

**BOONSBORO MAYOR AND COUNCIL  
REGULAR MEETING MINUTES  
Monday, February 13, 2023**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, February 13, 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, Terri Hollingshead, Marilee Kerns, Eric Kitchen and Ricky Weaver. Also present were Town Manager Paul Mantello and Office Manager Kimberly Miller. The meeting convened at 7:00PM with the pledge and invocation offered by Mayor Long. Town Planner Reiley Stanley and Police Chief Kevin Morgan were not in attendance.

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

- **Motion** by Council Member Kerns, second by Council Member Weaver to approve the **January 9, 2023 Regular Meeting and Executive Session Meeting Minutes** and the **January 30, 2023 Workshop Meeting Minutes. Motion carried.**
- **Motion** by Council Member Kerns, second by Council Member Hanson to approve the **January 2023 Treasurer’s Report. Motion carried.**

**APPRECIATION AWARD**

Mayor Long presented an Appreciation Award to the Honorable David Brinkley, former State of Maryland Secretary of Budget and Finance, for his assistance with multiple Town projects. Secretary Brinkley assisted the Town with the \$1 Million Fiscal Year 2023 State Capital Budget Request Grant, the \$2 Million State Grant for our Waste Water Treatment Plant and the \$200k Maryland Department of Transportation grant for the Chase Six Boulevard - Campus Avenue Intersection Project. The Mayor and Council congratulated Secretary Brinkley on his retirement from public service and wished him the best of luck in his future endeavors.

**GUEST**

**Natoma Vargason**, *Appalachian Trail Community Certification Ceremony and National Trail Day Plans.* - Economic Development Commission Member Natoma Vargason presented the Appalachian Trail Community Certification Ceremony and National Trail Day Plans to the Mayor and Council for their review and input. She stated that Boonsboro was recently designated as the 52<sup>nd</sup> Appalachian Trail Community and the very first designated Appalachian Trail Community in Maryland. She stated that the EDC was recently awarded a \$90,000 grant from the Rural Maryland Economic Development Fund to fund a feasibility study to create a “Heritage Trail” connecting the Town to the Washington Monument. She further stated that the EDC has partnered with the Boonsboro Environmental Commission, the South Mountain State Park, the Potomac Appalachian Trail Club, the Hagerstown-Washington County Convention and Visitors Bureau and local businesses including Fit Inn Boonsboro, MVS Podiatry, Turn the Page Bookstore and additional local civic organizations to host an event at South Mountain State Park on June 3, 2023 for National Trail Days. EDC Member Vargason stated that the event will include the Appalachian Trail Community Certification Ceremony, with lunch being provided to volunteers, and then the National Trail Day Event which will include music, demonstrations with a focus on equipment needed for hiking, good stewardship, volunteer recruitment, conservation and food trucks and other amenities needed by hikers, including inviting farm vendors from the Town’s Farmer’s Market to provide a selection of fresh foods.

**MAYOR AND COUNCIL CORRESPONDENCE**

- Mayor Long stated that he attended the Police Academy graduation ceremony for Boonsboro Police Officer Tom Moretti on February 10, 2023 at the Hagerstown Community College Auditorium.

**Police Department Report – Mayor Long.** The Police Department received 81 calls for service, which included 38 motor vehicle violator contacts and 0 Parking Citations for the month of January 2023. There was 0 adult criminal arrest, 1 adult paper service arrest, 0 adult traffic arrests and 0 juvenile arrests.

**NEW BUSINESS**

**Updated 2022 State of the Town Address:** Mayor Long presented the *Updated 2022 State of the Town Address*. He thanked the Council, Town staff and volunteers for a great year:

*“2022 was an exciting year! Our steady focus on infrastructure repair and replacement is paying dividends. Here at Town Hall, Staff and Officials continued tackling our longstanding infrastructure issues, addressing the barriers to land development, and*

creating a new policy perspective focused on the future of the Town. Town Volunteers and our Advisory Commissions are doing a fantastic job of managing our utilities, creating economic and environmental opportunities, and enhancing quality of life for our residents.

A huge amount of grant funding opportunities became available, this year. After a lot of hard work and preparation, we were ready to take advantage of those opportunities. As the saying goes, "the harder you work, the luckier you get." We're continuing to plan and prioritize the best uses of our \$3.1 Million in American Rescue Plan Funds (ARPA) and we've secured another \$11.9 Million in federal / state / county / private grants and budget requests. We have an opportunity to make a big impact, quickly. Usually, the numerous larger-scale capital projects we've worked to conceptualize and plan for, would need to be prioritized, phased, and completed one-by-one, as time and funding allows. Also, they would be paid for with debt service, tax rate, and utility rate increases. Fortunately, and unfortunately, we have plenty of areas to focus our capital spending on and long-term goals are now in our immediate reach. If we continue to work hard and be aggressive, in 2024, when our ARP funds must have been spent, we will be in an excellent position: more future-oriented, less reactive, less dependent on grant funds, and more self-sufficient.

Our hard work is paying off and we're reaping the rewards. Our 2022 successes are evident in the following planned, ongoing, and completed projects/programs:

**MS4 NPDES PHASE II PERMIT:** At the beginning of 2022, the Town had restored 13.146 acres of the 29.62-acre, 2025 National Pollutant Discharge Elimination System (NPDES) Phase II Permit requirement. On the October 2022 Progress Report to the Maryland Department of the Environment (MDE), we reported another 5.13 restored acres completed, for a total of 18.276 acres. With three years remaining on the first phase of the permit, we have completed 62% of our restoration requirement. I am proud to say that, for the first phase of the permit ending in 2025, we anticipate spending a total of \$686,000 to surpass permit compliance (48.84 restored acres planned). Approximately \$600,000 of those funds will come from grants, thereby minimizing the financial burden of an unfunded state mandate on our taxpayers. Also, when the next phase of the permit starts in 2026, we'll have a 19.22 restored acre head start. In 2019, when our permit became active and our stormwater program was first developed, we used MDE's data to estimate the cost of compliance at approximately \$1 Million (\$35k per restored acre), for the first phase of the permit. Our 2022 National Pollutant Discharge Elimination System projects are listed, below:

- The 2022 Fall Tree Giveaway planted another 200 native species trees, providing 0.76 acres of restoration credit. This project was 50% grant-funded, through Potomac Edison (\$2,000) and the Chesapeake Bay Trust (\$2,264).
- In Spring 2022, working with the Alliance for the Chesapeake Bay and the MD Department of Natural Resources, we "reforested" grass fields near the WWTP and the Educational Campus, planting over-1,000 trees, earning 4.37 restored acres. This project is 100% grant funded and includes a 3-year maintenance plan for all plantings. There are similar open grassy areas, south of the Sycamore Run Subdivision, that we've targeted for future reforestation.

**For 2023, we have a couple of MS4 projects planned:**

- By partnering with the Washington County Soil Conservation District and working with their engineer, Ecotone, 75% of engineering and design is complete, for the "Little Antietam Watershed Stream Restoration & Reforestation" project. We have completed all state and county permitting requirements, and we're waiting for an MOU from DNR, to begin procurement and construction of a wetland area and 6 acres of reforestation, immediately adjacent to our Wastewater Treatment Plant. This public-private partnership (P3) project is estimated to cost \$503,000, is 100% grant funded through DNR, and is expected to earn 28.85 restored acre credits. Using the Town's contacts at Alliance for the Chesapeake Bay, we were able to secure a "matching contribution" to complete the project's reforestation component.
- Working with the Antietam-Conococheague Watershed Alliance (ACWA), the Town's Tree Board was awarded a \$20,000 Chesapeake Bay Trust Grant, to plant 15-gallon trees, in urban areas and along roads. This project will pair well with the EDC's Downtown Beautification Project and provide approximately 0.20 restored acre credits.

**HUMAN RESOURCES / SAFETY & RISK:** Like many municipalities, we've had an enormous amount of employee turnover. Over the last five years, more than 20 employees have come and gone. We have a strong core group of employees, and we were able to effectively bridge the gaps. Important projects/programs to note:

- We made a couple of good hires at Public Works, with Mr. Ernie Mose and Mr. Logan Garrett joining our staff. I've heard multiple compliments from residents and volunteers, regarding their professionalism and effort. Boonsboro has great employees!
- Unfortunately, we recently lost our Safety & Risk Manager, but the committee will remain active/engaged and we were able to complete safety/security projects at South End Pump Station, continued a productive relationship with our

Chesapeake Employers Insurance Representative, implemented an online continuing safety training program, and continued to update our COVID plan and provide our employees with the support/resources they need.

- We recently hired a new Administrative Assistant and Town Clerk. Mrs. Yvette May and Mr. Bryan Wachtel are both doing an amazing job and we're lucky to have brought on two bright and motivated employees, during a difficult time in the job market.
- A new position was created to support the EDC: Staff Liaison to the EDC. The EDC is a very active/involved commission, with numerous ongoing projects. Having a Staff Liaison to facilitate their projects and programs will be an invaluable resource and a force multiplier.

**WATER & WASTEWATER:** The FY22 Legislative Session went very well, and we were awarded \$1.5 Million in State Budget Allocations and Legislative Bond Initiatives. For the FY24 Legislative Session, we developed a Critical Water & Wastewater Funding Priorities Booklet, asking for \$12.2 Million to fund seven (7) water and wastewater projects. Many of those projects also have federal funding awarded or applied-for. We were ready, we were aggressive, we've shown we're a good investment and that we work hard, and I think we're likely to be awarded considerably more grant funding in 2023. Here are some ongoing water and wastewater projects we're proud of:

- **Drinking Water Reservoir Replacement Project:** We're currently in the design and engineering phase and we're scheduled to begin procurement/construction in July 2023. The funding plan we developed with Senator Paul Corderman worked out perfectly. We received \$1 Million from the County, \$1 Million from the State, \$1 Million through a Van Hollen CDS Application, \$100,000 through the Rural Maryland Economic Development Fund (RMEDF), and the Appalachian Regional Commission has pledged another \$500,000. Unfortunately, inflation and supply chain issues have increased the total cost of the project, from \$4.1 Million to approximately \$7 Million. Luckily, our \$5 Million Congressionally Directed Spending Application, submitted early in 2022 through Congressman Trone's Office, was recently awarded and passed into law. I'm excited about the reservoir project and what it means for our 20-year water loss issue and long-term critical infrastructure. I'm very happy to report that we have \$8.6 Million in grant funding, this project is 100% grant funded, and will provide the Town with a 100-year water utility asset.
- **Wastewater Treatment Plant Sludge Dewatering Facility:** Engineering and design for this project is complete and we have County Building Permit and MDE Permit approvals. We're finalizing our stormwater permitting and we anticipate procurement and construction to begin in January and February 2023. This project is expected to reduce operating expenses at the plant by approximately \$160,000/year. In addition to our \$325,000 in Appalachian Regional Commission grant funds, we were recently awarded a \$150,000 State Legislative Bond Initiative, through Senator Corderman's Office, a \$120,000 Rural Maryland Council Grant, and a \$250,000 Rural Maryland Economic Development Fund Grant. All told, we have \$845,000 in grant funding for WWTP Sludge Dewatering Project. One year ago, when the total project cost was estimated at a little over \$900,000, this would've been great news. Unfortunately, due to inflation and supply chain issues, the project cost was just re-estimated at \$2.3 Million. We'll likely use \$1.5 Million of our ARPA funds to bridge the gap.
- **USACE Asset Inventory Project:** With 50% grant funding from the US Army Corps of Engineers (\$42,000), we continue working on a physical inventory and condition assessment of the Town's water, wastewater, and stormwater infrastructure. This is the first big step towards creating much-needed Asset Management and Capital Improvement Programs. This will replace our current "when it breaks, fix it" approach, and improve planning, budgeting, transparency, reporting, and will make us more competitive for grant awards. We also need to rely less on the institutional knowledge of our wonderful employees. We wish they could work here forever, but we need a better way to "pass the torch" and create better continuity.
- **Geographic Information System Survey & Modeling:** Recently, we hired an engineering firm to complete an inventory of all our MS4 NPDES tree plantings and model ArcGIS database dashboards for our stormwater assets. This is another next step in the development of an Asset Management Program. As an MS4 Permittee, we need to begin treating the trees we plant like assets.
- **Alt. 40 Waterline Looping:** Since the Alt. 40 Waterline Extension was installed, in 2009, we've had to "flush" treated water, almost every day, to maintain a minimum acceptable level of chlorine in that section of the distribution system. Until recently, we were flushing approximately 3.2 million gallons of treated water, every year. That process has since been analyzed and improved, and we flush approximately 1 million gallons, annually. In September 2022, ARC invited the Town to complete a full grant application, for \$200,000, to loop the Alt. 40 Waterline and eliminate the need for flushing. We've also applied for \$1.2 Million in State funding and another \$1.2 Million in Congressionally Directed Spending funding. We just completed a Preliminary Engineering Report, and the total cost of the project is estimated to be \$2.8 Million. This project will reduce water loss, reduce operational expenses and lost revenue, and hopefully promote development as the new water mains are expected to pass through the Lakin and Flook Parcels.

- **Crestview Well Decommissioning & Demolition:** The water produced at the Crestview Well, located off Brookridge Drive, has high turbidity and is prohibitively expensive to treat/filter. We don't use the well and "if it's not an asset, it's a liability." Before the Christmas Holiday, we decommissioned the well and we'll demolish the building in the new year. A local well drilling company, Phillips Well Drilling, donated the decommissioning services and some of the equipment needed for demolition. This is another big step in becoming a well-managed and responsible utility system. We'll likely use the open ground for another MS4 reforestation project.
- **Shafer Park Well Replacement:** When the Keedysville Spring Weir Wall failed, in late 2020, we learned a few lessons about better asset management and the need for source water redundancy. After doing a water source redundancy analysis, it was revealed we would quickly experience water shortages if the Keedysville Spring (40% of Boonsboro's Water) failed or needed to be taken offline for repair/maintenance. The weir wall failure and the Alt. 40 aquifer contamination incident have shown us these are real possibilities that must be planned for. The project recently completed permitting, it will cost approximately \$260k, we have \$100k in ARC grant funds, Keedysville will pay for approximately 15%, and construction will begin in Spring 2023.
- **Advanced Metering Infrastructure & New Utility Billing Software:** The reservoir is estimated to be 10-20% of our 40MG annual water loss. Installing radio towers and zonal meters in strategic locations around the water distribution system will allow us to better understand our water loss and usage, quickly identify/repair new distribution leaks, quickly inform ratepayers when they have a water leak on their side of the water meter, and more efficiently read meters for billing. Keedysville has joined the project, too. Our meter vendor conducted both physical and computer model testing, to determine how many towers we'll need and any residential meter replacements. Currently, our engineering consultant is working on a Preliminary Engineering Report, to create zones in the distribution system and determine where to deploy master meters. The cost of this project is estimated at \$700,000 and we plan to use ARPA funds. This project will immediately identify water loss, both on the customer side and in the distribution system. In the distribution system, it will isolate water loss and allow for faster and more accurate detection and repair.
- **Crestview High Pressure Bypass:** Due to the Crestview Subdivision's lower elevation relative to the reservoir, the neighborhood experiences very high-water pressure, which remains steady around 120 PSI. For comparison, the American Water & Wastewater Association (AWWA) doesn't recommend pressures in the distribution system over 80 PSI. Crestview experiences peaks in pressure of 140 PSI. High static pressure and spikes result in regular leaks and undue wear on the local distribution system. Our consulting engineer has identified a solution, involving the installation of a parallel line around Crestview and pressure reducing valves lowering pressures entering the neighborhood. This project is estimated to cost approximately \$800,000. This project was included in our FY24 State Budget Request and Congressionally Directed Spending Application, through Senator Van Hollen's Office.
- **SERCAP Water & Wastewater Rate Studies:** After a year-long hiatus, we completed our utility rate study, with services and guidance from the Southeast Rural Community Assistance Project (SERCAP). The goal of any public utility is to be sustainable and to fully recover the costs of operations, including capital expenditures, both self- and debt-funded, while creating a reasonable amount of "rainy day" reserves. The way in which these various costs should be recovered is embedded in our rate structure and the SERCAP study gave us the knowledge and foundation to move forward with a more responsible, future-oriented approach. SERCAP is a grant-funded non-profit and the study cost the Town only our admin time. The Utilities Commission is working on a new rate structure/program that will be 100% transparent, recover all costs, build necessary reserves, charge our ratepayers equitably, and move us a step closer to becoming a sustainable/responsible utility provider.
- **Utility Customer Audits & Fixed Fee Corrections:** While responding to SERCAP's data request, during development of the rate study, we discovered many "Equivalent Dwelling Unit" and fixed fee discrepancies in our customer billing software. Recently, Council voted to correct the residential billing error and we're working on a 3<sup>rd</sup> party audit of our commercial accounts. Identifying existing issues, ensuring we have equitable/correct billing practices, and having a clear understanding of revenues are vital for future rate change proposals.
- **Boonsboro Education Campus Sports Field Irrigation Well:** One of the Town's largest water utility users is the Boonsboro Educational Campus (Washington County Public Schools). To irrigate their sports fields, they were using approximately 4 million gallons of treated water, per year. To free up some water system capacity and reduce the amount of treated water used for irrigation, the Town worked with WCPS to install an irrigation well. In early 2022, the well was installed and should be online soon.

**SHAFER PARK PROJECTS:** As usual, a lot is going on at Shafer Park! The Park is arguably one of the most valuable assets we have, and we like to keep it in good condition for patrons and residents. Here's a few ongoing Shafer Park Projects:

- **Creek Masonry Repair & Renovation:** The stonework throughout Shafer Park is unique and original to the park's construction, in the late 1930s. To Staff's knowledge, the stonework has never undergone a renovation or largescale

*maintenance project. The stone bridges, streambanks, and patio are all in significant disrepair and need a major renovation. The total cost of the project is \$225,000 and we were recently awarded \$203,000 in Community Parks & Playgrounds (CP&P) grant funding. The project takes place in a “Maryland Waterway” and needed a special MDE permit. From our experience with the Keedysville Spring Weir Wall Project, we were able to complete the permit application, without consultation and cost from an engineer. This project will begin procurement / construction, Spring 2023.*

- ***Shafer Park Path – Phase IV:*** *We’ve completed the first three phases of the Shafer Park Walking Path Project. Recently, we were awarded \$150,000 to complete Phase IV. The total project cost is estimated at \$165k and will install approximately 1,700 linear feet of pervious asphalt path, connecting the older and newer sections of the north side of Shafer Park. This project is in design and will begin procurement / construction, Spring 2023.*
- ***Boonsboro Environmental Commission’s Community Garden:*** *This year, the BEC created a site plan and proposal for a community garden at Shafer Park. Since receiving approval from the Mayor & Council, the BEC created a “Community Garden Planning Team” and has applied for multiple funding opportunities. The Community Garden will likely begin construction, in 2023, and is sure to become one of the park’s focal points and a great place to socialize with friends and community members.*

***ECONOMIC DEVELOPMENT:*** *After the Economic Development Commission (EDC) lost all but one of its members in 2021, we worked hard to recruit new volunteers and inject new life into this important advisory body. Today, we have a hardworking and engaged group of volunteers, poised to make considerable contributions to the Town’s economy and bring in new businesses.*

The EDC stays busy! They revived and expanded their rack card program, after briefly stopping due to the pandemic. Thirty local businesses purchased “Love Your Local” banners and they hosted their first ever “Boonsboro Commission Meet & Greet,” where Town Officials, Employees, and Volunteers collaborated and reported on ongoing/completed projects. They’ve also provided free advertising and promotion to our local businesses, through ribbon cuttings and regular networking events. Of particular note, the EDC worked on the design and fundraising for the JFK 50 Miler Commemorative Bronze Starting Line Plaques, to be installed on Main Street in Spring 2023.

Speaking of 2023, the EDC received a “Façade Improvement Grant” for \$30,000, through the Department of Housing & Community Development (DHCD), and they’ll soon be accepting applications from local businesses to renovate their storefronts. Now that Boonsboro is a “Sustainable Community,” this year, the EDC will begin working on our Main Street designation. Here are some of the other important projects/programs that the EDC is working on:

- ***Downtown Beautification Project:*** *To increase the aesthetic and consumer appeal of the downtown commercial district, the EDC is working on a beautification master plan, with our consulting engineer and a local landscaper. With the Town’s incredible history and culture, adding landscaping to the downtown area and the Town’s gateways will encourage shoppers, diners, and history enthusiasts to visit and local businesses to invest. The EDC aims to increase the perception of Downtown Boonsboro as a remarkable area of commerce and history that creates a pleasant atmosphere for visitors to explore and visit/revisit. The program will create a consistent and visually appealing streetscape. Once we have a master plan, we can begin applying for implementation grants. The EDC was awarded a \$5k Nora Roberts Foundation (NRF) Grant, to fund the drafting/design of the master plan.*
- ***AT Connector Trail:*** *The proximity of the Appalachian Trail represents an economic opportunity for the Town. Consumers are spending increasingly more money on recreation and hiking has become a popular activity. Connecting our downtown commercial district directly to the trail could have a significant impact on the downtown economy. Installing a “Heritage Trail” to the Washington Monument has cultural/historic value to the Town and offers our residents a recreational outlet. The EDC was recently awarded a \$90,000 grant from the Rural Maryland Economic Development Fund (RMEDF), to fund a feasibility study. With a preliminary study and a path forward, the EDC would begin design/procurement/construction. They’re in the process of earning the designation of “Appalachian Trail Community,” through the Appalachian Trail Conservancy, and all the grant and economic opportunities that come with it. If all goes as planned, Boonsboro will be the FIRST Appalachian Trail Community in the State of Maryland. Well done, EDC!*
- ***Boonsboro Town Alliance:*** *The EDC understands that the Town needs a non-profit consortium of local businesses to increase commerce, host events, leverage our economies of scale, and to represent its members directly. The EDC drafted bylaws and will recruit the BTA’s board and members, in 2023.*
- ***2022 Food Truck Festival:*** *The EDC expanded on the success of the 2021 inaugural event, by adding live music, a garden tractor pull contest, an axe throwing game, and MORE food vendors. More than 3,000 people attended the event and*

the EDC raised over \$10,000 in sponsorship revenue. Two years in a row, the Food Truck Festival has been a huge success and it is quickly becoming part of the Town's cultural identity.

**MAYOR & COUNCIL PROJECTS:** Staff and Elected Officials are focused on much more than our utility infrastructure renewal projects. With an excellent understanding of our needs and what we want the future to look like, we've been able to work on several important capital projects and funding opportunities:

- **Chase Six Boulevard - Campus Avenue Realignment & Intersection:** Back in October 2021, we began an interagency project to build a controlled intersection at the intersection of Maple Avenue, Campus Avenue, and Chase Six Boulevard. We have a \$200,000 Legislative Bond Initiative, another \$200,000 from the Maryland Department of Transportation, and the County has expressed support for the project. The total project cost is estimated at \$800k and we plan to fund it entirely with grant funds. This project is still in the concept stage, but we hope to begin engineering and design, Spring 2023.
- **Safe Routes to School Sidewalk Retrofits:** A little over two years ago, the educational campus changed their dismissal routes and busses were routed through the older parts of Town, down narrow streets, and queued in front of the Fire Station while waiting for the traffic light, at the square. The sight of students walking home from school, on narrow roads next to busses and parent vehicles, was glaring and needed attention. The older section of Town, particularly Center Street, Orchard Drive, and Ford Avenue need pedestrian sidewalks for residents and students. Earlier this year, we applied for sidewalk retrofitting funding from MDOT SHA and recently we were awarded \$1.2 Million in grant funds to design sidewalks on Center, Ford, and Orchard. This project pairs nicely with the Intersection Project and provides better/safer infrastructure for our residents and their children.
- **Lobbying Consultant & Maryland Rural Development Corporation (MRDC):** Early in 2022, we started working with a lobbyist and it's been a force-multiplier, for grant funding awards, networking, and facilitating capital projects. Our lobbyist's numerous contacts, experience, and knowledge of the legislative system have been invaluable. His efforts paired with the new resource of an MRDC grant writer have presented numerous new opportunities.
- **JFK 50 Mile Ultramarathon Commemorative Plaques:** Since 1963, the JFK 50 Mile Ultramarathon has started in Boonsboro. Coming up on the 60<sup>th</sup> running of the race, we decided to commemorate the starting line with two bronze plaques, inset into the sidewalks along Main Street. The total cost of the project is \$7,800 and we have matching grants from the Convention & Visitors Bureau (\$1,950), Middletown Valley Bank (\$1,950), and the JFK 50 Board (\$1,950). This is yet another important part of Boonsboro's rich history and I'm glad we were able to do something special for the JFK 50 Organization.
- **MEA Streetlight Retrofit Project:** In early Summer, we were awarded a \$26,000 Maryland Energy Administration Grant to replace 161 older, non-LED streetlight bulbs. Replacing the metal halide and high-pressure sodium bulbs with LED retrofits should reduce our electric expense by approximately \$4,000/year.
- **MDE Drinking Water State Revolving Fund Comment Letter:** With over \$800 Million in federal funds soon to be available to Maryland Municipalities, through the EPA and MDE, and Boonsboro perennially ineligible for grant funding because we're not considered a "Disadvantaged Community," we proposed new Drinking Water State Revolving Fund (DWSRF) grant eligibility criteria, that would account for the unique economic disadvantages we face as a municipality located in Appalachian Maryland. In September and December, we wrote formal letters to MDE, together with Keedysville, Smithsburg, and Sharpsburg, recommending that they adopt the Appalachian Regional Commission's eligibility criteria, for inclusion in the DWSRF grant program and the proposed Environmental Justice Screening Tool criteria. MDE received letters of support for our recommendation from Congressman Trone, Senator Corderman, and Delegate Wivell.

**FUTURE CAPITAL PROJECTS:** It's important to keep all this momentum moving forward. Stagnancy and indecision created the systemic issues we're working to correct, today. Here are some of the future capital projects we're working on:

- **Wastewater Main Replacement (\$1,600,000):** The Town's Wastewater Hydraulic Model & Master Plan identified several areas of the wastewater collection system that are over-capacity now or will be with future development. The mains in the collection system that are currently over-capacity, but not tied to future development, will have to be replaced by the Town. The cost of those replacements is estimated at \$1.6 Million. This project was included in our \$12.2 Million State Budget Request for Critical Utility Infrastructure.
- **Wastewater Treatment Plant Lagoon Dredging & Repurposing (\$1,200,000):** We still have one lagoon remaining at the WWTP, after the second was dredged and its contents placed in the first. A thick rubber liner holds the 175,000 cubic feet of sludge and slurry from entering the surrounding environment. We haven't used / maintained the lagoon since it was decommissioned in 2009, with the completion of the WWTP. Again, "if it's not an asset, it's a liability." Leakage or

structural failure would be an environmental catastrophe. We've prioritized this project and included it in our \$12.2 Million State Budget Request.

- **Drinking Water Distribution System Lead Component Removal (\$1,000,000):** Just under a mile (5,000 linear feet) of our water distribution system is made of cast iron pipe, sealed at the joints with lead packing and oakum. The recently enacted EPA Revised Lead & Copper Rule requires public water systems to monitor and/or replace lead service lines, by October 2024. It's time to prioritize the removal of ALL lead components from our distribution system. We included this project in our FY24 State Budget Request and with our Van Hollen CDS application.
- **Shafer Park Drive Extended (\$1,500,000):** Shafer Park is our community's focal point, and we need improved infrastructure to accommodate the daily patronage and annual events. Finally finishing this piece of the park's infrastructure makes the park and downtown more accessible, provides much needed increased parking, and adding a "minor collector" will reduce traffic congestion on Main Street.

Moving forward into 2023, we will continue working on capital improvements, infrastructure repairs and maintenance, economic development, growth, public safety, and all the other functions that help make Boonsboro such a great place to live. We'll strive to become less reactive and more future-oriented. Better management and proper planning allow our residents to be more involved and invested and reassures them their tax dollars are well invested.

Staff and Elected Officials would like to thank all our generous community members and businesses for their kind donations and volunteerism. You and your families are our motivation and drive to do a good job. Boonsboro is an amazing community, and we'll continue working hard to keep it that way!"

**Ace Hardware Site Plan:** Council Member Kitchen, on behalf of Town Planner Stanley and the Planning Commission, present the Ace Hardware Site Plan for the Councils review and input, noting that the Planning Commission has approved the Site Plan. Council discussed the size of the parking lot and possible issues with truck access. **Motion** by Assistant Mayor Nally, second by Council Member Hollingshead to approve the Ace Hardware Site Plan. **Motion carried.**

**BMUC Recommendation to Stop Feeding Fluoride into the Drinking Water System and Letter to MDE:** Town Manager Mantello, on behalf of the Boonsboro Municipal Utilities Commission, presented the recommendation to stop adding Fluoride into the Drinking Water System. He stated that fluoridating the water was a requirement of the Town's Maryland Department of Environment Debt Service, and that Fluoride is no longer mandated by the Center for Disease Control and there are no Federal Regulations for it. He further stated that the annual cost is around \$20,000 and that the Keedysville Town Council is fine with ending treatment. Town Manager Mantello shared the draft notice that will be sent out to inform the Washington County Health Department and the Maryland Department of Environment, noting that the Town will also notify our Town residents that we will no longer be treating the drinking water with Fluoride.

**Shafer Park Creek Masonry Repair & Renovation – Bid Results:** Town Manager Mantello presented the Request for Proposals Bid Results for the Shafer Park Creek Masonry Repair and Renovation Project for the Council review and input. He stated that three (3) bids were received from Poor Boys' Enterprises, Mar-Allen Concrete Products, Inc. and Levaca Construction, LLC. He stated that the Project includes the masonry repair, restoration and historic preservation of the stone streambanks, stone bridges and stone patio located at the Park, noting that Shafer Park is one of a series of Parks constructed in Maryland by the Federal Government in the 1930s in conjunction with Local Governments under the Works Progress Administration. He stated that staff is recommending Poor Boys' Enterprises at the cost of \$244,500 based on their experience with historic restoration projects. He further stated that \$225,000 was budgeted for the Project and that the Town would need an additional \$20,000 in funding. **Motion** by Assistant Mayor Nally, second by Council Member Kerns to award the Shafer Park Creek Masonry Repair and Renovation Project to Poor Boys' Enterprises at the cost of \$244,500 and to use funds from the Contingency Fund to cover the remaining \$20,000 in expenses. **Motion carried.**

**Boonsboro Keedysville Water Advisory Board Alternate Appointment:** Mayor Long, on behalf of the Boonsboro Keedysville Water Advisory Board, stated that he is recommending the appointment of Council Member Eric Kitchen as an Alternate on the BKWAB. **Motion** by Assistant Mayor Nally, second by Council Member Hanson to appoint Eric Kitchen as an Alternate to the Boonsboro Keedysville Water Advisory Board, with Council Member Kitchen abstaining. **Motion carried 5-1.**

## COMMISSION REPORTS

**Park Board - Council Member Weaver.** Meeting held on January 25, 2023. Discussions included an update from the Tree Board on the \$20,000 grant from the Chesapeake Bay Trust to plant trees in public areas around Town this Fall, an update on the

success of Olde Tyme Christmas, the scheduling of dates for the Summer Outdoor Movies and plans for the Fishing Derby.

**Boonsboro Municipal Utilities Commission – Council Member Nally.** Meeting held on January 4, 2023. Discussions included the Boonsboro Ambulance and Rescue Company Collection System Hookup Proposal, a comparison of the Fiscal Year 2021/2022 usage VS. the Fiscal Year 2022/2023 usage, an update on the WWTP Sludge Dewatering Facility Project, the RMPIF Award and RMEDF Award, an update on the Commercial Customer Billing Audit, the Fiscal Year 2024 Utility Rate Structure Development, the review of the Leak Detection Bids, the MDE DWSRF Eligibility Criteria Comments, an update on the WWTP Stream Restoration, Wetland Creation and Reforestation Project, an update on the WWTP Lagoon Dredging Project, the BKWAB Meeting Debriefing and System Reports.

**Planning Commission – Council Member Kitchen.** Meeting held on January 24, 2023. Discussions included the Ace Hardware and Storage Units Site Plans and the Fletcher’s Grove – Dean South update.

**Public Safety Commission – Council Member Kerns.** Meeting held on January 19, 2023. Discussions included an update on School House Manor and Washington County Housing Authority, an update on the High Street Traffic and painting the curbs red on St. Paul Street, and update on the Opticom Traffic Signal, an update on the Knox Box program in the Town Quarterly Newsletter, the report of a noise/vehicle complaint in Kinsey Heights, the recommendation to use the donations in excess of budget from National Night Out to purchase a Stop the Bleed Training Kit for \$995.00 and a Life/Forms CPR training demonstration kit for \$737.95, and updates from the Boonsboro Police Department, the Boonsboro Fire Department and the Boonsboro Ambulance and Rescue Company.

**Economic Development Commission – Council Member Hanson.** Meeting held on January 4, 2023. Discussions included an update on grant opportunities, an update on the Downtown Beautification Project, the upcoming Networking Breakfast Series, upcoming business ribbon cutting ceremonies, updates on the Food Truck Event, update on the Boonsboro Town Alliance, updates on the Appalachian Trail Committee Task Force, the Quarterly Rack Cards, an update on the 60th Anniversary of the JFK 50 Mile, and the EDC Marketing Plans. The Networking Meeting was held on January 19, 2023 at the Boonsboro American Legion and the next EDC Meeting will be on February 22, 2023.

**Environmental Commission – Council Member Hollingshead.** Meeting held on January 4, 2023. Discussions include updates on the Community Garden funding from the Nora Roberts Foundation, reimbursement for the Milkweed Plants provided to the community during the Fall Tree Giveaway, the dedication plaque in memory of Bruce Schmidt at Shafer Park during the Town’s Arbor Day and Park Clean-Up event, the plans to sell a few of the remaining compost bins to Keedysville for \$20 each, the Town Newsletter articles, plans for the 2023 Farmer’s Market, the 2022 Annual Report and Subcommittee Reports.

**Town Planner Report – No Report given.**

**Town Manager Report – P. Mantello**

- Stated that the Town is not included in the new Governor’s Budget. Stated that Senator Corderman asked that we draft our Budget Requests that he will submit as a Supplemental Budget Request with eight letters of recommendation.
- Stated that he talked to the Town Attorney about drafting a letter of default of the Public Works Agreement to the Easterdays for the Preserve at Fox Gap Development
- Stated that a meeting was held with the Fletcher’s Grove Developer about the next steps and road construction for the Chase Six Boulevard – Maple Avenue - Campus Avenue Project

Assistant Mayor Nally stated that they may have a replacement lined up for the Chair of the Boonsboro Keedysville Water Advisory Board when he retires. He stated that BMUC Chair Stu Mullendore, Council Member Kitchen and he will be meeting to review the King Road Development Agreement regarding taps that are held in that Agreement and will talk to the Town Attorney about what can be done when the Agreement expires.

**Motion** by Assistant Mayor Nally, second by Council Member Hanson to adjourn the Regular Meeting at 8:19PM and move into Executive Session as provided under General Provisions Article §3-305 (b)(1), subsection (i) to discuss the appointment, employments, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction. **Motion carried.**



**Motion** by Council Member Kerns, second by Assistant Mayor Nally to adjourn the Executive Session at 8:27PM. **Motion carried.**

**Motion** by Council Member Hanson, second by Assistant Mayor Nally to adjourn the Regular Meeting at 8:27PM. **Motion carried.**

Respectfully submitted,

Kimberly Miller, Office Manager

**BOONSBORO MAYOR AND COUNCIL  
WORKSHOP MEETING MINUTES  
Monday, February 27, 2023**

The Mayor and Council of Boonsboro held their Workshop Meeting on Monday, February 27, 2023 in the Meeting Chambers to set the Regular Session Agenda for Monday, March 13, 2023. The Meeting was streamed via GoToMeeting. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Ray Hanson, Terri Hollingshead, Marilee Kerns, Eric Kitchen and Ricky Weaver. Also present were Town Manager Paul Mantello, Town Planner Reiley Stanley, Office Manager Kimberly Miller and Police Chief Kevin Morgan. The meeting convened at 7:00PM.

**Police Department Update**

- Stated that Police Officer Tom Moretti is doing well and is currently riding with Sergeant McKenzie.
- Stated that the new Police vehicle has arrived and that it is getting outfitted for the streets.

**Introduction of Ordinance 2023-01; Parades and Special Events and Permit Application:** Mayor Long presented the Introduction of Ordinance 2023-01; *Parades and Special Events* and the Permit Application for the Councils review and input. He stated that it was provided by the Town Attorney and is taken from language used by the City of Cumberland, Maryland. He stated that the purpose of Ordinance 2023-01 is to require permits for parades, races, marches, special events and to any activity held within the Town which is expected to draw a crowd of more than fifty people. He further stated that the permit application must be completed a minimum of thirty (30) days in advance of the date of the event and that a non-refundable permit fee of \$150 is required, noting that if the organizer does not obtain a permit the Town can fine them \$500. Council Member Kerns stated that this will not stop people from protesting and that it is a right to be able to gather. She asked who would be fined and that it is the Police's job to maintain protests. Mayor Long tabled the discussion.

**WWTP Dewatering Facility Construction Bid Results and BMUC Recommendation:** Town Manager Mantello, on behalf of the Boonsboro Municipal Utilities Commission, presented the Waste Water Treatment Plant Dewatering Facility Construction Bid Results for the Councils review and input. He stated that three (3) bids were received and that the BMUC and Gwin, Dobson & Foreman, the Project Engineers, are recommending that the bid be awarded to HRI, Inc. of State College, Pennsylvania, at the cost of \$2,220,787. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to award the WWTP Dewatering Facility Construction to HRI, Inc. at the cost of \$2,220,787. **Motion carried.**

Council Member Hanson asked that the Mayor and Council re-read **Ordinance 2023-01; Parades and Special Events** and the Permit Application before completely shutting it down. He stated that it should be reviewed because it does hold merit and should not just be discarded completely. **Motion** by Council Member Hanson, second by Council Member Hollingshead to review Ordinance 2023-01; *Parades and Special Events* and the Permit Application and discuss it at the April 24, 2023 Workshop Meeting, with Council Member Kerns and Council Member Weaver opposing. **Motion carried 4-2.**

**Commercial Utility Billing Audit and BMUC Recommendation:** Town Manager Mantello, on behalf of the Boonsboro Municipal Utilities Commission, presented the Commercial Utility Billing Audit and the comment letter from Triad Engineering, Inc. for the Councils review and input. He reviewed Triad's EDU comments on the eighteen accounts that are affected by the Audit and provided example letters that will be sent out to those property owners. He further stated that the start date for the updated EDUs would be July 1, 2023 with the new Fiscal Year and residents would see the change on the bills that go out at the end of September 2023. Assistant Mayor Nally suggested a few edits to the draft letter, which will be forwarded to Water and Sewer Billing Clerk Yvette May. **(NEW BUSINESS)**

**Economic Development Commission Façade Matching Grant Program and Draft Application:** Town Manager Mantello, on behalf of the Economic Development Commission, presented the 2023 Façade Grant Program for the Councils review and input. He stated that the Town has been awarded \$30,000 for the Program this year, that the Program will be eligible to both residential and commercial properties located with the Town's Sustainable Community designated area, and that Façade Grants will be awarded to eligible property owners at up to 50% of the total cost of a Project not to exceed \$3,000 (\$6,000 out of pocket). He further stated that Grants must be used for external improvements to street facing portions of the property only and that the Town's Grant Writer will begin accepting grants on May 1, 2023 at 8:00am and will remain open until funds are exhausted. Town Manager Mantello stated that applications will be reviewed and awarded by the Town, the Department of Housing and Community Development and the Maryland Historical Trust and will be based on their benefit to the

community and the ability to enhance or maintain the historic integrity of the building. **Motion** by Assistant Mayor Nally, second by Council Member Hanson to approve the Economic Development Commission Façade Matching Grant Program and draft application. **Motion carried.**

**Request for Handicap Accessible Port-a-John in Shafer Park during Winter Months:** Council Member Weaver, on behalf of the Park Board, presented the request to place an ADA accessible port-a-john in Shafer Park during the winter months, from November until April, while the regular Park restrooms are closed. He stated that Boy Scout Roarke Rohde, from Troop 108, presented the suggestion to the Park Board because the Park is used regularly by homeschooled children and their parents, as well as many other children and adults and school sports programs, noting that he was very specific that it be ADA accessible so it could be used by everyone. He further stated that it would be nice to have the port-a-john delivered now to be used until April 1, 2023 when the Park opens for the season, and that he would like to see at least one of the Park restrooms converted to be winter accessible. Town Manager Mantello suggested using the CPP Grant to renovate the Park restrooms so that they are accessible during the winter months. Office Manager Miller will contact AC&T Vice-President Dave Conway.

**Recommendation to Update Employee Wage Chart:** Town Manager Mantello, on behalf of the Personnel Committee, presented the recommendation to update the Employee Wage Chart in the Town Employee Personnel Policy Manual. He stated that the wage charts are based on the US Bureau of Labor Statistics May 2021 National Occupational Employment and Wage Estimates for the Hagerstown, Maryland – Martinsburg, West Virginia area and that they have not been updated since May 2018. He stated that updating the Wage Chart will not increase any employees' wages at this time and that it is just an update to the Personnel Policy Manual to keep the Town on track with other local entities. Assistant Mayor Nally asked that the Police Wage Chart be added to the document as well. Mayor Long stated that the Council should review the recommendations for the March Regular Meeting. **(NEW BUSINESS)**

**Donation Request: Boonsboro High School "We the People" Team:** Mayor Long stated that a donation requested was received from the Boonsboro High School "We the People" Team to help pay for their expenses to attend the National Competition in Washington, DC to represent the State of Maryland and Washington County. Office Manager Miller stated that there is \$700 left in the Donation line item of the Fiscal Year 2023 Budget. **Motion** by Council Member Hollingshead, second by Council Member Kerns to donate \$100 to the Boonsboro High School "We the People" Team. **Motion carried.**

**Boonsboro American Legion Post 10 Auxiliary Request; Memorial Day Parade and Service:** Mayor Long stated that the Annual Boonsboro Memorial Day Parade will be held on Sunday, May 28, 2023 with the wreath laying ceremony at 1:00PM and parade at 2:00PM sponsored by the Boonsboro American Legion Post 10 Auxiliary. **Motion** by Assistant Mayor Nally, second by Council Member Kerns to approve the Post 10 Auxiliary Memorial Day Parade and wreath ceremony on May 28, 2023, with Council Member Hollingshead abstaining. **Motion carried 5-1.**

#### **Town Planner Report – R. Stanley**

- Stated that Vanish Brewery has submitted their permits to Washington County for the renovation at 7704 Old National Pike
- Stated that Dunkin Donuts has submitted their permits to Washington County
- Stated that the Ace Hardware permit has been approved
- Stated that the Planning Commission will be meeting on March 1, 2023 to discuss the 5-Lot Sub-Division for 50 St. Paul Street and that the owners will be in attendance

#### **Town Manager Report – P. Mantello**

- **Letter to the Easterdays:** Stated that he spoke to the Town Attorney, as discussed at the January 2023 Workshop Meeting, regarding sending a letter of default of the Public Works Agreement to the Easterdays for the Preserve at Fox Gap Development and calling the performance bond. He stated that under the Agreement, the Easterdays have 20-days from the receipt of the letter to begin to correct the default, which must be completed within 60-days, and at that time if the tasks are not completed, then the Town can take the next steps. Council Member Kerns asked if the Town could reach out to the bonding agency. Town Manager Mantello stated that the letter of default must be sent first. Council Member Kerns asked if the letter of default needs to be an advertised Agenda item. Town Manager Mantello stated that, no, it is not necessary.
  - **Motion** by Assistant Mayor Nally, second by Council Member Hollingshead to a letter of default of the Public Works Agreement to the Easterdays for the Fox Gap Development, with Council Member Kerns opposing.

**Motion carried 5-1.** Council Member Kerns stated that she would like a copy of the letter emailed to the Council.

- **\$5 Million US Army Corp Grant:** Stated that Congressman Trone visited the Town on February 16, 2023. Stated that when he was asked about the Grant to fund the Reservoir Replacement Project, he said that the \$5 million would be coming in Fiscal Year 2024, around May 2024. Stated that the National Defense Act did not pass until the end of the year and the Town's funds were not included in the Capital Budget, noting that it looks like the House is not going to have a Supplemental Budget. Stated that we will be receiving the \$1 millions from the EPA.

**Motion** by Council Member Hollingshead, second by Council Member Kerns to adjourn the Workshop Meeting at 8:15PM.

**Motion carried.**

Respectfully submitted,  
Kimberly A. Miller, Office Manager