

**BOONSBORO MAYOR AND COUNCIL**  
**REGULAR MEETING MINUTES**  
**Monday, June 10, 2024**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, June 10, 2024 in the Town Annex Meeting Chambers. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Ray Hanson, Marilee Kerns, Eric Kitchen, Terri Hollingshead, and Ricky Weaver. Also present were Interim Town Manager Kimberly Miller, Town Planner Drew Bowen, Public Works Superintendent Greg Huntsberry, Utilities Superintendent Pete Shumaker, Police Sergeant Dave Rizer and Police Administrative Specialist Amy Rudy. 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 Assistant Mayor Nally, second by Council Member Hanson to approve the **May 13, 2024** Public Hearing and Regular Meeting Minutes as amended. **Motion carried.**
- **Motion** by Council Member Kitchen, second by Council Member Kerns to approve the **May 2024 Treasurer’s Report.** **Motion carried.**

**SWEARING IN CEREMONY**

Washington County Clerk of Court Kevin Tucker issued the Oath of Office for newly elected Mayor Howard Long and Council Members Raymond Hanson and Marilee Kerns.

**FACILITIES REPORTS**

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

- Stated that there were 4 water shut-offs in Boonsboro and 0 shut-offs in Keedysville this billing quarter
- Stated that the swing set at the small playground near Pavilions 5 and 6 in Shafer Park has been ordered
- Stated that there was a substantial hydraulic oil spill in the Shafer Park parking lot from the Carnival, and that the rides company did not clean up the mess. Stated that he is requesting to move forward with the clean-up.
  - **Motion** by Council Member Weaver, second by Assistant Mayor Nally to approved measures to clean up the hydraulic oil, with Council Member Hollingshead abstaining. **Motion carried 5-1.**
- Stated that the Town received a Lead and Copper Service Line Inventory Proposals from the EADS Group for \$15,730. Stated that Water and Sewer Clerk May and he have been working to create a spreadsheet for the Project and that this is Step I in the State requirement that must be submitted by October 16, 2024. Stated that Keedysville has not yet decided who they are contracting with.
  - **Motion** by Assistant Mayor Nally, second by Council Member Kerns to approve the Lead and Copper Service Line Inventory Contract from the EADS Group. **Motion carried.**

**WATER AND SEWER SUPERINTENDENT’S REPORT – *Pete Shumaker***

- Stated that there was power surge at the Sewer Plant during a storm and it did damage to the main. Stated that the PC has been replaced.
- Stated that Phillips Well Drilling will be conducting the next wet and dry tests as soon as they can on the Shafer Park Well
- Stated that a representative from MDE will be touring the Dewatering Press on Wednesday, June 12, 2024 at 10am.
- Stated that the Mayor and Council and BMUC Members will be touring the Dewatering Press on Wednesday, June 12 at 6pm.

**TOWN PLANNER’S REPORT – *Drew Bowen***

- Stated that he is reviewing the Introduction Chapter and drafting the Population Chapter
- Stated that the permit renewals have been filed by the developer with Washington County for Battlefield Estates
- Stated that the Town has executed the Take Over Agreement for the Preserve at Fox Gap for use of Bond Funds. Stated that the Easterday’s have submitted plans to Washington County to renew permits to start work. Stated that he has reviewed and approved Shop Drawing Submittals for the waterline materials and Sanitary Sewer manholes and line materials.

- Stated that the full Construction Plans have been submitted to SHA for review and approval for the Chase Six – Campus Avenue Realignment Project. Stated that the Town is reviewing the Final Plats for the land swap at 202 Maple Avenue and that Mr. Scott McIlwee is considering the Town’s offer for the cash value of the house.
- Stated that the Dean South Improvement Plans have been updated to reflect the waterline loop from Knode Circle and that the Final Plans are conditionally approved by the Planning Commission
- Stated that the MDE Construction Permit was received for the Reservoir Project and the Project is ready to place out for bids.
- Stated that the Utility Plans have been submitted for the Vanish Brewery - Auction House connection to the Sanitary Sewer System. Stated that the Preliminary Engineering Report has been submitted to the Town for the Gravity Sewer System on North Main Street and the draft Site Pan has been submitted and is under review.
- Stated that Substantial Acceptance has been granted for the Sludge Dewatering Press and that the MDE Inspection for Permit Issuance will be completed.
- Stated that High’s Dairy Store is moving forward and has submitted a revised Site Plan. Stated that they are removing the car wash from their Plan. Stated that having no car wash will drop them down to 2 EDUs.
- Stated that there have been a number of people working inside and placing shelving in the new Post Office but that there is no opening date yet.
- Stated that huge exhaust fans have been placed on the side of 23 South Main Street and that Washington County Inspection will be looking into that due to no permit being obtained for the installation.

**POLICE DEPARTMENT REPORT** – *Sergeant Dave Rizer*. The Police Department received 98 calls for service, which included 78 motor vehicle violator contacts and 3 Parking Citations for the month of May 2024. There were 4 adult criminal arrests, 1 adult paper service arrest, 2 adult traffic arrests and 0 juvenile arrests.

- **Police Vehicle Retirement:** Interim Town Manager Miller stated that there are a few Town vehicles that need to be rotated and decommissioned. She stated that the Police 2013 Chevrolet Impala and Town’s Ford Crown Victoria will be swapped, and that then the Town’s Ford Crown Victoria and the Police 2009 Dodge Charger will be decommissioned and offered to the Fire Police if they are interested. **Motion** by Council Member Hanson, second by Assistant Mayor Nally to first offer the decommissioned Ford Crown Victoria and the Police 2009 Dodge Charger to the Fire Police and if they are not interested, then advertise the two vehicles for bids. **Motion carried.**

## **NEW BUSINESS**

**National Road Museum Restroom Upgrade Quotes:** Dick Keesecker, of the National Road Heritage Foundation, presented the National Road Museums public restroom upgrade quotes for the Councils review and input. He stated that the \$75,000 State Grant for the Project requires three quotes and that he is recommending the quote from Cronise Corporation in the amount of \$74,827.32. He further stated that this is not a ‘matching grant’ and there will be no obligation from the Town. **Motion** by Council Member Hollingshead, second by Council Member Hanson to approve the quote from Cronise Corporation in the amount of \$74,827.32 for the National Road Museums public restroom upgrade. **Motion carried.**

**Recommendation to Extend MTAC Contact:** Interim Town Manager Miller stated that the Council approved a 60-Day Emergency Security Officers Service Agreement with MTAC from April 25 to June 24, 2024 at the April 2024 Workshop Meeting and that the Agreement is nearing its end. She stated that after speaking with the Town Attorney and the research she performed on behalf of the Town, according to Resolution 1988-09; Bidding Procedures (amended with Resolution 2003-09) – *Article IV. Professional Services: Professional services such as are provided by attorneys, engineers, appraisers, auditors, and the like may be exempted from competitive bidding with the approval of the Mayor and Council.* She further stated that according to the Town Attorney the MTAC Security Officer Agreement is a professional service, and the Council can exempt it from bidding under Section IV. Interim Town Manager Miller presented an open-ended extension of the Security Officers Service Agreement with MTAC with the start date of June 25, 2024 for the Councils review and input. **Motion** by Council Member Hanson, second by Assistant Mayor Nally to approve continuation of the Security Officers Service Agreement with MTAC as is, giving a 2-week notice of intent to cancel when needed, and to allow the newly hired Chief of Police to give input on the continuation of the Agreement when hired. **Motion carried.**

**Resolution 2024-05; Main Street Maryland Affiliate Program:** Interim Town Manager Miller presented Resolution 2024-05; *Main Street Maryland Affiliate Program* for the Councils review and input. She stated that the Resolution shows the Towns support for the Economic Development Commission for moving forward with the Main Street Maryland Affiliate Program, noting that this is the last step before submitting the application for the Affiliate Program. Terri Packard and Natoma

Vargason, Chairperson and Vice-Chairperson Economic Development Commission, announced that after many months they received the great news last week that the Boonsboro Town Alliance has finally become a 501(c)(3) and will be listed as the non-profit sponsor for the Main Street Maryland Affiliate Program. **Motion** by Council Member Hanson, second by Assistant Mayor Nally to approve Resolution 2024-05; *Main Street Maryland Affiliate Program*. **Motion carried.**

**Review of Bids – 2024 Milling and Asphalt Overlay:** Interim Town Manager Miller stated that the Council **tabled** this Agenda item at the May Regular Meeting until the June Regular Meeting. She reviewed that Public Works Superintendent Huntsberry presented the one bid that was received for the 2024 Milling and Asphalt Overlay for the Councils review and input. She further stated that the bid was received from Huntzberry Brothers for \$340,500 and that the Project is for ten locations throughout Town that include Thompson Court, Center Street, Lakin Avenue, Cemetery Lane, Thomas Lane, Reeders Alley, Kerns Drive, Della Lane, Red Fern Lane. Interim Town Manager Miller stated that Town Clerk Wachtel researched the remaining funds for this Fiscal Year and that there is \$45,007.23 remaining in the Fiscal Year 2024 Street Maintenance Budget, and \$123,124 in Prior Years Highway User Revenue (HUR) Funding Reserves and \$219,279 in Fiscal Year 2024 Highway User Revenue (HUR) Funding, totaling \$342,403. She stated that they are well aware that all of the roads will not be able to be completed this year but are asking for approval of contract with Huntzberry Brothers to move forward with the Milling and Asphalt Overlay Project as funds allow. Assistant Mayor Nally stated that he will get a firm total on the available funds for the Project. **Motion** by Council Member Hollingshead, second by Council Member Weaver to approve the contract with Huntzberry Brothers contingent upon the total amount of available funds, with Council Member Kerns opposing. **Motion carried 5-1.**

**Recommendation to Proceed with Request for Proposals - Town Reservoir Replacement Project:** Town Planner Bowen stated that the Town received the MDE Construction Permit for the Town Reservoir Replacement Project on May 21, 2024. He stated that the Town is still waiting on the Stormwater Grading Permit from Washington County, noting that Whitman, Requardt and Associates (WRA) is addressing the comments for Sediment and Erosion Control today and will be resubmitting everything to Washington County this week. He further stated that he is recommending that the Town starts the Project bidding process so that we can move forward as soon as the Stormwater Grading Permit is received. **Motion** by Council Member Kitchen, second by Council Member Hanson to approve placing the Town Reservoir Replacement Project out for bids. **Motion carried.**

**Dewatering Press Change Order - Relocate Bio-Filter Basins:** Town Planner Bowen presented the Dewatering Press Change Order #3 to Relocate the Bio-Filter Basin Ponds for the Councils review and input. He stated that Superintendent Shumaker noticed during construction that when tractor trailers pull into the Waste Water Treatment Plant to remove sludge, they cannot make it safely around the corner bend where the ponds are planned to be placed. He further stated that the request was submitted to Washington County to see if the ponds could be relocated and that they were fine with that, noting that it will cost \$13,248.29 to do so. Town Planner Bowen stated that this is a preliminary discussion and that the official Change Order will be coming soon.

**Request to Renew Professional Consulting and Lobbying Services - Fiscal Year 2025:** Interim Town Manager Miller presented the Request to Renew the Professional Consultant and Lobbying Services with Roger Manno with the current existing terms. She stated that \$48,000 has been budgeted for this line item in the upcoming Fiscal Year 2025 Budget. Council Member Kerns stated that she would like to receive quarterly reports from Mr. Manno. Assistant Mayor Nally will submit that request. **Motion** by Assistant Mayor Nally, second by Council Member Hanson to approve the 12-month Consulting and Lobbying Service Agreement with Roger Manno. **Motion carried.**

**Maryland Rural Development Corporation - MML Contribution:** Interim Town Manager Miller presented a request from Maryland Rural Development Corporation Circuit Rider Kathryn Gratton to pay 1/3 of her hotel cost for the Maryland Municipal League Summer Conference in Ocean City. She stated that the amount is approximately \$204. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to pay 1/3 of the hotel cost for Maryland Rural Development Corporation Circuit Rider Kathryn Gratton at the Maryland Municipal League Summer Conference in Ocean City. **Motion carried.**

## COMMISSION REPORTS

**Park Board - Council Member Weaver.** Meeting held on May 22, 2024. Discussions included updates from the Tree Board, updates on the Fishing Derby, the Wagon Train Event, the Green Fest Event, the Summer Movies and Concerts line-up, the April 2024 Park Walk Through and the approval to install baby changing stations and trashcans in all of the Park restrooms.

Plans for the upcoming Independence Day Event and the location of the Pickle Ball Court were discussed, as well as the replacing of the Born Learning Trail signs and updating the Park Rules and Regulation signs.

**Boonsboro Municipal Utilities Commission** – *Assistant Mayor Nally*. No Meeting held during the month of May 2024. BMUC Chairman Stu Mullendore resigned. Tour of the Waste Water Treatment Plant Sludge Dewatering Facility is scheduled for June 12, 2024 at 6pm.

**Planning Commission** – *Council Member Kitchen*. No Meeting held during the month of May 2024.

- **Council Member Kitchen** discussed that the Boonsboro Keedysville Regional Water Advisory Board met and talked about the actual Water Tap totals in the two Towns. He stated that the total is currently 92 taps. He further stated that the total will be reviewed quarterly and updated as needed.

**Economic Development Commission** – *Council Member Hanson*. The Networking Meeting was held on May 23, 2024 at San Mar Family and Community Services. The next EDC Meeting will be on June 25, 2024.

**Environmental Commission** – *Council Member Hollingshead*. Meeting held on May 8, 2024. Guest Speaker Master Composter Ed Higginbottom. Discussions included topics for the Summer Town Newsletter and Subcommittee Reports.

**Motion** by Assistant Mayor Nally, second by Council Member Hanson to adjourn the Regular Meeting at 8:40PM and move into **EXECUTIVE SESSION**; *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.**

**Motion** by Council Member Hollingshead, second by Assistant Mayor Nally to adjourn the Executive Session at 9:19PM. **Motion carried.**

**Motion** by Council Member Hollingshead, second by Assistant Mayor Nally to adjourn the Regular Meeting at 9:20PM. **Motion carried.**

Respectfully submitted,

Kimberly A. Miller, Interim Town Manager