

**BOONSBORO MAYOR AND COUNCIL
PUBLIC HEARING
Ordinance 2020-05; Adopt the Fiscal Year 2021 Budgets and Tax Rates for the
Town of Boonsboro
June 15, 2020**

The Boonsboro Mayor and Council held a Public Hearing, as duly advertised in The Herald-Mail Newspaper and Town website, on Monday, June 15, 2020 in the Meeting Chambers. The Meeting was streamed via GoToMeeting online for the public. In attendance were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Marilee Kerns, Ray Hanson, Terri Hollingshead, Tony Nally and Rick Weaver. Also present were Town Manager Paul Mantello, Office Manager Kimberly Miller and Police Chief Kevin Morgan.

Mayor Long opened the Public Hearing at 6:30 PM for the purpose of receiving public input, either in support of or in opposition to the proposed Ordinance 2020-05; *Adopt the Fiscal Year 2021 Budgets and Tax Rates for the Town of Boonsboro.*

Council Member Kerns provided a Power Point presentation.

Ordinance 2020-05; Fiscal Year 2020 Budgets and Tax Rates

General Fund Budgetary highlights include:

- Maintaining the current Constant Yield Tax Rate of \$0.3591 per \$100 of assessed property value for Fiscal Year 2020 will provide the potential revenue of \$1,162,446
- Maintaining the current Personal Property Tax Rate of \$0.87 per \$100 of assessed personal property value for Fiscal Year 2020 will provide the potential revenue of \$80,000
- Highway User Revenues: Highway User Revenues will decrease from \$166,000 to \$125,000 for Fiscal Year 2021
- Program Open Space: The expected allocation for Fiscal Year 2021 is \$0
- Fire and Rescue Donations: the annual contribution amount to both agencies for Fiscal Year 2021 will be \$25,000 per agency
- Sanitation Rates: Sanitation Rates will not increase and will stay at \$25 per quarter per EDU (EDU – Equivalent Dwelling Unit or One dwelling unit, each individual apartment is an EDU)
- Capital Improvements: \$20,000
 - MS4 Permitting - \$20,000
- **Debt: \$100,925**
 - New Park Development - \$81,519
 - Wellhead Protection - \$15,500
 - Interest Expense - \$3,906
- **Total Revenues and Expenses of \$1,808,861**

Water and Sewer Fund Budgetary highlights include:

- Based on the 5-Year Capital Improvement Plan for the Water and Sewer Fund, and at the recommendation of the Debt Task Force, a Tiered Rate Plan was provided by the Task Force and the Utilities Commission. The Mayor and Council approved and implemented a tiered rate structure in Fiscal Year 2016, which charges users a small fixed fee and for the quantity of Water/Sewer that they use, per 1000 gallons. There are no proposed Water and Sewer Rates increases for Fiscal Year 2021.

Proposed Rates July 1, 2020	In-Town Residential	Out of Town Residential	In-Town Commercial	Out of Town Commercial
Wastewater (Sewer) Fixed Fee	\$55	-	\$55 per EDU	-
1 - 18000 gallons Wastewater	\$9/1,000 gal	-	\$9/1,000 gal	-
1 - 8001+ gallons wastewater	\$13/1,000 gal	-	\$13/1,000 gal	-
Water Fixed Fee	\$15	\$15	\$22.50 per EDU	\$22.50 per EDU
1 – 18,000 gallons water	\$6.20/1,000 gal	\$9.30/1,000 gal	\$6.20/1,000 gal	\$9.30/1,000 gal
18,001+ gallons water	\$9.30/1,000 gal	\$11.30/1,000 gal	\$9.30/1,000 gal	\$11.30/1,000 gal

Water Fund Budgetary highlights include:

- Revenue from Water charges will be \$700,000
- Expenses: Reflects a percentage of the expense of the Salaries and Insurance for the Administration and Public Works Employees, as well as 1/2 of the salary for the Water and Sewer Operators.
- **Total Revenues and Expenses of \$876,660** and the establishment of a Contingency Fund of \$21,420 for Water Fund
- Capital Improvements: \$172,250
 - Water Study & Model (WRA) - \$125,000
 - Water Meter Replacement - \$47,250
- **Debt**: \$66,493
 - CHIEF Loan – Keedysville Weir Wall - \$18,000
 - Long Term Debt - \$27,089
 - MDE Alternate 40 Waterline – \$21,404

Sewer Fund Budgetary highlights include:

- Revenue from Sewer charges will be \$1,129,260
- Expenses: Reflects a percentage of the expense of the Salaries and Insurance for the Administration and Public Works Employees, as well as 1/2 of the salary for the Water and Sewer Operators.
- **Total Revenues and Expenses of \$1,770,760** and the establishment of a Contingency Fund of \$3,000 for Sewer Fund
- Capital Improvements: \$542,000
 - Waste Water Study & Model (WRA) - \$190,000
 - Sewer Linings – I&I Projects - \$312,000 (50/50 Grant)
 - Pump Station Bank Stabilization - \$40,000
- **Debt**: \$316,991
 - General Fund Loan - \$1,258,309 (no rate or terms)
 - Waste Water Treatment Plant CDA Bond - \$309,490
 - Park View Loan - \$7,501

The floor was opened for public comment:

- **Joe Swope**, 27 Chestnut Avenue. Stated that he supports the Ordinance. He thanked the Council for not raising Water and Sewer rates especially during the COVID-19 pandemic. Stated that he is opposed to the Tax Rate, noting that it is difficult on older and local people who do not make a lot of money. Suggested that the Town could save funds by eliminating 'take-home' vehicles for employees and allowing them to only use them when they are on the clock. Stated that the Council should freeze pay increases or reduce higher paid employee's salaries. Stated that POS funds should be used to purchase more land rather than developing current land. Stated that he would like to see meetings open to the public again. Stated that he would like to see our municipality open up more like other municipalities.

Mayor Long asked if there were any additional comments.

Motion by Council Member Hollingshead, second by Council Member Nally to close the Public Hearing at 7:00pm. **Motion carried.**

Respectfully submitted,

Kimberly Miller, Office Manager

BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, June 15, 2020

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, June 15, 2020 in the Meeting Chambers. The Meeting was streamed via GoToMeeting online for the public. In attendance were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Marilee Kerns, Ray Hanson, Terri Hollingshead, Tony Nally and Ricky Weaver. Also present were Town Manager Paul Mantello, Office Manager Kimberly Miller, Interim Town Planner Tim Lung and Police Chief Kevin Morgan. The meeting convened at 7:02PM with the pledge and invocation offered by Mayor Long.

REVIEW AND APPROVAL OF MEETING MINUTES and TREASURER’S REPORT

- **Motion** by Assistant Mayor Byrd, second by Council Member Hollingshead to approve the May 11, 2020 **Regular Meeting Minutes**, the May 26, 2020 **Public Hearing Meeting Minutes** and the May 26, 2020 **Workshop Meeting Minutes**. **Motion carried.**
- **Motion** by Assistant Mayor Byrd, second by Council Member Hollingshead to approve the **May 2020 Treasurer’s Report**. **Motion carried.**
 - Council Member Kerns stated that there are two Certificates of Deposit that are maturing in June 2020, noting that interest rates are awful right now. She asked that Council what their recommendation is for reinvestment of the CDs. **Motion** by Council Member Hanson, second by Council Member Nally to approve authorizing Council Member Kerns to investigate reinvesting the funds at the best rate available for not more than 90 days. **Motion carried.**

PUBLIC COMMENTS

- **Bob Sweeney** – Boonsboro Municipal Utilities Commission Chairman, *14 Knode Circle*. Spoke on behalf of the BMUC regarding the draft Town Charter Amendments on the Meeting Agenda. State that he feels that Bonding amounts need to be increased for those members of the Mayor and Council and Town Hall staff who are bonded. Stated that he is recommending that the BMUC Treasurer authority be given to the Mayor and Council and that the stipends for BMUC Chairman and Treasurer be removed. Extended a thank you on behalf of the BMUC to the Mayor and Council for their support over the past year and for moving forward.
- **Joe Swope**, *27 Chestnut Avenue*. Extended his congratulations to Mayor Long and Council Members Kerns and Hanson. Stated that the elections democratic grassroots process starts in Town and goes up. Stated that he had concerns that there was no opposition in this election. Stated that he is opposed to the Mayor and Council voting on the Fiscal Year Budget right after the Public Hearing.
 - Mayor Long and Council Member Kerns stated that Ordinance 2020-05; Adopt the Fiscal Year 2021 Budgets and Tax Rates for the Town of Boonsboro was introduced at the May 26, 2020 Workshop Meeting and must be passed by July 1 of each year.
- **Mike Kefauver**, *Keedysville, Maryland*. *Follow up email received after with meeting with Town Manager Mantello about the activities on Sunday June 14, 2020 in the Town Square*. Email stated: “I am very displeased with the non-permitted public assembly on the square in the name of the businesses in town. How is the town going to handle this and with what penalty? Please contact me as I am opposed to this in our quite town. If this is permitted to occur, I am fearful of what could be next. Thank you.”
 - Mayor Long stated that the participants of the protest in the Town square on June 14, 2020 were following the law. Stated that Chief Morgan and his staff were on the scene. Stated that the 60-ish participants from non-confrontational. Stated that there is no requirement to give notice.

MAYOR AND COUNCIL MEMBER CORRESPONDENCE

- **Mayor Long** introduced Interim Town Planner Tim Lung to the Council. He welcomed him noting that Mr. Lung retired from Washington County Planning in 2018 as the Director of Plan Review and Permitting, as well as Zoning Administrator.
- **Council Member Hanson** stated that Pete Buchanan, owner of Pete’s Barber Shop, has transferred his business to his niece, Sarah, and she is requesting to place temporary seating outside to accommodate her customers during the reopening of businesses due to COVID-19. Council stated that they have no issues with that.

2020 Election Board Report – *Eric Kitchen*. Election Board Member Eric Kitchen reported that the Town Election, held on Tuesday, June 9, 2020, went very well. He stated that they verified all of mail in ballot envelopes with the Washington County Voters Registry before opening them, noting that there were also fourteen walk-in voters. He stated that there were 328 Regular Ballots and 0 Provisional Ballots. He further stated that Howard Long received 282 votes for Mayor, Marilee Kerns received 270 for Town Council and Ray Hanson received 236 for Town Council.

- Mayor Long presented Mr. Kitchen with a thank you letter for his and the Election Board’s dedication to the Town Election from the Council and Town.

Police Department Report – *Chief Morgan*. The Police Department received 57 calls for service, which included 226 motor vehicle violator contacts and 0 Parking Citations for the month of May 2020. There were 0 adult criminal arrests, 0 adult paper service arrests, 1 adult traffic arrest, and 0 juvenile arrests.

- **Chief Morgan** stated that a traffic study was conducted on Center Street on May 15 through May 27, 2020 and showed 2,100 cars traveling south and on June 1 through 8, 2020 and showed 748 cars traveling north. He stated that he is recommending that Center Street be changed to a one-way street from Lakin Avenue to the Town Hall parking lot and that a sign be posted at the parking lot stopping traffic from proceeding to St. Paul Street, and that traffic coming from St. Paul Street to Lakin Avenue proceeding as normal. He further stated that he will take his recommendation to the Public Safety Commission.

NEW BUSINESS

Ordinance 2020-05; Adopt the Fiscal Year 2021 Budgets and Tax Rates for the Town of Boonsboro: Mayor Long presented Ordinance 2020-05; *Adopt the Fiscal Year 2021 Budgets and Tax Rates for the Town of Boonsboro* and stated that the Ordinance was introduced at the May 26, 2020 Mayor and Council Workshop Meeting. He stated that a Public Hearing was held at 6:30PM this evening to receive public input for proposed Ordinance 2020-05. **Motion** by Assistant Mayor Byrd, second by Council Member Hanson to approve Ordinance 2020-05; *Adopt the Fiscal Year 2021 Budgets and Tax Rates for the Town of Boonsboro*. **Motion carried.**

Renewal of Ordinance 2020-04; To Amend the Code of the Town and Adopt a New Ordinance - Civil Emergency: Mayor Long stated that due to the State of Emergency declared by Governor Hogan due to the COVID-19 pandemic, the Town enacted an Ordinance 2020-04; To Amend the Code of the Town and Adopt a New Ordinance - Civil Emergency. He stated that the Ordinance must be renewed every 30-days to keep it active. **Motion** by Council Member Nally, second by Assistant Mayor Byrd to approve the renewal of Ordinance 2020-04; To Amend the Code of the Town and Adopt a New Ordinance - Civil Emergency. **Motion carried.**

RFP: HVAC Maintenance for Town Buildings: Town Manger Mantello stated that the HVAC Maintenance Contract with Air Doctor’s expired on April 30, 2020. He stated that he is requesting to place the Request for Proposals for the HVAC Maintenance Contract for the units at Town Hall, the Community Center, the Police Department, the Town Maintenance Shop and the Waste Water Treatment Plant. **Motion** by Council Member Hollingshead, second by Council Member Nally to place the Request for Proposals for the HVAC Maintenance for Town Buildings out for bids. **Motion carried.**

Public Works Lawn Mower Quotes: Town Manger Mantello stated that Public Works Superintendent Greg Huntsberry obtained three quotes for the replacement of the Park Mower, with the Ag Center providing the best price at \$9,210 for a Ferris Mower. He stated that the Ag Center is providing a generous discount for the mower. Council Member Kerns stated that this is not a budgeted item, but that funds are available for the purchase. **Motion** by Council Member Hollingshead, second by Council Member Kerns to approve the purchase of the Ferris Mower from the Ag Center for \$9,210. **Motion carried.**

IFB Results: Shafer Park Dead Wooding: Town Manager stated that two bid were received on May 18, 2020 for the removal of the dead wood in the Shafer Park trees from Preferred Arbor Care, LLC at the cost of \$16,000 and from Edelen Tree Experts at the cost of \$18,000. He stated that Preferred Arbor Care did not include all of the requested document in their bid package and that Public Works Superintendent Greg Huntsberry is recommending Edelen Tree Experts. **Motion** by Council Member Hollingshead, second by Council Member Hanson to approve the removal of the dead wood in the Shafer Park trees by Edelen Tree Experts at the cost of \$18,000, with Council Member Weaver abstaining. **Motion carried 5-1-0.**

Fiscal Year 2021 Accountant Proposal: Town Manager Mantello stated that the Town received the Fiscal Year 2021 Accounting Proposal from the Town’s current Accounting Firm, *Weyrich, Cronin and Sorra*. Council discussed retaining their

services in the upcoming Fiscal Year with Council Member Kerns noting that the hourly rate for the CPA Partner is \$285 and the hourly rate for the staff is \$115, which will be saving the Town money rather than paying a quarterly flat charge. **Motion** by Council Member Hanson, second by Council Member Kerns to approve the Fiscal Year 2021 Accounting Proposal from Weyrich, Cronin and Sorra. **Motion carried.**

Hospice Parking Lot – Municipal Parking Update: Mayor Long provided an update on sharing the Hospice Parking lot as a Municipal Parking lot. Town Manager Mantello stated that the Town has filed a bond bill which allows for in-kind services. He stated that all permits have been filed and the paving company will hopefully break ground next month.

Draft Town Charter Amendments – Discussion - Resolution to Amend Article IX, Resolution to Amend Assistant Treasurer, Resolution to Amend Section 712, Resolution 2020-02 BMUC, Resolution to Revise Section 204: Mayor Long thanked BMUC Chairman Bob Sweeney for his dedication and for being behind the proposed Town Charter Amendments. Town Manager Mantello briefly reviewed the proposed Amendments, noting that this is a preliminary discussion and all of the Charter Amendments will need to be brought to Public Hearing. Council discussed Introducing the proposed Charter Amendments at the July Regular Meeting, or if to wait so that additional Amendments can be included, as well as [Ordinance 2020-04](#); *To Amend the Code of the Town and Adopt a New Ordinance - Civil Emergency.*

Re-Opening of Shafer Park and Town Hall – Updates from Mayor and Discussion: Mayor Long stated that Shafer Park pavilion rentals will reopen on Monday, June 22, with the request that all individuals follow social distancing guidelines. He stated that we will not reopen the Community Center rentals yet due to the Washington County Commission on Aging's Senior Center at the Community Center. He further stated that we will wait for directives from the Governor for Senior Centers, noting that the health and safety of our seniors are of the utmost importance to us. Mayor Long stated that Town Hall will reopen to the public on Monday, June 29. **Motion** by Council Member Nally, second by Council Member Kerns to approve the Mayor's recommendations to reopen Shafer Park and Town Hall **Motion carried.**

COMMISSION REPORTS

The Economic Development Commission and Environmental Commission did not hold Meetings during May 2020.

Public Safety Commission – Council Member Hanson. Meeting held on May 21, 2020. Discussions included the approval of Resolution 2020-01; *Amend. Res. 2015-01*; *Boonsboro PSC* to increase PSC Membership from 7 Members to 10 Members to include voting representatives from Boonsboro Police Department, Fire Department and Rescue Company, Mayor & Council's decision to not re-appoint a PSC Member with Term expiring February 2020, the speed limit signage (20 mph) along Monument Drive in the Sycamore Run, a follow-up on the CERT Training, the announcement that the Annual Rescue Company Carnival has been canceled and that National Night Out has been postponed until October 6, 2020.

Park Board - Council Member Weaver. Meeting held on May 28, 2020. Discussions included an update on the tree purchase and planting in Shafer Park with the \$980 Maryland Urban and Community Forest Committee Grant, and update on the Outdoor Summer Movies and Summer Concert Series, an update that the fireworks will be held on July 3, 2020 but that there will be no vendors or music in Shafer Park that evening and an update that the Hawkins Grove Pond sign has been installed at the Town fishing pond.

Boonsboro Municipal Utilities Commission – Council Member Nally. Meeting held on May 28, 2020. Discussions included The Water Meter replacement program update, the Water Loss Taskforce update, the Wastewater Model update including that WRA has starting mapping manholes, the proposed Town Charter Amendment to remove Article IX and moving forward with a Resolution to establish the BMUC, an update on the Crestview Pump Station Streambank Restoration Project, the approval of the Fiscal Year 2021 Water and Sewer Budgets, the ARC I&I Grant Award and Cure-in-Place-Pipe Lining IFB, an update on the Asset Management Plan, and the Tap Application received for 39 and 41 South Main Street.

Planning Commission – Assistant Mayor Byrd. Meeting held on May 28, 2020. Introduction of Interim Town Planner Tim Lung. Discussions included the review of the proposed Temporary Storage Container Ordinance, the Public Works Agreement for the new Post Office and the South End Pump Station upgrade.

Town Manager Report – P. Mantello

- Stated that there is \$6,750 left over in the POS Grant from the Shafer Park Roofing Project. Stated that he is recommending that those funds be used towards the re-roof of Pavilion 1 and the Maintenance Garage Building for the cost of \$12,000 from, with the out of pocket cost for the Town being \$5,250.

- **Motion** by Council Member Nally, second by Assistant Mayor Byrd to approve the re-roof of Pavilion 1 and the Maintenance Garage Building by Hardy Builders, Inc. for the cost of \$12,000 to be paid for with the remaining POS Funds of \$6,750, with Council Member Hanson abstaining. **Motion carried 5-1-0.**
- Stated that the Crestview Pump Station Streambank Restoration Project pre-application meeting will be held on June 18, 2020 at 9am with MDE, State Highway Administration and Soil Conservation.
- Stated that the Town did not receive funding for the Keedysville Weir Wall Restoration Project, noting that the own was ranked 5th out of 30 projects and tied for 3rd place. Stated that the Project is deemed ineligible for funds because the work has already been completed. Stated that he is still trying to find Grant funding.
- Stated that the Ultra Sonic Meter for water loss will be reinstalled on the Keedysville side of Crestview.

Motion by Assistant Mayor Byrd, second by Council Member Kerns to adjourn the Regular Meeting at 9:01PM and move into **Executive Session**; *as provided under General Provisions Article §3-305 (b)(2) protect the privacy or reputation of an individual with respect to a matter that is not related to public business.* **Motion carried.**

Respectfully submitted,

Kimberly Miller, Office Manager