

**BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, December 11, 2023**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, December 11, 2023 in the Meeting Chambers. The Meeting was streamed via GoToMeeting. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Ray Hanson, Marilee Kerns, Eric Kitchen, Terri Hollingshead and Ricky Weaver. Also present were Town Manager Jared Schumacher, Town Planner Drew Bowen, Office Manager Kimberly Miller, Public Works Crew Leader David Poffenberger and Police Chief Kevin Morgan. Water and Sewer Superintendent Pete Shumaker and Public Works Superintendent Greg Huntsberry were not in attendance. Superintendent Huntsberry participated via GoToMeeting. 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 Kitchen to approve the **November 13, 2023 Regular Meeting** as amended, with Council Member Kerns abstaining. **Motion carried.**
- **Motion** by Council Member Kerns, second by Council Member Hanson to approve the **November 2023 Treasurer’s Report** as amended. **Motion carried.**
 - **Assistant Mayor Nally** stated that he will follow up with Middletown Valley Bank about transferring Project funds from the General Fund Restricted Funds, plus interest, to the Water Fund and Sewer Fund User Fee Accounts. **Motion** by Assistant Mayor Nally, second by Council Member Hollingshead to move Project funds to the appropriate Water and Sewer User Fee Accounts. **Motion carried.**

GUEST

- **San Mar Campus Renovation Plans** – Keith Fanjoy, President & Chief Executive Officer of San Mar Family and Community Services, presented the Campus renovation plans and San Mars new focus for the future for the Mayor and Councils review and input. Mr. Fanjoy reviewed the history of San Mar as a girls’ home and foster care facility and how they moved away from that in 2016 and now focus on community-based services. He stated that they have not had girls living at the facility since 2016, but with the renovation of the campus they will be offering housing and services to transitioning young women from the ages of 18 to 24 who are bridging into adulthood and working through trauma. He further stated that they will offer support and help with teaching accountability, and that the young women will be able to live there in the 15 newly renovated apartments for an 18–24-month period. Mr. Fanjoy stated that they are applying for a Shelter and Transition Grant for their Project and are not asking for money from the Town. He stated that he is however asking for a letter of support from the Town. Council thanked Mr. Fanjoy for his presentation and hope to hear more about the progress of the Project at San Mar.
- **Boonsboro Ambulance and Rescue Service – Shafer Park Request** – Mary Jane Blickenstaff, President of the Boonsboro Ambulance and Rescue Service, presented the request to upgrade the electric in Shafer Park for the Annual Boonsboro Carnival event. Ms. Blickenstaff stated that she is requesting that the electric between Pavilion 1 and Pavilion 2 be upgraded from 100amps to 200amps, and that the upgrade might cost a few thousand dollars. Assistant Mayor Nally stated that the Town needs to make sure that the Park is safe for all events. Public Works Superintendent Huntsberry stated that it has been about 10 years since any upgrades were done. He stated that he will contact Chick Reeder to get a quote. Assistant Mayor Nally recommended taking the cost out of the Park Facilities Maintenance Budget line item.

FACILITIES REPORTS

PUBLIC WORKS SUPERINTENDENT’S REPORT – *David Poffenberger*

- Stated that everything with Public Works is fine right now.

WATER AND SEWER SUPERINTENDENT’S REPORT – *Town Planner Drew Bowen*

- Stated that the divers plugged the drain pipe at the Town Reservoir on Thursday, December 7, 2023 and the Water and Sewer Operators have noticed a difference in water levels and were able to turn off the Shafer Park Spring. Stated that they will have better data available on Wednesday or Thursday this week.

TOWN PLANNER’S REPORT – *Drew Bowen*

- Stated that the Planning Commission has a scheduled Joint Meeting with BMUC on December 20, 2023

- Stated that he has prepared a Draft Meeting Schedule for the Comprehensive Plan Update
- Stated that the 50 St. Paul Street Subdivision Plat has been recorded with Washington County
 - Council Member Kitchen voiced his concerns regarding the process with the Plat recoding and the Preliminary Site Plan approval. Sated that it seems that the Mayor and Council and the residents were mislead and that they misunderstood what the Planning Commission Chairman stated. Town Planner Bowen will talk with the Planning Commission Chairman Parmelee.
- Stated that the Post Office will be moving in to its new location after the first of the year
- Stated that the Bonding Company for the Preserve at Fox Gap is negotiating an agreement with the Town for completion of the Public Improvements
- Stated that the Fletcher’s Grove – Chase Six - Campus Drive Realignment has been approved by the State Highway Administration and that the full construction Plans will be submitted to SHA for review and approval.
 - Stated that the Town will be moving forward with surveys for the parcel swaps needed for this Project
 - Stated that the Town has been in contact with and had meetings with Mr. McIlwee about his property relocation
- Stated that the Board of Zoning Appeals granted the Variance to the Mt. Nebo Church Subdivision with a conditional agreement of a minimum lot size of 5,000 square feet

TOWN MANAGER’S REPORT – Jared Schumacher

- Stated that the dive at the Town Reservoir was very successful. Stated that he will continue to look for funding though State and Federal Programs and that the Reservoir Replacement Project is at about the half way point in funding. Stated that we will need to pursue funding through private entities for the remained of the cost
- Stated that the Yield Test at the Shafer Park Well went well
- Stated that he wants to review the three+one cashVest for Town investments at the January 2024 Regular Meeting
- Stated that they are proceeding very well with the Chase Six Project. Stated that the State Highway Administration has approved the Plans and things are moving along well.

POLICE DEPARTMENT REPORT – Chief Kevin Morgan. The Police Department received 82 calls for service, which included 192 motor vehicle violator contacts and Parking Citations for the month of November 2023. There were 0 adult criminal arrests, 0 adult paper service arrests, 1 adult traffic arrest and 0 juvenile arrests.

- Stated that the decommissioned 2014 Chevrolet Tahoe received 1 bid and sold for \$250.
- Stated that the speed trailer has been set up on Reeder’s Alley for the past two weeks and that they did not have any cars come by going in the wrong direction

MAYOR AND COUNCIL CORRESPONDENCE

- **Mayor Long** thanked everyone for a highly successful Olde Tyme Christmas on December 1, 2023 and stated that Holiday In Boonsboro went very well the next day as well.
- **Mayor Long** stated that members of the Maryland Municipal League visited the Town on November 27, 2023
- **Assistant Mayor Nally** stated that the ribbon cutting at ACE Hardware went great on December 8, 2023
- **Council Member Hanson** stated that he has heard a lot of complaints about excess dog poop in Shafer Park and in the dog park, that people are not cleaning up after their dogs at all. Office Manager Miller stated that Public Works Superintendent Huntsberry brought it to her attention as well and that she made a post on the Town website, Facebook and in the Winter Town Newsletter.

NEW BUSINESS

Reservoir Replacement Project Change Order - Control House-Valve Room: Town Planner Bowen presented the Reservoir Replacement Project Change Order to add a Control House/Valve Room to the current plan for the Mayor and Councils review and input. He stated that when Whitman Requardt and Associates (WRA) submitted the 30% design of the Project, everything looked fine, but when they submitted the 95% design of the Project, Maryland Department of the Environment is requiring an Analyzer Control-Valve Room to test the chlorine levels in the water. He further stated that the addition of an Analyzer Control and Valve Room is not a bad thing, even though it was not in the original plans, and that it will make it easier and safer to control and monitor water and chlorine flows. Town Planner Bowen stated that the cost for the Change Order is \$66,529.

Motion by Council Member Kitchen, second by Assistant Mayor Nally to approve the Reservoir Replacement Project Change Order - Control House-Valve Room as presented. **Motion carried.**

Draft Zoning Administrative Fees: Town Planner Bowen presented the Draft Zoning Administrative Fee Schedule for the Mayor and Councils review and input. He stated that the current fees were approved in 2022 and that his goal is to simplify the Fees and make them easier for everyone to understand. Council discussed changing a few of the Town Planners proposed fees on the draft Fee Schedule. Town Planner Bowen stated that he will take their comments into consideration and bring back an updated Fee Schedule, and that he will let the Utilities Commission weigh in on the Fee updates as well.

Reappointment of Economic Development Commission Members: Mayor Long, on behalf of the Economic Development Commission, stated that he is recommending the reappointment of Natoma Vargason, Ron Humbel and Dana Healy for a 3-year terms on the EDC. **Motion** by Council Member Hanson, second by Assistant Mayor Nally to reappoint Natoma Vargason, Ron Humbel and Dana Healy to the Economic Development Commission. **Motion carried.**

COMMISSION REPORTS

Park Board - Council Member Weaver. Meeting held on November 29, 2023. Discussions included the plans for Olde Tyme Christmas, the purchase of the Christmas tree for \$150 from Good Spirits Tree Farm and that they will discuss the types of plants for the entrance of Shafer Park for the EDC's Downtown Beautification Project at the next Meeting.

Boonsboro Municipal Utilities Commission – Assistant Mayor Nally. Meeting held on November 15, 2023. Discussions included updates on the Waste Water Treatment Plant Sludge Dewatering Facility, the Stream Bank Restoration Project, the Shafer Park Well, the review of the draft Future Demands Policies and Application Process, the Reservoir Project status, Tap Fees, the Joint Meeting with the Planning Commission and System Reports.

Planning Commission – Council Member Kitchen. Meeting held on November 28, 2023. Discussions included the next steps for the Comprehensive Plan update and the scheduling of a Joint Meeting with the Utilities Commission on December 20, 2023, the EDUs and Calculation Methods for the draft Fixture Unit Count Procedures, the Chase Six Intersection Project and draft Construction Schedule, and Planning and Zoning Department Updates.

Public Safety Commission – Council Member Kerns. No Meeting held during the month of November 2023.

Economic Development Commission – Council Member Hanson. The Networking Holiday Happy Hour and Commission Mixer Meeting was held on November 21, 2023 at the Boonsboro American Legion. The next EDC Meeting will be on January 3, 2024 at 8AM. Stated that "Guys Night Out" will be held on December 14, 2023 on Main Street.

Environmental Commission – Council Member Kerns. Meeting held on November 14, 2023. Special Presentation from Jason Middlekauff, Director of donated good for Horizon Goodwill Industries, Inc. Discussions included the Compost Bin in Shafer Park, articles for the Winter Town Newsletter and Subcommittee Reports.

Motion by Council Member Hollingshead, second by Assistant Mayor Nally to adjourn the Regular Meeting at 9:00PM. **Motion carried.**

Respectfully submitted,

Kimberly A. Miller, Office Manager