

BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, May 10, 2021

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, May 10, 2021 in the Meeting Chambers. The Meeting was streamed via GoToMeeting online for the public. In attendance were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Marilee Kerns, Ray Hanson, Terri Hollingshead, Tony Nally and Ricky Weaver. Also present were Town Manager Paul Mantello, Office Manager Kimberly Miller, Town Planner Reiley Stanley and Police Chief Kevin Morgan. 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 Byrd, second by Council Member Kerns to approve the **April 12, 2021 Regular Meeting and Public Hearing** and the **April 26, 2021 Workshop Meeting Minutes. Motion carried.**
- **Motion** by Council Member Nally, second by Council Member Hollingshead to approve the **April 2021 Treasurer’s Report. Motion carried.**

PRESENTATION - Miss Poppy Proclamation

Mayor Long presented the annual Proclamation to Keira Deckhut, Clopper-Michael American Legion Post 10’s Miss Poppy 2021. This year Post 10 has three Miss Poppy’s including Keira Deckhut, Serenity Smith and Miranda Werst.

PUBLIC COMMENTS

- **Olivia Stann – Shafer Park Eagle Scout Project.** Scout Stann, of Troop 2119, presented an update on her Eagle Scout Project of constructing a Gaga Ball Pit in Shafer Park near the Police Department and Tot Lot on April 17, 2021.

MAYOR AND COUNCIL CORRESPONDENCE

- Mayor Long stated that a thank you card was received from Linda Grove and her family for the dedication of the Hawkins Grove Pond in honor of her late husband Ray Grove and Park Board Member Rich Hawkins
- Mayor Long stated that the Council received an invitation to take part in the Boonsboro High School Class of 2021 Senior Drive-By on May 26, 2021 at the High School.

POLICE DEPARTMENT REPORT – Chief Morgan. The Police Department received 74 calls for service, which included 82 motor vehicle violator contacts and 0 Parking Citations for the month of April 2021. There was 1 adult criminal arrest, 0 adult paper service arrests, 0 adult traffic arrests, and 0 juvenile arrests.

NEW BUSINESS

Renewal of Ordinance 2020-04; To Amend the Code of the Town and Adopt a New Ordinance - Civil Emergency: Mayor Long stated that due to the State of Emergency declared by Governor Hogan due to the COVID-19 pandemic, the Town enacted an Ordinance 2020-04; *To Amend the Code of the Town and Adopt a New Ordinance - Civil Emergency.* He stated that the Ordinance must be renewed every 30-days to keep it active. **Motion** by Assistant Mayor Byrd, second by Council Member Weaver approve the renewal of Ordinance 2020-04; *To Amend the Code of the Town and Adopt a New Ordinance - Civil Emergency.*

Mayor Long called for a **Roll-Call Vote:**

- Council Member Hollingshead - No
- Council Member Nally- No
- Assistant Mayor Byrd - Yes
- Council Member Kerns - No
- Council Member Weaver - Yes
- Council Member Hanson - No

Motion failed 2-4.

Introduction of Ordinance 2021-02; Adopt the Fiscal Year 2022 Budgets and Tax Rates for the Town of Boonsboro: Council Member Kerns presented the Introduction of Ordinance 2021-02; *An Ordinance to Adopt the Fiscal Year 2022 Budgets and Tax Rates for the Town of Boonsboro* for the Council's review and input. She stated that she is recommending the Introduction of Ordinance 2021-02, with a Public Hearing scheduled for June 14, 2021 at 6:30PM. Council Member Kerns reviewed the approved Tax Rates for Fiscal Year 2022.

- For the tax year beginning July 1, 2021, the estimated Real Property assessable base will increase by 2.3%, from \$328,112,618 to \$335,720,698.
- If the Town maintains the current tax rate of \$0.3591 per \$100 of assessment, Real Property Tax Revenues will increase by 2.3% resulting in \$27,321 of new Real Property Tax Revenues.
- In order to fully offset the effect of increasing assessments, the Real Property Tax Rate should be reduced to \$0.3510, the Constant Yield Tax Rate.
- The Town of Boonsboro is considering not reducing its Real Property Tax Rate enough to fully offset increasing assessments. The Town proposes to adopt a Real Property Tax Rate of \$0.3591 per \$100 of assessment. This Tax Rate is 2.3% higher than the constant yield tax rate and will generate \$27,321 in additional Property Tax Revenues.

Motion by Council Member Kerns, second by Assistant Mayor Byrd approve the Introduction of Ordinance 2021-02; *An Ordinance to Adopt the Fiscal Year 2022 Budgets and Tax Rates*. **Motion carried.**

Maple Avenue Traffic Study Recommendation: Chief Morgan reviewed his presentation of the Maple Avenue traffic study. He stated that from April 7 to April 12, 2021 there were 9,523 vehicles traveling on north-bound Maple Avenue, noting that the posted speed limit is 30mph and that 1,935 of those vehicles were traveling above 40mph with 64 of those vehicles traveling in excess of 50mph. He further stated that a speed camera would help in that area but that most motorists will speed before and after they are out of the cameras range, noting that he is not in favor of speed cameras, noting that it is his opinion that Police radar patrol is the best way to prevent speeding, but that it is up to the Mayor and Council if they would like one installed. Chief Morgan stated that will obtain quotes for the Councils review and request a presentation from OptoTraffic.

Request for Proposals – Architecture/Engineering Waste Water Treatment Plant Dewatering Press: Town Manager Mantello presented Request for Proposals – Architecture/Engineering Waste Water Treatment Plant Dewatering Press for the Councils review and input. He stated that this is the procurement phase for design work of the Project with Maryland Environmental Services (MES), noting that it was approved by the Utilities Commission at their April 28, 2021 Meeting. He further stated that he plans to advertise the RFP for one month with the bids due on June 14, 2021 and has compiled a list of Engineering Firms to contact. **Motion** by Assistant Mayor Byrd, second by Council Member Nally to place the Request for Proposals – Architecture/Engineering Waste Water Treatment Plant Dewatering Press out for bids. **Motion carried.**

Recommendation for Appointment to the Boonsboro Municipal Utilities Commission (4-Year Term): Mayor Long, on behalf of the Boonsboro Municipal Utilities Commission, presented the recommendation to appoint Colin Shanaberger for 4-year term to the BMUC.

- **Motion** by Council Member Nally, second by Council Member Hollingshead to appoint Colin Shanaberger to the Boonsboro Municipal Utilities Commission for a 4-year term ending May 2025. **Motion carried.**

Recommendation for Re-Appointment of Board of Zoning Appeals Members (3-Year Terms): Assistant Mayor Byrd, on behalf of the Board of Zoning Appeals, presented the recommendation to reappoint Carol Long for a consecutive 3-year terms as BZA Member.

- **Motion** by Council Member Kerns, second by Council Member Weaver to reappoint Carol Long as a Board of Zoning Appeal Member for a 3-year term ending May 2024. **Motion carried.**

Mayor Long, on behalf of the Board of Zoning Appeals, presented the recommendation to reappoint Darrell Jones, Natalie Mose and Scott Race for consecutive 3-year terms as BZA Members.

- **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to reappoint Darrell Jones as a Board of Zoning Appeal Member for a 3-year term ending May 2024. **Motion carried.**
- **Motion** by Council Member Kerns, second by Council Member Hollingshead to reappoint Natalie Mose as a Board of Zoning Appeal Member for a 3-year term ending May 2024. **Motion carried.**
- **Motion** by Assistant Mayor Byrd, second by Council Member Kerns to reappoint Scott Race as a Board of Zoning Appeal Member for a 3-year term ending May 2024. **Motion carried.**

Donation Request – 28th Annual Dwight Scott Memorial Golf Tournament: Mayor Long stated that a donation requested was received from the Boonsboro Athletic Boosters, Inc. for the 28th Annual Dwight Scott Golf Tournament on June 8, 2021 at the Black Rock Golf Course. Office Manager Miller stated that there is \$400 left in the Donation line item of the Fiscal Year 2021 Budget. **Motion** by Council Member Kerns, second by Council Member Hanson to donate \$100 to the Boonsboro Athletic Boosters, Inc. for the 28th Annual Dwight Scott Golf Tournament. **Motion carried.**

Washington County Maryland Municipal League Meeting – May 24, 2021: Mayor Long stated that the upcoming Washington County Maryland Municipal League Meeting will be held on Monday, May 24 and will be hosted by the Town of Williamsport. He stated that the evening will include the election of Chapter Officers.

May 24, 2021 Mayor and Council Workshop Meeting: Mayor Long asked if Council would like to cancel the May 24, 2021 Workshop Meeting due to the Washington County Maryland Municipal League Meeting scheduled for that evening or if they would like to reschedule it. **Motion** by Council Member Nally, second by Council Member Hanson to reschedule the May 24, 2021 Mayor and Council Workshop Meeting for Tuesday, June 1, 2021 at 7:00PM. **Motion carried.**

COMMISSION REPORTS

Public Safety Commission: *Council Member Hanson.* No meeting was held in April 2021. Stated that the PSC plans to go into hibernation for a while due to lack of participation. Stated that Commission Member Christi Weaver will help to create Ad Hoc Committees for National Night Out and Paint the Town Purple events.

- Council Member Hanson offered to assume the Economic Development Commission Liaison position for Council Member Kerns. Mayor Long made the recommendation to appoint Council Member Hanson as Liaison Economic Development Commission. **Motion** by Assistant Mayor Byrd, second by Council Member Nally to appoint Council Member Hanson as Liaison Economic Development Commission, with Council Member Hanson abstaining. **Motion carried.**

Park Board - *Council Member Weaver.* Meeting held on April 28, 2021. Annual Shafer Park Walk Through. Discussions included the Fiscal Year 2022 Budget, the success of the Arbor Day and Park Clean-Up on April 25, updates on the Fishing Derby on May 1, updates on the completion of the GaGa Pit Eagle Scout Project, updates on the dates for the Summer Movies in Shafer Park, update on the Wagon Train event on May 16 and updates on the dates for the Summer Concert in the Park

Boonsboro Municipal Utilities Commission – *Council Member Nally.* Meeting held on April 28, 2021. Public Comments were received from Jason Wiles, homeowner of 41 South Main Street and Jeff Kagan, President and Co-Owner of the Sterling Care Facility regarding water issues. Discussions included updates on the Water Loss Task Force, the Collections Systems Rehabilitation Project Phase II, the WWTP Expanded Chemical Storage Project, the Boonsboro High School Irrigation Well Project, WRA's Models for Water and Waste Water, a discussion on the Army Corps of Engineers planning assessment for Asset Management, the Shafer Park Well ARC Grant application, the EDU calculation for High's Dairy Store which was reduced from 20 EDUs to 16 EDUs, the momentary hold on the decommission and demolition of the Crestview Water Treatment Plant, the Request for Proposals for the Architecture/Engineering Waste Water Treatment Plant Dewatering Press, an update on the Adequate Public Facilities Ordinance Amendment, the announcement that the Maryland General Assembly granted the Town \$151,000 in State Funds to cover the cost of the Keedysville Weir Wall Repair Project and that funds will be available after Governor Hogan signs the Legislation, and the plans to hold Quarterly Joint Meetings with the Planning Commission.

Planning Commission – *Assistant Mayor Byrd.* Meeting held on April 27, 2021. Discussions included the reviews of the Fox Gap Residential Concept Plan and the Dean South and Courtney Concept Plan.

Economic Development Commission – *Town Manager Mantello.* Meeting held on April 28, 2021. Discussions included an update on the Main Street planters, the Downtown Beautification Project with Mike Van Fleet of Custom Landscaping, the success of the Springtastic Jubilee Event, the plans to start up the Business Networking Breakfasts beginning July 15 at the American Legion, the EDC's Fiscal Year 2022 Budget, Goals and Objectives, updating the Town Business Directory and making it more visible online, and the planning of future Town events include Boonefest on October 16 and a Food Truck Festival on September 5 to coincide with the South Mountain Jam Concert.

Environmental Commission - *Council Member Hollingshead.* Meeting held on April 13, 2021. Discussions included EDC Member bios and pictures, articles for the upcoming Town Newsletters, updates on the usage of the EV Station, updates on

the BEC Fiscal Year 2022 Budget, the upcoming Swap and Recycling event in Shafer Park on May 15, the plans to work on a list of recommended trees to plant near the new Shafer Park parking lot and Rules and Standards for future Town parking lots and Subcommittee Reports.

Town Planner's Report – R. Stanley

- Stated that 7 building permits were received in April 2021
- Stated that a lot of Code Enforcement complaints have been coming in for tall grass and weeds
- Stated that the Kind Therapeutics Special Exception request to move a Medical Cannabis Dispensary to Auction Square Market Place at 7700 Old National Pike is under review by the Town Attorney.

Town Manager Report – P. Mantello

- Stated that Barry Ritchie, District 6 Engineer Systems Chief for the State Highway Administration, has given the Town two options for the re-striping of the Town Square crosswalks. Continental Crossing or Stamped Asphalt. Stated that the Continental Crossing is a basic white crosswalk paint and the Stamped Asphalt looks like brick and is much like what the Town of Middletown has in their squares. **Motion** by Council Member Kerns, second by Council Member Hollingshead to approve the resurfacing of the Town Square crosswalks with Stamped Asphalt. **Motion carried.**
- Stated that he was recently elected to serve on the Maryland Rural Water Association Board for Zone 4. Stated that Zone 4 consists of Washington, Frederick, Carroll, Montgomery and Howard Counties.
- Stated that the Frederick Public Safety Dive Team will be conducting a Reservoir Leak Test on Friday, May 14 at 9:00am. Stated that a 'Boil Water' notice will be publicized as a precautionary measure from 9:00am on Friday, May 14 until 9:00am on Saturday, May 15, 2021.

Motion by Council Member Hollingshead, second by Council Member Kerns to adjourn the Regular Meeting at 8:38PM.
Motion carried.

Respectfully submitted,

Kimberly Miller, Office Manager