

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 Connation 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 Manger 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 Manger 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

BOONSBORO MAYOR AND COUNCIL
SPECIAL MEETING MINUTES
Tuesday, June 21, 2022

The Mayor and Council of Boonsboro held a Special Meeting on Tuesday, June 22, 2022 in the Meeting Chambers. The Meeting was streamed via GoToMeeting. In attendance were Assistant Mayor Tony Nally, Council Members Ray Hanson, Eric Kitchen, Terri Hollingshead and Ricky Weaver. Also present were Town Manager Paul Mantello, Office Manager Kimberly Miller, Town Planner Reiley Stanley, Boonsboro Municipal Utilities Commission Chairman Stu Mullendore, Washington County Board of County Commissioners President Jeff Cline and Commissioner Charlie Burkett and Town Attorney Ann Rotz. Mayor Howard Long and Council Member Marilee Kerns were not in attendance due to prior commitments. The meeting convened at 6:00PM.

Assistant Mayor Nally opened the meeting with a brief background of the Chase Six Boulevard - Campus Avenue Realignment and Intersection Project and the importance of the Project for the safety of the children going to-and-from the Boonsboro Educational Complex.

Town Manger Mantello stated that Maryland Route 66, known as Maple Avenue as it travels through Boonsboro, is a thoroughfare for residents traveling to-and-from Hagerstown. He stated that Maple Avenue borders the Boonsboro Educational Complex, where approximately 2,100 Elementary, Middle and High School students go to school. He further stated that every day around 4,200 vehicles travel the stretch of Maple Avenue bordering the campus, and on average 650 of those vehicles are travelling 12-or-more miles per hour over the posted speed limit of 30 miles per hour. Town Manger Mantello stated that high traffic, speeding and the absence of crosswalks to safely ferry students across Maple Avenue to campus creates a dangerous school environment. He explained that the original plan was to connect Chase Six Boulevard to Maple Avenue approximately 400-feet northeast of the educational complex's Campus Avenue intersection and that the Town Staff met with the developer and the State Highway Administration to discuss solutions. He further explained after working through many issues, the only viable option is to realign Chase Six Boulevard and Campus Avenue to intersect, and that Staff has been working with the developers engineering staff to draft a Concept Plan for the Realignment and Intersection Project. Town Manger Mantello stated that the Realignment and Intersection Project includes a land swap with a Town property owner at 202 Maple Avenue, that it creates the crosswalks and sidewalks needed to safely ferry students walking to-and-from campus and that the installation of a traffic light would serve to slow traffic on Maple Avenue and control traffic during School arrival and dismissal. He stated that originally the Washington County Public School Board of Education pledged all available resources to complete the Project and a representative even traveled to Annapolis with Mayor Long and himself to lobby for funding. He further stated that on June 15, 2022 the Town received a letter from the WCPS BOE Attorney that they were no longer interested in engaging in further discussion about the land swap and that the WCP BOE does not have the legal authority to convey land directly to the Town.

Town Manager Mantello reviewed the following documents for the Assistant Mayor and Councils input, as well as an overlay graphic created by Boonsboro Municipal Utilities Commission Chairman Mullendore showing the proposed detailed realignment and intersection.

- Chase Six – Campus Realignment Original Concept and Chase Six – Campus Realignment Concept Version 4
- Board of Education Deed – July 1, 1949 and December 21, 1959
- Letter of Support from Property Owner of 202 Maple Avenue to Town
- Letter of Intent from Property Owner of 202 Maple Avenue to WCPS BOE
- Washington County Board of County Commissioners Letters of Support
- State Highway Administration Letter of Support
- Washington County Board of Education Letter of Support – March 17, 2022
- Washington County Board of Education Attorney Response Letter – June 15, 2022

Kim LaBrush, representing the Public Safety Commission, and Ena Martin, Fletcher's Grove Home Owners Association President, both voice their concerns over the safety of the children crossing Maple Avenue to go to school. Ms. Labrush asked if there is an option to have 'dual red lights' at off-set roads. Town Manager Mantello stated that Chase Six Boulevard and Campus Avenue are too close together to have tandem lights. Ms. Martin stated that currently school children are walking a dirt trail 'goat-path' to get from the Fletcher's Grove development to Maple Avenue, and then crossing the busy road without a crosswalk. She asked if it would be possible to have a school crossing guard to assist the children in crossing Maple Avenue. Town Manger Mantello stated that the WCPS Board of Education does not employ school crossing guards.

BMUC Chairman Stu Mullendore stated that the major safety factor is to connect sidewalks and crosswalks to get children safely to school and home.

Town Attorney Rotz stated that it is her understanding that the Washington County Public School Board of Education is requesting to keep the elected officials out of the discussions but to have staff continue to communicate with the Town, noting that they stated in their letter dated June 15, 2022, that the WCPS BOE stated that it does not have the legal authority to convey land directly to the Town.

Assistant Mayor Nally asked Washington County Board of County Commissioner President Jeff Cline what the County Commissioners have to say about all of this. President Cline stated that if the realignment of the intersection for Chase Six Boulevard and Campus Avenue is what the Town wants, then to continue to stick to our guns and that is all he has to say. President Cline thanked the Town and then left the Meeting.

Town Manger Mantello stated that the Chase Six Boulevard - Campus Avenue Realignment and Intersection Project will be completely State funded and that the Washington County Public School Board of Education will not have to pay a penny for the Project. He stated that Town staff met with Jeff Proulx, WCPS BOE Chief Operating Officer, and Rob Rollins, WCPS BOE Director of Facilities Planning and Development, and that they both seemed to be in favor of the Project before the letter dated June 15, 2022. He stated that he reached out to Scott McIlwee, owner of 202 Maple Avenue, the property that would be demolished and relocated for the Project, and he said that he is not interested in moving to a different area of Town, and that he wants to stay near his property on Maple Avenue.

Washington County Board of County Commissioner Charlie Burkett stated that he agrees with President Cline and that the Town should stick to their guns. He suggested calling the State Highway Administration and asking them to put down their foot for the Project because they have the authority to do so on Route 66 (Maple Avenue).

BMUC Chairman Mullendore suggested having the WCPS BOE sign off on the Project and then figuring out where to relocated Mr. McIlwee property. Attorney Rotz stated that she does not think the WCPS BOE would go for that.

Assistant Mayor Nally stated that the Town needs to draft an Ordinance to restrict heavy weight vehicles on interior Town roads, thus making WCPS BOE buses exit the School Complex via Campus Avenue onto Maple Avenue.

Scheduling of Public Hearing: Assistant Mayor Nally will formally discuss the scheduling a Public Hearing with the Mayor and Council at the Workshop Meeting on June 27, 2022, noting that it will tentatively be held on Tuesday, July 12, 2022.

Motion by Council Member Hollingshead, second by Council Member Weaver to adjourn the Special Meeting at 7:40PM.

Motion carried.

Respectfully submitted,

Kimberly Miller, Office Manager

Boonsboro Mayor and Council
Public Hearing
Ordinance 2022-02; Adopt the Fiscal Year 2023 Budgets and Tax Rates
Monday, June 27, 2022

The Boonsboro Mayor and Council held a Public Hearing, as duly advertised in The Herald-Mail Newspaper and Town website, on Monday, June 27, 2022 in the Meeting Chambers. The Meeting was streamed via GoToMeeting online for the public. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Ray Hanson, Terri Hollingshead, Marilee Kerns and Eric Kitchen. Also present were Town Manager Paul Mantello, Town Planner Reiley Stanley, Office Manager Kimberly Miller and Police Chief Kevin Morgan. Council Member Ricky Weaver was not in attendance but participated via GoToMeeting.

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 2022-02; *Adopt the Fiscal Year 2023 Budgets and Tax Rates for the Town of Boonsboro.*

Town Manager Mantello provided a Power Point presentation.

Ordinance 2022-02; Fiscal Year 2023 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 2023 will provide the potential revenue of \$1,259,800
- Maintaining the current Personal Property Tax Rate of \$0.87 per \$100 of assessed personal property value for Fiscal Year 2023 will provide the potential revenue of \$80,000
- **Highway User Revenues:** Highway User Revenues is estimated at \$175,000 for Fiscal Year 2023
- **Program Open Space:** The expected allocation for Fiscal Year 2023 is \$22,500
- **Fire and Rescue Donations:** The annual contribution amount to both agencies for Fiscal Year 2023 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:** \$522,000
 - Shafer Park Trail Extension (CP&P) - \$225,000
 - Comprehensive Plan Update - \$25,000
 - Tractor & Sweeper - \$37,000
 - Police Vehicle - \$70,000
- **Debt: \$57,402**
 - New Park Development - \$0
 - Wellhead Protection - \$15,500
 - Contingency Fund - \$41,902
- **Total Revenues and Expenses of \$2,559,650**

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 2023.

Proposed Rates July 1, 2022	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	\$22.50	\$15 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 **\$650,000**
- **Expenses:** Reflects a percentage of the expense and 60% of the Salaries and Insurance for the Administration staff, Public Works Employees and the Water and Sewer Operators.
- **Total Revenues of \$5,906,918** and the establishment of a Contingency Fund of \$193,670 for Water Fund
- **Capital Improvements:** \$4,998,000
 - Drinking Water Reservoir Replacement - \$4,100,000
 - Shafer Park Well Replacement - \$200,000
 - Advanced Metering Infrastructure – \$600,000
 - Billing Software Replacement – \$18,000
 - Crestview Water Treatment Plant Decommissioning and Demolition - \$80,000
- **Debt:** \$48,492
 - Long Term Debt - \$32,562
 - MDE Alternate 40 Waterline – \$21,404
- **Total Revenues and Expenses of \$5,906,918**

Sewer Fund Budgetary highlights include:

- Revenue from Sewer charges will be **\$2,241,109**
- **Expenses:** Reflects a percentage of the expense and 40% of the Salaries and Insurance for the Administration staff, Public Works Employees and the Water and Sewer Operators.
- **Total Revenues of \$2,241,109** and the establishment of a Contingency Fund of \$0 for Sewer Fund
- **Capital Improvements:** \$1,318,000
 - Waste Water Treatment Plant Dewatering Facility - \$1,300,000
 - Billing Software Replacement – \$18,000
- **Debt:** **\$317,168**
 - Waste Water Treatment Plant CDA Bond - \$309,238
 - Park View Loan - \$7,930
- **Total Revenues and Expenses of \$2,241,109**

The floor was opened for public comment. No comments were received.

Mayor Long asked if there were any additional comments from the Council. Council Member Kerns inquired about the Revenue budgeted for the Comprehensive Plan Update and stated that that number will need to be adjusted.

Motion by Council Member Kerns, second by Council Member Kitchen to close the Public Hearing at 6:56pm. **Motion carried.**

Respectfully submitted,

Kimberly Miller, Office Manager

BOONSBORO MAYOR AND COUNCIL

WORKSHOP MEETING MINUTES

Monday, June 27, 2022

The Mayor and Council of Boonsboro held their Workshop Meeting on Monday, June 27, 2022 in the Meeting Chambers to set the Regular Session Agenda for Monday, July 11, 2022. The Meeting was streamed via GoToMeeting. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Ray Hanson, Terri Hollingshead, Marilee Kerns and Eric Kitchen. Also present were Town Manager Paul Mantello, Town Planner Reiley Stanley, Office Manager Kimberly Miller, Police Chief Kevin Morgan and Boonsboro Municipal Utilities Commission Chairman Stu Mullendore. Council Member Ricky Weaver was not in attendance but participated via GoToMeeting. The meeting convened at 7:00PM.

Citizens Comments (*must sign in and limit comments to 3 minutes*)

- **Rodney Bishop**, 5 McKeldin Drive. Stated that there are two trees near his and his neighbor's property that he believes are on Town property that are dead and ready to fall over. Stated that it's a safety hazard. Mayor Long stated that he'll have Public Works Superintendent Huntsberry take a look at the trees tomorrow.

Presentation

Appalachian Trail Community and Boonsboro Cultural Trail – *Boonsboro Economic Development Commission and Environmental Commission Joint Venture. [Natoma Vargason, of the Economic Development Commission, did not attend the meeting as scheduled.]* Mayor Long and Cassandra Ladino, Chairperson of the Environmental Commission, gave a brief overview of the Appalachian Trail Community and Boonsboro Cultural Trail endeavor. They stated that the first step is to establish an Advisory Board and then to create a Resolution and/or Mission Statement. Office Manager Miller stated that back in June 2017, Dan Spedden, of the Washington County CVB, proposed plans to create a 2-mile cultural hiking trail from the Town Square to the Washington Monument to help the Town reconnect with the heritage of the Monument. She stated that at that time, Mr. Spedden announced that \$80,000 was needed for the Cultural Trail Feasibility Study, that a grant had already been received for \$40,000 and that a 4 person Cultural Trail Committee would be established comprised of individuals from the 225th Town Anniversary Committee and Town Staff to apply for the additional \$40,000 grant. She stated that the Project fell flat soon after that. Mayor Long stated that with the development of Fox Gap, the Cultural Trail would only need to come that far into Town. He stated that the Appalachian Trail Community and Cultural Trail will be placed on the Agenda for further discussion with Natoma Vargason, of the Economic Development Commission, at a later date.

Police Department Update

- Stated that he has a possible additional Police Office candidate and that he would like to discuss that in Closed Session with the Mayor and Council.

NEW BUSINESS

Ordinance 2022-02; Adopt the Fiscal Year 2023 Budgets and Tax Rates for the Town of Boonsboro: Mayor Long stated that the Ordinance 2022-02; *Adopt the Fiscal Year 2023 Budgets and Tax Rates for the Town of Boonsboro* was introduced at the June 6, 2022 Mayor and Council Meeting and that a Public Hearing was held at 6:30PM this evening to receive public input.

Motion by Assistant Mayor Nally, second by Council Member Hanson to approve Ordinance 2022-02; *Adopt the Fiscal Year 2023 Budgets and Tax Rates for the Town of Boonsboro*, with Council Member Kerns opposing. **Motion carried 5-1.**

Chase Six Boulevard - Campus Avenue Realignment and Intersection Project: Town Manager Mantello stated that the Mayor and Council held a Special Meeting on Tuesday, June 22, 2022 to discuss the Chase Six Boulevard - Campus Avenue Realignment and Intersection Project. He provided a review the Meeting and the importance of the Project for the safety of the children going to-and-from the Boonsboro Educational Complex. He stated that the Realignment and Intersection Project includes a land swap with a Town property owner at 202 Maple Avenue, that it creates the crosswalks and sidewalks needed to safely ferry students walking to-and-from campus and that the installation of a traffic light would serve to slow traffic on Maple Avenue and control traffic during School arrival and dismissal. He reviewed that originally the Washington County Public School Board of Education pledged all available resources to complete the Project and a representative even traveled to Annapolis with Mayor Long and himself to lobby for funding. He further stated that on June 15, 2022 the Town received a letter from the WCPS BOE Attorney stating that they were no longer interested in engaging in further discussion about the land swap and that the WCP BOE does not have the legal authority to convey land directly to the Town. Town Manger Mantello stated that the Chase Six Boulevard - Campus Avenue Realignment and Intersection Project will be completely State funded and that the Washington County Public School Board of Education will not have to pay a penny for the Project. He

stated that Town staff met with Jeff Proulx, WCPS BOE Chief Operating Officer, and Rob Rollins, WCPS BOE Director of Facilities Planning and Development, and that they both seemed to be in favor of the Project before the letter dated June 15, 2022. He stated that Stu Mullendore created a flier to mail to Town residents notifying them of the proposed July 12, 2022 Public Hearing for the Project. Council Member Kerns asked why the Public Hearing needs to be held before the Election Primaries. Town Manager Mantello stated that he feels that candidates may be more willing and eager to attend the Public Hearing and be heard before the elections. He stated that he did receive a request from Senator Corderman's office asking to delay holding the Public Hearing until he can set up a meeting with the Town and the new Washington County Public School Board of Education Superintendent Doctor Sovine. Council discussed scheduling the Public Hearing and ways to advertise it and if necessary, rescheduling it after hearing from Senator Corderman's office. **Motion** by Council Member Hanson, second by Assistant Mayor Nally Council Member Hanson to schedule a Public Hearing to receive public input on the Chase Six Boulevard - Campus Avenue Realignment and Intersection Project on July 12, 2022 at 6:00PM. **Motion carried.**

Weyrich, Cronin & Sorra 1-Year Accounting Consulting Agreement: Town Manger Mantello stated that the Town received the Fiscal Year 2023 Accounting Proposal from the Town's current Accounting Consulting Firm, *Weyrich, Cronin and Sorra*. Council discussed retaining their services in the upcoming Fiscal Year to assist new Town Clerk Bryan Wachtel. He stated that the hourly rate for the CPA Partner is \$229 and the hourly rate for the staff is \$115, noting that it has been very helpful to staff having their assistance throughout the year. **Motion** by Council Member Kerns, second by Assistant Mayor Nally to approve the Fiscal Year 2023 Accounting Proposal from Weyrich, Cronin and Sorra. **Motion carried.**

Street Light Replacement Grant: Town Manger Mantello stated that the Town received a Maryland Energy Administration Commitment of Funds Letter for the Streetlight and Outdoor Lighting Efficiency (SOLE) Pilot Grant Program to upgrade the existing pole-mounted Main Street light fixtures to LED technology. He stated that the Town has been awarded \$40,250 to replace older bulbs in 161 streetlights with a 15% Town-Match, and that he would like to see the Town use Fiscal Year 2022 funds for the Project rather than trying to make adjustments to the Fiscal Year 2023 Budget that was just approved this evening. He further stated that Shifler Electrical Associates, Inc. will be performing the upgrades. **Motion** by Assistant Mayor Nally, second by Council Member Hollingshead to approve using Fiscal Year 2022 funds for the Streetlight and Outdoor Lighting Efficiency (SOLE) Pilot Grant Program. **Motion carried.**

Draft Policy – MC14: Budgets and Expenditures - Boards and Commissions: Office Manger Miller present Town Policy MC14: Budgets and Expenditures - Boards and Commissions for the Councils review and input. She stated that the primary reason for this new Policy is to promote a better understanding in the spending of public funds, generated through tax collections and fee revenues, to the Town's Boards and Commissions, and to hopefully achieve better record keeping by the Boards and Commissions Chairpersons and/or Treasurers throughout the Fiscal Year. She further stated that this will help Boards and Commission become more aware of their Budgets and that it can easily be accomplished by verifying their records with the Town Clerk monthly or even quarterly. Council Member Kitchen stated that he is very for this Policy. **Motion** by Council Member Hollingshead, second by Council Member Kitchen to approve MC14: Budgets and Expenditures - Boards and Commissions. **Motion carried.**

Reappointment of Public Safety Commission Members: Mayor Long, on behalf of the Public Safety Commission, presented the recommendation to reappoint Christi Weaver and Greg Seymour to the PSC for 4-year terms. He stated that the PSC will be holding a Re-Organizational Meeting on Thursday, July 21, 2022. **Motion** by Council Member Kerns, second by Assistant Mayor Nally to appoint Christi Weaver and Greg Seymour to the Public Safety Commission with terms ending June 2026, with Council Member Weaver abstaining. **Motion carried.**

Council Member Kitchen stated that Waste Water Treatment Plant will be featured at the Chesapeake Tri-Association Conference on August 30, 2022. He stated that Water/Sewer Superintendent Shumaker announced at the BMUC Meeting that Aqua Aerobics will be using the Boonsboro WWTP as a model in their demonstrations at the Conference, noting that Aqua Aerobics is extremely impressed by the numbers and how well the Plant is operated. Council Member Kitchen stated that he is recommending that the WWTP employees be recognized and awarded in some way for all of their hard work and dedication with a day off work with pay. Mayor Long stated that the Council should present them each with a plaque and lunch. Office Manger Miller will create certificates and look into buying lunch for the WWTP staff. **Motion** by Council Kitchen, second by Assistant Mayor Nally to approve giving Superintendent Shumaker and his staff a day off work with pay as recognition for their hard work. **Motion carried.**

Town Planner Report – R. Stanley

- Stated that she received the Concept Plan for the ACE Hardware Store on Old National Pike

- Stated that she has been working with the homeowner and Public Works Superintendent Huntsberry to have the trash cleaned up at 28 South Main Street. Apparently, the resident was evicted, and the furniture was all left behind on the sidewalk.
- Stated that the Planning Commission will be reviewing a Boundary Line Adjustment at 124 Potomac Street

Town Manager Report – P. Mantello

- Stated that he received notification that the Reservoir Replacement Project cost has increased an additional \$2million
- Stated that the Town will probably not see the grant funding approved by Congressman Trone until 2024

Motion by Council Member Hanson, second by Assistant Mayor Nally to adjourn the Workshop Meeting at 8:10PM 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 and 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.**

Respectfully submitted,
Kimberly A. Miller, Office Manager