

BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, August 12, 2024

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, August 12, 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 and Terri Hollingshead. Also present were Office Manager Kimberly Miller, Town Planner Drew Bowen, Public Works Superintendent Greg Huntsberry, Utilities Superintendent Pete Shumaker, Police Chief Dave Rizer, Police Officer Rob Whittington and Police Administrative Specialist Amy Rudy. Town Manager Rachel Souders attended the meeting via call-in. Council Member Ricky Weaver 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 Kerns, second by Assistant Mayor Nally to approve the **June 10, 2024 Executive Session Meeting Minutes** and **July 8, 2024 Regular Meeting Minutes** as amended. **Motion carried.**
- Assistant Mayor Nally stated that due to inconsistencies with the **July 2024 Treasurer's Report**, he would like to review it with Town Clerk Bryan Wachtel and present it for approval at the August 26, 2024 Workshop Meeting.
 - **Assistant Mayor Nally** stated that the Washington County Commissioners approved giving the Town \$400,000 of the ARPA Funds for the Reservoir Replacement Project.

GUEST – Fletcher's Grove Community Road Striping Request – *Anthony Crampton*

- **Request for striping on Tiger Way**
 - Dedicated left turn lane for traffic entering existing commercial area off Tiger Way
 - Dedicated left/right turn lanes at the end of Tiger Way for traffic exiting onto Chase Six Boulevard
- **Chase Six and Main Street Intersection – dedicated left turn signals**
 - The community asks that the Town speak with SHA to see if it would be possible to have a dedicated left turn signals at the existing light on Chase Six Boulevard and Main Street
 - Traffic currently backs up to at times beyond Tiger Way for those turning left, the community is concerned about traffic implications with school traffic once Chase Six Boulevard connects to Maple Avenue
- **Options to mitigate speeders on the finished Chase Six Boulevard**
 - Chase Six Boulevard would cut through our community and residents are concerned about traffic cutting through and speeding
 - Residents are asking if speed bumps, or speed cameras, would be considered
- **Clarification requested from our Townhome Residents**
 - Townhome residents have asked about the Town services they do not receive – such as road and drainage maintenance, snow removal and curb painting. Asked if snow plowing could be considered even though the Development Agreement states that the Fletcher's Grove HOA would take care of plowing. Council Member Kerns stated that a Public Hearing would have to be held to make that change.
- **Requesting that a crosswalk be installed near Burton Way**

REPORTS

PUBLIC WORKS SUPERINTENDENT'S REPORT – *Greg Huntsberry*

- Stated that the Town got six inches of rain from Debby. Stated that there was a lot of debris clean up and one downed tree on Orchard Drive. Stated that the sewer side stayed okay during the storms
- Stated that the water line has been installed at the new Post Office location and that the pressure test came back with good results. Stated that the Post Office will be moving on August 16, 2024
- Stated that the hydraulic oil spill in the Shafer Park parking lot from the Carnival looks a lot better and that the Boonsboro Rescue Company will have the lot re-striped by the end of the week

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

- Stated that the Water side is running well
- Stated that Phillips Well Drilling will be conducting the last dry test as soon as they can on the Shafer Park Well and then all test results will be sent to MDE
- Stated that the Sewer is running fine with just some minor issues

- Stated that the storm was not too terrible but that they did stay at the Waste Water Treatment Plant for 2 nights

TOWN MANAGER'S REPORT – *Rachel Souders*

- Stated that National Night Out was a big success. Stated that there was plenty of food and that everyone really liked that the event was spread out through the entire Park. Extended a thank you to staff and everyone that volunteered and participated
- Stated that the State Grant funding for the Dewatering Press has been approved and that we can request reimbursement
- Stated that we can soon request reimbursement for the Shafer Park Well Project
- Stated that she met with Kathryn Gratton about the recently denied grants and that they will be working to find out the reasons they were denied and how to make the next grants stronger
- Stated that the Park Board has decided that they do not want to use one of the two basketball courts for a pickle ball court so she will need to see if the Program Open Space Grant can be used to resurface the basketball court instead. Stated that she will be submitting a request for the grant change.
- Stated that she will be working on revising the Town's Policies and Procedures, specifically those pertaining to Town Commissions and Employee Retention

PLANNER'S REPORT – *Drew Bowen*

- Stated that he is reviewing Chapter One of the Comprehensive Plan
- Stated that the permit renewals have been filed by the developer with Washington County for Battlefield Estates and that the County is now requiring FRO for the approved plans that previously were approved for payment in lieu of plantings
- Stated that the sub-contractors, Congressional Construction, are installing water and storm drain piping for Ostertag Pass adjacent to the Post Office and that the Post Office will be moving in at the end of August.
- Stated that the Final Plats for the Chase Six – Campus Avenue Realignment Project will be reviewed by the Planning Commission in August. Stated that he is working with an appraiser for a home value quote for the land swap at 202 Maple Avenue and that he is working with Mr. Dillow for a pole building for Mr. Scott McIlwee.
- Stated that the Dean South Final Plans have been conditionally approved by the Planning Commission
- Stated that the 50 St. Paul Street – Panheco Subdivision – Utility Plans will need to be submitted since utility connections for the new parcels show connections to a sanitary sewer line that does not exist
- MDE Construction Permit was received for the Reservoir Project and the Project bidding is underway.
- Stated that the Shafer Park Phase IV Walking Trial Project will begin the third week of August 2024
- Stated that the GIS Software has been implemented and that he has been working with Superintendents Shumaker and Huntsberry to document all of the water and sewer lines. Stated that the software will work on all of the Town roads and everything that the Town maintains. Stated that the GIS Software has a phone app that it is a great tool to have out in the field.
- Stated that a meeting was held with the Mayor Long, Assistant Mayor Nally and Council Members Kitchen and Hanson, members of the BMUC, Town Manager Souders and the stakeholders to discuss the Vanish Brewery - Auction House connection to the Sanitary Sewer System on August 9, 2024. Stated that the owner, Richard DiPietro, did not attend. Stated that all options were discussed. Member of the BMUC have concerns over this being a temporary force main. Stated that they will see how the Bond funds can be used. Stated that the BMUC will discuss this at their upcoming August Meeting and make a recommendation to the Mayor and Council.
 - Town Manager Souders stated that owner Richard DiPietro did attempt to call in, but it was around 7:00pm after the meeting had already ended.

POLICE DEPARTMENT REPORT – *Chief Dave Rizer*. The Police Department received 61 calls for service, which included 86 motor vehicle violator contacts and 0 Parking Citations for the month of July 2024. There were 0 adult criminal arrests, 0 adult paper service arrests, 0 adult traffic arrests and 0 juvenile arrests.

- Stated that First Class Officer Rob Whittington's first day was on July 15, 2024 and he completed his FTO on July 24, 2024. Stated that Officer Whittington has 30+ years with the Sheriff's Department and is a huge asset for the Town
- Stated that they have revised the Policies and Procedures for the Police Department to reflect Washington County's, noting that they have not been updated in years

MAYOR AND COUNCIL UPDATES and CORRESPONDENCE

- **Mayor Long** thanked staff and everyone who volunteered for the National Night Out event. Stated that he heard nothing but great comments about the event, the food, and the location of using the entire Park. Stated that people really appreciated the event a lot and asked how they could make donations.
- **Mayor Long** stated that he attended an Eagle Scout Court of Honor for Kadyn Diven on August 11, 2024.
- **Mayor Long** stated with Stu Mullendore's retirement from the BMUC and the appointment of Colin Shanaberger as the Chairman, he would like to appoint Mr. Shanaberger as an Alternate Member of the Boonsboro Keedysville Water Advisory Board to take Mr. Mullendore's place. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to appoint BMUC Chairman Colin Shanaberger as an Alternate Member of the BKWAB. **Motion carried.**
- **Assistant Mayor Nally** stated that National Night Out was fantastic and thanked Town Manager Souders, staff and the Police Department for all of their help. Stated that the dunk tank was a great addition this year.
- **Assistant Mayor Nally** stated that a resident asked if J&J Trash Services could pick up trash and recycling on Josiah Lane because it is difficult for residents to place their containers on Maple Avenue.

NEW BUSINESS

Sludge Dewatering Press Change Order #2: Town Planner Bowen provided the Sludge Dewatering Press Change Order #2 from HRI, Inc. for the Mayor and Councils review and input. He stated that this is the last Changer Order for the Project and includes the costs for rerouting of the utility water line, the snow clips on the pole barn building, the sludge truck connection, the sludge pump check valve and the micro bioretention area changes totaling \$35,132.14. Superintendent Shumaker stated that the Dewatering Press has already processed between 30-35 truck loads of sludge that the Gerald Taylor Company, Inc. would have had to haul away. Assistant Mayor Nally stated that the Change Orders are an unbudgeted expense but that funds will be taken from the Sewer Funds loan payment budget to the General Fund, noting that the Press will save the Town around \$140,000 from hauling. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to approve Change Order #2 from HRI, Inc. in the amount of \$35,132.14. **Motion carried.**

Donation Request – 9th Annual South County Golf Tournament: Mayor Long stated that 9th Annual South County Golf Tournament, benefitting Micah's Backpack, will be held on September 16, 2024 at Beaver Creek Country Golf Course. He suggested that the Council consider donating to Micah's Backpack for the Tournament. **Motion** by Council Member Hollingshead, second by Council Member Kerns to donate \$100 to the 9th Annual South County Golf Tournament. **Motion carried.**

COMMISSION REPORTS

Park Board – No Report given.

Boonsboro Municipal Utilities Commission – Assistant Mayor Nally. Meeting held on July 31, 2024. 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, new connections updates and Utility Plans for DiPietro and Son, LLC, the Lead Service Line Inventory Action Plan, the Mayor and Council's approval to appoint the new Chairman and Assistant Chairman of the BMUC, the Internal Water Audit, the Reservoir Contingency Plan, the Residential Growth Policy and System Reports.

Planning Commission – Council Member Kitchen. Meeting held on July 23, 2024. Discussions included updates on the progress of the Comprehensive Plan, the Utility Plans for the Sanitary Sewer Connections at the Auction House and the Boonsboro Rescue Company, the draft of the Chase Six Boulevard Restriping Plan and Staff Reports.

- Stated that Terri Packard, co-owner of Kueffner Farm at 431 Potomac Street, has been approached by a Developer to purchase her land. Stated that she has offered the land to the Town to purchase because it is connected to Shafer Park.

Economic Development Commission – Council Member Hanson. The Networking Meeting was held on July 18, 2024 at Vanish Hall at 6PM. The next EDC Meeting will be on August 28, 2024.

Environmental Commission – Council Member Hollingshead. Meeting held on July 10, 2024. Discussions included the Monarch Waystations, the BEC end of the Fiscal Year 2024 purchases, Membership, the Fiscal Year 2025 BEC Budget, topics for the Fall Town Newsletter and Subcommittee Reports.

Council Member Kerns asked that Lobbyist Roger Manno provide a quarterly report for the August Workshop Meeting. She stated that the Council should also discuss the requests from the Fletcher's Grove Community at the same meeting.

Motion by Council Member Kerns, second by Assistant Mayor Nally to adjourn the Regular Meeting at 8:17PM 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 Council Member Hollingshead, second by Assistant Mayor Nally to adjourn the Executive Session at 9:36PM. **Motion carried.**

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

Respectfully submitted,

Kimberly A. Miller, Office Manager