

**BOONSBORO MAYOR AND COUNCIL
WORKSHOP MEETING MINUTES
Monday, April 29, 2024**

The Mayor and Council of Boonsboro held their Workshop Meeting on Monday, April 29, 2024 in the Meeting Chambers to set the Regular Session Agenda for Monday, May 13, 2024. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Terri Hollingshead, Marilee Kerns, Eric Kitchen and Ricky Weaver. Also present were Interim Town Manager Kimberly Miller, Town Planner Drew Bowen, Police Sergeant/Interim Chief of Police Dave Rizer, Officer First Class Tom Moretti, and Police Administrative Specialist Amy Rudy. Council Member Ray Hanson was not in attendance. The meeting convened at 7:00PM.

Citizens Comments (*must sign in and limit comments to 3 minutes*)

- **Colin Shanaberger**, 15 Young Avenue. (*BMUC Vice Chairman*) Stated that he is requesting permission to look into the Maryland State Retirement and Pension Plan (MSRA) for Town employees with a defined benefit plan. Stated that normal service retirement provides full benefits, and the employee would be able to choose from a number of payment options including the basic allowance, which provides the highest monthly allowance for the employee alone, to options that reduce their monthly payment to include survivor benefits. Stated that vested retirement would be if an employee leaves employment after at least 10 years of eligibility service, but before they are 65 years old. Stated that in his opinion, this Plan would help the Town retain employees for a longer period, and that Town Planner Bowen said that they had the MSRA in the Town of Middletown. Council stated that they would be fine with him looking into the Plan. Interim Town Manager Miller stated that the current Town Employee Pension Plan is with Capital Group American Funds, that the employees can chose where their funds are invested, and that employees are fully vested after 6 years.

Presentation

- **Thin Blue Line Flag to Police Department** - *Tyler Ring, Scarred Stripes Woodworking*. Mr. Ring presented members of the Boonsboro Police Department with a handmade wooden Thin Blue Line Flag in memory of Chief Kevin Morgan.

Guests

- **Reuben Moss** – *National Road Heritage Museum*. Stated that Dick Keesecker is feeling under the weather, and he is presenting in his place. Stated that the NRHM Open House on Saturday, April 27 went very well during the Spring Jubilee. Stated that he has three requests for the Mayor and Council:
 - **HVAC Grant Match**: Stated that the Town approved up to a \$9,000 Grant Match for the replacement of the HVAC System at the NRHM. Stated that after reviewing the quotes they are awarding the project to M.S. Johnston Company and are asking for \$7,465 as a Match from the Town.
 - **Awning Repairs**: Stated that Cronise Corporation provided a quote to repair the awning on the NRHM for the cost of \$250. **Motion** by Council Member Hollingshead, second by Assistant Mayor Nally to approve the National Road Heritage Museum awning repair for \$250. **Motion carried.**
 - **Restroom Rehabilitation Quotes**: Stated that contractors have until May 9, 2024 to submit quotes for the restroom upgrades at the NRHM and that they are looking to receive three quotes.
- **Kathy Vesely** – *Farmers Market Storage Shed*. Stated the Farmer’s Market received three quotes for the purchase of a storage shed that will be placed near the Potomac Street parking lot in Shafer Park. Stated that the lowest cost for the 6x8 shed is from Myers Barn Shop at the cost of \$2,080. **Motion** by Council Member Hollingshead, second by Assistant Mayor Nally to approve the purchase of a storage shed from Myers Barn Shop for \$2,080. **Motion carried.**
- **Terri Packard**, Economic Development Commission Chair - *Main Street Maryland Affiliate Application*. Reviewed that the Economic Development Commission is applying to the Main Street Maryland Affiliate Program and that it is a good way to get a foot in the door for Towns that are not completely ready to become full members of Main Street Maryland Program. Stated that the Program requires the hiring of a part-time Main Street Manager and that the average starting salary rate is \$30 per hour, which a lot of participating Towns use grant funding for. Stated that this year’s Main Street Manager funding Grant is due May 17, 2024. Stated that once the Boonsboro Town Alliance is established, they will be listed as the non-profit sponsor for the Town, and that their hope is that this program will help the Economic Development Commission become sustainable and grow, noting that the designation will help with applying for and obtaining grants.
 - Assistant Mayor Nally stated that the top priority is to get the Town Alliance established.

- Council Member Kerns stated that the Town needs to hire a Town Manager and a Police Chief, and make sure that we are paying all of our current employees a decent wage before we talk about hiring a part-time Main Street Manager at \$30 per hour.

Ms. Packard stated that the EDC started the process of establishing the Town Alliance two years ago and its still not approved. Assistant Mayor Nally stated that he will talk to Kathryn Gratton, of Maryland Rural Development Corporation, to see if she can give some insight on establishing a non-profit and help with getting the ball rolling.

Workshop Business

MTAC Security Officers Service Agreement: Mayor Long stated that the Council met in Closed Session on April 15, 2024 to discuss what to do moving forward in light of Police Chief Kevin Morgan's passing on April 13. He stated that in that Meeting the Council approved a 60-Day Emergency Security Officers Service Agreement with MTAC. He further stated that he is asking for formal approval of Agreement in Public Session. **Motion** by Council Member Kerns, second by Assistant Mayor Nally to approve the 60-Day Emergency Security Officers Service Agreement with MTAC. **Motion carried.** Mayor Long stated that he wrote a letter which is posted on the Town website explaining the reason that MTAC is in Town.

- Police Sergeant/Interim Chief of Police Rizer, Officer First Class Moretti and Police Administrative Specialist Rudy stated that Security Officer Billy Gilbert is doing a great job in Town. Sergeant Rizer stated that Security Officer Gilbert assisted Officer First Class Moretti in two separate incidents over the weekend.
- Council Member Kerns stated that the Town should be proactive and consider putting out a Request for Proposals for Security Officers Service for after the 60-day Emergency Agreement rather than waiting for it to expire. Interim Town Manager Miller will check with the Town Attorney to see what needs to be done.
- Officer First Class Moretti stated that there have been two recent malicious destructions of Town property in Shafer Park by juveniles – one being the destruction of a door with a large rock and the other being a juvenile walking around with a very realistic looking toy gun and the destruction of picnic tables. He stated that in both instances parents/guardians were notified and Juvenile Services will seek retribution. He further stated that it would be beneficial if the Town would consider placing signs in Shafer Park with wording that says, "Children 12 years of age and under must be accompanied by an adult while in the Park." Council agreed that the Park Board should be made aware of this recommendation and have input before any decision is made. Officer First Class Moretti stated that the second issue is with the three Air BnBs in Town. He stated that there have been issues with CDS and domestic violence at the rentals, and that one of the rentals is part of a property that has had 17 calls this year. Council suggested that staff check with Washington County to see what their Policy is for Air BnBs.

Fiscal Year 2025 Draft Budget Review: Assistant Mayor Nally and Town Clerk Wachtel presented the second review of the Fiscal Year 2025 Draft Budget for the Mayor and Councils review and input. Council discussed the updates made to Salary, the Police Salaries, Employee Pension/Retirement, Insurance and the added line item of 'Software/Subscriptions' which were previously booked under 'Office Equipment Maintenance.' Council Member Kitchen discussed adding the American Rescue Plan funds to the Budget, noting that they will be meeting with the Auditor to get his input. Interim Town Manager Miller stated that Ordinance 2024-01; *An Ordinance to Adopt the Fiscal Year 2025 Budgets, Tax Rates and Water and Sewer Fixed Fees* will be published along with the Budgets on the Town website. Mayor Long stated that the Public Hearing for the Fiscal Year 2025 Budgets will be scheduled for 6:30PM on Monday, May 13, 2024.

Out of Town Water and Sewer Service Connection Policy: Town Planner Bowen presented the draft Out of Town Water and Sewer Service Connection Policy for the Councils review and input. He stated that it is a Town Policy to provide Water and Sewer service to properties within the Town boundaries, however, due to public health concerns with karst geology in the area, the Town was required in the past to provide public Water Services outside of its boundaries. He further stated that there are a few houses that are 'out of Town' but that could have the ability to hook up to a Water line right outside of their property, noting that it is a good idea to create a Policy that addresses future connection to the Town's public Water System outside its boundaries. Town Planner Bowen stated that properties within the Town boundaries are required to follow the Subdivision Procedures in the Town Code for Water connections, but that the Town currently will not allow connections outside the Town boundaries to the Water System unless it has been determined that there poses a verifiable potential public health threat by the Maryland Department of the Environment or Washington County Health Department. He stated that a Special Exception can be made to connect to the Town's Water System for properties outside the Town boundaries that are adjacent to the Town's water lines with no greater than a 1-1/2" Water service connection at prevailing rates. Council asked that this draft Policy be discussed at the next Boonsboro - Keedysville Water Advisory Board's Meeting this month. **(NEW BUSINESS)**

three+one Investments: Mayor Long asked if the Council is still interested in pursuing a contract with three+one cashVest after the dismissal of former Town Manager Jared Schumacher. Council Member Kitchen stated that he voted to approve the three+one cashVest Professional Agreement and Scope of Service to appease Mr. Schumacher, but after speaking with the Town Auditor it is clear that the Town is properly investing its funds. **Motion** by Council Member Kitchen, second by Assistant Mayor Nally to formerly cancel the three+one cashVest Professional Agreement and Scope of Service at the cost of \$9,500. **Motion carried.**

Council and Staff Updates

- Assistant Mayor Nally stated that stated that Mary Jane Blickenstaff, President of the Boonsboro Rescue Company, asked what night the Mayor and Council would like to work at the upcoming Carnival. He stated that Monday, Tuesday, and Wednesday are all available. Consensus is to volunteer Wednesday, May 29, 2024

Motion by Council Member Kerns, second by Assistant Mayor Nally to adjourn the Workshop Meeting at 9:19PM and enter 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 Kerns to adjourn the Executive Session at 9:26PM. **Motion carried.**

Motion by Assistant Mayor Nally, second by Council Member Kerns to adjourn the Regular Meeting at 9:27PM. **Motion carried.**

Respectfully submitted,

Kimberly A. Miller, Interim Town Manager