

**BOONSBORO MAYOR AND COUNCIL**  
**REGULAR MEETING MINUTES**  
**Monday, July 8, 2024**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, July 8, 2024 in the Town Annex Meeting Chambers. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Ray Hanson, Marilee Kerns, Eric Kitchen, Terri Hollingshead, and Ricky Weaver. Also present were Interim Town Manager Kimberly Miller, Town Planner Drew Bowen, Public Works Superintendent Greg Huntsberry, Utilities Superintendent Pete Shumaker, Police Chief Dave Rizer and Police Administrative Specialist 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 **June 10, 2024** Regular Meeting Minutes as amended. **Motion carried.**
- **Motion** by Council Member Hollingshead, second by Council Member Hanson to approve the **June 2024 Treasurer's Report.** **Motion carried.**

**PRESENTATION** – *Stu Mullendore, Boonsboro Municipal Utilities Commission.* Mayor Long and the Town Council presented Stu Mullendore with a Certificate of Appreciation for his extraordinary service and dedication to Boonsboro and the Boonsboro Municipal Utilities Commission. Mr. Mullendore recently stepped down as the Chairman of the BMUC. The Mayor and Council thanked him for his hard work and commitment.

**ANNOUNCEMENT OF CHIEF OF POLICE** - Mayor Long announced the appointment of Dave Rizer as the Boonsboro Chief of Police. He stated that Chief Rizer has been a part-time Sergeant for the Department for many years and the Interim Chief after Kevin Morgan's passing. He called for the formal public approval. **Motion** by Council Member Kerns, second by Council Member Hollingshead to appoint Dave Rizer as the Boonsboro Chief of Police. **Motion carried.**

**ANNOUNCEMENT OF TOWN MANAGER** – Mayor Long announced the hiring of Rachel Souders as the Town Manager of Boonsboro. Ms. Souders first day of work with the Town will be on July 17, 2024.

**COMMENTS** (3-minute limit)

- **Anita Sweigert, 56 St. Paul Street:** Voiced her ongoing concerns regarding 50 St. Paul Street. Stated that there is a lot of construction debris laying all over the property and she recently saw a snake. Town Planner Bowen will look into it this week.
- **Council Member Kerns** stated that a resident asked her recently if the Chicken Ordinance is still being enforced. Stated that they have heard a rooster crowing. Town Planner Bowen will look into it this week.

**FACILITIES REPORTS**

**PUBLIC WORKS SUPERINTENDENT'S REPORT** – *Greg Huntsberry*

- Stated that they flushed 200+ hydrants during the Annual Hydrant Flush
- Stated that there has been a lot of I&I getting into the System during the recent storms
- Stated that the first street sweeping on June 17<sup>th</sup> produced 12+ tons of debris and took two days to complete. Stated that the next sweeping will be on July 15<sup>th</sup>
- Stated that the Cruise 4 Kidz event and the Independence Day Celebration in Shafer Park both went great
- Stated that all of the paperwork for the Lead and Copper Service Line Inventory Proposals has been given to the EADS Group and will be submitted to the State by October 16, 2024
- Stated that the substantial hydraulic oil spill in the Shafer Park parking lot from the Carnival will not come up and that parking lot will probably need re-sealed and re-stripped. Council suggested contacting the Town Attorney and having her draft a letter to Reithoffer Shows on behalf of the Town.
- Stated that there is no start date for the Town's street paving, but that Council will be notified when Huntzberry Brothers begin.

## **WATER AND SEWER SUPERINTENDENT'S REPORT – Pete Shumaker**

- Stated that Phillips Well Drilling will be conducting the last dry test as soon as they can on the Shafer Park Well and then all test results will be sent to MDE
- Stated that the transducer at the South End pump station was replaced
- Stated that there was a power surge at the Waste Water Treatment Plant during a storm and it did damage to the computer. Stated that Aqua Aerobics came in and everything is running smoothly again
- Stated that MDE will be issuing the permit for the Dewatering Press with a clause to take the product to the landfill due to the ongoing PFAS settlements

## **TOWN PLANNER'S REPORT – Drew Bowen**

- Stated that he is reviewing Chapter One of the Comprehensive Plan
- Stated that the permit renewals have been filed by the developer with Washington County for Battlefield Estates and that the County is now requiring FRO for the approved plans that previously were approved for payment in lieu of plantings
- Stated that the Town has executed the Take Over Agreement for the Preserve at Fox Gap for use of Bond Funds. Stated that the Easterday's have received all updated permits from Washington County and plan on starting construction in the next few weeks
- Stated that the full Construction Plans have been approved by SHA for the Chase Six – Campus Avenue Realignment Project but we are still waiting on the traffic signal approval. Stated that he will be meeting with Mr. Scott McIlwee to discuss the land swap at 202 Maple Avenue and that Mr. McIlwee is considering the Town's offer for the cash value of the house
- Stated that the Dean South Improvement Plans have been conditionally approved by the Planning Commission
- Stated that the MDE Construction Permit was received for the Reservoir Project and the Project bidding is underway. SHA has denied the request to install the waterline on the MD Route 34 bridge for the Crestview High Pressure By-Pass Project. This will substantially increase the cost to the project. Stated that WRA has the original MD Route 34 bridge plans and will submit those to MDE
- Stated that the Utility Plans have been submitted for the Vanish Brewery - Auction House connection to the Sanity Sewer System. Stated that the Preliminary Engineering Report has been submitted to the Town for the Gravity Sewer System on North Main Street and the draft Site Plan has been submitted and is under review.

**POLICE DEPARTMENT REPORT – Chief Dave Rizer.** The Police Department received 47 calls for service, which included 56 motor vehicle violator contacts and 0 Parking Citations for the month of June 2024. There were 0 adult criminal arrests, 0 adult paper service arrests, 0 adult traffic arrests and 0 juvenile arrests.

- Stated that Cadet Billy Gilbert started the Washington County Police Academy on June 17, 2024
- Stated that Chief Dave Rizer's first day as Chief of Police was June 24, 2024
- Stated that First Class Officer Rob Whittington's first day will be July 15, 2024
- **MTAC Contact:** Stated that per the Security Officers Service Agreement with MTAC, the BPD gave a 2-week notice of intent to cancel coverage tentatively on July 14, 2024 due to there not being enough funds in the Fiscal Year 2025 Police Salary budget. Stated that plans are to use MTAC for Town events.
- **Part-Time Police Officer:** Stated that James Rogers reached out to the Police Department to say that he is interested in being a Boonsboro Police Officer. Stated that Mr. Rogers will need to enroll in the Maryland Comparative Compliance Training Course, at the cost of \$700 to \$1,000, due to him being a Washington DC Metropolitan Police Officer. Police Staff will continue their conversation with Mr. Rogers and see when he is retiring from Washington DC and if he would be interested in a part-time or full-time position. Police Administrative Specialist Rudy will look into the Federal Police Hiring Grant.

## **MAYOR AND COUNCIL UPDATES and CORRESPONDENCE**

- **Mayor Long** stated that Council Member Hollingshead and he attended the Maryland Municipal League Summer Conference in Ocean City and provided an update on all that they did there
- **Council Member Kerns** asked for an update on the sanitation switch-out from Apple Valley Waste to J&J Services. Stated that staff needs to make sure that commercial properties are not getting recycling bins if they are not paying for service, noting that no commercial properties should have sanitation service provided by the Town.

## NEW BUSINESS

**Bid Results – Shafer Park Walking Trail Phase IV:** Town Planner Bowen presented the bid results for the Shafer Park Walking Trail Phase IV for the Mayor and Councils review and input. He reviewed that in August of 2023 the Town contracted with Frederick Seibert and Associates to design the Shafer Park Walking Trail Phase IV project which includes 1,700 linear feet of new pervious asphalt which will connect Phases I and II to the original walking trail network, noting that the Town received grant funding from DNR Program Open Space - Community Parks and Playgrounds in the amount of \$148,850. He stated that two bids were received from Huntzberry Brothers in the amount of \$127,650 and from RFP, Inc in the amount of \$162,160. **Motion** by Council Member Hollingshead, second by Council Member Kitchen to award the Shafer Park Walking Trail Phase IV Project to Huntzberry Brothers in the amount of \$127,650. **Motion carried.**

**Recommendation to Appoint Boonsboro Municipal Utilities Commission Chairman and Assistant Chairman:** Mayor long stated that the Boonsboro Municipal Utilities Commission, at their June 12, 2024 meeting, unanimously recommended the following appointments:

- **Colin Shanaberger** for the BMUC Chairman. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to appoint Colin Shanaberger as the Boonsboro Municipal Utilities Commission Chairman. **Motion carried.**
- **Loren Norris** for the BMUC Assistant Chairman. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to appoint Loren Norris as the Boonsboro Municipal Utilities Commission Assistant Chairman. **Motion carried.**

**Status Update - Reservoir Replacement Project:** Town Planner Bowen stated that the MDE Construction Permit was received for the Reservoir Project and the Project bidding is underway. He stated that there is still no movement on the permit from Washington County. Superintendent Huntsberry provided an update on the water loss this billing quarter. He stated that the loss numbers do not make a lot of sense, noting that the Reservoir is not responsible for the majority of the loss and at the most maybe 20% of it. He further stated that there could be a leak in the system or water meter issues. Superintendent Huntsberry and Superintendent Shumaker will keep the Council updated.

**Recommendation to Update to Town Employees Job Descriptions and Pay Grades - Personnel Committee:** Interim Town Manager Miller stated that the Personnel Committee has been working on the update to Town Employees Job Descriptions and Pay Grades for the past few months and that they shared it with the Mayor and Council last month. She stated that they are recommending a new format for payroll increases starting with the first pay of the Fiscal Year.

- Beginning with the pay roll dated July 16, 2024, all Town employees will receive an annual adjustment, or COLA, of 3% of their current hourly pay. This percentage will be evaluated each calendar year and may be adjusted accordingly.
- Beginning this Fiscal Year, all Town employees will be eligible to receive an additional Merit Pay Increase of up to 3% of their current hourly pay on the anniversary of their hire date. Annual merit increases in pay are awarded following a performance evaluation with each employee's immediate Supervisor and/or the Town Manager, on or near the anniversary of their hire, and according to the performance appraisal rating scale, below:

Exceeds Standards	3% Pay Increase
Meets Standards	2% Pay Increase
Needs Improvement	1% Pay Increase
Unsatisfactory	No Pay Increase

Assistant Mayor Nally stated, if approved, Interim Town Manager Miller and he will meet with each of the Department heads within the next week to explain the new process and percentage increases. **Motion** by Assistant Mayor Nally, second by Council Member Hollingshead to approve all updates to Town Employees Job Descriptions and Pay Grades as presented by the Personnel Committee. **Motion carried.**

## COMMISSION REPORTS

**Park Board - Council Member Weaver.** Meeting held on June 26, 2024. Discussions included updates on the Independence Day Celebration Event, the Park Board logo, the replacement of the United Way Born Learning Trail signs, the Summer Movies and Concerts line-up, the tabling of the Pickle Ball Court location until the next meeting, and the updating of the Park Rules and Regulation signs. The Boonsboro High School Drama Club has been given permission to sell drinks and snacks at the upcoming Park Concerts and they will have a yard sale in Pavilion 1 on July 13, 2024 to help raise funds to go to Scotland next year.

**Boonsboro Municipal Utilities Commission – Assistant Mayor Nally.** Meeting held on June 12, 2024. Commission Members visited the Waste Water Treatment Plant for the Dewatering Press Demonstration. Discussions included updates on the Shafer

Park Well status, the future new connections, the Mayor and Councils approval of the Policy for Water and/or Sewer System Connections Outside of the Town's Corporate Boundaries, an update on the Lead Service Line Inventory contract signing with EADS Group and the approval to mail the Lead Survey letter to Water Service residents, the Dean South Looping, the Crestview Water Pressure Reduction and Bypass Project, the recommendation to the Mayor and Council to appoint Assistant Chairman Colin Shanaberger as the new BMUC Chairman and appoint Commission Member Loren Norris as the BMUC Assistant Chairman, and System Reports.

**Planning Commission** – *Council Member Kitchen*. Meeting held on June 25, 2024. Discussions included updates on the progress of the Comprehensive Plan, the Minor Subdivision Final Plat for the Mt. Nebo Methodist Church BZA Case 23-01, the recommendation requested by the Mayor and Council for the Chase Six Boulevard Restriping Plan, the Shafer Park Walking Trail Phase IV, the Utility Plans for the Sanitary Sewer Connections, the Site Plans for the Boonsborough Museum of History, and Staff Reports.

**Economic Development Commission** – *Council Member Hanson*. Meeting held on June 25, 2024. Discussions included Grant opportunities, the Downtown Beautification Program, the Main Street Maryland status updates, upcoming Ribbon Cutting Ceremonies, the Quarterly Rack Cards, the Comprehensive Plan and Committee Reports. The next Networking Meeting will be held on July 18, 2024 at Vanish Hall at 6PM. The next EDC Meeting will be on August 28, 2024.

**Environmental Commission** – *Council Member Hollingshead*. Meeting held on June 12, 2024. Guest Speaker Master Gardener Ann Aldrich. Discussions included the remaining balance for the Community Garden Grant funding, the BEC Special Budget Funds, topics for the Summer Town Newsletter and Subcommittee Reports.

**Motion** by Council Member Hollingshead, second by Council Member Weaver to adjourn the Regular Meeting at 9:00PM.  
**Motion carried.**

Respectfully submitted,

Kimberly A. Miller, Interim Town Manager