

BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, March 9, 2020

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, March 9, 2020 in the Meeting Chambers. In attendance were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Marilee Kerns, Terri Hollingshead, Tony Nally and Ricky Weaver. Also present were Town Manager Paul Mantello, Office Manager Kimberly Miller and Police Chief Kevin Morgan. Council Member Ray Hanson was not in attendance. 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 Assistant Mayor Byrd to approve the February 10, 2020 **Public Hearing** and **Regular Meeting** and the February 24, 2020 **Public Hearing** and **Workshop Meeting Minutes**. **Motion carried.**
- **Motion** by Council Member Nally, second by Assistant Mayor Byrd to approve the **February 2020 Treasurer's Report**. **Motion carried.**
 - Council Member Kerns stated that there is a \$250,000 CD maturing on March 16, 2020 and a \$200,000 CD maturing on March 27, 2020. She stated that she is recommending that the Council wait until the March Workshop Meeting to check on the available interest rates for reinvesting the funds.
 - Council Member Kerns stated that she is recommending that the Council transfer the \$120,525 out of the restricted funds Wells Fargo Money Market Account and into the Sewer Fund Account to cover the upcoming annual Waste Water Treatment Plant Upgrade CDA Bond principal payment to USDA. **Motion** by Council Member Kerns, second by Council Member Nally to transfer \$120,525 out of the Wells Fargo Money Market Account and into the Sewer Fund Account. **Motion carried.**

PRESENTATIONS

Mayor Long, the Town Council and staff presented Ethan Strickler, former Town Planner, with a Certificate of Appreciation and the gift of a clock for his service and dedication to the Town for the past 2-years.

GUESTS

- Steve Conaway, Life Scout – Boy Scouts Troop 20. Attended the Meeting for his Citizenship in the Community Merit Badge.

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

- **Joe Swope**, 27 Chestnut Avenue. Stated that he saw Apple Valley Waste mix trash and recycling in one trash truck the other week. Stated that he saw that repairs are being made on the Potomac Street sidewalk and asked if the Town is doing the work. Mayor Long stated that State Highway is making the repairs. Stated that he is opposed to building roads and pathways in the Park due to creating hot spots and global warming. Stated that the Town should name the stream in Shafer Park either Warrior Run or Boone Run, and asked that the Town keep the Park as natural as possible. Asked that the Town create regulations to stop balloon releases, noting that they are unsafe for the environment and for children and animals. Stated that the Herald-Mail Newspaper has been posting the wrong dates for the Mayor and Council Meeting for the last few months. Stated that a County Commuter bus is needed in Town. Stated that the Town needs 24-hour Police coverage, and if that can't happen, we need to go back to having the County or State do our Police patrolling. Stated that he is opposed to the Police and public officials taking Town vehicles home. Stated that he wants to see more of a Police presence in the Town Square in the warmer months, like a walking Officer or one riding a moped. Stated that the Forest Conservation Act started the planting of small trees in tubes, and that it is happening too often with planning and developers. Stated that he would like to see that cut back. Stated that the Town needs to increase Impact and Development Fees with the new people moving into the Town, noting that it will help with the tax base. Stated that there are two nursing home facilities in Town, Sterling Care and Fahrney Keedy. Asked what is being done to help them with the Coronavirus? Stated that he wants the Town to be proactive rather and not reactive, and protect the elderly, workers, staff and citizens.

MAYOR AND COUNCIL MEMBER CORRESPONDENCE

- **Mayor Long** stated that Public Works Superintendent Greg Huntsberry passed the Erosion and Sediment Control exam
- **Mayor Long** stated that the Mayor and Council have been invited to Andrew Scalese's Eagle Scout Court of Honor on Sunday March 29, 2020 at 2:00PM at St. James Catholic Church.

Police Department Report – Chief Morgan. The Police Department received 46 calls for service, which included 108 motor vehicle violator contacts and 0 Parking Citation for the month of February 2020. There were 0 adult criminal arrests, 1 adult paper service arrests, 0 adult traffic arrests, 2 juvenile arrests for vandalism in Shafer Park. Stated that Ryan Christman finished his Police Officer Comparative Compliance Training and is currently working on his 180 hours of FTO Training with Officer Rizer. Stated that all three of the new pre-owned Police vehicle are road ready.

- Council Member Nally stated that he has received complaints from Trinity Lutheran Church members that teenagers have been skateboarding on the sidewalks and properties near the Church. Council Member Hollingshead stated that she has seen them skateboarding on Main Street and side streets as well. Mayor Long stated that there is an Ordinance prohibiting skateboarding in the Town Center area of Main Street.

NEW BUSINESS

Antietam Cable Television Franchise Agreement and Irrevocable Amendment: Mayor Long stated that he is requesting that the Council table this Agenda item until the April Regular Meeting, noting that there will be a Close Session held at 6:00PM prior to the March 30, 2020 Workshop Meeting. **Motion** by Council Member Kerns, second by Council Member Nally to table the Introduction of Ordinance 2020-03: *Antietam Cable Television Franchise Agreement*. **Motion carried.**

Request for Proposals: Shafer Park Parking Lots Project and Shafer Park Facilities Roof Replacement Project: Town Manager Mantello stated that a Program Open Space (POS) Grant was awarded to cover 90% of the funding for the milling and asphalt overlay Project for the Shafer Park parking lots and the replacement roofs Project for the six Shafer Park Facilities; the Community Center, Pavilions 4, 5 and 6, the gazebo, and the east restroom building. He stated that he is making the recommendation to place the two Request for Proposals out for bids so that the Projects can be completed by May 1, 2020 and before the events start happening in Shafer Park this season. **Motion** by Council Member Hollingshead, second by Assistant Mayor Byrd to place the Request for Proposals for the Shafer Park Parking Lots Project and Request for Proposals for the Shafer Park Facilities Roof Replacement Project out for bids. **Motion carried.**

Recommendation to add Equal Opportunity Plan and Random Employee Drug Screening to Policy Manuel: Town Manager Mantello stated that he is working on updating and adding information to the Town's Policy Manuel. He stated that he is recommending that the Equal Opportunity Plan (*MC14: EQUAL OPPORTUNITY PLAN*) and the Town Employee and Mayor and Council Drug and Alcohol Screening (*ADMIN01: DRUG & ALCOHOL SCREENING*) sections be added to the Town's Policy Manuel. **Motion** by Assistant Mayor Byrd, second by Council Member Hollingshead to add the Equal Opportunity Plan and the Drug and Alcohol Screening sections to the Town's Policy Manuel. **Motion carried.**

Public Safety Commission Request for 1-Way Street – Brining Lane: Public Safety Commission Chairman Rick Stevens stated that the Public Safety Commission is recommending that Brining Lane, beside the Bast Museum of History on North Main Street, be made 1-way entering from North Main Street to Center Street due to safety concerns. **Motion** by Council Member Hollingshead, second by Council Member Weaver to make Brining Lane 1-way entering from North Main Street to Center Street. **Motion carried.**

Resolution 2020-01: Amendment to Resolution 2015-01; Boonsboro Public Safety Commission: Public Safety Commission Chairman Rick Stevens stated that the Public Safety Commission is requesting to amend Resolution 2015-01; *Boonsboro Public Safety Commission* to increase their membership size from seven (7) members to ten (10) members which would include one dedicated Commission Member from each of the Police, Fire and Rescue Departments. He stated that the Members would have to be a 'member in good standing' with their Department and would not have to live within the Town limits. He further stated that the new Members would also have voting rights with the PSC. **Motion** by Council Member Nally, second by Council Member Weaver to approve Resolution 2020-01: *Amendment to Resolution 2015-01; Boonsboro Public Safety Commission* which would increase the Public Safety Commission's membership size from seven (7) voting members to ten (10) voting members by adding a dedicated 'member in good standing' from the Boonsboro Police, Fire and Rescue Departments. **Motion carried.**

- Public Safety Commission Chairman Rick Stevens stated that a Public Safety Commission has requested that the Mayor and Council decide whether to reappointment Chad Matthews, who's term expired in February 2020. He stated that the PSC motioned to reappoint Mr. Matthews and the vote was two (2) for reappointment and three (3) abstaining from the vote, noting that Mr. Matthews has missed multiple meetings in a row due to his work schedule but that he hopes to be able to attend more meeting in the future. Council discussed Resolution 1988; *Board and Commissions:*

- Article IV. Removal of Members: Members of boards or commissions are required to attend all meetings of the board or commission to which they are appointed. Absence at three regular meetings by any member of the board or commission without presenting a satisfactory excuse to the chairman shall result in a recommendation to the Mayor and Council for the removal of that member. Once appointed, a member may only be removed from a board or commission by a majority vote of the Mayor and Council.

Motion by Council Member Hollingshead, second by Council Member Weaver to not reappoint Chad Matthews to the Public Safety Commission. Mayor Long called for a **Roll-Call Vote**:

- Council Member Hollingshead – yes
- Council Member Nally – yes
- Assistant Mayor Byrd - yes
- Council Member Kerns - yes
- Council Member Weaver – yes
- *Council Member Hanson - absent*

Motion carried 5-0 to not reappoint Chad Matthews to the Public Safety Commission. Recommendation is for the PSC to accept applications for this vacancy. **Motion carried.**

Recommendation to Appoint Public Safety Commission Member - Crystal Galivan: Mayor Long, on behalf of a recommendation from the Public Safety Commission, stated that he is recommending the appointment of Crystal Galivan to the Public Safety Commission for a 4-year term. **Motion** by Assistant Mayor Byrd, second by Council Member Nally to appoint Crystal Galivan to the Public Safety Commission for the term ending March 2024. **Motion carried.**

Council Member Kerns stated that the Town received a request for donations from the Rohrersville Ruritan for their 63rd Annual Strawberry Festival on June 6 and 7, 2020. She stated that last year the Town donated \$100 and that there is currently \$600 left in the Donation Budget. **Motion** by Council Member Hollingshead, second by Council Member Kerns to donate \$100 to the Rohrersville Ruritan 63rd Annual Strawberry Festival. **Motion carried.**

COMMISSION REPORTS

Public Safety Commission – *Chairman R. Stevens*. Meeting held on February 20, 2020. Discussions included Cert Training, Washington Goes Purple, the PSC Budget, the recommendation to enlarge membership from 7 member to 9 members by adding a dedicated member from the Fire Department and one from the Rescue Company, the recommendation to request clarification from the Mayor and Council regarding Commission Member terms and absences, the recommendation to appoint Crystal Galivan to the PSC, the recommendation to post speed limit signs at the intersection of Sycamore Run and Monument Drive, and the recommendation that Brining Lane, beside the Bast Museum of History, be made 1-way entering from North Main Street to Center Street due to safety concerns.

- **Request to post 20mph Signage on Monument Drive**: Public Safety Commission Chairman Rick Stevens stated that the Public Safety Commission is recommending that 20mph speed limit signs be posted in the remaining unposted area on Monument Drive. Council recommended that Public Works Superintendent Huntsberry check the speed limit signs currently posted on Monument Drive and continue the same speed limit signs on the remaining unposted area of the road.

Park Board – *M. Kerns*. Meeting held on February 26, 2020. Discussions included the presentation and approval to hold the Cruise for Kidz Auto Show, benefitting Children’s National Hospital in the Park on July 12, 2020, the Boy Scout Troop 20 “Dutch Oven Games” in Shafer Park on March 27 to March 29, the Tree Board grant for \$908 to be used to purchase 16 trees, the upcoming Tree Board seminar and Arbor Day – Earth Day Park Clean-up event on April 26, 2020, the Fishing Debry and Pond Dedication on May 2, the Wagon Train, Independence Day Event, Movie Nights and Concert Series updates, and the request for Board Members to prepare a list of projects for the Fiscal Year 2021 POS Grant request.

Utilities Commission – *T. Nally*. Meeting held on February 9, 2020. Discussions included an update on the Water Meter Replacement Program, the Keedysville Springhouse Weir Wall Repair and Renovations, the Boonsboro High School Irrigation Well, the Water Loss Task Force, the Wastewater Model Contract with WRA, the Crestview Pump Station Streambank Restoration and the Shafer Park Well.

Planning Commission – *R. Byrd*. Meeting held on February 25, 2020. Discussions included the Temporary Storage Container Ordinance Revisions Discussion, Comprehensive Plan Update and the tentative scheduling for Workshop Meetings, the Air BnB and Short Term Rentals updates and review of the Town of Sharpsburg’s Ordinance, the inflatable tube man located at

My Mini Mart & Deli at 23 South Main Street, BNAB20-01; the Ryan Homes Driveway(s) As-Built Submittal and Bond Reduction and the South End Pump Station and Ostertag Pass and Sycamore Run updates.

Economic Development Commission – *M. Kerns*. Meeting held on February 26, 2020. Discussions included the Spring/Summer rack card, the EDC Mission Statement, the Appalachian Trail Conservancy Community Program update, the Sustainable Community Designation update, the suggestion to introduce parking meters, the enforcement of 2-hour parking limits and the request to place available parking on Waze and Google maps, the success of the Hospitality and Tourism Roundtable on January 15 and the upcoming Networking Breakfast on Thursday, March 19, 2020 at 7:30am at Vesta's Restaurant, with guest speaker Heidi Bodenheimer, Health Coach. The next EDC Meeting will be on April 22, 2020 in the Meeting Chambers at 9:00am.

Environmental Commission – *T. Hollingshead*. Meeting held on February 11, 2020. Discussions included the approval of the 2019 Annual Report, the plans to work on the BEC Fiscal Year 2021 Budget at the March Meeting and Subcommittee Reports.

Town Manager Report – *P. Mantello*

- Stated that he had a meeting about placing two electric vehicle charging parking spaces in the Town Hall parking lot
- Stated that the Keedysville Springhouse Weir Wall Project is completed and that he is looking for retroactive Grant funding options
- Stated that five (5) ADEs and Bleeding Control Kits were purchased with the Nora Roberts Grant funds and that they will be placed at Police Department, the Waste Water Treatment Plant, the Maintenance Shop, the Community Center and Town Hall

Council Member Kerns stated that Budget Workshop Meetings will need to be scheduled soon and suggested that Town Manager Mantello meet with the Department heads to get an idea of what will need to be budgeted for Fiscal Year 2021.

Motion by Assistant Mayor Byrd, second by Council Member Hollingshead to adjourn the Regular Meeting at 9:07PM. **Motion carried.**

Respectfully submitted,

Kimberly A. Miller, Office Manager