

BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, January 6, 2020

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, January 6, 2020 in the Meeting Chambers. 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, Town Planner Ethan Strickler, Office Manager Kimberly Miller and Police Chief Kevin Morgan. The meeting convened at 7:02PM 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 Weaver to approve the **December 9, 2019 Regular Meeting and Executive Session. Motion carried.**
- **Motion** by Council Member Nally, second by Council Member Hollingshead to approve the **December 2019 Treasurer’s Report. Motion carried.**

MAYOR AND COUNCIL MEMBER CORRESPONDENCE

- Mayor Long thanked everyone that was involved with the success of Olde Thyme Christmas and Holiday in Boonsboro on December 6 and 7, 2019.

Police Department Report – *Chief Morgan*. The Police Department received 45 calls for service, which included 29 motor vehicle violator contacts and 0 Parking Citation for the month of December 2019. There were 0 adult criminal arrests, 0 adult paper service arrests, 0 adult traffic arrests, 0 juvenile criminal and traffic arrests. The Police Department received 781 calls for service, which included 2,203 motor vehicle violator contacts and 1 Parking Citation for the year ending 2019. There were 8 adult criminal arrests, 27 adult paper service arrests, 10 adult traffic arrests, 3 juvenile criminal and traffic arrests in 2019.

NEW BUSINESS

State of the Town Address: *as presented by Mayor Howard Long.*

2019 was a year spent in change and transition, tackling long-standing issues, adding new personnel, and creating a new organizational culture focused on the future of the Town. As an administration, we’re moving away from “the way we’ve always done it” to “the way we do it now,” and with continued hard work and dedication from Staff and Officials, we’ve put ourselves in a great place to have continued progress and expand on the successes of 2019.

This past year, we worked extensively on our water loss issue. With 30-40% loss for over 20-years now, and the detriment that presents for growth and permitting, we understand that correcting this issue is arguably the top priority for Boonsboro. We conducted system tests, at multiple locations, and we contracted a leak detection expert to survey our water system. We’re taking a closer look at our infrastructure, data collection, data management systems. We continued an ambitious residential meter replacement program and both Staff & Officials are focused on fixing the issue, once and for all. This past quarter, we’re proud to say that with a more careful accounting of usage, water loss dropped from an average of 33% down to 26%, thereby correcting the loss by 1.7 million gallons.

We’re proud and excited about the personnel changes we made, in 2019. Here at Town Hall, we hired a new Administrative Assistant and a new Town Clerk. We couldn’t be happier with the almost-immediate impact they’ve had both with job performance and helping to create a friendly, collaborative workplace. At the Police Department, two new officers were hired, and we now have a very well-rounded Police Force. BPD has done an excellent job increasing their presence and visibility in the community, while providing quality policing and public safety. In Water & Sewer, we hired two new Operator Trainees to address a staff shortage and ensure the future of the department. We’re confident they’ll thrive, both in the industry and with the Town, and we’re excited to continue the strategy of training and developing new staff.

It can’t be expressed strongly enough how thankful we are to our Town Officials and Volunteers for the effort and time they put into the Town. We rely heavily on their guidance and leadership, and we share with them the following successful programs and projects, from 2019:

- In Fiscal Year 2019, Town Officials and Staff worked diligently with consultants and contractors to improve the Annual Financial Report. After years of recurring findings, the Town reduced its findings, from 5 in FY2018, to 2 in FY2019. We're confident that with new staff and policies, we won't have any findings, next year.
- Over the last two years, better investment practices through CD-Laddering, in all three funds, has resulted in year-to-date interest revenues of over \$45,000 dollars.
- The United Way Foundation and the Park Board organized and installed a Born Learning Trail, at Shafer Park, offering fun, active learning activities for young children and their families.
- Using Project Open Space grant funding, we installed Shade Canopies at the Tot Lot, in Shafer Park. We were also able to fund tree-planting and further landscaping, at the Park. Funding totaled over \$12 thousand dollars. Looking into the future, the Town has been awarded over \$150 thousand dollars in Project Open Space grants, to fund more Park projects like the Trail Extension, Parking Lot Resurfacing, and Roof Replacement for all Park Pavilions. These projects will all begin, soon.
- Using Appalachian Regional Commission grant funding of \$150 thousand dollars, the Town completed an upgrade of a sewer main, running through Shafer Park. The upgrade increased the system's capacity and efficiency, replaced aging infrastructure, and significantly reduced inflow & infiltration to our Wastewater Treatment Plant. The Town expects another \$150 thousand dollars in matching funds, in 2020, to continue with sewer pipe lining, and Phase II of our Inflow & Infiltration Project
- The Utilities Department was awarded \$30 thousand dollars in grant funding, from MDE, for excellent annual performance at the Wastewater Treatment Plant. Funding was used to purchase wet well aerators and further upgrade the wastewater system for performance and capacity.
- The Town founded a Safety & Risk Committee to serve as an advisory board to Town Administration and the Mayor & Council in their corporate governance of employee and workplace safety.
- A short stretch of Reeder's Alley was resurfaced, and stormwater management was improved to prevent flooding for local residents.
- The Town dedicated "Coach Scott Field" and "Coach Scott Run" to the memory of the beloved Boonsboro High Athletics Coach, Dwight Scott. The Town also dedicated a pavilion at Shafer Park, to former Councilmember Shirley Metz, and Boonsboro Pond was renamed "Hawkins Grove Pond" in honor of former Councilmembers Rich Hawkins and Ray Grove.
- The Town, and engineering contractor Whitman, Requardt, & Associates, completed the Water System Master Plan & Hydraulic Model. The Water Model, as its more commonly known, offers the Town a concrete understanding of our current capacity, and it allows system-wide consideration when planning and implementing infrastructure upgrades. The Town is in the process of procuring and creating a Wastewater Model, as well.

Moving forward into 2020, the Town 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. However, as we continue-on with the day-to-day, we'll also strive to become less reactive and begin planning beyond the fiscal year. This year, we'll begin development of an Asset Management & Capital Improvement Plan to better monitor our infrastructure, prioritize capital investments, and plan funding years in advance. Better management and planning allow for more stakeholder-investment and reassures them their tax dollars are well-invested.

Ordinance 202-01; Antietam Cable Television Franchise Agreement and Irrevocable Consent to Amendment of Franchise:

Mayor Long stated that this Agenda item will be postponed until after the rescheduling of the Public Hearing on Wednesday, January 29, 2020 at 6:00PM.

Shafer Park Path Bids and Award: Town Planner Strickler presented the Shafer Park Path Project bids and staff recommendation to the Mayor and Council for their review and input. He stated that five (5) bids were received for the Program Open Space Project and that staff is recommending the bid from either Excavating Associates for \$74,285 or from David H. Martin Excavating for \$64,910 for pervious paving, noting that the Town would be responsible to pay 10% of the Project with the Town's portion for Excavating Associates at \$7,428 and for David H. Martin Excavating at \$6,491. He further stated that staff would prefer awarding the contract to Excavating Associates due to experience working with them and trusting their performance with past project in Shafer Park and the round-about. Council discussed the cost and contract differences. Town Planner Strickler stated that the start date of the Project would be in July 2020. **Motion** by Council Member Nally, second by Council Member Kerns to award the POS Grant Shafer Park Path Project to David H. Martin Excavating for the cost of \$64,910, with the Town being responsible for 10% of that cost. **Motion carried.**

Consideration to Renew or Request for Proposals – Fiscal Year Ending June 30, 2020 Professional Audit Service: Office Manager Miller presented, for the Councils consideration, the renewal or Request for Proposals for the Fiscal Year Ending June 30, 2020 Professional Audit Service, noting that this time 2 years ago that the Council placed the Request for Proposals out for the Fiscal Year 2018 Professional Audit Service. Council discussed that the FY2018 Proposal for Auditing Services was for a 1-year term for the Fiscal Year ending June 30, 2020, with the option to extend for four (4) additional one-year terms, at the sole discretion of the Mayor and Council. If the Council decides to renew Albright, Crumbacker, Moul and Intell, Inc. contact for Fiscal Year 2020, the proposal cost is \$13,500 which is the same as the past two years. **Motion** by Council Member Kerns, second by Council Member Nally to approve the renewal of the Fiscal Year Auditing Service for the year ending June 30, 2020 with Albright, Crumbacker, Moul and Intell, Inc. for the cost of \$13,500. **Motion** carried.

Consideration to Renew or Request to Bid – Fiscal Year 2021 Sanitation Contract: Office Manager Miller presented, for the Councils consideration, the renewal or Request for Proposals for the Fiscal Year 2021 Sanitation Contract, noting that this time 2-years ago the Council placed the Request for Proposals out for Sanitation. She stated that the current contract with Apple Valley Waste is \$127,695 and their cost for Fiscal Year 2021 is \$131,850. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to renew the Sanitation Contract with Apple Valley Waste at the submitted contact cost of \$131,850 for Fiscal Year 2021. **Motion** carried.

COMMISSION REPORTS

Public Safety Commission – R. Hanson. No meeting held in December 2019.

Park Board – R. Weaver. No meeting held in December 2019.

Utilities Commission – T. Nally. Meeting held on December 18, 2019. Discussions included an update on the drilling of the well and holding tank for watering the Boonsboro High School athletic fields, noting that this could potentially free up 12 taps, the resubmission of the Appalachian Regional Commission (ARC) Grant application for Inflow and Infiltrations (I&I) Phase II, an update on funding option to repair the Keedysville Springhouse weir wall, an update on the Water Loss Task Force by Eric Kitchen, an update on the review the bids from the Request for Proposals for the Wastewater Model, the approval is replace the 8-inch Shafer Park Well with a 12-inch well, an update on the Advanced Metering Infrastructure (AMI) and the review of the Quarterly Tap Analysis water loss per tap spreadsheets.

Planning Commission – R. Byrd. No meeting held in December 2019.

Economic Development Commission – R. Hanson. Meeting held on December 18, 2019. Discussions included the advertising in the Herald-Mail, CVB Visitors Guide and Hagerstown-Antietam Battlefield KOA guide, the plans to order signs to direct visitors to the Town Hall parking lot, the Appalachian Trail Conservancy Community Program, the upcoming Washington County Hospitality and Tourism Round Table Meeting on January 15, 2020 at 9:30am in the Town Meeting Chambers, and the Sustainable Communities and Neighborhood Business Works Programs. The next Networking Breakfast will be held on Thursday, January 16, 2020 at 7:30am at Vesta's Restaurant, with guest speaker Brandon Green of Stony Creek Farm. The next EDC Meeting will be on February 26, 2020 in the Meeting Chambers at 9:00am.

Environmental Commission – T. Hollingshead. Meeting held on December 10, 2019. Discussions included the BEC Strategic Plan, the Sustainable Maryland Certified Workshop, the Keep Maryland Beautiful grant opportunity, the Master Grant calendar, possible plans for a Community Garden, the Sustainable Communities Program and the Subcommittee Reports.

Town Manager Report – P. Mantello

- Stated that the Town received the Keedysville Springhouse weir wall repair final design plan and is still exploring funding options. Stated that the repair is for the leak issue as well as the erosion of the spring's banks. Stated that Council Member Kerns, BMUC Chairman Bob Sweeney and he are meeting with Greg Snook to explore funding options. Stated that the spring is the main source of water for two towns and needs to be repairs as soon as possible. Stated that Senator Andrew Serafini and Delegate Bill Wivell have offered to help with the permitting process.
- Stated that Seba Water, from Germany, will be conducting an ultra-sonic water meter demonstration next week at the Shafer Park Water Plant and at the Town Reservoir to try to determine if there is an unknow issue or leak at either location.

Mayor Long stated that the Town will be hosting the Washington County Chapter of the Maryland Municipal League's meeting this month on Monday, January 27, 2020 at the Clopper-Michael Post 10 American Legion.

Mayor Long stated that the Town will reschedule the Public Hearing for the Antietam Cable Franchise Agreement on Wednesday, January 29, 2020 at 6:00PM, as well as the Mayor and Council Workshop Meeting at 7:00PM. He stated that due to advertising constraints, the Public Hearing cannot be rescheduled for the current Workshop Meeting night of Tuesday, January 21, 2020. He further stated that the date will be published after it is confirmed that Antietam Cable President Brian Lynch can attend.

Motion by Assistant Mayor Byrd, second by Council Member Nally to adjourn the Regular Meeting at 8:10PM. **Motion** carried.

Respectfully submitted,

Kimberly A. Miller, Office Manager