

**BOONSBORO MAYOR AND COUNCIL**  
**REGULAR MEETING MINUTES**  
**Monday, September 18, 2023**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, September 18, 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, Office Manager Kimberly Miller, Water and Sewer Superintendent Pete Shumaker, Public Works Superintendent Greg Huntsberry and Police Chief Kevin Morgan. The meeting convened at 7:05PM with the pledge and invocation offered by Mayor Long.

**Mayor Long** requested the approval to amend the Meeting Agenda to include Resolution 2023-03; *Appointment of Municipal Infraction Enforcement Officer*. **Motion** by Assistant Mayor Nally, second by Council Member Hanson to amend the Meeting Agenda. **Motion carried.**

**REVIEW AND APPROVAL OF MEETING MINUTES and TREASURER’S REPORT**

1. **Motion** by Council Member Kerns, second by Council Member Hollingshead to approve the **August 14, 2023 Regular Meeting** and the **August 28, 2023 Workshop Meeting**, as amended, with Assistant Mayor Nally abstaining. **Motion carried 5-1.**
2. **Motion** by Council Member Hanson, second by Council Member Hollingshead to table the **August 2023 Treasurer’s Report**, with Council Member Kerns abstaining. **Motion carried 5-1.**

**INTRODUCTION OF TOWN PLANNER** – Mayor Long introduced Andrew ‘Drew’ Bowen as the new Town Planner. He stated that Mr. Bowen spent many years with the Town of Middletown and has 30+ years of Municipal Town experience. Town Planner Bowen stated that he is current researching the capacity of the Plants in Town and met with Water and Sewer Superintendent Shumaker and Operator Hill. He stated that after reviewing the numbers he feels that the Town is in pretty good shape. He further stated that he will be diving into the Annexation Agreements very soon.

**PUBLIC COMMENTS** – *None received.*

**FACILITIES REPORTS**

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

- Stated that the newly placed Environmental Commission’s Compost Bin beside the Community Center, with service provided by Key City Compost in Frederick, is absolutely disgusting and reeks terribly. Stated that it smells like a dead animal and that he has received numerous complaints from citizens and sports teams using the fields about the smell, noting that when he moved it away from the building he gagged. Stated that the location at the Community Center is not a good spot because it is right in line with people coming and going from the Community Center and people using the Park.
  - **Motion** by Council Member Hanson, second by Council Member Hollingshead to terminate the trial 1-year compost bin pilot program Key City Compost and remove the bin from the current location at the Community Center. **Motion carried.**
- Stated that there was a big grease spill during the Economic Development Commission’s Food Truck Event in Shafer Park. Stated that they are working to clean the grease up and that they will be billing the responsible party for the clean-up expense.
- Stated that during the move into Shafer Park for the Boonesborough Days Event someone hit the handicap pavilion near Pavilion #2 and the restrooms with the side of their trailers and damaged it so badly that it had to be taken down. Stated that the Police Department has the entire video of the incident and that the Town’s property insurance company, LGIT, is coming out tomorrow to view the damage.
- Stated that there is a major pressure issue with the valves in the Crestview development. Stated that the old valves are bursting and blowing out. Town Planner Bowen stated that its probably due to the alkalinity in the limestone soil.

## **WATER AND SEWER SUPERINTENDENT'S REPORT – Pete Shumaker**

- Stated that the Water and Sewer sides are both running smoothly.
- Stated that the lines for the Volute Press Project have been run and that they need to determine which water lines will be needed. Stated that the building should be going up in the next few weeks.
- Stated that the effluent meter needs replaced and that it will be happening sometime this week.

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

- Stated that the draft Planning Commission Agenda for this month has been sent to the Planning Commission Chairman for his review before posting it and sending it out
- Stated that his priority is the Comprehensive Plan and that it will take a lot of time and effort to complete. Stated that he plans to hold meetings with both the Mayor and Council and the Planning Commission to discuss their combined goals for the Town
- Stated that he is meeting with Austin Abraham from the Boonsboro Keedysville Water Advisory Board to look at Keedysville's numbers and to get a better understanding of the calculations based on MDE's numbers.
- Stated that Town Manager Schumacher and he are meeting at the new Post Office tomorrow with the Town Attorney and Engineers to talk about the Bond and to get things rolling. Stated that he spoke to Washington County about issuing a temporary Use and Occupancy (U&O) to get the Post Office open.
  - Town Manager Schumacher stated that the Mayor, Superintendent Huntsberry and he met with the new owners recently and they are itching to open the Post Office as soon as they can.

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

- Provided the Mayor and Council with a sample of the Program Funding Charts that he is creating for all of the Town Projects, noting that they will be 'living' documents
- Stated that he met with the Department of Housing and Community Development last week to inquire about the Main Street Maryland Downtown Revitalization Program. Stated that the Economic Development Commission would like to obtain the designation. Stated that the Town could become Main Street Affiliated, noting that there are less rules and the designation process is less complicated.
- Stated that the new EV Charger will be installed in the parking lot near the Boy Scout building
- Stated that he met with the developer for the Chase Six Boulevard Project a few weeks ago, and they are ready to move forward with the Project. Stated that the intersection is currently in the State Highway Administrations hands. Stated that there are issues with the stormwater pond and reforestation will need to be done. Stated that the Engineering portion of the Project should begin soon, and the Memorandum of Understanding will be drawn up soon as well.

**POLICE DEPARTMENT REPORT – Chief Kevin Morgan.** The Police Department received 112 calls for service, which included 155 motor vehicle violator contacts and Parking Citations for the month of August 2023. There were 0 adult criminal arrests, 0 adult paper service arrests, 2 adult traffic arrests and 0 juvenile arrests.

- Stated that there were issues during the Food Truck event with the Beer Garden. Stated that a few people were very intoxicated. Stated that they encountered people leaving the event and trying to drive drunk. Asked if there is someone in charge of monitoring people's consumption. Council Member Hanson stated that yes, EDC Member Ron Humble is and has taken the certification course.

Council asked if there were any update on the **Recreation Vehicle behind 21 St. Paul Street**. Town Planner Bowen stated that the owners requested an extension of the thirty-day notice they were given on August 24, 2023. He stated that unless there is extenuating circumstances, they have received their notice and the Town should stick to it.

Council Member Kitchen stated that he will provide an update on **50 St. Paul Street** in the Planning Commission Report.

## **MAYOR AND COUNCIL CORRESPONDENCE**

- **Assistant Mayor Nally** stated that the Trinity Lutheran Church Carillion Dedication Service will be held on September 24, 2023 at 10:15am and he is inviting the Mayor and Council to attend
- **Council Member Hollingshead** stated that she attended the CASA, Inc. meeting at the Ramada Inn in Hagerstown.
- **Council Member Hanson** stated the Boonsborough Museum of History is requesting that the Town remove the old signage in the alleyway beside the building. Stated that the new 'old' Town flag will be selling for \$90 each as a

fundraiser for the Museum.

## **NEW BUSINESS**

**Washington County Treasurer's Office Proposal for Town Taxes:** Washington County Treasurer Matt Breeding addressed the Mayor and Council regarding his proposal for Washington County to take over the Town's yearly property tax billing and collections. Treasurer Breeding stated that over the past 6-months he did a study of the State and Counties in Maryland and discovered that all of the Counties do the taxes for the Towns in their jurisdiction. He stated that it is his goal to have Washington County do the tax billing for all of the Towns in Washington County. He further stated that the Towns rely on the tax revenue and that the County would reimburse the Towns weekly for all in the incoming tax funds. Treasurer Breeding stated that he is proposing to do all tax billing for Boonsboro including mailing reminder notices to the residents. He stated that Washington County should provide this service to all nine of its Municipalities. He further stated that, if approved, he plans to implement this service in July 2024. **Motion** by Assistant Mayor Nally, second by Council Member Hollingshead to approve Washington County Treasurer's Office taking over all of the billing and collecting of the Town Property Taxes. **Motion carried.**

- **Mayor Long** stated that this process might require a Memorandum of Understanding between the Town and Washington County.
- **Council Member Kitchen** told Treasurer Breeding that he just received his July 2023 tax bill this past week. He asked what happened at the Post Office with all of the tax bills. Treasurer Breeding stated that the tax bills were sent to the Baltimore sorting center, and most were finally delivered to the property owners with no post mark on them.

**Request for Proposals - Snow Plowing & Sidewalks Winter 2023 – 2024:** 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 2023-2024 winter season, on an as needed basis, with bids due on October 13, 2023. She stated that this is the same RFP that the Town advertises every year. **Motion** by Council Member Hollingshead, second by Assistant Mayor Nally to advertise the Request for Proposals - Snow Plowing and Sidewalks Winter 2023 – 2024. Superintendent Huntsberry requested that the Council amend the Motion to allow for an extension of the contract so that the RFP doesn't have to be put out to bids every year.

- **Motion** by Council Member Hollingshead, second by Assistant Mayor Nally to amend the Motion to advertise the Request for Proposals - Snow Plowing and Sidewalks Winter 2023 – 2024 and to include the option to extend the contract for an additional 1-year term. **Motion carried.**

**three+one PSA Investment Company – Discussion:** Town Manager Schumacher provided the Mayor and Council with an Investment Professional Service Agreement packet from the company three+one for their review and input. He stated that he spoke to a representative from three+one at the MACo Conference. He further stated if the Council is interested in hearing about their investment options, he could invite a representative to the next Meeting for a brief presentation.

**Donation Request - Warrior Walk Sponsor Letter:** Mayor Long stated that the 10<sup>th</sup> Annual Warrior Walk at Boonsboro Middle School will be held on October 19, 2023 and their goal is to raise \$15,000 this year. **Motion** by Council Member Hollingshead, second by Council Member Hanson to donate \$100 to the Annual Warrior Walk at Boonsboro Middle School. **Motion carried.**

**Public Safety Commission Members:** Mayor Long, on behalf of the Public Safety Commission, stated that he is recommending the appointment of Teresa Leizear and Robert Ecton to finish out the vacant terms on the Public Safety Commission. **Motion** by Council Member Kerns, second by Assistant Mayor Nally to appoint Teresa Leizear and Robert Ecton to the Public Safety Commission to finish out the vacant terms. **Motion carried.**

**Resolution 2023-03; Appointment of Municipal Infraction Enforcement Officers:** Mayor Long presented Resolution 2023-03; *Appointment of Municipal Infraction Enforcement Officer* for the Council's review and input. He stated that the purpose of this Resolution is to appoint the Town Manager and the Town Planner as the Municipal Infraction Enforcement Officers to enforce Property Maintenance Code violations. **Motion** by Assistant Mayor Nally, second by Council Member Kerns to approve Resolution 2023-03; *Appointment of Municipal Infraction Enforcement Officers*. **Motion carried.**

## **COMMISSION REPORTS**

**Park Board - Council Member Weaver.** Meeting held on August 23, 2023. Discussions included request from Boy Scout Troop 20 to hold a camp out event on December 1 to 3, 2023 in Shafer Park which was approved by the Park Board, plans for Olde Tyme Christmas and the approval to recommend the appointment of Jami Burton to the Park Board.

**Boonsboro Municipal Utilities Commission – Assistant Mayor Nally.** Meeting held on August 16, 2023. Discussions included updates on the WWTP Sludge Dewatering Facility, the King Road Development draft agreement status, an update on the 7700 Old National Pike Sewer Connections and the meeting with Senator Corderman, an update on the Reservoir Leak, the reappointment of Dave Wade to the BMUC, the plans to hold a BMUC and Planning Commission Joint Meeting and System Reports.

**Planning Commission – Council Member Kitchen.** Meeting held on August 22, 2023. Discussions included next steps for the Comprehensive Plan Update, 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.

**Public Safety Commission – Council Member Kerns.** Meeting held on August 17, 2023. Did not receive Meeting Minutes and was not in attendance of the Meeting.

**Economic Development Commission – Council Member Hanson.** No formal Meeting held during August 2023. The Networking Breakfast Meeting will be 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 Meeting held during the month of August 2023.

**Assistant Mayor Nally** voiced his concerns with the Mayor not sharing meeting and event invitations with the Council as much as he should, notably the new Town flag dedication ceremony in Shafer Park during Boonesborough Days. He stated that the Mayor should share meeting and invitations with the Council so that they are aware of what is going on and so that they can attend as well. Mayor Long stated that sometimes he receives invitations addressed to the 'Mayor of Boonsboro' and that he does not feel that those invitation are intended for the entire Council. He stated that he will share them with the Council going forward. Assistant Mayor Nally stated that communication needs to be direct and clear and asked if a weekly update could be sent out. Town Manager Schumacher stated that he has no problem sending out weekly updates.

**Motion** by Council Member Kerns, second by Council Member Hollingshead to adjourn the Regular Meeting at 8:53PM.  
**Motion carried.**

Respectfully submitted,  
Kimberly Miller, Office Manager