

BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, August 14, 2023

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, August 14, 2023 in the Meeting Chambers. 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 Jared Schumacher, Office Manager Kimberly Miller, Water and Sewer Superintendent Pete Shumaker, Public Works Superintendent Greg Huntsberry and Police Chief Kevin Morgan. Assistant Mayor Tony Nally was absent. 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 Hollingshead, second by Council Member Hanson to approve the **July 10, 2023 Public Hearings**, the **July 10, 2023 Regular Meeting**, the **July 10, 2023 Closed Session Meetings**, the **July 31 Workshop Meeting**, and the **July 31, 2023 Closed Session Meeting**, as amended. **Motion carried.**
- **Motion** by Council Member Hollingshead, second by Council Member Hanson to table the **July 2023 Treasurer’s Report**. **Motion carried.**

PUBLIC COMMENTS

- **Anita Sweigert**, 56 St. Paul Street: Voiced her ongoing concerns regarding 50 St. Paul Street. Stated that the owners have mowed the grass but that there is a lot of construction debris laying all over the property. Stated that she is losing her patience. Stated that there are construction supplies everywhere and no one is doing anything to finish the project.
- **David Bell**, 22 St. Paul Street: Voiced his concerns regarding the ongoing situation with the Recreation Vehicle parked in the back yard of 21 St. Paul Street. Stated that the residents bought the property in November 2022 and have been living in the RV since then while they renovate the house. Stated that the residents on Lakin Avenue whose yards back to the alley and property have concerns as well. Stated that there is a sewage smell. Stated that he hopes that the Town plans on doing something about the RV and is not pushing it off on Washington County.

FACILITIES REPORTS

PUBLIC WORKS SUPERINTENDENT’S REPORT – Greg Huntsberry

- Stated that he will be doing a final walk through for the punch list completion for the Sycamore Run Development. Stated that the Town will be talking over the maintenance in November of this year.
- Stated that everything is moving forward with the construction of the ACE Hardware Store
- Stated that the water main leak on Boonsboro Mountain Road on Thursday evening took 6 hours to repair.

WATER AND SEWER SUPERINTENDENT’S REPORT – Pete Shumaker

- Stated that Phillips and Son Drilling have received the plumbing permits for the Shafer Park Well Replacement.
- Stated that the dive at the Town Reservoir on Monday morning went well. Stated that there is a leak and that the scuba divers plugged it with a ball and sand bags as a temporary seal.
- Stated that that the Sewer side is doing well. Stated that they had a Volute Press progress meeting and things are moving forward.

TOWN PLANNER’S REPORT – Liaison/Council Member Kitchen

- **Building Permits**
 - Stated that a permit has been received for a large garage at 612 North Main Street and that the Planning Commission will be reviewing it.
 - Stated that the Mt Nebo Church Subdivision Plans have the Church keeping the area where the playground is located and selling the house and land beside it.
 - Stated that the owner of the Subway Restaurant building, Joshua Watson, is interested in extending the rear of the building as far as he can and adding apartments. Stated that they will be inviting him to a Planning Commission Meeting.

- Stated that they needed to reach out to the former Town Planner on how to process Solar permits.
- Stated that Commission Member Rico Aiello has resigned and that there are vacancies on the Commission.

TOWN MANAGER’S REPORT – Jared Schumacher

- Stated that the 1st round of Town Planner interviews has been completed and 2nd interviews have been scheduled for August 21 and 28, 2023.
- Stated that the Mayor and he meet with members of the National Road Heritage Foundation to discuss what is needed to open their doors to the public. Stated that there will be another meeting on August 22, 2023.
- Stated that Town will be submitting a Community Parks and Playground Grant application for Phase V of Shafer Park to add a sidewalk/walking trail alongside the current paved pathway connecting the Parking lot and the Town Pond in the new addition of Shafer Park. Stated that this will allow vehicles to safely drive on the current pathway to access the handicapped parking spaces at the pond.
- Stated that he will be leaving for MACo tomorrow. Stated that the conference in Ocean City runs from August 16 to 19, that he will be working with the Town’s Lobbyist Roger Manoo and that Assistant Mayor Nally is already there.
- Stated that the Safe Routes to Schools Project is in the engineering phase with the State Highway Administration. Stated that, when finished, the SHA will forward their plans to the Town to review.

POLICE DEPARTMENT REPORT – Chief Kevin Morgan. The Police Department received 110 calls for service, which included 129 motor vehicle violator contacts and Parking Citations for the month of July 2023. There was 0 adult criminal arrest, 2 adult paper service arrests, 1 adult traffic arrest and 0 juvenile arrests.

MAYOR AND COUNCIL CORRESPONDENCE

- **Mayor Long** stated that he received a Save the Date for Senator Corderman’s event at Big Cork Winery.
- **Mayor Long** stated that the State Highway Administration released the updated designs for the Chase Six - Maple Avenue – Campus Avenue Intersection Project and forwarded them to Fletcher’s Grove Community developer Jim Draper. Stated that after his review and approval, they will be forwarded to the Town Attorney.
- **Mayor Long** stated that Town Attorney Rotz, Town Manager Shumacher and he met with the Easterday’s Attorney and will be meeting again at the development site. Stated that Attorney Rotz has requested a completion time frame for the Post Office building.

NEW BUSINESS

EV Charging Station – Community Center Parking Lot: Boonsboro Environmental Commission Chair Cassandra Ladino stated that Potomac Edison did not really like the idea of installing the Town’s second EV charging station in the parking lot near Pavilion 4 and the Scout building. She stated that the Pavilion 4 option would entail about 200 to 300 feet or more of underground cable, and with trenching costs, would become much more expensive, noting that the Community Center site would be less intrusive and more economical from a construction perspective. She further stated that as part of the Potomac Edison program, they have reported that our current EV charging station is one of the highest used in the area. Council Member Weaver stated that the Park Board did not like the idea of the Community Center parking lot because it would mean removing 3 much needed parking spaces but stated that they would be fine creating a spot near the basketball courts as an additional option. Council discussed various locations and the actual need for an additional EV charging station and decided that near Pavilion 4 is the best location. **Motion** by Council Member Hanson, second by Council Member Hollingshead to authorize an EV charging station in the parking lot near Pavilion 4 and the Scout building if Potomac Edison can make it happen. **Motion carried.**

Washington County Zoning Ordinance - Recreational Vehicles: Council Member Kitchen stated that he called Washington County regard the Recreational Vehicle parked behind 21 St. Paul Street that the owners are currently living in, and have been living in since November 2022, and was told that people are not allowed to live in RV trailers. He stated that Office Manager Miller found the County’s Zoning Ordinance which states so as follows:

DIVISION V - MOBILE HOME PARKS, TRAVEL TRAILER PARKS AND MOBILE HOMES NOT IN MOBILE HOME PARKS OR TRAVEL TRAILER PARKS

Section 22.53 Travel Trailers Camping or recreational travel trailers and recreational travel vehicles as defined in Article 28A are allowed as an accessory use in any district, provided they are parked or stored in a garage or accessory building or in the rear yard, side yard, or driveway of the lot occupied by the owner, in which case it shall be no closer than four (4) feet to the rear and side lot lines and no closer

than ten (10) feet to the front lot line or to the road 162 Revision 15, Section 22.52 amended 9/19/06 (RZ-06-007/ORD-06-09) 163 Revision 18, Section 22.52 amended 10-11-16 (RZ-13-003/ORD-2016-18) 264 edge, street, street curb, or sidewalk, whichever is closest to the parked or stored vehicle. **No recreational travel vehicle shall be used for living purposes except in bona fide recreational camping areas.** Mobile homes as defined in Article 28A are specifically excluded from the provision of this section.

He further stated the Town needs to send an official letter to the property owners that they must be in compliance within 15 days of the date of the letter and if they do not vacate, they will be charged a \$100 a day Zoning Violation fee. **Motion** by Council Member Kerns, second by Council Member Kitchen to send a Zoning Violation letter to the owners of 21 St. Paul Street. **Motion carried.**

Reappointment of BMUC Member: Mayor Long, on behalf of the Boonsboro Municipal Utilities Commission, stated that he is recommending the reappointment of Dave Wade for a 4-year term on the BMUC. **Motion** by Council Member Kitchen, second by Council Member Hanson to reappoint Dave Wade to the Boonsboro Municipal Utilities Commission. **Motion carried.**

Donation Request – 8th Annual South County Golf Tournament: Mayor Long stated that 8th Annual South County Golf Tournament, benefitting Micah’s Backpack, will be held on September 25, 2023 at Black Rock Golf Course. He suggested that the Council consider donating to Micah’s Backpack for the Tournament. **Motion** by Council Member Kerns, second by Council Member Hollingshead to donate \$100 to the 8th 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 Sunday, September 11 at 6:30pm. He stated that line-up is at 6:00pm at the Weis Market parking lot.

Mayor Long announced that the Town received notification that we will be receiving \$50,192 from the State Aid for Police Protection Fund and that we budgeted for only \$45,000 in the Fiscal Year 2024.

COMMISSION REPORTS

Park Board - Council Member Weaver. Meeting held on July 26, 2023. Discussions included application for the vacant Park Board seat, an update on the success of the Independence Day Celebration and the spectacular fireworks, an update on the Disc Golf Course layout, the addition of a handicapped parking space near the Dog Park and the completion of design phase of Phase IV of the Park Path and suggestion to add an additional walking path to the Town pond, Concert and Movie updates and updates from the Tree Board.

Boonsboro Municipal Utilities Commission – BMUC Assistant Chair Colin Shanaberger. Meeting held on July 26, 2023. Presentation by WRA on the Reservoir Design. Discussions included an update of State and Federal funding for Water and Sewer Projects, the WWTP Sludge Dewatering Facility permits and start date of August 14, 2023, the King Road Development draft agreement status, an update on the Shafer Park Well and the receipt of the plumbing permits, the request to order additional Water meters, the plans to hold a BMUC and Planning Commission Joint Meeting and System Reports.

Planning Commission – Council Member Kitchen. Meeting held on July 25, 2023. Discussions included next steps for the Comprehensive Plan Update, the hiring of a new Town Planner, the Mt. Nebo Church Subdivision request, the BKWAB Water Tap availability, and the 50 St. Paul Street Subdivision progress update.

Public Safety Commission – Council Member Kerns. Meeting held on July 30, 2023. Discussions included an update on the Opticom Traffic Signal, applicants for the Commission vacancy, plans for National Night Out, and updates from the Boonsboro Police Department, the Boonsboro Fire Department and the Boonsboro Ambulance and Rescue Company.

Economic Development Commission – Council Member Hanson. The Networking Meeting was held on July 13, 2023 at 6:00PM at Crystal Grottos Caverns. The 3rd Annual Food Truck Event will be held on September 3, 2023 and there are 24 food trucks in the lineup.

Environmental Commission – Council Member Hollingshead. Meeting held on July 11, 2023. Special presentation by Alex Reed, Washington County Watershed Specialist, on MS4 Permitting. Discussions include updates on the Community Garden, the Composting Program, the plans to install a second EV Charging Station in Shafer Park, an update on the Shafer Park Compost Bin Program and Subcommittee Reports.

Town Manager Schumacher stated that there are currently three (3) different tree plantings planned and that there is a lot of confusion about where those proposed trees were actually going. He stated that there is really no time this year to do the plantings due to other Town priorities. He further stated that he has requested the final draft of the **Town Beautification Plan** be presented to the Mayor and Council with the proposed tree planting locations included.

Council Member Kitchen stated that the 50 St. Paul Street Subdivision Developers promised that the house would be completed and on the Market in the Spring of 2023. He stated that he asked the Planning Commission if the Town can place 'terms and conditions' on plan approvals and they said no that we cannot do that.

Motion by Council Member Hollingshead, second by Council Member Hanson to adjourn the Regular Meeting at 8:35PM and move into Executive Session *as provided under General Provisions* Article §3-305 (b)(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 Hanson, second by Council Member Weaver to adjourn the Executive Session at 9:11PM. **Motion carried.**

Motion by Council Member Hollingshead, second by Council Member Hanson to adjourn the Regular Meeting at 9:12PM. **Motion carried.**

Respectfully submitted,
Kimberly Miller, Office Manager