

**BOONSBORO MAYOR AND COUNCIL
WORKSHOP MEETING MINUTES
Monday, April 26, 2021**

The Mayor and Council of Boonsboro held their Workshop Meeting on Monday, April 26, 2021 in the Meeting Chambers to set the Regular Session Agenda for Monday, May 10, 2021. The Meeting was streamed via GoToMeeting online for the public. In attendance were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Marilee Kerns, Tony Nally, Terri Hollingshead and Ricky Weaver. Also present were Town Manager Paul Mantello, Town Planner Reiley Stanley, Office Manager Kimberly Miller, Police Chief Kevin Morgan and Boonsboro Municipal Utilities Commission Chairman Bob Sweeney. Council Member Ray Hanson was absent. The meeting convened at 7:02PM.

Maple Avenue Traffic Study: Chief Morgan presented the Maple Avenue traffic study for the Councils review and input. He stated that from April 7 to April 12, 2021 there were 9,523 vehicles traveling on north-bound Maple Avenue, noting that the posted speed limit is 30mph and that 1,935 of those vehicles were traveling above 40mph with 64 of those vehicles traveling in excess of 50mph. He further stated that a speed camera would help in that area but that most motorists will speed before and after they are out of the cameras range. Chief Morgan stated that he is not in favor of speed cameras, noting that it is his opinion that Police radar patrol is the best way to prevent speeding, but that it is up to the Mayor and Council if they would like one installed. He stated that it would have to be approved by the Council and the State Highway Administration, and that he will obtain quotes from 3 companies for their review. Assistant Mayor Byrd stated that in his opinion the installation of a speed camera on Maple Avenue is well past due. **(NEW BUSINESS)**

Special Exception Request – Auction Square Market Place: David Kloos, President of Kind Therapeutics USA LLC, presented the request for a Special Exception to move a Medical Cannabis Dispensary to Auction Square Market Place at 7700 Old National Pike in Boonsboro. Mr. Kloos provided some background on himself and stated that he was previously the Director of Enforcement and Compliance for the Maryland Medical Cannabis Commission, that he spent 28 years in law enforcement and was a Captain for the Maryland State Police. He stated that his views about medical marijuana have evolved because he's personally seen that it is affecting and changing people's lives in a good way, noting that the Maryland Medical Cannabis Commission develops policies, procedures and regulations to implement programs that ensure medical cannabis is available to qualifying patients in a safe and effective manner. Mr. Kloos stated that the MMCC oversees all licensing, registration, inspection and testing measures pertaining to Maryland's medical cannabis program and provides relevant program information to patients, physicians, growers, dispensaries, processors, testing laboratories and caregivers. He stated that Kind Therapeutics is committed to providing safe and affordable access to medical cannabis that is lab-tested using state-of-the-art technology to ensure consistency and quality for certified patients. He concluded by stating that Kind Therapeutics is a Maryland-based medical cannabis company led by Dr. Susan Zimmerman, Jennifer DiPietro and Sophia-Leonard-Burns. Council thanked Mr. Kloos for his presentation. Council Member Kerns stated that she'd like more information on Federal Laws and has concerns regarding State taxing of medical cannabis.

Proposed Town Employee Personnel Manual Revisions: Town Manager Mantello presented the proposed revision to the Town Employees Personnel Manual for the Councils review and input. He stated that the proposed revisions include changes to Bereavement Leave, Overtime and Double-time Pay for official Town Holidays, Sunday and Emergency Work, the separating of Personal Leave to Vacation Leave and Sick Leave and the reduction of the Maximum Accumulation of Leave at the end of the Fiscal Year. He stated that he is proposing increasing Bereavement Leave from 3 day to *'up to 10 days,'* noting that *'Leave approval and duration will be authorized by the Town Manager.'* Council was not in favor of the *'up to 10 days'* increase due to employees feeling that another employee may receive more time than they would or expecting the full 10 days, and were not in favor of the wording of *'Leave approval and duration will be authorized by the Town Manager.'* They requested that the sentence be removed and agreed upon 3-days Bereavement Leave for Extended Family and 5-days Bereavement Leave for Immediate Family. Town Manager Mantello presented the proposed revision to Overtime and Double-time Pay for official Town Holidays, Sunday and Emergency Work. He stated that this revision would eliminate Sunday Double-time pay, noting to compensate Police Officers for a decrease in benefits by the removal of "Sunday Double-time" those funds would be redistributed equally among the current full-time Officers by an increase in salaries and the starting pay for incoming Officer would be increased. Council Member Kerns stated she is concerned how this will affect the Budget. Town Manager Mantello stated that it will not affect the Budget because the "Sunday Double-time," which is already part of the Budget, is simply being redistributed by increasing hourly salary rates. Assistant Mayor Byrd noted that this will also affect Public Works and Water and Waste Water Operators who work on Sundays. Town Manager Mantello presented the proposed revision to Personal

Leave by separating it to Vacation Leave and Sick Leave and the reduction of the Maximum Accumulation of Leave at the end of the Fiscal Year, or June 30, from 360 (45 days) to 260 hours (30 days). Council stated that they were unaware that employees were carrying balances in excess of 360 hours or rolling over large Personal Leave balances to the next Fiscal Year. Assistant Mayor Byrd stated that employees really should not be carrying over more than 80 hours to the next Fiscal Year and that they should be taking their earned time off. Council tabled the discussion and requested that Town Manager Mantello take a closer look at the Leave Policy, check with other Municipalities and bring back updated revisions to the Town Employee Personnel Manual. Town Manager Mantello stated that the Personnel Committee put a lot of work into the presented revisions.

Draft Town Reservoir Test Results: Town Manager Mantello presented the draft Town Reservoir geophysics test results for the Councils review and input. He stated that based on the test results there appears to be a considerable leak and that it is most likely structurally damaged which would explain the water loss of up to 15,000 gallons per day. He further stated that the reservoir was built in 1953 and is probably near the end of its life span. Town Manager Mantello stated that he will be reaching out to the Army Corp of Engineers for their assistance and that the Town can use the American Rescue Plan Act Recovery Funds for a Reservoir Project. He stated that the Boonsboro Municipal Utilities Commission will review the Reservoir geophysics test results at their meeting this week. The Mayor and Council and BMUC Chairman extended a huge thank you to Eric Kitchen for his hard work on the Water Loss Task Force.

Invitation to Participate in Memorial Day Parade: Mayor Long presented the invitation for the Council to participate in the Annual Boonsboro American Legion Post 10 Ladies Auxiliary Memorial Day Parade, which will be held on Sunday, May 25, 2021 at 2:00 PM. Council agreed that they will participate in the parade this year.

Town Manager Report – Paul Mantello

- Stated that that the Washington County Board of Education School Bus Study has been postponed.

Council Member Kerns stated that the CD at Fulton Bank renewed for an additional 9 months at .1%.

Council Member Kerns stated that the Town received a donation request to sponsor a golf hole for \$100 for the Annual “The Wimp” Franklin E. “Wimp” Hamburg Memorial Golf Tournament on April 30, 2021. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to sponsor a golf hole for \$100 for the Annual “The Wimp” Franklin E. “Wimp” Hamburg Memorial Golf Tournament, with Council Member Weaver abstaining. **Motion Carried.**

Council Member Hollingshead stated that the Boonsboro High School class of 2022 will be holding a “Senior Parade” on Wednesday, May 26, 2022 at 6PM. The parade will begin at the Boonsboro Free Library, travel up St. Paul Street, down Ford Avenue, up Center Street and end at the High School. She stated that the Mayor and Council should consider participating.

Council Member Hollingshead stated that according to the Town website the Personnel Committee should be meeting bi-monthly not monthly like they have been.

Motion by Council Member Hollingshead, second by Assistant Mayor Byrd to adjourn the Workshop Meeting at 9:28PM.
Motion Carried.

Respectfully submitted,

Kimberly A. Miller
Office Manager