

**BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, September 13, 2021**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, September 13, 2021 in the Meeting Chambers. The Meeting was streamed via GoToMeeting online. In attendance were Mayor Howard Long, Assistant Mayor Rick Byrd, 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 Officer Dave Rizer and Police Administrative Assistant Amy Rudy. 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 Byrd, second by Council Member Hanson to approve the **August 9, 2021 Public Hearing and Regular Meeting Minutes** as amended. **Motion carried.**
- **Motion** by Council Member Nally, second by Council Member Hollingshead to approve the **August 2021 Treasurer's Report.** **Motion carried.**

PUBLIC COMMENTS

- **Mitch Vega, 6217 Old National Pike.** Attended the Meeting on behalf of the Boonsboro Middle School Parent Teacher Organization to request a donation for the Annual Warrior Walk. Stated that he also has concerns regarding the speed that vehicles travel on Old National Pike near the Old South Mountain Inn. Stated that it is like a race track. Officer Rizer recommended that Mr. Vega contact the State Police Barracks.

MAYOR AND COUNCIL CORRESPONDENCE

- **Mayor Long** thanked the Economic Development Commission for the fantastic Food Truck Event on September 3, 2021. Stated that the event has already been added to the calendar for 2022.
- **Mayor Long** congratulated the Boonsboro Historical Society on a very successful 50th Annual Boonesboro Days.
- **Mayor Long** thanked the Fire Hose Company for the Annual 9/11 Remembrance Parade.

POLICE DEPARTMENT REPORT – Officer Rizer. The Police Department received 62 calls for service, which included 98 motor vehicle violator contacts and 0 Parking Citations for the month of August 2021. There were 0 adult criminal arrest, 0 adult paper service arrests, 0 adult traffic arrests and 0 juvenile arrests.

- Officer Rizer presented the quotes for the purchase of a new Police vehicle for Chief Morgan for the Councils review and input. He stated that they are recommending the purchase of a 2022 Ford Explorer from Keystone Ford for the cost of \$43,116. He stated that they plan to use as much of the existing equipment from the Chevy Tahoe that they can. **Motion** by Council Member Hollingshead, second by Council Member Nally to approve the purchase of a 2022 Ford Explorer from Keystone Ford for the cost of \$43,116. **Motion carried.**

NEW BUSINESS

Updated on COVID-19 Guidance and Protocols: Mayor Long stated that he recently spent two days in Salisbury, Maryland for the Maryland Municipal League Board of Directors meeting. He reported that many of the Maryland municipalities are reinstating COVID-19 protocols due to the spike in cases and that he is recommending that the Town does the same for Town Hall. He stated that he would like to reinstate mask requirements for the public entering Town Hall and for staff to also wear masks when interacting with the public and when walking in public spaces even if they are fully vaccinated. Council discussed masking options and agreed that the Town should wait to receive guidance from Governor Hogan and Washington County on reinstating mask protocols.

Resolution 2021-02; Maryland Rural Development Commission Circuit Rider Program: Town Manager Mantello presented Resolution 2021-02; *Maryland Rural Development Commission Circuit Rider Program* for the Councils review and input. He stated that Kathryn Gratton, of the Maryland Rural Development Corporation (MRDC), attended the August 2021 Workshop Meeting and presented the draft MOU Agreement and draft Resolution Circuit Rider/Town Manager Program. He stated that the Office of Neighborhood Revitalization of the Department of Housing and Community Development administers the Program and that under the Agreement, MRDC will provide professional management services and grant writing to the Town for Fiscal Years 2022 through 2024. Town Manager Mantello stated that Ms. Gratton will work on items such as USDA grants,

securing funding and any other tasks needed by the Town with the average time worked of about 12 hours per week, noting that there is minimal cost to the Town for this service and if a grant is awarded, the Town would pay her around 1% of the total award. He stated that Town staff will still be responsible for all grant reporting. **Motion** by Council Member Nally, second by Assistant Mayor Byrd to approve Resolution 2021-02; *Maryland Rural Development Commission Circuit Rider Program*. **Motion carried.**

Washington County Community Coalition Membership: Town Manager Mantello presented the recommendation to join the Washington County Community Coalition (WCCC) for the Councils review and input. He stated that with the understanding that the Town has a large and expensive project on the horizon, Senator Corderman's office suggested that the Town join the WCCC to help leverage resources with other County agencies and work with a lobbyist. He further stated that the WCCC membership would offer many opportunities for the Town, noting that the membership fee is \$1,000 per year. Town Manager Mantello stated that considering the emergency nature of the Reservoir Project and the uncertainty of Federal funding, joining the WCCC might bring considerable financial support and possibly help with obtaining funding through the General Assembly in January 2022. Council Member Kerns stated that the \$1,000 fee could be split between \$500 from the General Fund Educational Stipend line item and \$500 from the Water Fund Professional Fees in the Fiscal Year 2022 Budget. **Motion** by Council Member Nally, second by Assistant Mayor Byrd to join the Washington County Community Coalition at the membership cost of \$1,000 per year. **Motion carried.**

2021 Road Salt Bids: Town Manager Mantello presented the 2021 Road Salt Bids, on behalf of Public Works Superintendent Greg Huntsberry, from Custom Landscaping, Harvey Salt Company and Mid-Atlantic Salt for the Councils review and input. He stated that staff is recommending the low bid from Custom Landscaping at the cost of \$81 per ton, equaling \$24,300 for 300 tons of road salt. He reviewed that the Town still has the Salt and Aggregate Utilization Agreement from the State Highway Administration (SHA) to be able to purchase salt from the SHA for a 3-years term period beginning September 1, 2020 through August 31, 2023 should an emergency occur. **Motion** by Assistant Mayor Byrd, second by Council Member Nally to approve 2021 – 2022 road salt bid from Custom Landscaping at the cost of \$81 per ton. **Motion carried.**

Request for Proposals - Snow Plowing and Sidewalks Winter 2021 – 2022: Office Manager Miller stated that Public Works Superintendent Huntsberry is requesting approval to advertise the Request for Proposals for additional help with snow plowing and sidewalk clearing for the 2021-2022 winter season, on an as needed basis, with bids due on October 13, 2021. She stated that this is the same RFP that the Town advertises every year. **Motion** by Council Member Hollingshead, second by Assistant Mayor Byrd to advertise the Request for Proposals - Snow Plowing and Sidewalks Winter 2021 – 2022. **Motion carried.**

Dewatering Press Manufacturer Bids: Town Manager Mantello, on behalf of the Boonsboro Municipal Utilities Commission, presented the Dewatering Press Manufacturing Bids from Prime Solutions and Gwin, Dobson and Foreman, Inc. for the Councils review and input. He stated that the BMUC is recommending Gwin, Dobson and Foreman for the Project, noting that they are the Design Engineer, they provided the quote for the full set-up as requested and they are an industry leader. **Motion** by Council Member Nally, second by Council Member Kerns to award the Dewatering Press Manufacturing Project to Gwin, Dobson and Foreman, Inc. **Motion carried.**

Fee Schedule - Water and Waste Water Model Development Fee Calculation: Council Member/Boonsboro Municipal Utilities Commission Liaison Nally, on behalf of the Boonsboro Municipal Utilities Commission, presented the Fee Schedule and the Water and Waste Water Model Development Fee Calculation for the Councils review and input. He stated that the BMUC is recommending that this Fee Schedule be enacted to help pay for the cost of the Water & Waste Water Model. He further stated that the BMUC is recommending the fee of \$1,500 per EDU with an annual 3% increase per year. **Motion** by Council Member Nally, second by Assistant Mayor Byrd to approve the Boonsboro Municipal Utilities Commission Fee Schedule and the Water and Waste Water Model Development Fee Calculation. **Motion carried.**

Fiscal Year 2022 BKWAB Cost-Sharing Projection: Town Manager Mantello, on behalf of the Boonsboro Keedysville Water Advisory Board, presented the Fiscal Year 2022 BKWAB Cost-Sharing Projection as prepared by BKWAB Chair Austin Abraham, for the Councils review and input. He stated that the Projection has been steady year to year with an increase in administrative costs to Keedysville. He further stated that the BKWAB would like to begin drafting a new Agreement and plans to hold additional meetings in 2022 to work on that. Council Member Nally stated that there is a need for more Boonsboro involvement at the Board Meetings, noting that all of the Keedysville Council attends. Mayor Long stated that

Board Member Alternate Kenny Eshbaugh has decided to resign and that he would like to appoint Council Member Nally as an Alternate on the BKWAB. **Motion** by Assistant Mayor Byrd, second by Council Member Nally to approve the Fiscal Year 2022 BKWAB Cost-Sharing Projection and to appoint Council Member Nally as an Alternate on the BKWAB. **Motion carried.**

Proposed Personnel Manual Revisions – Bereavement, Vacation and Sick Leave, and Overtime and Double-Time Pay:

Council Member/Personnel Committee Member Nally presented the proposed Personnel Manual Revisions – *Bereavement, Vacation and Sick Leave, and Overtime and Double-Time Pay* for the Councils review and input. He stated that the Personnel Committee, Town Manager and Office Manager have been working on these revisions for the last couple of months. Council discussed the proposed revisions with a few minor wording adjustments as presented below:

- **BEREAVEMENT LEAVE:** A leave of absence of five (5) business days with pay will be granted for the death of a member of the immediate family of a full-time employee. Immediate family is defined as parent, spouse, child, sibling, grandparent or in-law, and includes any person living in the household of the employee. Three (3) business days with pay will be granted for the death of a member of the extended family of a full-time employee. Extended family is defined as relatives beyond the nuclear family, including aunts, uncles and other relatives.
- **SEPARATION OF VACATION & SICK LEAVE:** Personal Leave will now be Vacation Leave and Sick Leave. Vacation Leave accumulation will remain the same for full-time employees with the change of on the last pay day of each Fiscal Year the maximum accumulated benefit allowed to carry over to the next Fiscal Year will be reduced to 260 hours or 30 days. Sick Leave, *in accordance with the Maryland Healthy Working Families Act*, will be enacted for all full-time employees at a rate of 4 hours per pay period. Part-time employees will accrue Sick Leave at a rate of 1 hour for every 30 hours worked per pay period. Employees begin accruing sick leave during the first month of employment and may use Sick Leave time as defined in the Personnel Manual beginning with the date of employment. The Town's Sick Leave policy runs concurrently with the Family Medical Leave Act (FMLA). Sick leave is not paid at separation of employment.
- **OVERTIME & DOUBLE-TIME:** Hourly employees who are scheduled/required to work more than forty (40) hours, or in excess of the employee's scheduled pay period, in one week shall be paid overtime at one and one-half (1½) times their hourly rate. Over time hours must first be approved by an immediate supervisor or the Town Manager.
- **OFFICIAL TOWN HOLIDAYS AND EMERGENCY WORK:** Town employees working on official Town holidays will receive two (2) times their hourly rate. Employees responding to emergency calls, during non-business hours, will receive two (2) times their hourly rate and will be paid for a minimum of two (2) hours of work.

Motion by Council Member Nally, second by Council Member Hanson to approve the Personnel Manual Revisions for *Bereavement, Vacation and Sick Leave, and Overtime and Double-Time Pay*. **Motion carried.**

Donation Request – South County Golf Tournament benefitting Micah's Backpack: Mayor Long stated that the 6th Annual South County Golf Tournament, benefitting Micah's Backpack, will be held on September 20, 2021 at Black Rock Golf Course. **Motion** by Council Member Nally, second by Council Member Hollingshead to donate \$100 to the Annual South County Golf Tournament benefitting Micah's Backpack. **Motion carried.**

Donation Request - Warrior Walk Sponsor Letter: Mayor Long stated that the 10th Annual Warrior Walk at Boonsboro Middle School will be held on October 22, 2021 and their goal is to raise \$15,000 this year. **Motion** by Council Member Hollingshead, second by Council Member Nally to donate \$100 to the Annual Warrior Walk at Boonsboro Middle School. **Motion carried.**

Donation Request – Boonsboro Band Boosters Sponsorship: Mayor Long stated that the Town received the annual donation request from the Boonsboro High School and Middle School Warrior Band Boosters for the 2021 – 2022 school year. **Motion** by Council Member Hollingshead, second by Council Member Nally to donate \$100 to the Boonsboro High School and Middle School Warrior Band Boosters. **Motion carried.**

Trick-or-Treat – Scheduling for Saturday, October 30 or Sunday, October 31: Mayor Long stated that he is recommending that Trick-or-Treating in Boonsboro be held on Sunday, October 31, 2021 6PM to 8PM as scheduled, with no rain date. **Motion** by Council Member Hollingshead, second by Council Member Nally to hold Trick-or-Treating on Sunday, October 31, 2021 6PM to 8PM as scheduled, with no rain date. **Motion carried.**

Washington County MML Meeting: Mayor Long stated that the Washington County Chapter of the Maryland Municipal League will hold their next meeting on Monday, September 27, 2021 at 7:00PM hosted by the Town of Keedysville. He stated that many of the Council Members will be attending that meeting and asked what the Council wanted to do

about the September Workshop Meeting schedule for the same evening. Consensus is to cancel the September Mayor and Council Workshop, noting that the next meeting will be held Monday, October 4, 2021 which is one week earlier than originally scheduled.

COMMISSION REPORTS

Park Board - *Council Member Weaver*. Meeting held on August 25, 2021. Discussions included the Outdoor Movie nights, the posting of educational signs in the Park to tell people to “Please do not feed the ducks,” the Tree Planting and delivery of trees scheduled for October 2021 and in the Spring of 2022.

Boonsboro Municipal Utilities Commission – *Council Member Nally*. Meeting held on August 18, 2021. Discussions included updates on the funding for the Town Reservoir, the draft Fee Schedule and Application for Developer Use of the Water and Waste Water Models, the Boonsboro High School Irrigation Project, the Waste Water Treatment Plant Sludge Dewatering Press Project, the Wheltech Mission Monitoring SCADA System upgrades, the purchase of a back-up trash pump at the Waste Water Treatment Plant, the request to advertise a Request for Proposals for Leak Detection Services, the Fire Hydrant Flow testing and the recent Boonsboro Keedysville Water Advisory Board Meeting.

Planning Commission – *Assistant Mayor Byrd*. No Meeting was held in August 2021.

Economic Development Commission – *Council Member Hanson*. Meeting held on August 25, 2021. Discussions included the Downtown Beautification Program, the draft of Strategic Action Plan, updating the Business Directory and New Resident Brochure, the South Mountain Jam and Food Truck Festival scheduled for September 5, 2021, BooneFest scheduled for October 16, 2021 and the Appalachian Trail Community Committee. The next Networking Meeting will be held on September 16, 2021 at the American Legion with guest speaker Tiffany Ahalt.

Environmental Commission – Meeting held on August 10, 2021. Discussions included the Appalachian Trail Designated Community (ATDC) efforts with the Economic Development Commission, the introduction of new Commission Member Kim Pruitt and Subcommittee Reports.

Town Planner’s Report – *R. Stanley*

- Stated that the Easterday’s Post Office Public Works Agreement and bonding have been approved and signed. Stated that they can begin core infrastructure work
- Stated that the Dunkin’ Donuts Concept Plan has been submitted for review; noting that this will be at Fox Gap with one side of the building being a Dunkin’ Donuts and the other side is being left open for retail in the future
- Stated that the Ringley Concept Plan has been submitted with 14 single family homes all located on a cul-de-sac
- Stated that the Town has received new updated plans for the Sycamore Run As-Builts Bond Reduction Request and those have been sent to our engineer for review

Town Manager Report – *P. Mantello*

- Stated that he submitted the CDA Local Government Infrastructure Program Bond application and is waiting for the loan term and interest rate letter. Stated that after the letter is received the Council will need to pass an Ordinance to issue the bond and hold a Public Hearing.

Motion by Council Member Hollingshead, second by Council Member Nally to adjourn the Regular Meeting at 8:44PM.

Motion carried.

Respectfully submitted,

Kimberly Miller
Office Manager