

**BOONSBORO MAYOR AND COUNCIL
WORKSHOP MEETING MINUTES
Monday, April 24, 2023**

The Mayor and Council of Boonsboro held their Workshop Meeting on Monday, April 24, 2023 in the Meeting Chambers to set the Regular Session Agenda for Monday, May 8, 2023. The Meeting was streamed via GoToMeeting. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Ray Hanson, Terri Hollingshead, Marilee Kerns, Eric Kitchen and Ricky Weaver. Also present were Town Manager Paul Mantello, Town Planner Reiley Stanley, Office Manager Kimberly Miller and Police Chief Kevin Morgan. The meeting convened at 7:00PM.

Presentation: Mayor Long presented a Certificate of Appreciation to Town Manager Paul Mantello for his 4-years of employment with the Town. He thanked him for his hard work and dedication and wished him well in Middletown.

Constant Yield Tax Rate (CYTR) Certificate Notice: Assistant Mayor Nally reviewed that the Town received the 2023 Constant Yield Tax Rate (CYTR) Certificate Notice from the Maryland Department of Taxation. The Notice will be advertised in the Herald-Mail Newspaper and Council will hold the Public Hearing on the Proposed Real Property Taxes at 6:45pm on Monday, May 8, 2023.

Water & Sewer Rate Study Next Steps: Council Member Kitchen reviewed his Power Point presentation of the Fiscal Year 2024 Utility Rate Study from the April 10, 2023 Regular Meeting, noting that he misspoke when he said that the Water Fund will be solvent and corrected that it will be only slightly behind. He stated that Town staff and he reviewed the Town of Williamsport's Water Audit, and that the narrative and comments state that they have a water loss and Water Fund issue, too. He stated that this shows that Boonsboro is not in this boat alone. Council Member Kitchen reviewed that the proposed recommendation is for an In-Town customer Water Fixed Fee to increase by \$7.47 and the Sewer Fixed Fee to increase by \$5.37 for a total increase on the bill of \$12.84 per quarter, or \$4.28 a month, and no other increases in Fiscal Year 2024. He stated that if the Town approves this increase, our Water Rates will still be cheaper to our residents than Keedysville is for their residents. Council will hold the Public Hearing on the Proposed Water and Sewer Fixed Fees Increase at 6:30pm on Monday, May 8, 2023.

Discussion - Introduction of Ordinance 2023-01; Parades and Special Events and Permit Application (with SHA review and comments): Mayor Long asked if Council had the chance to review the State Highway Administrations comments for Ordinance 2023-01; *Parades and Special Events* and the Permit Application, and if anyone had anything that they would like to discuss. Council Member Kitchen asked why the Ordinance is being proposed. Mayor Long explained that over the past year or so there have been instances where demonstrations, rallies and parades have gone through the Town Square and caused issues with funerals and stopping the flow of traffic at the intersection light, as well as times when the Police Department has been called in for these events. Council Member Kerns stated that an Ordinance will not stop people from protesting and that it is a right to be able to gather. Mayor Long thanked the Council for their comments.

Request for Proposals: Cultural Trail Feasibility Study: Natoma Vargason, on behalf of the Economic Development Commission, presented the request to place the Request for Proposals for the Cultural Trail Feasibility Study out for bids for the Councils review and input. She stated that the scope of work consists of seeking proposals for a Feasibility Study to explore the development of a connector trail from the Town of Boonsboro to the Washington Monument State Park, noting that the purpose of this study is to evaluate the technical feasibility, cost and potential economic and quality of life benefits of the trail to the community. She further stated that the Town has received a \$90,000 Rural Maryland Grant for this Study and would like to request that bids are due on May 31, 2023. **Motion** by Council Member Hollingshead, second by Council Member Hanson to place the Request for Proposals for the Cultural Trail Feasibility Study out for bids. **Motion carried.**

Request for Proposals: Economic Development Commission Website and Marketing: Tiffany Ahalt, on behalf of the Economic Development Commission, presented the request to place the Request for Proposals for the Economic Development Commission Website and Marketing out for bids for the Councils review and input. She stated that the scope of work consists of seeking proposals from firms with qualifications and experience to develop, design, and assist with annual maintenance of a mobile friendly website, noting that the EDC is seeking a firm able to develop a strategic approach to creating/organizing content that inspires, informs, and drives tourism and economic development. She further stated that the key objectives are to create a positive user experience making it simple for site visitors to find and share information, elevate both outside and local interest in the Town, increase repeat visits, drive signups for e-newsletters, promote site traffic and

provide an easy payment platform for financial transactions. Ms. Ahalt stated that the EDC wants a mobile-friendly website that is adaptable to an ever-evolving industry and uses cutting-edge technology to compete in a mobile-first culture. She stated that the website address has already been secured as “DiscoverBoonsboro.com” and requested that the bid due date be May 31, 2023. **Motion** by Assistant Mayor Nally, second by Council Member Hollingshead to place the Request for Proposals for the Economic Development Commission Mobile App & Website out for bids. **Motion carried.**

Donation Requests:

- **30th Annual Dwight Scott Memorial Golf Tournament:** Mayor Long stated that a donation request was received from the Boonsboro Athletic Boosters, Inc. for the 30th Annual Dwight Scott Golf Tournament on June 26, 2023 at the Black Rock Golf Course. Office Manager Miller stated that there is \$100 left in the Donation line item of the Fiscal Year 2023 Budget. **Motion** by Assistant Mayor Nally, second by Council Member Hollingshead to donate \$100 to the Boonsboro Athletic Boosters, Inc. for the 30th Annual Dwight Scott Golf Tournament. **Motion carried.**
- **Mitchell Parmelee Cornhole Fundraiser Sponsor:** Mayor Long stated that a donation request was received from Mitchell Parmelee, Planning Commission Chairman Dave Parmelee’s son, to be a sponsor for the Cornhole Fundraiser to raise money so he can attend the *Austria Summer Music Academy’s Young Artist Program*. Council discussed the Town’s Donation Policy: “*The Mayor & Council may contribute annually to the care, operation, maintenance or capital expense of nonprofit organizations which serve the citizens of Boonsboro, if the amount is included in the Town’s regular annual budget for that fiscal year.*” Council noted that this donation request does not fall into that category.

Invitation - Boonsboro Memorial Day Parade: Mayor Long presented the invitation for the Council to participate in the Annual Boonsboro American Legion Post 10 Auxiliary Memorial Day Parade, which will be held on Sunday, May 28, 2023 with the wreath laying ceremony at 1:00PM and parade at 2:00PM. He stated that he will not be able to ride in the parade, but if the Council would like to, to please let Office Manager Miller know so that she can submit the information to the Legion.

Transition Guide for New Town Manager: Town Manger Mantello presented his “*Transition Guide for New Town Manager*” for the Councils review and input. Council thanked him for the very precise guide book and for his hard work and dedication to the Town.

Town Planner Report – R. Stanley

- Stated that permit applications were received for new homes at 112 and 114 Potomac Street
- Stated that ACE Hardware has started their grading and are waiting on the building permit to come back from the County

Town Manager Report – P. Mantello

- Stated that the wheel loader was delivered on Friday at the Waste Water Treatment Plant
- Stated that the American Rescue Plan Expense Report is due this week.

Motion by Assistant Mayor Nally, second by Council Member Hanson to adjourn the Regular Meeting at 7:52PM 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.**

Motion by Assistant Mayor Nally, second by Council Member Hollingshead to adjourn the Executive Session at 8:30PM. **Motion carried.**

Motion by Council Member Hollingshead, second by Council Member Hanson to adjourn the Regular Meeting at 8:30PM. **Motion carried.**

Respectfully submitted,
Kimberly A. Miller, Office Manager