

BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, June 9, 2025

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, June 9, 2025 in the Town Annex Meeting Chambers. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Eric Kitchen, Ray Hanson, Marilee Kerns, Terri Hollingshead, and Ricky Weaver. Also present were Town Manager Rachel Souders, Office Manager Kimberly Miller, Town Clerk Jesse Powers, Public Works Superintendent Greg Huntsberry, Police Chief Dave Rizer, Police Sergeant Rob Whittington, Police Sergeant James Rogers and Police Operations Manager Amy Rudy. The meeting convened at 7:00PM with the pledge and the invocation offered by Mayor Long.

REVIEW AND APPROVAL OF MEETING MINUTES and TREASURER’S REPORT

- **Motion** by Assistant Mayor Nally, second by Council Member Hollingshead to approve the **May 12, 2025 Public Hearing and Regular Meeting Minutes and May 20, 2025 Special Meeting Minutes. Motion carried.**
- Assistant Mayor Nally stated that the **May 2025 Treasurer’s Report** will be presented at the next Mayor and Council Meeting due to Town Clerk Powers first day with the Town being May 28, 2025 and him still learning his new job.

APPOINTMENT OF TOWN CLERK

Mayor Long formally appointed Jesse Powers as the Town Clerk. *(Noted that Town Clerk Powers did not stay for the remainder of the meeting)*

PUBLIC COMMENTS

- **Lee and Joanna Daugherty, 21 South Main Street.** Stated that they came to the October 14, 2024 Mayor and Council Meeting and have been waiting for the Town to enforce the Ordinance and remove the unpermitted illegal cooking exhaust system on the side of My Mini Mart (23 South Main Street, owned by Michelle Vining) directly beside their outdoor living space. Stated that they emailed Town Planner Bowen on May 27, 2024 and told him that they filed a formal complaint with Washington County about the exhaust system. Stated that Town Planner Bowen discussed the situation at the June 10, 2024 Mayor and Council Meeting and stated that the Washington County Inspector would be looking into it due to no permits being obtained for the installation. Stated that they filed a formal complaint with Washington County about the exhaust system because it violates the Washington County Building Code due to its closeness of less than 10 feet away from their property. Stated that the Fire Marshall reviewed and submitted comments on the safety as well. Stated that a Public Meeting was held March 19, 2025 to appeal the exhaust system permit with the Washington County Building Code Board of Appeals. Stated that the solution was to run the exhaust pipe from the exhaust fan over the top of the building which does not alleviate the issue of the large unpermitted exhaust system on the side of the building. Stated that a representative from Potomac Edison told them at that time the Town was working with Ms. Vining to help her. Stated that on April 4, 2025 they requested a meeting with Town Planner Bowen and that they are still waiting to receive a response.
 - Town Manager Souders will follow up with the Town Attorney, noting that if Washington County approved the installation, she is not sure if the Town has much authority to have it removed. She stated that she is not sure why the Potomac Edison representative told them that the Town is working with Ms. Vining because that information is not true. She recommended that the Daugherty’s reach out to the Washington County Commissioners before the Meeting tomorrow, June 11, 2025, noting that she will address their concerns on their behalf at the Meeting as well.

FACILITIES REPORTS

PUBLIC WORKS SUPERINTENDENT’S REPORT – Greg Huntsberry

- Stated that they are shutting down the Reservoir tomorrow, June 10, 2025, to provide the interconnection to the water line on St. Paul Street and residents have been notified that they will experience low water pressure.
- Stated that the Easterday Development has been sitting idle and nothing has changed. Stated that MDE sent a ‘correction letter’ to them and there has been no movement since.
- Stated that the Shafer Park Carnival clean-up is up to around \$4,000 in bills for repairs, dirt and staff hours.
- Stated that the Ford F550 dump truck was blowing oil out of the turbo engine and the repair was \$5,700. Stated that the check engine light came on again today and they will be taking it back in for maintenance.

WATER AND SEWER SUPERINTENDENT'S REPORT

- Town Manager Souders stated that the entire system at the Waste Water Treatment Plant shut down and has been off line since early Saturday morning. Stated that Superintendent Shumaker and his staff have been manually operating the Plant, 24 hours a day, since Saturday. Stated that parts are being overnighted and hopefully it will be repaired by tomorrow.

TOWN MANAGER'S REPORT – Rachel Souders

- Stated that a resident that lives near to Branded Chophouse and Vanish Hall called in regarding the noise on weekends. Stated that she claimed the last few weeks, the bands and DJ played until 1am – 2am in the morning, noting that previously it was only until 11pm - 12am at night. Stated that she also complained about the dumpsters overflowing with trash and trash/litter around the property. Stated that she contacted the owner, Richard DiPietro, and he will reach out to his tenants.
 - Police Chief Rizer stated that “last Call” for all bars is at 1:30am.
- Stated that the Chase Six Boulevard – Campus Avenue Intersection Project Timeline is looking like it will be nearly impossible to complete in 2025. Stated that the biggest holdup right now is that Soil Conservation still needs to finish the Dam Safety Review, which is estimated to be completed in September 2025. Stated that even if that is received early, a Request for Proposal would need to be posted and it would take approximately 6-weeks to complete the new Campus Avenue road. Stated that the Town still needs the Construction Easement from the Washington County Board of Education, noting that after that is received the Town can file for a Grading Permit.

POLICE DEPARTMENT REPORT – Chief Dave Rizer. The Police Department received 134 calls for service, 147 motor vehicle violator stops and 186 violator citations, 7 parking citations and 652 traffic enforcement/patrol checks for the month of May 2025. There were 2 adult criminal arrests, 4 adult paper service arrests, 2 adult traffic arrest and 0 juvenile arrests.

- Stated that the Town Police Officers worked 67 hours at the Carnival
- Stated that the camera system meeting on June 4, 2025 with Detective Nick Varner, of the Hagerstown Police Department, went well. Stated that Detective Varner runs the entire camera program/system for Hagerstown. Stated that he feels comfortable that he has enough money left in his FY2025 Budget to purchase camera. Stated that they would need 7 solar powered front license plate readers for full Town coverage. Stated that he is looking to purchase 4 to 6 cameras at the cost of around \$1,000 per camera through Spicher Security and is waiting for the formal agreement from them.
- Stated that he plans to decommission the 2016 Dodge Charger and place it up for sale soon.

Council Member Kerns asked about the call at Vanish Hall recently. Chief Rizer stated that there were allegations of underage drinking at a private event. Stated that everything has been taken care of and they now have better security in place.

MAYOR AND COUNCIL UPDATES and CORRESPONDENCE

- **Council Member Kerns** suggested making an additional donation to the Boonsboro Ambulance and Rescue Company to help with the revenue lost due to the heavy rains during the Carnival. **No action taken by Council.**
- **Mayor Long** stated that the Grand Opening and Ribbon Cutting Ceremony for the National Road Museum will be held on Saturday, June 21, 2025 at the Museum.
- **Mayor Long** stated that the 30th Anniversary Celebration for Turn the Page Bookstore will be held on Saturday, July 19, 2025.

NEW BUSINESS

Ordinance 2025-01; Fiscal Year 2026 Budgets and Tax Rates for the Town of Boonsboro: Mayor Long stated that Ordinance 2025-01; *Fiscal Year 2026 Budgets and Tax Rates for the Town of Boonsboro* was introduced at the May 12, 2025 Mayor and Council Regular Meeting and that a Public Hearing was held to receive public input. **Motion** by Council Member Kerns, second by Council Member Weaver to approve Ordinance 2025-01; *Fiscal Year 2026 Budgets and Tax Rates for the Town of Boonsboro*. **Motion carried.**

Ordinance 2025-02; Adopt Restrictions on Establishments Selling Cannabis in the Town of Boonsboro: Mayor Long stated that the Ordinance 2025-02; *Adopt Restrictions on Establishments Selling Cannabis in the Town of Boonsboro* was introduced at the May 12, 2025 Mayor and Council Regular 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 Kerns to approve Ordinance 2025-02; *Adopt Restrictions on Establishments Selling Cannabis in the Town of Boonsboro*. **Motion carried**

Proposed “Deliveries Only” Parking Spaces on South Main Street: Town Manager Souders stated that there have been multiple issues with delivery tractor trailer trucks parking on St. Paul Street, despite the red curbs and signage, and blocking traffic, making it unsafe for pedestrians and drivers alike. She stated that they are parking illegally for 30 minutes to an hour at a time while they are making deliveries to Sizzling Fajitas and Jeovani’s Pizzeria because there is no place to safely park on Main Street. She further stated that after speaking with Chief Rizer and the State Highway Administration they are recommending that the first three (3) parking spaces in front of Jeovani’s Pizzeria, 2 South Main Street, be posted with “Delivery Only” signs from 8am until 10am, Monday through Friday. **Motion** by Council Member Weaver, second by Council Member Hollingshead to approve placing “Delivery Only” signs in the first three (3) parking spaces in front of 2 South Main Street from 8am until 10am, Monday through Friday. **Motion carried**

Introduction of Resolution 2025-03; Development Fees: Town Manager Souders presented the Introduction of Resolution 2025-03; *Development Fees* for the Mayor and Councils review, discussion and input. She stated that previous Town Manager Paul Mantello placed the Water and Wastewater Master Plan and Hydraulic Model User Fee into effect to regain funds but it was never made into a formal Resolution. She further stated that Resolution 2025-02 will help provide a way to recoup Superintendent Huntsberry time used for inspections and engineering costs. Town Manager Souders stated that the Resolution would formally implement the following fees for development within the Town boundaries:

- Water and Wastewater Master Plan and Hydraulic Model User Fee: \$1,500.00 per EDU
- Capital Improvement Program Fee: \$1,000.00 per EDU
- Inspection Fee: \$100.00 per EDU

Council Member Kerns stated that we need to find funding for Capital Improvement Projects. Council Member Kitchen stated that every time an EDU is purchased those funds will become Capital Improvement Projects Funds.

COMMISSION REPORTS

Park Board – Council Member Weaver. Meeting held on May 28, 2025. Members from Girl Scout Troop 15024 attended to request permission to place a bat box in Shafer Park. Discussions included the approval to appoint two new Members to the Park Board, updates on the Shafer Park Clean-Up and Walking Trail Ribbon Cutting Ceremony, updates from the Tree Board, updates on the Summer Concerts and Outdoor Movies, updates on the success of the Fishing Derby, the Green Fest Swap and Recycling and Wagon Train Events, updates on the Independence Day event, updates on the new Park benches on the new walking trail, plans to replace two signs on the Born Learning Trail, the approval to place a Little Free Library near the Police Department, updates on a meeting regarding the placement of some of the Disk Golf Course baskets, the need to update the Park Regulation signs in two locations and plans for a Park Treasure Hunt for kids. The June 2025 Meeting has been canceled.

- Mayor Long, on behalf of the Park Board, stated that they are recommending the appointment of Darrell Jones and Katherine Knight to the Park Board for 4-year terms. **Motion** by Council Member Weaver, second by Council Member Kerns to appoint Darrell Jones and Katherine Knight to the Park Board with the term ending June 2029. **Motion carried**

Boonsboro Municipal Utilities Commission – Assistant Mayor Nally. Meeting held on May 21, 2025. The BMUC welcomed Guest Christopher McClary of Fortiline Waterworks. Discussions included the Shafer Park Well Update, the Reservoir Update, the Crestview Water Pressure Reduction and Bypass Project update, the Internal Water Audit update, the Bulk Purchasing of Meters for Developments, the Fees for Utilizing Water and Sewer Hydraulic Models, updates on the Drying Beds, recommendations for Drought Monitoring, the Alternate 40 Debt Service Fee, Charter Amendments, the recommendation to appoint Vern Wachter to the BMUC, discussions for a new BMUC Chairman and System Reports.

- Assistant Mayor Nally stated that this was Colin Shanaberger and Bobby Mose’s last meeting. Mayor Long, on behalf of the BMUC, stated that they are recommending the appointment of Vern Wachter to the BMUC for a 4-year term. **Motion** by Assistant Mayor Nally, second by Council Member Hanson to appoint Vern Wachter to the Boonsboro Municipal Utilities Commission with the term ending June 2029. **Motion carried**

Assistant Mayor Nally stated that Assistant Chairman Loren Norris is sitting in as Acting Chairman until a new one is appointed. Council requested to recognize both Colin Shanaberger and Bobby Mose at an upcoming Mayor and Council Meeting.

Planning Commission – Council Member Kitchen. Meeting held on May 27, 2025. Discussions included the Concept Plans for the Graystone Development, the Preliminary Site Plans for the Fletcher’s Grove Dean North Development, the review of the 3rd revision draft of the Final Plats from the Washington County Board of Education for the McIlwee Subdivision, the review of the Comprehensive Plan which is 75% complete, the review of the Planning Commission By Laws that have not been updated since 2001 and Staff Reports.

- Council Member Kitchen stated that the Town met with T. Wesley Poss of Verdant Development Group on May 6, 2025 to discuss a concept plan that includes a future merger of existing developers and properties and a proposed building of 1,935 new homes. He stated that the Town currently only has 80 water taps left for development. He further stated that the developer of the proposed development on Orchard Drive is now talking about building single family homes.

Economic Development Commission – *Council Member Hanson*. The Networking Meeting was held on May 15, 2025 at the Boonsboro American Legion Clopper-Michael Post 10. The next EDC Meeting will be held on June 25, 2025.

Environmental Commission – *Council Member Hollingshead*. Meeting held on May 14, 2025. Discussions included the Community Garden Manager Emma Eicher, Commission Membership appointments, recommendation to update the BEC Resolution and Subcommittee Reports.

- Council Member Hollingshead stated that BEC Member Janeen Solberg wanted to extend a thank you to the Public Works staff and all of the volunteers for their help with the Green Fest Swap and Recycle Event on May 10, 2025.

Motion by Council Member Hollingshead, second by Assistant Mayor Nally to adjourn the Regular Meeting at 9:03PM. **Motion carried.**

Respectfully submitted,
Kimberly A. Miller, Office Manager