscal Year 2025 Budgets, Tax Rate, Sanitation Rate and Water and Sewer Fixed Fees for *the Town of Boonsboro*. **Motion carried.**

Recommendation to Advertise Police Chief Employment Vacancy: Mayor Long stated that he is recommending that the Town advertises the Police Chief employment position with resumes due on June 3, 2024. Interim Town Manager Miller will reach out to the Maryland Chiefs of Police Association and Maryland Sheriffs' Association for assistance with advertising. **Motion** by Council Member Hanson, second by Assistant Mayor Nally to approve the advertising of the Police Chief position. **Motion carried.**

Review of Bids – 2024 Milling and Asphalt Overlay: Public Works Superintendent Huntsberry presented the one bid that was received for the 2024 Milling and Asphalt Overlay for the Councils review and input. He stated that the Project is for ten locations throughout Town that include Thompson Court, Center Street, Lakin Avenue, Kerns Drive, Cemetery Lane, Thomas Lane, Reeders Alley, Kerns Drive, Della Lane, Red Fern Lane. He further stated that the bid received from Huntzberry Brothers is for \$340,500 and he understands that all of the streets cannot be completed this Fiscal Year. Council asked how long the bids are good for. Public Works Superintendent Huntsberry stated 90 days. Assistant Mayor Nally suggested checking with Town Clerk Wachtel to see how much money remains in the Budget for Street Maintenance and to check in Reserves also. Consensus is to **TABLE** this item until the June 10, 2024 Regular Meeting.

Shafer Park Phase IV - Project Budget: Town Planner Bowen presented the Shafer Park Phase IV Walking Trail Project Budget for the Councils review and input. He stated that the Town received two Grant awards for the Project from Maryland DNR Project Open Space and from Community Parks and Playgrounds in the total amount of \$148,850 with a required 10% Town share of \$16,538. He further stated that the design has been completed by Frederick, Seibert, and Associates (FSA) and permits have been approved. Town Planner Bowen stated that the estimated Project total cost is \$141,183.20 and he is recommending that it be placed out for bids. **Motion** by Council Member Kerns, second by Assistant Mayor Nally to place the Shafer Park Phase IV Walking Trail Project out for bids. **Motion carried.**

Lead and Copper Service Line Inventory Proposals: Town Planner Bowen and Public Works Superintendent Huntsberry presented the three Lead and Copper Service Line Inventory Proposals from WRA, EA Engineering and 120water for the Councils review and input. Public Works Superintendent Huntsberry stated that Water and Sewer Clerk May and he have been working to create a spreadsheet for the Project and that this is Step I in the State requirement that must be submitted by October 16, 2024. He stated that they need to approve a firm to move forward with the Project. Keedysville Assistant Mayor Brandon Sweeney was in attendance and stated that the Boonsboro Keedysville Water Advisory Board is meeting on May 15, 2024 and they will be discussing the proposals that Keedysville has received to date. He stated that it might be a good idea for both Towns to go with the same firm, but that it is not necessary. Council discussed conducting a phone vote after the BKWAB Meeting.

Out-of-Town Water and Sewer Service Connection Policy: Town Planner Bowen reviewed the draft Out-of-Town Water and Sewer Service Connection Policy that he presented at the April Workshop Meeting for the Councils review and input. He stated that it is a Town Policy to provide Water and Sewer service to properties within the Town boundaries, however, due to public health concerns with karst geology in the area, the Town was required in the past to provide public Water Services outside of its boundaries. He further stated that there are a few houses that are 'out of Town' but that could have the ability to hook up to a Water line right outside of their property, noting that it is a good idea to create a Policy that addresses future connection to the Town's public Water System outside its boundaries. Town Planner Bowen stated that properties within the Town boundaries are required to follow the Subdivision Procedures in the Town Code for Water connections, but that the Town currently will not allow connections outside the Town boundaries to the Water System unless it has been determined that there poses a verifiable potential public health threat by the Maryland Department of the Environment or Washington

County Health Department. He stated that a Special Exception can be made to connect to the Town's Water System for properties outside the Town boundaries that are adjacent to the Town's water lines with no greater than a 1-1/2" Water service connection at prevailing rates. Council asked that the Policy be discussed at the Boonsboro - Keedysville Water Advisory Board's Meeting. **Motion** by Assistant Mayor Nally, second by Council Member Hanson to approve the Out-of-Town Water and Sewer Service Connection Policy. **Motion carried.**

31st Annual Dwight Scott Memorial Golf Tournament: Mayor Long stated that a donation request was received from the Boonsboro Athletic Boosters, Inc. for the 31st Annual Dwight Scott Golf Tournament on June 24, 2024 at the Black Rock Golf Course. Office Manager Miller stated that there is **\$280** left in the Donation line item of the Fiscal Year 2024 Budget. **Motion** by Council Member Kerns, second by Council Member Hollingshead to donate \$100 to the Boonsboro Athletic Boosters, Inc. for the 31st Annual Dwight Scott Golf Tournament. **Motion carried.**

COMMISSION REPORTS

Park Board - *Council Member Weaver.* Meeting held on April 24, 2024. Annual Shafer Park Walkthrough. Discussions included the updates on the Arbor Day Celebration, updates on the Fishing Derby, updates on the Wagon Train Event, the Summer Movies line-up and Concerts, and the approval of the Farmers Market request to a small shed near the parking lot where the weekly event is located.

Boonsboro Municipal Utilities Commission – *Assistant Mayor Nally.* Meeting held on April 17, 2024. Discussions included updates on the Waste Water Treatment Plant Sludge Dewatering Facility, the Shafer Park Well, the Reservoir Project status update, the Alternate 40 Gravity Sewer new connection at the Auction House/DiPietro property, the amended draft Policy for connection to the Water and/or Sewer System Outside the Town's Corporate Boundaries, an Example Review of Fixture Unit Count Water and Sewer Certification for Fletchers Grove – Dean South, the Lead Service Line Inventory action plan, the Dean South Looping, the Crestview Water Pressure Reduction and Bypass Project, the Prepaid Water and Sewer Taps Actual Numbers, the Master Spreadsheet with available EDUs/Sewer Taps, the scheduling of the BMUC's tour of the Dewatering Press and System Reports.

Planning Commission – *Council Member Kitchen.* Meeting held on April 23, 2024. Discussions included the Comprehensive Plan Update including the Population Information, the Fletcher's Grove Dean South draft Water and Sewer Certification, discussion of Agenda format changes and Staff Reports.

Economic Development Commission – *Council Member Hanson.* Meeting held on April 24, 2024. Discussions included the Rural Maryland Economic Development Façade Improvement Grant, the Downtown Beautification Program, Main Street Maryland application updates, upcoming Ribbon Cutting Ceremonies and Committee Reports. The next Networking Meeting will be held on May 23, 2024 at San Mar Family and Community Services at 8am. The next EDC Meeting will be on June 25, 2024.

Environmental Commission – *Council Member Hollingshead.* Meeting held on April 10, 2024. Guest Speaker Phil Wescott of Key City Compost. Discussions included the BEC Annual Report for 2023, the Fiscal Year 2025 Budget, articles for the Summer Town Newsletter and Subcommittee Reports.

Motion by Council Member Kitchen, second by Assistant Mayor Nally to adjourn the Regular Meeting at 8:43PM 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; and (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 Assistant Mayor Nally to adjourn the Executive Session at 9:11PM. **Motion carried.**

Council Member Hollingshead asked that the Planning Commission please review the rules and regulations for locations where recreational vehicle (RVs) can park on owners' properties.

Motion by Council Member Kerns, second by Assistant Mayor Nally to adjourn the Regular Meeting at 9:14PM. **Motion carried.**

Respectfully submitted,

Kimberly A. Miller, Interim Town Manager