

Boonsboro Mayor and Council
Public Hearing
Ordinance 2023-02; Adopt the Fiscal Year 2024 Budgets and Tax Rates for the
Town of Boonsboro, Maryland
June 12, 2023

The Mayor and Council of Boonsboro held a Public Hearing, as duly advertised in The Herald-Mail Newspaper and Town website, on Monday, June 12, 2023 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, Eric Kitchen and Ricky Weaver. Also present were Interim Town Manager Kimberly Miller and Town Clerk Bryan Wachtel. Council Member Marilee Kerns was not in attendance and 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 2023-02; *Adopt the Fiscal Year 2024 Budgets and Tax Rates for the Town of Boonsboro.*

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 2024 will provide the potential revenue of \$1,335,388
- Maintaining the current Personal Property Tax Rate of \$0.87 per \$100 of assessed personal property value for Fiscal Year 2024 will provide the potential revenue of \$80,000
- **Highway User Revenues:** Highway User Revenues is estimated at \$220,000 for Fiscal Year 2024
- **Anticipated Grant Funding:** The anticipated grant funding for Fiscal Year 2024 is \$2,222,972
- **Fire and Rescue Donations:** The annual contribution amount to both agencies for Fiscal Year 2024 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:** \$1,782,563
 - Shafer Park Trail Extension (CP&P) - \$165,000
 - Shafer Park Restroom Renovations - \$75,000
 - School Intersection Project - \$1,220,000
- **Debt: \$15,500**
 - Wellhead Protection - \$15,500
- **Total Revenues and Expenses of \$4,690,270**

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 1,000 gallons. The proposed Water and Sewer Fixed Fee Rates increase for Fiscal Year 2024 is as follows:

	Residential	Commercial	Out of Town
Sewer Fixed Fee	\$60.50 per EDU	\$60.50 per EDU	----
1-18,000 gallons waste water	\$9.00/1,000gal	\$9.00/1,000gal	----
18,001+ gallons waste water	\$13.00/1,000gal	\$13.00/1,000gal	----
Water Fixed Fee	\$22.50 per EDU	\$22.50 per EDU	\$34.00
1-18,000 gallons water	\$6.20/1,000gal	\$6.20/1,000gal	\$9.30/1,000gal
18,001+ gallons water	\$9.30/1,000gal	\$9.30/1,000gal	\$11.30/1,000gal

Water Fund Budgetary highlights include:

- Revenue from Water charges will be **\$809,000**
- **Expenses:** Reflects a percentage of the expense and 30% of the Salaries and Insurance for the Administration staff, Public Works Employees and the Water and Sewer Operators.
- **Total Revenues of \$7,276,570** and the establishment of a Contingency Fund of \$33,983 for Water Fund
- **Capital Improvements: \$7,257,020**
 - Drinking Water Reservoir Replacement - \$6,100,000
 - Shafer Park Well Replacement - \$250,000
 - Advanced Metering Infrastructure – \$650,000
 - Alternate 40 Waterline Looping – \$200,000
- **Debt: \$86,190**
 - MDE Alternate 40 Waterline – \$86,190
- **Total Revenues and Expenses of \$8,109,338**

Sewer Fund Budgetary highlights include:

- Revenue from Sewer charges will be **\$1,090,000**
- **Expenses:** Reflects a percentage of the expense and 20% of the Salaries and Insurance for the Administration staff, Public Works Employees and the Water and Sewer Operators.
- **Total Revenues of \$1,133,000** and the establishment of a Contingency Fund of \$15,858 for Sewer Fund
- **Capital Improvements: \$1,882,000**
 - Waste Water Treatment Plant Dewatering Facility - \$1870,000
 - Billing Software Replacement – \$12,000
- **Debt: \$229,283**
 - Waste Water Treatment Plant CDA Bond - \$222,000
 - Park View Loan - \$7,283
- **Total Revenues and Expenses of \$3,124,650**

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

Motion by Council Member Hollingshead, second by Assistant Mayor Nally to close the Public Hearing at 6:40pm. **Motion carried.**

Respectfully submitted,

Kimberly Miller, Interim Town Manager

**BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, June 12, 2023**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, June 12, 2023 in the Meeting Chambers. The Meeting was streamed via GoToMeeting. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Ray Hanson, Terri Hollingshead, Eric Kitchen and Ricky Weaver. Also present were Interim Town Manager Kimberly Miller, Town Clerk Bryan Wachtel and Police Chief Kevin Morgan. Council Member Marilee Kerns was not in attendance and participated via GoToMeeting. The meeting convened at 7:00PM with the pledge and invocation offered by Mayor Long.

REVIEW AND APPROVAL OF MEETING MINUTES and TREASURER'S REPORT

- **Motion** by Council Member Hollingshead, second by Council Member Kitchen to approve the **May 8, 2023 Public Hearings, the May 8, 2023 Regular Meeting, the May 15, 2023 Budget Workshop Meeting, and the May 8 and 15, 2023 Closed Session Meetings. Motion carried.**
- **Motion** by Council Member Hollingshead, second by Council Member Kitchen to approve the **May 2023 Treasurer's Report**, with Council Member Kerns abstaining. **Motion carried.**

GUEST – Cassandra Ladino, Chair of the Boonsboro Environmental Commission

- **Key City Compost Service** – Stated that Phil Wescott, from Key City Compost in Frederick, Maryland, provided information about Key City's operations and capabilities and presented composting options for the Town at the May 2023 Environmental Commission Meeting. Stated that the cost for 1 composting bin would be \$220 per month and that she is recommending that the bin be placed near the Community Center in Shafer Park. Council suggested that the Maintenance Building might be a better location for the compost bin program. **Motion** by Council Member Hollingshead, second by Council Member Weaver to approve a 1-year compost bin pilot program with Key City Compost funded by the Boonsboro Environmental Commission Budget. **Motion carried.**
- **Shafer Park EV Charging Station** – Stated that Potomac Edison has contacted the Town requesting to place an additional EV charging station in Shafer Park near the Community Center. Council discussed looking for alternate locations before full approving the additional charging station.

TOWN PLANNER'S REPORT – Liaison/Council Member Kitchen

Council Member Kitchen provided the list of Planning Projects that former Town Planner Stanley provided before her resignation on May 26, 2203:

- **Fox Gap**
 - Dunkin' Donuts has been approved by the Town. The building permit is with Washington County for review. No site building can occur until Stiles Place is constructed.
 - High's Dairy Store is ready for building permit submittals. They need to apply for sewer and water taps before permit issuance.
 - The Mayor and Council will be voting on whether to officially pull the bond or not. Their time to complete everything stated in the PWA was May 8, 2023 and it is still not completed.
 - They only have an approved Concept Plan for the residential section. There are no other approvals.
- **Fletcher's Grove - Maple Avenue Intersection**
 - Still waiting on the Developer's Engineer to submit the engineering for the realignment. They were supposed to submit SHA plans in the recent weeks, but we have not received any plans to review.
 - There is a set of construction drawings that are compliant with planning and engineering codes waiting for the road alignment to be approved by all parties.
- **Comprehensive Plan**
 - This update is due to the State in 2025. There is a folder/binder in the office marked Comprehensive Plan that the previous Planner and I have marked up. Joe Rodgers with the State is available for help. I have contacted him and let him know we may need assistance.
- **Sycamore Run**
 - This will be turned over to the Town in November of this year. Superintendent Huntsberry will do one final walk through before the acceptance to make sure everything is up to his standards for care
- **Battlefield Estate**
 - They have an approved Concept Plan from October of 2022, this will last 5 years.

- Next step is to apply for a site plan for the site.
- **Campground/Waterpark (adjacent to Route 67 and Main Street)**
 - Gary Harding is interested in building a campground on Route 67, this parcel is located in Washington County. His first step would be subdividing the acreage he wants with Washington County then coming to the Town for an annexation. From there he can pick the zoning he would need and then submit a site plan.
- **St. Paul Street and Lakin Avenue Subdivision**
 - Plans need to be signed by the Planning Commission Chair once submitted to the Town, once signed they will have them recorded with the County.
 - Next step is to apply for an overall site plan of the property. They will need to apply for a grading permit with the County.
- **Mt. Nebo Subdivision**
 - They will be submitted a plan to subdivide the house off the church parcel and create its own lot.

INTERIM TOWN MANAGER'S REPORT – Kim Miller

- Stated that the office is running fine and that the new Town Manager, Jared Schumacher, starts next Wednesday
- Stated that Public Works staff are currently reading water meters
- Stated that the Economic Development Commission's Downtown Beautification Project is on hold until the Council can review the design and approve the design
- Stated that the Mayor signed the 'Safe Routes to School' Cost Sharing Agreement. Stated that the total project cost is \$940,460, that the Project has been awarded \$752,368, making Boonsboro's matching cost \$188,092
- Stated that the Public Works staff has been working on a much-needed fenced-in Dog Park dogs on the backside of the Shafer Park near the basketball courts.

POLICE DEPARTMENT REPORT – Chief Kevin Morgan. The Police Department received 137 calls for service, which included 126 motor vehicle violator contacts and 7 Parking Citations for the month of May 2023. There was 1 adult criminal arrest, 1 adult paper service arrest, 1 adult traffic arrest and 0 juvenile arrests.

- **Decommissioning of 2009 Dodge Charger:** Stated that after the Boonsboro Police stickers are removed, they will be taking the car to Cochran's Auction to sell.

MAYOR AND COUNCIL CORRESPONDENCE

- Mayor Long stated the Town received a thank you card from Chris Hawkins for the flowers for her late husband and former Council Member Rich Hawkins
- Mayor Long stated that he is announcing that he will be running for office of Mayor in the 2024 Town Election

NEW BUSINESS

Ordinance 2023-02; Adopt the Fiscal Year 2024 Budgets and Tax Rates for the Town of Boonsboro: Mayor Long stated that the Ordinance 2023-02; *Adopt the Fiscal Year 2024 Budgets and Tax Rates for the Town of Boonsboro* was introduced at the May 15, 2023 Mayor and Council Budget Workshop 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 Kitchen to approve Ordinance 2023-02; *Adopt the Fiscal Year 2024 Budgets and Tax Rates for the Town of Boonsboro*. **Motion carried.**

Introduction of Ordinance 2023-03; An Ordinance to Amend Ordinance 2012-03 Recreational Vehicle/Trailer Parking Prohibited to Include Mobile Retail Vendor/Establishment and Scheduling of Public Hearing: Interim Town Manager Miller stated that she is recommending the Introduction of Ordinance 2023-03; *An Ordinance to Amend Ordinance 2012-03 Recreational Vehicle/Trailer Parking Prohibited to Include Mobile Retail Vendor/Establishment*. She stated that after the 'Girls Night Out' event on May 11, 2023, it was recommended by members of the Economic Development Commission that we amend Ordinance 2012-03; *Recreational Vehicle/Trailer Parking Prohibited* to include the prohibiting of mobile retail vendors and food truck vending in the Town Square area on Main Street due to pedestrian and vehicle safety concerns. She further stated that the 'Town Square' is defined as the business district that starts at the Main Street – St. Paul Street – Potomac Street intersection light and extends one block in every direction outwards, and that the amendments include:

- **Section 1: Definitions (d)** "A Mobile Retail Vendor/Establishment" is a readily movable, motorized wheeled vehicle, or a towed wheeled vehicle, designed and equipped to sell."
- **Section 2: Parking Prohibited (c)** "No person shall park a Mobile Retail Vendor/Establishment in the Town Square of Boonsboro at any time."

Interim Town Manager Miller stated that she is recommending the scheduling of a Public Hearing on July 11, 2023 at 6:45pm. **Motion** by Assistant Mayor Nally, second by Council Member Hollingshead to approve the Introduction of Ordinance 2023-03; *An Ordinance to Amend Ordinance 2012-03 Recreational Vehicle/Trailer Parking Prohibited to Include Mobile Retail Vendor/Establishment* and the scheduling of a Public Hearing on July 11, 2023 at 6:45pm. **Motion** carried.

Bid Results - Water Treatment Plants & Public Works Shop Roof Replacement: Interim Town Manager Miller stated that bid results for the Water Treatment Plants and Public Works Shop Roof Replacement Project were received on May 12, 2023 and presented them for the Councils review and input. She stated that the former Town Manager presented the original estimates of \$7,300 per roof at the April 10, 2023 Regular Meeting. She further stated that one bid was received from Hardy Builders for the total cost of \$90,090 for two shingle roofs for the Water Treatment Plants and a rubber roof for the Town Maintenance Shop, and \$95,490 for metal roofing on the Water Treatment Plants and a rubber roof for the Town Maintenance Shop. Interim Town Manager Miller stated although the roofs need replaced, she is recommending that the Council table the Water Treatment Plants and Public Works Shop Roof Replacement Project at this time and place the Project out for bids at a later date. Consciousness is the table the Project.

American Rescue Plan Fund Reporting: Assistant Treasurer/Council Member Kitchen presented his recommendations on the American Rescue Plan Funding to the Mayor and Council for their review and input. He stated that first there are too many projects going on in Town. He explained that the Town received \$3.1 million in American Rescue Plan Funds, that \$110,948.65 has been spent and that those remaining funds will expire in December 2024. He further stated that his recommendation is to use the remaining APR Funds towards the Reservoir Replacement Project, the Waste Water Treatment Plant Sludge Dewatering Facility and Volute Press and the Shafer Park Well Replacement Project. Council Member Kitchen stated that his second recommendation is to pay for those approved Projects directly from the American Rescue Plan Middletown Valley Bank account to make it easier to keep track of those funds. **Motion** by Council Member Kitchen, second by Assistant Mayor Nally to pay approved American Rescue Plan Project directly from the American Rescue Plan Bank Account. **Motion carried.**

COMMISSION REPORTS

Park Board - Council Member Weaver. Meeting held on May 24, 2023. Discussions included an update on the Fishing Derby, the Green Fest Recycling Event, Wagon Train, Independence Day Celebration, Dog Park, Summer Concert Series and Summer Outdoor Movies, updates on the Farmers Market, plans for a presentation on Insect Hotels, the completion of design phase of Phase IV of the Park Path and the approval of the Disc Golf Course.

Boonsboro Municipal Utilities Commission – Council Member Nally. Meeting held on May 17, 2023. Discussions included the Transition Plan for New Town Manager, Project updates on the Shafer Park Well Replacement, the Fiscal Year 2024 Utility Rate Structure Development Update, the WWTP Sludge Dewatering Facility Update and Grant Award, the Reservoir Design the Water Meter District Zone Study, the Water and Wastewater Facility Security Design, the King Road Development, the Boonsboro/Keedysville Water Board and System Reports.

Planning Commission – Council Member Kitchen. No Meeting held in May 2023. Council Member Kitchen will be meeting with Planning Commission Chair Dave Parmelee to discuss upcoming projects and moving forward until a new Town Planner is hired.

Public Safety Commission – Council Member Kerns. Meeting held on May 18, 2023. Discussions included an update on the Opticom Traffic Signal, the Shafer Park PA system, the Town Ordinance for House Numbering, the proposed Boonsboro Emergency Center, the Walk-thru of Potomac Street to identify sidewalk repair needs, plans for National Night Out, a resident complaint from Kinsey Heights, and updates from the Boonsboro Police Department, the Boonsboro Fire Department and the Boonsboro Ambulance and Rescue Company.

Economic Development Commission – Council Member Hanson. Meeting held on April 26, 2023. The Appalachian Trail Committee and ceremony on June 3, 2023 was a great success. The Networking Meeting was held on May 9, 2023 at the Boonsborough Museum of History and the next Networking Meeting will be held on July 13, 2023 at 6:00PM at Crystal Grottos Caverns.

Environmental Commission – Council Member Hollingshead. Meeting held on May 9, 2023. Special presentation by Phil Wescott, from Key City Compost. Discussions include updates on the Community Garden, the Composting Program, the

Appalachian Trail Designation Event, the plans to install a second EV Charging Station in Town and Subcommittee Reports and an update on the Farmer's Market.

Motion by Council Member Hollingshead, second by Assistant Mayor Nally to adjourn the Regular Meeting at 9:00PM and move into Executive Session *as provided under General Provisions Article §3-305 (b)(8), (8) to consult with staff, consultants, or other individuals about pending or potential litigation and 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.**

Motion by Assistant Mayor Nally, second by Council Member Hollingshead to adjourn the Executive Session at 9:16PM.
Motion carried.

Request for Proposals: Professional Consulting and Lobbying Services: **Motion** by Council Member Kerns, second by Assistant Mayor Nally to place the Request for Proposals: Professional Consulting and Lobbying Services out for bids. **Motion carried.**

Motion by Council Member Kerns, second by Council Member Hollingshead to adjourn the Regular Meeting at 9:18PM.
Motion carried.

Respectfully submitted,
Kimberly Miller, Interim Town Manager