

**BOONSBORO MAYOR AND COUNCIL**  
**REGULAR MEETING MINUTES**  
**Monday, July 14, 2025**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, July 14, 2025 in the Town Annex Meeting Chambers. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Eric Kitchen, Ray Hanson, Marilee Kerns and Terri Hollingshead. 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, 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. Council Member Ricky Weaver was not in attendance.

**REVIEW AND APPROVAL OF MEETING MINUTES and TREASURER’S REPORT**

- **Motion** by Assistant Mayor Nally, second by Council Member Hollingshead to approve the Public Hearing and Regular Meeting Minutes from June 9, 2025, the Special Meeting Minutes from June 18, 2025, and the Public Hearing and Workshop Meetings Minutes from June 30, 2025, as amended. **Motion carried.**
- **Motion** by Council Member Kerns, second by Council Member Hanson to approve the **May 2025 and June 2025 Treasurer’s Reports. Motion carried.**
  - Council Member Kerns stated that the Certificate of Deposits balances need adjusted.

**PUBLIC COMMENTS**

- **Lee and Joanna Daugherty, 21 South Main Street.** Provided an update on everything that has happened since the June 2025 Mayor and Council Meeting regarding the unpermitted illegal cooking exhaust system on the side of My Mini Mart (23 South Main Street, owned by Michelle Vining) located directly beside their outdoor living space. Thanked Town Manager Souders for presenting their information at the June 10, 2025 Board of County Commissioners Meeting. Stated that they have been informed by Washington County that per the issued permit, My Mini Mart took over an as-is kitchen that was equipped with an exhaust fan which they claim is incorrect and leads them to believe that the Washington County permit was issued based on inaccurate information. Reviewed the timeline with the Washington County Building Code Board of Appeals and their denial by the Board to be permitted to appear. Stated that they have applied for a Board of Zoning Appeal case with the Town and have not heard back from Town Planner Bowen.
  - **Town Planner Bowen** explained the situation. Stated that the Town did not provide the permit to Michelle Vining, Washington County did, thus giving all authority to Washington County. Stated that he does not understand what the Daugherty’s are requesting to appeal with a Town BZA case. Mr. Daugherty stated that they are appealing Resolution 2020-15; *Building Code Updates*. Stated that there is no wording in the Resolution that grants Washington County authority. Stated that they are asking that the Town Planner enforces the Zoning Code, not revoke the permit.
    - **Mayor Long** stated that Town Manager Souders will schedule a meeting between Mr. and Mrs. Daugherty, Town Manager Souders, Town Planner Bowen, and himself.
- **Brian Smith, 107 Maple Avenue.** Stated that there still needs to be better communication with residents from the Town about the Dean South Construction Project. Asked when the rock blasting will begin and how residents will be notified. Town Planner Bowen stated that the developer sent the blasting plan to WRA and once it is approved the Town will send out notifications. Mr. Smith asked when all of the Town Annexations happened. Town Planner Bowen stated in 2006 and 2007. Mr. Smith asked if there is any opportunity for relief from the Town water bill due to having to clean all of the construction dirt off of his house, cars and refilling the pool multiple times. Mayor and Council did not respond.

**FACILITIES REPORTS**

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

- Stated that there were two bad water leaks in June 2025 and a lot of water was lost from the Reservoir.
- Stated that the Sewer side is looking good. Stated that the construction company for Dean South accidentally hit Mr. Smith’s terracotta pipe and they will be repairing it.
- Stated that a large oak tree fell over during the heavy rains in Shafer Park and took out all of the lights on Park Drive. Stated that that will be repaired very soon.

- Stated that he is on location at Dean South every day. Stated that there is a lot of rock and that they have had to blast during every construction project in Town. Stated that dynamiting the rock is normal in Town.

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

- Stated that he ordered a new pump back in 2024 for the Keedysville Pump House. Stated that it was received but needs to be modified so he had to send it back. Stated that it should hopefully be back within a month or two.
- Stated that the Maryland Department of the Environment (MDE) inspected all of the Water Plants and the Town received a perfect score with the exception of a tree and minor door issues at the Keedysville Plant.
- Stated that the Waste Water Treatment Plant has been running smoothly since the emergency shut down on June 7, 2205 and card replacement.

#### **TOWN MANAGER'S REPORT – Rachel Souders**

- Extended a “Thank You” to Town staff for keeping everything running smoothly while she was at the MML Summer Conference, serving jury duty and on vacation the past few weeks
- Stated that she has organized the Grant funding by ‘spend by’ date for the Reservoir Replacement Project. Stated that the Town has been using fund from all sources for the Project. Stated that the most recent HRI, Inc application for \$1,155,390 was paid with funds from the County Commissioners and ARPA funding
- Stated that there is \$3,500 left in the Mayor and Council Convention Expense Budget for Fiscal Year 2025. Requested reimbursement for her hotel and gas expense for the MML Summer Conference in the amount of \$958.
  - **Motion** by Council Member Hollingshead, second by Assistant Mayor Nally to reimburse Town Manager Souders \$958 for the Maryland Municipal League Summer Conference expenses. **Motion carried.**

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

- Stated that there was a status tour of the Reservoir done on June 11, 2025. Provided a PowerPoint presentation with photo updates.
- Stated that the Site Plan for McDonald's in the Fletcher's Grove development was received by the Town. Stated that he will present it to the Planning Commission and invited the Fletcher Grove HOA Chairman to attend.
- Stated that the McIlwee new property transfer and shed building is moving forward. Stated that they hope to have the pole building up and the house torn down by September. Town Manager Souders stated that the Town Attorney is working on the Agreement.
  - **Brian Smith** asked what the status is for the road connection. Town Planner Bowen stated that under the Annexation Agreement the developer was required to connect the road to Maple Avenue and to have the State approve it. Stated that it has been approved by the State and we are waiting for the transfer of land between the Town, the McIlwee's, Washington County Board of Education and Board of County Commissioners. Stated that the Town has the required permits to start the project and is ready to start working on a Request for Proposals. Stated that we are still waiting on Soil Conservation.
  - **Bob Sweeney** asked how resident will be notified about the blasting times for Dean South. Town Planner Bowen stated that the Town website is the fastest way and that staff will put notifications on residents' doors. Mr. Sweeney stated that the rock ledge at the retention pond touches his property and is very near his home and work shed. He stated that there was a person doing seismograph testing on Knode Circle today.
  - **Brian Smith** asked who owns Dean South. Town Planner Bowen stated that Jim Draper does. He stated that the property will be transferred to Richmond American Homes, but he does not know when.

**POLICE DEPARTMENT REPORT – Chief Dave Rizer.** The Police Department received 112 calls for service, 160 motor vehicle violator stops and 217 violator citations, 3 parking citations and 763 traffic enforcement/patrol checks for the month of June 2025. There were 0 adult criminal arrests, 1 adult paper service arrest, 0 adult traffic arrests and 0 juvenile arrests.

- Stated that the National Crime Information Center (NCIC) Audit was completed in May 2025
- Stated that they received two grants from the Governor's Office of Crime Prevention and Policy - \$599 for the BPD Body Armor and \$10,500 for the BPD Recruitment and Retention Program.
- Stated that he emailed the Flock Camera System for the Council's review on Friday, July 11, 2025. Stated that this is the same camera system that the City of Hagerstown uses for vehicle identification and that the License Plate Reader (LPR) will integrate all of the current cameras into one system. Stated that the Flock quote is for fourteen cameras for \$24,500 and with the software it would cost \$26,500 per year, noting that they will waive the installation fees. Stated that this will upgrade the Police camera system to a full commercial system. **Motion** by Assistant Mayor Nally to approve the \$24,500 camera system purchase. Police Operations Manager Rudy corrected him and stated that the

total cost per year would be \$26,500. **Motion** by Assistant Mayor Nally, second by Council Member Kerns to amend his previous motion and to approve the \$26,500 per year Flock Camera System and software. **Motion carried.**

- Town Manager Souders will place the Police request to purchase 4 to 6 additional cameras at the cost of around \$1,000 per camera through Spicher Security on the August 2025 Regular Meeting Agenda.
- Assistant Mayor Nally asked for an update on the Branded – Il Forno Vanish Hall noise and garbage complaints and if they have been resolved. Chief Rizer stated that Police staff sat out there for two nights and did not notice a problem with noise. Stated that you could hear the music but it was not overly loud. Stated that the trash containers have been relocated.
- Stated that they purchase a 2025 Jeep Gladiator today from Fitzgerald’s Hagerstown for \$46,900 and will be putting the 2016 Dodge Charger out for bids. Stated that Sergeant Rogers will be driving the new Jeep. Stated that it is currently at Justice Off Road getting outfitted and will then go to GS Images for the decals.

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

- **Mayor Long** stated that the Boonsboro Police Department celebrated their 20 Year Anniversary last week.
- **Mayor Long** reminded the Council and Town residents that T. Wesley Poss of Verdant Development Group is hosting two public meetings to share his presentation of the proposed Graystone Development Project for his vision of what the development of the Lakin, TT&K and Flook Annexed properties could look like if they were fully developed at the Boonsboro American Legion on Tuesday, July 15, 2025 and Monday, August 11, 2025 from 6:00pm to 8:00pm. He stated that this 20-year Concept Plan has not been approved by the Town and that this is currently a Verdant Development Group vision of what development could look like if the property owners of the annexed properties develop. Mr. Poss is hosting these meetings to obtain public input and the Town encourages residents to attend these meetings and voice their concerns.
- **Assistant Mayor Nally** announced that Mayor Long was awarded the 2025 Maryland Municipal League's Lifetime Achievement Award at the Maryland Municipal League Summer Conference. He read the award letter from the MML and showed the photos of Mayor Long’s acceptance speech from the ceremony:

***“Mayor Long has dedicated many, many years of extraordinary service, hard work, leadership and commitment to making our Town what it is today. He began serving on the Town Council on March 5, 1984 and continued for 12 years until he was appointed as the Assistant Mayor on September 6, 1996. Mayor Long continued to serve as the Assistant Mayor for 19 years until he was elected as our Town Mayor in June 2015, a position he takes great pride in and continues to hold to this day.***

***Over the span of his career, Mayor Long has served in numerous capacities. He has been on the MML Board of Directors since 2009. He has served as the District 8 Vice President and was inducted into the Maryland Municipal League Hall of Fame. He served on the MML Convention Planning Committee for two years and the Election Board for one year. Mayor Long makes it a priority to attend all of the Washington County Municipal League meetings throughout the year, attends both the Summer and Fall MML Conferences each year and participates in the annual 'If I Were Mayor, I Would...' essay contest.***

***Mayor Long's commitment to his community is not only demonstrated in his political roles. He serves on the Tri-County Council Board, the Board of Directors for Holly Place (Senior Living Alternatives) and is on the Board of Directors for Boonsboro Ambulance & Rescue Service, Inc.***

***He is the Finance Officer for the Sons of the Boonsboro American Legion Post 10 and regularly volunteers for events at the Legion. He serves on the Washington County, MD 250th Anniversary Committee, is a judge for Boonsboro Elementary School's 'Amazing Shake' competition and is a member of Mt. Nebo United Methodist Church. He volunteers with Micah's Backpack of South Wash. Co., Boonsboro Economic Development Commission events and the Park Clean-Up at Shafer Park. In the past, he volunteered at the Boonsboro Fire Department, coached with South Mountain Little League and also Junior Soccer, and refereed for the Boonsboro Middle School Junior Basketball League.***

***Mayor Long has dedicated 41 years of his life to serving the Town of Boonsboro. Town residents know him and trust him. He is always willing to lend a helping hand and the one that you can count on to always show up. He inspires Town staff to go above and beyond to serve our Town and the people in it.”***

## **NEW BUSINESS**

**Donation Request from Preservation Maryland:** Town Manager Souders presented the donation request from Preservation Maryland for the Mayor and Councils review and input. Consensus it to keep donations local to Boonsboro.

**Resolution 2025-03; Water and Wastewater Master Plan and Hydraulic Model User Fees:** Town Manager Souders presented Resolution 2025-03; *Water and Wastewater Master Plan and Hydraulic Model User Fees* for the Mayor and Councils review

and input. She stated that at the June 9, 2025 Regular Meeting the Mayor and Council discussed Resolution 2025-03 to help offset the funding of Capital Improvement Projects and to help recover the costs incurred by the Town in developing the Plan and Model, as well as to cover the cost to upgrade the Plan and Model as new development occurs. She reviewed that previous Town Manager Paul Mantello placed the WRA Water and Wastewater Master Plan and Hydraulic Model User Fee into effect in 2021 to regain funds to cover the cost to create and update the Model and to cover the cost for the usage of the Model, but it was never made into a formal Resolution.

- *NOW THEREFORE, be it resolved that the Mayor and Council, at the recommendation of the Boonsboro Municipal Utilities Commission, have implemented the following user fees for development within the Town boundaries:*
  - *Water Master Plan & Hydraulic Model User Fee: \$600.00 per water EDU*
  - *Wastewater Master Plan & Hydraulic Model User Fee: \$900.00 per wastewater EDU*

*Note: This Resolution supersedes the Water and Sewer Hydraulic Model fee established in Resolution 24-04.*

**Motion** by Council Member Kerns, second by Assistant Mayor Nally to approve Resolution 2025-03; *Water and Wastewater Master Plan and Hydraulic Model User Fees* with the effective date of August 3, 2025. **Motion carried.**

**Introduction of Resolution 2025-04; Inspection Fee for New Construction:** Town Manager Souders presented the Introduction of Resolution 2025-04; *Inspection Fee for New Construction* for the Mayor and Councils review and input. She stated that at the June 9, 2025 Regular Meeting the Mayor and Council discussed the significant amount of Town staff time that is required on-site during development for inspection and compliance purposes and ways to help recover that cost.

- *WHEREAS, the Mayor and Council have deemed it advisable and necessary to impose certain fees on developers in order to cover the costs incurred by the Town for staff time and certifications pertaining to development; and NOW THEREFORE, be it resolved that the Mayor and Council have implemented the following inspection fee for development within the Town boundaries:*
  - *Inspection Fee: \$500.00 per EDU*

Town Manager Souders stated that this is the introduction of Resolution 2025-04 and that it will be on the August Regular Meeting Agenda, noting if approved it will become effective on August 31, 2025.

## **COMMISSION REPORTS**

**Park Board** – No meeting was held during the month of June 2025.

**Boonsboro Municipal Utilities Commission** – *Assistant Mayor Nally.* Meeting held on June 18, 2025. Discussions included the Reservoir Update, the Crestview Water Pressure Reduction and Bypass Project update, the Internal Water Audit update, the drought monitoring update, the EDC Chart monthly review, the approval to purchase Data Loggers, the rescinding of the approval to connect 20241 Lloyd Ashton Way to the Water System, the approval to elect Loren Norris as the BMUC Chairperson for a 1-year term and System Reports.

**Planning Commission** – *Council Member Kitchen.* Meeting held on June 24, 2025. Discussions included the Concept Plans for the Graystone Development, the Preliminary Site Plans for the Fletcher’s Grove Dean North Development, the review of the 3<sup>rd</sup> revision draft of the Final Plats from the Washington County Board of Education for the McIlwee Subdivision, the scheduling of the draft Comprehensive Plan meeting, the review of the Planning Commission By Laws, the review of the draft Residential Growth Policy and Staff Reports.

- **Council Member Kitchen** reminded everyone that T. Wesley Poss, of Verdant Development Group, is hosting two public meetings to share his presentation of the proposed Graystone Development Project for his vision of what the development of the Lakin, TT&K and Flook Annexed properties could look like if they were fully developed at the Boonsboro American Legion on Tuesday, July 15 and Monday, August 11, 2025 from 6:00pm to 8:00pm. He stated that this 20-year Concept Plan has not been approved by the Town and he encourages the Planning Commission and residents to attend these meetings and voice their concerns.
- **Council Member Kitchen** stated that there is a public progress meeting for the Comprehensive Plan meeting on July 23, 2025 at 6:00PM here in the Town Annex Meeting Room.

**Economic Development Commission** – *Council Member Hanson.* Meeting held on June 24, 2025. Stated that two Ribbon Cutting Ceremonies were held for The Farm House Barber Shop and for 146 Provisions. Stated that the Networking Meeting and Ribbon Cutting Ceremony will be held tomorrow, on July 15, 2025, at the Vineyards of Maple Manor. Stated that the Boonsboro Town Alliance will be hosting the Annual Food Truck Event on August 31, 2025 in Shafer Park and will also be hosting Beverages and Bites on September 25, 2025. The next EDC Meeting will be held on August 27, 2025.

**Environmental Commission** – *Council Member Hollingshead*. Meeting held on June 11, 2025. Welcomed guest speaker Tony Dury of “Recycling in Washington County.” Discussions included the approved Fiscal Year 2026 BEC Budget, the welcoming of new BEC Members Jenn Sherwood and Chris Hammer Atkins, the appointment of Janeen Solberg as the new Chairperson and Laura Schnackenberg as the Vice Chairperson and Subcommittee Reports.

- **Council Member Hollingshead** stated that the Fall Bulk Clean-Up and Recycling Event in Shafer Park will be held on Saturday, October 11, 2025 from 8am to 12 noon.
- **Council Member Hollingshead** stated that the BEC asked if the Town had any pins or things that could be given to their Meeting speakers as thank you gifts. Stated that Town Manager Miller suggested giving them a “Better in the Boro” frisbee from the Boonsboro Town Alliance.
- **Council Member Hollingshead** stated that the BEC is considering placing a permanent Farmers Market sign near the Shafer Park parking lot.

**Motion** by Council Member Hollingshead, second by Council Member Hanson to adjourn the Regular Meeting at 8:57PM.

**Motion carried.**

Respectfully submitted,  
Kimberly A. Miller, Office Manager