

**BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, October 9, 2023**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, October 9, 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, Terri Hollingshead, Marilee Kerns, Eric Kitchen, and Ricky Weaver. Also present were Town Manager Jared Schumacher, Town Planner Drew Bowen, Town Clerk Bryan Wachtel, Water and Sewer Superintendent Pete Shumaker, Public Works Superintendent Greg Huntsberry and Police Admin Amy Rudy. Office Manager Kimberly Miller was absent. 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 18, 2023, Regular Meeting. Motion carried.**
- **Motion** by Council Member Kitchen, second by Council Member Weaver to approve the **September 2023 Treasurer’s Report**, with Council Member Kerns opposing. **Motion carried 5-1.**

PUBLIC COMMENTS

- **Bryan Wachtel**, *on behalf of the Appalachian Trail Committee*: Seeking a letter of support from the Mayor & Council to participate in the AT Vista in conjunction with Brunswick, MD and Harpers Ferry, WV. The AT Vista will be held in 2025 at Shepherd University, however each of the three towns will be required to host an event/workshop in their town. This event will bring the three local Appalachian Trail towns together to provide a weekend of education, stewardship, and outreach along the Appalachian Trail.
Motion by Council Member Hanson, second by Council Member Nally to provide a letter of support from the Mayor & Council regarding the Town of Boonsboro participating in an Appalachian Trail Vista in 2025 in conjunction with Brunswick, MD and Harpers Ferry, WV. **Motion carried.**
- **David Bell**, *22 St. Paul Street*: Voiced his concerns regarding the ongoing situation with the Recreational Vehicle parked in the back yard of 21 St. Paul Street. Stated he wasn’t happy that there was a 30-day extension granted. Town Planner Bowen stated he was the one who granted the extension after meeting with the homeowner. Town Manager Schumacher stated that staff has been in contact with the homeowner, and this is the last extension that will be granted. Mr. Bell stated that the work is being done without a building permit. Town Planner Bowen said he was currently looking into the permitting status.
- **Heath Barnes**, *Mayor, Town of Woodsboro*: Came to introduce himself as candidate for Congress in Maryland Congressional District 6.

PRESENTATION – *three+one cashVest – Ruth Chiumia*

three+one cashVest analyzes your cash flow and trends and provides investment strategies and opportunities. No product service, you can continue to use your current financial institutions. There is a \$9,900, 1:1 guarantee, or your money back. Stress tests prior year’s bank statements and current investments as well as analyze current market trends. There are lots of investment opportunities out there right now. Council Member Kerns asked if they currently have any other Maryland clients, they do not. Council was not ready to decide on anything at this meeting and are requesting more information and earnings of a client similar in size to Boonsboro be sent to Town Manager Schumacher.

FACILITIES REPORTS

PUBLIC WORKS SUPERINTENDENT’S REPORT – *Greg Huntsberry*

- Stated that the handicap pavilion that was hit during Boonsboro Days will be replaced by Spring 2024.
- Stated that the Christmas Tree in Shafer Park is dead. He is going to check with Good Spirits Tree Farm to see if they would donate a new one. We might have to pay for a spade to relocate the tree.
- Stated that himself, Council Member Kitchen, and Town Planner Bowen did a walkthrough of Sycamore Run with Steve Odor. Stated that the ponds needed cleaned up, but everything else looked good.
- Stated that they replaced the water line at the Boonsboro Police Department. Water meters are hard to get, the meters he ordered in June won’t be delivered until December.

- Stated that someone stole a breaker from a light pole by the Community Center. Waiting on Reeder Electric to come out and replace it.
- Stated that people are cutting through the park via the walking trails from the Police Department down to the lot by the Boy Scouts building. Ordered Do Not Enter signs to put up there.
- Council Member Nally stated that the BMUC voted unanimously by email for Greg to order an additional 35 meters, to ensure we have enough on hand. Voted to use the Water Fund User Fee's to cover the cost of these meters.
- Stated that he had to weld a water meter lid shut due to a resident continuously getting into the crock.

WATER AND SEWER SUPERINTENDENT'S REPORT – Pete Shumaker

- Stated that Philips will be here on October 25th to finish the Shafer Park well.
- Stated that the construction on the Wastewater Treatment Plant is going smoothly. The storage buildings are erected and the foundation for the Dewatering Press building is set.
- Stated that Southern Corrosion will be shutting the tank down for 3-5 days. We will be running solely off water from Keedysville for 3-5 days.

TOWN PLANNER'S REPORT – Drew Bowen

- Stated that he is going to be providing a Planning Report and a Zoning Report every month.
- Stated that the Planning Commission is working on goals and draft schedules for Review and Approval Processes.
- Stated that he met with David Lyles regarding the Flook and TT&K properties located off 68/Lappans Road. David Lyles will be representing those properties; they would like to work together and submit a master development plan. Council Member Nally questioned if there would be a new agreement tying all three properties together, Town Planner Bowen says no.
- Stated that Town Staff met with the Easterday's at the Preserve at Fox Gap. The Town is pulling the bond.
- Stated that the Sycamore Run walkthrough was completed as Public Works Superintendent Huntsberry reported on earlier.
- Council Member Nally stated that the BMUC requests a moratorium. We do not know what our water availability currently is. Until we get the new reservoir under control, we do not have any allocation.
- Stated that Mt. Nebo Church may have a Zoning Appeals Hearing coming in the following months.
- Stated that he issued Code Enforcement Notices to the following properties: 21 Saint Paul Street, 611 N Main St, Orchard Drive/Center Street.

TOWN MANAGER'S REPORT – Jared Schumacher

- Stated that the Town did pull the bond on the Preserve at Fox Gap as Town Planner Bowen reported on earlier.
- Stated that himself, Town Planner Bowen, and Mayor Long met with the Chase Six representatives. They have a full set of construction plans. We are working with the county on a few items, as well as internally with the town itself.
- Stated that it would cost around \$200,000 to complete replacing the old valves in Crestview. Stated that he would like to request that the ARC funding application for the Alt. 40 Waterline Looping be amended to fund the Crestview valve replacement project.
- Stated that he and Town Planner Bowen are working on a Subdivision Plan Review and Approval process.
- Stated that he created an RFP template for the town. He sent it to Town Attorney Rotz for review and approval.

POLICE DEPARTMENT REPORT – Police Admin Rudy. The Police Department received 89 calls for service, which included 91 motor vehicle violator contacts and 0 Parking Citations for the month of September 2023. There were 2 adult criminal arrests, 0 adult paper service arrests, 0 adult traffic arrests and 0 juvenile arrests.

- Stated that on September 11, 2023, there was an accident and an assault on North Main Street.
- Stated that on September 22, 2023, there was an adult arrest for weapons and CDS at 32 South Main Street.
- Stated that on September 27, 2023, there was a report for theft of water, and charges are pending.
- Stated that Officer Moretti has been a good fit. He has been an asset to the department. Council Member Hanson confirmed this in his recent experience with him in the Crestview Development.

MAYOR AND COUNCIL CORRESPONDENCE

- **Council Member Nally**
 - Stated that he and Mayor Long attended Gifts Inn Boonsboro's 15th Anniversary. They also attended Trinity Church's dedication of the carillons.

NEW BUSINESS

Washington County Treasurer's Office – Town Taxes:

- Mayor Long stated that Washington County Treasurer R. Matthew Breeding attended September's Mayor & Council meeting regarding Washington County starting to collect the Town of Boonsboro's Real Estate Taxes. Stated that the County Commissioners have not approved this to be done yet. Stated that he would like to make a motion to rescind the motion made by Council Member Nally and seconded by Council Member Hollingshead, and instead make a motion to table the motion until we receive more information regarding this.

Motion by Council Member Nally, second by Council Member Hollingshead to rescind the motion to have Washington County collect Boonsboro Town Real Estate Taxes. **Motion carried.**

Motion by Council Member Nally, second by Council Member Hollingshead to table the motion to have Washington County collect Boonsboro Town Real Estate Taxes until further information and details are received. **Motion carried.**

Town Election Board – Suggestions for Member Replacement and Alternate:

- Mayor Long stated that there is a vacancy on the Election Board due to Council Member Kitchen being voted onto Town Council. Also stated that we should have alternatives selected in case there are absences on election day.
- Council Member Hollingshead stated that she reached out to Jaqueline Martinez-Bussard, prior Chief Judge of the Washington County Election's, and she is interested in filling the vacancy on the Election Board.

Motion by Council Member Hollingshead, second by Council Member Kerns to appoint Jaqueline Martinez-Bussard to fill the vacancy on the Town Election Board. **Motion carried.**

COMMISSION REPORTS

Park Board - Council Member Weaver. Meeting held on September 27, 2023. Discussions included updates on the Disc Golf course, the Park Path Phase IV, the upcoming Tree Board meeting, plans for Olde Tyme Christmas, the Economic Development Commissions Downtown Beautification Project and planting, and the Pavilion replacement plans.

- Stated that the Park Board has seen interest in businesses sponsoring the Golf Disc Course holes. Discussion on whether it is appropriate to allow hole sponsorships or not. Council will discuss this further.
- Stated that Tree Board Chair Kim Pruitt will be stepping down, and Commission Member Jeff Davidson will be stepping in as interim chair of the Tree Board.
- Stated that the last movie night was not well attended. Park Board has talked to movie company and will be getting a credit for movies not shown due to rain.
- Stated that the Summer Concert Series has concluded, and all concerts were well attended.
- Stated that planning for Olde Tyme Christmas has started and is going well. They are in search of a tree donation for the Town Christmas Tree.
- Stated that the replacement of the handicap shelter in Shafer Park is underway.
- Stated that the next Park Board meeting is October 4, 2023.

Boonsboro Municipal Utilities Commission – Assistant Mayor Nally. Meeting held on September 20, 2023. Discussions included updates on the WWTP Sludge Dewatering Facility, the replacement heads for Chlorine – Sulfur Dioxide for the Water and Sewer Plants, the Crestview water leaks and valve replacements, an update on the 7700 Old National Pike Sewer Connections, funding for the Reservoir Project, the Water and Wastewater Flow Chart, Water Availability and System Reports.

- Stated that the BMUC has recommended to approve the purchase of 10 Archer Chlorinators for \$6,000.
- Stated that 7700 Old National Pike has not been in contact with the BMUC but has been in contact with the county.
- Stated that we have small developments, and miscellaneous taps coming, and we don't have a roadmap planned for these allocations, they are currently working on a resolution.
- Stated that the BMUC approved the purchase of more water meters for the Crestview Meter project, via email vote.

Planning Commission – Council Member Kitchen. Meeting held on September 27, 2023. Discussions included the next steps for the Comprehensive Plan Update including goals and schedule, the Capacity Calculations for the Water and Sewer Plants, the hiring process for the new Town Planner, the Mt. Nebo Church Subdivision request, the potential addition of apartments on the rear of the Subway property, Water Tap availability, the 50 St. Paul Street Subdivision progress update, and citizens comments.

- Stated that Town Planner Bowen was introduced as the new Town Planner.
- Stated that the Comprehensive Plan has a budget of \$60,000, and the commission does not think that it will cost that much to complete this. The Planning Commission agreed to compile a chapter every month and complete this plan in house.
- Stated that High's was quoted 18 EDU's, and we haven't heard anything else from High's since. Town Planner Bowen did calculations and came up with a much lower EDU number. Town Staff will reach back out to High's and inform them and get a status update. Planning Commission would like to see High's move forward.
- Stated that the commission was inquiring about the status of the Aquatic Center. Council Member Kitchen did not have an update on it.
- Stated that the Planning Commission will meet again on October 24, 2023.

Public Safety Commission – Council Member Kerns. Meeting held on September 21, 2023. Members met for a sidewalk walk-thru of Lakin Avenue. Discussions included the welcoming of new Members Robert Ecton and Teresa Leizear, an update on the CPR Equipment, an update on the Opticom Traffic Signal, a discuss about crosswalks, fire hydrants, Sycamore Run, Stop the Bleed kits for Town vehicles, and defibrillators in Police cars, and the review of the findings on Lakin Avenue safety walk.

- Stated that the Public Safety Commission will need some guidance on how to handle some sidewalks needing attention and replacement.
- Stated that the Fire Department has been trying to work with the Housing Authority of Washington County to get the emergency lights fixed and the house numbers need repainted so that they are visible for responses.
- Stated that there is concern over the signage at the traffic circles located in Sycamore Run. Town Planner Bowen is looking into this.
- Stated that the next Public Safety meeting is scheduled for October 19, 2023.

Economic Development Commission – Council Member Hanson. No formal Meeting held during September 2023. The Networking Breakfast Meeting was held on September 21, 2023, at the Washington County Rural Heritage Museum and the next EDC Meeting will be on October 25, 2023.

Environmental Commission – Council Member Hollingshead. No formal Meeting held during September 2023. The next meeting is scheduled for October 10, 2023.

Motion by Council Member Hollingshead, second by Assistant Mayor Nally to adjourn the Regular Meeting at 9:01 PM 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 Council Member Hollingshead, second by Council Member Hanson to adjourn the Executive Session at 9:20PM. **Motion carried.**

Motion by Assistant Nally, second by Council Member Hollingshead to adjourn the Regular Meeting at 9:20PM. **Motion carried.**

Respectfully submitted,

Bryan Wachtel
Town Clerk