

**BOONSBORO MAYOR AND COUNCIL**  
**REGULAR MEETING MINUTES**  
**Monday, November 13, 2023**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, November 13, 2023 in the Meeting Chambers. The Meeting was streamed via GoToMeeting. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Ray Hanson, Marilee Kerns, Eric Kitchen and Ricky Weaver. Also present were Town Manager Jared Schumacher, Town Planner Drew Bowen, Office Manager Kimberly Miller, Water and Sewer Operator Jesse Hill, Public Works Superintendent Greg Huntsberry and Police Chief Kevin Morgan. Council Member Terri Hollingshead was not in attendance but listened via GoToMeeting. 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 Kerns to approve the **October 9, 2023 Regular Meeting** as amended. **Motion carried.**
- **Motion** by Council Member Kitchen, second by Council Member Hanson to approve the **October 2023 Treasurer’s Report** as amended. **Motion carried.**
  - **Council Member Kerns** stated that the totals for the American Rescue Plan funds and Certificated of Deposits do not balance out correctly with the bank statements.
  - **Council Member Kitchen** stated that Money Market interest rates have gone down, and that Assistant Mayor Nally and he need to get together and discuss the Town’s options.

**PUBLIC COMMENTS**

- **David Bell, 22 St. Paul Street:** Voiced his concerns regarding the ongoing situation with the Recreation Vehicle parked in the back yard of 21 St. Paul Street and requested a status update.
  - Town Planner Bowen stated that the owners are still living in the trailer and have been giving weekly updates on the construction progress. Stated that they will be moving out of the trailer and in with a sister within the next week. Stated that he is receiving pictures and weekly progress reports. Stated that the Town has only fined the owners for \$100 for one day of the violation because they have been working on the property.
- **Kathy Vesely, 101 Redfern Place:** Voiced her concern regarding litter around Town. Stated that she was raised with “Do Not Litter” all of her life. Showed photos to the Council of all of the litter her husband and she picked up during a walk in the Crestview Development. Asked if something can be put into the Town Newsletter and online. Suggested holding a Town wide clean-up day.

**GUEST**

**Shafer Park Disc Golf Funding Update** – Audrey Vargason provided the Mayor and Council with a funding update for the Disk Golf Course in Shafer Park, noting that they have formal approval from the Park Board on the course layout. She stated that the total estimated cost of the project is \$15,000. She further stated that she plans to submit an application for Washington County Hotel Motel Tax for a 50/50 funding match for the project and to raise the additional funds through sponsorship. Ms. Vargason reported that they currently have 5 verbal confirmations of the 18 needed sponsors, and that they will need 20 “friends of” sponsors as well. She stated that she is requesting that the Town receives and holds the funds for the Shafer Park Disc Golf Project and once she has that approval, she will start sending out sponsorship letters. **Motion** by Assistant Mayor Nally, second by Council Member Kerns to approve the Town accepting funds for the Shafer Park Disc Golf Project. **Motion carried.**

**FACILITIES REPORTS**

**PUBLIC WORKS SUPERINTENDENT’S REPORT – Greg Huntsberry**

- Stated that Shafer Park has been winterized and decorated for Olde Tyme Christmas
- Stated that the Park Board is purchasing a Christmas tree for the Park
- Stated that the current water distribution situation is blowing apart valves and creating many leaks throughout Town. Stated that they are having a hard time keeping the Reservoir levels up and that they are having to run the Springs which is causing the leaks.

## **WATER AND SEWER SUPERINTENDENT'S REPORT – Operator Jesse Hill**

- Stated that the masonry was started today on the Dewatering Press Facility Project
- Stated that the flows are all good at the Waste Water Treatment Plant

## **TOWN PLANNER'S REPORT – Drew Bowen**

- Stated that he is working to schedule Joint Meetings with the Planning Commission and Utilities Commission to start working on the Comprehensive Plan
- Stated that the Flook and TT&K property developers are working with the Fire and Rescue Companies for a potential future Emergency Facility
- Stated that an insurance adjuster provided a detailed report on all of the improvements not completed at the Preserve at Fox Gap Development
- Stated that the Town has completely taken over the maintenance of the Sycamore Run Development
- Stated that there is a Board of Zoning Appeal Public Hearing on November 21, 2023 at 7:00PM for the Mt. Nebo Church Subdivision Variance

Council Member Hanson thanked Town Planner Bowen for attending the Economic Development Commission's last meeting. Police Chief Morgan asked if someone could reach out to the owner of 125 Orchard Drive (the old GESAC and London Fog building area) to help put a stop to the kids skate boarding and loitering there. Town Manager Schumacher has been in contact with him but will reach out to get more information on what his plans for development are.

## **TOWN MANAGER'S REPORT – Jared Schumacher**

- Stated that the Town received the final draft of the Shafer Park Trail Plans today. Stated that they are signed, and we will be moving forward with the Project very soon.
- Stated that the Chase Six Project Memorandum of Understanding (MOU) has been reviewed by the Town Attorney and Washington County's Attorney. Stated that once it is approved, we can start moving forward, noting that it is currently in the 3<sup>rd</sup> review with the State Highway Administration. Stated that the Fletcher's Grove Developer is paying for the engineering cost. Stated that after the MOU is executed, Town Planner Bowen and he will work with the property owner of 202 Maple Avenue.
- Stated that the Reservoir is losing a lot more water than was originally noted. Stated that he is working to secure State and Federal Funding and is submitting grant applications but that the Town will need to come up with loan options in case of an emergency. Stated that he will gather loan information to discuss at the December 2023 Mayor and Council Meeting.
  - Council Member Kerns stated that when looking at loans to please make sure that they have early repayment options. Town Planner Bowen stated that now is a good time to look at loan options instead of waiting until the permitting process begins, noting that it is best to do it now rather than waiting until that stage.
- Stated that he is recommending that the Town bringing the divers back to dive into the Reservoir, and that the cracks need to be band aided again. Stated that the Town needs someone who can patch because we cannot keep losing thousands of gallons of water per day.

**POLICE DEPARTMENT REPORT – Chief Kevin Morgan.** The Police Department received 70 calls for service, which included 110 motor vehicle violator contacts and Parking Citations for the month of October 2023. There was 1 adult criminal arrest, 2 adult paper service arrests, 0 adult traffic arrests and 1 juvenile arrest.

- Stated that the decommissioned 2014 Chevrolet Tahoe needs to be sold, noting that it was going to be donated but that the school does not want it now. Stated that he is recommending that the Town sells in outright in 'as is conditions' for parts at scrap value because it is not drivable or repairable. Stated that the Town could do a 1-day scrap bid that is open for 24-hours. **Motion** by Council Member Hanson, second by Assistant Mayor Nally to advertise the 2014 Chevrolet Tahoe on the Town website for 7-days for bids only. **Motion** carried.
- Stated that he has a Police Officer interview scheduled for Wednesday, December 15, 2023 for a possible replacement for Sergeant McKenzie who resigned earlier in the moth.

## **MAYOR AND COUNCIL CORRESPONDENCE**

- **Mayor Long** stated that he attended the Veteran's Day Program at Boonsboro High School on November 9, 2023.

## NEW BUSINESS

**Municipal Government Works Month Proclamation:** Mayor Long read the Proclamation proclaiming November 2023 as Municipal Government Works Month in accordance with Maryland Municipal League. **Motion** by Assistant Mayor Nally, second by Council Member Kerns to proclaim November 2023 as Municipal Government Works Month. **Motion carried.**

### **Discussion and Proposal by Boonsboro Environmental Commission:**

- **Compost Bin Program at Shafer Park:** Environmental Commission Member Janeen Solberg, on behalf of the BEC, presented the request to continue the Compost Bin Program at Shafer Park. She stated that it has been a highly successful Program to date and Key City Compost has reported collecting 1,961 pounds of compost. She stated that she met with Public Works Superintendent Huntsberry to find an alternate bin location near the Community Center. Superintendent Huntsberry stated that the compost bin could be moved to the back of the Community Center near the handicapped ramp or near the Warrenfeltz Spring building during warmer months to cut down on the reported odor issues. Commission Member Solberg stated that the Town of Middletown has a three-sided enclosure around their recycling and compost bins and that Superintendent Huntsberry said that he could build something like this for ours. She stated that they will create signage and if the bin needs to be relocated during warmer months, they can place arrows directing people to it. **Motion** by Assistant Mayor Nally, second by Council Member Hanson to reinstate the Compost Bin Program with the option to temporarily move the location in warmer months if needed to help with the odor. **Motion carried.**
- **Farmers Market:** Environmental Commission Member Kathy Vesely stated that the Farmer's Market had a fabulous year with 13 to 21 vendors each week depending on the time of the season. She stated that they had a great group of vendors and really want them to come back next year. She further stated that a lot of the vendors are having an issue with being able to afford Liability Insurance and that they were wondering if it could somehow be umbrellaed under the Town's Insurance Policy since the Farmer's Market is held on Town property. Town Manager Schumacher stated that we can check with the Town's insurance company and see if they would be covered for next year.

**Fee Schedule Discussion:** Town Planner Bowen stated that Town Manager Schumacher and he have started reviewing the Town's Fee Schedule that residents are required to pay and that he is currently looking at the Zoning Administrative Fees. He stated that they are noticing that the Town Resolutions do not match what the Fees are, noting that their goal is to create a new Fee Schedule that is easy for everyone to understand. Town Manager Schumacher stated that they are asking for permission to start the process and to bring back a draft of the Zoning Administrative Fees at the December 2023 Meeting for the Councils review, with plans to present a Resolution in January 2024. **Motion** by Council Member Hanson, second by Council Member Kitchen to approve moving forward with the process of creating new Fee Schedules. **Motion carried.**

## COMMISSION REPORTS

**Park Board - Council Member Weaver.** Meeting held on October 25, 2023. Discussions included the plants, trees and flowers for the Economic Development Commissions Downtown Beautification Project, updates on the Disc Golf course, the Park Path Phase IV, the upcoming Tree Board meeting, plans for Olde Tyme Christmas and a resident's suggestion to replant the Shafer Park stream buffer.

**Boonsboro Municipal Utilities Commission – Assistant Mayor Nally.** Meeting held on October 18, 2023. Discussions included updates on the Waste Water Treatment Plant Sludge Dewatering Facility, the Stream Bank Restoration Project, the Auction House Sewer Connection, the additional Taps approval status, the EDU's and Calculation Methods, the Water and Sewer Application Process and Fees, and System Reports.

**Planning Commission – Council Member Kitchen.** Meeting held on October 24, 2023. Discussions included the next steps for the Comprehensive Plan update, the scheduling of a Joint Meeting with the Planning Commission and Utilities Commission, an update on the Flook and TT&K Developers working together to come up with a plan for their properties, and the Chase Six Intersection Project being a #1 priority.

**Public Safety Commission – Council Member Kerns.** Meeting held on October 19, 2023. Members met for a sidewalk walk-thru of St. Paul Street. Discussions included the Opticom Traffic Signal, the annual flushing and painting of the Town fire hydrants, an update on the CPR Equipment, the parking issue on North Main Street at the traffic signal and the need to replace the intersection sign with a "No Turn on Red" sign, upcoming training events for CPR and Stop the Bleed, the review of the findings on St. Paul Street safety walk and PSC Boonsboro Ambulance and Rescue Service Member vacancy. The next Public Safety Commission Meeting will be on January 18, 2024.

**Economic Development Commission** – *Council Member Hanson*. Meeting held on October 25, 2023. Discussions included Grant opportunities, and update on the Downtown Beautification Project, upcoming Business Ribbon Cuttings, Quarterly Rack Cards, and Committee Reports. The upcoming Networking Evening Meeting will be held on November 27, 2023 at the Boonsboro American Legion.

- Council Member Hanson asked what the update was on the ‘what to do in case of a protest’ letters for Town businesses. Town Manager Schumacher stated per the Town Attorney that the Town does not put out policies telling people how to behave. Mayor Long stated per Maryland Municipal League (MML) and Local Government Insurance Trust (LGIT) that the Town should stay in its own lane and not make a policy.

**Environmental Commission** – *Assistant Mayor Nally for Council Member Hollingshead*. Meeting held on October 10, 2023. Discussions included the plans to install a second EV charging station near Pavilion 4 in Shafer Park, articles for the Fall Town Newsletter, the Compost Bin in Shafer Park and Subcommittee Reports.

- Environmental Commission Member Vesley stated that the Town is Sustainable Maryland Certified again. She thanked everyone that helped with the process. She stated that the Green Team needs more volunteers. Council Member kerns suggested joining up with the Town of Keedysville. Commission Member Vesley thanked Superintendent Huntsberry and his team for their help during the Farmer’s Market season and to all of the regulars who attend the Market. She stated that there will be a speaker from Horizon Goodwill at the November 14, 2023 Environmental Commission Meeting.

**Motion** by Council Member Weaver, second by Council Member Hanson to adjourn the Regular Meeting at 9:28PM 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 \_\_\_\_\_, second by \_\_\_\_\_ to adjourn the Executive Session at \_\_\_\_\_ PM. **Motion carried.**

**Motion** by \_\_\_\_\_, second by \_\_\_\_\_ to adjourn the Regular Meeting at \_\_\_\_\_ PM. **Motion carried.**

Respectfully submitted,

Kimberly A. Miller, Office Manager