

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 June 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 Saver 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

BOONSBORO MAYOR AND COUNCIL

WORKSHOP MEETING MINUTES

Monday, August 28, 2023

The Mayor and Council of Boonsboro held their Workshop Meeting on Monday, August 28, 2023 in the Meeting Chambers to set the Regular Session Agenda for Monday, September 18, 2023. The Meeting was streamed via GoToMeeting. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Ray Hanson, Terri Hollingshead, Marilee Kerns, Eric Kitchen and Ricky Weaver. Also present were Town Manager Jared Schumacher, Office Manager Kimberly Miller, and Police Chief Kevin Morgan. The meeting convened at 7:00PM.

Town Manager Report – J. Schumacher

- Stated that he will provide his comment with the Agenda items.

Police Department Report – K. Morgan

- Stated that everything is going well.

Review of Economic Development Commission’s Draft Downtown Beautification Plan: Terri Packard, Economic Development Commission Chair, presented the EDC’s Draft Downtown Beautification Plan for the Council’s review and input. She stated that the top priority is the traffic circle on the south end of Town and that they have added a new curved ‘Boonsboro’ sign, noting that all recent changes are in red. She further stated that the Beautification Plan includes plantings at the Shafer Park entrance, placing benches along Main Street and plantings in the bump-out at Lakin Avenue and North Main Street. EDC Chair Packard stated that they have received an \$18,000 grant from Rural Maryland to be used towards the Plan, and that they need final approval from the State Highway Administration for the traffic circle Plan. Council Member Kerns stated that she has concerns with the visibility issues at Lakin Avenue and North Main Street, and that the EDC needs to get approval from the homeowners in that area before moving forward. Council Member Weaver asked if the Park Board has reviewed the Plans for the Shafer Park entrance. EDC Chair Packard stated no that they have not reviewed it. **Motion** by Council Member Hollingshead, second by Council Member Hanson to approve the traffic circle Beautification Plan given that it is approved by the State Highway Administration first, and to revisit the Lakin Avenue Beautification Plan and the Shafer Park entrance Beautification Plan after the Park Board reviews and approves it. **Motion carried.**

Economic Development Commission’s Recommendation – Public Demonstration Letter to Town Businesses: Council Member Hanson stated that he is abstaining from this discussion. Terri Packard, Economic Development Commission Chair, presented the EDC’s recommendation to create a Public Demonstration Letter to be given to Town businesses in light of recent Main Street events. She stated that many of the local business owners came to the last EDC Meeting and wanted to know why the Town isn’t doing anything to stop the demonstrations on Main Street. She further stated that the EDC approved putting together a document for what the laws are for demonstrations, what are good practices to follow and how to handle staff and the community. Town Manager Schumacher stated that he has a plan to put out a document of “Do’s and Don’ts” based on what the Local Government Insurance Trust (LGIT) and the Maryland Municipal League (MML) just put out regarding auditors. **Motion** by Council Member Hollingshead, second by Council Member Hanson to approve creating a “Letter of Guidance” based on Law Enforcement policies, LGIT and MML policies, and the Town Lawyers review and input. **Motion carried.**

Status Update – National Road Museum: Dick Keesecker, President of the National Road Heritage Foundation, stated that Town Manager Schumacher, Mayor Long, Superintendent Shumaker, Superintendent Huntsberry met with him and requested a renovation plan including a detailed list of everything that needs to be completed, as well as a timeline, to open the National Road Museum to the public. He stated that to complete Phase 1 they need to upgrade the restrooms by adding additional toilets for a total of 6 toilets in the building and requested that the Town put out a Request For Proposals for the renovation Project. He stated that they are planning an upcoming fundraising event and that it would greatly help motivate donors if the Town made a formal statement of support for the National Road Heritage Foundation and the Museum.

- **Motion** by Council Member Kerns, second by Council Member Hollingshead to place a Request For Proposals out for the restrooms at the National Road Museum. **Motion carried.**

Town Manager Schumacher stated that he believes that the National Road Museum exterior renovations would qualify under the Town’s Façade Grant.

- **Motion** by Council Member Kerns, second by Assistant Mayor Nally to proceed with the National Road Museum exterior improvements and repairs using the money from the Town's Façade Grant and Contingency Fund. **Motion carried.**

Update from MACo Conference (Maryland Association of Counties) – August 16 – 19, 2023: Town Manager Schumacher stated that this was his first trip to MACo and that he felt it was greatly beneficial. He stated that Assistant Mayor Nally and he were on a mission to find additional funding for the Town and that they met with a lot of people. He further stated that they met with the Town Lobbyist Roger Manno and that nothing is set in stone, but the foundation has been set for funding.

Park Board Members

- Mayor Long, on behalf of the Park Board, stated that he is recommending the reappointment of Greg Solberg and Jeff Davidson for a 4-year term on the Park Board. **Motion** by Council Member Weaver, second by Council Member Hanson to reappoint Greg Solberg and Jeff Davidson to the Park Board. **Motion carried.**
- Mayor Long, on behalf of the Park Board, stated that he is recommending the appointment of Jamie Burton for a 4-year term on the Park Board. **Motion** by Council Member Weaver, second by Council Member Hanson to appoint Jamie Burton to the Park Board. **Motion carried.**

Request for Donation – Washington County Fire Police: Mayor Long stated that the Town received a donation request from the Washington County Fire Police for Green Fest Swap and Recycling Event on May 13, 2023 for \$320 (20-man hours at \$16 per hour) and for the Independence Day Fireworks Event on July 3, 2023 for \$192 (12-man hours at \$16 per hour).

- **Motion** by Council Member Kerns, second by Assistant Mayor Nally to donate \$192 form the Independence Day Budget, with Council Member Hollingshead abstaining. **Motion carried.**
- **Motion** by Council Member Weaver, second by Assistant Mayor Nally to donate \$320 form the Contingency Fund, with Council Member Hollingshead abstaining. **Motion carried.**

Council Member Kerns asked that the 9/11 Remembrance Parade sign be hung on the Shafer Park monument sign the Friday before September 11th.

Assistant Mayor Nally stated that Macie Schultz, an eighth grader at Boonsboro Middle School, won a gold medal in the X-strut competition at the International Baton Twirling Federation's Nations Cup in Liverpool, England recently. Council discussed inviting her & her family to an upcoming Meeting and presenting her with an achievement certificate.

Assistant Mayor Nally stated that Trinity Lutheran Church had their electronic chime system replaced. Stated that he is inviting everyone to their Community Picnic on August 24 and the Dedication Service at 10:45am on August 25, 2023.

Council Member Hanson stated that he wanted to address the situation that occurred during the Economic Development Commission Meeting on August 23, 2023 regarding the recommendation from the EDC for a Public Demonstration Letter to Town Businesses. He stated that at 9:00AM a Member of the EDC basically highjacked the August 23, 2023 EDC Meeting by inviting 12 Main Street Business owners to the Meeting without notifying the other Commission Members and then proceeded to join the business owners in the audience to express their concerns and complaints about the Town's failure to address the ongoing Main Street demonstrations by Shaun Porter and made the request that the Town create an injunction. He further stated that EDC Chair Terri Packard and the rest of the EDC Members were very upset by the situation. Mayor Long thanked Council Member Hanson and EDC Member Ron Humble for their support and for deescalating the Meeting.

Council Member Kitchen stated that the developer of the 50 St. Paul Street subdivision sent in Washington County Health Department forms for the Town to fill out last week and that he told Administrative Assistant Yvette May to not fill our any forms at this time. He stated that this needs to be discussed with the Boonsboro Municipal Utilities Commission to determine how many water taps are available for that subdivision. BMUC Assistant Chairman Colin Shanaberger stated that policies need to be created to protect the Town for situation like this.

Motion by Council Member Hollingshead, second by Assistant Mayor Nally to adjourn the Regular Meeting at 8:38PM. **Motion carried.**

Respectfully submitted,
Kimberly A. Miller, Office Manager