

**BOONSBORO MAYOR AND COUNCIL**  
**REGULAR MEETING MINUTES**  
**Monday, April 12, 2021**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, April 12, 2021 in the Meeting Chambers. The Meeting was streamed via GoToMeeting online for the public. 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, Office Manager Kimberly Miller, Town Planner Reiley Stanley 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 Assistant Mayor Byrd, second by Council Member Hollingshead to approve the **March 8, 2021 Regular Meeting, Public Hearings (2) and Executive Session** and the **March 29, 2021 Workshop Meeting and Executive Session Minutes**. **Motion carried.**
- **Motion** by Council Member Nally, second by Assistant Mayor Byrd to approve the **March 2021 Treasurer's Report**. **Motion carried.**
  - Council Member Kerns reported that the Fulton Bank CD that was reported as a 12-month CD is a 9-month CD which matures this month.
  - Council Member Kerns asked if the Council wants to leave the \$102,500 in the Wells Fargo Money Market restricted funds account for now. **Motion** by Council Member Nally, second by Council Member Hollingshead to leave the \$102,500 in the Wells Fargo Money Market. **Motion carried.**
  - Council Member Kerns asked if the Council wants to leave the current funds as they are in 'short term' CDs. Consensus to continue with short term CDs.

**MAYOR AND COUNCIL CORRESPONDENCE**

- Mayor Long stated that a Celebration of Life for Don Lohman will be held in Shafer Park on April 25, 2021

**POLICE DEPARTMENT REPORT** – *Chief Morgan*. The Police Department received 43 calls for service, which included 100 motor vehicle violator contacts and 0 Parking Citations for the month of March 2021. There were 2 adult criminal arrests, 0 adult paper service arrests, 0 adult traffic arrests, and 0 juvenile arrests.

- Promote Police Officer Robert 'Wes' McKenzie to Sergeant - **Motion** by Council Member Hanson, second by Assistant Mayor Byrd to approve Promote Police Officer Robert 'Wes' McKenzie to Sergeant. **Motion carried.**
- Promote Police Officer Ryan Christman to Police Officer First Class - **Motion** by Council Member Hanson, second by Council Member Hollingshead to approve Promote Police Officer Ryan Christman to Police Officer First Class. **Motion carried.**

**NEW BUSINESS**

**Renewal of Ordinance 2020-04; To Amend the Code of the Town and Adopt a New Ordinance - Civil Emergency**: Mayor Long stated that due to the State of Emergency declared by Governor Hogan due to the COVID-19 pandemic, the Town enacted an Ordinance 2020-04; *To Amend the Code of the Town and Adopt a New Ordinance - Civil Emergency*. He stated that the Ordinance must be renewed every 30-days to keep it active. **Motion** by Assistant Mayor Byrd, second by Council Member Weaver approve the renewal of Ordinance 2020-04; *To Amend the Code of the Town and Adopt a New Ordinance - Civil Emergency* with Council Member Kerns and Council Member Nally opposing and Council Member Hanson abstaining. **Motion carried 3-2-1.**

**Fiscal Year 2022 Real Estate and Personal Property Tax Rates & 2021 Constant Yield Tax Rate**: Mayor Long stated that a Public Hearing was held at 6:30PM for the proposed Fiscal Year 2022 Real Estate and Personal Property Tax Rates and that no comments were received. **Council Member Kerns** reviewed that the Fiscal Year 2022 Real Estate and Personal Property Tax Rates must be established by June 1, 2021 so that Washington County can prepare the annual tax bills for July 1, 2021. She stated, for the tax year beginning July 1, 2021, the estimated Real Property assessable base will increase by 2.3%, from \$328,112,318 to \$335,720,698, noting that if the Town maintains the current tax rate of \$0.3591 per \$100 of assessment, Real Property Tax Revenues will increase by 2.3% resulting in \$27,321 of new Real Property Tax Revenue. She further stated that in

order to fully offset the effect of increasing assessments, the Real Property Tax Rate should be reduced to \$0.3510, the FY2022 Constant Yield Tax Rate. Council Member Kerns stated that the recommendation is that the Town considers not reducing its Real Property Tax Rate to \$0.3591 and adopts the current Real Property Tax Rate of \$0.3591 per \$100 of assessment. She stated that this tax rate is 2.3% higher than the Constant Yield Tax Rate and will generate \$27,321 in additional Property Tax Revenues for the Town.

- **Motion** by Council Member Kerns, second by Council Member Hollingshead to maintain the current Real Property Tax Rate of \$0.3591 per \$100 of assessed property value for Fiscal Year 2022. **Motion carried.**
- **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to keep the Personal Property Tax Rate the same at .087 per \$100 for Fiscal Year 2022. **Motion carried.**

**RFP Results – Fiscal Year 2022 Sanitation Contract:** Town Manager Mantello reviewed that three (3) proposals were received for the Fiscal Year 2022 Sanitation Contract for the time period of July 1, 2021 through June 30, 2022, with the option to extend the contract for three (3) additional 1-year terms. He stated that Apple Valley Waste submitted a bid for Tuesday pick-up for Trash and Recycling at the cost of \$132,695, two Bulk Trash pick-ups at the cost of \$2,745 and two dumpsters at the cost of \$1,500, for the total cost of \$134,195 for the Fiscal Year. **Motion** by Council Member Hollingshead, second by Council Member Kerns to approve the Fiscal Year 2022 Sanitation Contract with Apple Valley Waste for the total cost of \$134,195 for the Fiscal Year 2021, with the option to extend the contract for three (3) additional 1-year terms. **Motion carried.**

**National Road Heritage Foundation FY2022 Utilities and Maintenance Request:** Town Manager Mantello shared an email that he received from the National Road Heritage Foundation's Vice President Dick Keesecker. He stated that the NRHF had submitted their annual Fiscal Year donation request for \$15,000 but later withdrew it and in lieu of the request for the continuance of the utilities and outside maintenance (grass mowing) expenses at the National Road Museum at 214 North Main Street and at the Trolley Station Museum at 220 North Main Street. Council Member Kerns asked that this Agenda item be tabled and further discussed at the April 2021 Budget Workshop Meeting on April 26, 2021 at 6:00PM. Office Manager Miller will gather the totals for the past year for the National Road Museum and the Trolley Station Museum for the utilities and outside maintenance expense paid by the Town.

**Maryland 2020 Planning and Zoning Report:** Town Planner Stanley on behalf of the Planning Commission, presented the Maryland 2020 Planning and Zoning Annual Report, in accordance with the Land Use Article Section 1-207 of the Maryland Annotated Code. She stated that the Report will be published online and sent to the State.

**State Highway Administration – Crosswalk Update:** Mayor Long stated that he met with Jared Kline, State Highway Administration District 6 – Washington County Engineer, on April 6, 2021 to discuss the crosswalk repainting and pedestrian activated lights throughout Town. He stated that Mr. Kline addressed many of the Town's concerns and informed him that the crosswalk lights are coming soon. Council Member Hollingshead stated that she is disappointed in the whole process with SHA, noting that this request has taken 3-4 years and that is way too long.

**Recommendation for Appointment to Economic Development Commission (2-Year Term):** Mayor Long, on behalf of the Economic Development Commission, presented the recommendation to appoint Tiffany Ahalt for 2-year term to the EDC.

- **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to appoint Tiffany Ahalt to the Economic Development Commission for a 2-year term ending April 2023. **Motion carried.**

**Recommendation for Re-Appointment to Boonsboro Municipal Utilities Commission (4-Year Terms):** Mayor Long, on behalf of the Boonsboro Municipal Utilities Commission, presented the recommendation to reappoint Robert Sweeney and Robert Mose for consecutive 4-year terms to the BMUC.

- **Motion** by Council Member Nally, second by Council Member Hollingshead to reappoint Robert Sweeney to the Boonsboro Municipal Utilities Commission for a 4-year term ending April 2025. **Motion carried.**
- **Motion** by Council Member Nally, second by Council Member Hollingshead to reappoint Robert Mose to the Boonsboro Municipal Utilities Commission for a 4-year term ending April 2025. **Motion carried.**

**Sharpsburg Memorial Day Parade – May 29, 2021:** Mayor Long stated that the Annual Sharpsburg Memorial Day Parade will be held on Saturday, May 29, 2021 and asked if the Council would be interested in participating in the event. Council decided that yes, they will participate this year. Office Manager Miller will submit the Town's participation application to Sharpsburg.

**Town resident Brenda Kefauver**, 320 St Paul Street. Ms. Kefauver addressed the Mayor and Council with concerns regarding computer, cellphone and Facebook ‘hacking’ and being targeted and harassed. She stated that she has contacted the Boonsboro Police Department, County Sheriff’s Office, FBI and is writing a letter to the States Attorney. She further stated that she has a friend who works for Dish Networks with a master’s degree in Cyber Security who is willing to help her. Council Member Hanson stated that he will call her later this week to further discuss her concerns.

## **COMMISSION REPORTS**

**Public Safety Commission:** *Council Member Hanson.* No meeting held in March 2021. Stated that the PSC will be creating small committees to work on projects as the come up.

**Park Board** - *Council Member Weaver.* Meeting held on March 24, 2021. Discussions included the Fiscal Year 2022 Budget, plans for Summer Movies in Shafer Park, updates on the Arbor Day and Park Clean-Up on April 25, updates on the Fishing Derby on May 1, updates on the Wagon Train event on May 16, the approval of the Eagle Scout Project to plant 200 trees in the Park, the Tree Board update to partner with Potomac Edison to distribute free trees this Fall to Town residents and the Eagle Scout Project will begin for the building of the GaGa Pit near the Police Department.

**Boonsboro Municipal Utilities Commission** – *Council Member Nally.* Meeting held on March 25, 2021. Presentation on Source Water Management was presented by Sarah Frymark from Maryland Rural Water Association. Discussions included updates on the Water Loss Task Force, the Collections Systems Rehabilitation Project Phase II, the WWTP Expanded Chemical Storage Project, the Variable Speed Drive quote from Diamond Electric for the WWTP, the Boonsboro High School Irrigation Well Project, updates on WRA’s Models for Water and Waste Water, the approval to recommend the reappointment of Bob Sweeney and Bobby Mose for additional 4-year terms, the American Rescue Plan Act, an update on the Dewatering Press Project from Al Razik from MES, a discussion on Asset Management and Capital Improvements, the need to create a new Adequate Public Facilities Ordinance Amendment, a MS4 Permit plan to partner with Potomac Edison to distribute 5-6 foot trees this Fall to Town residents, and the plans to hold a Joint Meeting with the Planning Commission at the end of April 2021.

**Planning Commission** – *Assistant Mayor Byrd.* Meeting held on March 23, 2021. Discussions included the 2020 Maryland Planning and Zoning Report and an update on the Fox Gap Residential Concept Plan from the applicant and Engineer.

**Economic Development Commission** - *Council Member Kerns.* Meeting held on February 24, 2021. Discussions included an update on the Cultural Crossroads banners at the Town Square, the Main Street planters, the Downtown Beautification Project with Mike Van Fleet of Custom Landscaping, the update on the plans for the Springtastic Jubilee Event from April 17 to May 2, 2021, the updates on Girls Night Out on May 13 to 16, 2021, the plans to start up the Business Networking Breakfasts beginning July 15, 2021, upcoming Town events and the EDC’s Fiscal Year 2022 Budget.

**Environmental Commission** - *Council Member Hollingshead.* No Meeting held in March 2021 due to GoToMeeting log in issues.

### **Town Planner’s Report** – *R. Stanley*

- Stated that the Planning Commission did not approve the Fox Gap Residential Concept Plan and the applicant will be coming back at the April 2021 meeting with a revised plan per the Planning Commissions requests.
- Stated that the Fletcher’s Grove Dean South/Courtney property Residential Concept Plan will be on the Planning Commission’s April 2021 Agenda.
- Stated that the High’s Dairy Store building permit is at Washington County for review.
- Stated that the Post Office building permit has been sent back to the applicant due to not having the correct signatures on the Architectural Plans for the County to review.

### **Town Manager Report** – *P. Mantello*

- Stated that the Reservoir test will be held on April 13, 2021
- Stated that the ARC Grant application was submitted for the Park Well Rehabilitation
- Stated that they are beginning the preliminary Grant process for the Dewatering Press Project and working on the Work Scope for procurement

- Stated that the Work Scope is completed for the I&I Project, noting that they are working on adding manholes to the Project that need epoxy lined.
- Stated that based on the Capacity Analysis, they are recommending the High's Dairy Store purchases 20 taps

Council Member Kerns stated that the second Fiscal Year 2022 Budget Workshop is scheduled for at 6:00PM on April 26, 2021 before the Workshop Meeting.

**Motion** by Assistant Mayor Byrd, second by Council Member Hollingshead to adjourn the Regular Meeting at 8:13PM. *Motion carried.*

Respectfully submitted,

Kimberly Miller, Office Manager