

**BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, October 4, 2021**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, October 4, 2021 in the Meeting Chambers. The Meeting was streamed via GoToMeeting online. In attendance were Mayor Howard Long, 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. Assistant Mayor Rick Byrd 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 Nally, second by Council Member Hanson to approve the **September 13, 2021 Public Hearing and Regular Meeting Minutes** as amended. **Motion carried.**
- **Motion** by Council Member Nally, second by Council Member Hollingshead to approve the **September 2021 Treasurer’s Report.** **Motion carried.**

GUEST

Fletcher’s Grove Home Owners Association – *Neighborhood Security Cameras.* Ena Bovell Martin spoke on behalf of the Fletcher’s Grove HOA regarding the request to place a solar powered security camera near the community’s entrance sign. She stated that over a year ago she attended a meeting requesting community security cameras and that the request was denied by the Town. She further stated that the cameras will only be directed at the sign. Chief Morgan stated that he sees no issues as long the cameras are not placed on private property and not directed towards residents’ homes.

MAYOR AND COUNCIL CORRESPONDENCE

- **Mayor Long** attended the Eagle Scout Court of Honor for JJ Berg on September 25, 2021

POLICE DEPARTMENT REPORT – *Chief Morgan.* The Police Department received 55 calls for service, which included 40 motor vehicle violator contacts and 0 Parking Citations for the month of September 2021. There were 0 adult criminal arrest, 2 adult paper service arrests, 0 adult traffic arrests and 0 juvenile arrests.

- Stated that Officer Ballesteros became certified as a D.A.R.E Officer this month.

OLD BUSINESS

State of Maryland for the Boonsboro – Keedysville Water Filtration Plant Loan: Council Member/Boonsboro Municipal Utilities Commission Liaison Nally, on behalf of the Boonsboro Municipal Utilities Commission, presented the recommendation to pay off the balance of \$64,790 to the State of Maryland for the Boonsboro – Keedysville Water Filtration Plant Loan. He stated that the 5-year early pay-off would save the Town over \$11,000 in interest. **Motion** by Council Member Nally, second by Council Member Kerns to approve paying the balance of \$64,790 to the State of Maryland for the Boonsboro – Keedysville Water Filtration Plant Loan using Prior Year Reserve Funds. **Motion carried.** Council Member Nally stated that the BMUC will be discussing the State Highway Water Main Line Loan at their October 2021 Meeting.

NEW BUSINESS

Introduction of Ordinance 2021-04; An Ordinance to Amend and Add Certain Provisions to the Zoning Ordinance to Allow for Utility Permits in the Town Limits: Town Planner Stanley, on behalf of a recommendation from the Planning Commission, presented the Introduction of Ordinance 2021-04; *An Ordinance to Amend and Add Certain Provisions to the Zoning Ordinance to Allow for Utility Permits in the Town Limits* for the Councils review and input. She stated that the Ordinance will include all utility infrastructure work including the installation, protection and removal of poles, pole line, conduits, gas pipes, oil pipes, sewers, tile lines and any other work related to a public utility, noting that this will give the Town the authority to authorize utility work permits through an approved permit application. Council Member Kerns asked if the proposed Ordinance had been reviewed by the Town Attorney. Town Manager Mantello stated that it had not. Council Member Kerns stated that before introducing the Ordinance, it will need to be reviewed by the Town Attorney and questioned if Comcast, Inc would be grandfathered in due to the Town signing the Franchise Agreement with them back in December 2020. Town Manager Mantello stated that the utility permit will be for the installation of all new infrastructure, not existing, and that it will be

different that the Franchise Agreement. Town Planner Stanley stated that the Washington County and the City of Hagerstown have similar utility permits and charge \$25 per permit application. **Motion** by Council Member Nally, second by Council Member Kerns to table the Introduction of Ordinance 2021-04; *An Ordinance to Amend and Add Certain Provisions to the Zoning Ordinance to Allow for Utility Permits in the Town Limits* until it is reviewed by the Town Attorney. **Motion carried.**

CDA Local Government Infrastructure Program Bond: Town Manager Mantello stated that he reached out to the Town Attorney regarding the issuance of Bonds and found out that they can be issued by Resolution, and that it can also be done by an emergency Ordinance or Resolution. He reviewed that he recently submitted the application for the Maryland Community Development Administration Local Government Infrastructure (MD CDA LGIF) 2021 Series A Program Bond in the amount of \$500,000 for a 5-year term at 0.75%. He stated that right now the market rates are at historical lows and that this is a good time to finance for Capital Infrastructure Projects, noting that he is recommending that the Town moves forward with the CDA Bond to pay for our half of the Dewatering Press. Council Member Kerns asked if there are any additional loan costs or restriction for paying the loan off early, noting that the Sewer Fund is very in debt and explained in detail the Sewer Fund Debt Ratio. She stated that the Council approved using the matching grant from the Appalachian Regional Commission (ARC) Funding and the American Rescue Plan Funds to pay for the Dewatering Press Project. Council Member Hanson stated that he is not one for borrowing money if we don't need it. Council Member Kerns stated that the Town would have to raise quarterly rates, that it would be the Sewer Fund's debt which would be funded/paid for by the General Fund, and that it's not a good idea to borrow money if you already have money. Council Member Nally stated that the Council doesn't know what we are borrowing the funds for and asked why the Council is debating this if they already approved the Dewatering Press with the Fiscal Year 2022 Budget. Town Manager Mantello stated that he is recommending the CDA Bond to borrow funds in order to free allocated cash funds. Mayor Long stated that the debating had gone on long enough and asked if the Council intended to vote on the Agenda item or table it. **Motion** by Council Member Nally, second by Council Member Weaver to table the Maryland Community Development Administration Local Government Infrastructure (MD CDA LGIF) 2021 Series A Program Bond. **Motion carried.**

Town Election Board Appointees: Mayor Long stated that he is recommending the appointment of Esther Dean, Eric Kitchen and Dennis Hockensmith to the Boonsboro Election Board for 4-year terms. **Motion** by Council Nally, second by Council Member Hollingshead to appoint Esther Dean, Eric Kitchen and Dennis Hockensmith to the Boonsboro Election Board for 4-year terms. **Motion carried.**

Boonsboro School Bus Route Update: Council Member Hollingshead asked for a status update on the 13 Washington County school buses that travel from the Boonsboro School Complex, down Center Street, up Lakin Avenue and down St. Paul Street twice daily to transport students home from school being rerouted onto Orchard Drive and exiting at North Main Street. *[Discussion for this issue has been ongoing since October 2019]* Town Manger Mantello stated that the rerouting onto Orchard Drive to North Main Street for the State Highway Traffic Study has not started yet, noting that it should begin next week. Police Chief Morgan stated that he has no issues with the Town's Police Officers directing traffic to let the school buses out at Orchard Drive onto Main Street during the traffic study, but that it will not provide the SHA with the *true* time it would take for the buses to dismiss that way for their study. He stated that the real issue with traffic is the parents that pick up their children from school. He further stated that dismissing those students after all of the buses have cleared the school campus would alleviate the traffic issues, and also rerouting the buses to dismiss out onto Maple Avenue like they did in the past. Town Manger Mantello stated that he is waiting for the results from the traffic study to help find a solution. Mayor Long suggested that he and Chief Morgan make an appointment to talk to Boonsboro High School Principal Michael Kuhaneck tomorrow to discuss bus routing options. Council suggested contacting the Washington County Board of Education to be placed on their Meeting Agenda for October 5, 2021. Town Manger Mantello stated that he has put a lot of work and effort into this project.

COMMISSION REPORTS

Park Board - *Council Member Weaver.* Meeting held on September 29, 2021. Discussions included upcoming Town events, preliminary plans for Old Time Christmas, Don't Feed the Ducks signage, Tree Board updates on upcoming tree planting, and plans for the 2022 Summer Concerts and Outdoor Movies.

Boonsboro Municipal Utilities Commission – *Council Member Nally.* No Meeting was held in September 2021.

Planning Commission – *Town Planner Stanley*. Meeting held on September 28, 2021. Discussions included the Ringley Concept Plan, the Dunkin’ Donuts Concept Plan, the Ordinance for the Utility Work Permit, the Sycamore Run As-Builts and the Fall Tree Public Planting sites.

Economic Development Commission – *Council Member Hanson*. Networking Meeting was held on September 16, 2021 at the Clopper Michael Post 10 American Legion with guest speaker Tiffany Ahalt. The next Meeting will be on September 27, 2021 at 9:00AM in the Town Meeting Chambers.

Environmental Commission – *Council Member Hollingshead*. Meeting held on September 14, 2021. Discussions included the Appalachian Trail Designated Community (ATDC) efforts with the Economic Development Commission, the Farmer’s Market Manager position for 2022, the recommendation to appoint Janeen Solberg to the Commission and Subcommittee Reports.

- Mayor Long, on behalf of a recommendation from the Environmental Commission, stated that he is recommending the appointment of Janeen Solberg to the BEC to finish out the vacant 3-year term through November 2023. **Motion** by Council Member Hollingshead, second by Council Member Kerns to appoint Janeen Solberg to the BEC to finish out the 3-year term through November 2023. **Motion carried.**

Town Planner’s Report – *R. Stanley*. *Provided Report with Planning Commission meeting update.*

Town Manager Report – *P. Mantello*

- Stated that the Town received an additional \$5,000 grant for the Fall Tree Giveaway, bringing the total grant funding to \$10,000 for that Project
- Stated that the Waste Water Treatment Plant is in need of a fence and gate to secure the staircase up to the SBR basins so that no one can access the catwalk areas other than designated personnel. Stated that Superintendent Pete Shumaker obtained a quote from MLS Weld and Repair for \$2,934.00. **Motion** by Council Member Hanson, second by Council Member Nally to approve the quote from MLS Weld and Repair for \$2,934.00 for the fence and gate to secure the staircase up to the SBR basins at the Waste Water Treatment Plant. **Motion carried.**
- Stated that volunteers are still needed for the Fall Tree Giveaway delivery on Saturday, October 9, 2021.

Motion by Council Member Nally, second by Council Member Hollingshead to adjourn the Regular Meeting at 8:31PM.
Motion carried.

Respectfully submitted,

Kimberly Miller
Office Manager