

BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, May 9, 2022

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, May 9, 2022 in the Meeting Chambers. The Meeting was streamed via GoToMeeting. 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, Police Chief Kevin Morgan and Police Administrative Assistant 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 Byrd, second by Council Member Hanson to approve the **April 11, 2022 Public Hearing and Regular Meeting Minutes**, the **April 18, 2022 Public Hearing Minutes**, and the **April 25, 2022 Workshop Meeting Minutes**. **Motion carried.**
- **Motion** by Council Member Kerns, second by Council Member Nally to approve the **April 2022 Treasurer’s Report**. **Motion carried.**
 - **Council Member Nally** stated that Kathy Vesely, from the Environmental Commission and representing the Farmer’s Market, inquired about setting up a checking account through the Town for the Farmer’s Market. He explained that the Farmer’s Market started accepting that Maryland Market Money last year as payment for goods and the Town processed everything through our General Fund which was a bit hard to keep up with. He further stated that Mrs. Vesely would give the monthly MD Market check to the Town, we would deposit it and then we would write the vendors checks, noting at times we were giving checks to the vendors for around \$5. Council Member Nally stated that the Town considered creating a Farmer’s Market checking account at Middletown Valley Bank, but that after further consideration, decided that it may not be the best decision and is placing that on hold until they can talk with Mrs. Vesely.

APPOINTMENT OF TOWN CLERK

Mayor Long formally appointed Brian Wachtel as the Town Clerk.

PRESENTATION – Miss Poppy Proclamation

Mayor Long presented the annual Proclamation to Miranda Werst and Keira Deckhut, Clopper-Michael American Legion Post 10’s Miss Poppies 2022. This year Post 10 has three Miss Poppy’s including Miranda Werst, Keira Deckhut and Serenity Smith.

GUESTS

- **Commander Eaves and the Frederick County Dive Operations Team.** Mayor Long presented a Certificate of Appreciation and letter of thanks to the Frederick County Volunteer Fire and Rescue Association’s Dive Team for their extraordinary service at the Town’s drinking water Reservoir. With their help and expertise, the Town has been able to take the important steps forward in locating and mitigating our long-standing water loss.
- **Derek Harvey.** Stated that he is a Candidate for *Washington County Board of Commissioners*. Provided his background noting that he lives in Smithsburg and that he worked in the Trump White House as a National Security Council Advisor for the Middle East and North Africa, was a Lead Investigator for Congressman Devin Nunes and uncovered democratic corruption of "Russia hoax," battled corruption in the Justice Department and FBI and uncovered Chinese origins of COVID. Stated that he defended President Trump during impeachment battles and oversaw programs and over \$50 billion budgets for 16 U.S. Intelligence Agencies. Stated that he is a retired U.S. Army Colonel.
- **Charles Burkett.** Stated that he is a *Washington County Board of Commissioner* and is running for re-election. *Stated that he was* appointed by Governor Hogan to fill a vacant County Commissioner seat. Stated that he was born in Washington County and lived at San Mar Children’s Home. Stated that he built several successful small businesses in Washington County over the course of 25 years, and in 2018 he sold his businesses to enter full time ministry and currently works as the Ministry Support Coordinator at Calvary Chapel of the Cumberland Valley. Stated that he also serves the local community by volunteering at Mt. Hope Prison Ministry.

MAYOR AND COUNCIL CORRESPONDENCE

- **Mayor Long** stated that a donation requested was received from the Boonsboro Athletic Boosters, Inc. for the 29th Annual Dwight Scott Golf Tournament on June 27, 2022 at the Black Rock Golf Course. Office Manager Miller stated that there is \$350 left in the Donation line item of the Fiscal Year 2022 Budget. **Motion** by Council Member Kerns, second by Council Member Nally to donate \$100 to the Boonsboro Athletic Boosters, Inc. for the 29th Annual Dwight Scott Golf Tournament. **Motion carried.**
- **Mayor Long** stated that the Town received a thank you note from Secretary David Brinkley for the thank you letter and chocolates for his support on the Fiscal Year 2023 Legislative Bond Initiative for the Chase Six – Campus Drive Intersection Realignment Project.

Police Department Report – Chief Morgan. The Police Department received 69 calls for service, which included 34 motor vehicle violator contacts and 0 Parking Citations for the month of April 2022. There were 0 adult criminal arrests, 0 adult paper service arrests, 0 adult traffic arrests, and 0 juvenile arrests.

- Stated that Office Ryan Christman recently completed a 2-week training course in Sykesville on Defensive Tactics and can now train staff
- Stated that the newly installed RadarSign speed signs are doing a good job to slow traffic and are making a difference
- Stated that Administrative Specialist Amy Rudy assisted with the NCIC Audit and that the Police Department passed without any corrections or adjustments needed
- Stated that they recently found out that the Federal COPS Grants will cover 75% of Police Academy costs for a new hire and requested approval to apply for the Grant, and if received, hire a new Police Officer candidate and enroll them in a Police Academy. **Motion** by Council Member Nally, second by Council Member Hollingshead to approve the enrollment in the Police Academy of a new Police Officer if the Town receives the COPS Grant, with the agreement that if the new hire does not adhere the hiring agreement that they must reimburse the Town's Academy cost back to the Town. **Motion carried.** Council Member Hanson stated that he'd like to be part of the Grants process, based on previous experiences, and volunteered to assist the Police Department.

NEW BUSINESS

Fiscal Year 2023 Real Estate and Personal Property Tax Rates: Mayor Long stated that the Town of Boonsboro held a Public Hearing, as duly advertised, on Monday, April 18, 2021 with three public comments being received for the following proposed Fiscal Year 2023 Real Estate and Personal Property Tax Rates:

- **Real Property Tax Rate:** The Tax Rate on all Real Property located within the limits of the Town of Boonsboro is hereby set at \$0.3591 per \$100.00 of assessed property value. The assessed property values shall be those used for Real Estate Tax purposes as determined by the Washington County office of the State Department of Assessments and Taxation.
- **Personal Property Tax Rate:** The Tax Rate applicable to Personal Property located within the limits of the Town of Boonsboro is hereby set at \$0.875 per \$100.00 of assessed Personal Property. The assessed property values shall be those used for Personal Property Tax purposes as determined by the State Department of Assessments and Taxation.

Motion by Council Member Nally, second by Assistant Mayor Byrd to approve the Fiscal Year 2023 Real Estate and Personal Property Tax Rates as presented. **Motion carried.**

Resolution 2022-05; Fiscal Year 2022 Budget Adjustments: Council Member/Town Clerk Nally presented Resolution 2022-05; *Adjust Fiscal Year 2022 General, Water and Sewer Fund Budgets* for the Councils review and input, due to an increase in Revenues and unforeseen expenses that have occurred during Fiscal Year 2022. **Motion** by Council Member Nally, second by Assistant Mayor Byrd to approve Resolution 2022-05; *Adjust Fiscal Year 2022 General, Water and Sewer Fund Budgets* as presented. **Motion carried.**

Maryland Rural Development Commission Circuit Rider Program: Town Manger Mantello, on behalf of Kathryn Gratton, of the Maryland Rural Development Corporation, presented the Maryland Department of Housing and Community Development (DHCD) Fiscal Year 2022 Memorandum of Agreement and Resolution 2022-03; *Authorizing the Town to Participate in the Maryland Circuit Rider Program* and Fiscal Year 2023 Memorandum of Agreement and Resolution 2022-04; *Authorizing the Town to Participate in the Maryland Circuit Rider Program* for the Councils review and input. He stated that both documents update the wording from "Boonsboro" to "Town of Boonsboro in Washington County."

- **Motion** by Assistant Mayor Byrd, second by Council Member Nally to approve Maryland Rural Development Corporation Fiscal Year 2022 Memorandum of Agreement and Resolution 2022-03; *Authorizing the Town to Participate in the Maryland Circuit Rider Program* as presented. **Motion carried.**

- **Motion by** Assistant Mayor Byrd, second by Council Member Hollingshead to approve Maryland Rural Development Corporation Fiscal Year 2023 Memorandum of Agreement and Resolution 2022-04; *Authorizing the Town to Participate in the Maryland Circuit Rider Program as presented.* **Motion carried.**

Town Reservoir Replacement Project – Update: Town Manager Mantello, on behalf of the Boonsboro Municipal Utilities Commission, presented an update on the Town Reservoir Replacement Project and recent dive test on May 4, 2022. He stated that Commander Eaves and the Frederick County Volunteer Fire and Rescue Association’s Dive Team preformed a video dye test in three locations on the bottom of the Reservoir and that the dye disappeared each time through the cracks confirming the leaks. He further stated that sandbags have been placed around the leaks to mitigate the water loss as advised by the engineers. He announced that the Town has received \$3.5 million in funding towards the Project which includes a \$1,000,000 check from Washington County, noting that there will be an additional \$500,000 from the Appalachian Regional Commission. Town Manager Mantello stated that he will be reaching out to WRA for an up-to-date cost estimate.

July 1, 2022 Independence Day Celebration Fireworks: Office Manager Miller stated that she has been in communication with Epic Pyrotechnics, the Town’s fireworks company, and is happy to announce that the fireworks have arrived from China and the event on July 1, 2022 will be happening. She stated that they did confirm that the cost has increased to \$14,000 instead of \$8,000 for the larger show we requested this year, and that the show that is like the one we had in 2021 will cost \$12,000. Council Member Nally stated that the Fiscal Year 2022 Budget adjustments that were approved this evening increased the Independence Day Event budget by \$2,500 which would cover the additional cost for this year’s fireworks show. Office Manager Miller stated that the deposit needs to be received by May 17, 2022 and, if approved, she will submit a check in the amount of \$7,250. **Motion by** Council Member Kerns, second by Council Member Nally to approve the July 1, 2022 Independence Day Celebration Fireworks in the amount of \$12,000. **Motion carried.**

COMMISSION REPORTS

Park Board - Council Member Weaver. Meeting held on April 27, 2022. Annual Shafer Park Walk Through. Discussions included the update that the Annual Fishing Derby has been cancelled this year but that the pond will be stocked with fish later this season from Zett’s Hatchery in Inwood, West Virginia.

Boonsboro Municipal Utilities Commission – Council Member Nally. Meeting held on April 20, 2022. Discussions included the Drinking Water Reservoir Replacement Project, The Rate Study Subcommittee’s Presentation and EDU Survey Results, the WWTP Sludge Dewatering Project Update, the Keedysville Booster Station Water Pressure Reduction Project Update, the Shafer Park Well Replacement Project, the hiring of a new Public Works employee, the WRA Advanced Metering Infrastructure update, the Water and Sewer Billing Software Upgrade Quotes and the Fletcher’s Grove Well Test Results.

Planning Commission – Assistant Mayor Byrd. No Meeting was held in April 2022.

Economic Development Commission – Council Member Hanson. Budget Workshop Meeting held on April 7, 2022 and Regular Meeting held on April 27, 2022. Discussions included an update on the Downtown Beautification Program, upcoming speakers at the Networking Breakfast Series, plans for advertising and promotions, upcoming Business Ribbon Cuttings and recognitions, the South Mountain Jam and Food Truck Festival update, the Boonsboro Town Alliance and Spring Jubilee update, the Appalachian Trail Community Task Force update, an update on the quarterly rack cards, the 60th Anniversary JFK 50 Ultramarathon update, plans for the Maryland Municipal League Convention giveaways, and plans to host a Boonsboro Commission Mixer event. The next Networking Meeting will be held on April 19, 2022 at the American Legion.

Environmental Commission – Council Member Hollingshead. Meeting held on April 12, 2022. Discussions included the American Rescue Plan Submission Requests, the Community Garden, the items for the Town Newsletter, an update on the Farmer’s Market, the Fiscal Year 2023 Budget, the upcoming Swap and Recycling Event on May 14, 2022 and the approval to pay for the event flyers at the cost of \$210 and Subcommittee Reports.

Town Planner Report – R. Stanley

- Stated that there are no reports or updates at this time

Town Manager Report – P. Mantello

- Stated that Town Planner Stanley and he will be meeting with Jeff Proulx from Washington County Board of Education to discuss the Campus Avenue and Chase Six Boulevard Realignment Project on May 10, 2022

- Town Manager Mantello opened the site plans to show Mr. Harvey and County Commissioner Burkett the proposed street realignment for the Project.

Council discussed scheduling a May Workshop Meeting and Public Hearing for the Fiscal Year 2023 Budgets. The following meetings will be added to the Town calendar:

- Workshop Meeting - Tuesday, May 31 at 6:00PM
- Public Hearing - Fiscal Year 2023 Budget, Monday, June 6 at 6:30PM

Motion by Council Member Hollingshead, second by Assistant Mayor Byrd to adjourn the Regular Meeting at 8:51PM. **Motion carried.**

Respectfully submitted,

Kimberly Miller, Office Manager

BOONSBORO MAYOR AND COUNCIL
WORKSHOP MEETING MINUTES
Tuesday, May 31, 2022

The Mayor and Council of Boonsboro held their Workshop Meeting on Tuesday, May 31, 2022 in the Meeting Chambers to set the Regular Session Agenda for Monday, June 6, 2022. The Meeting was streamed via GoToMeeting. In attendance were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Terri Hollingshead, Marilee Kerns, Tony Nally and Ricky Weaver. Also present were Town Manager Paul Mantello, Town Planner Reiley Stanley, Office Manager Kimberly Miller and Police Chief Kevin Morgan. Council Member Ray Hanson was not in attendance. The meeting convened at 6:00PM.

Police Department Update

- Stated that that the brackets have been received for the RadarSign speed signs and are ready to install. Stated that there are 7 brackets and that 2 will be installed on King Road, 1 on North Main Street, 1 on South Main Street and that would leave 3 that could be put anywhere else in Town. Stated that additional brackets can be easily ordered.
- Stated that he has a candidate for the vacant Police Officer position that is willing to sign a 5-year contract with the Town and he would like to enroll him in the Police Academy. Stated that he works for the DC Housing Authority, works with a canine and lives in Myersville. Stated that the Police Academy starts in July 2022 and he would be ready to start working around November 2022. Town Manger Mantello stated that the Police Department will need to apply for the Federal COPS Grants for the new hire to cover the Police Academy costs. Police Chief Morgan stated that he can't because the Grant is for a new position and this hire would be to fill the vacancy created when Officer Easy resigned. Town Manger Mantello stated that the vacancy was not filled and that the salary funds have been moved to the Fiscal Year 2023 Police Contingency Fund, thus creating a new position for a new hire. Council discussed the options for hiring and the Grant process. Mayor Long stated that the Town can ask Grant Writer Kathryn Gratton, of the Maryland Rural Development Corporation, to apply for the Federal COPS Grant and if it is not accepted then hire the new Police Officer without it. **Motion** by Council Member Hollingshead, second by Assistant Mayor Byrd to approve Kathryn Gratton applying for the Federal COPS Grant for the enrollment in the Police Academy and the hiring of a new Police Officer, with Council Member Kerns opposing. **Motion carried 4-1.**
- Stated that the new Police cruiser is almost ready for the road, noting that the next vehicle they purchase will be ordered 'fully equipped' and road ready.

NEW BUSINESS

Introduction of Ordinance 2022-02; Adopt the Fiscal Year 2023 Budgets and Tax Rates for the Town of Boonsboro: Town Manager Mantello presented the Introduction of Ordinance 2022-02; *An Ordinance to Adopt the Fiscal Year 2023 Budgets and Tax Rates for the Town of Boonsboro* for the Council's review and input. He stated that he is recommending the Introduction of Ordinance 2022-02, with a Public Hearing scheduled for June 27, 2022 at 6:30PM. He further stated that this year's Budget format is different, noting that over the years there has been a lot of inflating of the Expense Budget numbers to balance the Budget and he wanted to create a more transparent honest Budget using true numbers this Fiscal Year thus creating a larger Contingency Fund. Council Member Kerns stated that she didn't have a lot of time to review the Budget due to receiving it on Sunday evening of a holiday weekend, but stated that she did notice that the Pension Expense should be 7% of Salaries and that the Payroll Tax Expense should be 9% of Salaries. Council discussed other adjustments and the need to balance the Sewer Fund Budget before approving the Introduction. Town Manager Mantello stated that he and Council Member/Town Treasurer Nally are proposing a 3-year plan to assist the Sewer Fund getting back into the 'black zone' by providing a Grant from the General Fund to the Sewer Fund. Council Member Kerns stated that the Town could 'loan' the Sewer Fund money, like it has done in the past, and if needed the loan could be turned into a grant but that a grant cannot be paid back. Council discussed that based on the Town Audit, the Sewer Fund needs to start paying back the General Fund for past loans. Council Member Nally stated that he would be in favor of loaning the Sewer Fund at least \$117,000 from the General Fund to assist with balancing the Budget. **Motion** by Council Member Nally, second by Assistant Mayor Byrd to table the Introduction of Ordinance 2022-02; *An Ordinance to Adopt the Fiscal Year 2023 Budgets and Tax Rates* until the June 6, 2022 Regular Meeting. **Motion carried.**

Recommendation to Update the Boonsboro Municipal Utilities Commission Billing Policies: Town Manager Mantello, on behalf of the Boonsboro Municipal Utilities Commission, presented the recommendation to update the BMUC Billing Policies for the Councils review and input. He stated that in the update, water fixed fees, sewer fixed fees and sanitation and recycling collection fees will be based on the meter size, customer attributes, or number of plumbing fixtures. He further stated that for residential properties, each Dwelling Unit, as defined in the Boonsboro Land Subdivision Ordinance, will pay a fixed water fee,

a fixed sewer fee and a sanitation and recycling collection fee, whether the Dwelling Unit is a Single-Family Detached Dwelling or part of a Two-Family Detached Dwelling (or Duplex), Single-Family Dwelling (or Townhouse), or Multi-Family Dwelling (or Apartment) and regardless of the number of water usage meters at the property. Town Manager Mantello stated for commercial properties, water fixed fees and sewer fixed fees will be based on meter size or fixture unit analysis or determined by consultation with the Town's consulting engineer. Council will further review this Agenda item and discuss it at the June 6, 2022 Regular Meeting.

WRA Advanced Metering Infrastructure (AMI) Proposal: Town Manager Mantello, on behalf of the Boonsboro Municipal Utilities Commission, presented the WRA Advanced Metering Infrastructure (AMI) Proposal for the Councils review and input. He stated that the Town's existing Water Distribution System consists of approximately 24- miles of water mains serving 1,400 customers. He explained that by dividing the overall system into individually metered zones (DMAs), the flow into the zones can be compared with meter readings to determine if loss is occurring within that zone, and will allow the Town to detect water main breaks or other events that require immediate attention. He further explained that the Town will be divided into 8 zones and we will need to purchase 10 master meters, noting that this will be performed in conjunction with the Town's implementation of an Automated Meter Reading System (AMI/AMR) and the master meters will communicate with this new System. Town Manager Mantello stated that the Project will be funded by American Rescue Plan money. Council Member Kerns asked if the Project was placed out for bids. Town Manger Mantello stated that WRA is sole sourced, that the Town is under contract with them and that they can do any of the Projects within the Water and Sewer Model. He stated that he did obtain quotes from two additional companies.

Chase Six Boulevard / Campus Avenue Realignment and Intersection: Mayor Long stated that he met with Jeff Cline, Washington County Commission President and John Martirano, Washington County Administrator regarding the Chase Six Boulevard and Campus Avenue Realignment and Intersection Project. He stated that the Town will be receiving funding from the County but probably not for the total cost of the Project. He further stated that funding will be awarded in July to the Town for facilitating the Project and that we are still waiting to hear from the State on their funding contributions.

Town Planner Report – R. Stanley

- Stated that the Board of Zoning Appeals Members approved the ACE Hardware Store and storage units for the newly rezoned parcel on Old National Pike near Eby's Garage. Stated that she should be receiving Site Plans soon.
- Stated that Dunkin Donuts resubmitted their Site Plans and she is waiting to her back from the engineer on their comments.
- Stated that she has not heard anything from High's Dairy Store and that the Town is not holding up the development. She stated that the Post Office project is moving along and hopefully will be ready for inspection by mid-June.

Town Manager Report – P. Mantello

- Stated that he has been filling out the paperwork for Legislative Bond from Maryland State Senator Corderman
- Stated that the Town has been awarded a Grant for the next Phase of the Shafer Park Trails
- Stated that the Town received \$1,000,000 from Washington County for the Reservoir Replacement Project and it has been deposited into the Town Restricted Funds Account. Stated that Congressman Trone will be reaching out with a Grant Award in August 2022.

Mayor Long stated that he received a thank you note from Congressman Trone for his visit at the Town Reservoir on May 5, 2022.

Council Member Nally asked why the *Proposed 10% Increase in Town Fees* was not included on the Workshop Agenda. Office Manager Miller stated that Town Manger Mantello did not think it was necessary to include it because the increase was part of the Fiscal Year 2023 Budget. Council Member Nally and Council Member Kerns requested that the *Proposed 10% Increase in Town Fees* be placed on the June 6, 2022 Regular Meeting Agenda.

Motion by Council Member Nally, second by Assistant Mayor Byrd to adjourn the Workshop Meeting at 7:30PM. **Motion carried.**

Respectfully submitted,
Kimberly A. Miller, Office Manager