

BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, June 6, 2022

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, June 6, 2022 in the Meeting Chambers. The Meeting was streamed via GoToMeeting. 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 Council Member Elect Eric Kitchen, Town Manager Paul Mantello, Office Manager Kimberly Miller, Town Planner Reiley Stanley, Police Chief Kevin Morgan and Police Administrative Assistant Amy Rudy. The meeting convened at 7:00PM with the pledge and invocation offered by Mayor Long.

SWEARING IN CEREMONY

Washington County Clerk of Court Kevin Tucker issued the Oath of Office for newly elected Assistant Mayor Tony Nally and Council Members Terri Hollingshead, Ricky Weaver and Eric Kitchen.

REVIEW AND APPROVAL OF MEETING MINUTES and TREASURER’S REPORT

- **Motion** by Assistant Mayor Nally, second by Council Member Hollingshead to approve the **May 9, 2022 Regular Meeting Minutes** and the **May 31, 2022 Workshop Meeting Minutes** as amended. **Motion carried.**
- **Motion** by Council Member Hollingshead, second by Council Member Kerns to approve the **May 2022 Treasurer’s Report.** **Motion carried.**

PUBLIC COMMENTS (*must sign in and limit comments to 3 minutes*)

Kim LaBrush, 313 Lanafield Circle. Stated that the National Night Out event is scheduled for Tuesday, August 2, 2022 and that she’d like to get a jump start on planning for it starting with establishing a Town email address for it. Stated that they will need the Town sound-system for the event and a 220 volt plug in Pavilion #1. Office Manager Miller stated that she will get everything together for her and assist in any way she needs.

- Stated that she would like to reinstate the Public Safety Commission and that she will take the reins in getting it started back up. Office Manger Miller will advertise the vacancies on the Commission. Stated that a date will need to be picked for their reorganizational Meeting.

MAYOR AND COUNCIL CORRESPONDENCE

- Council Member Hanson stated that the Crestview residents have concerns over the easement near the decommissioned pump station. Stated that kids have been playing near it and that the Crestview Home Owners Association and Town need to come together and just tear down the building and turn it into an open space.
- Mayor Long thanked the Council for their help at the Boonsboro Rescue Company Carnival last week.
- Mayor Long stated that Public Works Superintendent Greg Huntsberry and he met with the Boonsboro Elementary School 2nd grade class to talk about how the Town comes up with a budget for Shafer Park.

Police Department Report – Chief Morgan. The Police Department received 80 calls for service, which included 95 motor vehicle violator contacts and 0 Parking Citations for the month of May 2022. There were 0 adult criminal arrests, 0 adult paper service arrests, 1 adult traffic arrest, and 0 juvenile arrests.

- Stated that the Police Academy classes begin on July 16, 2022 and that he is meeting with the candidate this week
- Stated that Officer Christman passed and successfully became a Certified Firearms Instructor this week

NEW BUSINESS

Introduction of Ordinance 2022-02; Adopt the Fiscal Year 2023 Budgets and Tax Rates for the Town of Boonsboro: Town Manager Mantello presented the Introduction of Ordinance 2022-02; *An Ordinance to Adopt the Fiscal Year 2023 Budgets and Tax Rates for the Town of Boonsboro* for the Council’s review and input. He stated that he is recommending the Introduction of Ordinance 2022-02, with a Public Hearing scheduled for June 27, 2022 at 6:30PM. Council Member Kerns stated that there are a few items that still need attention such as the \$50,000 of the American Rescue Plan funds being budgeted for the Comprehensive Plan Update, noting that to her knowledge that is an ineligible project for those funds. She stated that the Public Safety Commission will need to be added back into the Budget as well. Council Member Kitchen stated that the Vehicle Fuel Budget might need to be increased based on current fuel increases. Council discussed the \$48,000 budgeted for Consulting and Lobbying Services and not feeling comfortable using Tax Payer’s dollars for that. Assistant Mayor Nally stated that he will take a closer look at the Budget, make adjustments and email it out to everyone. He stated that he will increase

the Vehicle Expense in the Water Fund for fuel and adjust the vehicle allocations between the Water and Sewer Fund for 70% and 30% respectfully. **Motion** by Assistant Mayor Nally, second by Council Member Kerns to approve the Introduction of Ordinance 2022-02; *An Ordinance to Adopt the Fiscal Year 2023 Budgets and Tax Rates for the Town of Boonsboro* and the scheduling of the Public Hearing for 6:30pm on Monday, June 27, 2022. **Motion carried.**

Recommendation to Update the Boonsboro Municipal Utilities Commission Billing Policies and Procedures: Town Manager Mantello, on behalf of the Boonsboro Municipal Utilities Commission, presented the recommendation to update the BMUC Billing Policies for the Councils review and input. He stated that in the update Water Fixed Fees, Sewer Fixed Fees and Trash and Recycling Collection Fees will be based on the meter size, customer attributes, or number of plumbing fixtures. He further stated that for residential properties, each Dwelling Unit, as defined in the Boonsboro Land Subdivision Ordinance, will pay a fixed Water Fee, a fixed Sewer Fee and a Trash and Recycling Collection Fee, whether the Dwelling Unit is a Single-Family Detached Dwelling or part of a Two-Family Detached Dwelling, a Single-Family Dwelling, a or Multi-Family Dwelling and regardless of the number of Water Usage Meters at the property. Town Manager Mantello stated for Commercial Properties, Water Fixed Fees and Sewer Fixed Fees will be based on meter size or fixture unit analysis or determined by consultation with the Town's consulting Engineer. Council Member Kitchen stated that this is just the start of an overall auditing of the Utility Billing System. Town Manager Mantello stated that all affected residents will receive letters of notification this week and that the updated Billing Policies and Procedures will be included in the July 2022 Utility Billing envelope. Council Member Kerns stated that she has concerns about the Meter Reading violation fine of \$100 per day. Office Manager Miller stated to her knowledge no one has ever been fined for that violation and it has been part of the Billing Policies and Procedures since January 2015. **Motion** by Assistant Mayor Nally, second by Council Member Hanson to approve the update to the Boonsboro Municipal Utilities Commission Billing Policies and Procedures as presented. **Motion carried.**

Proposed 10% Increase in Town Fees: Council Member Nally presented the recommendation to increase the Town Fees by 10% for the Councils review and input. He stated that before Town Manager Mantello and he began the Fiscal Year 2023 Budgeting process he discovered the need to increase the Town Fees, which have not been updated since at least 2011. He stated that he is recommending that all fees associated with Building and Permitting be increase by 10% and all remaining fees be increase by 3%, such as Connection Fees and Fees associated with the Water and Sewer Model. Council Member Kitchen stated that the fees associated with Building and Permitting should actually be increased by 20% to be more in line with other Municipalities and Washington County. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to increase Town Fees by 20% and Connection and Water and Sewer Model Fees by 3% on July 1, 2022 and to review the Town Fees annually at the end of each Fiscal Year. **Motion carried.**

Request for Proposals: Professional Consulting and Lobbying Services: Town Manager Mantello presented the Request for Proposals: Professional Consulting and Lobbying Services for the Councils review and input. He stated that the current Consulting and Lobbying Services with Roger Manno and Associates, LLC ends this month and he would like to have a new contract begin as soon as possible. Council Member Kerns stated that the RFP does not say if the Lobbyist needs to be registered by the State of Federal Government, noting that a resident had asked her if our current Lobbyist was registered. Town Manager Mantello stated that he will find out and will email the Council. Consensus it to place the Request for Proposals: Professional Consulting and Lobbying Services out for bids.

WRA Advanced Metering Infrastructure (AMI) Proposal: Town Manager Mantello, on behalf of the Boonsboro Municipal Utilities Commission, presented the WRA Advanced Metering Infrastructure (AMI) Proposal for the Councils review and input. He stated that the Town's existing Water Distribution System consists of approximately 24- miles of water mains serving 1,400 customers. He explained that by dividing the overall system into individually metered zones, the flow into the zones can be compared with meter readings to determine if loss is occurring within that zone, and will allow the Town to detect water main breaks or other events that require immediate attention. He further explained that the Town will be divided into 8 zones and we will need to purchase 10 master meters, noting that this will be performed in conjunction with the Town's implementation of an Automated Meter Reading System (AMI/AMR) and the master meters will communicate with this new System. Town Manager Mantello stated that the Project will be funded by American Rescue Plan money. Council Member Kerns asked if the Project was placed out for bids. BMUC Member Colin Shanaberger stated that Core and Main is the sole source provider of the Town's water meters, that the Town is under contract with them and WRA to do any of the Projects within the Water and Sewer Model. Council Member Kitchen stated that the BMUC has talked about this for months and that it is absolutely critical to proceed with the Water Loss Surveys and the replacement of the Town Reservoir. Council Member Kerns stated that she is concerned with the pricing and the dates on the quotes and requested that they make sure it is in line with the American Rescue Plan funding. **Motion** by Council Member Hollingshead, second by Assistant Mayor Nally to approve the WRA Advanced Metering Infrastructure (AMI) Proposal, as amended with the correct dates. **Motion carried.**

Appointment of Town Treasurer and Assistant Town Treasurer: Mayor Long stated that he is appointing Assistant Mayor Nally as the Treasurer and Council Member Kitchen as the Assistant Treasurer. **Motion** by Council Member Kerns, second by Council Member Hollingshead to appoint Assistant Mayor Nally as the Town Council Treasurer and Council Member Kitchen as the Town Council Assistant Treasurer, with Assistant Mayor Nally and Council Member Kitchen abstaining. **Motion carried.**

Appointment of Town Commission Liaisons: Mayor Long announced the following Liaison appointments.

- Planning Commission – Council Member Kitchen. **Motion** by Assistant Mayor Nally, second by Council Member Hollingshead to appoint Council Member Kitchen as the Liaison to the Planning Commission, with Council Member Kitchen abstaining. **Motion carried.**
- Public Safety Commission – Council Member Kerns. **Motion** by Council Member Hollingshead, second by Council Member Hanson to appoint Council Member Kerns as the Liaison to the Public Safety Commission, with Council Member Kerns abstaining. **Motion carried.**
- Mayor Long announced the following Liaison appointments will remain the same
Park Board - Council Member Weaver
Boonsboro Municipal Utilities Commission – Assistant Mayor Nally
Economic Development Commission – Council Member Hanson
Environmental Commission – Council Member Hollingshead

Motion by Assistant Mayor Nally, second by Council Member Kerns to appoint the Liaisons they currently are as presented. **Motion carried.**

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

COMMISSION REPORTS

Park Board - Council Member Weaver. Meeting held on May 25, 2022. Discussions included the updates on the Arbor Day – Earth Day Park Clean-Up, the Tree Board new Chairperson, the Green Fest Swap and Recycling Event, the Wagon Train event, upcoming Summer Concerts and Outdoor Movies, and the upcoming Independence Day Event and Fireworks on July 1 and the Cruise for Kidz car show event on June 19.

Boonsboro Municipal Utilities Commission – Council Member Nally. Meeting held on May 18, 2022. Discussions included the Drinking Water Reservoir Replacement Project, ARC Funding Award and Representative Trone's visit, the Keedysville Booster Station Water Pressure Reduction Project Update, the Shafer Park Well Replacement Project update, the Rate Study Discussion, Fixed Fees and Fiscal Year 2023 Budget, the Fletcher's Grove Well Test Results and the Maryland Rural Water Association 2022 Conference.

Planning Commission – Town Planner Stanley. Meeting held on May 24, 2022. Did not have a quorum. Discussions include the Minor Subdivision of Fletcher's Grove on the Courtney Property, the Realignment of Campus Avenue and Chase Six Boulevard Update, and update on Commission Member statuses.

Economic Development Commission – Council Member Hanson. Networking Meeting was held on May 19, 2022 at the American Legion. The next EDC Meeting will be held on June 22, 2022 at 9am. The EDC will host a Town Commission Meet and Greet on June 23, 2022 at 6:00PM at the Boonsboro National Road Museum.

Environmental Commission – Council Member Hollingshead. Meeting held on May 10, 2022. Zoom presentation about the Hagerstown Community Garden by Rodney Tissue. Discussions included the American Rescue Plan Submission Requests, the Community Garden, the items for the Town Newsletter, the plans to dedicate the Arbor Day tree to Bruce Schmidt in Shafer Park, the Swap and Recycling Event, plans to hold the BEC Meeting in Shafer Park during the Summer months in Pavilion #2 at 7:30pm and Subcommittee Reports.

Town Planner Report – R. Stanley

- Stated that there is nothing additional to report at this time

Town Manager Report – P. Mantello

- Stated that the Town received a proposal from Tracy Thomas to purchase the Town Farm for \$4,250 per acre for the 86+ acres of wooded and pasture land located on Monroe Road that he is currently renting from the Town. Stated that the State of Maryland may be purchasing all of that property as well as the solar array and may be

willing to allow Mr. Thomas to continue to farm on it. Council Member Kerns stated that Mr. Thomas has farmed that land for a very long time and that she is in favor of allowing him to continue. Stated that it establishes a sense of community. Town Manager Mantello will update the Council on a fair market value of the property and if any information becomes available from the State.

Motion by Council Member Hollingshead, second by Assistant Mayor Nally to adjourn the Regular Meeting at 8:54PM. **Motion carried.**

Respectfully submitted,

Kimberly Miller, Office Manager