

BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, January 12, 2026

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, January 12, 2026 in the Town Annex Meeting Chambers. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Marilee Kerns, Eric Kitchen, Ray Hanson, Terri Hollingshead and Ricky Weaver. Also present were Town Manager Rachel Souders, Office Manager Kimberly Miller, Town Planner Drew Bowen, Water and Wastewater Superintendent Pete Shumaker, Public Works Superintendent Greg Huntsberry, Police Chief Dave Rizer, Assistant Police Chief/Lieutenant James Rogers, Police Officer Billy Gilbert and Police Operations Manager Amy Rudy. The meeting convened at 7:00PM with the pledge and the invocation offered by Mayor Long.

REVIEW AND APPROVAL OF MEETING MINUTES and TREASURER’S REPORTS

- **Motion** by Assistant Mayor Nally, second by Council Member Hollingshead to approve the Regular Meeting Minutes from December 8, 2025, as amended. **Motion carried.**
- Assistant Mayor – Town Treasurer Nally presented the December 2025 Treasurer’s Reports. **Motion** by Council Member Kitchen, second by Council Member Kerns to approve the December 2025 Treasurer’s Reports. **Motion carried.**

PUBLIC COMMENTS *(No public comments received this Meeting)*

FACILITIES REPORTS

POLICE DEPARTMENT REPORT – *Chief Dave Rizer.* Chief Dave Rizer. The Police Department received 106 calls for service, 81 motor vehicle violator stops and 102 violator citations, 1 parking citation and 924 traffic enforcement/patrol checks for the month of December 2025. There was 1 adult criminal arrest, 0 adult paper service arrests, 3 adult traffic arrests and 0 juvenile arrests.

- Stated that he is passing it along that if you are being recorded and do not want to be, the best action to take is to play music because music is copyrighted and can not be posted on social media and YouTube.
- Stated that the new camera system installation is moving along. Stated that three cameras have been installed, and that they can see the Town pond and inside the Boonsboro Library from the Police Department’s camera. Stated that Potomac Edison refused to allow the cameras to be installed on their poles so they will be installed on the Town light posts. Stated that if the Town wants to do additional upgrades to the camera system, we will need to install fiber optics to run the cameras on and we might consider asking developers to add fiber optic lines in their developments. Stated that there is not sufficient electric in the farther out location points in Town.
- Stated that the new Police Department phone system was implemented last week. Stated that all requests for Police services must go through 911 dispatch, noting that it would be much better for residents to get in the habit of calling 911 directly.
- Stated that there were no issues at Vanish Hall on New Year Eve
- Provided an update on the December 26, 2025 2:30am home invasion on David Drive. Stated that Lieutenant Rogers was able to assist Washington County Sheriff’s Office and all four juvenile suspects were identified using the Town’s cameras and taken into custody.

PUBLIC WORKS SUPERINTENDENT’S REPORT –*Greg Huntsberry*

- Stated that Public Works used a small amount of salt during the brief snow squall on December 4, 2025
- Stated that the fire hydrant that was hit at the top of Firehall Alley on St Paul Street was replaced but that the driver that wrecked into it was not identified
- Stated that they are beginning a 120-day ‘pilot program’ with twenty ‘smart’ Kamstrup water meters from Fortiline Waterworks in the older section of Town this week. Stated that the meters will be able to show water leak detection and usage simply by logging into a tablet.
- Stated that the new sewer flusher has arrived and that Public Works has received training for it. Stated that they will start flushing the sewer lines throughout Town. Stated that they will not need to call Roto Rooter again for back-ups.

WATER AND SEWER SUPERINTENDENT'S REPORT – Pete Shumaker

- Stated that everything in the Water Department is running well
- Stated that there was a break-in at the Keedysville Water Treatment Plant two nights in a row. Stated that the first night they cut the wires and on the second night they shut off the power to the Plant. Stated that Keedysville has installed cameras at the Plant.
- Stated that they received a quote from Synagro to haul sludge from the Waste Water Treatment Plant for \$29,000.
- Stated that the work on the Route 34 pump station has been completed.
- Stated that the pump for the Young Avenue pump station has been ordered and the cost was \$8,466.

TOWN MANAGER'S REPORT – Rachel Souders

- Stated that beginning this year, as a cost saving measure, the Yard Debris Site will only be open once per month year-round on the 3rd Saturday of each month from 8am to 12 noon. Stated that only a few residents visit the site each Saturday and cutting down to once per month will save the Town approximately \$3,300 in Public Works employee overtime each year. Stated that Superintendent Huntsberry contacted multiple local municipalities and that the majority of them provide the same or even less service than the Town currently does. Superintendent Huntsberry stated that J&J Trash Services picks up the yard debris bags in the Town of Middletown as part of their contract.

TOWN PLANNER'S REPORT – Drew Bowen

- Stated that a pre-construction meeting was held for the Crestview Bypass Project
- Stated that construction is finished on the Reservoir and that testing has been going on. Stated that the control room is currently under construction.
- Stated that the Dean South model home has been built, the cul-de-sacs are being paved, and Chase Six Boulevard is being graded.
- Stated that bids for the Chase Six Boulevard and Campus Avenue Signal are due on January 8, 2026 at 3:30pm and will be presented at a Special Meeting of the Mayor and Council on Wednesday, January 21, 2026 at 5:30pm for awarding the contract to keep the Project on schedule. Stated that they are currently working to find a company for the house demolition at 202 Maple Avenue.
- Stated they he has not heard much from Tractor Supply but that they are working to get their project together. Stated that representatives from McDonald's will be attending the Planning Commission meeting.

MAYOR AND COUNCIL UPDATES and CORRESPONDENCE

- **Mayor Long** stated that the next Washington County Chapter of the Maryland Municipal League will hold their meeting at the Brick Tavern on Monday, January 26, 2026 and it will be hosted by the City of Hagerstown.
- **Council Member Kerns** stated that it has been brought to her attention in the Winter 2026 Town Newsletter under 'Trash & Recycling Reminders' that it is mentioned that 'The Town does not provide trash containers. You can put out bags or purchase your own container at Lowes, Home Depot or any other location.' She stated that we should include Ace Hardware in the list as well because it is a local business.

NEW BUSINESS

2025 State of the Town Address: Mayor Long presented the 2025 State of the Town Address. He thanked the Council, Town staff and volunteers for another great year:

"2025 was a very productive year for the Town of Boonsboro. We wrapped up several projects and made significant progress in others.

The new Shafer Park Well was completed and put online and is pulling an impressive 185 gallons per minute.

Thanks to grant funding, the fourth phase of the Shafer Park Walking Trail was installed and both of the basketball courts at the Park were resurfaced. In addition, a number of amenities were added to the Park, including benches, picnic tables, and trash cans. Grant applications were submitted and if funding is awarded, we will construct a new pavilion by Hawkins Grove Pond and expand the Dog Park in the next couple of years.

Perhaps most exciting is the tremendous progress in our Reservoir Replacement Project, which is at approximately 80% completion and on track to be finished in June 2026. A necessary component of the Reservoir Replacement is the Crestview Water Pressure Reduction & Bypass Project. The contract for this was awarded in November and construction is planned to

start in early 2026. Together, these two crucial projects will ensure the Town has a consistently adequate supply of treated water for our residents, as well as fire protection for our Town and the surrounding area.

The long-awaited Chase Six Boulevard & Campus Avenue Realignment Project made excellent headway in 2025. The plans are complete and almost all of the deed transfers have been recorded. The construction portion is currently out for bid and will be awarded in January 2026 – in plenty of time for construction to start in June 2026. This project will dramatically improve the safety of students attending Boonsboro schools and will also help alleviate traffic congestion on Main Street.

We identified a section of water line on Potomac Street that needs replaced and have formed a plan for accomplishing this early in 2026. This replacement will avoid future disruptions to water service for residents along Potomac Street.

Consistent staffing is imperative for optimal functioning across all departments. The Town was fortunate to experience only two staff changes in 2025. While we were sad to say good-bye to our previous Town Clerk, Bryan, we were pleased to welcome Jesse Powers to the Town Hall staff. Jesse has been diligently working to improve processes for staff and residents. We were also very happy to add a Groundskeeper to the Public Works crew. Mike Kinna has done an amazing job keeping Shafer Park the beautiful space we all love. We are delighted to have Jesse and Mike on board, and extremely grateful for the dedicated personnel who make Boonsboro a great place to live and work every day.

2025 brought more development than the Town has experienced in recent years, and while most people do not like change, it does come with numerous benefits. There has been increased resident attendance at public meetings, which brings new perspectives and generates productive conversations. The area is gaining new commercial options, such as the High's already under construction and the McDonald's plans currently in review. In addition, the increase in development has spurred the Town to reevaluate processes and update operations, such as codification of Town ordinances.

We are very grateful for all of the progress made over the past year and looking forward to keeping that momentum moving into 2026.”

Reappointment of Ethics Commission Members: Mayor Long, on behalf of the Ethics Commission, stated that he is recommending the reappointment of the following people: Nelson Baker, Tom Bikle and Pastor Karl Muhlbach for 3-year terms. He stated that this would move Mr. Bikle from the Alternate Member position to a full Commission Member and create a vacant Alternate Member position. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to reappoint Nelson Baker, Tom Bikle and Pastor Karl Muhlbach to the Ethics Commission for the term ending January 2029. **Motion carried.**

Formal Approval of Revised Amounts for 2025 Employee Christmas Bonuses: Council Member – Assistant Town Treasurer Kitchen stated that after reviewing the breakdown for the 2025 Employee Christmas Bonuses in December 2025, he approached Town Manager Souders with a concern that the minimum amount of \$100 per employee is insufficient for the amount of work they do for the Town. He stated that he proposed increasing the minimum to \$250 per employee and was willing to donate the funds to the Town himself to cover the increase in cost. He further stated that an email vote was conducted to approve the increase due to time constraints, and that the Council is voting in Open Session tonight for transparency. Council Member – Assistant Town Treasurer Kitchen stated that Council Member Kerns suggested that the Personnel Committee should look at the Employee Christmas Bonuses and make recommendations beforehand. Council Member – Personnel Committee Member Weaver stated that he does not think that the Personnel Committee needs to do that. **Motion** by Council Member Kitchen, second by Council Member Kerns to formally approve the revised 2025 employee Christmas bonuses previously approved via email vote on December 10, 2025. **Motion carried**

Request to Renew Retirement Administration for Fiscal Year Ending June 30, 2026: Town Manager Souders presented the request to renew the Town Employees Retirement Administration for the Fiscal Year Ending June 30, 2025 with Smith, Elliott, Kearns and Company CPAs for the Councils review and input. She stated that the contract for the Retirement Administration was for a 3-year term with the option to extend two (2) additional 1-year terms, for a total 5-year term, at the discretion of the Mayor and Council. She further stated that one (1) bid was received in 2023 from Smith, Elliott, Kearns and Company CPAs at the following rates, noting that the Service is for record and bookkeeping due to employees having control over their own investments:

Fiscal Year 2023 - \$2,075

Fiscal Year 2024 - \$2,125

Fiscal Year 2025 - \$2,150

Fiscal Year 2026 - \$2,200

Fiscal Year 2027 - \$2,250

Motion by Assistant Mayor Nally, second by Council Member Hollingshead to approve the renewal of the Retirement Administration contract with Smith, Elliott, Kerns and Company CPA for the amount of \$2,200. **Motion carried.**

Mayor Long reminded the Council to check their Town Hall mailboxes for their annual Financial Disclosure Reports, noting that the Reports are due back to Town Clerk Powers by April 28, 2026.

COMMISSION REPORTS

Park Board – *Council Member Weaver*. Stated that no meetings were held during the month of December 2025. Mayor Long thanked that Park Board for a successful Olde Tyme Christmas. The next meeting will be held on January 28, 2026.

Boonsboro Municipal Utilities Commission – *Assistant Mayor Nally*. Stated that no meetings were held during the month of December 2025. The next meeting will be held on January 21, 2026.

Planning Commission – *Council Member Kitchen*. Stated that no meetings were held during the month of December 2025. The next meeting will be held on January 27, 2026.

- Council Member – Liaison Kitchen stated that since the last meeting, Verdant Development Group has officially applied for a “Floating Zone” Text Amendment for their Graystone Development Project for the TT&K and Flook Annexed properties.

Economic Development Commission – *Council Member Hanson*. Stated that no meetings were held during the month of December 2025. The next meeting will be held on January 15, 2026 at 8am.

Environmental Commission – *Council Member Hollingshead*. Meeting held on December 10, 2025. Discussions included the target deadline for submissions for the Winter 2026 Newsletter, the need to investigate the Sustainable Maryland Certification requirements for Town properties, the need for a volunteer to run the next Low Waste Living Workshop in February 2026 and Subcommittee Reports.

Motion by Assistant Mayor Nally, second by Council Member Hollingshead to adjourn the Regular Meeting at 7:55PM. **Motion carried.**

Respectfully submitted,

Kimberly A. Miller, Office Manager

BOONSBORO MAYOR AND COUNCIL
SPECIAL MEETING MINUTES
Wednesday, January 21, 2026

The Mayor and Council of Boonsboro held a Special Meeting on Wednesday, January 21, 2026 in the Town Annex Meeting Chambers. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Marilee Kerns, Eric Kitchen, Ray Hanson, Terri Hollingshead and Ricky Weaver. Also present were Town Manager Rachel Souders and Town Planner Drew Bowen. The meeting convened at 5:30PM with the pledge and the invocation offered by Mayor Long.

PUBLIC COMMENTS *(No public comments received this Meeting)*

NEW BUSINESS

Contract Award for Chase Six Boulevard and Campus Avenue Realignment Project: Town Manager Sounders presented the bid results from the Request for Proposals for the Chase Six Boulevard and Campus Avenue Signal Realignment Project for the Mayor and Councils review and input. She stated that the bid opening was held on January 16, 2026 and that the five contractor bids were forwarded to Charles P. Johnson and Associates, Inc. (CPJ), the Civil Engineering Firm for the Project, to conduct a thorough review of the bid packages and to provide certifications of the qualified bidders as well as make a recommendation to the Town for award. She further stated that after CPJ's review, Town staff is making the recommendation to award the contract to Excavating Associates for the amount of \$264,782 for Part A of the Project, \$1,361,542 for Part B of the Project, \$169,142 for Part C of the Project, and \$326,689 for Part D of the Project with the grand total of \$2,122,155. Town Manager Souders stated that the Project came in higher than expected and that Excavating Associates is the lowest bid overall. Council discussed Gap Funding the Project and Town Manager Souders reminded them that the Town has an established Line of Credit with Middletown Valley Bank. She further stated that she will do her best to budget funds for the Project in the Fiscal Year 2027 Budget. **Motion** by Assistant Mayor Nally, second by Council Member Weaver to award the Chase Six Boulevard and Campus Avenue Signal Realignment Project to Excavating Associates in the amount of \$2,122,155. **Motion carried.**

Motion by Council Member Kerns, second by Council Member Weaver to adjourn the Special Meeting at 5:44PM. **Motion carried.**

Respectfully submitted,

Rachel Souders, Town Manager