

BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, July 11, 2022

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, July 11, 2022 in the Meeting Chambers. The Meeting was streamed via GoToMeeting. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Ray Hanson, Terri Hollingshead, Marilee Kerns, Eric Kitchen and Ricky Weaver. Also present were Town Manager Paul Mantello, Town Planner Reiley Stanley, Office Manager Kimberly Miller 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 Assistant Mayor Nally, second by Council Member Kitchen to approve the **June 6, 2022 Regular Meeting Minutes**, the **June 21, 2022 Special Meeting** and the **June 27, 2022 Public Hearing** and the **Workshop Meeting Minutes** as amended. **Motion carried.**
- **Motion** by Council Member Hollingshead, second by Council Member Kerns to approve the **June 2022 Treasurer’s Report**. **Motion carried.**

MAYOR AND COUNCIL CORRESPONDENCE

- Mayor Long stated that there will be an Eagle Scout Court of Honor held in Shafer Park on Saturday, July 16, 2022 at 10:00am for Scout Olivia Stann. Scout Stann built the GAGA Ball Court in Shafer Park for here Eagle Scout project and is the first female to become an Eagle Scout in Washington County.

Police Department Report – Chief Morgan. The Police Department received 77 calls for service, which included 45 motor vehicle violator contacts and 0 Parking Citations for the month of June 2022. There were 0 adult criminal arrests, 0 adult paper service arrests, 0 adult traffic arrests, and 0 juvenile arrests.

NEW BUSINESS

Request for Proposal - Comprehensive Plan 2023: Town Planner Stanley, on behalf of the Planning Commission, presented, for the Councils consideration, the recommendation to place the Comprehensive Plan 2023 out for bids. She stated that the last Comprehensive Plan was developed in 2009. **Motion** by Council Member Kitchen, second by Council Member Hanson to place the Request for Proposals for the Comprehensive Plan 2023 out for bids. **Motion carried.**

Dunkin Donuts Site Plan - Contingent on State Highway Comments: Town Planner Stanley, on behalf of the Planning Commission, presented the Dunkin Donuts Site Plan for the Councils review and input. She stated that the developer resubmitted their Plan with a drive-through-window and they need to get the approval from State Highway because their stormwater pipe goes into an easement. **Motion** by Council Member Hollingshead, second by Council Member Weaver to approve the Dunkin Donuts Site Plan contingent on State Highways comments. **Motion carried.**

Request for Proposals: Professional Consulting and Lobbying Services: Town Manger Mantello presented the results from the Request for Proposals: Professional Consulting and Lobbying Services for the Councils review and input. He stated that the only bid received was from Manno and Associates, LLC for the monthly cost of \$4,000, which is \$1,000 less than the original quote. He further stated that the Town has been working with Mr. Manno for the past several months and that he has helped secure \$1.25 million in funding. Council Member Kerns asked if the Request for Proposals was sent to any other Lobbyist. Town Manager Mantello stated no, and that the Town did follow its regular advertising protocols. Council Member Kerns stated that she was disappointed that other bids were not requested, that the Town did not receive competitive bids and that she is not comfortable with the price. Council Member Hanson stated that the Town did its diligence. Town Manager Mantello stated that he feels that the Town is in great hands with Manno and Associates and that we have big opportunities ahead of us. **Motion** by Assistant Mayor Nally, second by Council Member Hanson to approve the bid from Manno and Associates, LLC for the monthly cost of \$4,000 and to do a 3-month evaluation, with Council Member Kerns and Council Member Weaver opposing. **Motion carried 4-2.**

Invitation for Bids: 2022 Milling and Overlay - Park Drive, Cemetery Lane and Poffenberger Alley: Town Manager Mantello presented, for the Councils consideration, the recommendation to place the Milling and Overlay - *Park Drive, Cemetery Lane and Poffenberger Alley* out for bids. He stated that the project will consist of deep patching Poffenberger Alley and milling to a depth of 2-inches, where necessary, and installing a 2-inch asphalt overlay on Park Drive and Cemetery Lane. **Motion** by

Council Member Hollingshead, second by Assistant Mayor Nally to place the Request for Proposals for the Milling and Overlay - *Park Drive, Cemetery Lane and Poffenberger Alley* out for bids. **Motion carried.**

Engineering Request for Proposals: Shafer Park Path, Phase IV: Town Manager Mantello presented, for the Councils consideration, the recommendation to place the Engineering of the Shafer Park Path, Phase IV out for bids. He stated that the project will consist of providing engineering and design services for the fourth phase of the Shafer Park Walking Path Master Plan, noting that Phase IV will join the path networks of the old and new sections of Shafer Park on the north side of the creek. He further stated that the project will be 90% grant funded. Council Member Hanson asked when the Shafer Park patio will be repaired. Town Manager Mantello stated that the patio project is part of the Park Stream Restoration Project, and that because it is a 'water way,' the Town will have to go through MDE and the Army Corp of Engineers and submit a permit. Council Member Kerns asked if Engineering Firms will be contacted directly to submit bids. **Motion** by Council Member Hollingshead, second by Assistant Mayor Nally to place the Request for Proposals for the Engineering of the Shafer Park Path, Phase IV out for bids. **Motion carried.**

Request for Proposals: Shafer Park Well Replacement: Town Manager Mantello presented, for the Councils consideration, the recommendation to place the Shafer Park Well Replacement out for bids. He stated that the project will consist of replacing the 6-inch Shafer Park Municipal Drinking Water Well with a 10-inch well and all related appurtenances. He further stated that the project will be funded through a Grant from the Appalachian Regional Commission (ARC) at a 50-50% funding. Council Member Kitchen asked if Keedysville will be paying anything toward the Project. Town Manager Mantello stated yes, 15%. **Motion** by Assistant Mayor Nally, second by Council Member Hollingshead to place the Request for Proposals for the Engineering of the Shafer Park Well Replacement out for bids. **Motion carried.**

Request for Proposals: Civil Engineering Services: Town Manager Mantello presented, for the Councils consideration, the recommendation to place the Civil Engineering Services out for bids. He stated that the contract would be for an as-requested, or as-needed, basis, to assist Town staff, review developers' plans for compliance, perform field investigations and field surveys of the Town's infrastructure and provide reports, prepare engineered specifications and detailed drawings for projects, observe construction activities for projects, and assist with the selection process of contractor(s) providing construction services for projects. **Motion** by Assistant Mayor Nally, second by Council Member Weaver to place the Request for Proposals for Civil Engineering Services out for bids. **Motion carried.**

Request for Proposals: Geographic Information System Survey and Modeling Services: Town Manager Mantello presented, for the Councils consideration, the recommendation to place the Geographic Information System (GIS) Survey and Modeling Services out for bids. He stated that the goal of this project is to develop ArcGIS Online communication products and utilize data assets for MS4 requirement tracking and reporting, noting that the Town's current data assets include a stormwater infrastructure database but that a tree inventory database does not currently exist. He further stated that Task #1 will be to develop a tree inventory database and collect MS4 data points and Task #2 will be to develop communication products for the Town's stormwater infrastructure GIS database. **Motion** by Council Member Kerns, second by Assistant Mayor Nally to place the Request for Proposals for Geographic Information System (GIS) Survey and Modeling out for bids. **Motion carried.**

WWTP Dewatering Project – Wheel Loader Bid Review and Purchase: Town Manager Mantello, on behalf of the BMUC, present the Wheel Loader bid review, evaluation and rankings, and cost sheets from the Sourcewell Heavy Construction Request for Proposals for the Councils review and input. He stated that after much discussion with Superintendent Shumaker and Superintendent Huntsberry test driving the loader, they are recommending the purchase of a John Deere 444P at the cost of \$176,965 for the Waste Water Treatment Plant to manage the dewatering sludge inventory, noting that it is the BMUC's opinion that the lower price loader is not strong enough to handle the job and that the Town should purchase a larger piece of equipment. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to approve the purchase of the John Deere 444P Wheel Loader at the cost of \$176,965. **Motion carried.**

Reservoir Replacement Project Update: Town Manger Mantello provided an update on the Reservoir Replacement Project stating that WRA has finished the surveys for the placement of the new Reservoir and that they will begin meeting every Friday with Superintendent Shumaker, Superintendent Huntsberry and himself to put the Project together and start moving forward. He stated that WRA provided an updated Project price estimate, noting that the Town finally hit its target for funding and then received another Project cost increase. He further stated that MDE will not give the Town a grant for the Project but has ranked us #13 for a loan.

Planning Commission Member Appointment: Mayor Long, on behalf of the Planning Commission, stated that he is recommending the appointment of Scott Shippey to fill the 5-year term vacancy on the Planning Commission. **Motion** by Council Member Kitchen, second by Assistant Mayor Nally to appoint Scott Shippey to the Planning Commission. **Motion carried.**

COMMISSION REPORTS

Park Board - Council Member Kerns. Meeting held on June 22, 2022. Discussions included the updates from the Tree Board, the Summer Concerts and Outdoor Movies, the Independence Day Event and Fireworks and restocking of the Hawkins Grove Pond with fish.

- **Washington County Fire Police Donation:** Mayor Long made the recommendation to donate \$100 to the Washington County Fire Police for their help with directing traffic during our Town events. **Motion** by Council Member Kerns second by Council Member Weaver to donate \$100 to the Washington County Fire Police, with Council Member Hollingshead abstaining. **Motion carried.**

Boonsboro Municipal Utilities Commission – Council Member Nally. Meeting held on June 22, 2022. Discussions included the Drinking Water Reservoir Replacement Project, the Keedysville Booster Station Water Pressure Reduction Project update, the Shafer Park Well Replacement Project update, the Boonsboro High School Irrigation Well update, the Chesapeake Tri-Association Conference (08/30/2022) and Aqua Aerobics Demo of the Boonsboro WWTP, the Residential Fixed Fee Audit, the Fiscal Year 2023 Implementation and Commercial Audit, the Fiscal Year 2023 Congressionally Directed Spending Application update, the Fiscal Year 2024 Legislative Agenda Packet , the 2022 Maryland Municipal League Conference Report, and the Town Farm offer from Tracy Thomas to purchase the Town Farm along with the most recent market assessment of the property.

Planning Commission – Council Member Kitchen. Meeting held on June 28, 2022. Discussions include the Commission’s vacant seats and recommendations to appoint new Members, the election of Chairman and Vice-Chairman, the Minor Subdivision of the Courtney Property, the Concept Plan for Ace Hardware and the Self-Storage site, the Request for a Boundary Line Adjustment at 124 Potomac Street, the Dunkin Donut Site Plan and updates on the Realignment of Campus Avenue and Chase Six Boulevard Update and Request for Proposals for the Comprehensive Plan 2023.

Public Safety Commission – Commission Member Kim Labrush. Stated that their re-organizational meeting will be held on Thursday, July 21, 2022 at 7:00PM. Stated that all of the vacancies will be filled and she will bring their recommendations to the August Regular Mayor and Council Meeting, Stated the plans for National Night out are going great and the event will be held on Tuesday, August 2, 2022 from 5:30pm to 8:00PM and that volunteers are needed and welcome.

Economic Development Commission – Council Member Hanson. Meeting held on June 22, 2022. Discussions included the Downtown Beautification Program funding update, the Networking Breakfast Series upcoming speakers, upcoming Business Ribbon cuttings and recognitions, the South Mountain Jam and Food Truck Festival update, the Boonsboro Town Alliance *upcoming events*, the Appalachian Trail Community Task Force, the quarterly rack cards, plans for the 60th Anniversary JFK 50 Ultramarathon, Boonsboro advertising and promotions and ideas about forming sub-committees. The Networking Breakfast will be held on July 21, 2022 from 7:30am to 9am at the American Legion.

Environmental Commission – Council Member Hollingshead. Meeting held on June 14, 2022. Discussions included the American Rescue Plan Submission Requests, the Community Garden, the Butterfly Waystation, the purchase of tree plaques, the Commission Meet and Greet, the Town Newsletter and Subcommittee Reports.

Town Planner Report – R. Stanley

- Stated that the Planning Commission is moving their Meeting this month to Monday, July 25, 2022 at 7:00PM.

Town Manager Report – P. Mantello

- **Chase Six – Campus Avenue Update.** Stated that Senator Corderman’s office contacted Dr. Sovine, Washington County Board of Education’s new Superintendent. State that the Board of Education feels that since there are attorneys involved that it is prudent to let the project continue and will communication via the attorneys. Stated that the Board of Education is requesting that a traffic study be conducted of Campus Avenue and the relocation of the stormwater pond.

- **Comcast Update.** Stated that apparently Comcast is contacting business accounts in Town and notifying them that they will be taking over all of the cable and internet in Town and no one will be able to have Antietam Cable any longer. Stated that he spoke to the Comcast representative and made sure that they stop spreading that rumor.
- **Crestview Well Update.** Stated that there are concerns over the easement at the Crestview Water Plant. Stated that the plan is to tear it down as soon as it is feasible.
- **Fall Tree Give Away.** Stated that the Town will be offering residents 1 free 5-gallon native tree to plant in their yards again this Fall. Stated that we will be purchasing 200 trees this year and that he was able to take advantage of the 'July Sales Event.' Stated that he is requesting to pay the down payment of \$2,045 to Clear Ridge Nursery to secure the trees for this year's event.
 - **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to pay the down payment of \$2,045 to Clear Ridge Nursery **Motion carried.**

Motion by Council Member Hollingshead, second by Assistant Mayor Nally to adjourn the Regular Meeting at 9:25PM. **Motion carried.**

Respectfully submitted,

Kimberly Miller, Office Manager