

BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, September 8, 2025

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, September 8, 2025 in the Town Annex Meeting Chambers. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Marilee Kerns, Eric Kitchen, Terri Hollingshead and Ricky Weaver. Also present were Town Manager Rachel Souders, Office Manager Kimberly Miller, Town Planner Drew Bowen, Water and Wastewater Superintendent Pete Shumaker, Police Chief Dave Rizer, Police Sergeant James Rogers, Police Sergeant Rob Whittington and Police Operations Manager Amy Rudy. Council Member Ray Hanson and Public Works Superintendent Greg Huntsberry were not in attendance. The meeting convened at 7:00PM.

Mayor Long welcomed Girl Scout Sarah Shaffer from Troop 15024 in Sharpsburg. Girl Scout Shaffer introduced her family and presented her project idea to obtain her bronze award in Girl Scouting. She stated that she would like to build a checker and tick-tac-toe table for Shafer Park. The Mayor and Council thought that was a great idea and recommended that she attend the next Park Board meeting on September 24, 2025 to share her plans with them.

The pledge was led by Girl Scout Shaffer and the invocation was offered by Mayor Long.

REVIEW AND APPROVAL OF MEETING MINUTES and TREASURER’S REPORT

- **Motion** by Assistant Mayor Nally, second by Council Member Kerns to approve the Regular Meeting Minutes from August 11, 2025, with Council Member Kitchen abstaining. **Motion carried 4-1.**
 - Council Member Kitchen asked if the Town promised to pave the St. Paul Street – Valley View Court townhouse parking lot, noting that it is in very bad shape. Town Manager Souders stated that the cost of paving the parking lot is a lot more expensive than expected, but that we will continue to look into options.
- **Motion** by Council Member Weaver, second by Council Member Kerns to approve the July 2025 Treasurer’s Report and the August 2025 Treasurer’s Report. **Motion carried.**
 - Assistant Mayor and Town Treasurer Nally stated that in March 2025 the Town moved all funds out of Wells Fargo Bank and into Fidelity - Wealth Enhancement because Wells Fargo was no longer able to manage Town funds. He stated that Wealth Enhancement is charging the Town a monthly fee of approximately \$450 and he is looking into moving the funds to the new First United Bank once it opens in Boonsboro. He further stated that he will check rates and report back to the Mayor and Council.

PUBLIC COMMENTS

- **Steve Mohl, 7436 Mountain Laurel Road.** Stated that he is the Vice President of the **Boonsboro Ambulance & Rescue Service, Inc.** Extended a thank you to the Town for their steadfast support. Stated that he is attending the Meeting in regard to the letter that was mailed to the Town about the upgrading project for the Station. Stated that they have outgrown the Station and need to expand to add additional meeting rooms, sleeping areas and overall space. Stated that the expansion will mean that they will need to connect to the Town’s water and sewer infrastructure. Stated that the Boonsboro Ambulance & Rescue Service, Inc. is asking for consideration of a waiver from the Connection Fees from the Town. Town Planner Bowen stated that they have not completed a fixture count for connections yet. Council Member Kitchen recommended that they speak to the Boonsboro Municipal Utilities Commission first and then the BMUC will make a recommendation to the Mayor and Council. Town Manager Souders stated that the Boonsboro Ambulance & Rescue Service, Inc. are on the September 17, 2025 BMUC’s Agenda.
- **Dick Toms, 12 Stouffer Avenue.** Stated that the overgrown grass and weeds at 10 Stouffer Avenue are terrible. Stated that someone is coming in and bush hogging every other month only after a Property Management letter is sent. Stated that he personally talked to the people there. Stated that it is an eye sore and they are not keeping up with the property maintenance.
- **Virginia Wilson (via email correspondence).** “Trinity Reformed United Church of Christ is hosting a ‘Warriors Among Us’ event on Saturday, November 15, 2025 at 3PM. This is an event to honor the veterans. This year our speaker is Retired Colonel Jeffry Dull from Chambersburg, PA. Mr. Jack Myers will again join us, and we will have a speaker from the Veteran Dog Program. The Boonsboro American Legion Honor Guard will present the colors at the beginning of the program. We will have informational tables set up in our social room. We will also have local veteran pictures in each of our sanctuary windows. If any Council Members are a veteran or would like to honor someone who is, I need

the pictures by the middle of October. We will also honor a veteran each day on our church Facebook page. Last year we had about one hundred people, and we are looking forward to hosting that many again this year.”

FACILITIES REPORTS

PUBLIC WORKS SUPERINTENDENT’S REPORT – No Report given. (*Public Works Superintendent Greg Huntsberry not in attendance*)

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

- Stated that they had to replace the smart valves, vacuum monitors and injectors in the Sewer Overflow and Chlorine rooms at the Waste Water Treatment Plant. Stated that the parts were 16 years old and just wore out from constant chemicals breaking them down.
- Stated that the pump at the Young Avenue Pump Station has to be replaced.
- Stated that Phillips Well Drilling will be coming on Wednesday to finish the Shafer Park Well project
- Stated that we still have not received the Keedysville Water Plant pump back and it has been 1 year.
- Stated that everything else in the Water and Sewer Department is running well.

TOWN MANAGER’S REPORT – *Rachel Souders*

- Stated that the Town received the first Grant Agreement for the Chase Six Boulevard – Campus Avenue Intersection Project funding.
- Stated that the reimbursement request for the remaining \$344,609.93 in Capital Funding for the Reservoir Replacement Project was approved. Stated that we should receive payment in a couple of weeks.
- Stated that we are preparing to submit our ARC Grant Application for \$250,000. Stated that we budgeted the required 50% match amount, so if fully awarded, we will have \$500k to address Inflow & Infiltration in the Town.
- Stated that she is in contact with the settlement company for the Chase Six Boulevard – Campus Avenue Intersection Project to initiate the closing on Mcllwee property. Stated that once we settle, the deeds and property transfers can be finalized. Stated that it is looking like mid-October for construction on the Mcllwee building.
- Stated that Town Planner Drew Bowen’s 2-year anniversary with the Town is on Thursday. Stated that last month, we had two anniversaries: Water and Waste Water Operator Jim Morton celebrated 4-years and Office Manager Kim Miller celebrated 19-years. Stated that she is very grateful to have dedicated staff and hope they stay with us for many years to come.

TOWN PLANNER’S REPORT – *Drew Bowen*

- Stated that he owes a Planning Report and Zoning Report to the Mayor and Council and that they should receive it later this week.
- Stated that the Town has received Site Plans for the new Boonsboro Ambulance and Rescue Service building, McDonald’s and Dean North. Stated that High’s Dairy Store’s grading permit is held up at Washington County but they are ready to go as soon as it is received.
- Stated that he has been getting phone calls about the Easterdays reaching out to Soil Conservation for their property.

POLICE DEPARTMENT REPORT – *Chief Dave Rizer*. The Police Department received 101 calls for service, 107 motor vehicle violator stops and 135 violator citations, 0 parking citations and 623 traffic enforcement/patrol checks for the month of August 2025. There was 1 adult criminal arrest, 2 adult paper service arrests, 1 adult traffic arrest and 0 juvenile arrests.

- Stated that the Flock Safety security camera installs should begin on September 16, 2025.
- Stated that the Spicher’s Security camera installs should begin during the first week of October 2025.
- Stated that the owners of Vanish Hall have been working very well with the Police Department regarding safety concerns, noting that a large upcoming DJ event was cancelled after the recent meeting with the owners.
- Stated that flashing lights, like we have on North Main Street, are needed for the crosswalk on Potomac Street.

MAYOR AND COUNCIL UPDATES and CORRESPONDENCE

- **Mayor Long** stated that the 5th Annual Food Truck Event, hosted by the Economic Development Commission and the Boonsboro Town Alliance on August 31, 2025 was very well attended.
- **Mayor Long** stated that the 54th Annual Boonesborough Days, hosted by the Boonsboro Historical Society on September 6 and 7, 2025 was very well attended, as well, with sunny skies and no rain.

- **Mayor Long** reminded everyone that the Boonsboro Fire Department will host their Annual Remembrance Parade this week on Thursday, September 11, 2025, on Main Street beginning at 6PM.

NEW BUSINESS

Sponsorship Request from the Greenbrier Elementary School Walk-a-Thon: Town Manager Souders presented the donation sponsorship request from the Greenbrier Elementary School Walk-a-Thon for the Mayor and Councils review and input. The Council discussed keeping donations local to organizations within Town limits.

Sponsorship Request from the Boonsboro Middle and High School Bands: Town Manager Souders presented the donation sponsorship request from the Boonsboro Middle and High School Bands for the Mayor and Councils review and input. **Motion** by Council Member Hollingshead, second by Council Member Kerns to approve a \$100 donation to the Boonsboro Middle and High School Bands. **Motion carried.**

Sponsorship Request from the 10th Annual South County Golf Tournament: Town Manager Souders presented the donation sponsorship request from the 10th Annual South County Golf Tournament benefitting Micah's Backpack for the Mayor and Councils review and input. **Motion** by Council Member Weaver, second by Assistant Mayor Nally to approve a \$100 donation to the 10th Annual South County Golf Tournament benefitting Micah's Backpack. **Motion carried.**

Introduction of Ordinance 2025-04; An Amendment to the Boonsboro Public Ethics Ordinance: Town Manager Souders presented Ordinance 2025-04; *An Amendment to the Boonsboro Public Ethics Ordinance* for the Mayor and Councils review and input. She stated that the Town's Ordinance needs to be as stringent or more stringent than the State of Maryland Ethics Ordinance and that some of our language needed to be updated. **Motion** by Assistant Mayor Nally, second by Council Member Kerns to approve the Introduction of Ordinance 2025-04; *An Amendment to the Boonsboro Public Ethics Ordinance*. **Motion carried.**

Update from Capital Improvement Program (CIP) Fee Workgroup: Town Manager Souders stated that the Capital Improvement Program (CIP) Fee Workgroup has met twice since the last Mayor and Council Meeting. She reviewed the Workgroup's purpose and objectives, noting that the Workgroup is comprised of three Council Members as well as representatives from the Boonsboro Municipal Utilities Commission and the Planning Commission. She stated that they are currently looking at other Municipalities CIP fees, how they are structured and how they use them.

Review of Bids – Engineering Services for Chase Six Boulevard and Campus Avenue: Town Manager Souders stated that the Request for Proposals for the Engineering Services for the Chase Six Boulevard and Campus Avenue Project was posted twice, noting that no bids were received in the first round. She presented the single bid that was received on September 4, 2025 for the Mayor and Councils review and input. Town Manager Souders stated that Charles P. Johnson and Associates, Inc. (CPJ and Associates) are located in Greenbelt and have worked with multiple companies and Municipalities in Maryland, as well as Washington County. She stated that Town Planner Bowen verified CPJ's references and clients. She further stated CPJ and Associates will assist with the entire bidding process for the Project and will ensure the Town's portion of the cost and Mr. Draper's portion of the cost for the Project. Town Manager Souders stated that the total cost for the Engineering Services is \$14,210. **Motion** by Council Member Kerns, second by Assistant Mayor Nally to approve and accept the bid proposal from Charles P. Johnson and Associates, Inc. for the Engineering Services for the Chase Six Boulevard and Campus Avenue Project in the amount of \$14,210. **Motion carried.**

COMMISSION REPORTS

Park Board – Council Member Weaver. Meeting held on August 27, 2025. Presentation by Liz Wright from Girl Scout Troop 15024 of Sharpsburg, Maryland to present her project, an agility ramp for the Shafer Park Dog Park. Discussions included the approval of the Shafer Park Treasurer Hunt Map, continuing concerns with the locations of some of the Disk Golf Course baskets and its impact on the conservation areas, an update from the Tree Board, the plans to make some improvement changes to the Summer Concerts in the Park for 2026, and the conclusion of the 2025 Movie Series.

Boonsboro Municipal Utilities Commission – Assistant Mayor Nally. Meeting held on August 20, 2025. Discussions included the Reservoir Replacement Project update, the Crestview Water Pressure Reduction and Bypass Project update, the Internal Water Audit update, the EDU Chart monthly review, the additional Water and Sewer Taps for 305 North Main Street, the Water and Sewer Capacity Study, the interviews for the BMUC Member vacancies and System Reports.

- **Assistant Mayor Nally** stated that the BMUC conducted candidate interviews for the three vacancies on the Commission during the August 20, 2025 Meeting, and then held two additional Closed Session Meetings to further discuss the candidates. He stated that the BMUC has determined with all of the ongoing Projects and everything else that is going on in the Town that they need members with some knowledge of the Water and Waste Water System. He further stated that the BMUC made the decision to bring former Commission Member Bobby Mose back on the BMUC and to continue looking for a Consulting Member (Non-Voting) with subject knowledge.
 - **Mayor Long**, on behalf of the Boonsboro Municipal Utilities Commission, made the recommendation to appoint Bobby Mose to the Commission for a 4-year term ending September 2029. **Motion** by Assistant Mayor Nally, second by Council Member Hollingshead to appoint Bobby Mose to the Boonsboro Municipal Utilities Commission for a 4-year term ending September 2029. **Motion carried.**

Planning Commission – *Council Member Kitchen*. No meeting held in August 2025 due to Planning Commission Chair Parmelee requiring Commission Members to attend the Verdant Development Group Meeting on August 11, 2025 at the Boonsboro American Legion. Stated that Verdant has two additional meeting scheduled.

Economic Development Commission – *Mayor Long for Council Member Hanson*. Meeting held on August 27, 2025. Discussions included the upcoming grant opportunities, the Downtown Beautification Project, the upcoming Networking Meetings in September, November and January, upcoming Ribbon Cutting Ceremonies, the Quarterly Rack Cards, updates on Main Street Maryland, Commission Member expiring terms and Committee Reports.

- **Mayor Long**, on behalf of the Economic Development Commission, stated that they are recommending the reappointment of Terri Packard to the Commission, whose term expired in July 2025, for a 3-year term ending July 2028. **Motion** by Council Member Kerns, second by Council Member Hollingshead to reappoint Terri Packard to the Economic Development Commission for a 3-year term ending July 2028. **Motion carried.**

Environmental Commission – *Council Member Hollingshead*. Meeting held on August 13, 2025. Discussions included the review of the BEC Roster Details, the review the BEC content on the Town website for correctness, the Compost Bin Program and Subcommittee Reports.

- The Low Waste Workshop is scheduled for November 19, 2025
- The Fall Bulk Clean-Up and Recycling Event in Shafer Park in scheduled for October 11, 2025 from 8am to 12 noon
- The last Farmer’s Market of the year will be on Tuesday, October 21, 2025

Motion by Council Member Weaver, second by Council Member Hollingshead to adjourn the Regular Meeting at 8:32PM. **Motion carried.**

Respectfully submitted,
Kimberly A. Miller, Office Manager