

**BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, August 11, 2025**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, August 11, 2025 in the Town Annex Meeting Chambers. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Ray Hanson, Marilee Kerns, Terri Hollingshead and Ricky Weaver. Also present were Town Manager Rachel Souders, Office Manager Kimberly Miller, Town Planner Drew Bowen, Public Works Superintendent Greg Huntsberry, Police Chief Dave Rizer, Police Sergeant James Rogers, Police Sergeant Rob Whittington and Police Operations Manager Amy Rudy. The meeting convened at 7:00PM with the pledge and the invocation offered by Mayor Long. Council Member Eric Kitchen and Water and Wastewater Superintendent Pete Shumaker were not in attendance. Council Member Kitchen attended the Verdant Development Group Meeting at the Boonsboro American Legion.

REVIEW AND APPROVAL OF MEETING MINUTES and TREASURER’S REPORT

- **Motion** by Council Member Kerns, second by Council Member Hollingshead to approve the Regular Meeting Minutes from July 14, 2025, as amended. **Motion carried.**
- **Motion** by Assistant Mayor Nally, second by Council Member Kerns to postpone the approval of the **July 2025 Treasurer’s Report** until the September 2025 Meeting due to some discrepancies and the need to review the Report with Town Clerk Powers. **Motion carried.**

PUBLIC COMMENTS

- **Bob Sweeney, 14 Knode Circle.** Stated that there still needs to be better communication with residents from the Town about the Knode Circle Project. Stated that the road has been torn up since April 2025. Stated that Huntzberry Brothers paved his driveway but did nothing to Knode Circle, noting that they informed him that there is an issue between them and the Town and the Developer/Contractor. Stated that the Dean South Blasting Plan that was approved ended up being a lot closer to his house than originally planned. Asked how do you keep communication open and inform the residents? Asked who should notify the residents, the Council or Town staff? Stated that Knode Circle is a mess and a safety hazard. Asked how can we learn from our mistakes from this Project? Stated that there should be weight restrictions on Town roads that are not built for heavy vehicle and truck weight. Asked if the Town knows when Knode Circle will be paved. Stated that Huntzberry Brothers will not give an answer and suggested that the Developer be contacted.

FACILITIES REPORTS

PUBLIC WORKS SUPERINTENDENT’S REPORT – Greg Huntsberry

- Stated that Public Works employee Curtis Wyand had heart surgery for multiple blockages at the end of July 2025 and will be out on Short Term Disability Leave.
- Stated that the Town Milling and Overlay Project is complete and that Wastler & Son, Inc. did a great job
- Stated that another large oak tree fell over in Shafer Park. Stated that there are a lot of oak trees that are hollow in the trunk and will need removed. Stated that he had a Tree Assessment and will share the report once it is received
- Stated that there were four water leaks on Potomac Street last week. Stated that this is the first time that the pavement was opened up in that location and that the pipes are in very bad shape. Stated that they are very fragile and will need replaced.

WATER AND SEWER SUPERINTENDENT’S REPORT – No report given.

TOWN MANAGER’S REPORT – Rachel Souders

- Extended a “Thank You” to the Boonsboro Police Department, especially Police Officer First Class Sword and Officer Gilbert, for a successful National Night Out event.
- Stated \$1,155,390.07 was received from Capital Funding for the Reservoir Replacement Project and placed back in the Water Fund User Fees Account. Stated that she will submit for the remainder of the \$1.5M after paying HRI Inc’s July 2025 pay application.
- Stated that she submitted Community Parks and Playgrounds (CPP) Grant application today to build a pavilion by the pond in the existing parking spaces per the Park Board’s request.

- Stated that Mike Olthof passed his Class W5 Operator Exam and has been promoted to a Water/Waste Water Operator II and received a 5% increase in pay. Stated that all of the Operators are now certified.

TOWN PLANNER’S REPORT – Drew Bowen

- Stated that a Board of Zoning Appeals Case has been scheduled for August 19, 2025 for 305 North Main Street. Stated that the applicant wants to subdivide the parcel and build a home on the newly created lot.
- Stated that the My Mini Mart (23 South Main Street, owned by Michelle Vining) exhaust fan issue is still ongoing. Stated that they met with the Town Attorney and Washington County Attorney.
- Stated that after the first public review of the Draft Comprehensive Plan, the Planning Commission plans to hold more public workshops for additional review and input
- Stated that T. Wesley Poss of Verdant Development Group is hosting his second public meeting to share his presentation of the proposed Graystone Development Project for his vision of what the development of the Lakin, TT&K and Flock Annexed properties could look like if they were fully developed tonight at the Boonsboro American Legion. Stated that Verdant does not have Agreements with any of the land owners and can not represent the properties until he does. Stated that T. Wesley Poss is not a legal owner yet.
- Stated that the owner of Battlefield Estates has asked to change from ‘age restricted’ houses to ‘age targeted’ houses. Stated that this will require a new Site Plan. Stated that the Town needs to create an Ordinance for Site Plan expiration dates. Stated that he would recommend that a Site Plan expires after 3 years.

POLICE DEPARTMENT REPORT – Chief Dave Rizer. The Police Department received 111 calls for service, 120 motor vehicle violator stops and 161 violator citations, 0 parking citations and 753 traffic enforcement/patrol checks for the month of July 2025. There were 3 adult criminal arrests, 1 adult paper service arrest, 3 adult traffic arrests and 0 juvenile arrests.

- Stated that the Police Department assisted in helping the local homeless lady obtain housing at the Sterling Care Apartments on Main Street.

MAYOR AND COUNCIL UPDATES and CORRESPONDENCE

- **Assistant Mayor Nally** stated that he attended the Dawn Rix concert in Shafer Park on Sunday evening and that it was a great performance and well attended
- **Mayor Long** shared an invitation to participate in the Annual Remembrance Parade, hosted by the Boonsboro Fire Department, held on September 11, 2025

NEW BUSINESS

Sponsorship Request from Burnside Bruisers Baseball Club: Town Manager Souders presented the donation request from the Burnside Bruisers Baseball Club for the Mayor and Councils review and input. She stated that they are a Boonsboro based club with Boonsboro athletes. **Motion** by Council Member Hollingshead, second by Council Member Hanson to approve a \$100 donation to the Burnside Bruisers Baseball Club. **Motion carried.**

Police Department – Spicher’s Security Cameras: Police Chief Rizer presented the Spicher’s Security Services quote for the Point-to-Point Camera System upgrade at the cost of \$100,719.98 for the Mayor and Council’s review and input. He stated that the Husky 1000 Rack point-to-point system will hold up to fifty cameras, that the cost includes the purchase of fifteen new 4k bullet cameras at the cost of around \$1,400 each, and that the installation and labor should be less than quoted. Chief Rizer went on to explain that he has an issue with the Income Statement from the Town’s Accounting System when comparing the April 2025 Income Statement to the June 30, 2025 Fiscal Year End Income Statement. He stated that the Police Department should show a surplus at Fiscal Years end, but after the pre-Audit Vacation and Sick Leave Accrual General Journal entries were made in the system to the Police Department salary line items by Town Office Staff, that surplus dropped from around \$190,000 down to \$43,253. Chief Rizer explained his version of how Vacation and Sick Leave Accrual entries should be made and stated that he would like to meet with the Town Auditor to discuss this and see if something can be done to track it in a better way. He suggested adding an additional line item on the Income Statement to separately track Vacation and Sick Leave Accruals rather than adding them to the salaries at the end of the Fiscal Year which is not representing a true Salary number and skewing the surplus for the year. Council Member Weaver asked if Chief Rizer has received approval from the State Highway Administration to place the new camera on State roads. Chief Rizer stated that they are still waiting to hear back from the SHA. Chief Rizer also stated that the Flock Safety Camera System, the same system that the City of Hagerstown uses for vehicle identification, and the License Plate Reader (LPR) will integrate all of the cameras into one system. He stated that Flock Safety quoted the software at \$26,500 per year, noting that they will waive the installation fees, and that it is an additional separate contract from Spicher’s. **Motion** by Council Member Kerns, second by Assistant Mayor Nally to approve

the use of Prior Years Reserves for the un-Budgeted purchase of the Spicher's Security Services Point-to-Point Camera System. **Motion carried.**

Resolution 2025-04; Inspection Fee for New Construction: Town Manager Souders presented Resolution 2025-04; *Inspection Fee for New Construction* for the Mayor and Councils review and input. She stated that at the June 9, 2025 Regular Meeting the Mayor and Council discussed the significant amount of Town staff time that is required on-site during development for inspection and compliance purposes and ways to help recover that cost.

- *WHEREAS, the Mayor and Council have deemed it advisable and necessary to impose certain fees on developers in order to cover the costs incurred by the Town for staff time and certifications pertaining to development; and NOW THEREFORE, be it resolved that the Mayor and Council have implemented the following inspection fee for development within the Town boundaries:*
 - *Inspection Fee: \$500.00 per EDU*

Town Manager Souders stated if approved at this Meeting, Resolution 2025-04 will become effective on August 31, 2025. Town Planner Bowen asked if Resolution 2025-04 would have an effect on already approved plans or not, noting that the Dean South Plan has already been approved and is moving forward. Town Manager Souders stated that the Resolution would not affect already approved Plans. **Motion** by Council Member Kerns, second by Assistant Mayor Nally to approve Resolution 2025-04; *Inspection Fee for New Construction*. **Motion carried.**

Dedication of Real-Property – Washington County Board of Education Surplus Property: Town Manager Sounders presented the Memorandum of Understanding to accept the Dedication of Real-Property to be conveyed by Washington County to the Town following the vote by the Interagency Commission on School Construction confirming that the Washington County Board of Education Property is Surplus Property for the Mayor and Councils review and input. She stated that there are a lot of changing hands with this Project, noting that the Interagency Commission's Meeting will be held in September 2025 and she is requesting approval of the MOU now rather than waiting until the other parties approve it to keep the Project moving. **Motion** by Council Member Kerns, second by Assistant Mayor Nally to approve the Memorandum of Understanding to accept the Dedication of Real-Property to be conveyed by Washington County to the Town following the vote by the Interagency Commission on School Construction confirming that the Washington County Board of Education Property is Surplus Property. **Motion carried.**

HRI, Inc. Reservoir Contract Change Order #1: Town Planner Bowen presented the HRI, Inc. Reservoir Contract Change Order #1 for the Mayor and Councils review and input. He reviewed the list of changes which include the removal of the paving of the Valley View parking lot, the additional needed piping and the moving of the electric totaling \$68,018. He stated that by adding Change Order #1 it brings the Project total to \$6,041,888. He further stated that there will probably be two additional Change Orders. **Motion** by Assistant Mayor Nally, second by Council Member Hanson to approve the HRI, Inc Reservoir Contract Change Order #1 in the amount of \$68,018. **Motion carried.**

Update from Capital Improvement Program (CIP) Fee Workgroup: Town Manager Sounders stated that the Capital Improvement Program (CIP) Fee Workgroup held their first meeting on August 4, 2025. She reviewed the Workgroup's purpose and objectives, noting that the Workgroup is comprised of three Council Members as well as representatives from the Boonsboro Municipal Utilities Commission and the Planning Commission. She stated that the Town has a long list of Capital Improvements needed due to aging infrastructure, changing regulations and population growth, and that there are several properties within Town limits that are undeveloped, and should they be developed, there will be an even greater strain on the Town's resources and infrastructure. She further stated that the Workgroup's goal is to come up with a fee schedule and the associated parameters to recommend to the Mayor and Council, and that it would be best to keep it simple and uniform by charging the same fee per EDU. Town Manager Souders stated that the next CIP Fee Workgroup meeting will be held on August 19, 2025 at 6:00pm in the Meeting Chambers.

Consideration of Escrow Account with Verdant Development Group LLC: Town Manager Sounders stated that T. Wesley Poss, of the Verdant Development Group LLC, requested to have a meeting with the Town Attorney, and that Mr. Poss has asked to set up an Escrow Account with the Town for future developments, noting that the Town has never done this before for any Developer. She stated that if Mr. Poss does meet with the Town Attorney that she would bill him directly for the meeting. She further stated that asking to set up an Escrow Account is very premature considering that the Concept Plan has not been approved by the Town and that the annexed properties involved (i.e., the Lakin, TT&K and Flook properties) have not signed agreements with Verdant Development Group LLC. **Motion** by Council Member Hollingshead, second by Council Member Weaver to not approve an Escrow Account with Verdant Development Group, LLC, with Council Member Kerns

abstaining. **Motion carried 4-1.**

COMMISSION REPORTS

Park Board – *Council Member Weaver*. Meeting held on July 23, 2025. Discussions included the welcoming of new Park Board Members Darrell Jones and Katherine Knight, an update on the Park Regulation signs, an update from the Tree Board, the need to update the Forest Conservation Area signage, an update on the success of the Summer Concert and Movie Series, an update on the Disc Golf course and its impact on the conservation areas, the approval of the Shafer Park Treasure Hunt Map and the request to remove the #BetterintheBoro hashtag from it, and the location of the Big Blue Book Drop in the Park. The August 27, 2025 meeting will be held at the Community Center.

Boonsboro Municipal Utilities Commission – *Assistant Mayor Nally*. Meeting held on July 16, 2025. Presentation by Exeter Supply for Badger Meters. Discussions included the Reservoir Replacement Project update, the Crestview Water Pressure Reduction and Bypass Project update, the Internal Water Audit update, the drought monitoring update, the EDU Chart monthly review, the Water and Sewer Capacity Study, the approval to elect David Wade as the BMUC Assistant Chairperson and System Reports.

- Stated that there are three (3) openings on the BMUC – 1 Vacancy, 1 Commercial Customer or Out-of-Town Residential Customer and 1 Consulting Member (Non-Voting). Stated that candidate interviews will be held at the next BMUC Meeting.

Council Member Eric Kitchen joined the Meeting at 8:35pm.

Planning Commission – *Assistant Mayor Nally for Council Member Kitchen*. Meeting held on July 22, 2025. Discussions included the Concept Plans for the Graystone Development, the Preliminary Site Plans for the Fletcher's Grove Dean North Development, the McDonalds Site Plan and the Ambulance Company Site Plan, the review of the 3rd revision draft of the Final Plats from the Washington County Board of Education for the McIlwee Subdivision, the scheduling of the draft Comprehensive Plan public meeting on July 23, 2025, the review of the Planning Commission By Laws, the review of the Board of Zoning Appeals Case 2025-01 for 305 North Main Street, the proposed Battlefield Estates pedestrian walkway along Orchard Drive and Staff Reports.

Economic Development Commission – *Council Member Hanson*. Networking Meeting and Ribbon Cutting Ceremony was held on July 15, 2025 at the Vineyards of Maple Manor. The next EDC Meeting will be held on August 27, 2025.

Environmental Commission – *Council Member Hollingshead*. Meeting held on July 9, 2025. Discussions included the review of the approved Fiscal Year 2026 BEC Budget, the review and corrections to the BEC Roster Details, updates to the BEC Subcommittee responsibilities and assignments, plans to review the BEC content on the Town website for correctness and Subcommittee Reports.

Council Member Kerns asked if the Town should put a contract out for bids since we are not including Valley View's parking lot paving with the Reservoir Project. Town Manager Souders stated that we did get a comparable bid but it is still high and not part of the Fiscal Year 2026 Budget. She stated that Public Works Superintendent Huntsberry had the staff cold patch the parking lot and have added it to their snow plowing route.

Motion by Council Member Hollingshead, second by Council Member Weaver to adjourn the Regular Meeting at 8:45PM.

Motion carried.

Respectfully submitted,
Kimberly A. Miller, Office Manager