

BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, December 9, 2024

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, December 9, 2024 in the Town Annex Meeting Chambers. In attendance were Mayor Howard Long, Council Members Eric Kitchen, 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, Utilities Superintendent Pete Shumaker, Police Chief Dave Rizer, Police Sergeant Rob Whittington, and Police Officer James Rogers. Assistant Mayor Tony Nally 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 Council Member Kerns, second by Council Member Weaver to approve the **November 12, 2024 Regular Meeting Minutes** as amended. **Motion carried.**
- **Motion** by Council Member Kerns, second by Council Member Hanson to approve the **November 2024 Treasurer’s Report.** **Motion carried.**

PUBLIC COMMENT

- **Scout Kaitlin Boyd**, *BSA Troop 2119 of Sharpsburg*, Maryland is working towards becoming a First-Class Scout.

FACILITIES REPORTS

PUBLIC WORKS SUPERINTENDENT’S REPORT – Greg Huntsberry

- Stated that Huntzberry Brothers have not been back to work on the Shafer Park Walking Trail Phase IV Project. Stated that it has been too cold to put the blacktop down but that they need to at least put down the stones on the path.
- Stated that salt for the Winter season has been delivered.
- Stated that the force main in Keedysville broke over the weekend and has been repaired.
- Stated that they have received 304 Miss Utility tickets since November 1, 2024.

WATER AND SEWER SUPERINTENDENT’S REPORT – Pete Shumaker

- Stated that they had to pull a failed pump at the Keedysville Spring Plant and worked on it all day today.
- Stated that Phillips & Sons will be hooking up the Shafer Park Well on January 8, 2025.
- Stated that there are issues with the new replacement pump for the Crestview/Route 34 location and that they are sending it back to the manufacturer. Stated that the Crestview/Route 34 location is 70 years old and that they are having it evaluated. Stated that it is outdated and hard to find parts for.
- Stated that the chlorine analyzer is not working properly at the Plant and that it is setting off the alarm at 2am every night. Stated that it will probably need replaced.

TOWN MANAGER’S REPORT – Rachel Souders

- Stated that she has been dedicating a lot of time to ensuring that the Town is in compliance with all awarded Grants. Stated that it is wonderful that we have received so much Grant funding the past few years, but that they do require quite a bit of management. Stated that the Town needs to get away from relying so heavily on Grant funding for Capital Improvement Projects. Stated that we also need to plan for the increased manpower that comes with projects and a growing Town, that at some point we are going to need more staff in certain Departments and Grants typically do not fund salaries.
- **Engineering Services during Construction for the New Potable Water Reservoir and 12-Inch Water Main:** Town Manager Souders presented WRA’s quote for Change Order #5: *Engineering Services during Construction for the New Potable Water Reservoir and 12-Inch Water Main* for Time and Materials not to exceed \$50,000, for the Councils review and input. She stated that there are certain parts of the Project that WRA needs to directly oversee and be responsible for specifically related to their design of the Project. **Motion** by Council Member Kitchen, second by Council Member Kerns to approve WRA’s Change Order #5: *Engineering Services during Construction for the New Potable Water Reservoir and 12-Inch Water Main.* **Motion carried.**

PLANNER'S REPORT – Drew Bowen

- Stated that that the Dean South Final Plats have been recorded and formally subdivided.
- Stated that the relocation of Campus Avenue MUST be completed within a 2-month period between June and August 2025 and MUST begin as soon as school lets out for the Summer. Stated that bid specs have to be written and ready to go. Stated that the Town is moving forward with the land swap of 202 Maple Avenue for the Chase Six Boulevard – Campus Avenue Realignment Project. Stated that he is working with the Washington County School Board to get permission because Mr. McIlwee would like to have a pole building in the new location during the month of December 2024. Stated that there are a lot of working parts in this Project.
- Stated that he has a Board of Zoning Appeal Special Exception case for 121 South Main Street to change the Zoning of a house from a single-family dwelling to four apartments on December 17, 2024.
- Town Manger Souders stated that Washington County has responded regarding the exhaust vent on the side of My Mini Mart. Stated that they will need to be relocated to the roof. Stated that the neighbor has reported that the fan has not been used since the report was filed with the County on November 12, 2024.
- Town Manger Souders stated that Public Works filled in all of the potholes in the parking lot at the townhomes on St. Paul Street and that the plan is to have the lot paved when the road work is done during the Reservoir Project. Stated that the Town will start working toward taking over ownership of the lot once the Chase Six Boulevard – Campus Avenue Realignment Project is underway.

POLICE DEPARTMENT REPORT – Chief Dave Rizer. The Police Department received 61 calls for service, which included 148 motor vehicle violator contacts, 0 Parking Citation and 442 Traffic Enforcement/Patrol Checks for the month of November 2024. There were 0 adult criminal arrest, 1 adult paper service arrest, 0 adult traffic arrests and 0 juvenile arrests.

- Stated that he is waiting on the cost to replace the security camera behind the Town Shop and for an estimate to add additional cameras throughout Town. Stated that they are invaluable and help solve crimes in Town.
- BSA Troop 2119 Leader Heidi Boyd stated that there was an incident in Shafer Park on Friday night at 2am and 3am during the Scout Camp Out (December 6, 2024). Stated that multiple teenagers were yelling vulgarities, being belligerent and throwing sticks and other things at the tents.

MAYOR AND COUNCIL UPDATES and CORRESPONDENCE

- **Mayor Long** stated that the Town Employees' Annual Christmas Luncheon will be held on December 13, 2024 at the Boonsboro American Legion.
- **Council Member Hanson** stated that the Vanish Hall Concert Venue, located at 7704 Old National Pike, at the Branded Chophouse has had major renovations and improvements to the event building. Stated that it has excellent sound upgrades and that they did a great job renovating it.

NEW BUSINESS

Bid Results: RFP for the 2024 - 2025 Snow Removal: Town Manager Souders presented the 2024-2025 Snow Removal bids for the Councils review and input. She stated that Public Works Superintendent Huntsberry is recommending that the Town accepts the bid from Botanica Enterprise, Inc. this year in preparation of a possible major snow season, noting that they are the low bid and their bid proposal was at the same cost as their bid for the 2023-2024 season. **Motion** by Council Member Kitchen, second by Council Member Weaver to approve the 2024 – 2025 Snow Removal bids from Botanica Enterprise, Inc. **Motion carried.**

Board of Zoning Appeals Members Re-Appointments: Mayor Long, on behalf of the Board of Zoning Appeals, stated that he is recommending the reappointment of Carol Long, Sara Sweeney, Darrell Jones, Linda Moser, Natalie Mose, and Scott Race for 3-year terms from December 2024 through December 2027, noting that all of the Board Members terms have expired. **Motion** by Council Member Hanson, second by Council Member Hollingshead to reappoint Carol Long, Sara Sweeney, Darrell Jones, Linda Moser, Natalie Mose, and Scott Race to the Board of Zoning Appeals. **Motion carried.**

Employee Christmas Luncheon and Bonuses: Town Manager Souders stated that the Town Employees' Annual Christmas Luncheon will be held on December 13, 2024 at the Boonsboro American Legion and presented the proposed Town Employees' Christmas Bonuses for the Councils review and input. She stated that in the past Town employees receive the rate of \$100 and \$10 per each year that they have been employed by the Town until they reach 10-year mark, at which time they receive \$500. She further stated that the Personnel Committee is recommending that employees who have been employed for 5-years receive an increase in their Bonuses to \$250 and \$10 per each additional year that they have been employed until

they reach 10-year mark. Town Manager Souders stated that Town budgeted \$7,000 for Employee Appreciation and that the total of this years proposed Town Employees' Christmas Bonuses is \$4,150. **Motion** by Council Member Hanson, second by Council Member Hollingshead to approve the Town Employees' Christmas Bonuses as presented. **Motion carried.**

- Council Member Kitchen suggested that increases to the Employee Appreciation Budget and Christmas Bonuses be discussed during the Fiscal Year 2026 Budgeting process.

Line Striping for Chase Six Boulevard: Town Planner Bowen presented the recommendation, on behalf of the Planning Commission, for the restriping and striping of Chase Six Boulevard and allowing for a turn lane into the Weis Market Shopping Center in anticipation of the future connection of Chase Six Boulevard to Maple Avenue for the Councils review and input. He stated that the Planning Commission reviewed a number of striping plans with ARRO Consulting, Inc., and after multiple meetings, the Commission chose the options that requires no construction yet provides a safer intersection at the Weis Market Shopping Center. He further reviewed the maps detailing the striping and the estimated cost from Alpha Space Control, LLC of \$5,945 for the Councils input. **Motion** by Council Member Kitchen, second by Council Member Weaver to approve obtaining three quotes for the line striping of Chase Six Boulevard as presented. **Motion carried.**

COMMISSION REPORTS

Park Board – *Council Member Weaver.* Meeting held on December 4, 2024. Discussions included the updates on the Shafer Park Walking Trail Phase IV Project, updates on the Basketball Court Repaving Project, updates on the Disc Golf Course, an update on the submission of the Tree City and Growth applications, and Olde Tyme Christmas. Park Board Member Chris Hawkins submitted her resignation and the Board members thanked her for her many years of service, hard works and dedication to the Fishing Derby and Olde Tyme Christmas.

Boonsboro Municipal Utilities Commission – *Town Manager Souders.* Meeting held on November 20, 2024. Guest Jordan Ruble from American Flow Control attended the Meeting to discuss fire hydrants and the services they provide. Discussions included updates on the Shafer Park Well status, updates on the Reservoir Replacement Project, updates on the Crestview Water Pressure Reduction and Bypass Project, the Lead Service Line Inventory Action Plan, the Internal Water Audit, the Reservoir Contingency Plan, the ARM Group LLC Geophysical Survey, a proposal of a BMUC Charter Amendment to allow email voting, the plans to create an Ordinance Regarding Water and Wastewater Pre-Treatment, the Fixture Unit Count for the High's Dairy Store and System Reports. The BMUC will be discussing a plan for Controlled Growth at their upcoming meetings.

Planning Commission – *Council Member Kitchen.* Meeting held on November 26, 2024. Discussions included the Letter of Credit for Securities for Subdivisions from R.L. Fisher of First United Bank and Trust, Site Plans for the High's Dairy Store, the Final Plats for the Washington County Board of Education and McIlwee Subdivision, updates on the progress of the Comprehensive Plan, the review of an application for a Commission Member, the request from the Board of Appeals for an Advisory Opinion on BZA Case #24-01 for 121 South Main Street – *Change in Use form Single Family to Apartments*, and Staff Reports.

- Council Member Kitchen, on behalf of the Planning Commission, stated that they are recommending the appointment of Jacqueline Piro to the Commission for a 5-year term. **Motion** by Council Member Kitchen, second by Council Member Hollingshead to appoint Jacqueline Piro to the Planning Commission with the term ending December 2029. **Motion carried.**

Economic Development Commission – *Council Member Hanson.* The Commission Mixer Networking Meeting was held on November 14, 2024 at the Boonsboro American Legion at 6:00pm. The next EDC Meeting will be on held December 11, 2024 in the 2nd floor meeting room of Town Hall at 8am.

Environmental Commission – *Council Member Hollingshead.* Meeting held on November 13, 2024. Discussions included information and updates on Membership, the EDC Mixer Event on November 14, 2024, the Winter Newsletter article submissions, and Subcommittee Reports.

Motion by Council Member Hollingshead, second by Council Member Weaver to adjourn the Regular Meeting at 8:33PM. **Motion carried.** Mayor Long wished everyone a Merry Christmas and a happy and healthy New Year.

Respectfully submitted,
Kimberly A. Miller, Office Manager