

BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, February 10, 2025

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, February 10, 2025 in the Town Annex Meeting Chambers. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Eric Kitchen, Ray Hanson, Marilee Kerns, Terri Hollingshead, and Ricky Weaver. Also present were Town Manager Rachel Souders, Office Manager Kimberly Miller, Town Planner Drew Bowen, Public Works Superintendent Greg Huntsberry, Water and Wastewater Superintendent Pete Shumaker, Police Chief Dave Rizer, Police Officer James Rogers, Police Officer Billy Gilbert, and Police Operations Manager Amy Rudy. The meeting convened at 7:00PM with the pledge and invocation offered by Mayor Long.

REVIEW AND APPROVAL OF MEETING MINUTES and TREASURER’S REPORT

- **Motion** by Council Member Kerns, second by Assistant Mayor Nally to approve the **January 13, 2025 Regular Meeting Minutes** as amended. **Motion carried.**
- **Motion** by Council Member Kitchen, second by Council Member Kerns to approve the **January 2025 Treasurer’s Report.** **Motion carried.**

PUBLIC COMMENTS

- **Scout Ian Stann**, BSA Troop 20 of Boonsboro, is working towards his Citizenship in the Community Merit Badge.

FACILITIES REPORTS

PUBLIC WORKS SUPERINTENDENT’S REPORT – *Greg Huntsberry*

- Stated that Huntzberry Brothers installed 3-inches of stone on the Shafer Park Walking Trail Phase IV Project and that they will be coming back next week to install the additional 3-inches. Stated that the blacktop will be done in the Spring. Stated that they spilled hydraulic oil on the Community Center parking lot but will be coming back to fix it.
- Stated that Public Works was able to keep the roads clean and safe during the snow storms and that they have used a total of 115-tons of road salt.
- Stated that there was a sewer line back-up in the same manhole that has backed up before between Orchard Drive and Ford Avenue on Friday, February 7, 2025. Stated that Roto Rooter was called in.
- Stated that a lot of water was lost from the water leaks at the Boonsboro School Complex. Stated that they do not have a total of the gallons lost.

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

- Stated that the Spring Pump could not be fixed and a new pump was ordered.
- Stated that the Crestview/Route 34 Pump Station pump has been replaced and parts have been salvaged from the older ones so that we now have two operating pumps.
- Stated that there were some issues with the mechanical parts in the decanter room that have not been resolved and that there was a seal failure in the SBR pump this afternoon at the Waste Water Treatment Plant.

TOWN MANAGER’S REPORT – *Rachel Souders*

- Stated that the Town will have a LGIT Property and Liability Inspection on February 13, 2025 at 10am. Buildings to be inspected include the Town Garage, Town Hall, Police Station, Community Center and Trolley Museum.
- Stated that letters have been mailed to residents who will potentially be affected by traffic changes during the Reservoir Replacement Project.
- Stated that she submitted the final reimbursement request for the ARC Grant funding awarded for the Shafer Park Well Replacement for the total of \$56,651.16.
- Stated that the Town was approved for \$50,000 for the Fiscal Year 2025 Façade Grant Program. Stated that we still have Fiscal Year 2024 funds as well, so please share this opportunity with people owning street-facing properties.
- Stated that she is proud of our Town staff. Stated that everyone is dedicated and does their job well. Stated that it makes her job much easier to have dependable people, that we are a great team and she is very thankful for everyone

Council Member Kerns asked for a status update on the Chase Six Boulevard – Campus Avenue Realignment Project. Town Manager Souders stated that it is still moving forward and that it is just a bit slow, noting that there are a lot of moving parts. Town Planner Bowen stated that the Developer for Fletcher’s Grove is required to submit a full design to move forward and that he has a conference call with him tomorrow. He stated, as well, that there are a lot of moving parts. All Mayor and Council Members offered to help in any way if needed.

PLANNER’S REPORT – Drew Bowen

- Stated that T. Wesley Poss, of Verdant Development Corporation, is currently working to develop a Master Development Plan for the Flook, Lakin and TT&K properties. Stated that Verdant will be reaching out to all of the property owners to discuss the Plan.
- Stated that there are currently engineers and appraisers doing a study for the potential McDonald’s fast food restaurant location in the Fletcher’s Grove Development.
- Stated that the Dean South Project will move forward this Spring. Stated that they will start construction on the storm water drainage system and then start work on grading the road to the right-a-way on Maple Avenue.
- Stated that High’s Dairy Store is still going through the permitting process with Washington County.

POLICE DEPARTMENT REPORT – Chief Dave Rizer. The Police Department received 53 calls for service, 123 motor vehicle violator contacts, 0 Parking Citation and 508 Traffic Enforcement/Patrol Checks for the month of January 2025. There were 2 adult criminal arrests, 1 adult paper service arrest, 0 adult traffic arrests and 0 juvenile arrests.

- Asked if the Town has an ‘Ordinance Code Book’ to assist with enforcing citations. Stated that he will reach out to the Town of Hancock to obtain a copy of theirs for reference.
- Stated that the Police Officers are interested in assisting the Rescue Company and working the Carnival this year. Town Manager Miller will forward Mary Jane Blickenstaff’s contact information to Operations Manager Rudy. Stated that the Police Officers are also interested in assisting during school events as well.

Council Member Kerns asked on an update on the proposed Internship for Micah Stine through the Police Department. Chief Rizer stated that he is working to create a Mini-Cadet Program which will mimic the Maryland State Police Cadet Program.

MAYOR AND COUNCIL UPDATES and CORRESPONDENCE

- **Mayor Long** stated that the Town will be closed in honor of President’s Day on Monday, February 17, 2025.
- **Mayor Long** shared a thank you card from the Boonsboro High School ‘We the People’ Team for the donation.
- **Council Member Kitchen** stated that in light of the closing of the Fulton Bank Branch in Boonsboro, he took it upon himself to write a letter to the Branch in hope to sway their decision to remain open. Stated that he was told it is a done deal. Mayor Long stated that he tried talking to them as well and was told that nothing the Town says can help keep them open.

NEW BUSINESS

Request to Renew – Auditing Firm for Fiscal Year Ending June 30, 2025: Town Manager Souders presented, for the Mayor and Councils consideration, the option to renew the current Professional Audit Service contract with Albright, Crumbacker, Moul and Itell for a third year at their current rate of \$21,500 for the Fiscal Year ending June 30, 2025. She stated that the current contract for Auditing Services was awarded in 2023 to Albright, Crumbacker, Moul and Itell and is for a 1-year term with the option to extend for four (4) additional 1-year terms, for a total 5-year term, at the sole discretion of the Mayor and Council. **Motion** by Assistant Mayor Nally, second by Council Member Kerns to renew the Professional Audit Service contract for the Fiscal Year ending June 30, 2025 with Albright, Crumbacker, Moul and Itell for \$21,500. **Motion carried.**

Request to Renew – 2025 Mowing Services: Town Manager Souders presented, for the Mayor and Councils consideration, the option to renew the current Mowing Service Contract with the Yetter’s Lawn Care at the current rate of \$32,620 (\$1,165 weekly) for the year beginning on April 1, 2025. She stated that the current contract for Mowing Services was awarded in 2024 to Yetter’s Lawn Services and is for a 1-year term with the option to extend for two (2) additional 1-year terms, for a total 3-year term, at the sole discretion of the Mayor and Council. Public Work Superintendent Huntsberry stated that he is recommending that the Town renews Yetter’s Lawn Care’s contract based on their dependability. He stated that they added the Sycamore Run Development to the mowing contract at no additional cost to the Town. **Motion** by Council Member Kerns, second by Assistant Mayor Nally to renew the Mowing Service contract for 2025 with Yetter’s Lawn Care for \$32,620. **Motion carried.**

Request for Sponsorship – Washington County Envirothon: Town Manager Souders stated that a donation requested was received from the Washington County Soil Conservation District to help pay for the expenses for the Annual Washington County Envirothon to be held on April 3, 2025 for local High School students. Council Member Hanson asked who the Washington County Soil Conservation District are. Town Planner Bowen stated that they are a Governmental Agency who provide leadership for the conservation of soil, water and natural resources through programs for property owners and farms in Washington County and that they work to protect the Chesapeake Bay as well. Police Operations Manager Rudy stated that Boonsboro High School does have a group that competes at the Annual Washington County Envirothon. Office Manager Miller stated that there is \$700 left in the Donation line item of the Fiscal Year 2025 Budget. **Motion** by Assistant Mayor Nally, second by Council Member Hollingshead to donate \$100 to the Washington County Soil Conservation District for the Annual Envirothon, with Council Member Hanson opposing. **Motion carried 5-1.**

Request for Sponsorship – Washington County Commission on Aging: Town Manager Souders stated that a donation requested was received from the Washington County Commission on Aging to help pay for their expenses for the Annual 'Light Up the Night' Gala to be held on April 5, 2025. She stated that there is an option to donate funds or an item for the Silent Auction. Council Member Kerns stated that she feels that we already contribute to the Commission on Aging by allowing them to use the Community Center three days a week for the Southeastern Congregate Site Senior Center. **Motion** by Council Member Hollingshead, second by Assistant Mayor Nally to NOT donate to the Washington County Commission on Aging for the 'Light Up the Night' Gala. **Motion carried.**

Stormwater Management Ponds: Town Planner Bowen stated that the Town owns many stormwater management ponds and asked the Mayor and Council what the Policy is for maintaining them. Does the Developer take care of them or does the Town take over the maintenance once the development is completed? Town Planner Bowen stated there is nothing documented for the management of these ponds unless there is an HOA (Home Owner Association) in the development and then the HOA takes on the maintenance of their ponds. He stated that he is asking that the Mayor and Council approve a Stormwater Management Pond Policy so that the Town has something in writing. Public Works Superintendent Huntsberry stated that he had to purchase a 'trash rack' for a stormwater management pond last week because the Washington County Inspector said it needed replaced. **Motion** by Council Member Hollingshead to create a Policy that the HOA's must take care of the stormwater management ponds. Council Member Kerns stated that she would like to have a written Policy before an approval. Town Planner Bowen will draft a Stormwater Management Pond Policy for review at the February Workshop Meeting. **Council Member Hollingshead rescinded her Motion.**

Approve Resolution 2025-01; Amendment of Resolution 2024-04 Zoning Fee Schedule: Town Manager Souders presented Resolution 2025-01; *Amendment of Resolution 2024-04 Zoning Fee Schedule* for the Mayor and Councils review and input. She stated in light of the need to have the Boonsboro Municipal Utilities Commission review the Resolution, she is recommending that they Table the Agenda item for now. Town Planner Bowen stated that the developer that is interested in developing the Kueffner Farm on Route 34 would need to move the force main, and if the force main were moved it would be beneficial to the Town to move and upgrade the 1973 Route 34 Pump Station. He stated that he contacted WRA about using the Water and Sewer Hydraulic Model to answer some questions and was told that there would be a fee of \$25,000 associated with that which would be the developer's responsibility. Council discussed that when former Town Manager Paul Mantello contracted WRA to create the Water and Sewer Hydraulic Model, the Utilities Commission had requested that the Mayor and Council impose a fee that developers would have to pay to use the Model to recoup the overall cost of the Model. Council Member Kitchen stated that it needs to be clear what the agreement to use the Water and Sewer Hydraulic Model says and what the calculations are, noting that there has been a lot of turn over and loopholes since 2021. **Motion** by Council Member Kitchen, second by Assistant Mayor Nally to **TABLE** the Resolution 2025-01; *Amendment of Resolution 2024-04 Zoning Fee Schedule* discussion until the Utilities Commission has a chance to review it. **Motion carried.**

COMMISSION REPORTS

Park Board – Council Member Weaver. Meeting held on January 22, 2025. Discussions included updates on the plans for the 2025 Independence Day event, updates on the Shafer Park Walking Trail, updates on the Basketball Court Repaving Project, plans for the Arbor Day Stream Clean Up on April 27, 2025, updates on the Disk Golf Course, updates on the Family Game Day hosted by Boonsboro Town Alliance on May 3, 2025, updates on the Trout Derby on May 3, 2025 and plans for a Boy Scout project to create a Pollinator Hotel in the Park.

- Public Works Superintendent Huntsberry stated that the Disk Golf equipment was delivered last week and is being stored in the Town Garage. He stated that he reached out to Jackson Dolly and Audrey Vargason.

Boonsboro Municipal Utilities Commission – *Assistant Mayor Nally*. Meeting held on January 15, 2025. Discussions included updates on the Shafer Park Well status, updates on the Reservoir Replacement Project, updates on the Crestview Water Pressure Reduction and Bypass Project, the Internal Water Audit, the Control Growth Plan, the Water and Sewer Hydraulic Models Developed by WRA, the Route 34 Pump Station, Connection Fees, the Fletcher’s Grove Surcharge and System Reports.

- Council discussed the sewer manhole back up between Orchard Drive and Ford Avenue that happened on Friday, February 7, 2025. Public Works Superintendent Huntsberry stated that staff and Roto Rooter cleaned out a lot of wipes and other items which means properties located on that sewer line on St. Paul Street, Valley View and upper Orchard Drive have been flushing wipes and other non-flushable items down the drain. Council Member Kerns asked if letters could be mailed to the property owners on that sewer line to make them aware of the situation.

Planning Commission – *Council Member Kitchen*. Meeting held on January 28, 2025. Discussions included the review of the draft of the Final Plats from the Washington County Board of Education for the McIlwee Subdivision, a review of the Budget Update for the Comprehensive Plan, review of the Proposed Text Amendment to the Zoning Code for Site Plan Requirement Changes and Staff Reports. Stated that the new Commission Member Jacqueline Piro will be a great asset to the Commission.

- **Town Planner Bowen** stated that a rough draft of the Comprehensive Plan will be reviewed at the February 2025 Planning Commission Meeting.
- **Council Member Kerns** asked for an update on the Town Farm Staff Report as a follow up from the conversation at the January 2025 Mayor and Council Meeting. She stated that she would like the Planning Commission to review it as well for their input based on the Comprehensive Plan updates. Town Planner Bowen stated that he will have a Staff Report for the February Workshop Meeting.

Economic Development Commission – *Council Member Hanson*. The Networking Meeting was held on January 16, 2025 at the National Road Heritage Museum at 6:00pm. The next EDC Meeting will be on held February 26, 2025 in the Town Annex at 8am. Stated that Tyler Hornbecker is interested in starting a Rotary Club in Boonsboro.

Environmental Commission – *Council Member Hollingshead*. No Meeting was held during the month of January 2025.

Council Member Kerns asked that we honor recently retired Park Board Member Chris Hawkins at an upcoming Mayor and Council Meeting for her service and dedication to the Town. Mayor Long stated that we will invite her to the March 10, 2025 Mayor and Council Meeting.

Motion by Council Member Hollingshead, second by Council Member Weaver to adjourn the Regular Meeting at 8:35PM.

Motion carried.

Respectfully submitted,
Kimberly A. Miller, Office Manager