

**BOONSBORO MAYOR AND COUNCIL**  
**REGULAR MEETING MINUTES**  
**Monday, August 8, 2022**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, August 8, 2022 in the Meeting Chambers. The Meeting was streamed via GoToMeeting. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Ray Hanson, Marilee Kerns, Eric Kitchen and Ricky Weaver. Also present were Town Manager Paul Mantello, Town Planner Reiley Stanley, Office Manager Kimberly Miller and Police Administrative Specialist Amy Rudy. Council Member Terri Hollingshead was not in attendance. 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 Council Member Hanson to approve the **July 11, 2022 Regular Meeting Minutes** as amended. **Motion carried.**
- **Motion** by Council Member Kerns, second by Council Member Hanson to approve the **July 2022 Treasurer’s Report.** **Motion carried.**

**PUBLIC COMMENTS**

- **Lorne Ridenour**, *7525 Mountain Laurel Road*. Stated that he is the owner of the apartments at 410 St. Paul Street and that he received a letter regarding the new Fixed Fee increase that will be assessed to his apartment units retroactive to July 1, 2022. Stated that his apartment complex has 18 units which the Town has been billing for only 1 fixed Water fee and 1 fixed Sewer fee for many years, noting that his renters do not pay for water and sewer and he has no way of know which units use more water than others. Stated that he feels that the Town is unfairly targeting the owners of apartment units in Town, especially with the fee being retroactive and totaling a nearly 65% increase to his billing. Stated that this size of an increase should have been phased in. Stated that he understands the need for propitiate billing, but that the Town should find a better structure. Assistant Mayor Nally invited Mr. Ridenour to the next Boonsboro Municipal Utilities Commission Meeting and encouraged him to share his concerns with them because they are the body that created the Fix Fee Structure.
- **Kim LaBrush**, *Public Safety Commission Chairperson*. Provided an update on the success of National Night Out held on August 2, 2022. Stated that 1,300 people attended the event, based on the hotdog roll count and that 25 vendors participated this year. Stated that the Town needs to invest in a new PA System for the Park.

**MAYOR AND COUNCIL CORRESPONDENCE**

- Assistant Mayor Nally stated that he received a complaint from Town resident Deena Long who has a Daycare Center on Monument Drive. Stated that there is a terrible issue with speeding and motorists not stopping at the stop sign. Police Administrative Specialist Rudy stated that the Police are aware of this situation and will be patrolling this area much more.
- Assistant Mayor Nally stated there is a motorist in the Graystone Development and revs his engine and speeds excessively in the neighborhood. Police Administrative Specialist Rudy stated that the Police are aware of this situation, as well, and will be patrolling this area much more.
- Mayor Long stated that he attended an Eagle Scout Court of Honor on Sunday, August 7, 2022 for 8 Eagle Scouts.

**Police Department Report** – *Police Administrative Specialist Rudy*. The Police Department received 94 calls for service, which included 86 motor vehicle violator contacts and 0 Parking Citations for the month of July 2022. There was 1 adult criminal arrest, 0 adult paper service arrests, 0 adult traffic arrests, and 0 juvenile arrests.

- Stated that the new cruiser is now on the road.
- Stated that Police Cadet Tom Moretti started the Police Academy on July 18, 2022.

**NEW BUSINESS**

**Downtown Beautification Project:** Town Manager Mantello, on behalf of the Economic Development Commission, presented the Downtown Beautification Project Proposal ‘Landscape Design for Main Street’ from Frederick, Seibert & Associates for the Councils review and input. He stated that eh EDC was recently awarded a \$5,000 Grant from the Nora Roberts Foundation for the Project and that \$9,000 was placed in the Fiscal Year 2023 Budget. He further stated that the EDC has been working with Mike VanFleet, of Custom Landscape, for the beautification plan. He presented the proposal from Frederick, Seibert and

Associates for the Engineering Concept Master Plan for the Project to help apply for additional Grants at the cost of \$11,000, with the Town's out of pocket expense of \$6,000. Council Member Kerns stated that she would like to see what we are approving the design for. **Motion** by Council Member Hanson, second by Council Member Kitchen to approve the Downtown Beautification Project Proposal 'Landscape Design for Main Street' from Frederick, Seibert & Associates, with Council Member Kern opposing. **Motion carried 4-1.**

**Fiscal Year 2024 Legislative Agenda:** Town Manager Mantello presented the draft Fiscal Year 2024 Legislative Agenda for the Councils review and input. He stated that it includes seven (7) Water and Sewer Projects and will be presented at the Maryland Association of Counties Conference (MACo) in Ocean City, Maryland, noting that he should have the final draft by Tuesday for an email vote on Wednesday of this week. He further stated that Town Lobbyist Roger Manno had the idea that the Agenda should have something big in it and encouraged the adding of the proposed Conference Center/Country Club Golf Course as an 'economic anchor' to diversify the Town from being just a 'bedroom community.' Council Member Kerns stated that she is not in favor of including a 'visions' of a Conference Center. She stated that the consideration of a 'by-pass' should come before anything else of that size.

**Town Election Board Appointees:** Mayor Long stated that he is recommending the appointment of Robert Deener to the Boonsboro Election Board for 4-year terms. **Motion** by Council Member Kitchen, second by Assistant Mayor Nally to appoint Robert Deener to the Boonsboro Election Board for 4-year terms. **Motion carried.**

**Planning Commission Member Appointment:** Mayor Long, on behalf of the Planning Commission, stated that he is recommending the appointment of Anita Colliere to fill the 5-year term vacancy on the Planning Commission. **Motion** by Council Member Kitchen, second by Assistant Mayor Nally to appoint Anita Colliere to the Planning Commission. **Motion carried.**

**Public Safety Commission Member Appointment:** Mayor Long, on behalf of the Public Safety Commission, stated that he is recommending the appointment of the following people:

- Ena Martin to fill the 2-year term vacancy on the Public Safety Commission. **Motion** by Council Member Kerns, second by Assistant Mayor Nally to appoint Ena Martin to the Public Safety Commission. **Motion carried.**
- Rick Stevens to fill the 4-year term vacancy on the Public Safety Commission. **Motion** by Council Member Kerns, second by Assistant Mayor Nally to appoint Rick Stevens to the Public Safety Commission. **Motion carried.**

**Invitation to Participate in 9/11 Remembrance Parade:** Mayor Long stated that the Town has received an invitation to participate in the First Hose Company of Boonsboro's Annual Remembrance Parade on Sunday, September 11 at 6:30pm. He stated that line-up is at 6:00pm at the Weis Market parking lot. Further discussion will be held at the August Workshop Meeting.

## COMMISSION REPORTS

**Park Board - Council Member Weaver.** Meeting held on July 27, 2022. Did not have a quorum. Discussions included the updates on the Summer Concerts and Outdoor Movies.

**Boonsboro Municipal Utilities Commission – Council Member Nally.** No Meeting was held in July 2022.

**Planning Commission – Council Member Kitchen.** Meeting held on July 25, 2022. Discussions include the Minor Subdivision Request of the property on Lappans Road by the Doctor's Office and updates on the Realignment of Campus Avenue and Chase Six Boulevard Project.

**Public Safety Commission – Council Member Kerns.** Meeting held on July 21, 2022. Discussions include the recommendations to fill the PSC vacancies, updates on the plans for National Night Out, a presentation on the Chase Six Boulevard and Campus Drive intersection, update on the Washington Goes Purple event, the PSC Mission Statement, plans for future training for CPR and CERT (Certified Emergency Response Teams), the Town Assessment Tour/Walk Boonsboro, ongoing crosswalk issues at Shafer Park Drive and North Main Street and Orchard Drive, and reports from the Boonsboro Police Department, Fire Department and Ambulance and Rescue Company.

**Economic Development Commission – Council Member Hanson.** Networking Meeting was held on July 21, 2022 at the American Legion. The next EDC Meeting will be held on August 24, 2022 at 9am in the Meeting Chambers.

**Environmental Commission** – *No Report provided.*

**Town Planner Report** – *R. Stanley*

- Stated that she received an approved building permit for a complete interior renovation of Weis Market
- Stated that she is waiting on the Site Plan for Dunkin Donuts
- Stated that the Request for Proposals for the 2023 Comprehensive Plan has been advertised with bids due on September 5, 2022.

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

- Stated that the Town received the second payment notice from the American Rescue
- Stated that the Town will be receiving \$100,000 from Rural Maryland for the Reservoir Project
- Stated that he will be meeting with representatives from the Washington County Board of Education on Thursday morning for further discuss options for the Chase Six Boulevard - Campus Avenue Realignment and Intersection Project. Stated that hopefully they will come to an agreement

**Motion** by Council Member Hanson, second by Council Member Weaver to adjourn the Regular Meeting at 8:25PM. **Motion carried.**

Respectfully submitted,  
Kimberly Miller, Office Manager

# BOONSBORO MAYOR AND COUNCIL WORKSHOP MEETING MINUTES Monday, August 29, 2022

The Mayor and Council of Boonsboro held their Workshop Meeting on Monday, August 29, 2022 in the Meeting Chambers to set the Regular Session Agenda for Monday, September 12, 2022. The Meeting was streamed via GoToMeeting. In attendance were Mayor Howard Long, Council Members Ray Hanson, Terri Hollingshead, Marilee Kerns, Eric Kitchen and Ricky Weaver. Also present were Town Manager Paul Mantello, Town Planner Reiley Stanley, Office Manager Kimberly Miller and Police Chief Kevin Morgan. Assistant Mayor Tony Nally was not in attendance. The meeting convened at 7:00PM.

## **Citizens Comments** (*must sign in and limit comments to 3 minutes*)

- **Dave Williams, Smithsburg.** Stated that he is a Democratic candidate running for Washington County Commissioner. Stated that he has been a Washington County resident since 1977 and was a Washington County Public School Library Media Specialist for 40 years.

**Certificate of Appreciation - Christi Weaver.** Mayor Long presented a Certificate of Appreciation to Christi Weaver for her extraordinary service and dedication in serving for many years as the Boonsboro National Night Out Chairperson. The Council thanked her for everything that she put into expanding the Town Event to the wonderful annual community celebration it is today.

## **Police Department Update**

- Stated that Police Officer Ryan Christman submitted his letter of resignation and his last day will be September 5, 2022. Stated that new Police Officer Emily Daveler's first day was today.
- Stated that the electronic speed limit sign is currently on South Main Street and set to 'not flashing' to see how many motorists will ignore it. Gave update on numbers for motorists traveling on South Main (17,000), those going 11mph or higher over the speed limit with light off compared to when the light is on.
- Stated that he is requesting to purchase a new Ford Explorer Police interceptor for the cost of \$42,960 and an additional \$10,490 to \$12,137 to have it outfitted with lights and sirens. Stated he will have the final cost at the September 2022 Regular Meeting. **(NEW BUSINESS)**

**Request for Proposals Bid Results – Civil Engineering Services:** Town Manager Mantello presented the Request for Proposals Bid Results for Civil Engineering Services for the Council review and input. He stated that four (4) bids were received and that he is recommending that the Council approves contracts with all of them. He further stated that they are all firms that the Town has prior work experience with: *Whitman, Requardt and Associates, LLP, Triad Engineering, Inc., Frederick, Seibert and Associates, Inc., and Gwin, Dobson and Foreman, Inc.* **Motion** by Council Member Kitchen, second by Council Member Kerns to award the Civil Engineering Services contracts to Whitman, Requardt and Associates, LLP, Triad Engineering, Inc., Frederick, Seibert and Associates, Inc., and Gwin, Dobson and Foreman, Inc. **Motion carried.**

**Request for Proposals Bid Results – Shafer Park Well Replacement:** Town Manager Mantello presented the Request for Proposals Bid Results for the Shafer Park Well Replacement for the Council review and input. He stated that one (1) bid was received from Phillips and Son Drilling, Inc. for the total cost of \$256,178.82. He further stated that \$200,000 is budgeted for the Project in the Fiscal Year 2023 Budget, that there is an Appalachian Regional Commission (ARC) Grant for \$100,000 and the remaining cost will be split between Boonsboro and Keedysville (15%). Council Member Kerns asked where the remaining funds were coming from. Town Manager Mantello stated that the Water Fund has a Contingency Fund. Council Member Kerns asked if this Project would qualify for American Recuse Plan use. Town Manager Mantello stated yes it would. **Motion** by Council Member Kitchen, second by Council Member Kerns to award the Shafer Park Well Replacement Project to Phillips and Son Drilling, Inc. **Motion carried.**

## **Request for Proposals Bid Results – Road Milling and Overlay Project:**

Town Manager Mantello presented the Request for Proposals Bid Results for the Road Milling and Overlay Project for the Council review and input. He stated that one (1) bid was received from Huntzberry Brothers, Inc. for the total cost of \$53,175 for the milling and overlay of Park Drive and Cemetery Lane and deep patching of Poffenberger Alley. **Motion** by Council Member Hanson, second by Council Member Hollingshead to award the Road Milling and Overlay Project to Huntzberry Brothers, Inc. **Motion carried.**

**Request for Proposals Bid Results – Engineering Shafer Park Path Phase IV:** Town Manager Mantello presented the Request for Proposals Bid Results for the Engineering Shafer Park Path Phase IV for the Council review and input, noting that this item was not originally on the Agenda for tonight’s Meeting. He stated that two (2) bids were received, one from Frederick, Siebert and Associates, Inc. for \$18,570 and one from Gwin, Dobson and Foreman, Inc. for \$63,770. He further stated that the Project includes the design and specifications for an approximately 1,700 linear feet of 6-foot-wide pervious asphalt pedestrian trail in Shafer Park, connecting Path Phases I and II to the original path network in the older section of the Park, noting that the Project is located in a less developed portion of Shafer Park, requires the design/construction of a bridge to cross a tributary to the Little Antietam Creek, must comply with federal ADA accessibility standards and lies adjacent to a Forest Conservation easement. Town Manager Mantello stated that the Phase IV path is conceptually laid out in the Shafer Park Master Plan. Council requested to see the Shafer Park Master Plan and Town Planner Stanley said she will email it to everyone. **Motion** by Council Member Hollingshead, second by Council Member Hanson to award the Engineering Shafer Park Path Phase IV contract to Frederick, Siebert and Associates, Inc., with Council Member Kerns abstaining. **Motion carried 4-1.**

**Donation Request - 7th Annual South County Golf Tournament:** Mayor Long stated that 7<sup>th</sup> Annual South County Golf Tournament, benefitting Micah’s Backpack, will be held on September 19, 2022 at Black Rock Golf Course. He suggested that the Council consider donating to Micah’s Backpack for the Tournament. **Motion** by Council Member Hanson, second by Council Member Weaver to donate \$100 to the 7<sup>th</sup> Annual South County Golf Tournament. **Motion carried**

**Invitation to Participate in 9/11 Remembrance Parade:** Mayor Long stated that the Town has received an invitation to participate in the First Hose Company of Boonsboro’s Annual Remembrance Parade on Saturday, September 11 at 6:30pm. He stated that line-up is at 6:00pm at the Weis Market parking lot. Consensus is to participate.

**Reappointment of Economic Development Commission Member:** Mayor Long, on behalf of the Economic Development Commission, stated that he is recommending the reappointment of Terri Packard for a 4-year term on the Economic Development Commission. **Motion** by Council Member Hanson, second by Council Member Kerns to reappoint Terri Packard to the Economic Development Commission with the term ending August 29, 2026. **Motion carried.**

**Public Safety Commission Member Appointment:** Mayor Long, on behalf of the Public Safety Commission, stated that he is recommending the appointment of Harry Nogle to fill the 2-year term vacancy on the Public Safety Commission. **Motion** by Council Member Kerns, second by Council Member Hollingshead to appoint Harry Nogle to the Public Safety Commission with the term ending August 29, 2024. **Motion carried.**

**Town Planner Report – R. Stanley**

- Stated that the State Highway Administration is still reviewing the Dunkin Donuts Site Plan. Stated that we will hopefully have it approved next month.
- Stated that she received a proposed Subdivision Request for 50 Saint Paul Street. Stated that the property owner is requesting to subdivide the land into five (5) lots.
- Stated that the new Post Office requested verification from the Town of their new address so that Potomac Edison could connect their electric power.

**Town Manager Report – P. Mantello**

- Stated that a major grease issue was discovered in the Shafer Park Stream on Saturday and was traced back to Dan’s Taphouse on Monday morning. Stated that oil absorbing pig-socks have been set in the stream and Gerald Taylor Company, Inc was called in to clean the stream and to flush the stormwater mains. Stated that MDE has been contacted and it has been determined that Dan’s has been dumping grease into the drain behind their building for some time now.
- Stated that we received a grant from Department of Natural Resources to do the Stream Restoration Project at the Waste Water Treatment Plant. Stated that updates will be provided as they become available.
- Stated that Kenny Eshbaugh resigned from the Boonsboro Municipal Utilities Commission. Stated that the BMUC is considering allowing people who are not Town residents to become Commission Members.

**Motion** by Council Member Hollingshead, second by Council Member Kitchen to adjourn the Workshop Meeting at 8:25PM. **Motion carried.**

Respectfully submitted,  
Kimberly A. Miller, Office Manager