

**BOONSBORO MAYOR AND COUNCIL**  
**REGULAR MEETING MINUTES**  
**Monday, December 13, 2021**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, December 13, 2021 in the Meeting Chambers. The Meeting was streamed via GoToMeeting online. In attendance were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Marilee Kerns, Ray Hanson, Terri Hollingshead, Tony Nally and Ricky Weaver. Also present were Town Manager Paul Mantello and Town Planner Reiley Stanley. Office Manager Kimberly Miller was not in attendance. 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 Nally, second by Hanson to approve the **November 8, 2021 Regular Meeting Minutes. Motion carried.**
- **Motion** by Nally, second by Byrd to approve the **November 2021 Treasurer’s Report. Motion carried.**

**PUBLIC COMMENTS**

**SPECIAL RECOGNITION - 2021 Fall Tree Giveaway**

Mayor Long presented Certificates of Appreciation to Cassandra Ladino, Environmental Commission Chairperson, and Jeffrey Davidson, Tree Board Chairperson, to thank them for their dedication and voluntarism during the 2021 Fall Tree Giveaway.

**PRESENTATION**

- **Stoney Creek Farm** – Brandon Green Request for Letter of Support.  
Green presents concept plan for a Agri-tourism resort, with 20 rooms. Stoney Creek has been a bed and breakfast, with 5 rooms. Green explains after feedback from neighbors, they will be canceling all events. Green informs there will be 10 FT, 5 PT jobs created, and some internships. Green details neighbor opposition has been traffic/noise and environmental impact but feels his new plan addresses both. Vargason @ EDC explains the EDC supports the project. Hanson motions to write a letter of support. Byrd seconds the motion. Motion carried.
- **Maryland Rural Development Corporation** – Kathryn Gratton Sustainable Communities Designation.  
Gratton details the DHCD Sustainable Communities Application and the process of working with advisory committees to complete the application. If the application can be submitted, by January or February, the Town can begin applying for SC Designation grants. Gratton explains that she’d like to have a draft application ready for M&C review, by February.

**MAYOR AND COUNCIL CORRESPONDENCE**

- Long explains he received a complaint about traffic on park drive, during the parade, and the possibility of a police blockade.

**POLICE REPORT** – The Police Department received 68 calls for service, which included 33 motor vehicle violator contacts and 1 Parking Citations for the month of November 2021. There were 0 adult criminal arrest, 0 adult paper service arrests, 0 adult traffic arrests and 0 juvenile arrests.

Chief Morgan explains there was an incident of vandalism / property destruction at Shafer Park. Four juveniles have been expelled from the park and BPD is waiting for a cost estimate from PW, before filing charges with juvenile services. Morgan explains that a few cars were broken into, and one was stolen, recently. The investigation is ongoing. Officer Ballesteros investigated a theft at the Jockey Club and a suspect has been identified.

**NEW BUSINESS**

**Traffic Camera Bid Review:**

BPD Admin Specialist, Amy Rudy, details the three bids received. Each company has their own fee structure and contract terms. Chief Morgan explains the ongoing discussion of the Chase Six tie-in weighs heavily on this project. Rudy explains another option would be to install red light cameras. Rudy explains it’s better to separate speed, traffic light, and surveillance projects. Byrd explains the chief concern is safety, before revenue. Rudy to present bids at January Workshop.

**Chase Six / Campus Avenue Realignment Concept:**

Stanley explains the Chase Six – Campus Avenue concept plan. Mantello explains a meeting with the local property owner, to discuss a land swap, and facilitate the intersection. If the meeting goes well, Town Staff to reach out to WCPS and continue preliminary planning.

**ARP Capital Planning Subcommittee:**

Mantello explains the ARP Capital Planning Subcommittee and the need to approach the expenditure of the ARP funds, in a responsible and unified way. Byrd and Kerns explain they'd like representation from the advisory committees. Mantello to work on a draft policy and present at January M&C Meeting.

**BKWAB True-Up Review:**

Town Manager Mantello explains True-Up was recently completed and the Mayor & Council's payment approval is necessary. Mantello explains the amount is large because the Shafer Park well replacement project was not completed. Nally motions to pay the true-up balance. Hollingshead seconds.

**BKWAB Boonsboro Representatives – Discussion:**

Nally explains he asked for this item to be added to the agenda, because the BMUC doesn't have representation on the BMUC, currently. Mantello presents the BKWAB charter and the authority of the M&C to remove/appoint members. Nally informs the BMUC would recommend a BMUC member be added and he's been recommended as the new representative. Byrd motions to remove BKWAB Member Davis. Nally seconds. Motion carried. Byrd motions to appoint Nally as the new BKWAB Member. Kerns seconds. Motions carried, with Nally abstaining. Nally motions to appoint Eshbaugh as new alternate. Kerns seconds. Motion carried.

**Trash Pump Bid – BMUC Recommendation:**

Nally presents a recent trash pump bid, recently completed by the BMUC. Nally presents the three bids and explains Xylem has reduced their price to \$43k. Nally proposes the purchase from Xylem and explains the purpose of a trash pump. Nally explains we have \$37k in MDE grant funds to make the purchase. Nally motions to purchase and Hollingshead seconds. Motion carried.

**COMMISSION REPORTS**

**Park Board** - *Council Member Weaver.* Meeting held on December 1, 2021. Discussions included plans for Olde Tyme Christmas on Friday, December 3, the Tree City application and the installation of the "Don't feed the duck" signs in Shafer Park.

**Boonsboro Municipal Utilities Commission** – *Council Member Nally.* Meeting held on November 17, 2021. Discussions included updates on the Water Loss Task Force and the preliminary Engineering Report and Funding Plan for the Town Reservoir, and update on the Waste Water Treatment Plant Dewatering Facility Project, the MS4 Annual Progress Report, an d update on the Asset Inventory Project with the US Army Corps of Engineers, an update on the status of the Boonsboro High School Irrigation Well, the Leak Detection Survey results from American Leak Detection, an update on the Advanced Metering Infrastructure Upgrade and the preliminary test of a radio towner reading system, an update on the Shafer Park Well Replacement Project, the recommendation to approve the awarding of the bid results for the Trash Pump to Xylem, the proposal from WRA for the Keedysville Booster Station Water Pressure Reduction Project, the new Washington County Chemical Bid prices, and the approval to purchase a spare SBR Water Pump.

**Planning Commission** – *Assistant Mayor Byrd.* No Meeting held in November 2021.

**Economic Development Commission** – *Council Member Hanson.* The Networking Breakfast Meeting was held on November 18, 2021 at the Clopper Michael Post 10 American Legion.

**Environmental Commission** – *Council Member Hollingshead.* Meeting held on November 9, 2021. Discussions included the realignment of the BEC's Subcommittees, the welcoming of new Commission Member Kristen Disbennett, the plans for a new Farmer's Market Manger in 2022, the tabling of the Annual Election of Officers until the December 2021 Meeting, the recommendation to reappoint Kathy Vesely and Amy Jones to the Commission for an additional 3 and 4 years respectively, the January 2022 Town Newsletter topic and Subcommittee updates.

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

Stanley explains PFG construction permit was approved and work has begun on the post office. Easterdays are to provide monthly progress reports. Planning Commission voted to replat an issue on the High's lot. BZA application expected for the land next to Dollar General, for zoning change.

**Town Manager Report – P. Mantello**

Mantello explains a draft PER for the reservoir replacement was submitted by WRA and the next step is design procurement. Kerns inquiries about radio towers and meter reading. Mantello explains Advanced Metering Infrastructure and District Metered Areas, as being planned for future capital projects.

**Motion** by Hanson, second by Weaver to enter executive session to discuss personnel, at 8PM. **Motion carried.**

Respectfully submitted,

Paul Mantello, Town Manager