

**BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, February 8, 2021**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, February 8, 2021 in the Meeting Chambers. The Meeting was streamed via GoToMeeting online for the public. 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, Office Manager Kimberly Miller, Town Planner Reiley Stanley and Police Officer David Rizer. 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 Byrd, second by Council Member Hollingshead to approve the **January 11, 2021 Regular Meeting and Executive Session Minutes. Motion carried.**
- **Motion** by Council Member Nally, second by Council Member Hanson to approve the **January Treasurer’s Report. Motion carried.**

MAYOR AND COUNCIL CORRESPONDENCE

- **Council Member Hollingshead** – Stated that Hope Routzahn, who spoke to the Council at the January Regular Meeting on behalf of the parents of the Boonsboro High School graduating Class of 2021, was wondering if the Town was planning on donating towards their planned events. Council Member Kerns stated that she donated personally to the cause and that the Town really can’t donate funds because the group is not a non-profit.
- **Mayor Long** – Stated that the Town was asked by the Washington County Health Department to be a satellite COVID-19 vaccine clinic, and that Town Manager Mantello and he met with their representative. Stated that after looking at the Community Center and Town Hall, the Health Department would like to use the Meeting Chambers for the clinic. Council Member Nally suggested using Trinity Lutheran Church’s social room, noting that it is an easily accessible space and has a large open parking lot.

Police Department Report – *Officer Rizer*. The Police Department received 43 calls for service, which included 35 motor vehicle violator contacts and 0 Parking Citations for the month of January 2021. There were 0 adult criminal arrests, 0 adult paper service arrests, 0 adult traffic arrests, and 0 juvenile arrests. Stated that newly hired Officer, Hannah Easley, has her 3-days of in-service this week and will be ready to patrol on her own on March 2, 2021. Stated that an email was received this evening from Sheriff Mullendore reporting that there is an outbreak of COVID-19 at the Detention Center.

NEW BUSINESS

Renewal of Ordinance 2020-04; To Amend the Code of the Town and Adopt a New Ordinance - Civil Emergency: Mayor Long stated that due to the State of Emergency declared by Governor Hogan due to the COVID-19 pandemic, the Town enacted an Ordinance 2020-04; *To Amend the Code of the Town and Adopt a New Ordinance - Civil Emergency*. He stated that the Ordinance must be renewed every 30-days to keep it active. **Motion** by Council Member Hollingshead, second by Assistant Mayor Byrd approve the renewal of Ordinance 2020-04; *To Amend the Code of the Town and Adopt a New Ordinance - Civil Emergency*. **Motion carried.**

Introduction of Fiscal Year 2021 Budget Amendments: Council Member Kerns presented the Introduction of the Fiscal Year 2021 Budgets Amendments to adjust the General Fund, Water Fund and Sewer Fund allotments for the Councils review and input. She stated that the Fiscal Year 2021 Budget Amendments is being Introduced at this meeting and, if approved, a Public Hearing will be scheduled for February 22, 2021 at 6:45PM before the Workshop Meeting. **Motion** by Assistant Mayor Byrd, second by Council Member Hanson to approve the Introduction of the Fiscal Year 2021 Budget Amendments and scheduling of a Public Hearing for February 22, 2021 at 6:45PM. **Motion carried.**

WRA Proposal - Water & Waste Water Model Upgrades: Town Manager Mantello stated that representatives from WRA conducted a presentation at the January 2021 Boonsboro Municipal Utilities Commission Meeting. He stated that development will be very taxing on the current water and waste water system and that upgrades will need to be made soon. He further stated that the upgrading of the Water and Waste Water Models need to be completed so that the Town has an

accurate picture of the system as a whole, noting that it will help identify weaknesses. Town Manager Mantello stated, on behalf of the recommendation from the BMUC, that a \$45,000 increase is requested to fund the upgrade of both the Water Model (\$6,803) and the Waste Water Model (\$38,033), to include “*cost estimates of required water supply and waste water treatment upgrades as required by future development in the Town.*” He stated that currently the Models focus only on the Town’s distribution system and further consideration is needed for both water and waste water infrastructure, like the water plants and the Waste Water Treatment Plant. Council discussed the increase in cost of the upgrades of the Models. **Motion** by Council Member Nally, second by Assistant Mayor Byrd to approve the WRA Water and Waste Water Model Upgrade contingent upon the approval of the Fiscal Year 2021 Budgets Amendments. **Motion carried.**

Introduction of Ordinance 2021-01; Quit Claim Property to Eric Kitchen: Town Planner Stanley presented Ordinance 2021-01; *Quit Claim Property to Eric Kitchen* for the Councils review and input. She stated that Mr. Kitchen is requesting the small piece of ground to the right of his property at 115 Orchard Drive which he has been mowing and maintaining since the purchase of his home in 1998. She stated that the piece of ground was originally intended to be part of a road but that development plans changed. She further stated that the Council would need to refuse the Town’s interest in the property, noting that Delbert Huffer, the owner of the small piece of ground, has already signed off the property to Mr. Kitchen. Town Planner Stanley that Ordinance 2021-01; *Quit Claim Property to Eric Kitchen* is being Introduced at this meeting and, if approved, a Public Hearing will be scheduled for March 8, 2021 at 6:15PM before the Regular Meeting. **Motion** by Council Member Kerns, second by Council Member Nally to approve the Introduction of Ordinance 2021-01; *Quit Claim Property to Eric Kitchen* and scheduling of a Public Hearing for March 8, 2021 at 6:15PM. **Motion carried.**

Request for Rezoning from Town Residential (TR) to General Commercial (GC) at 7514 Old National Pike: Town Planner Stanley, on behalf of a recommendation from the Planning Commission, presented the Rezoning Application and Rezoning Map Request for 7514 Old National Pike from Town Residential (TR) to General Commercial (GC). She stated that the owner of the property originally presented his request to the Mayor and Council at the January 2019 Workshop Meeting asking for his 3-acre property on the corner of Alternate Route 40 and Lappans Road to be rezoned Commercial. She further stated, per the Comprehensive Plan, that commercial development in certain areas of Town, especially at major State Highway intersections, is encouraged. Town Planner Stanley stated that the Rezoning Request for 7514 Old National Pike from Town Residential (TR) to General Commercial (GC) is being Introduced at this meeting and, if approved, a Public Hearing will be scheduled for March 8, 2021 at 6:30PM before the Regular Meeting. **Motion** by Assistant Mayor Byrd, second by Council Member Hanson to approve the Introduction of the Rezoning Request for 7514 Old National Pike and scheduling of a Public Hearing for March 8, 2021 at 6:30PM. **Motion carried.**

Recommendation for Re-Appointment to Planning Commission (5-Year Terms): Mayor Long, on behalf of the Planning Commission, presented the recommendation to reappoint Robert Maricle, David Parmelee and Doug Moore for 5-year term.

- **Motion** by Assistant Mayor Byrd, second by Council Member Kerns to reappoint Robert Maricle to the Planning Commission for a 5-year term ending February 2026. **Motion carried.**
- **Motion** by Assistant Mayor Byrd, second by Council Member Hanson to reappoint David Parmelee to the Planning Commission for a 5-year term ending February 2026. **Motion carried.**
- **Motion** by Assistant Mayor Byrd, second by Council Member Hanson to reappoint Doug Moore to the Planning Commission for a 5-year term ending February 2026. **Motion carried.**

Update – 2021 Maryland Municipal League Summer Conference: Mayor Long stated that the 2021 MML Summer Conference in Ocean City, Maryland is scheduled for June 27 to June 29, 2021. He stated that it has been announced that they are only permitting 2 participants from each Municipality to attend.

COMMISSION REPORTS

Public Safety Commission: *Council Member Hanson.* Did not meet in January 2021. Stated that Chairman Rick Stevens resigned. Stated that the next meeting will be held on February 18, 2021.

Park Board - Council Member Weaver. Meeting held on January 27, 2021. Discussions included an update from the Tree Board, an update on the Shafer Park Fence Demolition and Floodplain Restoration Project and a discussion on the flagstone repair project near the restrooms at Shafer Park and the plans to move forward with the installation of a concrete slab in place of the flagstone.

Boonsboro Municipal Utilities Commission – *Council Member Nally*. Meeting held on January 27, 2021. Presentation by WRA on the Water and Waste Water Models. Discussions included updates on the Streambank Stabilization Project, the WWTP Roof Sealing Project, the Park Drive Sewer Main Replacement Project, the Shafer Park Well, the chemical storage tanks at the WWTP and the SCADA System for Well #8. Additional discussions included an update on the Tap Fees Task Force, the demolition of the Crestview Water Treatment Plant, and the need for an internal audit of the EDU allocations for multiple dwelling units in Town.

Planning Commission – *Assistant Mayor Byrd*. Meeting held on January 26, 2021. Discussions included the Rezoning Application for 7514 Old Nation Pike and an interview of a potential new Commission Member.

Economic Development Commission - *Council Member Kerns*. Did not meet in January 2021. Stated that the next meeting will be held on February 24, 2021.

Environmental Commission - *Council Member Hollingshead*. Meeting held on January 12, 2021. Discussions included an update on the Town Hall parking lot new EV Station, the plans to place a news item in the quarterly Town Newsletter to help earn points towards Sustainable Maryland, and Subcommittee Reports. Stated that the BEC is requesting that signage be placed in Town directing drivers to the new EV Station.

Town Planner's Report – *R. Stanley (No Report provided.)*

Town Manager Report – *P. Mantello*

- Stated that he met with Water and Waste Water Superintendent Shumaker and Public Works Superintendent Huntsberry to discuss employee uniforms and made the decision to buy employees shirts and jackets rather than rent them from Cintas, noting that the Town has been spending \$3,200 a year on uniform rentals. Stated that he has been working to also reduce the overall weekly charges from Cintas.

Motion by Council Member Hollingshead, second by Assistant Mayor Byrd to adjourn the Regular Meeting at 8:32PM. **Motion** carried.

Respectfully submitted,

Kimberly Miller
Office Manager