

**BOONSBORO MAYOR AND COUNCIL**  
**REGULAR MEETING MINUTES**  
**Monday, January 10, 2022**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, January 10, 2022 in the Meeting Chambers. The Meeting was streamed via GoToMeeting online. In attendance were Mayor Howard Long, Ray Hanson, Terri Hollingshead, Tony Nally and Ricky Weaver. Also present were Town Manager Paul Mantello, Office Manager Kimberly Miller and Town Planner Reiley Stanley. Police Administrative Assistant Amy Rudy attended the Meeting via GoToMeeting. Assistant Mayor Rick Byrd attended the Meeting via GoToMeeting. Council Member Marilee Kerns was not in attendance. 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 Nally, second by Council Member Hollingshead to approve the **December 13, 2021 Regular and Executive Session Meeting Minutes** as amended. **Motion carried.**
- **Motion** by Council Member Hollingshead, second by Council Member Weaver to approve the **December 2021 Treasurer’s Report.** **Motion carried.**
  - Council Member Nally reported that the Fulton Bank CD in the amount of \$128,508.01 matures on January 21, 2022. **Motion** by Council Member Nally, second by Council Member Hollingshead to renew the Fulton Bank CD of \$128,508.01 at the best current rate available. **Motion carried.**
  - Council Member Nally reported that the Water Fund Middletown Valley Bank CD in the amount of \$219,736.38 matures on February 7, 2022. **Motion** by Council Member Nally, second by Council Member Hollingshead to renew the Middletown Valley Bank CD of \$219,736.38 at the best current rate available. **Motion carried.**

**MAYOR AND COUNCIL CORRESPONDENCE**

- Mayor Long stated that he received an email announcing that Scott Hancock of the Maryland Municipal League is retiring after 26 years with the MML.

**Police Department Report – Chief Morgan.** The Police Department received 128 calls for service, which included 44 motor vehicle violator contacts and 0 Parking Citations for the month of December 2021. There were 0 adult criminal arrests, 0 adult paper service arrests, 0 adult traffic arrests, and 0 juvenile arrests. In 2021, the Police Department received 820 calls for service, which included 1.102 motor vehicle violator contacts and 1 Parking Citation. There were 4 adult criminal arrests, 4 adult paper service arrests, 0 adult traffic arrests, and 0 juvenile arrests.

**NEW BUSINESS**

**2021 State of the Town Address** Mayor Long presented the 2021 State of the Town Address. He thanked the Council, Town staff and volunteers for a great year.

*2021 was another challenging year. Again, I am proud to say we made the best of it. We were productive and continued to focus on improving our infrastructure, encouraging economic growth and development, and becoming a more responsible, effective, and future-oriented municipal government.*

*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. I’m so proud of our Staff, Officials, and Volunteers for everything they do. Our residents are lucky to have each and every one of them.*

*This is an exciting time for Boonsboro. With \$3.1 Million in American Rescue Plan Funds, and another \$3.5 Million anticipated in federal/state/county grants and budget requests, we have an opportunity to make a big impact, quickly. Usually, the numerous, larger-scale capital projects on our priority list would take years of planning and patience to complete, as time and money allows. Fortunately, and unfortunately, we have plenty of areas to focus our capital spending and some longer-term goals are suddenly now in our immediate reach. If we continue to work hard and be aggressive, in 5-years when our Rescue Plan funds must have been spent, we will be in an excellent position: more future-oriented, less reactive, less dependent on grant funds, more self-sufficient, and better public servants.*

*After a lot of hard work from officials, staff, and our wonderful volunteers, our “chickens are coming home to roost” and we’re*

beginning to reap some of the rewards. Our 2021 successes are evident in the following planned, ongoing, and completed projects/programs:

National Pollutant Discharge Elimination System MS4 Phase II Permit: At the beginning of 2021, the Town had restored 4.05 acres of the 29.62-acre 2025 requirement. On the October Progress Report to MDE, we reported another 10.4 restored acres completed: 1) The Route 34 Pump Station Streambank Stabilization Project repaired 130 linear feet of streambank, secured the unstable ground around our wastewater pump station, and earned the Town 3.9 restored acres. The project was completed, in February 2021, and about half the labor/equipment was provided by the State Highway Administration. 2) In December 2020, with \$21,600 in Program Open Space grant funding, we planted 150 native species trees, in Shafer Park, and removed an old farm fencerow. This project earned us 1.5 restored acres. 3) In October 2021, working with PE and the Park Board, we completed a \$17,000 (\$10k in grant funding), 500-tree planting project, on both private and public land. This project earned us 5 restored acres and satisfied our annual MDE public education and engagement requirements. Great projects like this tick a lot of boxes. We leveraged our awesome volunteer base to make a significant local environmental impact, we provided a new benefit/service to our wonderful residents, and we cost-effectively earned compliance credits towards our federal stormwater mandate.

For 2022, we have a couple more MS4 projects planned: 1) We partnered with the Washington County Soil Conservation District and working with their engineer, Ecotone, planning/design is underway to install a wetland area and 6 acres of reforestation, outside our Wastewater Treatment Plant. This project will be 100% grant funded and is expected to earn 28.85 restored acres. 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. This will make a much more attractive grant application and increase the likelihood of funding. 2) Working with the Alliance for the Chesapeake Bay and DNR, we were able to encumber reforestation grant funding, for a Spring 2022 planting. The project entails planting over-1,000 trees and will earn approximately 10 restored acres. This project is 100% grant funded and includes a 3-year maintenance plan for all plantings.

Human Resources / Safety & Risk: 1) We made a couple of good hires at Safety & Risk Manager (Ofc. Ryan Christman) and Water & Wastewater Operator Trainee (James Morton). 2) The Safety & Risk Committee remains active/engaged and we were able to complete safety/security projects at the WWTP and Route 34 Pump Station, a security assessment of Town Hall, added safety-related updates to the employee manual, and continued a productive relationship with our Chesapeake Employers Insurance Representative, Mike Malooly. 3) We updated our COVID Preparedness & Response Plan, quarterly, as new CDC, FEMA, MEMA, and OSHA info became available. Officer Christman has had an immediate impact as S&R Manager since his hiring in October. I expect the S&R Committee to be even more active/engaged, next year.

Water & Sewer: 1) We made significantly-more progress, discovering/understanding our water loss. Using ultrasonic meters, our water model, an electrical resistivity test, and a volunteer dive survey with the Frederick County Fire Department, we have confirmed a large leak at the reservoir. Every day, the reservoir leaks between 15,000 and 25,000 gallons of water (5.5 – 9 million, annually). Working with Senator Corderman, we identified a funding plan for a \$4.1 million replacement project, that includes \$3 million in federal/state/county grant funding. The replacement will also provide pressure-redundancy and replace a large section of the distribution system connected to it. The Preliminary Engineering Report was recently completed, and we're focused on selecting a tank technology, next. If all goes well, a vital part of water infrastructure will be replaced, by Spring 2023. 2) Phase-2 of the wastewater pipe lining project was completed, with 50% grant funding. Superintendent Shumaker reports a significant reduction in Inflow & Infiltration (I&I), during rain events. Using leftover grant funds (50% Town Match), we purchased a sewer camera, and we can begin investigating I&I, in house. 3) The Route 34 Pump Station Streambank Stabilization Project was completed. Public Works armored 130 linear feet of streambank, with equipment and labor from SHA, and secured a critical piece of our wastewater infrastructure, in the process. Awesome job, by Public Works! 4) After receiving \$325,000 in ARC grant funds, the WWTP Sludge Dewatering Project is in planning/design. Construction is expected to begin, Spring 2022. This project is expected to reduce operating expenses, by approximately \$130,000/year. 6) The Water and Wastewater Models are now complete. We now have a clear understanding of system capacities, capital planning, and future development. Recently, we amended the Town's APFO to allow for more comprehensive development mitigation plans. This will ensure the necessary improvements occur, both onsite and downstream from development. 7) The WWTP Chemical Storage Expansion Project was completed. We are now able to receive bulk deliveries of chemical coagulant, at the WWTP. We use approximately 140,000 lbs. of this chemical, annually. Purchasing in bulk will save the Town over \$30k/year. 8) With the completion of the Weir Wall Repair & Renovation Project, in February 2020, the Town was on the hook for \$100k to replace infrastructure that we don't own. In February 2021, the Town received a \$115,000 Bond Bill, sponsored by Delegate Wivell, to pay for engineering and construction. 9) With 50% grant funding from the US Army Corps of Engineers, we'll begin a physical inventory and condition assessment of the Town's water, wastewater, and stormwater infrastructure, later this month or early next year. This is the first big step towards creating 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. 10) The Boonsboro Educational Complex uses approximately 1 million gallons / year of treated water to irrigate their sports fields. After a bumpy/lengthy start to this project, the WCPS Director of Maintenance & Operations informs a well-drilling RFP will soon be published. 11) Our Wastewater Department again earned an operation and maintenance grant, from MDE, for exceptional treatment performance. The funds were used to purchase a trash pump, which will allow Public Works and Water/Sewer to address wastewater treatment and collection issues more quickly and effectively. Great job, Water & Sewer!

Shafer Park Projects: Using \$10,000 of leftover funding from previous Community Parks & Playgrounds and Program Open Space grants, we expanded the Tot Lot, installed a swing set, and replaced some of the broken playground equipment in the older sections of the park. Future plans / grant applications for the park include: 1) rehabbing/restoring the stone streambanks, bridges, and patio. 2) Completing Phase-4 of the Park Path Project. 3) Further rehab/replacement of older playground equipment. 4) Renovating the bathroom by the Scout Hut. 5) Installing exercise stations along the park paths.

EDC Revival: After the EDC lost almost all its members, Town Staff and Officials worked to recruit new volunteers and inject new life into the commission. The new EDC Volunteers are proactive and interested in promoting commerce and commercial development. Recently, they promoted and oversaw the very successful Food Truck Festival, which saw 1,500 – 2,000 visitors, despite the rainy day! They also have some exciting future projects they’re working on 1) AT Connector Trail, 2) Downtown Beautification Project, and 3) Sustainable Communities Designation.

License Plate Reader Grant: The Boonsboro Police Department applied for, and was awarded, a \$30,000 grant to purchase a license plate reader, through the Governor’s Office of Crime Control & Prevention. As we all know, Boonsboro is a thoroughfare, between Hagerstown and Frederick. A license plate reader is an important tool to have, for effective community policing.

FY2021 Financial Audit: Officials and Staff again worked diligently with consultants and contractors to improve the Town’s Annual Financial Report process. After years of numerous and recurring findings, this fiscal year we only had one finding! We’re proud of our Staff and Officials for their continued hard work!

Moving forward into 2022, 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. 2021 was a tough year for everyone. To all, we wish you a better 2022 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 continue working hard to keep it that way!

**Comcast Notice of Default:** Town Manager Mantello introduced Attorney Ann Rotz, owner of Rotz Law Office, LLC and Law partner with the Town’s contracted law firm Salvatore and Morton, LLC. Attorney Rotz presented the *Comcast Cable Notice of Violation or Default* for the Councils review and input, noting that it includes but is not limited to breaches of Section 3.2.3 and 6.1 of the December 31, 2020 Cable Franchise Agreement. She stated that according to her conversations with Town Manager Mantello, Comcast has not been very responsive over the last few months and this letter puts on record that Towns concerns moving forward. She further stated that Comcast will have 45-days to respond after receipt of the letter, and if they do not respond a Public Hearing can be scheduled, a second *Notice of Violation or Default* will be mailed, and then a second Public Hearing can be held to terminate the contract. Council Member Nally stated that he has tried to reach out to Comcast, and it is very difficult to get ahold of anyone, that they have terrible customer service and have made a mess of the Town. **Motion** by Council Member Nally, second by Council Member Hollingshead to mail the *Comcast Cable Notice of Violation or Default* to the Government Affairs Department of Comcast Cable and Comcast Cable Northeast Division. **Motion carried.**

**American Rescue Plan Capital Planning Task Force:** Eric Kitchen presented the American Rescue Plan Capital Planning Task Force Memorandum, Capital Project Request Form, Evaluation Criteria Decision Matrix and Prioritized Funding Request forms for the Council review and input. He stated that he volunteered to work with Town Manager Mantello to assist in facilitating the effective and responsible spending of the Town’s American Rescue Plan Coronavirus State and Local Fiscal Recovery Funds (SLFRF) allocations of \$3,103,714.50 for eligible Capital Projects costs incurred between March 3, 2021 and December 31,

2024, with obligations being expended by December 31, 2026. He thoroughly explained the Capital Project Request Form, Evaluation Criteria Decision Matrix for Projects cost \$10,000 or greater.

- Mayor Long stated that he is recommending the appointment of Eric Kitchen as the Chairperson of the American Rescue Plan Capital Planning Task Force. **Motion** by Council Member Nally, second by Council Member Hanson to appoint of Eric Kitchen as the Chairperson of the American Rescue Plan Capital Planning Task Force. **Motion carried.**

Newly appointed ARP Chairman Kitchen stated that current priorities are the Reservoir Replacement Project and the replacement of the two Water and Sewer and Public Works utility trucks. Town Manger Mantello stated that the Capital Project Request Form will be paired with the Town Commission Fiscal Year 2023 Budget requests and will be part of the Budget approval process.

- Assistant Mayor Byrd and Council Member Nally volunteered to be part of the American Rescue Plan Capital Planning Task Force Committee:
  - **Motion** by Council Member Hollingshead, second by Council Member Hanson to appoint Assistant Mayor Byrd (Liaison to the Planning Commission) to the American Rescue Plan Capital Planning Task Force, with Assistant Mayor Byrd abstaining. **Motion carried.**
  - **Motion** by Council Member Hollingshead, second by Council Member Hanson to appoint Council Member Nally (Liaison to the Boonsboro Municipal Utilities Commission) to the American Rescue Plan Capital Planning Task Force, with Council Member Nally abstaining. **Motion carried.**

American Rescue Plan Chairman Kitchen will attend the upcoming Town Commission meetings to explain the Project Request process.

**Main Street Stamped Brick Crosswalk & Maryland State Highway MOU Example:** Town Manger Mantello provided an update on the proposed Main Street stamped brick at the Town Square and crosswalks and the Town of Middletown State Highway Administration Memorandum of Understanding (MOU) as an example for the Mayor & Council review and input. He stated that he spoke to Chris Perkins, Maryland Department of Transportation and State Highway Administration Area Engineer for Washington County, on the phone regarding the brick stamping, but that he has not yet talked to Drew Bowen, Middletown Town Administrator. He stated that the stamping of the Town Square and crosswalks could be done in the Spring of 2022, noting that the State Highway Administration will draft a MOU for the Town. He further stated that there are many pattern choices to select from and the Council can review them at the January 2022 Workshop Meeting.

**Reservoir Replacement Project – WRA Preliminary Engineering Report & PER Presentation:** Town Manger Mantello stated that representatives from WRA presented the Preliminary Engineering Report for the Reservoir Replacement Project at the December 2021 Boonsboro Municipal Utilities Commission Meeting, and that there are a few minor pricing issues that are being revised. He stated that the BMUC will be viewing an installation presentation on 2 options at their next Meeting, noting that the Town currently has a 1.5-million-gallon reservoir and will be reducing that to a 1-million-gallon reservoir based on growth needs. He further stated that the BMUC discussed the need for an easement for the Project as the current site is difficult to access due to the current Reservoir needing to stay online during construction. Town Manger Mantello stated that Superintendent Shumaker and he will be visiting tank manufactures in Gap, Pennsylvania on January 12, 2022.

**Keedysville Booster Station Pressure Reduction - WRA Preliminary Engineering Report – BMUC Recommendation:** Council Member Nally, on behalf of the Boonsboro Municipal Utilities Commission, reviewed the Keedysville Booster Station Water Pressure Reduction Project update, noting that Keedysville has agreed to help pay their portion of the study which will cost around \$34,242. He stated that the BMUC is requesting that the Mayor and Council move forward with the WRA Preliminary Engineering Report recommendation to help determine the best way to reduce the pressure on the transmission line. **Motion** by Council Member Nally, second by Council Member Hanson to approve moving forward with WRA's scope of service recommendation for the Keedysville Booster Station Water Pressure Reduction Project. **Motion carried.**

**Water and Sewer/Public Works Town Vehicles:** Town Manager Mantello stated that it has come to his attention that the Water and Sewer 2008 Ford F350 and the Public Works 2006 Ford F350 trucks are both in very poor condition and need replaced. He stated that the Town recently joined Source Well which helps streamline the procurement process for Municipalities, noting that Ford, Dodge and Chevrolet are not accepting truck orders until at least March 2022 with a 9-month processing time. He further stated that he contacted Chuck Wade from Hagerstown Ford and that there are a few Ford F350 trucks available on the lot and that the Town is waiting to receive the quotes on those. Town Manager Mantello stated that he hopes to use American Rescue Plan funds to purchase the trucks, and that once he hears back from Hagerstown Ford, he will forward the quotes to the Council.

**2022 Town Calendar – Workshop Meeting Dates & WCML Meetings:** Mayor Long stated that there are three (3) meeting conflicts on the 2022 Town Calendar. He stated that the Mayor and Council Workshop Meetings and the Washington County

Chapter of the Maryland Municipal League in the months of March, July and September 2022 fall on the same days. Consensus is to not hold the Workshop Meetings those three months this year.

**Washington County MML Meeting – January 24, 2021 in Funkstown:** Mayor Long stated that the Washington County Chapter of the Maryland Municipal League will hold its bi-monthly meeting on Monday, January 24, 2021 in Funkstown. He stated that the March 2022 Meeting will be hosted by Boonsboro and held at the Clopper-Michael Post 10 American Legion.

**Boonsboro Keedysville Water Advisory Board – Alternate Member:** Council Member Nally, on behalf of a recommendation from the Boonsboro Municipal Utilities Commission, stated that BMUC Member Kenny Eshbaugh does not want to be the Alternate Member on the BKWAB and that BMUC Member Bobby Mose has volunteered to take his place. **Motion** by Council Member Nally, second by Council Member Hollingshead to appoint BMUC Member Bobby Mose as an Alternate Member on the Boonsboro Keedysville Water Advisory Board. **Motion carried.**

## COMMISSION REPORTS

**Park Board - Council Member Weaver.** Meeting held on December 1, 2021. Discussions included finalizing the plans for Olde Tyme Christmas on Friday, December 3, 2021.

**Boonsboro Municipal Utilities Commission – Council Member Nally.** Meeting held on December 15, 2021. Discussions included the Preliminary Engineering Report for the Reservoir Replacement from WRA, the recommendation to appoint Commission Member Bobby Mose as an Alternate Member on the BKWAB, an update from the Water Loss Task Force, an update on the Asset Inventory System and that the Town of Keedysville will be part of the Project, an update on the Boonsboro High School Irrigation Well, and update on the Advanced Metering Infrastructure Upgrade, an update on the Keedysville Booster Station Pressure Reduction Project, the plans to form the American Rescue Plan Fund Capital Planning Subcommittee and the recommendation to purchase two utility bed F350 Ford trucks using the ARP Funding.

**Planning Commission – Assistant Mayor Byrd.** No Meeting was held in December 2021.

**Economic Development Commission – Council Member Hanson.** No Meeting was held in December 2021. Stated that they held a meeting on January 5, 2022 and will be holding a Workshop Meeting instead of the Networking Breakfast on January 20, 2022. The next Networking Meeting will be held on February 17, 2022 at the American Legion.

**Environmental Commission – Council Member Hollingshead.** Meeting held on December 14, 2021. Discussions included the Election of Officers and the appointment of Casandra Ladino as the new Chairperson, the welcoming of new Commission Member Kristen Disbennett, ideas for the April Town Newsletter, and Subcommittee Reports.

**Town Planner's Report – R. Stanley.**

- Stated that in 2021 thirty-nine (39) Building Permits were received, including one for a new home and one for a commercial property, three Zoning Permits and one Board of Zoning Appeals Case

**Town Manager Report – P. Mantello**

- Stated that Gwin, Dobson & Foreman, Inc. will be presenting the Design Plans & Technical Specs Review for the WWTP Dewatering Facility Project at the BMUC Meeting on January 20, 2022

Mayor Long stated that the Executive Session will be rescheduled after the January 31, 2022 Workshop Meeting due to Assistant Mayor Byrd attending virtually and Council Member Kerns not being in attendance.

**Motion** by Council Member Hollingshead, second by Council Member Nally to adjourn the Regular Meeting at 8:50PM. **Motion carried.**

Respectfully submitted,

Kimberly Miller  
Office Manager