

BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, September 9, 2024

Motion by Assistant Mayor Nally, second by Council Member Kerns to enter **EXECUTIVE SESSION** at 6:28PM; *as provided under General Provisions Article § 3-305(b)(5) to discuss the use of public funds for investment purposes.* **Motion carried.**

Motion by Assistant Mayor Nally, second by Council Member Weaver to adjourn the Executive Session at 6:59PM. **Motion carried.**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, September 9, 2024 in the Town Annex Meeting Chambers. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Ray Hanson, Marilee Kerns, Eric Kitchen, Ricky Weaver, and Terri Hollingshead. Also present were Town Planner Drew Bowen, Public Works Superintendent Greg Huntsberry, Utilities Superintendent Pete Shumaker, Police Chief Dave Rizer, Police Sergeant Rob Whittington, and Town Manager Rachel Souders. The regular meeting convened at 7:05PM with the pledge and invocation offered by Mayor Long.

REVIEW AND APPROVAL OF MEETING MINUTES and TREASURER’S REPORT

- **Motion** by Council Member Weaver, second by Council Member Hanson, to approve the **August 12, 2024 Regular Meeting Minutes** and **August 26, 2024 Workshop Meeting Minutes** as presented. **Motion carried.**
- Assistant Mayor Nally reviewed the **July and August 2024 Treasurer’s Reports**. Motion by Council Member Kitchen, second by Council Member Hanson, to approve the reports as presented. **Council Member Kerns abstained from voting. Motion carried.**
 - **Assistant Mayor Nally** reminded everyone that a total of \$1 million had been transferred from the General Fund to the Sewer Fund to cover costs associated with the volute press. The \$1 million grant funding has now been received from the Department of General Services, and a vote is needed to transfer the \$1M from the Sewer Fund back to the General Fund. **Motion** by Assistant Mayor Nally, second by Council Member Weaver. **Motion carried.**

GUEST – National Road Museum Update – *Reuben Moss, Vice-President, National Road Heritage Foundation*

- Reported that there had been a slight delay on the bathrooms, but the required drawings have been completed and applications for permits have been submitted to the County. While waiting for County response, Cronise is on stand-by to begin work.
- The official opening date of the National Road Museum will be **December 14, 2024**.
- A ribbon-cutting ceremony is being planned for **March 2025**.

PUBLIC COMMENTS (*must sign in and limit comments to 3 minutes*)

- **Ashley McCusker, Hancock, MD** – Announced she is running for the School Board due to being fed-up with the current Board’s actions and inactions. She identified several of her priorities and distributed info cards to the Mayor & Council.
- **Brittany Smith and Katina Brings, Valley View Court, Boonsboro, MD** – Ms. Smith and Ms. Brings presented together as representatives of the same neighborhood. They are seeking help in determining who is responsible for maintaining the common area of the townhomes in Valley View Court. They reported there is no HOA and they have been told neither the Town nor the County is responsible for this area. The previous HOA (“Wolfsville Common”) was dissolved years ago, and although they have done extensive research, they have not been able to determine who should be responsible for the issues they are facing:
 - Water runoff is flooding basements
 - Cars with dead tags are being parked for extended periods in the “common” or “shared” parking spaces
 - Cars are being parked by red curbs, which impedes the path of larger vehicles, including trash services and fire & rescue
- Boonsboro Police Chief Rizer stated the BPD will investigate the vehicles with dead tags
- Town Manager Souders stated she will investigate and follow-up with Ms. Smith and Ms. Brings. They provided her with copies of the documents they have uncovered.

REPORTS

PUBLIC WORKS SUPERINTENDENT'S REPORT – *Greg Huntsberry*

- Stated that Huntzberry Brothers brought their trucks today to begin paving this week.
- Reported the Food Truck Festival and Boonsboro Days were both attended very well. We had problems with the lower restroom as always when there is heavy usage. Per discussion with Town Manager Souders, the restroom will be locked and sanipots provided during events expecting high attendance.
- Public Works crew is currently exercising water valves. If you see them out, don't worry, just routine maintenance.

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

- Stated that one of the pumps at the Rt. 34 Pump Station is failing, but we already have a new one on order and it will arrive in a few weeks. Hoping for a temporary fix until the new one arrives.
- Stated that we're still waiting for the test results from MDE for the Shafer Park Well.

TOWN MANAGER'S REPORT – *Rachel Souders*

- Stated that the CEL for Award 22-674 was received today, so she can now request reimbursement for invoices.
- Announced the audit will begin tomorrow.
- Reported the County Parks & Rec Advisory Board approved the request to use awarded Program Open Space funding to mill & overlay both basketball courts instead of installing a pickleball court in Shafer Park. The next step is for the Board of County Commissioners to approve the change in project scope, but she is uncertain if that is the final step.
- Announced Congressman Trone has scheduled a visit with the Town on Thursday, October 3, 2024 at 11:00am. His intention is to discuss the Town's FY25 Community Project Funding request for the reservoir.
- Reported she met with the Chair and Vice Chair of the EDC to discuss placement of the six benches the EDC ordered. The goal is to have them in place before Boone Fest next month. Preferred locations and potential back-up locations were identified. Property owners' approvals will be obtained.
- Noted that she has attended at least one meeting of almost every Town commission. She has been pleased to find all volunteers are passionate, dedicated, and engaged.

PLANNER'S REPORT – *Drew Bowen*

- Reservoir RFP has been posted, pre-bid meeting to be held tomorrow at 11:00.
- Lots of moving pieces on the Chase Six Realignment. Got all approvals from SHA and just waiting on the Right-of-Way plat. We got the 5th review back last week and it should be the final review. One appraisal done and other scheduled for Mr. McIlwee's house. Stated that he cannot find anything in writing that indicates which parts of the Chase Six Realignment the developer, Draper, is responsible for. Has reached out to Draper's attorney to schedule a meeting.

POLICE DEPARTMENT REPORT – *Chief Dave Rizer*

- The Police Department will be increasing the number of patrol checks performed. The goal for September is 300. Particular focus on places kids like to frequent.
- Boonsboro Days was a huge success. No issues. Additional security was requested because vendors thought someone went into their tents and moved items around. Upon reviewing security camera footage, it was discovered that strong winds were the culprit.

MAYOR AND COUNCIL UPDATES and CORRESPONDENCE

- **Council Member Kerns** reported that a resident of Crestview contacted her about a dead possum on the sidewalk in front of his house and she is wondering if the Town has a policy on dead animals. Town Manager Souders will check.
- **Council Member Kerns** questioned if the Town still locks the Park restrooms at night. Superintendent Huntsberry confirmed Public Works does. Council Member Kerns reported the Park Board is wondering if the Town will put sanipots in the Park again this winter, Super. Huntsberry confirmed we will.
- **Mayor Long** reported that the committee for the 250th Anniversary Celebration has decided the coin sets will be sold for \$25 plus shipping (orders will be processed online). Mayor Long brought a set for demonstration and it was passed around the room. He reported that every municipality will receive 1500 of its respective coin, which should be given out on a first-come, first-serve basis at no charge. The Celebration is scheduled to be held on 7/4/26 at the Ag Center.

NEW BUSINESS

MOU for Sanitary Sewer Connection: Assistant Mayor Nally (BMUC Liaison) reported that an agreement had been drafted between the Town of Boonsboro and DiPietro & Son, LLC for the Auction House's sanitary sewer connection. The BMUC approved via email vote because the next BMUC meeting will not be held until after this regular meeting of the Mayor & Council. At the BMUC's recommendation, a vote is needed to enter into the Agreement. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen. **Motion carried.**

Boonsboro Keedysville Water Advisory Board FY23 True-Up and Authorization of Repayment: **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to pay the Town of Keedysville \$22,232. **Motion carried.**

Recommendation to Update Shafer Park Rules and Regulations: The Park Board recommended revising the Shafer Park Rules and Regulations. **Motion** by Council Member Hollingshead, second by Council Member Kerns. **Motion carried.**

Uniform Allowance for Public Works Department: Town Manager Souders proposed an annual uniform allowance for the Public Works Department to purchase boots for work wear. Each full-time staff member will be allotted a maximum of \$200 annually. For FY25, the funds will come from the budget for the Part-Time Parks Groundkeeper position, which is currently vacant. In FY26, the uniform allowance will be incorporated into the budget. **Motion** by Council Member Hollingshead, second by Council Member Weaver. **Motion carried.**

RFP for Construction Management and Inspection of Reservoir: Town Manager Souders shared that an RFP is underway and will be presented to the BMUC for approval later this month.

Renewal of One Call Concepts Agreement for Miss Utility Call Center Services: Town Manager Souders reported that the Town's contract for Miss Utility services needs renewed. This is the sole source provider and therefore will not be bid. **Motion** by Assistant Mayor Nally to enter into a new agreement with One Call Concepts for Miss Utility Call Center services, second by Council Member Hollingshead. **Motion carried.**

Personnel Changes: The Personnel Committee made the following recommendations:

- Rob Whittington was promoted to Sergeant on 8/12/24. The recommended compensation is \$37 per hour, effective 8/14/2024. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen. **Motion carried.**
- Recommendation to reclassify the BPD Administrative Specialist position as BPD Operations Manager and increase compensation to \$27 per hour, effective 8/28/24. **Motion** by Assistant Mayor Nally, second by Council Member Hollingshead. **Motion carried.**
- New Police Officer, James Rogers, will begin employment with the Town on or before 9/30/24. Based on his qualifications, the recommended rate of pay is \$25 per hour while in training, with an increase to \$30 per hour once training is complete. **Motion** by Assistant Mayor Nally, second by Council Member Kerns. **Motion carried.**

COMMISSION REPORTS

Park Board – Council Member Kerns. Meeting held on 8/28/24. Discussion included updates for the Park Rules & Regulations signs, Walking Trail status, remaining concerts, Movie Nights, Disc Golf, EDC representative on Park Board / Park Board representative on EDC, and Old Tyme Christmas.

Boonsboro Municipal Utilities Commission – Assistant Mayor Nally. Meeting held on 8/21/24. Discussion included Hoffman presentation at Volute Press, Boonsboro Ambulance Rescue Squad expansion, updates on the Shafer Park Well status, updates on the Reservoir Replacement Project, updates on the Crestview Water Pressure Reduction and Bypass Project, the Lead Service Line Inventory Action Plan, the Internal Water Audit, the Reservoir Contingency Plan, and the Boonsboro Keedysville Water Advisory Board True-Up.

Town Manager Souders stated that the Reservoir RFP is scheduled to be opened at the next Mayor and Council meeting on 10/14/24. She feels that it would make more sense to have a special committee open the bids and make a recommendation to the Mayor & Council, who will approve the award at the 10/14 meeting or even a special meeting a couple of days later. An addendum will need to be issued for the RFP.

Planning Commission – *Council Member Kitchen*. Meeting held on 8/27/24. Discussion included the Auction House and Ambulance Company hook-ups, the Chase Six Boulevard Concept Plan, Comprehensive Plan, and Chase Six Restriping.

Economic Development Commission – *Council Member Hanson*. Meeting held on 8/28/24. Discussion included the Food Truck Festival, Boonsboro Days, National Road Museum, Boonsboro Town Alliance, and a mixer for the different Town commissions. Networking breakfast is next Wednesday at the American Legion.

Environmental Commission – *Council Member Hanson*. Meeting held on 8/14/24. Recommendation to appoint Julie Weissenberger to a 2-year term (expiring 2026). **Motion** by Council Member Hanson, second by Council Member Hollingshead. **Motion carried.** The BEC is trying to obtain grant funding from Nora Roberts to purchase a glass-crushing machine. Bulk Clean-up will be 10/12 from 8 to noon. Discussion on the Community Garden and Farmer’s Market.

Motion by Council Member Hollingshead, second by Council Member Weaver to adjourn the Regular Meeting at 9:10PM.
Motion carried.

Respectfully submitted,

Rachel Souders, Town Manager