

**BOONSBORO MAYOR AND COUNCIL**  
**REGULAR MEETING MINUTES**  
**Monday, April 14, 2025**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, April 14, 2025 in the Town Annex Meeting Chambers. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Eric Kitchen, Ray Hanson, Marilee Kerns, Terri Hollingshead, and Ricky Weaver. Also present were Town Manager Rachel Souders, Office Manager Kimberly Miller, Town Planner Drew Bowen, Water and Wastewater Superintendent Pete Shumaker, Public Works Superintendent Greg Huntsberry, Police Chief Dave Rizer, Police Sergeant Rob Whittington, Police Sergeant James Rogers and Police Operations Manager Amy Rudy. The meeting convened at 7:09PM with the pledge and the invocation offered by Mayor Long.

**REVIEW AND APPROVAL OF MEETING MINUTES and TREASURER'S REPORT**

- **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to approve the **March 10, 2025 Regular Meeting Minutes** and the **March 31, 2025 Budget and Workshop Meeting Minutes**, with Council Member Kerns abstaining. **Motion carried.**
- **Motion** by Council Member Kitchen, second by Council Member Hanson to approve the **March 2025 Treasurer's Report**. **Motion carried.**

**FACILITIES REPORTS**

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

- Stated that Huntzberry Brothers are 98% finished with the Shafer Park Walking Trail Phase IV Project
- Stated that the 12" waterline main installation for the Reservoir Replacement Project is almost at the Reservoir. Stated that HRI found an underground open waterline that has been flowing into the ground and that the water was tested to be chlorinated water from the Reservoir.
- Stated that they have been working on the waterline for the Dean South development at Knode Circle. Stated that they will be completely turning off water on Knode Circle for 6 hours and that all affected residents have been given a 48-hour notification.
- Stated that Shafer Park is open for the season.

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

- Stated that everything with the Sewer and the Waste Water Treatment Plant are working well.
- Stated that Phillips and Son Drilling is coming in this Thursday to decommission the old Shafer Park Well.

**TOWN MANAGER'S REPORT – *Rachel Souders***

- Stated that there is \$58,500 left over in Program Open Space (POS) Funds from the Shafer Park Creek Masonry Repair and Renovation Project. Stated that the previous Town Managers did not submit the reimbursement. Stated that Funds were received on April 9, 2025.
- Stated that we received the third reimbursement for the Shafer Park Walking Trail Phase IV Project in the amount of \$73,725.
- Stated that Town Clerk Bryan Wachtel submitted his letter of resignation and his last day will be May 8, 2025. Stated that the position has been posted online and advertised with the Maryland Municipal League and with the Maryland Municipal Clerks Association.
- Stated that after speaking with Superintendent Huntsberry the Town should consider opening Shafer Park later in the month of April in the upcoming years. Stated that we had freezing temperatures and Public Works had to put heaters in the restrooms to prevent burst pipes. Stated that April weather is unpredictable.

**PLANNER'S REPORT – *Drew Bowen***

- Stated that Vanish Brewery is now completely connected to public sewer and that all Washington County permits can be released. Stated that Tap Fees have been paid and that they still need to submit their 'As-Builts.'
- Stated that there will be an upcoming Board of Zoning Appeals (BZA) case coming in the near future. Stated that Mt. Nebo Church is interested in installing a reader board electronic sign which is not permitted in their Zoning area.

- Stated that Lee Daugherty, 21 South Main Street, is still pursuing the Washington County Building Code Board of Appeals and Fire Marshall complaint against the owners of My Mini Mart at 23 South Main Street's exhaust system. Stated that the Town Attorney has been consulted.

**POLICE DEPARTMENT REPORT – Chief Dave Rizer.** The Police Department received 116 calls for service, 154 motor vehicle violator contacts, 0 Parking Citations and 820 Traffic Enforcement/Patrol Checks for the month of March 2025. There was 1 adult criminal arrest, 0 adult paper service arrests, 2 adult traffic arrests and 0 juvenile arrests.

- Stated that the Police Department will be working the Boonsboro Rescue Company Carnival and will be paid by the Boonsboro Rescue Company directly for their service at \$75 per hour
- Stated that the Police Department is looking into purchasing a 4-wheel vehicle for better access in patrolling Shafer Park and is considering a UTV
- Stated that the Police Department plans to try to purchase a BMW motorcycle from the Washington, DC Metropolitan Police Department through an online auction. (Sergeant Rogers patrolled on a motorcycle when he worked for the Metropolitan Police Department) Office Manager Miller will reach out to the Town insurance to check on the coverage for motorcycles.
- Stated that they are currently investigating a case where a 23-year-old male is dealing drugs to Middle Schoolers and trying to get a 12-year-old boy to sell for him.
- **Council Member Kerns** asked about commercial vehicles parking in residential zones in regard to the new Parking Fine Schedule. Sergeant Rogers stated that it only pertains to 18-wheeler and large vehicles defined by the Department of Transportation (DOT).
- **Council Member Kitchen** wanted to verify that the Boonsboro Rescue Company is paying the Officers for the Carnival. Sergeant Whittington stated that, yes, \$75 per hour.
- **Assistant Mayor Nally** asked if there is still an answering machine at the Police Department. Operations Manager Rudy stated yes, but that the phone calls will roll over to the Emergency Communications Center (ECC) and then back to the Police Department. She stated that if callers reach the ECC they can request that they be forwarded to the Police Department voicemail.

#### **MAYOR AND COUNCIL UPDATES and CORRESPONDENCE**

- **Mayor Long** stated that he was a judge at the Boy Scouts Dutch Oven Games 2025 in Shafer Park over the weekend. Stated that Sergeant Whittington joined him. Stated that the food was delicious!
- **Mayor Long** reminded the Council that May 2025 is Poppy Month and that Miss Poppy will be at the May 12, 2025 Mayor and Council Meeting and to remember to bring a dollar.
- **Council Member Hanson** stated that the owners of 7934 Old National Pike received a water bill from the BMUC and cannot figure out why. Superintendent Huntsberry stated that he turned the water off on the day of the fire himself on December 21, 2024. Stated that it does not make sense and that someone must have turned the water back on.

#### **NEW BUSINESS**

**Contract Award for Compaction Testing for Reservoir Project:** Town Manager Souders presented the proposal from Hillis-Carnes Engineering Associates to provide construction material testing and inspection services for the Reservoir Project for the Mayor and Councils review and input. She stated that it is the Town's responsibility to obtain this contract, that she reached out to three companies and received one response, noting that the total cost for these services is \$16,050. Assistant Mayor Nally asked if this should be brought to the Boonsboro Municipal Utilities Commission for their recommendation first. Council Member Hollingshead stated that the Town only received one proposal and that there is nothing to compare. **Motion** by Assistant Mayor Nally, second by Council Member Hollingshead to award for Compaction Testing for Reservoir Project to Hillis-Carnes Engineering Associates in the amount of \$16,050, with Council Member Weaver abstaining. **Motion carried 5-1.**

**Review/Approval for Line of Credit Proposals for Gap Financing during Capital Projects:** Town Manager Souders presented the proposals for a revolving line of credit from Middletown Valley Bank and First United Bank for the Councils review and input, noting that she also reached out to Truist Bank, was referred to the Frederick, Maryland branch and did not receive a response. She stated that the proposals are for a revolving line of credit up to \$2,000,000 which would be used as gap financing for Capital Improvement Projects that are identified in the Town's Capital Improvement Program or for any other short-term emergency funding needs that the Town may require. She further stated that Middletown Valley Bank has a floating interest rate at WSJP minus 1.00% with a floor of 4% (current rate is 6.50%) and First United has a 30-day SOFR (Secured Overnight Financing Rate) plus 210 basis points (SOFR is 4.33% and current effective rate is 7.38%), and that neither

bank require a Commitment Fee. **Motion** by Council Member Kern, second by Assistant Mayor Nally to approve the Revolving Line of Credit with Middletown Valley Bank. **Motion carried.**

**Contract Award for Waste Water Treatment Plant Fencing:** Town Manager Souders presented the proposals from Frederick Fence Company and from Long Fence for the Waste Water Treatment Plant fencing for the Mayor and Councils review and input. She stated that Frederick Fence Company's proposal is \$48,337 and that Long Fence's proposal is \$49,450 for a 6-foot-high black vinyl coated chain link fence with a 12½ inch barbed wire on top around the entire WWTP facility and 18-foot cantilever gate. She further stated that \$100,000 was budgeted for this project. **Motion** by Council Member Hollingshead, second by Assistant Mayor Nally to award the Waste Water Treatment Plant fencing project to Frederick Fence Company in the amount of \$48,337. **Motion carried.**

**Contract Award for Line Striping on Chase Six Boulevard:** Town Manager Souders presented the proposal from FSM, Inc. and Alpha Space Control, LLC for the line striping on Chase Six Boulevard for the Mayor and Councils review and input. She stated that FSM, Inc's proposal is \$5,000 and that Alpha Space Control, LLC's proposal is 5,945.50 for 84 linear feet of hot applied thermoplastic paint for traffic lines and turn arrows. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to award the line striping on Chase Six Boulevard to FSM, Inc in the amount of \$5,000. **Motion carried.**

- Mayor Long stated that he was notified that the State Highway Administration will start their survey soon for a left turn lane at Chase Six Boulevard.

**Contract Approval – Purchase of 202 Maple Avenue for Campus Avenue Realignment Project:** Town Manager Souders stated that this Agenda item will be tabled until a **Special Meeting** is scheduled.

- **Council Member Kerns** stated that the construction company for the developer of Fletcher's Grove has been working for the past few weeks to connect Chase Six Boulevard to Maple Avenue and can start submitting permits to build houses once their road is complete. She stated that Town staff has been working extremely hard on the Chase Six Boulevard - Campus Avenue Realignment and Intersection Project for the past 4 years and that it is an important Project.

**Approval to Forgive Sewer Debt:** Assistant Mayor Nally reviewed that the Sewer Fund is currently in debt to the General Fund for \$1.808 million which was borrowed from the General Fund over the past 15 years because the Sewer Fund could not manage its expenses, noting that a payment plan has never been established. He stated at the Fiscal Year 2024 Audit presentation in November 2024 Town Auditor, Jason Knode, stated that the Sewer Fund needs to start trying to repay the debt or make other considerations:

*"Assistant Mayor Nally asked Mr. Knode to share their conversation regarding the Sewer Funds debt that was discussed during the Audit Review on October 30, 2024. Mr. Knode stated that it was brought up that it would be in the best interest of the Town to formally discuss what to do with the \$2,808,309 Sewer Fund debt to the General Fund. He stated that the debt has been hanging out there for many years and that there needs to be some movement on that debt. The Mayor and Council will place this as an Agenda item at a later date for further discussion."*

Assistant Mayor Nally stated that \$1 million of the debt was paid back to the General Fund. He stated that, based on previous discussions at the March 2025 Regular Meeting and Workshop Meeting, he is recommending that the Council forgive the remaining \$1.808 million internal loan that the Sewer Fund owes to the General Fund and wipe the debt clean. He further stated moving forward that any internal funds loaned to the Sewer Fund will be paid back as soon as possible. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to forgive the \$1.808 million Sewer Fund debt owed to the General Fund. **Motion carried.**

**Stormwater Management Ponds Responsibility for Maintenance:** Mayor Long reviewed that the Town has twenty-seven (27) stormwater management ponds and are currently managing fifteen (15) of those ponds. He reviewed that the Council needs to decide what they want to do with the maintenance of the ponds currently maintained by development HOAs and if they want to establish a Stormwater Management Pond Policy. Council Member Hanson stated that he does not feel that the Town should take over the maintenance of the additional twelve (12) ponds. Town Manager Souders stated that at the March 2025 Workshop Meeting the Council requested that Town Planner Bowen reach out to the neighboring municipalities to see what their stormwater management ponds policies are. Town Planner Bowen stated that he reached out to the Town Attorney and she wholeheartedly recommends that the Town does not take over the additional stormwater management ponds. **Motion** by Council Member Hanson, second by Council Member Hollingshead to NOT take over the management of any additional stormwater management ponds and to create a Stormwater Management Pond Policy. **Motion carried.**

**Arbor Day Proclamation:** Mayor Long presented the 2025 Arbor Day Proclamation. He stated that April 27, 2025 has been proclaimed Arbor Day in Boonsboro, and that there will be a ceremony, tree planting and the annual Shafer Park clean-up event from 1pm to 4pm.

**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 25, 2025 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 Town Manager Souders know so that she can submit the information to the Legion.

**Resolution 2025-02; Amendment to the Boonsboro Environmental Commission:** Town Manager Souders presented Resolution 2025-02; *Amendment to the Boonsboro Environmental Commission* for the Mayor and Councils review and input. She stated that the Environmental Commission is requesting to change their membership bylaws to remove the requirement for members to be residents of the Town:

*NOW THEREFORE: Be it enacted and resolved by the Mayor and Council of Boonsboro that Resolution 2025-02; Boonsboro Environmental Commission; Section 1 (A). Membership; be amended as follows: Note: Changes are in (underlined brackets). Section 1. Membership A. The commission shall consist of at least seven and no more than nine members, (who are residents of the Town), and a Council liaison. They shall be appointed by the Mayor and confirmed by a majority vote of the Council. The Chairperson and the Council liaison are nonvoting.*

Council Member/BEC Liaison Hollingshead stated that the BEC has a lot of Subcommittees that have members who are not in-Town residents and the BEC is having a hard time getting Commission Members. Council Member Hanson stated that he does not want people to think he is anti-environmental but that he is concerned with the possibility of infiltration into the Town Commissions with people wanting to do harm. Council Member Kerns suggested changing the requirements to having to be a Town property owner rather than opening it up to anyone. Council discussed other possible options for membership. **Motion** by Council Member Kerns, second by Assistant Mayor Nally to amend Resolution 2025-02; *Amendment to the Boonsboro Environmental Commission to say 'with the majority of the Commission Members being Town residents' and to approve Resolution 2025-02; Amendment to the Boonsboro Environmental Commission as amended*, with Council Member Hanson opposing. **Motion carried 5-1.**

## COMMISSION REPORTS

**Park Board – Council Member Weaver.** Meeting held on March 26, 2025. Discussions included updates on the completion of the Shafer Park Walking Trail, updates on the Disk Golf Course, updates on the Summer Concerts and Outdoor Movies line-up, updates on the proposed Eagle Scout Projects for a Pollinator Hotel, Bluebird Nesting Boxes and Owl Nesting Boxes in the Park, updates from the Tree Board, updates on the Shafer Park Clean-Up on April 17, 2025, updates on the Fishing Derby, updates on the Wagon Trail event, updates on the Independence Day event, updates on the Clean Earth Challenge and the approval of the new Little Library in Shafer Park. The April 23, 2025 Park Board Meeting will be the Annual Shafer Park Walkthrough.

**Boonsboro Municipal Utilities Commission – Assistant Mayor Nally.** Meeting held on March 19, 2025. Discussions included updates on the Shafer Park Well status, updates on the Reservoir Replacement Project, updates on the Crestview Water Pressure Reduction and Bypass Project, the Internal Water Audit, the Controlled Growth Plan, fees for utilizing the Water and Sewer Hydraulic Models Developed by WRA, aligning Water Connection Fees with Keedysville, bulk Water Meter purchasing for developments and System Reports.

- **Town Manager Souders** stated that with the Sewer Fund internal debt forgiveness to the General Fund that leaves \$350,000 in the Fiscal Year Sewer Fund Budget “Debt Service – General Fund.” She stated that she would like the Council to consider using those funds to purchase Public Works Superintendent Huntsberry’s Sewer Router for \$290,000. Council Member Kerns recommended looking at the Water and Sewer Fund Revenue for the Fiscal Year before moving forward with the purchase.

**Planning Commission – Council Member Kitchen.** Meeting held on March 25, 2025. Discussions included the review of the revised draft of the Final Plats from the Washington County Board of Education for the McIlwee Subdivision, and the review of the Proposed Text Amendment to the Zoning Code for Site Plan Requirement Changes, recommendations from the Planning Commission on ownership of future stormwater management facilities, recommendations from the Planning Commission on Growth Policies for future development and Staff Reports.

**Economic Development Commission** – *Council Member Hanson*. The Networking Meeting was held on March 12, 2025 at the Boonsboro American Legion Clopper-Michael Post 10 and the discussion included starting a Rotary Club in Boonsboro. The EDC will meet on April 28, 2025 at 8am in the Town Annex.

**Environmental Commission** – *Council Member Hollingshead*. Meeting held on March 12, 2025. Discussions included Commission Membership, Cassandra Ladino stepping down from the BEC and as Chairperson and Laura Schnackenberg stepping up as acting Chairperson, the BEC Fiscal Year 2025 Budget, the 12<sup>th</sup> Annual BEC Report, topics for the April Newsletter and Subcommittee Reports.

- Council Member Hollingshead, on behalf of the Boonsboro Environmental Commission, stated that they are recommending the appointment of Amy Jones to the Commission to finish out the 4-year term ending November 2028, noting that Ms. Jones previously served on the BEC. **Motion** by Council Member Kerns, second by Council Member Hollingshead to appoint Amy Jones to the Boonsboro Environmental Commission with the term ending November 2028. **Motion carried.**

**Council Member Kerns** asked if the Town is working on a Town Cannabis Ordinance to regulate where cannabis drinks, food and gummies can be sold in relation to the distance away from schools and parks. Assistant Mayor Nally stated that he reached out to Washington County. Mayor Long stated that we have until July 2025 to put something in place.

**Assistant Mayor Nally** stated that the Town needs to adopt a **Meeting Conduct and Meeting Sequence** Policy. Town Manager Souders stated that she will have the Town Attorney look into it but that there are higher priorities that the Town Attorney is working on at this time.

**Motion** by Council Member Hollingshead, second by Council Member Weaver to adjourn the Regular Meeting at 8:50PM. **Motion carried.**

Respectfully submitted,  
Kimberly A. Miller, Office Manager