

BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, July 10, 2023

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, July 10, 2023 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 Jared Schumacher, 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 Assistant Mayor Nally, second by Council Member Kerns to approve the **June 12, 2023 Public Hearings**, the **June 12, 2023 Regular Meeting**, and the **June 12, 2023 Closed Session Meetings**. **Motion carried.**
- **Motion** by Assistant Mayor Nally, second by Council Member Kerns to table the **June 2023 Treasurer’s Report** until the July Workshop Meeting due to the need to clarify information on the Report. **Motion carried.**

INTRODUCTION OF TOWN MANAGER, Jared Schumacher – Mayor Long formally introduced new Town Manager Jared Schumacher. Town Manager Schumacher’s first day with the Town was on June 21, 2023.

GUEST – Dick Keesecker, Tiffany Ahalt and Reuben Moss - National Road Heritage Foundation

- **Request from National Road Heritage Foundation** – Ms. Ahalt stated that there have been some issues with the Potomac Edison monthly billing statement since the NRHF took over the paying of the bills for the National Road Heritage Museum and the Trolley Station in March 2021, noting that in some months the bill has been as high as \$1,190. Stated that Mr. Keesecker has been working with Office Manager Miller to have a representative from Potomac Edison visit the site to look at the meters and find out what is going on. Stated that there are some structural issues that they have been dealing with such as the rain gutters, a leak in the front canopy and rotting stairs and railings. Stated that they would like to install commercial toilets in the restrooms and are having problems with the water pressure.
 - Mayor and Council asked Superintendent Huntsberry to please check the areas that the NRHF is having issues with at both the National Road Heritage Museum and the Trolley Station. Office Manager Miller will follow-up with Potomac Edison and will also locate the Lease Agreements from 2018.

FACILITIES REPORTS

PUBLIC WORKS SUPERINTENDENT’S REPORT – Greg Huntsberry

- Stated that the new ACE Hardware Store has been hooked into the Town Waterline
- Stated that Public Works employees Ryan Ward and Ernie Mose will be taking their Water Distribution 1 test
- Stated that 2008 F650 is rusting out underneath from the road salt and will need replaced in the next few years

TOWN PLANNER’S REPORT – Liaison/Council Member Kitchen

- **Fox Gap – Easterday’s Property** - Contractors have been boring into the pavement to test the thickness.
- **ACE Hardware** - Construction is coming along nicely.
- **St. Paul Street and Lakin Avenue Subdivision** - Promised that the rehabilitation of the house at 50 St. Paul Street would be completed by Spring and that it would be listed for sale. Is not anywhere near completion.
- **Building Permits** - Becky Gander from Washington County came to Town Hall and did a training session with staff for submitting building permits during the interim until a new Town Planner is hired.

TOWN MANAGER’S REPORT – Jared Schumacher

- Stated that he has met with many of the Town Commissions and Board members over the past few weeks
- Stated that Mayor Long and he met with Town Attorney Rotz regarding the Easterday’s property
- Stated that Senator Corderman will be visiting the Town on July 31, 2023
- Stated that he is working on organizing the Grant programs associated with the Waste Water Treatment Plant Dewatering Project. Stated that he is creating charts and has requested reimbursement from ARC.

POLICE DEPARTMENT REPORT – *Chief Kevin Morgan*. The Police Department received 96 calls for service, which included 143 motor vehicle violator contacts and Parking Citations for the month of June 2023. There was 0 adult criminal arrest, 0 adult paper service arrest, 0 adult traffic arrest and 0 juvenile arrests.

- **Officer Moretti**: Stated that Officer Moretti conducted a high-speed chase and apprehension in Town and also assisted Park Rangers at Greenbrier State Park with the arrest of an unruly individual.
- Stated that they plan to put in the order soon for the new Police vehicle for Fiscal Year 2024.

MAYOR AND COUNCIL CORRESPONDENCE

- Mayor Long stated there was an amazing turnout for the Town's Independence Day Event on July 3, 2023. Stated that the fireworks lasted 25 minutes and were wonderful.
- Mayor Long stated that the Maryland Municipal League Summer Conference in Ocean City, Maryland was well attended and a good event
- Council Member Kerns suggested adding a flier to next year's Property Tax mailing reminding property owners that they will be receiving two tax bills, one for the Town and one from Washington County

NEW BUSINESS

Ordinance 2023-03; An Ordinance to Amend Ordinance 2012-03 Recreational Vehicle/Trailer Parking Prohibited to Include Mobile Retail Vendor/Establishment and Scheduling of Public Hearing: Mayor Long stated that Ordinance 2023-03; *An Ordinance to Amend Ordinance 2012-03 Recreational Vehicle/Trailer Parking Prohibited to Include Mobile Retail Vendor/Establishment* was introduced at the June 12, 2023 Mayor and Council Meeting and that a Public Hearing was held at 6:45PM this evening to receive public input. Office Manager Miller stated that it was recommended by the former Town Planner, based on motorist and pedestrian safety concerns brought to the Town regarding the bi-annual Girls Night Out Main Street Event and other Main Street events, that we amend Ordinance 2012-03; *Recreational Vehicle/Trailer Parking Prohibited* to include the prohibiting of mobile retail vendors and food truck vending in the Town Square area on Main Street due to pedestrian and vehicle safety concerns. She further stated that the 'Town Square' is defined as the business district that starts at the Main Street – St. Paul Street – Potomac Street intersection light and extends one block in every direction outwards, and that the amendments include:

- **Section 1: Definitions (d)** "A Mobile Retail Vendor/Establishment" is a readily movable, motorized wheeled vehicle, or a towed wheeled vehicle, designed and equipped to sell."
- **Section 2: Parking Prohibited (c)** "No person shall park a Mobile Retail Vendor/Establishment in the Town Square of Boonsboro at any time."

Council Member Kerns stated that she is concerned with the wording "*at any time.*" Office Manager Miller stated that it could be amended to *(c) No person shall park a Mobile Retail Vendor/Establishment in the Town Square of Boonsboro without a permit/formal approval from the Town.* **Motion** by Assistant Mayor Nally, second by Council Member Kerns to approve Ordinance 2023-03; *An Ordinance to Amend Ordinance 2012-03 Recreational Vehicle/Trailer Parking Prohibited to Include Mobile Retail Vendor/Establishment* as amended. **Motion carried.**

Bid Results Economic Development Commission Tourism Website and Marketing: Liaison/Council Member Hanson, on behalf of the Economic Development Commission, presented the bid results for the Request for Proposals for the EDC's Tourism Website and Marketing Project for the Councils review and input. He stated that the EDC received \$23,000 from the Rural Maryland Economic Development Grant for the project, that five bids were received and that the EDC narrowed it down to the bids from Skipjack Web Service and Revize as their top choices. He further stated that the EDC is recommending moving forward with the bid from Revize based on the platform that they use, and the ease of use and training provided. Council Member Hanson stated that the startup cost is \$9,700 with an annual fee of \$3,200. Council Member Kerns stated that the EDC is failing to follow their own mission of supporting local business by recommending a website builder from Troy, Michigan. **Motion** by Council Member Hanson, second by Council Member Hollingshead to accept the bid from Revize for the Economic Development Commissions Tourism Website and Marketing, with Assistant Mayor Nally and Council Member Kerns opposing. **Motion carried 4-2.**

Request to Renew Professional Consulting and Lobbying Contract: Consultant and Lobbyist Roger Manno thanked the Town for all they have done, that he is proud of the Town and that Annapolis, Maryland now knows the Town's name. He stated that there is still more to do, especially with Federal funds coming along. Mr. Manno stated that he would love to continue working with the Town and would be honored if the Town accepts the option to extend his Service contract under the existing terms. He stated that there is a lot of Federal money coming down the pipelines, and that Boonsboro is on the lists for assistance with funding for the Town Reservoir. Assistant Mayor Nally stated that Mr. Manno knows everybody, that he knows

the ins and outs of Annapolis, noting that he is not afraid to approach anyone and that he is non-partisan. He stated that Mr. Manno has our best interest at heart and that he would support him for another 12-months. **Motion** by Assistant Mayor Nally, second by Council Member Hollingshead to approve the 12-month extension of the Consulting and Lobbying Service Agreement with Roger Manno at the same rate of \$48,000 through July 17, 2024. **Motion carried.**

Independence Day 2024: Office Manager Miller stated that she has reached out to Schaefer Fireworks to thank them for the wonderful fireworks display on July 3, 2023 and has requested to schedule next year's fireworks display on Wednesday, July 3, 2024 with the rain date of Friday, July 5, 2024.

Boonsborough Museum of History Request - Loaning of Original Town Flag for Display: Office Manager Miller stated that James Rogers, from the Boonsborough Museum of History (*Doug Bast Museum*), visited Town Hall last month looking for the original Town Flag. She stated that staff located it in the vault in the Town Annex and have safely secured it in a sealed storage box. She further stated that Mr. Rogers took many photos of the flag and that the Town received notification this week that the Boonsborough Museum is currently having about a dozen flags produced to begin their marketing campaign. Office Manager Miller stated that the Boonsborough Museum plans to partner with the Economic Development Commission to assist with marketing of the Town flag and flag logo products to sell, noting that this initiative will not only benefit the Museum as a fundraiser and awareness campaign, but will benefit the Town, residents, and businesses as well. She stated that the Boonsborough Museum of History is also requesting to display the original Town flag at the Museum, and if approved they will encase it to preserve it. **Motion** by Council Member Hanson, second by Assistant Mayor Nally to approve loaning the original Town flag to the Boonsborough Museum of History on a 12-month renewable basis. **Motion carried.**

COMMISSION REPORTS

Park Board - Council Member Weaver. Meeting held on June 28, 2023. Discussions included the request from the Economic Development Commission to hold their tractor pull in the Park during the September 3, 2023 Food Truck Event, an update on Independence Day Celebration, the Disc Golf Course, the temporary Dog Park and the completion of design phase of Phase IV of the Park Path.

Boonsboro Municipal Utilities Commission – Council Member Nally. No Meeting held in June 2023.

Planning Commission – Council Member Kitchen. No Meeting held in June 2023.

Public Safety Commission – Council Member Kerns. No Meeting held in June 2023.

Economic Development Commission – Council Member Hanson. Meeting held on June 28, 2023. Discussions included the Rural Maryland Economic Development Grant, the Downtown Beautification Program, the Food Truck Festival, the Boonsboro Town Alliance, the Appalachian Trail Community, plans for an upcoming Commission Mixer, the RFP for the EDC website and marketing plans and BooneFest. The Networking Meeting will be held on July 13, 2023 at 6:00PM at Crystal Grottos Caverns.

Environmental Commission – Council Member Hollingshead. No Meeting held in June 2023.

Motion by Assistant Mayor Nally, second by Council Member Hollingshead to adjourn the Regular Meeting at 8:40PM and 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.* **Motion carried.**

Motion by Assistant Mayor Nally, second by Council Member Hollingshead to adjourn the Executive Session at 9:15PM. **Motion carried.**

Motion by Assistant Mayor Nally, second by Council Member Hanson to adjourn the Regular Meeting at 9:16PM. **Motion carried.**

Respectfully submitted,
Kimberly Miller, Office Manager