

BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, November 8, 2021

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, November 8, 2021 in the Meeting Chambers. The Meeting was streamed via GoToMeeting online. 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 Town Planner Reiley Stanley. Police Administrative Assistant Amy Rudy attended the Meeting via GoToMeeting. 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 Kerns, second by Council Member Nally to approve the **October 4, 2021 Regular Meeting Minutes. Motion carried.**
- **Motion** by Council Member Nally, second by Assistant Mayor Byrd to approve the **October 2021 Treasurer’s Report. Motion carried.**
 - **BB&T Shafer Park Expansion Loan** – Council Member/Town Treasurer Kerns stated that she is recommending the early pay-off of the BB&T Bank Shafer Park Expansion Loan. She stated that this loan is scheduled for payoff in the current Fiscal Year Budget, noting that the current balance on the loan is approximately \$81,518. **Motion** by Council Member Kerns, second by Council Member Nally to pay off the balance of the BB&T Shafer Park Expansion Loan of \$81,518. **Motion carried.**
 - **BB&T SHA Main Street Water Line Loan** – Council Member/Town Treasurer Kerns stated that she is recommending the early pay-off of the BB&T Bank SHA Main Street Water Line Loan. Town Manager Mantello stated that this was approved by the BMUC via email vote. Council Member Kerns stated that the current balance on the loan is approximately \$43,244. **Motion** by Council Member Nally, second by Council Member Kerns to pay off the balance of the BB&T SHA Main Street Water Line Loan of \$43,244. **Motion carried.**

PRESENTATION

Fiscal Year 2021 Financial Audit: Jason Knode, CPA for *Albright, Crumbacker Moul & Itell, LLC*, presented the Fiscal Year 2021 Audit Summary for the year ending June 30, 2021 of the General, Water and Sewer Funds. Mr. Knode reviewed that the assets of the Town exceeded its liabilities at the close of the Fiscal Year by \$12,792,627 (net position) and of this amount, \$4,143,353 (unrestricted net position) may be used to meet the Town’s ongoing obligations to citizens and creditors. He reviewed the highlights from the Financial Statement Summary, stating at the close of the Fiscal Year, the General Fund had a fund balance of \$4,999,463, which is an increase of \$567,500 from the prior year, and that the unrestricted net position of the Water Fund and Sewer Fund at the end of the Fiscal Year was \$65,688 and \$(432,441), respectively. He reviewed the Schedule of Findings and Responses, noting that one (1) Material Weakness in Internal Controls Over the Financial Reporting was found during the Audit. Mr. Knode commended the Town staff and Town Treasurer/Council Member Kerns on their continued progress. He stated that the Uniform Financial Statements and Independent Auditor Report (UFR) will be submitted to the State and required agencies after the Mayor and Councils formal approval and signatures from Mayor Long and Town Treasurer Council Member Kerns. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to approve the Fiscal Year 2021 Financial Audit as presented. **Motion carried.**

MAYOR AND COUNCIL CORRESPONDENCE

- Council Member Nally stated that he’s received complaints from residents about the ‘beer banners’ on the fence at Antietam Spirits in the Fletcher’s Grove Development.
- Council Member Nally asked what the status is for the construction of the new Post Office on the Easterday’s property. Town Planner Stanley stated that they have paid for their water taps but have not paid for their sewer taps.
- Mayor Long stated that the Town received a thank you card from Kathy Vesely, Chairperson of the Boonsboro Environmental Commission, for the Fall Tree Giveaway and Tree Planting.

NEW BUSINESS

Municipal Government Works Month Proclamation: Mayor Long read the Proclamation proclaiming November 2021 as Municipal Government Works Month in accordance with Maryland Municipal League. **Motion** by Assistant Mayor Byrd, second by Council Member Nally to proclaim November 2021 as Municipal Government Works Month. **Motion carried.**

Bid Results: 2021-2022 Snow Removal: Office Manager Miller presented the 2021-2022 Snow Removal quotes for the Councils review and input. She stated that Public Works Superintendent Huntsberry is recommending that the Town accepts the bid from Botanica Enterprise, Inc. this year in preparation of a possible major snow season, noting that their bid proposal was at the same cost as their bid for the 2019-2020 season. **Motion** by Council Member Nally, second by Council Member Kerns to approve the 2021 – 2022 Snow Removal bids from Botanica Enterprise, Inc. **Motion carried.**

Bid Results: 2021 Shafer Park Dead Wooding: Office Manager Miller presented the 2021 Shafer Park Dead Wooding quotes for the Councils review and input. She stated that Public Works Superintendent Huntsberry is recommending that the Town accepts the bid from Antietam Tree and Turf for \$1,800. **Motion** by Council Member Nally, second by Assistant Mayor Byrd to approve the 2021 Shafer Park Dead Wooding bid from Antietam Tre and Turf for \$1,800. **Motion carried.**

2022 Washington County Chemical Bid: Town Manager Mantello reviewed that last November the Town approved ‘piggy-backing’ on the Washington County Water and Waste Water Chemical Bid through November 30, 2021. He presented the Bid Results for 2022 for Chlorine Gas, Sulfur Dioxide Gas, Sodium Fluoride Powder, Diatomaceous Earth and DelPac 2000 for the Council’s review and input. He stated that the County Chemical Bids will continue to help save the Town money even though there has been a significant increase in the cost of Chlorine Gas and DelPac has gone up \$0.02 per pound. **Motion** by Council Member Nally, second by Council Member Weaver to accept the 2022 Washington County Water and Waste Water Chemicals Bid as presented. **Motion carried.**

Washington County Delegation - Pre-Legislative Agenda: Town Manager Mantello presented a thank you letter, and the Town’s 2021 Pre-Legislative Agenda for the Washington County Delegation for the Councils review and input. He reviewed the list of Capital Projects that the Delegation has been supporting and providing resources for: *The Boonsboro Parking Lot, the Keedysville Springhouse Weir Wall Repair and Renovation and the Boonsboro Drinking Water Reservoir Replacement.* He then reviewed the Agenda items for the Washington County Delegation Pre-Legislative Forum: *The Water Loss and Water and Sewer Capacity, the Inflow and Infiltration, the Waste Water Treatment Plant Sludge Dewatering Press, the Route 40 Waterline Extension, the Shafer Park Drive Extension, the Traffic Light for the Boonsboro Educational Complex and the Crosswalk Improvements in Boonsboro at Maple Avenue and Main Street, at Shafer Park Drive and Main Street and at Potomac Street and King Road.* Mayor Long stated that he is hopeful that the Town may receive additional funds from the Washington County Commissioners for the Reservoir Replacement Project.

Reappointment of Park Board Members: Mayor Long, on behalf of the Park Board, stated that he is recommending the re-appointment of Laura Schnackenberg, Sandra Shifler, Chris Hawkins and Isaac Whitmore whose terms expired in February 2020 during the COVID-19 pandemic and were overlooked. He stated that the terms are for 4-year terms until February 2024. **Motion** by Council Member Weaver, second by Council Member Nally to reappoint Laura Schnackenberg, Sandra Shifler, Chris Hawkins and Isaac Whitmore to the Park Board for 4-year terms ending February 2024. **Motion carried.**

60th Annual JFK Race - November 2022: Council Member Kerns stated that Dave Long, JFK Ultra- Marathon Race Committee Member, approached her to request the Town’s support and input on planning the 60th Annual JFK Ran in November 2022. She stated that the JFK Race is the oldest and longest ultra-marathon on the east coast. Mayor Long suggested presenting the request to the Economical Commission for their input, support and the possibility of appointing someone to serve on the 60th Annual JFK Race planning committee.

COMMISSION REPORTS

Park Board - Council Member Weaver. Meeting held on October 27, 2021. Discussions included plans for Old Time Christmas on December 3, 2021, updates on the tree plantings, updates on BooneFest and Cruise 4 Kidz, the Don’t Feed the Ducks educational signage, and the plans to hold the next Park Board meeting on December 1, 2021 in the Community Center to prepare for Olde Tyme Christmas.

Boonsboro Municipal Utilities Commission – Council Member Nally. Meeting held on October 20, 2021. Discussions included an update on the Water Loss numbers from Eric Kitchen, the Reservoir Preliminary Engineering Report, the Waste Water Treatment Plant Dewatering Facility Project, the Route 34 Pump Station Lid Replacement Project, an update on the 2021 Fall Tree Giveaway and planting, an update on the Asset Management Team meeting, an up date on the Boonsboro High School Sports Field Irrigation Project, the grant award from MDE Operations and Maintenance, the 2021 AWWA Operator of the Year Award that was awarded to Public Works Superintendent Greg Huntsberry, the 2021 MRWA Stormwater Protection Project awarded to the Town for Water Source Protection, the review of the Leak Survey bids and the approval to award the contract to American Leak Detection, the review of the bids for the Trailered Trash Truck and the approval to award the bid to Xylembid, the review of the Advanced Metering Infrastructure Upgrade being offered by Core and Main, the approval of the

request for Superintendent Shumaker to purchase a new Sewer Camera with \$5,000 of leftover grant funds, noting that the total cost will be around \$10,000, and the large water leak in Kinsey Heights due to a contractor from Comcast drilling through the water main that was not properly marked.

Planning Commission – *Assistant Mayor Byrd*. No Meeting was held in October 2021.

Economic Development Commission – *Mayor Long*. Meeting held on October 27, 2021. Discussions included the Downtown Beautification Program, the Strategic Plan Update, the Business Directory and New Resident Brochure, an update on the South Mountain Jam and Food Truck Festival, the plans for an Editorial Spread and/or Advertising, and update on BooneFest, an update on the Appalachian Trail Community Committee, the purchase of new EDC Shirts and the Love Your Local Banners and Banner Schedule for 2022. The next Networking Breakfast Meeting will be held on November 18, 2021 at the Clopper Michael Post 10 American Legion.

Environmental Commission – *Council Member Hollingshead*. Meeting held on October 12, 2021. Discussions included the recommendation to appoint Kristen Disbennett to fill Leah Grasso's recently vacated term on the Commission, the plans to provide lunch for the Public Works staff for their help on various projects, and the Subcommittee Reports.

- Mayor Long, on behalf of the Environmental Commission, stated that he is recommending the appointment of Kristen Disbennett to finish out Leah Grasso's term through November 2024. **Motion** by Council Member Hollingshead, second by Council Member Kerns to appointment of Kristen Disbennett to the BEC with the term ending November 2024. **Motion carried.**

Town Planner's Report – *R. Stanley*.

- Stated that she received the Site Plan for the Dean South and Courtney Property with Fletcher's Grove, and that they are proposing 36 new lots, noting that 18 will be age restricted duplexes and 18 will be single family unrestricted living
- Stated that the Post Office permit has been approved and that the Town is waiting for payment on the Water tap before we can issue the County Permit, noting that they do have their grading permit and can work on the core infrastructure for that permit
- Stated that Battlefield Estate has reached out about recertifying their plans since it is past the 5-year approval window. Stated that she sent them the steps and what the fees would be to get the process started
- Stated that it sounds like High's Dairy Store is going to be purchasing the land from the Easterday's. Stated that she received a phone call from a Real Estate Agent and the Town received calls about taxes and going to closing for that property. Stated that they still do need to submit the Bonding and pay for the Water and Sewer taps for the building permit

Town Manager Report – *P. Mantello*

- Stated that he received the preliminary Reservoir Replacement Engineering Reports and the current estimated cost is around \$4.1 million for the Project
- Stated that the MS4 Progress Report has been submitted and that the Town will have 58 acres of credit by the next Report period
- Stated that that they are finalizing the kick-off date for the Assets Inventory Project. Stated that that the Army Corps of Engineers is finalizing everything for the GIS Water and Waste Water Infrastructure
- Stated that the application for the ARC Grant is due on November 19, 2021 for the Shafer Park Well Replacement Project
- Stated that he plans to notify Comcast that they are in default of their Franchise Agreement with the Town, noting that they have not been responding to phone call or emails

Motion by Council Member Hollingshead, second by Council Member Weaver to adjourn the Regular Meeting at 8:42PM.
Motion carried.

Respectfully submitted,

Kimberly Miller
Office Manager