

BOONSBORO MAYOR AND COUNCIL
SPECIAL MEETING MINUTES
Wednesday, January 21, 2026

The Mayor and Council of Boonsboro held a Special Meeting on Wednesday, January 21, 2026 in the Town Annex Meeting Chambers. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Marilee Kerns, Eric Kitchen, Ray Hanson, Terri Hollingshead and Ricky Weaver. Also present were Town Manager Rachel Souders and Town Planner Drew Bowen. The meeting convened at 5:30pm.

PUBLIC COMMENTS *(No public comments received this Meeting)*

NEW BUSINESS

Contract Award for Chase Six Boulevard and Campus Avenue Realignment Project: Town Manager Sounders presented the bid results from the Request for Proposals for the Chase Six Boulevard and Campus Avenue Signal Realignment Project for the Mayor and Councils review and input. She stated that the bid opening was held on January 16, 2026 and that the five contractor bids were forwarded to Charles P. Johnson and Associates, Inc. (CPJ), the Civil Engineering Firm for the Project, to conduct a thorough review of the bid packages and to provide certifications of the qualified bidders as well as make a recommendation to the Town for award. She further stated that after CPJ's review, Town staff is making the recommendation to award the contract to Excavating Associates for the amount of \$264,782 for Part A of the Project, \$1,361,542 for Part B of the Project, \$169,142 for Part C of the Project, and \$326,689 for Part D of the Project with the grand total of \$2,122,155. Town Manager Souders stated that the Project came in higher than expected and that Excavating Associates is the lowest bid overall. Council discussed Gap Funding the Project and Town Manager Souders reminded them that the Town has an established Line of Credit with Middletown Valley Bank. She further stated that she will do her best to budget funds for the Project in the Fiscal Year 2027 Budget. **Motion** by Assistant Mayor Nally, second by Council Member Weaver to award the Chase Six Boulevard and Campus Avenue Signal Realignment Project to Excavating Associates in the amount of \$2,122,155. **Motion carried.**

Motion by Council Member Kerns, second by Council Member Weaver to adjourn the Special Meeting at 5:44PM. **Motion carried.**

Respectfully submitted,

Rachel Souders, Town Manager