

**BOONSBORO MAYOR AND COUNCIL**  
**WORKSHOP MEETING MINUTES**  
**Monday, August 28, 2023**

The Mayor and Council of Boonsboro held their Workshop Meeting on Monday, August 28, 2023 in the Meeting Chambers to set the Regular Session Agenda for Monday, September 18, 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 Jared Schumacher, Office Manager Kimberly Miller, and Police Chief Kevin Morgan. The meeting convened at 7:00PM.

**Town Manager Report – J. Schumacher**

- Stated that he will provide his comment with the Agenda items.

**Police Department Report – K. Morgan**

- Stated that everything is going well.

**Review of Economic Development Commission’s Draft Downtown Beautification Plan:** Terri Packard, Economic Development Commission Chair, presented the EDC’s Draft Downtown Beautification Plan for the Council’s review and input. She stated that the top priority is the traffic circle on the south end of Town and that they have added a new curved ‘Boonsboro’ sign, noting that all recent changes are in red. She further stated that the Beautification Plan includes plantings at the Shafer Park entrance, placing benches along Main Street and plantings in the bump-out at Lakin Avenue and North Main Street. EDC Chair Packard stated that they have received an \$18,000 grant from Rural Maryland to be used towards the Plan, and that they need final approval from the State Highway Administration for the traffic circle Plan. Council Member Kerns stated that she has concerns with the visibility issues at Lakin Avenue and North Main Street, and that the EDC needs to get approval from the homeowners in that area before moving forward. Council Member Weaver asked if the Park Board has reviewed the Plans for the Shafer Park entrance. EDC Chair Packard stated no that they have not reviewed it. **Motion** by Council Member Hollingshead, second by Council Member Hanson to approve the traffic circle Beautification Plan given that it is approved by the State Highway Administration first, and to revisit the Lakin Avenue Beautification Plan and the Shafer Park entrance Beautification Plan after the Park Board reviews and approves it. **Motion carried.**

**Economic Development Commission’s Recommendation – Public Demonstration Letter to Town Businesses:** Council Member Hanson stated that he is abstaining from this discussion. Terri Packard, Economic Development Commission Chair, presented the EDC’s recommendation to create a Public Demonstration Letter to be given to Town businesses in light of recent Main Street events. She stated that many of the local business owners came to the last EDC Meeting and wanted to know why the Town isn’t doing anything to stop the demonstrations on Main Street. She further stated that the EDC approved putting together a document for what the laws are for demonstrations, what are good practices to follow and how to handle staff and the community. Town Manager Schumacher stated that he has a plan to put out a document of “Do’s and Don’ts” based on what the Local Government Insurance Trust (LGIT) and the Maryland Municipal League (MML) just put out regarding auditors. **Motion** by Council Member Hollingshead, second by Council Member Hanson to approve creating a “Letter of Guidance” based on Law Enforcement policies, LGIT and MML policies, and the Town Lawyers review and input. **Motion carried.**

**Status Update – National Road Museum:** Dick Keesecker, President of the National Road Heritage Foundation, stated that Town Manager Schumacher, Mayor Long, Superintendent Shumaker, Superintendent Huntsberry met with him and requested a renovation plan including a detailed list of everything that needs to be completed, as well as a timeline, to open the National Road Museum to the public. He stated that to complete Phase 1 they need to upgrade the restrooms by adding additional toilets for a total of 6 toilets in the building and requested that the Town put out a Request For Proposals for the renovation Project. He stated that they are planning an upcoming fundraising event and that it would greatly help motivate donors if the Town made a formal statement of support for the National Road Heritage Foundation and the Museum.

- **Motion** by Council Member Kerns, second by Council Member Hollingshead to place a Request For Proposals out for the restrooms at the National Road Museum. **Motion carried.**

Town Manager Schumacher stated that he believes that the National Road Museum exterior renovations would qualify under the Town’s Façade Grant.

- **Motion** by Council Member Kerns, second by Assistant Mayor Nally to proceed with the National Road Museum exterior improvements and repairs using the money from the Town's Façade Grant and Contingency Fund. **Motion carried.**

**Update from MACo Conference (Maryland Association of Counties) – August 16 – 19, 2023:** Town Manager Schumacher stated that this was his first trip to MACo and that he felt it was greatly beneficial. He stated that Assistant Mayor Nally and he were on a mission to find additional funding for the Town and that they met with a lot of people. He further stated that they met with the Town Lobbyist Roger Manno and that nothing is set in stone, but the foundation has been set for funding.

#### **Park Board Members**

- Mayor Long, on behalf of the Park Board, stated that he is recommending the reappointment of Greg Solberg and Jeff Davidson for a 4-year term on the Park Board. **Motion** by Council Member Weaver, second by Council Member Hanson to reappoint Greg Solberg and Jeff Davidson to the Park Board. **Motion carried.**
- Mayor Long, on behalf of the Park Board, stated that he is recommending the appointment of Jamie Burton for a 4-year term on the Park Board. **Motion** by Council Member Weaver, second by Council Member Hanson to appoint Jamie Burton to the Park Board. **Motion carried.**

**Request for Donation – Washington County Fire Police:** Mayor Long stated that the Town received a donation request from the Washington County Fire Police for Green Fest Swap and Recycling Event on May 13, 2023 for \$320 (20-man hours at \$16 per hour) and for the Independence Day Fireworks Event on July 3, 2023 for \$192 (12-man hours at \$16 per hour).

- **Motion** by Council Member Kerns, second by Assistant Mayor Nally to donate \$192 from the Independence Day Budget, with Council Member Hollingshead abstaining. **Motion carried.**
- **Motion** by Council Member Weaver, second by Assistant Mayor Nally to donate \$320 from the Contingency Fund, with Council Member Hollingshead abstaining. **Motion carried.**

Council Member Kerns asked that the 9/11 Remembrance Parade sign be hung on the Shafer Park monument sign the Friday before September 11<sup>th</sup>.

**Assistant Mayor Nally** stated that Macie Schultz, an eighth grader at Boonsboro Middle School, won a gold medal in the X-strut competition at the International Baton Twirling Federation's Nations Cup in Liverpool, England recently. Council discussed inviting her and her family to an upcoming Meeting and presenting her with an achievement certificate.

**Assistant Mayor Nally** stated that Trinity Lutheran Church had their electronic chime system replaced. He stated that he is inviting everyone to their Dedication Service at 10:45am on September 24, 2023.

**Council Member Hanson** stated that he wanted to address the situation that occurred during the Economic Development Commission Meeting on August 23, 2023 regarding the recommendation from the EDC for a Public Demonstration Letter to Town Businesses. He stated that at 9:00AM a Member of the EDC basically highjacked the August 23, 2023 EDC Meeting by inviting 12 Main Street Business owners to the Meeting without notifying the other Commission Members and then proceeded to join the business owners in the audience to express their concerns and complaints about the Town's failure to address the ongoing Main Street demonstrations by Shaun Porter and made the request that the Town create an injunction. He further stated that EDC Chair Terri Packard and the rest of the EDC Members were very upset by the situation. Mayor Long thanked Council Member Hanson and EDC Member Ron Humble for their support and for deescalating the Meeting.

**Council Member Kitchen** stated that the developer of the 50 St. Paul Street subdivision sent in Washington County Health Department forms for the Town to fill out last week and that he told Administrative Assistant Yvette May to not fill out any forms at this time. He stated that this needs to be discussed with the Boonsboro Municipal Utilities Commission to determine how many water taps are available for that subdivision. BMUC Assistant Chairman Colin Shanaberger stated that policies need to be created to protect the Town for situations like this.

**Motion** by Council Member Hollingshead, second by Assistant Mayor Nally to adjourn the Regular Meeting at 8:38PM. **Motion carried.**

Respectfully submitted,  
Kimberly A. Miller, Office Manager