

BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, January 8, 2024

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, January 8, 2024 in the Town Annex Meeting Chambers. The Meeting was streamed via GoToMeeting. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Ray Hanson, Marilee Kerns, Eric Kitchen, Terri Hollingshead and Ricky Weaver. Also present were Town Manager Jared Schumacher, Town Planner Drew Bowen, Office Manager Kimberly Miller, Police Chief Kevin Morgan, Water and Sewer Superintendent Pete Shumaker and Public Works Superintendent Greg Huntsberry. 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 **December 11, 2023 Regular Meeting** as amended. **Motion carried.**
- **Motion** by Council Member Kerns, second by Council Member Kitchen to approve the **December 2023 Treasurer’s Report**. **Motion carried.**
 - **Council Member Kerns** stated that there is a significant balance in the General Fund from Town Tax Revenue and that those funds should be moved into a Money Market fund or Certificate of Deposit. Assistant Mayor Nally stated that he will talk with Middletown Valley Bank this week to see what the Towns options are.

GUEST

- **Washington County Hazard Mitigation Plan** – Mayor Lond stated that Cody Swope, *Washington County Emergency Management Specialist*, was not able to attend the Meeting this evening due to being called out for an emergency. Public Works Superintendent Huntsberry stated that it is his understanding that the Town needs to adopt the Washington County Hazard Mitigation Plan in order to qualify to obtain grants and funding through FEMA. Town Planner Bowen stated that he scanned over the 455-page document and reviewed everything he could find pertaining to the Town of Boonsboro.

PUBLIC COMMENT

- **Barbara Wetzel**, *Boonsboro Environmental Commission Member*. Presented an invitation to the Mayor and Council to attend a Glass Crushing tour in Winchester, Virginia on January 26, 2024 at 1PM. She stated that the BEC is looking for grant opportunities to purchase a glass crushing machine for the Town, noting that the cost for a machine is around \$65,000. She stated that this would be a worthwhile investment for Boonsboro because we are no longer able to recycle glass through Apple Valley Waste.

FACILITIES REPORTS

PUBLIC WORKS SUPERINTENDENT’S REPORT – *Greg Huntsberry*

- Stated that everything is going well for Public Works
- Stated that ninety (90) tons of salt was used during the snow event over the weekend
- Stated that he received a quote from Reeder Electric to upgrade the electric breaker between Pavilion 1 and Pavilion 2 in Shafer Park from 100amps to 200amps at the cost of \$3,496. Council discussed options for paying for the upgrade, including having the Boonsboro Ambulance and Rescue Service pay for it or at least a portion of the cost.
 - **Motion** by Council Member Kerns, second by Assistant Mayor Nally to approve upgrading the electric breaker between Pavilion 1 and Pavilion 2 in Shafer Park from 100amps to 200amps at the cost of \$3,496 to be taken from the Park Ground Maintenance Budget and that this is the only upgrade that the Town will do for this location. **Mayor Long called for a roll-call vote:**
 - Council Member Hanson – **yes**
 - Council Member Weaver – **no**
 - Council Member Kitchen – **no**
 - Assistant Mayor Nally – **yes**
 - Council Member Kerns – **yes**
 - Council Member Hollingshead - **no**

Mayor Long voted **yes** to break the Council tie. **Motion** carried 4-3.

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

- Stated that the Town is in good shape in the Water and Sewer Departments
- Stated that the Reservoir is doing better and that they have not had to run the Spring
- Stated that Phillips & Sons Drilling will be coming this week to finish the Park Well Project
- Stated that all of the annual chemical bids for the Water and Sewer Plants have been received
- Stated that the Sludge Dewatering Project is moving along well, that most of the floor is finished at the storage building and that the roof and electric are almost finished at the Plant. Stated that everything should be up and running by March 2024.

TOWN PLANNER'S REPORT – *Drew Bowen*

- Stated that the Planning Commission held a Joint Meeting with BMUC on December 20, 2023 to begin work on the Comprehensive Plan Update
- Stated that the Post Office was approved by the USPS Inspectors
- Stated that the Bonding Company for the Preserve at Fox Gap is negotiating an Agreement with the Town for completion of the Public Improvements
- Stated that the Fletcher's Grove – Chase Six - Campus Drive Realignment has been approved by the State Highway Administration and that the full construction Plans will be submitted to SHA for review and approval.
 - Stated that the Town will be moving forward with surveys for the parcel swaps needed for this Project
 - Stated that the Town is scheduling an Architect to document the McIlwee house at 202 Maple Avenue for purposes of designing a similar house for the swap.
- Stated that the County has waved FRO Requirements for the Reservoir Replacement Project
 - Stated that the Design will be submitted to MDE for approval
 - Stated that the Water and Sewer Amendments to be filed with the County
 - Stated that notifications will be sent to all adjacent property owners regarding the Project
- Stated that he is working with the Auction House (Vanish Brewery) owner Richard DiPietro and property owner Ken Clements, and that WRA is working on developing a regional sanitary sewer pumps station for servicing their needs and future needs of the surrounding properties.
- Asked if the Council or audience had any questions:
 - Boonsboro Environmental Commission Member Barbara Wetzel asked how much participation will be needed from Commissions for the Comprehensive Plan update. Town Planner Bowen stated that they can give as much input as they would like and that he is working out a schedule for meetings
 - Council Member Kerns asked where the Town stands with the proposed Zoning Fee restructuring. Town Planner Bowen stated that he will be providing that information at the next meeting
 - Council Member Hollingshead asked for an update on the Safe Routes to School Project. Town Planner Bowen stated that he has not delved into that Project yet. Town Manager Schumacher stated that the Project is in the Stated Highway Administration's hands and that it is a slow-moving project which will probably begin next year
- Stated that he will be meeting with the King Road Development representatives about developing a long-term plan for buildout over the next 15-20 years. Stated that they will discuss plans for Warrior Boulevard and the proposed future school location

TOWN MANAGER'S REPORT – *Jared Schumacher*

- Stated that things are going well
- Stated that he is pursuing funding through State and Federal Programs and had a meeting with Representative Barnes today. Stated that Town Planner Bowen and he put together a grant packet for MDE
- Stated that he will be attending the Maryland Municipal League Opening Session in Annapolis on Wednesday, January 10, 2024
- Stated that things are proceeding very well with the Chase Six Project. Stated that the funding application will be submitted for spending the allocated Project funds

POLICE DEPARTMENT REPORT – *Chief Kevin Morgan*. The Police Department received 70 calls for service, which included 94 motor vehicle violator contacts and Parking Citations for the month of December 2023. There were 2 adult criminal arrests, 0 adult paper service arrests, 0 adult traffic arrests and 0 juvenile arrests.

MAYOR AND COUNCIL CORRESPONDENCE

- **Mayor Long** stated that the Town received a thank you letter from Austin Abraham for the retirement gift presented to him for his 25 years serving as the Chairman of the Boonsboro Keedysville Water Advisory Board
- Mayor Long stated that Town Hall will be closed on Monday, January 15, 2024 in observance of Dr. Martin Luther King, Jr Day
- **Assistant Mayor Nally** stated that he attended the Public Safety Commission Meeting and heard the concerns raised regarding the cars that park in front of 412 North Main Street and Thomas Lane. Stated that he reached out to the new State Highway Administration representative and, according to the Annotated Code, the Town can paint the curb red in that area because it is in an intersection. Public Works Superintendent Huntsberry stated that it is his understanding that SHA maintains Main Street from 'curb to curb' and that the Town is not permitted to do anything regarding maintenance or parking on it. Mayor Long stated that we would need it in writing from SHA that we are allowed to paint the curb before we move forward with that. Police Chief Morgan agreed, the Town needs it in writing before they can paint the curb red and enforce no parking on State owned North Main Street.

NEW BUSINESS

2023 State of the Town Address: Mayor Long presented the 2023 State of the Town Address. He thanked the Council, Town staff and volunteers for a great year:

2023 was another good year for the Town of Boonsboro. We added four new employees - Jared Schumacher as our Town Manager, Drew Bowen as Town Planner, Tom Moretti Police Officer, and Curtis Wyand in Public Works. I am glad to report that all are doing an excellent job.

We have had several new businesses open in 2023 and glad to report all seem to be doing very well. The one most needed business, Ace Hardware, finally opened and we welcomed with open arms.

As for projects in 2023 that will run into 2024 and some longer, there is good news on the Wastewater Treatment Plant Sludge Dewatering Facility. The project is coming along nicely and should be up and running sometime this Spring. A BIG savings in not having to pay to have the sludge hauled away will help in saving the Town money.

Shafer Park well replacement is almost ready to be put on line. That will help the Town in its water capacity.

The Creek Masonry Repair and Renovation is now complete and turned out to be a much-improved look along the stream in Shafer Park.

Chase Six Boulevard and Campus Avenue realignment and intersection design is complete. The Town is expecting residential development and construction of 100+ new homes, immediately north of campus, in the Fletcher's Grove community. With it, the final section of Chase Six Boulevard will be completed and intersect with Maple Avenue. Heavy traffic and frequent speeding on Maple Avenue, combined with the absence of crosswalks to safely allow students across a busy road to/from campus, represents a dangerous public safety issue in our community and a school zone. The increased traffic created by the buildout of Chase Six Boulevard will inevitably worsen the safety and traffic issues that already exist. With a multitude of issues present (parent pickup lines, speeding, high traffic, etc.), the Town agreed our only option is to realign Chase Six Boulevard and Campus Avenue to intersect at Maple Avenue, with traffic signals and pedestrian crosswalks. The Town is working closely with State Highway, Potomac Edison, the Developer, WCPS Staff, and a neighboring property owner to complete this important connection. To date, the Town has been awarded \$1.2 million to complete our portion of the project. We are hoping to start the project in the Summer of 2024.

Boonsboro became an Appalachian Trail Community Town in 2023. Sustainable Maryland, Banner City with MML, and Tree City are all ongoing awards we have won in previous years.

All of our Commissions are growing and very active in our community:

- The **Public Safety** is working on keeping the Town safe in all aspects.
- The **Economic Development Commission** is keeping the Town going with many different kinds of events. The largest is the Labor Day Food Truck Fest. This is one of the largest, if not the largest, in the area. So many more events to come -- stay tuned.
- The **Environmental Commission** has been quite busy with the Community Garden, Green Fest, placing Compost bins in the Park, getting Electric Car Chargers in the Park, and Bulk pick-up in the Park, just to name a few.

- Sustainable MD recertification - In 2023, the Town of Boonsboro, through the efforts of the Environmental Commission, became recertified as a Sustainable Maryland Community. Sustainable Maryland is a certification program for municipalities in Maryland that want to go green, save money and take steps to sustain their quality of life over the long term. Sustainable Maryland is a collaborative effort between the Environmental Finance Center (EFC) at the University of Maryland and the Maryland Municipal League.
- The **Park Board** keeps busy with taking care of the Park year-round with all of the events that take place throughout the year. They were instrumental in getting the Dog Park built in the Park. There is a new trail to be added sometime this year. Disc Golf is coming sometime in the year.
 - Tree City USA recertification - Boonsboro qualified for a Tree City USA designation for the 8th year in a row. Boonsboro was first recognized as a Tree City USA in 2015 and has maintained this designation and distinction as a community that loves trees ever since. The Tree City USA program provides communities with a four-step framework to maintain and grow their tree cover. It also gives them an avenue to celebrate their work, showing residents, visitors, and the entire country that they are committed to the mission of environmental change.
 - The four-step framework Boonsboro must meet to qualify as a Tree City USA include:
 - Maintaining a tree board or department
 - Having a community tree ordinance
 - Spending at least \$2 per capita on urban forestry
 - Celebrating Arbor Day
- The **BZA** has not been quite as busy as there has been limited exceptions that have come before the board this year.
- Our **Planning Commission** and the **Utilities Commission** are the busiest Commissions in the Town. The Planning Commission is working on the Comprehensive Plan as well as updating other policies. The Utilities Commission is working on the Rate Study along with other daily utilities.
 - Reservoir Replacement -To date, the Town has been awarded \$3.1 million in local, state, and federal funding to replace our aging and leaking reservoir. The Town of Boonsboro owns and operates a 1.3 MG drinking water reservoir. Built in 1954, the reservoir is leaking upwards of 100,000 gallons a day. Although recently discovered, records indicate the reservoir has been leaking for over-20 years. Ultrasonic meter testing, electrical resistivity testing, and a scuba dive survey all confirm multiple leaks and significant structural degradation. Due to the age of the leaks, structural damage is expected, and a complete replacement is both necessary and an emergency priority. The reservoir is the Town's only pressure source. Structural failure would result in flooding, property damage, and loss of water and sewer service to 4,800 Washington County Residents. This planned project will replace the nearly 70-year-old reservoir, at a projected cost of \$8 Million, using modern engineering and construction. The new asset's estimated lifecycle is 70- 100 years. The Town hired WRA as project engineers and have recently completed 90% plans for the project. Once finalized by the Town, we will send the plans to MDE for approval. We plan to start the bidding process in the spring of 2024.
 - WWTP Sludge Dewatering Press -The Town has been awarded over \$2.3 million in state and federal funding to complete the purchase, design, and installation of our WWTP sludge dewatering press and facilities. This project will accomplish the following:
 - Provide a 93% reduction in the sludge tonnage that will be removed from the Town's VVWTP, on an annual basis: from 7,000 tons annually, to 470 tons.
 - Reduce sludge hauling/treatment costs from \$165,000 annually, to approximately \$36,000. As the Town grows, the cost to haul/treat sludge will also increase, adding further stress to the VVWTP's existing infrastructure.
 - Dewatered sludge can be "land applied" as a fertilizer. This beneficial reuse is an environmentally progressive practice.
 - A dewatering phase added to the VVWTP adds emergency storage capacity and operational flexibility.
 - WWTP Stream Restoration Project -The Town, in cooperation with Washington County and the State of Maryland, completed a stream restoration project adjacent to our WWTP. Funding for the project was provided by the Chesapeake Bay Implementation Grant (CBIG Funding) through the Maryland Department of Natural Resources. The project engineer's MS4 credit evaluation was estimated to equate to approximately 30.57 acres.

I am very proud to say that ALL of our Commissions do an excellent job in keeping Boonsboro a Great place to live. Without our Great Staff and Great Commissions, we would not have that Town that we have. Thank you ALL for ALL that you do.

Resolution 2024-01; Adoption of Washington County Hazard Mitigation Plan: Mayor Long presented Resolution 2024-01; *Adoption of Washington County Hazard Mitigation Plan* for the Councils review and input. He stated that by adopting the Plan, Washington County and Town will be eligible for FEMA Hazard Mitigation Grants in the event of a disaster and enables reimbursements of expenses during disasters. **Motion** by Council Member Kerns, second by Council Member Hollingshead to approve Resolution 2024-01; *Adoption of Washington County Hazard Mitigation Plan*. **Motion** carried.

Request for Proposals Bid Results - Cultural Trail Feasibility Study: Council Member Hanson, on behalf of the Economic Development Commission and the Appalachian Trail Community, presented the bid results from the Cultural Trail Feasibility Study Request for Proposals for the Mayor and Council review and input. He stated that this is a fully funded Grant Project through the Rural Maryland Economic Development Program with a maximum amount of \$90,000 to hire a Professional Engineer to design and develop a feasibility study to determine alternatives for the design, permitting and construction of a safe connector public trail from the Washington Monument State Park to our Town. He further stated that three (3) bids were received and that the Economic Development Commission and the Appalachian Trail Community are recommending moving forward with the bid from Mead and Hunt, Inc in the amount of \$89,750, noting that the other bids were received from RK&K in the amount of \$81,461.60 and Barton and Loguidice in the amount of \$90,000. Jamie Bumgarner, a representative from Mead and Hunt who logged into the Meeting via GoToMeeting, stated that yes, they would definitely be able to complete the Study for the bid amount with no additional cost to the Town. **Motion** by Council Member Kerns, second by Council Member Hanson to award the Cultural Trail Feasibility Study Project to Mead and Hunt, Inc in the amount of \$89,750. **Motion** carried.

three+one Investment Company - Professional Services Agreement: Town Manager Schumacher reviewed that he presented the three+one cashVest Professional Agreement and Scope of Service at the September 2023 Meeting and that a representative from three+one attended the October 2023 Meeting and conducted a presentation for the Mayor and Council. He reviewed that three+one analyzes cash flow and trends, provides investment strategies and recommendations, and that the Town can continue to use their current financial institutions. Council Member Kitchen stated that he does not think that the Town has a lot of funds that need invested right now and has concerns about how liquid the investment is if the Town needs the funds fast. Town Manager Schumacher stated that he thinks it is worth pursuing and that it will help increase Revenue without increasing taxes. Council Member Kerns asked if there are currently any other Maryland Municipalities that have signed on to three+one. Town Manager Schumacher stated no. Assistant Mayor Nally stated that he is not ready to vote on this Agenda item. Town Manager Schumacher requested that Council send him their specific questions and concerns regarding signing on with three+one. Consensus it to **table** this Agenda item until a later date.

Town Election Board – Registrar Replacement Due to Scheduling Conflict: Mayor Long stated that due to the 2024 Primary Election and Town Election being held on May 4, 2024, Election Registrar Dennis Hockensmith has informed the Town that he will be unable to participate in the Town’s Election. He stated that leaves Esther Dean and Jaqueline Martinez-Bussard as the only Registrars and that an Alternate will need to be appointed to cover Mr. Hockensmith’s place. Town resident Jeff Davidson, who was part of the meeting audience, stated that he might be interested in being the Registrar Alternate. Mayor Long stated that Town Clerk Wachtel should contact Hesbia Foster, the Town Election Disinterested Person, to make sure he is available for May 4, 2024.

Appointment of Economic Development Commission Member: Mayor Long, on behalf of the Economic Development Commission, stated that he is recommending the appointment of Nathan Kraft for a 3-year term on the EDC. **Motion** by Council Member Hanson, second by Assistant Mayor Nally to appoint Nathan Kraft to the Economic Development Commission. **Motion** carried.

COMMISSION REPORTS

Park Board - Council Member Weaver. No Meeting held during the month of December 2023. Stated that Olde Time Christmas went great and was well attended.

Boonsboro Municipal Utilities Commission – Assistant Mayor Nally. Meeting held on December 20, 2023. Joint Meeting of the BMUC and Planning Commission. Discussions included updates on the Waste Water Treatment Plant Sludge Dewatering Facility, the Stream Bank Restoration Project, the Shafer Park Well, the review of the presentation for the Mayor and Council of the Future Demands Policies and Application Process, the Reservoir Project status, Tap Fees, the Joint Meeting with the Planning Commission including the BMUC Project List and Comprehensive Plan Implementation, and System Reports.

Planning Commission – *Council Member Kitchen*. Meeting held on December 20, 2023. Joint Meeting of the Planning Commission and BMUC. Discussions included the Comprehensive Plan Update Implementation.

Public Safety Commission – *Council Member Kerns*. No Meeting held during the month of December 2023.

Economic Development Commission – *Council Member Hanson*. Meeting held on January 3, 2024. Discussions included Commission vacancies, Grant opportunities, the Downtown Beautification Program, the Networking Breakfast Series, the Business Ribbon Cuttings, the Quarterly Rack Cards, the Main Street Maryland application, a follow up on Verstandig Media and the EDC website, the scheduling of a meeting with the Planning Commission to begin work on the Comprehensive Plan update, and Committee Reports. The next EDC Networking Breakfast will be on January 18, 2024 and will be sponsored by Fahrney Keedy. Provided an update on EDC 2024 Events:

- Spring Jubilee – April 27. Stated that they are hoping to receive permission from the State Highway Administration to close a section of Main Street for the event
- Appalachian Trail Community Trail Days – June 1 at Gathland State Park. Stated that they are hoping to hold an event in Shafer Park as well
- The 4th Annual Food Truck Festival – September 1 in Shafer Park

Environmental Commission – *Council Member Kerns*. Meeting held on December 12, 2023. Discussions included Grant opportunities, articles for the Winter Town Newsletter, the recommendation for the reappointment of Commission Member Janeen Solberg, the request to add a Green Team check box on the Town website under the Volunteer application, and Subcommittee Reports.

- **Reappointment of Environmental Commission Member:** Mayor Long, on behalf of the Environmental Commission, stated that he is recommending the reappointment of Janeen Solberg for a 4-year term on the BEC. **Motion** by Council Member Hollingshead, second by Council Member Hanson to reappoint Janeen Solberg to the Environmental Commission. **Motion carried.**

Motion by Council Member Hanson, second by Council Member Hollingshead to adjourn the Regular Meeting at 8:26PM and move into **Executive Session** as provided under General Provisions Article §3-305 (b) (5) to consider the investment of public funds. **Motion carried.**

Motion by Council Member Hollingshead, second by Council Member Hanson to adjourn the Executive Session at 8:55PM. **Motion carried.**

Motion by Council Member Hollingshead, second by Council Member Hanson to adjourn the Regular Meeting at 8:56PM. **Motion carried.**

Respectfully submitted,

Kimberly A. Miller, Office Manager