

**BOONSBORO MAYOR AND COUNCIL
WORKSHOP MEETING MINUTES
Monday, April 27, 2020**

The Mayor and Council of Boonsboro held their Workshop Meeting on Monday, April 27, 2020 in the Meeting Chambers to set the Regular Session Agenda for Monday, May 11, 2020. The Meeting was streamed via GoToMeeting online for the public. In attendance were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Marilee Kerns, Terri Hollingshead, Tony Nally and Ricky Weaver. Also present were Town Manager Paul Mantello and Election Board Members Eric Kitchen and Vickie Messner. Office Manager Kimberly Miller was not in attendance, but viewed the Meeting via GoToMeeting online. The meeting convened at 7:00PM.

Discussion with Election Board Regarding 2020 Municipal Election: [*Council Member Kerns and Council Member Hanson recused themselves from this discussion and left the Meeting Chambers.*] Election Board Members Eric Kitchen and Vickie Messner attended the Meeting to discuss their suggestions for holding the 2020 Municipal Election during the COVID-19 pandemic. Mr. Kitchen stated he is recommending that the Town hold the Election completely by mail-in ballots, but that it is up to the Mayor and Council to make the final decision. Mayor Long stated that the Council approved Resolution 2020-01; *Charter Amendment to Postpone the 2020 Town Election* at the April 2020 Regular Meeting to postpone the Election from May 12, 2020 until the Tuesday immediately following the State of Maryland 2020 Primary Election which is June 9, 2020. Mr. Kitchen stated the Town of Middletown just conducted their Municipal Election completely by mail-in ballots and reported that it went very well. He stated that he is recommending that a ballot and instruction be mailed to every Washington County registered voter in Town and that voters will have the option to either mail-in their ballots or bring them to Town Hall and deposit them into a secure box on the day of the election. He further stated that he believes that expenses can be reimbursed through the CARE Act due to the pandemic. Mr. Kitchen stated that he plans meet with the Election Board and Town Clerk Heather Slough to further discuss moving forward with the mail-in ballot plan and will obtain a list of registered voters from the Washington County Election Board. **Motion** by Council Member Hollingshead, second by Assistant Mayor Byrd to move forward with the mail-in ballot plan for the 2020 Boonsboro Municipal Election. **Motion carried.**

Water and Sewer Emergency Services Draft Agreement: Town Manger Mantello, on behalf of the Boonsboro Municipal Utilities Commission, presented a draft Agreement proposal for Water and Sewer Emergency Services from the Maryland Environmental Services (MES). He stated that during declared emergency events, MES can provide services to help protect the quality of air, land, energy and water resources, and promote the health and welfare of the citizens of the State and provide the following planning; compliance support, engineering, field investigation, auditing, remedial assessment, training, technical and operations services. He explained that the types of services under the draft Agreement may include the following: Water and Wastewater Reclamation Efforts, Environmental Management, Compliance Support and Field-based Efforts, Alternative and Renewable Energy-based Efforts, Geographic Information Systems (GIS) Efforts, Technical Services and Global Positioning System (GPS) Efforts, GPS-guided Mapping System Efforts and Emergency Services. Town Manger Mantello stated that MES can provide staff trained in emergency response procedures including: 40 hour hazmat, traffic management, HAZCOM, confined space, and FEMA 100-700, as well as provide certified water and wastewater operations to help maintain vital utility systems. He stated that MES can also provide equipment such as portable emergency generators, water by-pass pumps, tub/stump grinders, equipment trailers, backhoe and dump trucks and can provide, rent and/or purchase equipment necessary to help prevent impact to the environment.

Invitation for Bids – Shafer Park Removal of Dead Wood from Trees: Town Manager Mantello stated that Park Board/Tree Board Member Jeff Davidson reached out with concerns regarding the dead wood in many of the trees in Shafer Park. He stated that he is recommending that an IFB be placed out for the removal of the dead wood in the Park. **(NEW BUSINESS)**

Hospice Parking Lot Update: Mayor Long provided an update on sharing the Hospice Parking lot as a Municipal Parking lot. He stated that he spoke with Blair Reynolds from Washington County and that the paving project is slated to begin in May 2020. He further stated that Craig Paving will be doing the work and that the Town may need to provide payment upfront before the grant funds are received. Council Member Hollingshead stated that she is in favor of paving before the grant funds are receive, stating that the Town is in need of Municipal parking. **(NEW BUSINESS)**

Fiscal Year 2021 Draft Budget: Council Member Kerns provided the Fiscal Year 2021 *draft* Budget for the Councils review and input. She stated that she made a few alterations since the April 20, 2020 Budget Workshop Meeting. She further stated that the next item will be the May 11, 2020 Public Hearing for the Fiscal Year 2021 Real Estate and Personal Property Tax Rates. Council Member Kerns provided the Council with options for Revenue and discussed where the Town, Water and Sewer Funds are currently in the Fiscal Year 2020 Budget. She stated that she will have the final draft of the Fiscal Year 2021 Budget ready for the Councils review at the May 11, 2020 Regular Meeting.

- Council Member Kerns stated that it is very important for the Funds to become current with the Due-Tos and Due-Froms between the General, Water and Sewer Funds before the end of the Fiscal Year. She stated that the Council approved loaning the Sewer Fund \$250,000 to be able to move forward with reimbursements and that she is recommending that the Sewer Fund reimburse the General Fund \$262,460.32 for July 2019 through February 2020. **Motion** by Council Member Kerns, second by Council Member Nally for reimburse the General Fund \$262,460.32 from the Sewer Fund. **Motion carried.**

Updated Town Hall Administrative Schedule – Office Staffing during Pandemic and Telework: Town Manager Mantello provided an update on the Town employee staffing during the COVID-19 pandemic. He stated that beginning this week he is back to working 5-days a week in the Town Hall office, Office Manager Kim Miller will be working Tuesdays and Wednesdays in the office and teleworking from home the rest of the week, Town Clerk Heather Slough will be working Fridays in the office and teleworking from home via TeamViewer, and Administrative Assistant Amanda Wells will be working Mondays and Thursdays in the office. He stated that Public Work staff and Water and Sewer staff will be back to full staff and normal hours beginning Monday, May 4, 2020 and will be required to wear face masks. He further stated that he will be working with Town Safety Manager Dave Lewis on providing safety regulations for all employees. Town Manager Mantello stated that Town Hall, Shafer Park and the Community Center will remain closed to the public until Governor Hogan lifts the restrictions.

Shafer Park Opening Day 2020 - Mayor Long stated that Shafer Park was slated to reopen on Friday, May 1, 2020 but that the date will be moved to Friday, May 15, pending reevaluation.

- Council Member Hollingshead suggested offering the parking lot near the Police Department to the Farmer's Market for their opening day on May 5, 2020 and Tuesday Markets until Shafer Park is officially opened for the season. Council Member Nally suggested reaching out the Richard DiPietro about using the parking lot at Jockey's Bar and Grille on Old National Pike.
- Council Member Kerns reminded the Mayor and Council that the Town cannot open Shafer Park until Governor Hogan lifts the State of Emergency restrictions.

Mayor Long stated that the Maryland Municipal League's Summer Conference in Ocean City, Maryland has been 'partially' cancelled. He stated that the conference will still be held virtually and that attendees can still complete classes and meetings online. He further stated that additional information will be provided by the MML soon.

Town Manager Report

- Stated that he reached out the Antietam Broadband President Brian Lynch regarding the 'In Kind Services' promised to the Town by signing the Franchise Agreement.
- Stated that Huntzberry Brothers are finishing up the Shafer Park Paving Project and that Hardy Builders will begin the Shafer Park Roofing Project this week.
- Stated that an employment offer letter was sent to Wyatt Stitely for the Town Planner position with the employment start date of June 2020.

Mayor Long stated that the Town has not heard back from Apple Valley Waste representative Steve Blickenstaff about rescheduling the May 16, 2020 Spring Bulk Curb-side Trash Clean-Up. He stated that hopefully we will hear something tomorrow or Wednesday.

Council Member Hollingshead stated that the Town has still not heard when the flashing lights will be installed at the North Main Street – Orchard Drive – Park Drive crosswalk. She stated that the State Highway curb cut-out rehabilitation project has been completed in that area. Council discussed the need to revisit the Washington County school bus route study on Center Street, Lakin Avenue and St. Paul Street again even though school is currently not in session.

Council Member Weaver stated that the Park Board conducted their annual Park walk-through last week. He stated that there is a 3-foot tall sharp-edged tree stump near where the fireworks are set off that needs to be taken care of.

Mayor Long stated that Town Manager Mantello, Superintendent Huntsberry and he will be meeting this week with a sanitizing company to come in and thoroughly sanitize all of the Town buildings before we reopen to the public.

Council Member Kerns stated that the amount of Bonding Insurance needs to be increased for Town employees and herself this year. She stated that she researched amounts for other Municipalities' and they range from \$500 to 1-millions dollars.

Motion by Council Member Nally, second by Council Member Weaver to adjourn the Workshop Meeting at 8:14PM and move into **Executive Session**; *as provided under General Provisions Article §3-305 (b)(1), subsection (i) to discuss the appointment, employments, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction.* **Motion carried.**

Respectfully submitted,
Kimberly A. Miller, Office Manager