

**BOONSBORO MAYOR AND COUNCIL**  
**REGULAR MEETING MINUTES**  
**Monday, November 14, 2022**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, November 14, 2022 in the Meeting Chambers. The Meeting was streamed via GoToMeeting. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Ray Hanson, Terri Hollingshead, Marilee Kerns, Eric Kitchen and Ricky Weaver. Also present were Town Manager Paul Mantello, Office Manager Kimberly Miller and Police Chief Kevin Morgan. Town Planner Reiley Stanley 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 Assistant Mayor Nally, second by Council Member Kitchen to approve the **October 10, 2022 Regular Meeting** as amended. **Motion carried.**
- **Motion** by Council Member Hanson, second by Council Member Kitchen to approve the **October 2022 Treasurer’s Report**, with Council Member Kerns abstaining. **Motion carried.**
  - Council Member Kerns stated that it would be nice to get the Treasurer’s Report in time to review them, as well as the Financials, noting that there is not enough time to review them properly when they are received during the business day on the day of the Meeting.
  - Assistant Mayor Nally recommendation to rescind the October 24, 2022 motion to approve the Grant Funding Investment Recommendation to invest with Wells Fargo, noting that Middletown Valley Bank is willing to assist the Town. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to rescind the October 24, 2022 motion to approve the Grant Funding Investment Recommendation to invest with Wells Fargo. **Motion carried.**

**PUBLIC COMMENTS**

- **Colin Shanaberger, 15 Young Avenue.** Stated that he is not speaking this evening on behalf of the Boonsboro Municipal Utilities Commission rather as a citizen that is thankful for the Town employees. Stated that in March 2020 we were hit with COVID-19 and the Town employees have done their best to keep everything running smoothly. Stated that he did some research on the American Rescue Plan Act and the usage of the funds, noting that one of the ways is as Premium Pay for Government employees in the form of a bonus. Stated that the Town created an ARPA Task Force to oversee the usage of the Town’s funds, that mainly the money is going to infrastructure, but that this is a unique opportunity to compensate employees for their hard work and dedication. Stated that he spoke with Town Manager Mantello and obtained dates of employment from Office Manager Miller and put together a packet, which he presented to the Mayor and Council, with suggestions for employee bonuses for their review and input.

**MAYOR AND COUNCIL CORRESPONDENCE**

- Mayor Long stated that the 60<sup>th</sup> Anniversary JFK 50 Mile Race will be held this Saturday, November 19 at 6:30am in the Town Square.
- Council Member Hanson stated that Girls Night Out will be held in the Town Square this Thursday, November 17 from 5pm to 8pm. He stated that many businesses will be participating in the event.
- Mayor Long stated that Olde Tyme Christmas will be held in Shafer Park on Friday, December 2 at 6:30PM as the small Holiday parade travels down Reeder’s Alley, crosses Potomac Street and travels down Park Lane towards the Town Christmas tree in Shafer Park.

**Police Department Report – Police Chief Morgan.** The Police Department received 84 calls for service, which included 2 motor vehicle violator contacts and 0 Parking Citations for the month of October 2022. There were 0 adult criminal arrests, 0 adult paper service arrests, 0 adult traffic arrests and 0 juvenile arrests.

- Stated that the cable for the Park security camera near the Boy Scout Hut was cut during the Fall Tree Planting. Stated that it has been temporarily repaired but that the company is saying it may cost an upwards of \$1,000 to repair properly. Asked if the Public Works staff could possibly do the repair or at least run conduit for the underground cable line. **Motion** by Assistant Mayor Nally, second by Council Member Hollingshead to have the Public Works staff complete as much as they can ‘in house’ on the Park security camera cable repairs. **Motion carried.**
- Stated that security camera at Orchard Drive and North Main Street is very important for traffic and license tag alerts and that it will need to be relocated when the State Highway Administration installs the new crosswalk flashing signs.

Stated that the State is considering placing the camera on top of the crosswalk sign and that they are in discussions with the camera company.

- Stated that Police Officer Cadet Tom Moretti is doing well in the Academy and will be graduating in February 2023.

## **NEW BUSINESS**

**Municipal Government Works Month Proclamation:** Mayor Long read the Proclamation proclaiming November 2022 as Municipal Government Works Month in accordance with Maryland Municipal League. **Motion** by Council Member Hollingshead, second by Council Member Kerns to proclaim November 2022 as Municipal Government Works Month. **Motion carried.**

**2022 - 2023 County Chemical Bid Results and PUR-1579 Swimming Pool WWTP Chemicals:** Town Manager Mantello stated that the Town has been ‘piggy-backing’ on the Washington County Water and Waste Water Chemical Bid since 2020. 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 this year.

**Recommendation – Sycamore Run, Phases 1-3 Bond Reduction and 1-Year Maintenance Agreement:** Town Manager Mantello, on behalf of a recommendation from Town Planner Stanley and the Planning Commission, presented the Sycamore Run Phase 1-3 Bond Reduction Request and 1-Year Maintenance Agreement for the Councils review and input. He stated that they are asking for a reduction of 5% of the remaining Bond amount and entering a 1-year maintenance period. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to approve the Sycamore Run Phase 1-3 Bond Reduction Request and 1-Year Maintenance Agreement as presented. **Motion carried.**

**NPDES MS4 Permit Annual Report:** Town Manager Mantello stated that the NPDES MS4 Permit Annual Progress Report has been submitted and that the Town added another 5 acres of credit for the Fall Tree Planting and Reforestation Projects. He stated that due to the Town’s progress, the EPA has approved a Grant for the Waste Water Treatment Plant Stream Restoration Project. He further stated that this puts the Town well beyond the needed 30 credits and at about 60% complete.

**Fiscal Year 2024 State Capital Budget Request:** Town Manager Mantello presented a letter from Senator Paul Corderman to Secretary David Brinkley regarding requests for the Fiscal Year 2024 Capital Budget for the Councils review and input. He stated that Senator Corderman, on behalf of the Town, is requesting consideration of a Capital Budget Grant, in the amount of \$13-million dollars, from Governor Hogan’s Capital Budget, for the upgrades of the legacy drinking water lead pipes and related transmittable carcinogens, the inadequate wastewater collection system capacity, the fecal contamination of a groundwater aquifer, the drinking water stagnancy and loss of free chlorine, and the wastewater storage and treatment mitigation.

**Safe Routes to School Grant Award & Map:** Town Manager Mantello presented a letter from Tim Smith, Administrator from the Maryland Department of Transportation State Highway Administration (MDOT SHA), thanking the Town for applying for Fiscal Year 2023 Transportation Alternatives Program funding for the Safe Routes to School (SRTS) Project and the announcement that the Town is being awarded \$1,193,350 for the for the Project for the Councils review and input. He stated that the SRTS Project will include the design of 7,800 feet of new and upgraded sidewalks leading to the Boonsboro Educational complex focusing on Orchard Drive, Ford Avenue and Center Street and provided a map showing the Project. He further stated that the SRTS Project will work well with the Maple Avenue – Chase Six Boulevard – Camus Avenue Intersection Project.

**Award Plaques for Elected Officials and Outstanding Citizens and HBP, Inc Proposal:** Town Manager Mantello stated that he has been working with Stu Mullendore to design a plaque with the Town seal to give to elected officials and outstanding citizens who have gone above and beyond to help the Town, such as Senator Corderman. He stated that the cost is \$546 for 10 plaques and that it will be a great way to show the Town’s appreciation and gratitude. **Motion** by Council Member Hollingshead, second by Assistant Mayor Nally to approve the purchase of the award plaques from HBP, Inc. **Motion carried.**

## **COMMISSION REPORTS**

**Park Board - Council Member Weaver.** Meeting held on October 26, 2022. Discussions included an update on the Fall Bulk Trash Drop-off and Cruise for Kids Events, updates from the Tree Board, the winterizing of the Park, the plans for Olde Tyme Christmas on Friday, December 2, 2022 and the approval to give “Santa” \$75 this year, and the completion of the Summers

Commons planting in Knode Circle.

**Boonsboro Municipal Utilities Commission – Council Member Nally.** Meeting held on October 19, 2022. Discussions included updates on the WWTP Sludge Dewatering Press, the Advanced Metering Infrastructure, the Alternate 40 Waterline Looping, the MDE Drinking Water State Revolving Fund (DWSRF), the Shafer Park Well Replacement, the Keedysville Booster Station and Crestview Pressure Reduction, the Reservoir Replacement Project, the MDE MS4 Annual Report, the Stormwater GIS Modeling and Tree Inventory, the Crestview Water Treatment Plant Decommissioning and Demolition, the Commission Charter Amendment, the Amended Water and Sewer Billing Policy Notification Letters, the Commercial Customer Audit, the Leak Detection Request for Proposals, the Proposal to discontinue Fluoride Treatment in our Water System and System Reports.

**Planning Commission – Council Member Kitchen.** Last Meeting was held on September 27, 2022. Discussions included updates on ongoing Projects. The Planning Commission will not hold a meeting in November and will meet again in December 2022 after Town Planner Stanley returns from Maternity Leave.

**Public Safety Commission – Council Member Weaver.** Meeting held on October 20, 2022. Commission Members visited 28 High Street before the Meeting. Discussions include the recommendations to fill the Commission vacancies, an update on the Washington Goes Purple event, the PSC Mission Statement, an update on the ongoing crosswalk issues at Shafer Park Drive and North Main Street and Orchard Drive, 28 High Street and Lanafield Circle issues and reports from the Boonsboro Police Department, Fire Department and Ambulance and Rescue Company.

**Economic Development Commission – Council Member Hanson.** Meeting held on October 26, 2022. Discussions included an update on grant opportunities, an update on the Downtown Beautification Project, the upcoming Networking Breakfast Series, upcoming business ribbon cutting ceremonies, updates on the Food Truck Event, update on the Boonsboro Town Alliance, updates on the Appalachian Trail Committee Task Force, the Quarterly Rack Cards, the 60th Anniversary of the JFK 50 Mile, the EDC Marketing Plans and new business activity in Town. The 40<sup>th</sup> Anniversary Event was held at the Boonsboro National Road Museum on Saturday, October 15, 2022.

**Environmental Commission – Council Member Hollingshead.** No Report given.

**Town Planner Report – No Report given.**

**Town Manager Report – P. Mantello**

- Stated that the November 16, 2022 Boonsboro Municipal Utilities Commission Meeting has been cancelled.

**Motion** by Assistant Mayor Nally, second by Council Member Hanson to adjourn the Regular Meeting at 8:19PM and move into Executive Session as provided under General Provisions Article §3-305 (b)(1), subsection (i) to discuss the appointment, employments, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction. **Motion carried.**

**Motion** by Assistant Mayor Nally, second by Council Member Hanson to adjourn the Executive Session at 9:20PM. **Motion carried.**

**Motion** by Assistant Mayor Nally, second by Council Member Kerns to adjourn the Regular Meeting at 9:21PM. **Motion carried.**

Respectfully submitted,

Kimberly Miller, Office Manager