

**BOONSBORO MAYOR AND COUNCIL**  
**REGULAR MEETING MINUTES**  
**Monday, December 8, 2025**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, December 8, 2025 in the Town Annex Meeting Chambers. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Marilee Kerns, Eric Kitchen, Ray Hanson, Terri Hollingshead and Ricky Weaver. Also present were Town Manager Rachel Souders, Office Manager Kimberly Miller, Town Planner Drew Bowen, Water and Wastewater Superintendent Pete Shumaker, Public Works Superintendent Greg Huntsberry, Police Chief Dave Rizer, Assistant Police Chief/Lieutenant James Rogers and Police Officer Billy Gilbert. The meeting convened at 7:00PM with the pledge and the invocation offered by Mayor Long.

**REVIEW AND APPROVAL OF MEETING MINUTES and TREASURER’S REPORTS**

- **Motion** by Council Member Hollingshead, second by Council Member Kerns to approve the Regular Meeting Minutes from November 10, 2025, as amended. **Motion carried.**
- Assistant Mayor – Town Treasurer Nally presented the October 2025 and November 2025 Treasurer’s Reports. **Motion** by Council Member Kerns, second by Council Member Hanson to approve the October 2025 and November 2025 Treasurer’s Reports. **Motion carried.**

**PUBLIC COMMENTS** *(No public comments were received this Meeting)*

**GUESTS**

**Memorandum of Understanding - Boonsboro Cemetery Association Roads:** Tony Nally, *Boonsboro Cemetery Association President*, presented the proposed Memorandum of Understanding between the Town and the Boonsboro Cemetery Association for the Mayor and Councils review and input. He stated that the MOU is to include the Cemetery roads on the Town’s 2025 Road Improvement Report to the State Highway Administration and to identify the roads in the Cemetery as ‘private’ roads on the Report, noting that the roadway maintenance, including snow removal, will solely be the Cemetery’s responsibility. He further stated that the main goal of the MOU is to be able to map the Cemetery roads on Google to be used on the new and improved Cemetery website and walking map for locating grave sites. **Motion** by Council Member Kitchen, second by Council Member Hanson to approve the Memorandum of Understanding between the Town and the Boonsboro Cemetery Association, with Assistant Mayor Nally abstaining. **Motion carried 5-1.**

**FACILITIES REPORTS**

**PUBLIC WORKS SUPERINTENDENT’S REPORT –Greg Huntsberry**

- Stated that the Sewer Collections side is running well.
- Stated that Council Member Weaver phoned in a leak on Potomac Street at 4pm on Saturday evening. Stated that they shut off water to the leak around midnight. Stated that the water pipe on Potomac Street is in very bad condition but that this leak was not as bad as the last one. Stated that the leak was repaired and the water was back on at 10:15am Sunday morning.
- Stated that the Dean South Development model home is under roof and everything is moving along.

**WATER AND SEWER SUPERINTENDENT’S REPORT – Pete Shumaker**

- Stated that everything in the Water and Sewer Department is running well
- Stated that we received the Route 34 Pump Station pump last week and it will be installed on December 18, 2025.

**TOWN MANAGER’S REPORT – Rachel Souders**

- Stated that she is incredibly grateful for tenured employees. Stated that this month Police Chief Rizer and Police Operations Manager Rudy celebrated 7 years with the Town and that Public Works Superintendent Huntsberry celebrated his 23<sup>rd</sup> anniversary and is the current longest tenured employee with the Town.
- Stated that the CIP Fee Workgroup’s draft document was sent to the Town Attorney for review and comments. Stated that the feedback was that the current draft is inherently flawed and would need reworked as an Impact Fee versus a general CIP Fee.
- Stated that based on the continuing Potomac Street water leaks and most recently the one over the weekend, the Town needs to replace the 4-inch line as soon as possible. Stated that we are going to do test pitting to gain more

information, including the exact location and length of the 4-inch section which will help us estimate the cost to repair. Stated that the Town plans to eventually replace the entire line along Potomac Street, but the 4-inch section is urgent and an emergency repair.

#### **TOWN PLANNER'S REPORT – Drew Bowen**

- Stated that the Site Plans have been received for McDonald's and that the High's Dairy Store construction is moving along.
- Stated that the Request for Proposals for the Chase Six Boulevard and Campus Avenue Signal have been placed out for bids. Stated that a mandatory pre-bid conference will be held on December 18, 2025 in the Annex followed by a site visit. Stated that bids are due on January 8, 2026 at 3:30pm and will be presented at the January 12, 2026 Mayor and Council Regular Meeting for awarding the contract to keep the Project on schedule.
- Stated that all of the permits have been received for the Crestview Bypass Project and construction will begin in January 2026.
- Stated that multiple letters were mailed out in November 2025 for sign violations around Town.
- Stated that Tractor Supply will be submitting their Site Plans soon for the lot beside Dollar General on Old National Pike with access from Beales Court. Shared the preliminary plans with the Mayor and Council, noting that it is about one-third of an acres of land.

**POLICE DEPARTMENT REPORT – Chief Dave Rizer.** The Police Department did not provide their formal monthly Report for the month of November 2025.

- Provided a brief update on the Thanksgiving Eve DUI arrests and issues stemming from the Vanish Hall event.

#### **MAYOR AND COUNCIL UPDATES and CORRESPONDENCE**

- **Mayor Long** extended a thank you to the Public Works staff and the Town for the Ole Tyme Christmas Shafer Park decorations and lights.
- **Assistant Mayor Nally** stated he sent out an email to the Mayor, Council and Town staff regarding the incident at Shafer Park when his wife was almost hit in the leg by a Disk Golf flying disk that was thrown across the walking trail. Reiterated that the disks are NOT supposed to be crossing the walking trails or the Town pond.
  - **Public Works Superintendent** stated that he removed the three Disk Golf baskets that the Park Board has been requesting to have moved from the reforestation area with no action taken by the Disk Golf Course organizers. He stated that he will remove more of the baskets if the Mayor and Council want him to. Council Member/Park Board Liaison Weaver stated that the Park Board has reached out multiple times via email to Audrey Vargason and Jackson Dolly with no response at all. Mayor and Council request that Town Manager Souders sends a Certified Letter to Ms. Vargason and Mr. Dolly asking for their cooperation in relocating the Disk Golf baskets that are near the walking trail and pond.
- **Assistant Mayor Nally** acknowledged the Public Works and Water and Wastewater employees for the good jobs that they do and thanked them.
- **Assistant Mayor Nally** stated that Pathfinder Distillery's 'Bloody Butcher Bourbon' won a gold medal for the Farmer-Distiller Best Bourbon at the Heartland Whiskey Competition in Indiana
- **Assistant Mayor Nally** stated that Council Member Hanson and he attended Congresswoman Delaney's Roundtable event
- **Assistant Mayor Nally** stated that Mayor Long, Council Members Kerns and Weaver and he attended Olde Tyme Christmas in Shafer Park. Stated that his church, Trinity Evangelical Lutheran Church, played their bell chimes during the event
- **Assistant Mayor Nally** stated that Mayor Long, Town Manager Souders, Chief Rizer, members of the Police Department and he participated in the Boonsboro Elementary School 'Amazing Shake' and that tomorrow is the finales for the event.
- **Assistant Mayor Nally** stated that he received a VIP invitation to attend the 35th Memorial Illumination at Antietam National Battlefield on December 6, 2025. Stated that it was an honor to be there. Stated that the Memorial Illumination event honors the 22,720 soldiers who were killed, wounded, or missing during the single-day battle on September 17, 1862 and that the luminaries represent each soldier casualty from that day. Stated that this was the first time her was invited to the ceremony and dignitary procession.
- **Assistant Mayor Nally** stated Council Members Kitchen, Kerns, Hollingshead and he attend the Verdant Group final Town Hall Meeting on December 2, 2025 at the Boonsboro American Legion.

- **Mayor Long** extended his thank you to Water and Wastewater Superintendent Shumaker and Public Works Superintendent Huntsberry for everything that their staff and they do to keep the Town running smoothly
- **Mayor Long** stated that the 35th Memorial Illumination at Antietam National Battlefield is an incredible event and that it makes you really think about each person that died on the battlefield that day.
- **Mayor Long** stated that he attended the Talon Studios 10<sup>th</sup> Anniversary event on December 6, 2025
- **Mayor Long** stated that he was disappointed that there was no mention or tributes on the news or radio on November 22, 2025 in memory of 62<sup>nd</sup> anniversary of the assassination of President John F. Kennedy.

## **NEW BUSINESS**

**WRA Contract for Crestview Engineering Change Order #2:** Town Manager Souders presented WRA, LLP's Change Order #2 for Engineering Services during the Construction of the Crestview Bypass 12-inch Water Main and Town Pressure Reducing Valve Vault Project for the Mayor and Councils review and input. She stated that it is much like the Scope of Services for the Reservoir Replacement Project and is for time and materials not-to-exceed fees of \$35,000. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to approve the WRA, LLP's Change Order #2 for Engineering Services during the Construction of the Crestview Bypass 12-inch Water Main and Town Pressure Reducing Valve Vault Project for time and materials not-to-exceed fee of \$35,000. **Motion carried.**

**Employee Christmas Luncheon and Bonuses:** Town Manager Souders stated that the Town Employees' Annual Christmas Luncheon will be held on December 12, 2025 at the Boonsboro American Legion and presented the Town Employees' Christmas Bonuses for the Mayor and Councils review and input. Town Manager Souders stated that Town budgeted \$10,600 for Employee Appreciation and that this is well within the budget.

**Consideration of Planning Commission's Recommendation to Establish an Escrow Account with Verdant Development Group LLC:** Mayor Long stated that T. Wesley Poss, of the Verdant Development Group LLC, attended the Planning Commission Meeting on November 25, 2025 to present his request to establish an Escrow Account with the Town, as presented to the Mayor and Council at the November 10, 2025 Regular Meeting, to pay for third party consultants to review plans as they are submitted for the proposed Villages at South Mountain Planned Development Project. Town Manager Souders stated that the Town's Attorney, Leslie Powell, was in attendance, as well as Verdant Development Group's attorney. She stated that Attorney Powell thoroughly reviewed the Escrow Account Agreement and stated that it would be acceptable for the Town to enter into the Agreement. Town Planner Bowen stated that the Council had requested that Mr. Poss provide proof of the signed Development Agreements with the TT&K and Flook property owners and that he did so at the Planning Commission meeting. Council Member Kitchen stated that as the Planning Commission Liaison and as authorized by Resolution 2007-01; *Engineering Fee Schedule* he is willing to make the **Motion** to approve the establishing of the Escrow Account with the following caveats to protect the Town:

1. The additional payment amounts from the Verdant Development Group LLC to restore the Escrow Account balance will be determined by the Town Manager.
2. All consultants, as noted in the Verdant Development Group LLC October 24, 2025 request letter, will be approved by the Boonsboro Municipal Utilities Commission if applicable and all will be approved by the Mayor and Council.
3. All fees noted in Resolution 2007-01; *Engineering Fee Schedule*, Section Two: *Planning Commission Review, misc.*, will be charged at prevailing rates.

**Motion** by Council Member Kitchen, second by Assistant Mayor Nally to approve establishing the Escrow Account with Verdant Development Group LLC with the caveats as presented, with Council Member Kerns abstaining. **Motion carried 5-0-1.**

**Approval to Execute Main Street Maryland Letter of Agreement:** Town Manager Souders presented the Main Street Maryland Program Agreement for Connected Communities from the Maryland Department of Housing and Community Development (DHCD) for the Mayor and Councils review and input. Council Member Kitchen stated that the problem with this Agreement is the responsibility it puts on the Town (*Local Government*). He stated that we cannot keep adding another and another and another responsibility onto our staff. Council Member Kerns asked who is actually going to be responsible for the Main Street Maryland Program because the Mayor and Council have not seen any plan for this. Town Manager Souders stated that no one from the Economic Development Commission or the Boonsboro Town Alliance has approached her or offered any further discussion on the Main Street Maryland Program. She stated that it is her understanding that Economic Development Commission Member Ken Ebmeier has stepped up to assist with the Program but that she is not sure what his complete plans are. She further stated that she received the Agreement from DHCD with the request to have it signed and submitted by December 19, 2025 so that the Agreement can be active from January 1, 2026 through June 30, 2027. Council Member Kerns stated that she likes the idea of the Program but that the Town is not monetarily ready to support it. Assistant Mayor Nally

stated that the Agreement is not ready to be approved until there is an actual plan in place for the Town's Main Street Maryland Program. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to **TABLE** the Main Street Maryland Program Agreement for Connected Communities from the Maryland Department of Housing and Community Development until further information is received and an actual plan is in place and approved for the Program. **Motion carried.**

## COMMISSION REPORTS

**Park Board** – *Council Member Weaver*. Meeting held on December 3, 2025 at the Community Center to organize and prepare for the Olde Tyme Christmas event. Discussions included that the Park Board has reached out to Audrey Vargason and Jackson Dolly, the organizers who constructed the Disk Golf Course, multiple times with the continuing concerns about the locations of three (3) of the Disk Golf Course baskets and its impact on the conservation areas and has not received a response to date therefore, by approval from the Mayor and Council at the November 10, 2025 Meeting, the three (3) disk golf baskets and signs were removed by Public Works, the paving and painting of the basketball courts has been completed, the printing of the Park Treasure Hunt Map and the ordering of small pins for completing the Hunt will be handed out at Olde Tyme Christmas, the Tree City and Growth Award applications have been submitted and several dead trees in the Park have been removed.

**Boonsboro Municipal Utilities Commission** – *Assistant Mayor Nally*. Meeting held on November 19, 2025. Guest Chris McClary from Fortiline Water Works attended the meeting to present information on water meter upgrades. Discussions included the Reservoir Replacement Project update, the Crestview Water Pressure Reduction and Bypass Project update, the Internal Water Audit, EDU Chart Review and Water and Sewer Capacity Study update, the approval to appoint Nelson Baker as the Commercial In-Town Voting Commission Member and System Reports.

- **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to approve the appointment of Nelson Baker as the Commercial In-Town Voting Commission Member on the Boonsboro Municipal Utilities Commission for a 4-year term ending in December 2029. **Motion carried.**

**Planning Commission** – *Council Member Kitchen*. Meeting held on November 25, 2025. Discussions included the Propane Tank Site Plan for the Fletcher's Grove, scheduling of the meeting with the easement property owners for the Fletcher's Grove Dean North Development, the McDonald's Site Plan and the need of the Fixture Unit Count submission to the BMUC, the Ambulance Company Site Plan comment response from the Design Engineer, the deadline for Planning Commission comments on the draft Comprehensive Plan, the approval of the Planning Commission By Laws, the Verdant Development Group LLC's request to establish an Escrow Account for Review Fees and the discussion of Floating Zones, and Staff Reports.

- **Council Member – Planning Commission Liaison Kitchen** stated that Commission Member Travis Riner and he were the only two people to provide the requested feedback to Town Planner Bowen on the draft Comprehensive Plan.
- **Council Member – Planning Commission Liaison Kitchen** stated that not a single Planning Commission Member attended the "Town Hall Meeting" presented by T. Wesley Poss, of the Verdant Development Group LLC, at the Boonsboro American Legion on December 2, 2025. He stated that it is very disappointing. He further stated that Mr. Poss presented the NEW updated map and thoroughly discussed the 'Floating Zones,' and because none of the Planning Commission Members were in attendance, they will not have all of the information presented in the Town Hall Meeting to properly vote on the Villages at South Mountain Planned Development Project plans.

**Economic Development Commission** – *Council Member Hanson*. The Networking Meeting was held on November 20, 2025 at the Boonsboro American Legion Post 10. The Annual Commission Mixer will be held in January 2026 and the next EDC Meeting will be held in February 2026.

**Environmental Commission** – *Council Member Hollingshead*. Meeting held on November 12, 2025. Guests Dee Price and Mark Kendle from the Washington County Soil Conservation District attended the meeting to present information on Water Harvesting. Discussions included an update on the success of the Fall Bulk Clean-Up and Recycling Event in Shafer Park, the target deadline for submissions for the Winter 2026 Newsletter, the scheduling of the next Low Waste Living Workshop in February 2026 and Subcommittee Reports.

- **Council Member – Environmental Commission Liaison Hollingshead** stated that she attended the Low Waste Workshop & Swap at the Boonsboro Library on November 19, 2025 and that it was a very good event.

Mayor Long stated that the 63<sup>rd</sup> Annual JFK 50 Mile Race on November 22, 2025 was very well attended and that it is amazing to see wall-to-wall people on Main Street at 6:30am. He stated that one of the participants told him that it is the BEST race in all of the United States. Mayor Long wished everyone a Merry Christmas and a Happy New Year.

**Motion** by Council Member Hollingshead, second by Council Member Hanson to adjourn the Regular Meeting at 8:15PM.  
**Motion carried.**

Respectfully submitted,  
Kimberly A. Miller, Office Manager