

BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, January 11, 2021

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, January 11, 2021 in the Meeting Chambers. The Meeting was streamed via GoToMeeting online for the public. In attendance were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Marilee Kerns, Ray Hanson, Terri Hollingshead, Tony Nally and Ricky Weaver. Also present were Town Manager Paul Mantello, Office Manager Kimberly Miller, Town Planner Reiley Stanley, Police Chief Kevin Morgan and Boonsboro Municipal Utilities Commission Chairman Bob Sweeney. 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 Council Member Hollingshead to approve the **December 14, 2020 Public Hearing, Regular Meeting and Executive Session Minutes. Motion carried.**
- **Motion** by Council Member Hollingshead, second by Council Member Nally to approve the **December 2020 Treasurer’s Report. Motion carried.**
 - Council Member Kerns presented the recommendation to amend the Fiscal Year 2021 Budgets to adjust the fund allotments. She presented the Budget to-date for the Councils’ review and input. She stated that she will further discuss the amendment at the January 2021 Workshop Meeting.

CITIZEN COMMENTS

Hope Routzahn, 18710 Planters Lane, Keedysville. Stated that the parents of the Boonsboro High School graduating Class of 2021 have been planning ways to make their students’ Senior Year special. Stated that they are in the process of planning ‘drive through events’ for breakfast and lunch such as a donut drive-thru, pick-up pizza and sunrise breakfast to name a few, and asked if the Town would be willing to allow them to use Shafer Park for a few events. Police Chief Morgan stated that they could use the driveway around the Police Department for their first event next week. **Motion** by Council Member Kerns, second by Council Member Nally to approve the Boonsboro High School graduating Class of 2021 parents the use of Shafer Park for their monthly events and to work with them to find ways to support the students. **Motion carried.**

2021 Farmer’s Market – Kathy Vesely and Bonnie Butters. Stated that the 2021 Farmer’s Market will run from April 20 to October 5, 2021 for the Regular Season and then will be extended until right before Thanksgiving from October 12 to November 23, 2021. Stated that the new location in the Shafer Park parking lot near the Police Department on Potomac Street worked out wonderfully, with over 5,000 customers visiting during the 2020 Farmer’s Market Season. Stated that they would like permission to remain in that location for 2021 and that they will have customers park in the same lot as the Market so to leave plenty of parking area for people coming for possible sport practices in the Park fields. Council was in favor of the Farmer’s Market remaining in the Shafer Park parking lot on Potomac Street, with the exception of Council Member Weaver who stated that it will interfere with sport practices. Police Chief Morgan stated that he feels there is plenty of room for cars to park on the grass during sport practices and that it is just one day a week on Tuesday evenings. Ms. Vesely and Ms. Butters asked if it would be possible to have an electric hook-up installed in the parking lot and Council suggested that they speak to Public Works Superintendent Huntsberry or consider purchasing a generator and moveable light.

Police Department Report – Chief Morgan. The Police Department received 43 calls for service, which included 28 motor vehicle violator contacts and 0 Parking Citations for the month of December 2020. There were 0 adult criminal arrests, 0 adult paper service arrests, 0 adult traffic arrests, and 0 juvenile arrests. Chief Morgan stated that he has talked to a few interested candidates for the Police Officer vacancies and that he has received a few applications as well.

NEW BUSINESS

2020 State of the Town Address – Mayor Howard Long: Mayor Long presented the 2020 State of the Town Address. He thanked the Council, Town staff and volunteers for a great year despite the COVID-19 pandemic.

2020 was a challenging year. As an organization, I am proud to say we made the best of it. In what has been a down year for many other government agencies, we saw an unusually uncrowded agenda and seized the opportunity to focus on improving

operations and completing numerous capital improvement projects. When the fog of this pandemic lifts, and our residents and visitors are again able to enjoy the Town's beautiful public parks and facilities, we hope they'll be proud and happy to see we stayed busy and committed to the interests of the Town.

Here at Town Hall, Staff and Officials continued tackling our long-standing infrastructure issues, addressing the barriers to land development, and creating a new policy perspective focused on the future of the Town. We stayed true to our motto and continued to move further away from "the way we've always done it," and closer to "the way we do it now." With dedicated Staff, Officials, and Volunteers, we are confident we can accomplish any goal.

With that said, it cannot 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 greatly on their guidance and leadership, and we share with them the following successful programs and projects, from the past year:

- In 2020, the search for water loss continued. With 30-40% loss for over 20-years, and the detriment that presents for growth and land development, we understand that correcting this issue is one of Boonsboro's top priorities. Using ultrasonic meter technology demoed from a vendor, we conducted several system tests. We founded the "Water Loss Task Force" with the help of dedicated volunteers and completed an in-depth audit of our software systems and data logging processes. Finally, we completed the first phase of our residential meter replacement program and removed all the obsolete "touchpad" meters. Staff and Officials are more focused than ever on fixing the issue of excessive water loss, once and for all. Over the first two quarters of fiscal year 2021, we are proud to say that with a more careful accounting of usage, water loss dropped from an average of 32% down to 25%, thereby correcting the loss by approximately 3.4 million gallons, when compared to Q1 and Q2 of last fiscal year. Based on what we've learned from the ultrasonic system tests, data audits, and through the steady, hard work of staff, officials, and volunteers, we feel strongly that we're on the verge of a big breakthrough.
- We're happy to have a new Town Planner on staff, Mrs. Reiley Stanley. She's made an almost-immediate impact and we're excited to see what she can do, once she's had more time to settle-in and adjust. At the Police Department, we hired a new officer, Mr. Ryan Christman. Ryan is an excellent addition to the Police Department and the Town is lucky to have him as an employee. BPD continues to provide excellent community policing and public safety service to the Town. We're very proud of our Police Department and congratulate them on receiving a \$27,000 grant to purchase a license plate scanner. Congrats also on the resourceful purchase of three used police cruisers. Hundreds of motorists pass through our Town, every day, traveling back-&-forth from Hagerstown and Frederick. These tools are essential for good community policing.
- As we did in 2019, Officials and Staff again worked diligently with consultants and contractors to improve the Town's Annual Financial Report. After years of numerous and recurring findings, we improved in FY2019 to two findings, and in FY2020, we had ZERO findings! We're proud of our Staff and Officials for earning our first clean audit, in many years, and this is a big step toward "the way we do it now."
- Using DNR Program Open Space grant funding, we worked extensively in Shafer Park. In the older section, both parking lots and the walking paths were repaved. We also installed a new section of walking path, connecting the older section to the newer section, using eco-friendly pervious asphalt. We removed an old farm fencerow, in the newer section, and planted over-150 trees in the low-lying floodplain, near the creek. Finally, we replaced the roofs on numerous park pavilions and the public works shop. Grant funding for these projects totaled over \$300,000 and paid for approximately 90% of the total cost.
- Working with our State Delegation, we received a \$25,000 grant to expand parking for visitors to Shafer Park. Local business owners, H and H Investments, partnered with the Town to allow the use of their parking lot, off of Park Drive, to parkgoers on evenings and weekends. Graciously, the Washington County Construction & Engineering Department donated labor and equipment, allowing the Town to leverage our \$25,000 grant award for construction materials, to pave the parking lot behind Boonsboro Community Life Center, at 28 N. Main Street, using eco-friendly pervious asphalt. In total, the project cost the Town roughly \$3,000 and will be invaluable amenity to parkgoers, during the Shafer Park's numerous, popular outdoor events. Thanks again to Washington County and our State Representatives for helping to make this project a reality!
- Good governance and administration have been particularly challenging, during the pandemic. We're proud to say we took a proactive approach, early on, to the Coronavirus Pandemic, and so far, we have effectively mitigated outbreaks and ensured a safe workplace for Staff, Officials, and Volunteers. Using OSHA and CDC guidelines, we developed a response and preparedness plan suited particularly for our level of exposure and we sanitize all Town Buildings, monthly. To mitigate the cost of a proactive approach, we were careful to begin COVID-related cost-tracking and have so far received

close to \$70,000 in CARES Act reimbursements. Thank you very much to our community members for your patience and understanding, during a difficult year.

- In the vein of Health & Safety, the Town was generously awarded \$7,500 in grant funding, from the Nora Roberts Foundation, to purchase and install automated external defibrillators and bleeding control kits, for all Town Buildings. We're blessed to have lifesaving equipment available to our staff and community members, and this is big addition to the Town's growing safety & risk culture.
- Capital improvement and maintenance continued, in earnest, on the Town's aging water and sewer infrastructure. 1) We received \$153,000 in matching funds, through the Appalachian Regional Commission Local Infrastructure Grant Program, to complete Phase-2 of Sewer Main Rehabilitation Project. By the end of January 2021, 1.5 miles of particularly leaky sewer main will be lined and reduce inflow-&-infiltration by 10-25%. 2) Under Park Drive, another area where hundreds of thousands of gallons of ground water leaks into our wastewater pipes every year, we used \$32,000 in ARC matching funds to replace an old terracotta sewer main. 3) The Wastewater Hydraulic Model is nearing completion. This is another big step to a better understanding of our utility systems, becoming less reactive, and will be an invaluable tool for planning & development. 4) By participating in Washington County's Annual Chemical Procurement, the Town will save more than \$35,000 a year, on the purchase of chemicals used to treat water and sewer. 5) Recently, Town Staff identified the extreme erosion of a streambank as a potential structural hazard to the Town's Route 34 Wastewater Pump Station, located directly adjacent to the stream. The Town partnered with the State Highway Administration to stabilize the bank and secure our wastewater infrastructure. As a dual benefit, the completed project will earn the Town 13% of its MS4 impervious area mitigation 5-year requirement. 6) Lastly, the Town submitted a full grant application to ARC, for matching funds, to design and purchase a sludge dewatering facility at the wastewater treatment plant. If the \$325,000 in matching funds are awarded, a dewatering facility will reduce operating costs by over \$120,000 a year. The dewatering facility is also crucial for the increased capacity that comes with the future land development, we expect in 10-15 years.
- In October 2019, Staff discovered a bypass leak in the Keedysville Springhouse Weir Wall that threatened to take a vital water source offline. As we faced the possibility of losing 40% of our water, and the public health emergency resulting from a water shortage, Staff quickly plugged the hole with sandbags, and we got to work. By promptly ushering the project through design, permitting, and procurement, we completed the repair and a complete renovation of the weir wall and weir pool, with long-lasting results. Given the emergency nature of the project, we looked for financing while design and construction was already in progress. Big thanks to the Washington County – Hagerstown Industrial Foundation for issuing the Town a 1-year, no interest bridge loan! This allowed us the time and opportunity to pursue financing and we're working with the Maryland Department of the Environment to secure low-interest loan for the project.
- In July of 2020, with the help of dedicated volunteers, we successfully completed an election cycle, under difficult circumstances: albeit, with a small hiccup.
- To leverage the Park Drive Sewer Replacement Project, we opted to mill and asphalt-overlay a few Town roads, that were most in need or repaving. Center Street, McKeldin Drive, and Park Drive were all identified to be in poor condition and have been resurfaced.
- In November, two electric vehicle charging stations were installed in the Town Hall Parking Lot, using grant funding from Potomac Edison's EV Driven Grant Program. The EV Charging Stations are available to residents and motorists passing through town, and they are pay-per-use.

Moving forward into 2021, 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. However, as we continue-on with the day-to-day, we'll also strive to become less reactive and more future-oriented. Better management and planning allow our residents to be more involved and invested and reassures them their tax dollars are well-invested.

Speaking of our residents, Staff and Officials would like to thank all our generous community members and businesses for their kind donations and volunteerism. For those of you hit hard by the pandemic and economic concerns, we wish you a better 2021 and we're here to help in any way we can. The sense of community you all engender is our motivation and drive to do a good job. Boonsboro is an awesome community and we'll be better than ever, in 2021!

CARES Act Funding Update: Office Manager Miller stated that the Town recently received an additional \$32,291.41 from Washington County's \$3,367,191 allocation of the CARES Act Funding. She stated that regular full-time Police salaries were accepted from all Municipalities, as well as Fire and Rescue Companies salaries, including Washington County Police, Fire and Rescue salaries, for the time period of April 1 through September 20, 2020. She further stated that the Town's Police salaries totaled \$127,002.87 which represented 0.959% of the County's total wage costs, for the total allocation of \$32,291.41. Office

Manager Miller stated that the Town previously received \$24,512.98 in June 2020 for COVID-19 related expenses and part-time Police over-time salaries from the time period of March to June 2020, noting that the total received from the CARES Act is \$56,804.39 to date.

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

Keedysville Spring Weir Wall Repair and Renovation – Repayment of CHIEF Bridge Loan: Boonsboro Municipal Utilities Commission Chairman Sweeney stated that the time has come for the Town to repay the \$150,000 CHIEF Bridge Loan for the emergency work done on the Keedysville Spring Weir Wall. Mayor Long stated that Council Member Kerns checked with all of the area banks for possible loan options and that the interest rates are around 4% to 4.5% currently. He stated that he is hopeful that the Maryland Department of the Environment will help the Town with the funding of this Project, but until then, the Loan must be repaid now. BMUC Chairman Sweeney stated that the total cost of the Project was \$113,584 and that Keedysville will be invoiced for their share of the Project, which is \$18,627.78. Council discussed that the best payment option at this time is for the General Fund to loan the Water Fund \$113,584 to assist in the repayment of the CHIEF Bridge Loan of \$150,000. **Motion** by Council Member Kerns, second by Council Member Nally to approve the General Fund loan of \$113,584 to the Water Fund to pay the CHIEF Bridge Loan totaling \$150,000. **Motion carried.**

Structured Allocation of Tap Fee Revenues – BMUC Recommendation: Boonsboro Municipal Utilities Commission Chairman Sweeney stated that the Town needs to come up with an algorithm to create a structured allocation for Tap Fee Revenues to separate the *fees* between “*Debt Service*” and “*Capital Improvement Projects*.” Council suggested creating a subcommittee comprised of Council Members, BMUC Members and Town Staff: Council Member Kerns, Council Member Nally, BMUC Chairman Sweeney, BMUC Member Wade, Town Manager Mantello and Town Planner Stanley. **Motion** by Council Member Hollingshead, second by Council Member Hanson to create a subcommittee to review and create a Structured Allocation for Tap Fee Revenues. **Motion carried.**

Tax-Based Capital Improvement Fund & Project Priority List – BMUC Recommendation: Boonsboro Municipal Utilities Commission Chairman Sweeney stated that the Town has learned a lot from the WRA Waste Water System Master Plan and Hydraulic Model Report. He stated that based on the studies, there are around \$3.2 million worth of infrastructure problems and improvements need to be addressed in Town. He stated that the Town needs to determine what costs are the Town’s and what costs are developers. BMUC Chairman Sweeney suggested creating a “Major Capital Improvement Fund” for future project needs that could be built into the Fiscal Year Budgets. Council Member Kerns stated that the Town could consider creating a special *Tax District* for future developments much like the Town of Brunswick has. BMUC Chairman Sweeney suggested creating a single Capital Reserve Fund rather than having the Town loan the Sewer Fund money for this and the Water Fund money for that, noting that all funding would come from one place. He suggested that the Capital Reserve Fund would not be touched except for Capital Improvement Projects and recommended developing a plan to set aside such Funds.

WWTP Chemical Storage Expansion Project – BMUC Recommendation: Town Manager Mantello, on behalf of the Boonsboro Municipal Utilities Commission, reviewed that the Town recently approved the Washington County Water and Waste Water Chemical Bid Memorandum of Understanding for the contract period of December 1, 2020 through November 30, 2021 for Chlorine Gas, Sulfur Dioxide Gas, Sodium Fluoride Powder, Diatomaceous Earth and DelPac 2000. He stated that the County Chemical Bid will help save the Town a significant amount of money, but that the Town does not have the storage to take large deliveries to benefit from the DelPac 2000 reduced rates. Town Manager Mantello stated that he met with a contractor, Design Plastic Systems, Inc., about expanding the storage tanks at the Waste Water Treatment Plant. He stated that three prefabricated storage tanks with a 6,000-gallon capacity would cost \$14,276, noting that it would cost an additional \$932 for the construction of the pads, the concrete and the purchase of the plumbing supplies. **Motion** by Council Member Nally, second by Council Member Hollingshead to approve the construction of the storage tanks at the Waste Water Treatment Plant for the storage of the DelPac 2000. **Motion carried.**

COMMISSION REPORTS

Public Safety Commission: *Council Member Hanson.* Did not meet in December 2020.

Park Board - *Council Member Weaver.* Meeting held on December 3, 2020. Discussions included the cancellation of Olde Tyme Christmas due to the COVID-19 pandemic, an update on the landscaping at the Gazebo, an update of the tree planting and submission of the Tree City 2020 application by the Tree Board, an update on the Shafer Park Fence Demolition and Floodplain Restoration Project and a discussion on the flagstone repair project near the restrooms at Shafer Park and the plans to move forward with the installation of a concrete slab in place of the flagstone.

Boonsboro Municipal Utilities Commission – *Council Member Nally.* Did not meet in December 2020.

Planning Commission – *Assistant Mayor Byrd.* Did not meet in December 2020.

Economic Development Commission - *Council Member Kerns.* Did not meet in December 2020.

Environmental Commission - *Council Member Hollingshead.* Meeting held on December 8, 2020. Discussions included an update on the Town Hall parking lot new EV Station, an update on the BEC Annual Report and Subcommittee Reports.

Town Planner's Report – *R. Stanley*

- Stated that 42 building permits were received in 2020
- Stated that Sycamore Run driveway as-builts have been approved through the Planning Commission and the bonding has been released
- Stated that a Board of Zoning 'Conditional Use Application' was been submitted for 69 South Main Street, noting that it is zoned TR and the owners are wanting to put a child care facility there. Stated that a BZA hearing is scheduled for January 19, 2021
- Stated that a Building Permit Application was submitted for a small house at 103 St. Paul Street

Town Manager Report – *P. Mantello*

- Stated that the Streambank Restoration Project is almost complete, noting that the majority of the work was done by the Town's Public Work staff
- Stated that the Paving Project have been completed by Huntzberry Brothers. He stated that he will be submitting the final paperwork to Program Open Space (POS)
- Stated that Sewer Pipe Re-Lining Project began again today and that it will be completed in a few weeks

Motion by Council Member Nally, second by Council Member Hanson at 8:40PM to 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 Weaver, second by Council Member Kerns to adjourn the Executive Session. **Motion Carried.**

Motion by Council Member Hanson, second by Council Member Weaver to adjourn the Regular Meeting at 9:14PM. **Motion Carried.**

Respectfully submitted,

Kimberly Miller
Office Manager