

BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, November 10, 2025

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, November 10, 2025 in the Town Annex Meeting Chambers. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Marilee Kerns, Eric Kitchen, Ray Hanson, Terri Hollingshead and Ricky Weaver. Also present were Town Manager Rachel Souders, Office Manager Kimberly Miller, Town Planner Drew Bowen, Water and Wastewater Superintendent Pete Shumaker, Public Works Superintendent Greg Huntsberry, Police Chief Dave Rizer, Police Sergeant Rob Whittington, Police Operations Manager Amy Rudy and Planning Commission Member Jacqueline Piro. The meeting convened at 7:00PM with the pledge and the invocation offered by Mayor Long.

REVIEW AND APPROVAL OF MEETING MINUTES and TREASURER’S REPORT

- **Motion** by Council Member Hollingshead, second by Council Member Kerns to approve the Regular Meeting Minutes from October 13, 2025 and the Workshop Meeting Minutes from October 27, 2025, with Assistant Mayor Nally abstaining because he did not attend the October 13, 2025 Meeting. **Motion carried 5-1.**
- Assistant Mayor – Town Treasurer Nally presented the October 2025 Treasurer’s Report. Council Member Kerns stated that there are a few discrepancies that need to be discussed with Town Clerk Powers. The October 2025 Treasurer’s Report will be **tabled** until the December 2025 Meeting.
 - Assistant Mayor – Town Treasurer Nally stated that the ICS Account has been established at First United Bank and Trust. He stated that he is requesting formal approval to transfer the \$2.5 million from the Middletown Valley Bank General Fund Account to the new First United ICS Account. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to transfer \$2.5 million from Town’s General Fund Account at Middletown Valley Bank to the new First United Bank and Trust ICS Account. **Motion carried.**
 - Assistant Mayor – Town Treasurer Nally stated that there are three (3) Certificates of Deposits that are maturing in December 2025 in the amount of \$245,000 each. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to transfer the three (3) Certificates of Deposits that are maturing in December 2025 in the amount of \$245,000 each to the new First United Bank and Trust ICS Account. **Motion carried.**

FACILITIES REPORTS

PUBLIC WORKS SUPERINTENDENT’S REPORT –Greg Huntsberry

- Stated that Shafer Park is winterized for the year and that the ADA portable toilet has been delivered near Pavilion 4
- Stated that the Shafer Park parking lot has been paved and will be striped when it is warm enough for the paint later
- Stated that the Town Christmas tree has been picked out at Good Spirits Tree Farm and will be delivered to Shafer Park for Olde Tyme Christmas
- Stated that the Dean South Development roads are going in and that the model home is being built
- Stated that the new Leak Detector is working great and that it was used to find a big leak in Keedysville
- Stated that High’s Dairy Store construction crew has started clearing the land today near the traffic circle

WATER AND SEWER SUPERINTENDENT’S REPORT – Pete Shumaker

- Stated that everything in the Water and Sewer Department is running well
- Stated that we are still waiting on the delivery of the Route 34 Pump Station pump

TOWN MANAGER’S REPORT – Rachel Souders

- Stated that today is Water and Wastewater Superintendent Pete Shumaker’s 22nd anniversary with the Town
- Stated that the PFAS test results from past years were reviewed and that all the results were Non-Detect for PFAS. Stated that this is good news for us but we cannot file a supplemental claim
- Stated that the fence and gate at Waste Water Treatment Plant is complete and are operational
- Stated that the State’s on-site monitoring to close out the Grants for the Sludge Dewatering Press and Shafer Park Well are scheduled for February 2, 2026 at 10am.
- Stated that the Safe Routes to School Grant for new sidewalks is still moving slowly. Stated that the RFP for a design engineer was reviewed by the State Procurement Office, noting that they required revisions which were submitted last Friday

- Mayor Long stated that Town Manager Souders and he met with the Delegation last week and that there is a possibility that we will not see much funding from them this year

TOWN PLANNER'S REPORT – Drew Bowen

- Stated that there have been two public Draft Comprehensive Plan Meetings. Stated that the formal draft will be posted towards the end of the month
- Stated that the McDonald's has addressed the concerns on their Site Plan and are moving forward, Stated that entrances will be on Ringley Drive and Tiger Way
- Stated that the Reservoir water tank testing is going on right now. Stated that they have been filling the tank slowly today and that it will take a few days to complete. Stated that they will conduct a water level test to make sure there are no leaks and then move onto the second water tank. Stated that the Crestview Bypass Project must be completed before switching over to the new Reservoir
- Stated that the Town is waiting on the McIlwee's to pick a color for their new pole building and then construction should start soon

Council asked Public Works Superintendent Huntsberry for an update on the **Disk Golf Course and the two (2) baskets in the Forest Conservation Area**. Superintendent Huntsberry stated that Jeff Davidson from the Park Board had requested to have snow fencing put up around the two baskets but that it has not been completed yet. Superintendent Huntsberry stated that there is an additional basket located near the walking trail that requires players to throw the disk over the trail which is not permitted. Town Manager Souders, Superintendent Huntsberry and Council Member – Park Board Liaison Weaver confirmed that there has been no response received from the multiple email correspondence sent or have any course changes been made by the Disk Golf Course co-founders, Audrey Vargason and Jackson Dolly. It was noted that Town staff and Park Board members have walked the course many times with Ms. Vargason and Mr. Dolly and have clearly shown them which baskets need moved. Council consensus is to have the Public Works staff remove the three (3) Disk Golf baskets referenced above and place them in the grass near their current locations. Superintendent Huntsberry stated that there is also still a large pile of stone and mulch for the Course that has not been moved after several requests. Consensus is to move the stone and mulch so that the Public Works Department can access their equipment that it is blocking.

POLICE DEPARTMENT REPORT – Chief Dave Rizer. The Police Department received 133 calls for service, 77 motor vehicle violator stops and 102 violator citations, 1 parking citation and 707 traffic enforcement/patrol checks for the month of October 2025. There were 3 adult criminal arrests, 2 adult paper service arrests, 3 adult traffic arrests and 0 juvenile arrests.

- Provided a brief update from the Police activity on Zachary Court at the end of October, noting that the incident is estimated at over \$1.8 million
- Stated that the Public Works Department has taken over the maintenance of the Police vehicles and will be saving the Town thousands of dollars on repairs
- Stated that the Police Department has taken a beating on Facebook over the installation of the seven (7) new License Plate Reader (LPR) cameras around Town and concerns over what happens with the data that is collected by the Flock Camera System. Stated that the State of Maryland has extremely strict restrictions on who has access to the collected data, noting that no one else has access other than the Police Department. Stated that no one other than the Chief of Police can release the data and that it can only be done with a case number. Stated that there is a written Policy in place.
 - Sergeant Whittington stated that the License Plate Reader (LPR) cameras will only be used when the Police Department has a crime to solve. He stated that they will be used to locate vehicles leaving Town. Chief Rizer also stated that the Flock Safety Camera System LPR is the same system that the City of Hagerstown and many other Municipalities uses for vehicle identification.

MAYOR AND COUNCIL UPDATES and CORRESPONDENCE

- **Assistant Mayor Nally** stated that Mayor Long and he attended the Boonsboro High School Veteran's Day Program today and that it was nice
- **Mayor Long** stated that the 250th Washington County Anniversary coin sets will soon be available for purchase online and in a new shop that will be set up in downtown Hagerstown for the 250th Anniversary
- **Mayor Long** extended a thank you to the Police Department for their involvement during Trick-or-Treating

GUESTS – 2025 Farmer's Market Recap – Kathy Vesely and Jennifer Raab, Farmer's Market Co-Managers. Ms. Vesely and Ms. Raab presented the 2025 Farmer's Market Recap for the Mayor and Councils review and input. They stated that this is

the 11th year of the Market and that every year attendance goes up with this year having 8,825 customers. They stated that the average number of vendors each week was twenty-one (21) with a wide variety of goods. They stated that their Frequent Flyer Card Program, where you get a stamp on your card for each vendor purchase, ended with 280 customers completing cards and many of those people completing multiple cards each. At the end of the season, they did a drawing of the submitted cards and gave out fifty-four (54) donated prizes. They stated that they always make it a point to support environmental causes with 'take-a-bag give-a-bag,' 'free bin,' and their mini recycling program in July which will be held a few additional times during the 2026 season. They stated that they love their new on-site shed. They thanked Office Manager Miller and Superintendent Huntsberry and the Public Works staff for all that they do for them throughout the season. They concluded by stating that they received a lot of good feedback this year and will incorporate that into the 2026 season.

NEW BUSINESS

Municipal Government Works Month Proclamation: Mayor Long read the Proclamation proclaiming November 2025 as **Municipal Government Works Month** in accordance with Maryland Municipal League. Council Member Hollingshead stated that she noticed that the Proclamation has an error of the year 2024 in the first paragraph. **Motion** by Assistant Mayor Nally, second by Council Member Hollingshead to proclaim November 2025 as Municipal Government Works Month, with the correction to the Proclamation to the year 2025. **Motion carried.**

Approval to Enter into Memorandum of Understanding for Historic Preservation Tax Credit Eligibility: Town Manager Sounders reviewed that Meghan Jenkins, *Washington County GIS Coordinator and member of the Historic District Commission*, attended the October 27, 2025 Workshop Meeting to inform the Town that the Board of County Commissioners of Washington County is reaching out to Municipalities to gauge interest in entering into a Memorandum of Understanding to participate in a Historic Preservation one-time project based 25% Washington County Property Tax Credit. **Motion** by Council Member Kerns, second by Council Member Hanson to approve the Memorandum of Understanding to participate in a Historic Preservation Tax Credit. **Motion carried.**

Personnel Manual Updates: Town Manager Sounders reviewed that she presented the updates to the Town Employees Personnel Manual for the Mayor and Councils review and input at the October 27, 2025 Workshop Meeting. She stated that she updated the minor revisions as requested by Council. Council Member Kerns stated that she had questions about the difference between the Police overtime and Town staff overtime, and that there needs to be a small blurb in the Personnel Manual to clarify this. **Motion** by Council Member Hanson, second by Assistant Mayor Nally to approve the Personnel Manual Updates with an amendment to add information to clarify Police overtime. **Motion carried.**

Update on Cash Offer to Purchase Shares in Principal Financial Group, Inc: Town Manager Sounders stated that after doing additional research on the unsolicited offer from Potemkin Limited to purchase the Town's shares in Principal Financial Group, Inc, it was determined that this was not a legitimate offer and does not apply to the Town because the Town no longer owns those shares. She stated that she found an email chain from the Fall of 2024 when then Town Clerk Wachtel looked into the Principal Financial Group shares, consulted with the Town Accounting Firm and the Town Auditor, and then cashed the shares out and book the \$18,363 received as Interest Income.

Award Construction Contract for Crestview Bypass Project: Town Manager Sounders presented the bid results from the Request for Proposals for the Crestview Bypass 12-Inch Water Main and Installation of Two Pressure Reducing Valves Contract NO. WM-1 for the Mayor and Councils review and input. She stated that the bid opening was held on November 6, 2025 and that the five contractor bids were forwarded to Whitman, Requardt and Associates, LLP (WRA), the engineer for the Project, to conduct a thorough review of the bid packages and to provide certifications of the qualified bidders as well as make a recommendation to the Town for award. She further stated that after WRA's review, Town staff, members of the Boonsboro Municipal Utilities Commission and Assistant Mayor Nally and Council Member Kitchen's review, they are making the recommendation to award the contract to HRI, Inc. for the amount of \$1,364,700 for Part A of the Project to perform the work as identified on the plans and specifications for the Project and the amount of \$90,050 for Part B for contingency materials such as stone, pipe, asphalt, topsoil and materials if needed under the supervision of the Town Manager and Superintendent. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to award the Construction Contract for Crestview Bypass Project to HRI, Inc in the amount of \$1,454,750. **Motion carried.**

Consideration of Escrow Account with Verdant Development Group LLC: T. Wesley Poss, of the Verdant Development Group LLC, presented his request to establish an Escrow Account with the Town, to pay for third party consultants to review plans as they are submitted for the Graystone Villages at South Mountain Planned Development Project. Mr. Poss stated that he has

held a number of Town Hall Meetings at the Boonsboro American Legion to obtain community input and that he plans to hold one final Town Hall meeting as soon as he secures a date. He stated that he will be making an official submission to the Town for a Zoning Text Amendment and submitting some other ancillary plans, noting that according to Town Resolution 2007-01 the Town can bring in third party consultants and as the applicant, Verdant Development Group agrees to pay the consultant costs reasonably incurred by the Town, such as civil engineers, traffic engineers and attorneys to review all applications, requests, plans, studies etc. submitted for the Project on behalf of the Town. Mr. Poss stated that by establishing an Escrow Account in the initial amount of \$7,500, which once depleted will be restored to the balance, it does not give a vote for or against the Development Project it simply allows the Town to have Verdant Development Group cover the cost for engineering reviews and such.

- **Mayor Long** asked if there are any signed Agreements with the Annexed Property owners. Mr. Poss stated yes, they have signed Agreements with the TT&K and Flook Property owners, as well as a Mutual Understanding with Boonsboro Self-Storage subject to the completion of an appraisal that is underway right now.

Mr. Poss stated that they received a lot of community feedback with concerns regarding traffic, school overcrowding, water and sewer availability and preserving the small-town feel. He stated that the first area a development will be a **'55 and over senior housing age restricted community'** that will not affect the schools and have generally benefited municipalities. A revised Concept Map showing the age restricted community and a new "Floating Zone" was shared by Sean Davis, Development Planner and Concept Map creator, to show how many square feet of commercial space, how many warehouses, how many townhouses and apartment buildings could be built on the Annexed land without a "Floating Zone" and how much increased Open Space you can achieve with a "Floating Zone," noting that this rezoning of the current huge General Commercial Zone will give the Planning Commission the ability to say what is permitted in the "Floating Zone."

- **Council Member Hollingshead** stated that this Agenda item has really gotten off of task because it is supposed to be about establishing an Escrow Account and asked if the Planning Commission should be involved in this decision. Town Planner Bowen stated that when it comes to the services rendered like engineering, yes, but not when it actually comes to the payment mechanism and establishing funds.
- **Council Member Kitchen** stated he appreciated Mr. Poss's remarks but that he was not aware of Resolution 2007-01, and that he would call it obscure and outdated. He stated to some degree it sounds like they are putting the horse before the cart. He stated that the Planning Commission Members have not all seen the Concept Plan or anything else and that they will have a lot of questions. He stated that a "Floating Zone" Text Amendment is not in the Comprehensive Plan. He further stated that this Agenda item is not an approval of anything but to the hundreds of people that have attended the Town Hall meetings at the American Legion this is going to look like the Town is approving moving forward with this Project. Mr. Poss said that Verdant Development Group is not putting the horse before the cart and is actually doing it in the right order because the official submittals are coming and the Town will need experts to review the documents and help navigate the process.
- **Town Manager Souders** stated that based on the Draft Comprehensive Plan Review Meeting, everyone already thinks that the Mayor and Council have signed off on the Project and that it is a lot further in the process than what it is. She stated that everyone does not understand that it is a preliminary Concept Plan.
- **Planning Commission Member Jacqueline Piro** stated regardless of setting up an Escrow Account or not tonight, Resolution 2007-01 states that the applicant is responsible for incurred charges, noting that having a foundation to work from and a base plan is beneficial for the Town and the Planning Commission. She stated that once that is in place then you come in and request the establishment of an Escrow Account.
- **Assistant Mayor Nally** stated that Verdant Development Group is meeting with the Planning Commission at the end of the month, there is the Thanksgiving holiday break and then the Mayor and Council meet again on December 8, 2025. He stated that there is not that much activity happening between tonight and the beginning of December.

Council consensus is to discuss the proposal to establish an Escrow Account with Verdant Development Group, LLC, with the Planning Commission at their meeting and bring them up to speed, and then meet again in December 2025. Mr. Poss stated that they will probably submit the "Floating Zone" Text Amendment in the meantime and that they did not come to the meeting to argue. He stated that he will submit the signed Agreements with TT&K and Flook before the Planning Commission meeting and notify the Town when the Town Hall meeting is scheduled at the Boonsboro American Legion.

COMMISSION REPORTS

Park Board – *Council Member Weaver*. Meeting held on October 22, 2025. Discussions included that the Park Board has reached out to Audrey Vargason and Jackson Dolly, the organizers who constructed the Disk Golf Course, multiple times with the continuing concerns about the locations of three of the Disk Golf Course baskets and its impact on the conservation areas and has not received a response to date, the approval of the new Park Regulations, the printing of the Park Treasure Hunt Map and the ordering of small pins for completing the Hunt, updates from the Tree Board and their November 1, 2025 Fall

Work Day, an update on Olde Tyme Christmas, the winterizing of the Park restrooms on November 3, 2025 and the ADA accessible port-a-pot rental, the idea to enlarge the Dog Park and the plans to present volunteers with Certificates of Recognition for jobs well done in the Park.

- **Council Member Weaver** restated that the Public Works Department will be removing the three Disk Golf baskets that the Park Board has been requesting to have moved with no action taken by the Disk Golf Course organizers.

Boonsboro Municipal Utilities Commission – *Assistant Mayor Nally*. Meeting held on October 15, 2025. Discussions included the Reservoir Replacement Project update, the Crestview Water Pressure Reduction and Bypass Project update, the Internal Water Audit, EDU Chart Review and Water and Sewer Capacity Study update, the review of Meter Options and System Reports.

- **Council Member Kerns** stated that there should be a formal vote to use the PFAS Settlement funds for Projects because it was not put into the Fiscal Year 2026 Budget. Assistant Mayor Nally stated that the PFAS funds will be used towards the Route 34 Pump Station Emergency Repair, noting that the replacement pump cost \$27,000 and the reworking and additional piping cost \$26,000, totaling \$53,000. **Motion** by Assistant Mayor Nally, second by Council Member Kerns to use \$53,000 from the PFAS Settlement funds to pay for the Route 34 Pump Station Emergency Repair. **Motion carried.**

Planning Commission – *Council Member Kitchen*. Meeting held on October 15, 2025. Discussions included the Preliminary Site Plans for the Fletcher’s Grove Dean North Development, the McDonald’s Site Plan and the Ambulance Company Site Plan, the scheduling of the draft Comprehensive Plan public meeting on November 3, 2025, the review of the Planning Commission By Laws, the Planning Information from State of Maryland Department of Planning and the Zoning Check Up Guide and Staff Reports.

- **Mayor Long** asked if the ‘Employment Zoning’ in the middle of the Town Farm property near the TT&K Annexed property could be removed and rezoned Agricultural Zoning to protect the area from the construction of warehouse buildings. Town Planner Bowen said absolutely and that it can be added to the Comprehensive Plan as well. Mayor Long stated that yes, please make sure it is Agricultural Zoning.

Economic Development Commission – *Council Member Hanson*. Meeting held on October 22, 2025. Discussions included upcoming grant opportunities, the Downtown Beautification Project, the upcoming Networking Meetings in November, January and March, upcoming Ribbon Cutting Ceremonies, the Quarterly Rack Cards, updates on Main Street Maryland and Committee Reports. The Annual Commission Mixer will be held in January 2026 and the next Networking Meeting will be held on November 20, 2025 at 7:30am at the Boonsboro American Legion Post 10 and the cost will be \$10 for breakfast.

Environmental Commission – *Council Member Hollingshead*. Meeting held on October 8, 2025 and Report given at the October 13, 2025 Regular Meeting.

Motion by Hollingshead, second by Council Member Weaver to adjourn the Regular Meeting at 9:25PM. **Motion carried.**

Respectfully submitted,
Kimberly A. Miller, Office Manager