

BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, January 13, 2025

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, January 13, 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, Police Chief Dave Rizer, 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 Council Member Hollingshead to approve the **December 9, 2024 Regular Meeting Minutes**, with Assistant Mayor Nally abstaining. **Motion carried.**
- **Motion** by Council Member Kitchen, second by Council Member Hanson to approve the **December 2024 Treasurer’s Report**. **Motion carried.**

GUEST

Town Farm – Chris Thomas, *Thomas and Son Farms*. Mr. Thomas introduced himself to the Mayor and Council and opened the discussion of his hopes to purchase the portion of the Town Farm, located on Monroe Road, that his family has been leasing from the Town and cattle farming for decades. Town Planner Bowen displayed the map of the Town Farm and the Thomas’s farmland on the wall screens for a better visual for the discussions. Mr. Thomas stated that his family is interested in purchasing whatever portion of the land the Town would be willing to sell to them, and that the Warrior Boulevard right-away currently on the property would be part of the Agreement. He stated that the Town Farm is primarily rocky land that they use for cattle grazing, noting that his family has owned and farmed their adjacent 250-acre farmland since the 1890’s. Mayor Long stated that they would need to determine how many acres they are requesting to purchase. Superintendent Huntsberry and Mr. Thomas both agreed that it is eighty-six acres. Town Manager Souders stated that the Town could deem the eighty-six acres undevelopable, and then the Town and the Thomas’s would need to have the land appraised. Town Planner Bowen stated that there would be a lot of steps in the process which would begin with creating a Staff Report. He stated that the Council and the Planning Commission would review the Report and give their input, the land would be appraised by both parties and then a Public Hearing would need to be held. Town Manager Souders stated that she would like to discuss all of this with the Town Attorney to obtain her input as well. **Motion** by Council Member Kerns, second by Assistant Mayor Nally to move forward with Town Manger Souders and Town Planner Bowen creating a Staff Report. **Motion carried.** The Mayor and Council thanked the Thomas’s for attending the Meeting.

FACILITIES REPORTS

PUBLIC WORKS SUPERINTENDENT’S REPORT – *Greg Huntsberry*

- Stated that they are installing the curbs and gutters at the Preserve at Fox Gap, and that they are not close to starting the road yet. Stated that the road needs to be built for High’s Dairy Store and Dunkin’ Donuts to start construction.
- Stated that Public Works was able to keep the roads clean during the snow storms last week and that they used thirty-nine tons of road salt. Stated that his wiring harness on his plow caught on fire while plowing and that they have since repaired and replaced it.
- Stated that the Water System held up well during the big fire at 7934 Old National Pike on December 21, 2024. Stated that they are still waiting on the total gallons of water used from the Boonsboro Fire Department.
- Stated that Huntzberry Brothers have not been back to work on the Shafer Park Walking Trail Phase IV Project and the trail is getting very muddy. Stated that Huntzberry contacted him this morning and said that they will be out to put down the stones on the path this week. Stated if they do not do that, he is recommending that the Town pull the contract. Stated that the blacktop will be done in the Spring.

WATER AND SEWER SUPERINTENDENT’S REPORT – *Pete Shumaker (Report given by Rachel Souders)*

- Stated that they had to have a part overnighted to repair the pump at the Keedysville Water Plant
- Stated that the Crestview/Route 34 Pump Station has been fully evaluated and repair work is slated to begin on January 27, 2025.

TOWN MANAGER'S REPORT – Rachel Souders

- Extended a huge thank you to all the guys salting, shoveling, and plowing the snow. Stated that they put in a lot of hours keeping our residents safe and their hard work is greatly appreciated.
- Stated that she has been prioritizing projects needing funding in anticipation of grant opportunities opening up and that she has been working on the Budget. Stated that with the Reservoir Project and the Chase Six Intersection Project starting soon, she does not want the Town to bite off more than we can chew so she is trying to determine which projects can wait another year. Stated that a Grant Funding Meeting will be scheduled for February 2025.
- Stated that the final payment was made to HRI, Inc. for the Sludge Dewatering Press Project. Stated that there are a few remaining miscellaneous items will be covered under warranty. Stated that the final reimbursement request was submitted and approved by DGS in the amount of \$14,487.01.
- Stated that Water and Waste Water Operator Jesse Hill was mentioned in the Treatment Plant Operator Magazine for the Dewatering Press:

Boonsboro's Sludge Solution: Reducing Costs With the Fournier Rotary Press *“Boonsboro, Maryland, faced high costs for liquid sludge disposal at its 300,000 gpd wastewater treatment plant. To address this, the town tested two dewatering technologies: the fan press and the rotary press. The Fournier Rotary Press was selected based on its low polymer consumption, high solids capture rate and reliable performance, which simplified operations and significantly reduced disposal expenses. After months of use, Boonsboro expects to cut sludge disposal costs by at least 50%. Plant operator Jesse Hill praised the press for its ease of use and unattended operation, allowing staff to focus on other essential tasks. The Fournier Rotary Press installation has improved overall plant efficiency and saved the municipality time and money.”*

- **Donation Request: Boonsboro High School “We the People” Team:** Stated that a donation requested was received from the Boonsboro High School “We the People” Team to help pay for their expenses to attend the National Competition in Washington, DC to represent the State of Maryland and Washington County. Stated that this is their 10th year winning State and there is \$800 left in the Donation line item of the Fiscal Year 2025 Budget. **Motion** by Assistant Mayor Nally, second by Council Member Hanson to donate \$100 to the Boonsboro High School “We the People” Team. **Motion carried.**

PLANNER'S REPORT – Drew Bowen

- Stated that the Reservoir Project is moving forward and construction will begin the first week of February 2025, noting that they will begin by running new water lines down Boonsboro Mountain Road and then will start excavation for the Reservoir after that.
- Stated that the Chase Six Boulevard – Campus Avenue Realignment Project is moving forward. Stated that they are working to get Mr. McIlwee's pole building built in its new location during the month of February 2025 and that we agreed to a 20x20 building but that Mr. McIlwee is considering at 30x40 building.
- Stated that the Dean South Final Plats have been recorded and formally subdivided. Stated that they will start construction on the storm water drainage system in the Spring and then start work on grading the road to the right-away on Maple Avenue.
- Stated that Vanish Brewery will be opening after the grinder pump is installed. Stated that they hit a lot of rock while digging but that they are working through it.

POLICE DEPARTMENT REPORT – Chief Dave Rizer. The Police Department received 98 calls for service, which included 167 motor vehicle violator contacts, 0 Parking Citation and 610 Traffic Enforcement/Patrol Checks for the month of December 2024. There were 0 adult criminal arrests, 0 adult paper service arrests, 0 adult traffic arrests and 0 juvenile arrests.

- Extended his congratulations to Officer Billy Gilbert for his graduation from the Police Academy last week. Stated that he was recruited to work for Washington County Sheriff's Office but that Officer Gilbert has chosen to stay with Boonsboro. Stated that Officer Gilbert is doing his FTO and that he is working to set up some of his FTO with Frederick County for possibly 1-day per week.
- Stated that the new 2025 Ford Interceptor and the other unmarked vehicle are both getting decals added at GS Images and it will cost \$500 per vehicle.
- Stated that it is an incredible blessing to have the Police staff that we do. Stated that staff is thankful to be here.
- Micah Stine, who grew up on Potomac Street, works summers at Cronise Market and is a ROTC student at Bridgewater College, inquired about completing her mandatory 120-hour college internship through the Police Department. Stated that he would like the Mayor and Council to consider providing her with a paid internship that would begin in May 2025.

MAYOR AND COUNCIL UPDATES and CORRESPONDENCE

- **Mayor Long** stated that Boonsboro will be hosting the January 2025 Washington County Chapter of the Maryland Municipal League at the Boonsboro American Legion on January 27, 2025 at 6:00pm.
- **Assistant Mayor Nally** stated that he will be attending the MML Legislative Meeting later this week in Annapolis.

NEW BUSINESS

2024 State of the Town Address: Mayor Long presented the 2024 State of the Town Address. He thanked the Council, Town staff and volunteers for another great year: *“2024 was an exciting year for the Town of Boonsboro. The Sludge Dewatering Press was installed and is fully-functional – already saving the Town thousands of dollars in waste removal. After years of planning, the Reservoir Replacement Project is finally moving forward, and at a cost much lower than anticipated. Despite a few delays, the new Shafer Park Well is almost complete. The Chase Six Blvd & Campus Avenue Realignment is inching forward and construction should begin in the next couple of months. Several new businesses opened around town, and the National Road Museum officially opened, which includes the Boonsboro Welcome Center. Unfortunately, not everything has been positive this year. The Town of Boonsboro lost a beloved man in March with the untimely passing of Police Chief Kevin Morgan. Kevin was a great man, an excellent Police Officer, and a friend. Not a day goes by that he is not missed by all who knew him. We hope Kevin would be proud of how we have built up the Boonsboro Police Dept since his passing. Dave Rizer was appointed our new Chief of Police and he has added four new officers: Billy Gilbert, Rob Whittington, Jim Sword and James Rogers. In addition, the Town welcomed Mike Olthof to the Water and Wastewater Department, and Rachel Souders as the new Town Manager. All in all, we are grateful for such a successful 2024 and optimistic about what is to come in 2025.”*

Boonsboro Keedysville Water Advisory Board Fiscal Year 2024 True-Up: Assistant Mayor Nally stated that the Boonsboro Keedysville Water Advisory Board (BKWAB) reviewed the Fiscal Year 2024 True-Up at their December 11, 2024 Meeting in Keedysville and are recommending it for approval. He stated that due to Capital Projects that were not completed in FY2024, Boonsboro owes Keedysville \$31,392. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to approve the Fiscal Year 2024 Boonsboro Keedysville True Up in the amount of \$31,392. **Motion carried.**

- Assistant Mayor Nally stated that the Boonsboro Keedysville Water Advisory Board (BKWAB) reviewed the Fiscal Year 2025 Cost-Share at their December 11, 2024 Meeting and are recommending it for approval. He stated that due to upcoming Capital Projects, Keedysville will owe Boonsboro \$109,748. He further stated that he is recommending that the Town uses the \$31,392 FY2024 True-Up amount due to Keedysville to offset the \$109,748 (reducing the total owed by Keedysville to \$78,356). Assistant Mayor Nally recommended that the Town staff contact the Keedysville staff to see how they want to manage the quarterly Cost Share payments. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to approve the Fiscal Year 2025 Boonsboro Keedysville Cost Share in the amount of \$109,748. **Motion carried.**

Handicapped Access to the Shafer Park Pond: Mayor Long stated that the Town and Council Member Kerns have been approached by a Town resident a few times over the past two years about not being permitted to drive on the paved pathway in the new section of Shafer Park, connecting the parking lot to the Town pond, for handicapped access to the pond because of the locked gate and the fact that he is unable to wheel his wheelchair that far. Superintendent Huntsberry stated that the pavement on the pathway is very thin and not suited as a roadway, noting that it was designed as a pedestrian walkway even though there were two handicapped parking space beside the pond that have since been removed, noting that the pond itself does have an ADA accessible dock and is managed by the Department of Natural Resources (DNR) with their regulations. He stated that the Public Works staff do occasionally use the paved pathway to drive on to access the pond for maintenance, but that if the gate is left unlocked the Lacrosse and Football teams that use the field to practice on will drive on the pathway and park on the field. Town Manager Souders suggested putting a sign on the gate and having people call Town Hall for staff to come open the lock for handicapped access. Council discussed various options to allow access and the pros and cons of people driving on the paved pathway or creating another access point or route. They discussed that previous Town Manager Jared Schumacher submitted a Community Parks and Playground (CPP) Grant application for \$70,000 to add a sidewalk/walking trail alongside the current paved pathway to allow vehicles to safely drive on the current pathway, which was denied by the State. Town Manager Souders stated that she does not recommend doing that again, and that it is unsafe to have cars driving on a paved pathway that many pedestrians use daily. Council decided to leave the pathway as it currently is for now.

Boonsboro to Host January Washington County Chapter of the MML: Mayor Long stated that Boonsboro will be hosting the January 2025 Washington County Chapter of the Maryland Municipal League at the Boonsboro American Legion on January 27, 2025 at 6:00pm. RSVPs are due by January 20, 2025 and the cost is \$30 per person.

COMMISSION REPORTS

Park Board – *Council Member Weaver*. Did not meet during the month of December 2024. Park Board Member Chris Hawkins submitted her resignation and the Board members thanked her for her many years of service, hard works and dedication to Boonsboro, the Park, Fishing Debry and Olde Tyme Christmas. Office Manager Miller will create a recognition certificate for Chris Hawkins and she will be invited to an upcoming Mayor and Council Meeting.

Boonsboro Municipal Utilities Commission – *Assistant Mayor Nally*. Meeting held on December 18, 2024. 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 Route 34 Pump Station, the BKWAB Meeting on December 11, 2024 FY2024 True Up and the FY2025 Cost Share, the FY2025 Fletcher’s Grove Surcharge and System Reports.

Planning Commission – *Council Member Kitchen*. Did not meet during the month of December 2024.

Economic Development Commission – *Council Member Hanson*. Meeting held on December 11, 2024. Discussions included upcoming grant opportunities, the Downtown Beautification Project, the next Networking Meeting which will be held on January 16, 2025 at the National Road Heritage Museum at 6:00pm, the Quarterly Rack Cards and the proposed changes to the CVB Visitors Guide advertisement. The next EDC Meeting will be on held February 26, 2025 in the Town Annex at 8am.

- The Ribbon Cutting Ceremony for Sizzling Fajita, 3 South Main Street, will be held on January 21, 2025 at 12 noon.

Environmental Commission – *Council Member Kerns and Council Member Hollingshead*. Meetings held on November 13 and December 11, 2024. Discussions included information and updates on Membership, the Winter Newsletter article submissions, the glass crushing machine and Subcommittee Reports.

Motion by Council Member Kerns, second by Assistant Mayor Nally at 8:53PM 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 and (3) consider the acquisition of real property for a public purpose and matters directly related to the acquisition.* **Motion carried.**

Motion by Council Member Hollingshead, second by Assistant Mayor Nally to adjourn the Executive Session at 9:21 PM. **Motion carried.**

Motion by Council Member Hollingshead, second by Assistant Mayor Nally to adjourn the Regular Meeting at 9:21 PM. **Motion carried.**

Respectfully submitted,
Kimberly A. Miller, Office Manager