

BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, March 9, 2026

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, March 9, 2026 in the Town Annex Meeting Chambers. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Eric Kitchen, Marilee Kerns, Ray Hanson, Terri Hollingshead and Ricky Weaver. Also present were Town Manager Rachel Souders, Office Manager Kimberly Miller, Town Planner Drew Bowen, Water and Wastewater Superintendent Pete Shumaker, Public Works Superintendent Greg Huntsberry, Police Chief Dave Rizer, Assistant Police Chief/Lieutenant James Rogers, Sergeant Rob Whittington 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 REPORTS

- **Motion** by Council Member Kerns, second by Assistant Mayor Nally to approve the Regular Meeting Minutes from February 9, 2026 and the Workshop Meeting Minutes from February 23, 2026, as amended. **Motion carried.**
- Assistant Mayor Nally presented the February 2026 Treasurer’s Reports. **Motion** by Council Member Kerns, second by Assistant Mayor Nally to approve the February 2026 Treasurer’s Reports. **Motion carried.**

PUBLIC COMMENTS

Carter Imes, *Comcast Government Affairs Representative for Western Maryland*, introduced himself to the Mayor and Council.

FACILITIES REPORTS

PUBLIC WORKS SUPERINTENDENT’S REPORT – Greg Huntsberry

- Stated that Custom Landscape Management did the annual Yard Debris Site tub-grinding and that it took them five days to mulch everything. Stated that there was a lot of foreign debris mixed in with the leaves, grass and brush. Stated that the Public Works staff picks up approximately 13 loads of brown bags every Monday and it would cost a lot of money to haul that to the Washington County Landfill. Council discussed contacting J&J Trash Service to see if they could pick up yard debris and what the additional cost would be.
- Stated that Public Works has been working on the restrooms to get Shafer Park open for the season on April 4, 2026.
- Stated that they are still fixing a few small leaks in the water meters around Town as they find them.

WATER AND WASTEWATER SUPERINTENDENT’S REPORT – Pete Shumaker

- Stated that this was a good month and everything in the Water Departments is running well.
- Stated that they are still having issues with the sewer pump on Young Avenue. Stated that the old pump is outdated and needs new piping and hook-ups, and that the backflow preventors need replaced.
- Stated that Intermediate Pump #3 at the Waste Water Treatment Plant was pulled and will be inspected for issues. Stated that they had some water in the WWTP filter room during the recent storm but that it was caught quickly.

TOWN MANAGER’S REPORT – Rachel Souders

- Stated that interviews were conducted for the Public Works Department position and that the new Municipal Service Worker, Austin Moore, will begin with the Town on March 16, 2026.
- Stated that the Maryland Department of General Services (DGS) has indicated that there were documents missing, as well as incorrect documents submitted, from when Paul Mantello was the Town Manager for the Town’s 2021 Award to repair the Weir Wall at the Keedysville Springhouse. Stated that she has been working to get this corrected.
- Stated that the Environmental Protection Agency (EPA) will do a site visit at the Reservoir on March 18, 2026 to continue the process for our pending funding award for \$1,000,000. Stated that she has also been providing the numerous documents they have requested.
- Stated that the application for the \$500,000 50/50 match Appalachian Regional Commission (ARC) funding to address the Inflow and Infiltration may require a Preliminary Engineering Report be done before funding can be approved.
- Stated that we have two employee work anniversaries this month: Public Works Municipal Service Worker Ryan Ward – 11 years and Water and Waste Water Operator Mike Olthof – 2 years.
- Stated that the deadline for the McIlwee’s to be out of the house at 202 Maple Avenue is March 9, 2026. Stated that Town Planner Bowen has been working with Potomac Edison to have the electric disconnected from the house before demolition can begin. Stated that Wastler and Son, Inc. will be doing the demolition.

TOWN PLANNER'S REPORT – Drew Bowen

- Stated that contractors for the High's Dairy Store have been working on site. Stated that the tanks are in and the floor is ready for concrete.
- Stated that the Dean South model home is almost complete.
- Stated that everything has been approved for the McDonald's on Chase Six Boulevard and all of the Site Plan requirements have been fulfilled. Stated that the land transfer will occur between Draper and McDonalds soon.
- Stated that work will begin on Potomac Street (Route 34) in April 2026 for the Crestview Water Pressure Reduction and Bypass Project. Stated that he is working on getting a price to replace the waterline on Potomac Street from King Road to the Town Square per the BMUC's request.
- Stated that the final draft of the Comprehensive Plan is on the Town website and he will be sending it out for comments before the Public Hearings are scheduled.
- **Stated that there will be a Board of Zoning Appeals Administrative Meeting on March 17, 2025 for a refresher course with the Town Lawyer to go over the procedures for Appeal Cases.**

POLICE DEPARTMENT REPORT – Sergeant Rob Whittington. The Police Department received 127 calls for service, 79 motor vehicle violator stops and 108 violator citations, 3 parking citations and 7957 traffic enforcement/patrol checks for the month of February 2026. There was 1 adult criminal arrest, 3 adult paper service arrests, 1 adult traffic arrest and 0 juvenile arrests.

MAYOR AND COUNCIL UPDATES and CORRESPONDENCE

- **Mayor Long** stated that we received a thank you note and photo from the Boonsboro High School "We the People" team for the \$100 donation.

NEW BUSINESS

Bid Award for Construction Management & Inspection of Chase Six Blvd Project: Town Planner Bowen presented the bid results for the Construction Management and Inspection of the Chase Six Boulevard and Campus Avenue Project for the Councils review and input. He stated that two bid proposals were received: ARRO Consulting, Inc. in the amount of \$145,250 and Charles P. Johnson and Associates, Inc. (CPJ) in the amount of \$78,680. He further stated that ARRO's proposals include an additional 20 days of time for an anticipated 'before and after' construction window. Town Planner Bowen stated that staff is recommending that the Project be awarded to CPJ, noting that CPJ wrote the specs for the Project as well. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to award the Construction Management and Inspection of the Chase Six Boulevard and Campus Avenue Project to Charles P. Johnson and Associates, Inc. (CPJ) in the amount of \$78,680. **Motion carried.**

Fiscal Year 2027 Real Estate and Personal Property Tax Rates (2026 Constant Yield Tax Rate): Town Manager Souders stated that the Town received the 2026 Constant Yield Tax Rate (CYTR) Certificate Notice from the Maryland Department of Taxation for the Tax Year beginning July 1, 2026 with the projected Tax Rate of .3385, which is lower than the Town's current Tax Rate. She stated that the Notice does not need to be advertised as long as the Town does not plan to change the Tax Rate and maintain the current .3591 rate. **Motion** by Council Member Kitchen, second by Assistant Mayor Nally to accept the current Constant Yield Tax Rate of \$0.3591 for the Tax Year beginning July 1, 2026. **Motion carried.**

Reappointment of Boonsboro Election Board Registrars and Disinterested Person: Mayor Long stated that the Town Election will be held on May 12, 2026 and that Election Registrars Esther Dean and Dennis Hockensmith and Disinterested Person Hesbia Foster terms are up for renewal. He stated that he is recommending the reappointment of Esther Dean, Dennis Hockensmith and Hesbia Foster for 4-year terms ending March 2030. **Motion** by Council Member Kitchen, second by Council Member Kerns to reappoint Election Registrars Esther Dean and Dennis Hockensmith and Disinterested Person Hesbia Foster for 4-year terms ending March 2030. **Motion carried.**

National Pike Festival Request for Hotel-Motel Tax Funds: Town Manager Souders stated that the James Shaul Wagon Train Foundation is requesting that the Town donates \$500 from the Washington County Hotel Motel Tax to help offset the cost of their rental van for participants to travel in from the dropping points to the starting points. She stated that this is an annually budgeted donation from the Park Board. **Motion** by Assistant Mayor Nally, second by Council Member Kerns to approve donating \$500 to the James Shaul Wagon Train Foundation from the Washington County Hotel Motel Tax. **Motion carried.**

Consideration of Financial Support for the JFK Ultramarathon: Town Manager Souders reviewed that Environmental Commission Member, Inn Keeper and Chef for Inn BoonsBoro and JFK 50 Mile Ultramarathon enthusiast Spice Cromie

attended the February 23, 2026 Workshop Meeting on behalf of Mike Spinnler, Director of the JFK 50 Mile Race, to make a plea to the Town to advocate to the Washington County Board of County Commissioners because the Race Committee found out that they will only be receiving \$5,000 in funds out of their prior annual \$20,000 Hotel-Motel Grant. She stated because of the lack of funding, the JFK Race Committee is considering moving the entire race course to Frederick County which will have a negative impact on the Town, the County and the runners. She further stated that she in turn advocated on behalf of the JFK 50 Mile Ultramarathon by sending letters to the JFK 50 Mile Ultramarathon Race Committee, the Washington County Board of County Commissioners and the Hagerstown - Washington County Convention and Visitors Bureau as requested by the Mayor and Council. Town Manager Souders stated the response from the Washington County Board of County Commissioners was what she expected that funds from the Washington County Hotel-Motel Grants are not guaranteed and are supposed to be used by the recipient as start-up funding with the recipient becoming self-sufficient as time goes on and are not supposed to be a long-term solution. She stated that the response that she received from the Hagerstown - Washington County CVB was a suggestion to split the cost of the additional needed funding with the Town to help keep the JFK 50 Mile Race in Boonsboro for 2026, but that they could not guarantee that they could commit the funds every year. Council Member Hollingshead asked where we would pull the funds from in the Budget, and that the Town only give \$100 donations to other requests. Council Member Hanson read a letter from the Economic Development Commission in support of keeping the JFK 50 Mile Ultramarathon in Boonsboro. Council Member Kitchen stated that if we give the Race Committee money this year, they will expect it every year going forward. **Consensus is to TABLE the discussion.**

BMUC Recommendation for Honorary Naming of the New Reservoir: Assistant Mayor Nally stated that the Boonsboro Municipal Utilities Commission is recommending the honorary naming of the Dewatering Press for Raymond Hoffman and the Town Reservoir for Stuart "Stu" Mullendore to recognize those two gentlemen for their dedication to the Town, noting that the Council already knew about the dedication of the Dewatering Press for Mr. Hoffman. He stated that former BMUC Chairman Colin Shanaberger submitted a letter of request for the naming of the Reservoir due to Mr. Mullendore's involvement with the start-up of the Project when Mr. Mullendore was the BMUC Chairman. Council Member Kerns stated that not only was Mr. Mullendore the BMUC Chairman, but he was also the Mayor of Boonsboro from 1976 to 1980. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to approve the honorary naming of the Boonsboro Reservoir after Stuart "Stu" Mullendore. **Motion carried.**

Personnel Manual Updates: Town Manager Souders presented the Town Employees Personnel Manual updates for the Mayor and Councils review and input. She stated at the last Personnel Committee Meeting they made two recommendations:

- The pay range for the Public Works Superintendent was less than the pay range for the Water – Wastewater Superintendent. The recommendation is to make them equal at \$35.93 to \$49.22 per hour, or \$106,287 to \$137,354 per year.
- Under Vacation Leave, **Maximum Accumulation:** the last pay day of each Fiscal Year the maximum accumulated benefit allowed is **260 hours, or 30 days**. The recommendation is to add the following, which was assumed but needed to be documented in writing:
 - **Payout Upon Separation:** Accumulated Vacation Leave may be paid out upon resignation or retirement. Payout will be at the employee's regular rate of pay, **up to a maximum of 260 hours**.

Motion by Assistant Mayor Nally, second by Council Member Kitchen to approve the Town Employees Personnel Manual updates as presented. **Motion carried.**

Resolution 2026-01; Support of HB 1142, Establishing the Task Force to Modernize County and Municipal Revenue Sources:

Town Manager Souders presented Resolution 2026-01; *Support of HB 1142, Establishing the Task Force to Modernize County and Municipal Revenue Sources* for the Mayor and Councils review and input. Town Manager Souders stated that the Maryland Municipal League is recommending that all Municipalities adopt the Resolution to establish a Task Force because the current tax structure fails to reinvest a fair share of the tax revenue generated within Municipal borders back into the local infrastructures. She stated that Maryland is one of only six states that fails to share tax revenue from the sale of goods or services with local Governments or allows those Governments to collect it themselves, creating an overreliance on property taxes. She further stated that according to the MML, the current local revenue structure in Maryland has not been comprehensively updated in decades and does not reflect the modern shift toward a service and digital based economy and that the proposed Task Force would provide a data-driven, non-partisan forum to study these inequities and recommend solutions that ensure that Municipal Governments can remain fiscally resilient without overburdening local property owners.

Motion by Council Member Kitchen, second by Assistant Mayor Nally to approve Resolution 2026-01; *Support of HB 1142, Establishing the Task Force to Modernize County and Municipal Revenue Sources*. **Motion carried.**

COMMISSION REPORTS

Park Board – *Council Member Weaver*. Meeting held on February 25, 2026. Did not have a quorum so nothing was approved or voted on. Discussions included the ongoing issues with the Disk Golf Course and no response from the email sent to Ms. Vargason and Mr. Dolly on January 12, 2026, the scheduling of the Annual Shafer Park Clean-Up for April 26, 2026, an update on the times and age ranges for the Fishing Derby, an update on the Wagon Train, an update that the Independence Day Celebration vendor applications are on the Town website, the plans to finalize the Fiscal Year 2027 Budget at the March meeting, and the issue with dog waste in the Park. The problem was discussed, but there is no easy solution. Discussed possibly adding more bag stations, making sure they are emptied regularly, and have information about the danger of dog waste at the Park clean-up in April were suggestions. There will be more discussion at the March Meeting.

Boonsboro Municipal Utilities Commission – *Assistant Mayor Nally*. Meeting held on February 18, 2026. Discussions included the Reservoir Replacement Project update, the Crestview Water Pressure Reduction and Bypass Project update, there were no Water and Sewer Capacity Study updates, an update on the Fortiline - Kamstrup Advanced Water Meter Radio Pilot Program, an update on the EDU Allocation for Boonsboro Ambulance & Rescue, the approval to recommend the dedication and naming of the Dewatering Facility and the Reservoir to Ray Hoffman and Stu Mullendore, respectively, and System Reports.

Planning Commission – *Council Member Kitchen*. Meeting held on February 24, 2026. Discussions included the Concept Plans for Battlefield Estates without Age Restriction Housing, the Preliminary Site Plans for Fletcher's Grove Ringley, Dean North, and McDonald's as well as the BMUC certified fixture unit count and walking trail, the Ambulance Company's BMUC certified fixture unit count, review of the final draft of the Comprehensive Plan and that it will be available on the Town website after February 24, 2026, the Floating Zone Text Amendment timeline discussion, the Planning Commission Code of Conduct and Oath of Office discussion, the vacancy on the Planning Commission at the end of March 2026 when Scott Shippey steps down, and Staff Reports.

- Mayor Long made the recommendation to reappoint David Parmelee to the Planning Commission for a 5-year term ending March 2031. **Motion** by Council Member Kitchen, second by Assistant Mayor Nally to approve to reappointed of David Parmelee to the Planning Commission for a 5-year term ending March 2031. **Motion carried.**
- Town Manager Souders stated that the vacancy on the Planning Commission is for an Alternate Member. She stated that when Steve Jamison stepped down the Commission was fully staffed because the Liaison is a voting member of the Commission.
- Council Member Hanson asked if the cemetery, behind the Ringley farmhouse, is located on private property. Town Planner Bowen stated that the cemetery is not located in Town limits.

Economic Development Commission – *Council Member Hanson*. Meeting held on February 25, 2026. Discussions included upcoming grant opportunities, the Downtown Beautification Project, the upcoming Networking Meetings, upcoming Ribbon Cutting Ceremonies, the Quarterly Rack Cards, updates on Main Street Maryland, updates on the Visitor Center, new business activities and updates, Commission Member openings and roles going forward (such as the Secretary/Treasurer, POC for Beautification, rack cards and Networking), and Committee Reports. The Annual Commission Networking Mixer will be held on March 5, 2026 at Boro Live in The Book room from 6pm to 8pm.

Environmental Commission – *Council Member Hollingshead*. Meeting held on February 11, 2026. Discussions included plans to send Newsletter entries to Office Manager Miller for the Spring 2026 issue, the approval of the 13th Annual Report with corrections, the potential new Commission Member, Harrison Stone, to attend March 2026 Meeting, the Fiscal Year 2027 Budget and Subcommittee Reports.

Assistant Mayor Nally reminded the Mayor and Council to attend the Trinity Evangelical Lutheran Church of Boonsboro's Steeple Dedication Ceremony on March 15, 2026 at 11:15am. He stated that he attended the Speicher's event with Police Chief Rizer and Council Member Hanson and learned a lot. He stated that the Annual Alumni Flower and Garden Show is this weekend, March 14 and 15, 2026 at the ARCC Arena at Hagerstown Community College.

Motion by Assistant Mayor Nally, second by Council Member Hollingshead to adjourn the Regular Meeting at 8:18PM. **Motion carried.**

Respectfully submitted,

Kimberly A. Miller, Office Manager

BOONSBORO MAYOR AND COUNCIL
BUDGET WORKSHOP MINUTES
Monday, March 30, 2026

The Mayor and Council of Boonsboro held a Budget Workshop Meeting on Monday, March 30, 2026 in the Town Annex Meeting Chambers. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Eric Kitchen, Marilee Kerns, Ray Hanson, Terri Hollingshead and Ricky Weaver. Also present was Town Manager Rachel Souders. Mayor Long convened the meeting at 6:00PM.

- Review of Zoning Fee Schedule – Town Manager Souders stated that the Zoning Fee Schedule had last been reviewed and updated in 2024, and should be reviewed again during this budget cycle. Assistant Mayor Nally had been in recent communication with the Town Planner regarding the Town’s expenses for Board of Zoning Appeals (BZA) cases and found that the fee charged for BZA cases is not sufficient to cover the Town’s expenses for such cases. Town Manager Souders will total all costs the Town incurs for BZA cases (Town staff time, newspaper ads, BZA members’ compensation, etc.) and recommend a revised amount to the Council. In addition, Town Manager Souders will work with the Town Planner (and other Town staff as needed) to evaluate whether all current Zoning Fees need to be updated.

- Review of FY27 Draft Budget – Town Manager Souders led the Mayor & Council through a thorough review of the Water Fund, Sewer Fund, and General Fund projected revenues and expenses for FY27. Key points included:
 - The current version of the budget shows a \$829,998 deficit for the Chase Six Project, and a \$910,989 overall deficit for the Town’s FY27 year.
 - Health, Life, and STD Insurance expenses seem too high and perhaps are allocated incorrectly across the 3 funds
 - State Shared & Local Income Tax revenue seems too low
 - Interest & Dividend revenue is anticipated to be significantly less than FY26 due to wrapping up large projects and depleting funds
 - The Town is still spending more on Sanitation and Recycling than it collects from residents’ payments
 - The Town will no longer collect County Building Permit Fees and Excise Taxes; instead, the County will collect these and then pay the Town portion
 - Health Insurance, Property & Liability Insurance, and Electricity are expected to increase significantly in FY27
 - The BMUC recommended the Water Connection Fee be increased from \$10,550 to \$12,000
 - Highway User Revenue could possibly be used to help fund Chase Six
 - The Town spends approximately \$12,800 each year to pick up yard debris bags every Monday during the Spring and Summer months. If we would contract this service with J&J, it would cost \$32,500 per year.

Town Manager Souders will incorporate the changes discussed during this meeting and schedule a follow-up Budget Workshop to review the new deficit amount.

Motion by Council Member Weaver, second by Council Member Hollingshead to adjourn the meeting at 8:28PM. **Motion carried.**

Respectfully submitted,
Rachel Souders, Town Manager

BOONSBORO MAYOR AND COUNCIL
BUDGET WORKSHOP MINUTES
Monday, April 6, 2026

The Mayor and Council of Boonsboro held a Budget Workshop Meeting on Monday, April 6, 2026 in the Town Annex Meeting Chambers. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Eric Kitchen, Marilee Kerns, Terri Hollingshead and Ricky Weaver. Also present was Town Manager Rachel Souders. Council Member Ray Hanson was unable to attend. Mayor Long convened the meeting at 6:00PM.

- Review of FY27 Draft Budget – Town Manager Souders led the Mayor & Council through a review of the changes made to the FY27 draft budget since the previous Workshop. Key points included:
 - Paving expenses will be limited to high-priority projects in order to free up Highway User Revenue (HUR) funding for the Chase Six Project. HUR funding in reserves was added to the Project budget.
 - Sanitation charges will be increased to \$50 so the Town will only operate at an \$8,107 deficit.
 - Ambulance & Fire Department Contributions will remain at \$28,000 each instead of being increased to \$30k
 - Cost of Living Adjustments (COLAs) were reduced from 3.0% to 2.0%
 - The Town Hall exterior improvements were removed, except for repairing the front steps as they present a safety hazard
 - The part-time police officer was removed
 - The new police vehicle was removed and vehicle maintenance was increased to accommodate the repairs that will be necessary due to not replacing the Chief's vehicle
 - Health, Life, and STD Insurance expenses still seem too high, so Town Manager Souders will review these again with the Office Manager
 - State Shared & Local Income Tax revenue still seems too low and should be increased to \$650,000

The budget draft shared at the start of the meeting reflected a \$160,911 deficit for the Chase Six Project, which is the overall deficit for the Town's FY27 year. Town Manager Souders will incorporate the changes discussed during this meeting and present the revised version at a future meeting.

Mayor Long reminded everyone that Certificates of Nomination are due at 4:30 pm on Monday, April 13, 2026.

Motion by Council Member Hollingshead, second by Council Member Kerns to adjourn the meeting at 7:19PM. **Motion carried.**

Respectfully submitted,
Rachel Souders, Town Manager