

**BOONSBORO MAYOR AND COUNCIL**  
**REGULAR MEETING MINUTES**  
**Monday, April 8, 2024**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, April 8, 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 Council Member Kerns, second by Assistant Mayor Nally to approve the **March 11, 2024** Regular Meeting Minutes. **Motion carried.**
- **Motion** by Council Member Kerns, second by Council Member Kitchen to approve the **March 2024 Treasurer’s Report.** **Motion carried.**

**PRESENTATION**

**Fiscal Year 2023 Financial Audit:** Jason Knode, CPA for *Albright, Crumbacker, Moul & Itell, LLC*, presented the Fiscal Year 2023 Audit Summary for the year ending June 30, 2023 of the General, Water and Sewer Funds. Mr. Knode reviewed that the assets of the Town exceeded its liabilities at the close of the Fiscal Year by \$14,234,259 (net position) and of this amount \$5,422,223 (unrestricted net position) may be used to meet the Town’s ongoing obligations to citizens and creditors. He reviewed the highlights from the Financial Statement Summary, stating at the close of the Fiscal Year, the General Fund had a fund balance of \$6,492,978, which is an increase of \$835,725 from the prior year, and that the unrestricted net position of the Water Fund and Sewer Fund at the end of the Fiscal Year was \$262,426 and \$98,007, respectively. He reviewed the Schedule of Findings and Responses, noting that zero Material Weaknesses in Internal Controls Over the Financial Reporting were found during the Audit. Mr. Knode stated that the Audit was good and clean, and commended the Town staff on their hard work during the year. He stated that the Uniform Financial Statements and Independent Auditor Report (UFR) will be submitted to the State and required agencies after the Mayor and Council’s formal approval and signatures from Mayor Long and Town Treasurer/ Assistant Mayor Nally. **Motion** by Assistant Mayor Nally, second by Council Member Kerns to approve the Fiscal Year 2023 Financial Audit for the year ending June 30, 2023 as presented. **Motion carried.**

**APPOINTMENT OF INTERIM TOWN MANAGER**

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

**GUEST** - Terri Packard, *Chair of the Economic Development Commission*

- **Main Street Maryland Affiliate Application:** Stated that the Economic Development Commission is applying to the Main Street Maryland Affiliate Program and that it is a good way to get a foot in the door for Towns that are not completely ready to become full members of Main Street Maryland. Stated that once the Boonsboro Town Alliance is established, they will be listed as the non-profit for the Town, and that the Town Center District will be the designate area for the Main Street Maryland program. Stated that the program requires a part-time Main Street Manager and that they hope to pay this salary with grant funding. Stated that their hope is that this program will help the Economic Development Commission become sustainable and grow. Stated that they are requesting support from the Mayor and Council in the form of a Resolution. Council requested that the Economic Development Commission come to the April Workshop Meeting to further discuss the Main Street Maryland Affiliate Program.
- **Spring Jubilee - Request for Alternate Location:** Stated that the State Highway Administration did not approve the closing of Main Street from the Town Square to the Shafer Park entrance for the Economic Development Commission’s Spring Jubilee on April 27, 2024. Stated that they have all of the entertainment booked and planned for the event. Stated that the Economic Development Commission is requesting the Town’s permission to close the bottom of Lakin Avenue from Main Street to Center Street for the event.
  - Mayor Long stated that the Economic Development Commission will need to notify Washington County Central Alarm for the rerouting of fire trucks and emergency vehicles.

- Council Member Kerns stated that she is not comfortable with closing the bottom of Lakin Avenue without first talking to the property owners.

**Motion** by Council Member Hanson, second by Council Member Weaver to approve the closing of the bottom of Lakin Avenue from Main Street to Center Street for the Spring Jubilee on April 27, 2024 from 9am to 5pm contingent upon property owners' approval. **Motion carried.**

## FACILITIES REPORTS

### PUBLIC WORKS SUPERINTENDENT'S REPORT – *Greg Huntsberry*

- Stated that huge rain storms caused the sewer collection to surcharge into the fields
- Stated that Cronise Corporation has started the rebuilding of the handicapped pavilion in Shafer Park.
- Stated that the termite infestation remediation has started at the Shafer Park restrooms near the Police Department

### TOWN PLANNER'S REPORT – *Drew Bowen*

- Stated that he is reviewing Population Growth and Projections for the Comprehensive Plan
- Stated that the Bonding Company has prepared a Take Over Agreement for the Preserve at Fox Gap which outlines the priorities of where the Bonding Funds will be spent. Stated that the Agreement will have to be approved by the Mayor and Council
- Stated that cable lines and internet lines have been installed for the new Post Office
- Stated that he met the President of the High's Corporation on site and was told that they are moving forward with construction
- 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 he is meeting with Mr. Scott McIlwee to work out the specifics
- Stated that 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.

**POLICE DEPARTMENT REPORT – *Sergeant Dave Rizer.*** The Police Department received 82 calls for service, which included 113 motor vehicle violator contacts and Parking Citations for the month of March 2024. There were 0 adult criminal arrests, 0 adult paper service arrests, 1 adult traffic arrest and 0 juvenile arrests.

## MAYOR AND COUNCIL CORRESPONDENCE

- **Mayor Long** stated that the Council received an invitation to the Boonsboro Green Team Organizational Meeting for Sustainable Maryland on Wednesday, May 1, 2024 at 7:00pm in the Town Annex.
- **Assistant Mayor Nally** stated that Mary Jane Blickenstaff, President of the Boonsboro Rescue Company, asked what night the Mayor and Council would like to work at the upcoming Carnival. He stated that Monday, Tuesday and Wednesday are all available.

## NEW BUSINESS

**Resolution 2024-04; Zoning Fee Schedule Amendments:** Mayor Long stated that Resolution 2024-04; *Zoning Fee Schedule Amendments* was introduced at the March 11, 2024 Mayor and Council Meeting and that a Public Hearing was held at 6:30PM this evening to receive public input. He stated that the goal is to create a 'reasonable' Fee Schedule that is easy for everyone to understand, and that Resolution 2024-04 will become effective 20 days from today. **Motion** by Council Member Kerns, second by Council Member Hanson to approve Resolution 2024-04; *Zoning Fee Schedule Amendments.* **Motion carried**

**Request for Proposals – 2024 Milling and Asphalt Overlay:** Public Works Superintendent Huntsberry presented the recommendation to place the Request for Proposals for the 2024 Milling and Asphalt Overlay out for bids 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 he is requesting that bids be received by May 2, 2024. **Motion** by Council Member Hollingshead, second by Assistant Mayor Nally to approve placing the Request for Proposals for the 2024 Milling and Asphalt Overlay out for bids. **Motion carried.**

**Review of Bids – Fiscal Year 2025 Sanitation Collection Services:** Office Manager Miller presented the results from the Request for Proposals for the Fiscal Year 2025 Sanitation Collection Services for the Mayor and Councils review and input. She stated that three bids were received: J&J Trash Services at \$229,860, Apple Valley Waste at \$252,168 and Republic Services at \$285,006. She further stated that J&J Trash Services is offering a 3-year Contracting price at a reduced rate of Year 1 at \$210,885, Year 2 at \$219,294 and Year 3 at \$228,006. **Motion** by Council Member Hollingshead, second by Council Member Kerns to award the Fiscal Year 2025 Sanitation Collection Services to J&J Trash Service after thorough review with the Contractor of their 3-Year contract cost. **Motion carried.**

**Fiscal Year 2025 Draft Budget Review:** Assistant Mayor Nally and Town Clerk Wachtel presented the Fiscal Year 2025 Draft Budget for the Mayor and Councils review and input. Council discussed a few Budget items that need updated including Salary and Insurance. Council Member Kitchen expressed a huge thanks to Assistant Mayor Nally and Town Clerk Wachtel. He stated that the three of them have been working hard on the Budget, noting that there are a few items that are not included but that they ran out of funding to add them. He further stated that the top priority remains to be the Town Reservoir, and that they also added the roof on the Town Maintenance Shop. Council Member Kitchen stated that the Town will need to borrow funds for the Reservoir Project. Assistant Mayor Nally, Council Member Kitchen and Town Clerk Wachtel will continue to work on the draft Fiscal Year 2025 Budget and present an additional review at the April Workshop Meeting.

**Town Farm Lease Agreement – 5 Year Agreement:** Office Manager Miller presented the Town Farm 5-Year Lease Agreement with Tracy Thomas for the Mayor and Councils review and input. She stated that Mr. Thomas is requesting to continue the farming and property maintenance of the 120-acre Town Farm at the annual rent of \$2,800 per year. Council discussed reducing the lease to 1-year due to the possibility of developing that area and for the Lease to run with the Fiscal Year of July 1 to June 30. Interim Town Manager Miller will reword the Agreement and staff will reach out to Mr. Thomas. **Motion** by Council Member Hollingshead, second by Council Member Kerns to approve the 1-Year Town Farm Lease Agreement for \$2,800 to run July 1, 2024 to June 30, 2025, with Council Member Kerns opposing. **Motion carried 5-1.**

**DRAFT Residential Growth Policy:** Council Member Kitchen presented the *draft* Residential Growth Policy for the Mayor and Councils review and input. He stated that this is in a draft form and just for discussion at this time, noting that it has not been reviewed by the Town Attorney. He stated that the intent is to establish a Policy for the building of residential dwellings at a smart growth rate which will allow roadways, drinking water and waste water infrastructure, public schools, Police and Fire Departments, and so on to grow and adapt at a commensurate rate. He further stated that building at a smart rate will allow the Town to continue to generate additional revenue annually through new water and sewer taps fees while at the same time maintaining our small-Town feel which is very important to the current residents. Council Member Kitchen stated that he is asking for the Councils comments by April 19, 2024.

**Economic Development Commission Member Reappointment:** Mayor Long, on behalf of the Economic Development Commission, stated that he is recommending the reappointment of Marie Oyster for a 3-year term on the EDC. **Motion** by Council Member Hanson, second by Council Member Kerns to reappoint Marie Oyster to the Economic Development Commission. **Motion carried.**

**Arbor Day Proclamation:** Mayor Long read the 2024 Arbor Day Proclamation. He stated that April 21, 2024 has been proclaimed Arbor Day in Boonsboro, and that there will be a ceremony, tree planting and the annual Shafer Park clean-up from 1pm to 4pm. **Motion** by Council Member Hanson, second by Council Member Kerns to approve the Arbor Day Proclamation. **Motion carried.**

**Invitation - Boonsboro Memorial Day Parade:** Mayor Long presented the invitation for the Council to participate in the Annual Boonsboro American Legion Post 10 Auxiliary Memorial Day Parade, which will be held on Sunday, May 26, 2024 with the wreath laying ceremony at 1:00PM and parade at 2:00PM. He stated that he will not be able to ride in the parade, but if the Council would like to, to please let Interim Town Manager Miller know so that she can submit the information to the Legion.

## COMMISSION REPORTS

**Park Board - Council Member Weaver.** Meeting held on March 27, 2024. Discussions included the Arbor Day Celebration on Sunday, April 21, 2024, the Maryland Urban and Community Forestry Committee (MUCFC) 2024 Grant to purchase replacement trees for trees that have died, an update on the Disk Golf Course, updates on the Fishing Derby, the Green Fest

Swap and Recycling Event and the Wagon Train Event, the Park Board logo design, the Summer Movies line-up, and the location of the proposed Pickle Ball Court in Shafer Park and Capital Projects.

**Boonsboro Municipal Utilities Commission** – *Assistant Mayor Nally*. Meeting held on March 20, 2024. Discussions included updates on the Waste Water Treatment Plant Sludge Dewatering Facility, the Shafer Park Well, the Reservoir Project status update, Connection Fee Resolution and Subdivision Process update, potential new connections update, the 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 Fiscal Year 2025 Budget items, a discussion on the Dataloggers & Telemetry Systems, a discussion on the Fixed Fee Rate Increase 7-year plan, the proposed quarterly Sanitation Rate Increase for FY2025 and System Reports.

**Planning Commission** – *Council Member Kitchen*. Meeting held on March 26, 2024. Discussions included the Comprehensive Plan Update including the Population Information, the Fletcher’s Grove Dean South draft Water and Sewer Certification, Site Plan Requirements and the street naming and addressing process and Staff Reports.

**Economic Development Commission** – *Council Member Hanson*. The Networking Meeting was held on March 21, 2024 in the Town Annex  
And included a Zoom Meeting and Panel Discussion about Main Street Maryland with Caitlyn Maroney and Deidra Robertson. The next EDC Meeting will be on April 24, 2024. Stated that they are working on a Town moto and branding the Town.

**Environmental Commission** – *Council Member Hollingshead*. Meeting held on March 13, 2024. Discussions included the BEC Annual Report for 2023, articles for the Spring Town Newsletter, the ribbon cutting and opening of the Community Garden and Subcommittee Reports.

**Motion** by Council Member Hollingshead, second by Assistant Mayor Nally to adjourn the Regular Meeting at 9:37PM 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 Assistant Mayor Nally, second by Council Member Hanson to adjourn the Executive Session at 11:00PM. **Motion carried.**

**Motion** by Council Member Hanson, second by Assistant Mayor Nally to adjourn the Regular Meeting at 11:01PM. **Motion carried.**

Respectfully submitted,

Kimberly A. Miller, Interim Town Manager