

**BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
MONDAY, JULY 8, 2019**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, July 8, 2019 in the Meeting Chambers. In attendance were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Marilee Kerns, Ray Hanson, Terri Hollingshead and Tony Nally. Council Member Rick Weaver was absent. Also present were Town Manager Paul Mantello, Town Planner Ethan Strickler, Office Manager Kimberly Miller, Public Works Superintendent Greg Huntsberry and Police Chief Kevin Morgan. 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 Assistant Mayor Byrd to approve the **June 10, 2019 Public Hearing and Regular Meeting** as amended. **Motion** carried.
- **Motion** by Council Member Nally, second by Assistant Mayor Byrd to approve the **June 2019 Treasurer's Report**. **Motion** carried.

APPOINTMENT OF TOWN CLERK

Mayor Long formally appointed Heather Slough as the Town Clerk. **Motion** by Council Member Hollingshead, second by Council Member Nally to appoint Heather Slough as the Town Clerk, with Assistant Mayor Byrd abstaining. **Motion** carried 4-1

PRESENTATION

Economic Development Commission Tourism Website: Kristin Bowls, *Skipjack Web Services*, presented the Economic Development Commission Tourism Website presentation for the Councils review and input. She stated that she plans to use the Word Press platform for the website and will also post to social media sites such as Facebook and Instagram using the hashtag *#visitboonsboro*. She further stated that the initial development cost is \$3,900 with the monthly maintenance fee of \$50 per month, totaling \$600 annually. She explained that the Mass Email set-up and creation of brand-templates will cost \$300 and Content Creation, which includes developing post ideas, attending events, taking photographs and posting to the website at least 2-times per month – posting to social media 3-4 times per month - sending 1 mass email/newsletter per month will cost of \$500 per month, totaling \$6,00 annually. She further explained that her hourly rate is \$50 per hour for special work requested by the EDC or Town in addition to the items previously outlined. Ms. Bowls stated that the first-year total cost estimate will be around \$10,500 and the continuing years will cost around \$6,600. Town Manager Mantello stated that Washington County's Hotel Motel Tax will cover the creation of the tourism website but will not cover the monthly maintenance costs. Council Member Kerns stated that we do not want to put the burden of maintaining the EDC Tourism website on the Town's taxpayers and suggested that the EDC finds revenue sources to fund the ongoing yearly fees that are not covered by the County's Hotel Motel Tax such as asking business for advertising/promotional fees. **Motion** by Council Hanson, second by Assistant Mayor Byrd to move forward with the Economic Development Commissions recommendation for the Tourism Website and for the Economic Development Commission to find revenue sources to fund the ongoing yearly fees. **Motion** carried.

- Kristin Bowls submitted her resignation from the Economic Development Commission, effective immediately.

PUBLIC COMMENTS (*must sign in and limit comments to 3 minutes*)

- **Kathy Vesely and Laura Schnackenberg**, Boonsboro Environmental Commission. Chairperson Vesely and Vice-Chairperson Schnackenberg reviewed all of the donations made by the Green Fest Committee from their 11th year event. Stated that they donated all of the extra clothing to Children in Need. Stated that the weather was perfect and that it was an excellent day.
- **Kathy Vesely**, 101 Redfern Place. Stated that she has a sink hole near her curb and that the curb and sidewalk are cracked, possibly from the Antietam Broadband trucks during their recent cable installation. Stated that the sink hole is 4 feet deep and that the Public Works staff came out and filled the hole. Stated that her concern is who is responsible for the curb and sidewalk repairs, the homeowner or the Town. Town Planner Strickler stated that he asked Mrs. Vesely to attending the Council Meeting to discuss this issue. Stated that there is a gray area regarding homeowner and Town responsibilities when it comes to curbs and sidewalks. Stated that it would seem that the homeowner would be responsible for the sidewalk and the Town would be responsible for the curbs. Stated that there are also concerns regarding what Antietam Broadbands responsibilities are as well if they damaged the curbs and sidewalks.

MAYOR AND COUNCIL MEMBER CORRESPONDENCE

- Council Member Hollingshead stated that she received an invitation to the Conococheague Aqueduct Restoration Ribbon Cutting and C&O Canal on August 8, 2019
- Mayor Long stated that Council Members Kerns and Hollingshead, Town Manager Mantello and he attended the MML Summer Convention in Ocean City
- Mayor Long stated that the Town was awarded the MML Banner City again for 2019

Police Department Report – *Chief Morgan*. The Police Department received 96 calls for service, which included 321 motor vehicle violator contacts and 1 Parking Citation for the month of June 2019. There were 0 adult criminal arrests, 3 adult paper service arrests, 2 adult traffic arrests, 2 juvenile arrests and 0 juvenile traffic arrests. Stated that Officer McKenzie has been working foot-patrol and caught the Shafer Park spray painting vandals.

OLD BUSINESS

Review of Skid Loader Bids: - Town Manager Mantello reviewed that a Request for Proposal for the purchase of a rubber tire skid loader or a rubber track skid loader was advertised with bids due May 23, 2019 and that four bids were received, noting that the Council approved the purchase of a rubber track skid from Alban CAT of Winchester for the cost of \$47,057 at the June Regular Meeting. He stated that he felt that he did not provide accurate information on the skid loader rental expenses incurred by the Town and other additional information to allow the Council to make an informed educated decision. He provided the Council with the bid results and prices. Public Works Superintendent Greg Huntsberry explained that the Public Works staff will use the Skid Loader for snow removal and to move salt, mulch and stone. He stated that it will drastically reduce work time by having a backhoe and a new skid loader, and that the skid loader will likely last for 10 to 20 years. **Motion** by Council Hollingshead, second by Council Member Nally to approve the purchase of a Skid Loader from the Fiscal Year 2019 Budget and **motion stands** as previously approved to. **Motion** carried.

NEW BUSINESS

BNCP19-02 – Concept Plan for The Preserve at Fox Gap Residential Subdivision: Town Planner Strickler initiated the discussion for the preliminary Concept Plan for The Preserve at Fox Gap Residential Subdivision (BNCP19-02). He stated that the Mayor and Council need to approve the draft Concept Plan in the form of a Resolution before it can be submitted to the Planning Commission. He further stated that the draft Concept Plan includes 118 single family building lots on 43.34 acres of land, noting that the Developer currently owns 8 sewer taps on the property. Town Planner Strickler stated that one of the main concerns is what amount of capacity do we have left in the Boonsboro-Keedysville Water System. He stated that further discussion needs to be had, and to do so, he'd like to plan an Introduction of the Resolution. Trevor Frederick, of Frederick, Seibert and Associates, Inc., took the floor to further explain the Concept Plan lot sizes, forest conservations areas, conceptual stormwater/flood plain areas and vegetative areas. Council voiced concerns regarding the one access road going in and out of the development, with Mr. Frederick assuring the Council that the road is 4-lanes wide and adequate for emergency vehicles and evacuation purposes. Town Planner Strickler stated that he is requesting the Introduction of the Resolution at the July Workshop Meeting and the recommendation for approval at the August Regular Meeting. Council agreed that the July Workshop Meeting will begin at 6:00pm on July 29, 2019 to allow for plenty of time for discussions.

SHA Alt-40 Parking Issue in front of 309-311 South Main Street: Town Planner Strickler stated that he has been contacted by the owners of Mountainside Gardens and Deli regarding the difficulties of turning out of their property at 311 South Main Street onto Alternate 40 when there are cars parked along the road. He stated that during busy times of the year, specifically in the spring, summer and fall months, many customers who are doing business at Cronise Market are parking on the opposite side of the street directly at Mountainside's parking lot entrance. Council discussed the option of painting red-curbings for 15-feet on either side of the entrance. Town Planner Strickler stated that the State Highway Administration is requesting a recommendation from the Town to add this roadway change. **Motion** by Council Member Hollingshead, second by Assistant Mayor Byrd to allow the State Highway Administration to paint 15-feet of red curbing on either side of the entrance to Mountainside Gardens and Deli for safe turning out of the business onto South Main Street/Alternate 40. **Motion** carried.

Town Manager Contract: Town Manager Mantello presented the Town Manager Contract, as required by the Town Charter, for the Mayor and Council's review and input. He stated that he consulted with Jim Peck, Maryland Municipal League Research Specialist, who assisted him in drafting the Contract. **Motion** by Council Member Hanson, second by Assistant Mayor Byrd to approve the Town Manager Contract. **Motion** carried.

Washington County Commission on Aging: Town Manager Mantello stated that the Washington County Commission on Aging, Inc. presented their request at the June Regular Meeting for the Community Center lease fees to be waived for the Senior Center Congregate Site, which was approved for Fiscal Year 2020 and will be revisited next year. He stated that the Town received a letter of gratitude from the WCCOA and presented it to the Mayor and Council

Merit Pay Increase: Town Manager Mantello and Office Manager Miller presented the recommendation to give all of the Town employees hired prior to July 1, 2018 a 3% pay increase on July 1, 2019 to bridge the gap between 'Fiscal Year' pay increases and 'Hire Date Anniversary' merit pay increases. Town Manager Mantello stated that employees will still have their performance evaluation on their hire date anniversary and will have the opportunity to receive up to an additional 2% increase at that time. Office Manager Miller stated that it will help employees transition into the mind-set of receiving their merit pay increases on their hire date anniversary rather than on July 1 of the Fiscal Year, noting that there are a few employees who have April, May and June anniversaries and the goal is to keep everyone happy and morale positive. She stated that all employees hired after July 1, 2018 will receive their evaluations and Fiscal Year 2020 merit pay increases on their hire date anniversaries. Council all agreed that this process would be a positive transition for Town employees.

Appoint New Personnel Committee Member: Town Manager Mantello stated that Assistant Mayor Byrd is stepping down from the Personnel Committee due to new employment obligations. Mayor Long stated that he is recommending the appointment of Council Member Hanson to fill the vacancy. **Motion** by Council Member Nally, second by Council Member Hollingshead to approve the appointment of Council Member Hanson to the Personnel Committee, with Council Member Hanson abstaining. **Motion** carried. **Motion** carried 4-1

Reappointment to BMUC: Mayor Long, on behalf of the Boonsboro Municipal Utilities Commission, stated that he is recommending the re-appointments of David Wade for a 4-year term. **Motion** by Council Member Nally, second by Council Member Hollingshead to re-appoint David Wade to the BMUC for a consecutive 4-year term. **Motion** carried.

Council Member Hollingshead made the recommendation to revisit and begin enforcing the Shipping Container Ordinance in Town. She stated that there are shipping containers located behind Enkore Kids and that the business closed some time ago. Council Member Kerns stated that concerns were raised a few years ago with the containers at the Boonsboro School Complex and situations that may arise from people needing containers for storage due to fires/flooding or while moving. Town Planner Strickler stated that exemptions could be added for the Board of Education, County Commissioners and extenuating circumstances. He stated that he will discuss the Ordinance with the Planning Commission at the July Meeting.

COMMISSION REPORTS

Public Safety Commission – R. Hanson. Meeting held on June 20, 2019. No Meeting Minutes provided. Thanked Christi Weaver for chairing the upcoming National Night Out event on August 6. Stated that Chairperson Chad Matthews stepped down from his position but plans to remain on the Commission. Stated that Vice Chairperson Rick Stevens will be sitting in as Chair in the interim. Discussions included the success of Washington Goes Purple drug collection event on June 5 and the draft PSC Strategic Plan.

Park Board – M. Kerns. Meeting held on June 26, 2019. Discussions included the Community Parks and Playground Grant, plans for the upcoming Independence Day Celebrations on July 3, updates on the Summer Concert and Movies in the Park, updates on the Born Learning Trail, installation of the Tot Lot shade structure and benches, the Park Board Strategic Plan and the suggestion to make sure new recycling containers have 'pictures' on them in addition to words.

Utilities Commission – T. Nally. Meeting held on June 13, 2019. No Meeting Minutes provided. Stated that the banking accounts were closed at BB&T Bank. Discussions included the recommendation to re-appoint David Wade to the BMUC, the approval to order 100 additional water meters, the BMUC Charter, the BMUC Strategic Plan and Mission Statement and the monthly Town Reports. Stated that the BMUC is waiting on the final draft of the Water System Hydraulic Model Project from WRA.

Planning Commission – R. Byrd. No Meeting was held in June 2019.

- Town Planner Strickler stated that he will be changing his work hours beginning next week to Monday through Thursday from 8:00am to 6:30pm, but that his office will still only be open to the public until 4:30pm.

Economic Development Commission – *R. Hanson*. Meeting held on June 26, 2019. Discussions included the recommendation to approve the proposal for the Tourism Website from Skipjack Web Services, the tabling of the RFP for the Tourism Impact Study, plans for Second Saturday events, the review of the end of Fiscal Year 2019 budget, the recommendation to re-appoint Terri Packard to the EDC for a 3-year term and the EDC Strategic Plan and Mission Statement. The Networking Breakfast will be held on Thursday, July 18, 2019 at 7:30am at Vesta’s Restaurant, with guest speaker Tyler Hornbecker from Edward Jones Investments. The next EDC Meeting will be on August 28, 2019 in the Meeting Chambers at 9:00am.

Environmental Commission – *T. Hollingshead*. Meeting held on June 11, 2019. Discussions included the BEC Strategic Plan, the Farmer’s Market and Subcommittee Reports.

- BEC Meetings will be held at 7:30pm during Famer’s Market month so that all BEC members can be present at the Meetings.
- Suggested implementing “Yard of the Month” program form residents. Further discussion to follow.

Town Manager Report – *P. Mantello*

- Thanked Council Member Kerns and Council Member Hanson for helping the Town office staff during vacations and the Town Clerk transition.

Motion by Council Member Hollingshead second by Council Member Hanson to close the Regular Meeting at 9:33pm. **Motion** carried.

Respectfully submitted,

Kimberly A. Miller
Office Manager, Town of Boonsboro