

BOONSBORO MAYOR AND COUNCIL
SPECIAL MEETING MINUTES
Monday, May 20, 2025

The Mayor and Council of Boonsboro held a Special Meeting on Tuesday, May 20, 2025 in the Town Annex Meeting Chambers. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Ray Hanson, Marilee Kerns, Terri Hollingshead, and Ricky Weaver. Also present were Town Manager Rachel Souders and Office Manager Kimberly Miller. Council Member Eric Kitchen was not in attendance. The meeting convened at 6:00PM with the pledge and the invocation offered by Mayor Long.

NEW BUSINESS

Approval of Contract of Sale for 202 Maple Avenue: Town Manager Souders presented the Commercial Purchase and Sale Agreement for 202 Maple Avenue for the Mayor and Council's review and input. She stated that the Agreement is between Scott and Theresa McIlwee and the Town for the purchase of their property in the amount of \$250,000, the construction of a workshop pole building not to exceed the amount of \$35,000, noting that if the cost of the pole build exceeds that amount, Mr. McIlwee would be responsible for that cost, and the conveyance of the property, following the subdivision, from the Town to Mr. McIlwee shown in Exhibit C of the Agreement. She further stated that the Washington County Commissioners and the Washington County Board of Education both approved the Tri-Party Memorandum of Understanding for the Chase Six Boulevard and Campus Avenue Realignment Project [*approved by the Mayor and Council at the May 12, 2025 Meeting*], noting that once everything is signed, the Town can obtain the Construction Easement from the Board of Education. **Motion** by Council Member Weaver, second by Assistant Mayor Nally to approve the Commercial Purchase and Sale Agreement for the sale of 202 Maple Avenue as presented. **Motion carried.**

Approval of Capital Equipment Purchase – 2024 Ford F-550 Dump Truck: Town Manager Souders presented the Capital Equipment Purchase of a 2024 Ford F-550 Dump Truck for the Mayor and Council's review and input. She stated that Public Works Superintendent Huntsberry has requested the purchase of a 2024 Ford F-550 dump truck in the amount of \$98,201 from Hagerstown Ford. She further stated that the purchase of the truck is budgeted in the Fiscal Year 2026 Budget and that no funds will be spent on it until July 1, 2025, but in order to lock in the cheaper price for the 2024 model it has to be reserved and ordered now. Council Member Kerns asked if it should be booked as a prepaid expense for Fiscal Year 2026 to secure the truck. Town Manager Souders stated that it is not necessary, noting that the dealership guaranteed that the price would be secured. **Motion** by Assistant Mayor Nally, second by Council Member Weaver to approve the purchase of a 2024 Ford F-550 Dump Truck from Hagerstown Ford for \$98,201. **Motion carried.**

Approval of Capital Equipment Purchase – VacHunter and Trailer Combo: Town Manager Souders stated that she presented Public Works Superintendent Huntsberry's request to purchase a Pipe Hunter VacHunter 3534 PH6C Trailer Combo from Atlantic Machinery, Inc. for the cost of \$290,000 at the May 12, 2025 Regular Meeting, noting that the Agenda item was TABLED until funding options for the purchase were further explored. Council Member Kerns stated that after thorough review of the funds she is recommending that the equipment be purchased solely from the General Fund. **Motion** by Council Member Kerns second by Assistant Mayor Nally to approve the purchase of a Pipe Hunter VacHunter 3534 PH6C Trailer Combo for the cost of \$290,000. **Motion carried.**

Boonsboro Environmental Commission Member Appointments: Town Manager Souders, on behalf of the Environmental Commission, stated that they are recommending the appointment of Christina Atkins and Jennifer Sherwood to the Commission for 3-year terms. **Motion** by Council Member Hollingshead, second by Assistant Mayor Nally to appoint Christina Atkins and Jennifer Sherwood to the Boonsboro Environmental Commission with the term ending May 2028. **Motion carried.**

- Council Member Hollingshead stated that the terms should actually be Christina Atkins for a 4-year term and Jennifer Sherwood for a 3-year term. **Motion** by Council Member Hollingshead, second by Assistant Mayor Nally to **AMEND the MOTION** and appoint Christina Atkins for a 4-year term and Jennifer Sherwood for a 3-year term to the Boonsboro Environmental Commission. **Motion carried.**

Council discussed the vacancies on the other Town Commissions, such as the Park Board and Boonsboro Municipal Utilities Commission, and the need for volunteers.

Council Member Hanson stated that it was brought to his attention that former Boonsboro Police employee Tom Moretti is teaching a 'Conceal and Carry' class at the Boonsboro Fire Department and asked if that should be a concern for the Town. Mayor Long stated that the Fire Department is not directly affiliated with the Town and can hire and/or sponsor anyone to hold classes at their facility on their behalf.

Town Manager Souders stated that she met with Park Board Chairperson Laura Schnackenberg regarding the placement of the Disc Golf Course baskets in Shafer Park due to complaints being received because many of the baskets are placed in the Conservation (reforesting) Area. She stated that the baskets will need to be moved and relocated. She further stated that concerns also arose due to the new Shafer Park walking path and the basket locations near or crossing the path. Town Manager Souders stated that Public Works Superintendent Huntsberry will need to oversee the relocation and placement of the Disc Golf Course baskets. Mayor Long stated that one of the baskets is very close to the Kueffner Farm cow pasture [owned by *Economic Development Commission Chairperson Terri Packard*] and electric fencing.

Motion by Council Member Hollingshead, second by Assistant Mayor Nally to adjourn the Regular Meeting at 6:32PM. **Motion carried.**

Respectfully submitted,
Kimberly A. Miller, Office Manager