

**BOONSBORO MAYOR AND COUNCIL  
WORKSHOP MEETING MINUTES  
Monday, August 23, 2021**

The Mayor and Council of Boonsboro held their Workshop Meeting on Monday August 23, 2021 in the Meeting Chambers to set the Regular Session Agenda for Monday, September 13, 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, Ray Hanson, 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 Officer Ted Ballesteros. The meeting convened at 7:00PM.

**Presentation**

**Maryland Rural Development Commission Circuit Rider Program & Memorandum of Understanding Agreement** – *Kathryn Gratton*. Ms. Gratton, of the Maryland Rural Development Corporation (MRDC), introduced herself to the Mayor and Council and presented the draft MOU Agreement and draft Resolution Circuit Rider/Town Manager Program for their review and input. Ms. Gratton stated that the Office of Neighborhood Revitalization of the Department of Housing and Community Development administers the Program and that under the Agreement, MRDC will provide professional management services and grant writing to the Town for Fiscal Years 2022 through 2024 at a minimal cost. She stated that she will work on items such as USDA grants, securing funding, manage employee hiring and screening processes, and any other tasks needed by the Town with the average time worked of about 12 hours per week. She further stated that there is minimal cost to the Town for this service and if a grant is awarded, the Town would pay her around 1% of the total award. Ms. Gratton stated that she will submit a formal MRDC MOU Agreement and Circuit Rider/Town Manager Resolution for the September 2021 Regular Meeting. **(NEW BUSINESS)**

**Introduction** – *Attorney Jason Morton and Brian Kurtyka, Law Offices of Salvatore & Morton, LLC.*

Town Attorney Morton introduced Attorney Brian Kurtyka to the Mayor, Council and Town staff. He stated that Attorney Kurtyka will be replacing Town Attorney Jennifer Keefer who recently accepted a new position with the Frederick County Attorney's Office. Attorney Kurtyka stated that he has been practicing law since 1991 and has been in private practice since 2002. He stated that he has performed various legal tasks for the City of Hagerstown dating back to 2017, noting that in private practice he has handled land use, real estate closings, business entity formation, civil litigation, estate planning and estate administration. Attorney Kurtyka stated that he is glad that he joined the firm and is looking forward to working with the Town.

**Police Department Report** – *Chief Morgan.*

Chief Morgan stated that the Police Department will be purchasing a new Ford Explorer soon at the cost of \$42,000 - \$45,000 to replace his current vehicle. He stated that Keystone Ford has worked up a good package for them and he will bring it to the Council at the September 2021 Regular Meeting. Chief Morgan stated that Administrative Assistant Rudy is contacting a few additional 'speed camera' companies that other Police Departments have recommended to them.

**American Rescue Plan Funds – Discussion on Reporting and Audit Requirements:** Council Member Kerns stated that she requested that the American Rescue Plan Funds to be placed on the Agenda for a discussion on the reporting and auditing requirements, noting that the first installment of \$1,551,857.25 was deposited into the Middletown Valley Bank General Fund ICS Account on August 20, 2021. She stated that the Town's Fiscal Auditing Firm, Albright, Crumbacker Moul & Itell, will need to conduct a Single Audit on those funds if more than \$750,000 is spent during the Fiscal Year. She further stated that all American Rescue Plan Funds must be spent by 2024 with the first reporting due by October 31, 2021. Council Member Kerns stated that she is recommending that the American Rescue Plan Funds be placed in a new separate ICS checking account at Middletown Valley Bank due to the funds earning interest and to better track the Town's spending and reporting. **Motion** by Council Member Kerns, second by Council Member Hanson to open a separate ICS Checking Account at Middletown Valley Bank and transfer the \$1,551,857.25 from the American Rescue Plan Funds into that account. **Motion carried.**

**Spring 2022 Reforestation Project – Waste Water Treatment Plant & Kinsey Height Plans:** Town Manager Mantello presented the detailed Tree Planting Plans from the Maryland Forestry Foundation and the Alliance for the Chesapeake Bay for the "Healthy Forests Healthy Waters" (HFHW) Program. He reviewed that the Spring 2022 Reforestation Project will include the planting of 100 trees near the Waste Water Treatment Plant and the Kinsey Heights fields near the Boonsboro

High School's Campus Avenue. He stated that the Tree Planting Plans will be shared with the Park Board this week, noting that a Public Hearing, much like the one for the 2021 Fall Tree Planting, will be held closer to the Spring 2022 date.

**Donation Request – South County Golf Tournament:** Mayor Long stated that 6<sup>th</sup> Annual South County Golf Tournament, benefitting Micah's Backpack, will be held on September 20, 2021 at Black Rock Golf Course. He suggested that the Council consider donating to Micah's Backpack for the Tournament. Consensus is to donate \$100 to Annual South County Golf Tournament for Micah's Backpack. **(NEW BUSINESS)**

**Annual Remembrance Parade:** Mayor Long stated that the Town has received an invitation to participate in the First Hose Company of Boonsboro's Annual Remembrance Parade on Saturday, September 11 at 6:30pm. He stated that line-up is at 6:00pm at the Weis Market parking lot. Consensus is to participate.

#### **Town Planner Report**

- Stated that the Maryland Department of Transportation State Highway Administration (MDOT SHA) will begin improving the intersection and crosswalks at US 40 Alternate (Main Street) at MD 34 on August 30, 2021.
- Stated that the Easterdays will be submitting their Bonding and Public Works Agreement soon for the Preserve at Fox Gap.

#### **Town Manager Report**

- **CDA Local Government Infrastructure Program Bond Issuance:** Town Manager Mantello presented the Maryland Community Development Administration Local Government Infrastructure (MD CDA LGIF) 2021 Series A Program information for the Councils review and input. He shared the updated interest rate schedule for Project Funding of 5-year term at 0.75%, 10-year term at 1.30%, 15-year term at 1.65%, 20-year term at 1.85%, 25-year term 2% and 30-year term at 2.10% for a \$500,000 CDA loan. He stated that right now the market rates are at historical lows and that this is a good time to finance for Capital Infrastructure Projects. Council Member Kerns stated that the Sewer Fund is very in debt and that we already do not have the Revenue to repay that debt. Town Manager Mantello stated the Town is not making a commitment by submitting an application. **Motion** by Council Member Nally, second by Council Member Hanson to approve the submitting of an application for \$500,000 for a 5-year term at 0.75% for the Maryland Community Development Administration Local Government Infrastructure 2021 Series A Program, with Council Member Kerns opposing. **Motion carried 5-1.**
- Stated that signed up to classes towards his Accounting Certificate at Hood College for the Fall 2021 semester and that the course was cancelled due to lack of enrollment.

**Motion** by Council Member Nally, second by Council Member Hollingshead to adjourn the Workshop Meeting at 8:05PM.  
**Motion Carried.**

Respectfully submitted,

Kimberly A. Miller  
Office Manager