

**BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, December 12, 2022**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, December 12, 2022 in the Meeting Chambers. 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 Paul Mantello, Office Manager Kimberly Miller and Police Chief Kevin Morgan. Town Planner Reiley Stanley 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 Assistant Mayor Nally, second by Council Member Hollingshead to approve the **November 14, 2022 Regular Meeting** and the **November 14 and November 29, 2022 Executive Session Meeting. Motion carried.**
- **Motion** by Council Member Kerns, second by Council Member Kitchen to approve the **November 2022 Treasurer’s Report. Motion carried.**

PUBLIC COMMENTS

- **Zach Stanfield, Boy Scout from Troop 252.** Attending the Meeting for Merit Badges and to interview Mayor Long.
- **Colin Shanaberger, 15 Young Avenue.** Asked if there has been any progress or consideration given for using some of the American Rescue Plan Act funds for Town employees’ bonuses. Mayor Long stated that the Council will be discussing that in Executive Session this evening.
- **Alvin Gross, 34 High Street.** Stated that he is voicing his concerns about the safety of turning from High Street onto St. Paul Street and is requesting that the curbs be painted red to allow for better motorist sight.
- **Jerry Itnyre, 98 High Street.** Stated that he is also concerned with turning from High Street onto St. Paul Street and does not want to see High Street turned into a one-way street. Stated that he is very worried that someone is going to get injured at the cross walk at Main Street and Orchard Drive. Stated that motorist drive around you when you stop to let pedestrians cross.

GUESTS

Newly elected and sworn in **Washington County Commissioner Derek Harvey** attended the Meeting to let the Mayor and Council know he is here to work with them. Discussed working to bring the County Commuter bus to Boonsboro.

MAYOR AND COUNCIL CORRESPONDENCE

- Mayor Long stated there was a very good turnout for Olde Tyme Christmas on December 2, 2022 and thanked the Park Board and all of the volunteers for making the event a great success.

Police Department Report – Police Chief Morgan. The Police Department received 8 calls for service, which included 65 motor vehicle violator contacts and 0 Parking Citations for the month of November 2022. There was 0 adult criminal arrest, 0 adult paper service arrests, 0 adult traffic arrests and 0 juvenile arrests.

- Stated that on November 24, 2022 all of Washington County Systems were locked down due to a Cyber Attack by an unknow source. As such, the Police Department has been unable to access Systems used to track calls for service, arrest and general reports. It is noted that as of 5:00pm on December 12, 2022 Police Department still does not have access to Washington County systems. Stated that the County will soon be bypassing the issues by installing new SIM cards into all Police computers at the cost of \$40 per card.
- Stated that the speed camera was placed on High Street to check the numbers of vehicles by-passing Main Street and speeding on the road. It was noted that there are approximately 50 vehicles per day traveling on High Street, with higher volumes on Friday evenings. Consensus is to place “Slow. Children at Play” signs to try to help with speeding.

NEW BUSINESS

Fiscal Year 2022 Financial Audit Update: Town Manager Mantello shared an email correspondence that he received from Jason Knode, CPA for *Albright, Crumbacker Moul & Itell, LLC*, the Town’s Auditing Firm, stating that he will be reaching out to the Town staff to finish up the Fiscal Year 2022 Financial Audit over the next few weeks. Office Manager Miller stated that the

Town requested an extension until January 31, 2023 due to newly hired staff and was granted that extension on September 21, 2022. She stated that she will reach out to Mr. Knode to see when he will be available to meet in January 2023.

Fiscal Year 2023 MDE Wastewater Treatment Plant Operations and Maintenance Grant: Town Manager Mantello stated that the Town was awarded the Fiscal Year 2023 MDE Wastewater Treatment Plant Operations and Maintenance Grant in the amount of \$43,317 due to the exceptional treatment performance at the WWTP by Superintendent Pete Shumaker and his Plant Operators. He stated that the Town is currently ineligible for grant funding through the Maryland Department of the Environment, and reviewed that when MDE announced a 5-Year \$800-million award from the EPA, the Town lobbied MDE to reconsider Boonsboro and Appalachian Maryland as eligible for grant funding. He further stated that MDE recently published the new proposed Disadvantaged Community (DAC) Criteria and Boonsboro would be considered a “Disadvantaged Community” and eligible for grants and loan forgiveness, noting that he will apply to dredge the lagoon, loop the waterline and remove the cast iron pipes (lead joints) from the distribution system before the January 31, 2023 application deadline.

Public Safety Commission Action Item and Staff Recommendation – Boonsboro Fire Department Emergency Response on St. Paul Street: Town Manager Mantello stated that Public Works Superintendent Greg Huntsberry and he met with Fire Chief Vern Wachter and Kyle O’Connor, the Fire Department representative for the Public Safety Commission, concerning safety issues on St. Paul Street for the firetrucks. He stated that they are requesting that the Town paint a portion of the curb red in front of 14 St. Paul Street so that the firetrucks can turn out of their driveway safely and both sides of St. Paul Street from the Main Street intersection at Dan’s Tap House and the Inn Boonsboro to the Fire Department (corner of Center Street) due to delivery trucks parking on the street there and completely blocking traffic, making it very unsafe to get by in the event of a fire. Council discussed painting the curbs and also posting “No Loading and Unloading” and “No Parking” signs. Mr. Gross and Mr. Itnyre asked if it would be possible for the Town to also repaint the red painted curbs in front of 20 and 22 St. Paul Street, where High Street comes out onto St. Paul Street, to help with motorist sight lines when coming to the stop sign and turning. **Motion** by Council Member Kerns, second by Council Member Hollingshead to approve painting the curbs red on both sides of St. Paul Street from the Main Street intersection to the Fire Department, the partial curb in front of 14 St. Paul Street and refreshing the red painting on the rest of St. Paul Street and placing signage for “No Parking.” **Motion carried.**

Public Safety Commission Member Appointment: Mayor Long, on behalf of the Public Safety Commission, stated that he is recommending the appointment of the following people:

- Brian Smith to fill the vacancy on the Public Safety Commission. **Motion** by Council Member Kerns, second by Assistant Mayor Nally to appoint Brian Smith to the Public Safety Commission. **Motion carried.**
- Harry ‘Bo’ Quinn to fill the vacancy on the Public Safety Commission. **Motion** by Council Member Kerns, second by Assistant Mayor Nally to appoint Harry ‘Bo’ Quinn to the Public Safety Commission. **Motion carried.**

COMMISSION REPORTS

Park Board - Council Member Weaver. Meeting held on November 30, 2022. Discussions included plans for Olde Tyme Christmas on Friday, December 2, 2022 and the need to repair or replace the sound system in Shafer Park.

Boonsboro Municipal Utilities Commission – Council Member Nally. No Meeting held in November 2022 and no Meeting scheduled for December 2022.

Planning Commission – Council Member Kitchen. No Meeting held in November 2022 and no Meeting scheduled for December 2022.

- It was noted that the Easterday’s have sold the lot where the new Post Office is located on Ostertag Pass in the Preserve at Fox Gap.

Public Safety Commission – Council Member Kerns. Meeting held on November 17, 2022. Residents of High Street attended the Meeting to state that they do not want High Street turned into a ‘one-way’ street. Discussions include the recommendations to fill the Commission vacancies, an update on High Street concerns, concerns from the Fire Department regarding parking on St. Paul Street, the Knox Box Program, suggestions regarding the Economic Development Commission’s 2023 Food Truck Festival and BooneFest, and reports from the Boonsboro Police Department, Fire Department and Ambulance and Rescue Company.

Economic Development Commission – Council Member Hanson. No Meeting held in November 2022 and no Meeting scheduled for December 2022. The next Meeting will be held on January 4, 2023.

- Council Member Hanson stated that he mailed letters to Senator Corderman to request his support for the Boonsborough Museum of History on behalf of the Mayor and Council and the Economic Development Commission.

Environmental Commission – *Council Member Hollingshead*. Meeting held on November 8, 2022. Discussions include updates on the Community Garden, the Appalachian Trail Task Force and the Milkweed Plants provided to the community during the Fall Tree Giveaway, the Commission Election results of the email vote, the Town Newsletter ideas and Subcommittee Reports.

- Council Member Hollingshead stated that she believes that many of the Commission Members terms were not renewed but updated on the Town website or are up for renewal. Mayor Long, on behalf of the Environmental Commission, stated that he is recommending the reappointment of the following people:
 - Cassandra Ladino and Laura Schnackenberg for 4-year terms ending November 2026 and Amy Jones for a 3-year term ending November 2025. **Motion** by Council Member Hollingshead, second by Council Member Kerns to reappoint Cassandra Ladino, Laura Schnackenberg and Amy Jones to the Boonsboro Environmental Commission. **Motion carried.**
 - Barbara Wetzel and Kim Pruitt for a 3-year term ending November 2025. **Motion** by Council Member Hollingshead, second by Council Member Kerns to reappoint Barbara Wetzel and Kim Pruitt to the Boonsboro Environmental Commission. **Motion carried.**

Town Planner Report – *No Report given.*

Town Manager Report – *P. Mantello*

- Stated that he is working on the 2022 State of the Town
- Stated that the Waste Water Treatment Plant Dewatering Press is on its way from Quebec
- Stated that Mayor Long and he attended the Pre-Legislative Forum and presented Boonsboro’s Critical Water & Wastewater Funding Priorities
- Stated that staff began the decommission project of the Crestview Pump Station
- Stated that he presented the funding request to the Board of County Commissioners for the Chase Six Boulevard - Campus Avenue Intersection Project. Submitted the Memorandum of Understanding for the land swap

Motion by Assistant Mayor Nally, second by Council Member Hanson to adjourn the Regular Meeting at 8:14PM 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 Assistant Mayor Nally, second by Council Member Hollingshead to adjourn the Executive Session at 8:40PM. **Motion carried.**

Motion by Assistant Mayor Nally, second by Council Member Hollingshead to adjourn the Regular Meeting at 8:40PM. **Motion carried.**

Respectfully submitted,

Kimberly Miller, Office Manager