

BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, February 14, 2022

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, February 14, 2022 in the Meeting Chambers. The Meeting was streamed via GoToMeeting online. 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, Police Chief Kevin Morgan and Police Administrative Assistant Amy Rudy. The meeting convened at 6:30PM 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 Nally to approve the **January 10, 2022 Regular Meeting Minutes**, the **January 31, 2022 Workshop Meeting Minutes** and **Executive Session Meeting Minutes**, with Council Member Kerns abstaining. **Motion carried.**
- **Motion** by Council Member Nally, second by Assistant Mayor Byrd to approve the **January 2022 Treasurer’s Report. Motion carried.**
 - Council Member Kerns stated that the Fulton Bank CD in the amount of \$128,508.01 matured on January 21, 2022 and that it was renewed for a 1-year term at the interest rate of .15%

PRESENTATION

Roger Manno; DBA Manno and Associates, LLC; Introduction and Consulting Agreement: Mayor Long introduced Mr. Manno and stated that he was instrumental in helping the Delegation obtain the \$2,000,000 to pay off the Town’s Maryland Department of the Environment Waste Water Treatment Plant loan. Mr. Manno explained that he is an attorney, lobbyist and former Maryland Senator, noting that he is a legislative and regulatory architect who has spent decades in Government service, working in the White House, on the U.S. House Judiciary Committee, as Legislative Director and Senior Counsel to members of Congress, and as an elected member of the Maryland House and a senior member of the Maryland Senate. Mr. Manno stated that there is a lot of money and opportunities in the Maryland Budget and that he would like to represent the Town, help obtain funds and get things done. He stated that he feels confident in the fact that he can secure funds for the Town’s dewatering press, reservoir and Maple Avenue intersection and speed issues. He further stated that he will work with the State representatives in Annapolis and lobby for funds for the Town. Town Manager Mantello stated that Mr. Manno’s initial Consulting Agreement is for a 2-month term and presented the Agreement for the Councils review and input.

MAYOR AND COUNCIL CORRESPONDENCE

- Mayor Long stated that the Town received confirmation from the Boonsboro Area Rescue Company that the Great Boonsboro Carnival will be held this year on May 27 to June 4, 2022

Police Department Report – Chief Morgan. The Police Department received 65 calls for service, which included 84 motor vehicle violator contacts and 0 Parking Citations for the month of January 2022. There was 1 adult criminal arrest, 1 adult paper service arrest, 0 adult traffic arrests, and 0 juvenile arrests.

NEW BUSINESS

School Zone Speed Detection System Summary: Police Administrative Assistant Rudy reviewed the recommendations for the School Zone Speed Detection System on Maple Avenue. She stated that based on the proposals that were received and her research, a 1-year contract with Rekor Systems, Inc. and piggybacking on the Calvert County contract for cost savings, at the cost of \$2,800 per month, would be the most cost effective, noting that the monthly fee is even higher with the other Speed Detection System companies. She reminded the Council that the Town can only charge \$40 per ticket, with the cost due to the company per look-up fee of \$13 per violation. Chief Morgan reminded the Council that if installed, the speed camera will only run Monday thru Friday during school hours and will only issue tickets for motorist driving 12 miles over the posted 30mph speed limit, noting that they cannot issue tickets after school hours or on weekends due to the School Zone Speed Detection System regulations being for school safety only. He stated that the Town will also need to obtain permission from the State to place the speed detection system on Maple Avenue due to it being a State Highway. Assistant Mayor Byrd asked if Washington County could handle that process, and that he feels the Town should wait until the new intersection at Chase Six Boulevard, Maple Avenue and Campus Avenue is completed. Town Manager Mantello stated that he placed a request with the State Highway Administration to reduce the speed limit on Maple Avenue to 25mph. Police Administrative Assistant Rudy stated that the main issue is the traffic congestion caused by the school buses and parents picking up their children at the

School Complex on Campus Avenue. Council proposed waiting to see what happens with the new intersection at Chase Six Boulevard, Maple Avenue and Campus Avenue and have the Police Department obtain a quote for a Pole Mounted Portable Speed Display to assist in slowing the speed rate of motorist on Maple Avenue. Assistant Mayor Byrd suggested asking Washington County to share the cost. **Motion** by Council Member Nally, second by Council Member Hanson to table discussion on the School Zone Speed Detection System until the February Workshop Meeting. **Motion carried**

Participant-Directed Investment Employee Retirement Plan: Town Manger Mantello reviewed that the Council met with Bill Abeles, Managing Director of Investments of the Abeles Flurie Wealth Management Group of Wells Fargo Advisors, during a Closed Session on January 31, 2022 to review a new investment format as requested by the Mayor and Council at the December 13, 2021 Meeting. He stated that Mr. Abeles presented the Proposal Summary for a 401(k) participant-directed investment account, where employees can manage their own retirement funds, for the Councils review and input. He further stated that if the Council decides to go with this option, employees will have the ability to create portfolios with safer or more aggressive investments based on their retirement saving needs, with investment options from either John Hancock or American Funds. Town Manger Mantello stated that Mr. Abeles says that the investing platform is user friendly and that he will hold an employee training session to educate staff. **Motion** by Assistant Mayor Byrd, second by Council Member Kerns to approve the American Funds Participant-Directed Investment Retirement Plan. **Motion carried.**

Resolution 2022-01; Endorse and Adopt Sustainable Communities Designation: Town Manger Mantello presented Resolution 2022-01; *Endorse and Adopt Sustainable Communities Designation* for the Councils review and input, noting that this is the next step in the Program. He reviewed that Kathryn Gratton, of the Maryland Rural Development Corporation, attended the January 2022 Workshop Meeting and presented the Sustainable Communities Application Draft. Ms. Gratton stated that she submitted the draft Application to the State of Maryland and that they said everything looks good. She stated that the Town Commissions she has talked to for the application have been extremely helpful. The Mayor and Council thanked Ms. Gratton for her outstanding work. **Motion** by Assistant Mayor Byrd, second by Council Member Kerns to approve Resolution 2022-01; *Endorse and Adopt Sustainable Communities Designation*. **Motion carried.**

Appointment to Economic Development Commission: Mayor Long, on behalf of the Economic Development Commission, stated that he is recommending the appointment of Glorianne Manley to fill the vacant term ending November 2023. **Motion** by Council Member Hanson, second by Assistant Mayor Byrd to appoint Glorianne Manley to the Economic Development Commission. **Motion carried.**

COMMISSION REPORTS

Park Board - Council Member Weaver. Meeting held on February 9, 2022. Discussions included the approval for a Community Garden in Shafer Park near the Boy Scout Building utilizing American Rescue Plan Capital Funds, and four other possible ARP ideas which include a community pool, restoring and cleaning the Park stream, a pickleball court and a dog park.

Boonsboro Municipal Utilities Commission – Council Member Nally. Meeting held on January 20, 2022. Presentations were given by Gwin Dobson and Foreman on the draft design plans for the Sludge Dewatering Project and Eric Kitchen on the American Rescue Plan Capital Planning Task Force. Discussions included the quote from Fournier for the purchase of the rotary press for the Sludge Dewatering Project, an update of the Reservoir Replacement Project, an update on the Keedysville Booster Station Water Pressure Reduction Project, a review of WRA’s proposal to provide a PER for the Keedysville Booster Station, an update on the Boonsboro High School Irrigation Well, the plans to purchase the Public Works and Water and Sewer F350 Ford trucks from Hagerstown Ford, an update on the I&I Basement Drains for 217 and 219 Della Lane, the WWTP Wetland Creation Site Plan Review, the Public Works Maintenance Worker vacancy, and the Sustainable Communities SWOT Analysis provided to Kathryn Gratton, of the Maryland Rural Development Corporation, for inclusion in the Town’s Sustainable Communities Application.

Planning Commission – Assistant Mayor Byrd. Meeting held on January 25, 2022. Discussions included the As-Built Sycamore Run Bond Reduction, a presentation from Eric Kitchen on the American Rescue Plan Capital Planning Task Force and Request Form, a presentation from Kathryn Gratton, of the Maryland Rural Development Corporation, on the Sustainable Communities Program and the BZA 2022-01 Request for a Brewery at 7700 Old National Pike.

Economic Development Commission – Council Member Hanson. Meetings held on January 5 and 20, 2022. Discussions included the Downtown Beautification Program, the plans for upcoming Networking Breakfasts, advertising in the Visit Hagerstown brochure, the new business ribbon cutting and recognitions, EDC Love Your Local Banners, the Food Truck event, the new Boonsboro Business Association, the Appalachian Trail Community, the Spring Jubilee, the Community Safety Works Grant, the 60th Anniversary JFK Ultramarathon, the American Rescue Plan Capital Planning Task Force, the Boonsboro Town

Alliance, the restarting of the quarterly rack cards, a recap on the Vanish Brewery proposal to come to Boonsboro and filling the vacancy on the EDC. The next Networking Meeting will be held on February 17, 2022 at 7:30am at the American Legion.

Environmental Commission – Council Member Hollingshead. Meeting held on January 11, 2022. Presentations were given by David Muns the Frederick News Post Community Garden Manager, by Eric Kitchen on the American Rescue Plan Capital Planning Task Force and by Kathryn Gratton, of the Maryland Rural Development Corporation, on the Sustainable Communities Program. Discussions included the Safe Roads to Schools Act and that improved sidewalks and crosswalks in the vicinity of the School Campus is an opportunity, the congratulations to Commission Member Kathy Vesely who was nominated for the Small-Town America Civic Volunteer Award and Subcommittee Reports.

Town Manager Report – P. Mantello

- Stated that WRA submitted a Design Proposal for the Reservoir for \$154,000
- Stated that the final draft of the SERCAP Water and Sewer Rate Analysis Study has been completed and that the Report will be presented at the BMUC by Jean Holloway
- Stated that a revised Billing Policy and EDU Allocation Correction will be addressed with the BMUC. Stated that the EDU discrepancies needed to be correct with the size of buildings and units before the rate changes can go into effect

Council Member Hollingshead asked what happened with the Boonsboro Police cruiser that was in the accident in Hagerstown. Mayor Long stated that a motorist attempted to pass a Washington County school bus, crossed over the double yellow line, hit the school bus causing the driver of the bus to drive over the curb and into a light pole. He stated that after the car hit the bus, it then hit one of the Town's Police cruiser that was heading south on Potomac Street in Hagerstown. Council Member Hollingshead stated that the Mayor and Council should be notified when something involving the Town happens and is going to be printed in the newspaper or on the news. Council agreed that they should be notified when events occur before the public hears about it.

Maryland Department of Taxation: Council Member Kerns stated that the Town received the annual Constant Yield Tax Rate (CYTR) Certificate Notice from the Maryland Department of Taxation. She stated that she will check with the State to see if the Notice can be included in the April 2022 utility bill mailing and will then contact HBP, Inc. for pricing, noting that this may be a lower cost option rather than advertising it in the newspaper. She further stated that if the Town decides to go with Constant Yield Tax Rate she doesn't think we will have to do the Notice, but if the Town wants to keep same Tax Rate we will need to send the Notice and we will get an increase in revenues due to the assessment base increase. Council Member Kerns stated that the current Tax Rate is \$0.3591 per \$100 of assessment and the 2023 Constant Yield Tax Rate is \$ 0.3462 per \$100 of assessment. She stated she will bring her findings to the February Workshop Meeting.

PUBLIC COMMENTS (3-minute limit)

Jarrett Rottmund, 7414 Mountain Laurel Road. Stated that he received a very large utility bill for the quarter ending December 2021 and that he was notified of an unground leak on his property. Stated that his bill increased over \$1,700 the last 2 quarters. Stated that he lives pay check to pay check and attempted to contact Town Hall to stop his ACH auto draft but was not able to reach anyone until after the draft was taken for around \$1,400. Stated that he was unable to pay his mortgage because of this. Requested to have the funds reimbursed and to be put on a payment plan. Council discussed reversing the transaction and refunding Mr. Rottmund's funds back to him and asked that he provides a letter stating hardship as well as the cost of the plumber who repaired the leak. **Motion** by Council Member Kerns, second by Council Member Nally to approved reversing the transaction and refunding Mr. Rottmund's funds back to him in the amount of \$1,426.80. **Motion carried.**

Town Manager Mantello stated that he is recommending that a decision be made on whether to contract with Mr. Manno, noting that the Consulting Agreement is for a 2-month term at the cost of \$2,000 for the first month and \$4,000 for the second month. Council Member Kerns stated that Town Manger Mantello and the Council will need to determine where to pull the funds from. **Motion** by Council Member Hanson, second by Council Member Nally to approve the Consulting Agreement with Roger Manno. **Motion carried.**

Motion by Council Member Kerns, second by Council Member Nally to adjourn the Regular Meeting at 8:22PM. **Motion carried.**

Respectfully submitted,
Kimberly Miller, Office Manager