

**BOONSBORO MAYOR AND COUNCIL**  
**REGULAR MEETING MINUTES**  
**Monday, December 14, 2020**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, December 14, 2020 in the Meeting Chambers. The Meeting was streamed via GoToMeeting online for the public. In attendance were Mayor Howard Long, Council Members Marilee Kerns, Ray Hanson, Terri Hollingshead, Tony Nally and Ricky Weaver. Also present were Town Manager Paul Mantello, Office Manager Kimberly Miller, Town Planner Reiley Stanley, Police Chief Kevin Morgan and Boonsboro Municipal Utilities Commission Chairman Bob Sweeney. Assistant Mayor Rick Byrd was not in attendance but participated via GoToMeeting online. 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 Nally, second by Council Member Kerns to approve the **November 9, 2020 Closed Session, Public Hearing and Regular Meeting Minutes** and the **November 23, 2020 Workshop Meeting Minutes**, as amended. **Motion carried.**
- **Motion** by Council Member Nally, second by Council Member Hollingshead to approve the **November 2020 Treasurer's Report. Motion carried.**
  - Council Member Kerns presented the recommendation to loan \$500,000 to the Sewer Fund for Capital Improvement Projects until the Grant Funds for the Projects are awarded in May or June 2021. **Motion** by Council Member Kerns, second by Council Member Nally to approve the loan amount of \$500,000 from the General Fund to the Sewer Fund for Capital Improvement Projects. **Motion carried.**

**CITIZEN COMMENTS**

- **Bob Sweeney, 14 Knode Circle, Resident and BMUC Chairman.**
  - Stated that he is suggesting that the \$150,000 is paid back to CHIEF in January 2021, noting that the plan was to borrow the funds for only 6-months. Stated that it will be further discussed at the BMUC Meeting.
  - Stated that based on the WRA Waste Water System Master Plan and Hydraulic Model Report, there is \$3.2 million worth of infrastructure improvements needed in Town. Stated that an algorithm needs to be created for Tap Fess and paying down debt.
  - Stated that the Town needs to get out of the mode of *reactive* regarding the aging infrastructure. Stated that the aging infrastructure should be part of the Budget discussions. Stated that the Town should consider setting aside a percentage for Long Term Capital Improvements each Fiscal Year, noting that a lot has been learning Waste Water System Study.

**Police Department Report – Chief Morgan.** The Police Department received 47 calls for service, which included 49 motor vehicle violator contacts and 0 Parking Citations for the month of November 2020. There were 4 adult criminal arrests, 0 adult paper service arrests, 0 adult traffic arrests, and 0 juvenile arrests. Chief Morgan stated that Officer McKenzie was responsible for the arrests of the four individuals involved in the November 11, 2020 burglary at Alex Convenience Store, located at 280 North Main Street, which also helped in solving four additional cases in Frederick, Maryland.

**NEW BUSINESS**

**Renewal of Ordinance 2020-04; To Amend the Code of the Town and Adopt a New Ordinance - Civil Emergency:** Mayor Long stated that due to the State of Emergency declared by Governor Hogan due to the COVID-19 pandemic, the Town enacted an Ordinance 2020-04; *To Amend the Code of the Town and Adopt a New Ordinance - Civil Emergency*. He stated that the Ordinance must be renewed every 30-days to keep it active. **Motion** by Council Member Hollingshead, second by Council Member Weaver to approve the renewal of Ordinance 2020-04; *To Amend the Code of the Town and Adopt a New Ordinance - Civil Emergency*, with Council Member Kerns abstaining. **Motion carried 4-1-1.**

**Ordinance 2020-09; Comcast Non-Exclusive Franchise Agreement:** Mayor Long stated that a Public Hearing was held at 6:30PM for Ordinance 2020-09; *Comcast Non-Exclusive Franchise Agreement* and that no public comments were received. **Motion** by Council Member Kerns, second by Council Member Hollingshead to approve Ordinance 2020-09; *Comcast Non-Exclusive Franchise Agreement*. **Motion carried.**

**FY2020 and Projected FY2021 Boonsboro-Keedysville True-Up Review and FY2020 Letter to Towns:** Town Manger Mantello presented the Fiscal Year 2020 and Projected Fiscal Year 2021 Boonsboro-Keedysville True-Up Review and FY2020 Letter to Towns for the Councils review and input. He stated that the quarterly BKWAB Meeting was held on December 9, 2020. **Motion** by Council Member Nally, second by Council Member Hollingshead to approve the Fiscal Year 2020 Boonsboro-Keedysville True-Up. **Motion carried.**

**2021 Town Calendar:** Office Manager Miller presented the 2021 Town Meeting and Event Calendar for the Councils review and input. She stated that there are a few Mayor and Council Workshop Meetings and Washington County Chapter of the Maryland Municipal Meetings that fall on the same day and that a few Meeting dates may need to be adjusted throughout the year. She further stated that all Event dates are tentative due to COVID-19.

**Town Employees' Annual Appreciation Luncheon:** Office Manager Miller stated that the annual Town Employees' Appreciation Luncheon is scheduled for Friday, December 18, 2020 at 12 noon and that they will be ordering boxed individual meals from Olive Garden. She stated that Council Member Hollingshead has offered to pick up the lunch for the employees. She presented the proposed Employees' Christmas bonuses totaling \$3,880 (19 employees – based on years of service to the Town) for the Councils review and input, noting that the Personnel Committee is recommending approval. **Motion** by Council Member Hollingshead, second by Council Member Kerns to approve the Town Employees' Appreciation Luncheon and Christmas Bonuses. **Motion carried.**

**December 28<sup>th</sup> Workshop Meeting:** Mayor Long stated that if the Council is in favor, he is recommending that the December 28, 2020 Workshop Meeting be cancelled due to the proximity of the Holidays. Consensus is to cancel the December Workshop Meeting.

## COMMISSION REPORTS

**Public Safety Commission:** *Council Member Hanson.* Did not meet in November 2020.

**Park Board -** *Council Member Weaver.* Did not meet in November 2020.

**Boonsboro Municipal Utilities Commission –** *Council Member Nally.* Meeting held on November 18, 2020. Presentation of the WRA Draft Waste Water System Master Plan and Hydraulic Model Report. Discussions included an update that the Water Meter Replacement Project is completed, an update that the Water Loss Task Force will not meet until Spring 2021, updates on the Route 34 Pump Station and Streambank Restoration Project, updates on the Park Lane Sewer Main Replacement and Re-Paving Project, updates on the Waste Water Treatment Plant Chemical Contract and storage container, updates on the submission of the Dewatering Press Grant application, updates on the Waste Water Treatment Plant Roof Sealing RFP, an update on the Keedysville Weir Wall and an update on the Waste Water Treatment Plant unused equipment and BMUC Member Eshbaugh's recommendation of using the existing screw conveyor in the Dewatering Press Project.

**Planning Commission –** *Assistant Mayor Byrd.* Did not meet in November 2020.

**Economic Development Commission -** *Council Member Kerns.* Did not meet in November 2020.

**Environmental Commission -** *Council Member Hollingshead.* Meeting held on November 10, 2020. Discussions included a review of Resolution 2012-03 which established the BEC. Commission Members discussed amending *Section 5 Meetings* for the purpose of electing Officers for the following Fiscal Year and consensus was that elections should be held in June 2021. Discussions on Resolution 2012-03 Section 1 (B) which stipulates that all Members shall serve a term of 4-years and that some of the current Members' terms are 3-years. The BEC unanimously voted to amend Resolution 2012-03 to allow 3-year and 4-year Commission Member terms. Additional discussions included a few Commission Members changing positions within the Subcommittees, an update on the Town Hall parking lot new EV Station, an update on the Strategic Plan, and update on the landscaping at the Shafer Park Gazebo and Subcommittee Reports.

### **Town Planner's Report – R. Stanley**

- Stated that 41 building permits have been received this year, with no new homes to date.

- Stated that the Town has received the final As Built Driveway Submission for Sycamore Run. The Planning Commission will review and vote to release the rest of the Bond held for them.
- Stated that a letter has gone out to the Easterday's notifying them that High's Dairy can now begin to submit building permits, noting that the Town still have not seen anything from them for a permit.
- Stated that the sidewalk fence at Dan's Taphouse has been moved, noting that she will meet with the owner in the Spring to help them figure out where the fence placement will work and comply with ADA standards.
- Stated that she has been in contact with Mark Hrubar, owner of the old London Fog property on Orchard Drive, and that he is getting ready to submit a new Concept Plan to the Planning Commission. Stated that he acquired the adjoining property and wants to know what the Town would be looking for in that area if he does the age restricted units on the London Fog property.
- Stated that a Conditional Use Application has been submitted for 69 South Main Street, noting that it is zoned TR and the owners are wanting to put a child care facility there. Stated that she will be bringing the request to the Planning Commission to be voted on and if Planning Commission recommends the BZA hearing, it will come to the Council for a recommendation.

**Town Manager Report – P. Mantello**

- Stated that the Shafer Park Flood Plain and Fence Restoration Project is completed.
  - Council Member Kerns stated that she has received comments from residents that they do not like where the new trees have been planted, noting that it looks like they were planted in the middle of the grass trail. Town Manager Mantello stated that he spoke to Public Works Superintendent Huntsberry and that the trees are fine where they are, and that the trail will be widened to accommodate people walking on it.
- Stated that the Route 34 Pump Station and Streambank Restoration Project is moving along and should be finished next week.
- Stated that the Park Lane Sewer Main Replacement Project is finished and that the re-paving should be done soon.
- Stated that the Collections System Rehabilitation Project - Phase II pipe lining is 10% finished.

**Motion** by Council Member Nally, second by Council Member Hollingshead at 8:02PM to 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.**

Respectfully submitted,

Kimberly Miller  
Office Manager