

**BOONSBORO MAYOR AND COUNCIL
WORKSHOP MEETING MINUTES
Monday, August 26, 2024**

The Mayor and Council of Boonsboro held their Workshop Meeting on Monday, August 26, 2024 in the Meeting Chambers to set the Regular Session Agenda for Monday, September 9, 2024. 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 Rachel Souders, Office Manager Kimberly Miller, Town Planner Drew Bowen, and BMUC Chairman Colin Shanaberger. Senator Paul Corderman was in attendance. The meeting convened at 7:00PM.

Review and Approval of July 2024 Treasurer’s Report

- Assistant Mayor Nally stated that due to the submission of the Fiscal Year 2024 Audit materials this week and the work that Town Clerk Bryan Wachtel has been devoting to that task, the **July 2024 Treasurer’s Report** will be delayed and tabled until the September 9, 2024 Regular Meeting.

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

- **Dan Ward, 119 West Wing Way.** Stated that his wife and he have been residents of the Town for seven years and that they love Boonsboro. Stated that they moved here for it to be their forever home. Stated that he is in support of bringing a brewery to Town and enjoys Branded Chophouse. Stated that there is no place around here to get a micro-brew and anything you can do to draw business in is great. Stated that he would love to see a brewery here and fully supports the idea.

Guests

- **Eagle Scout Project – South Mountain Little League T-Ball Dugouts** – Scout Peyton Gullickson, of Troop 66 of Hagerstown, Maryland, presented his Eagle Scout Project plans for the South Mountain Little League T-Ball Dugouts to the Mayor and Council for their review and input. He stated that he started playing ball for SCLL when he was 5 years old and has been an umpire for SCLL for the past two years. He further stated that he presented his Project plans to the SCLL Board of Directors and that they have approved them. **Motion** by Council Member Hanson, second by Assistant Mayor Nally to approve Boy Scout Peyton Gullickson’s Eagle Scout Project at the South Mountain Little League T-Ball Dugouts. **Motion carried.**
- **Middletown Valley Bank – Reservoir Replacement Project Line of Credit** – *Sam Buhrman, MVB Vice President.* Mr. Buhrman presented the Mayor and Council with the proposal, for their review and input, to provide the Town with a Revolving Line of Credit up to \$10,000,000 which would be used for gap financing for Capital Improvement Projects, specifically for the Reservoir Replacement Project. He stated that there are two rate options. Option 1: Floating at WSJP (Wall Street Journal Prime Rate) minus 1.25% with a floor of 4% (current rate is 7.25%) or Option 2: Floating at 30-day SOFR (secured overnight financing rate) plus 1.91% with a floor of 4% (current rate is 7.25%). Council discussed this as a funding option and stated that they will be deciding on financing soon and that the Reservoir Replacement Project bids are due on October 11, 2024.
- **Auction House – Vanish Brewery Sanitary Sewer Connection** – Town Manager Souders stated that a meeting was held this morning to discuss the Vanish Brewery - Auction House connection to the Sanitary Sewer System with Richard DiPietro, *owner of 7704 Old National Pike*, his Lawyer, Mayor Long, Assistant Mayor Nally, Council Member Kitchen, BMUC Chairman Shanaberger, BMUC Assistant Chairman Norris, Town Planner Bowen and herself. Assistant Mayor Nally stated that it was a very good and positive meeting and that the next step is to create a Memorandum of Understanding that will be recommended at the September 9, 2024 Regular Meeting. BMUC Chairman Shanaberger stated that the MOU will clearly layout what the Town is responsible for and what Mr. DiPietro is responsible for in the maintenance of the sanitary sewer system connection. He stated that the plan is to add a clean out point to be able to flush the line if needed. Town Planner Bowen stated that Mr. Clemmens reached out to apologize for not being able to make it to the meeting and thanked the Town for getting the sewer connection moving along. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to approve the **Conditional Motion** to start the Auction House – Vanish Brewery Sanitary Sewer Connection Project and to have the Memorandum of Understanding ready for recommendation at the September 9, 2024 Mayor and Council Meeting. **Motion carried. (New Business)**
 - **Senator Corderman** thanked the Town and stated that he appreciates that the Mayor and Council are moving forward with this Project.

Workshop Business

Reservoir Replacement Project Funding Options - Maryland Department of Housing and Community Development (DHCD)

CDA Program: Town Planner Bowen presented the Reservoir Replacement Project Funding Options from the Maryland Department of Housing and Community Development (DHCD) CDA Program for the Mayor and Councils review and input. He stated that we will not know the exact amount of the Reservoir Replacement Project until all of the bids are received on October 11, 2024. Town Planner Bowen stated that he reached out to Charlie Day, Manager of the Local Government Infrastructure Finance Program of the DHCD CDA Program. He stated that if the Town would go with this funding option it would be in the form of a Municipal Bond with fixed rates for 20 – 30 years, but that it could not be paid off for 10 years. Council Member Kerns stated that the Town could consider doing a Line of Credit and a Municipal Bond to hopefully get the best interest rates, noting that it is an option to think about. Town Planner Bowen stated that it could take months to get the funds through the DHCD CDA Program for the Reservoir Replacement Project.

WRA's Proposal to Manage Reservoir Replacement Project: Town Planner Bowen stated that the Town needs to have a Project Manager onsite for the Reservoir Replacement Project. He stated that WRA is proposing to provide engineering services during the construction and construction management and inspection of the Reservoir for the cost of \$563,912. He further stated that this price includes Project Management, Conformed Documents, Shop Drawings, RFIs, Progress Meetings, Testing, As Built/Record Drawings, On-Site Technical Observation, Change Order Input, Substantial Completion Punch List, Final Inspection, Final Completion and Acceptance, Construction Management, and a Resident Construction Manager for 17 months. BMUC Chairman Shanaberger stated that Public Works Superintendent Huntsberry should not be burdened by managing projects like this, noting that the WRA proposal is the *price of doing business* and a crucial part of the Project. Town Manager Sounders stated that Town Planner Bowen has offered to do the Project Management himself for the cost of \$100,000. BMUC Chairman Shanaberger stated that he does not doubt Town Planner Bowen's ability, but that he does not have the necessary license, insurance and knowledge of many of the items that need to be managed and inspected, noting that no disrespect towards Town Planner Bowen but he does not think it is a good idea. Council Member Kerns asked if the Reservoir Project Management needs to be placed out for bids. Assistant Mayor Nally stated that yes, it should be placed out for bids. Town Planner Bowen stated that he will reach out to local engineering firms, noting that WRA is located in Baltimore and a firm closer may charge less due to the commute. **Motion** by Council Member Hollingshead, second by Assistant Mayor Nally to place the Project Manager for the Reservoir Replacement Project out for bids. **Motion carried.**

BMUC Recommendation - Boonsboro Keedysville Water Advisory Board Fiscal Year 2023 True-Up and Authorization of

Repayment: Council Member Kitchen stated that he attended the Boonsboro Keedysville Water Advisory Board meeting on August 14, 2024 for Assistant Mayor Nally who was out of Town at the MACo Conference. He stated that he was the only one representing Boonsboro there and they discussed the BKWAB Fiscal Year 2023 True-Up that Administrative Assistant May and Keedysville Town Administrator Lisa Riner worked on. Assistant Mayor Nally stated that the amount of the True-Up is \$22,232 and that there were many projects in the Fiscal Year 2023 Budget that did not get completed and that is why the amount is higher this year. He stated that Keedysville pays the Town quarterly installments throughout the year for their share of Projects and that they overpaid this year. **(New Business)**

BMUC Recommendation - Route 34 Sewer Pump Replacement: Town Planner Bowen stated that Utility Superintendent Pete Shumaker said that the pump at the Route 34 Pump Station is going bad, that you can hear the bearings rattling, he is afraid that it will soon break, and the Town will not be able to run the Pump Station. He stated that the current pump is no longer available and that the pump company makes a replacement model, but it is very expensive. He stated that Superintendent Shumaker obtained a quote from M&M Electric Motor Repairs, Inc. for a replacement Vertical Dry Pit Pump at the cost of \$26,670.56. Office Manager Miller stated that the replacement of the existing Fairbanks Morse Vertical Dry Pit Pump is \$10,000 more and that the lead-time is over 30-weeks. She stated that the M&M Electric Motor's recommendation of the Barnes Vertical Dry Pit Pump will install in the same manner as the existing pump, there is a 4-week lead-time, and it comes with a 5-year warranty. BMUC Chairman Shanaberger stated that this is a necessary expense because if the pump goes down there will be no way to pump the sewerage from the area that it services. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to approve purchase of the vertical dry pit pump from M&M Electric Motor Repair, Inc. for the cost of \$26,670.56 to be paid from the Sewer Fund Contingency Budget. **Motion carried.**

Maintenance of Community Garden and Water Usage: Assistant Mayor Nally stated that it has come to his attention that the grass and general upkeep of the Community Garden in Shafer Park needs some monitoring and management. He stated that the grass is getting high around the fence line, that the Public Works staff has been mowing it but that is

not part of the Agreement. He further stated that he is curious as to who is paying for the water there as well. Council Member Hanson stated that the Environmental Commission discussed this at their last meeting and that they know they need to have someone maintaining the Garden. He stated that they are working to resolve this issue.

Fletcher’s Grove Community Road Requests – Follow-up from August 12th Meeting: Mayor Long stated that he spoke with Linda Poffenberger from the State Highway Administration regarding the intersection of Chase Six Boulevard and Main Street. He stated that she said they will be conducting a traffic study when the construction starts on the Chase Six Boulevard – Maple Avenue Project and that more than likely a dedicated left turn lane will be installed at Chase Six Boulevard and Main Street, and an arrow will be added to the traffic signal. Town Planner Bowen stated that the striping of the roads will probably take place around the same time. Council Member Kerns stated that the snow removal and street maintenance at the townhome seems to be a big concern for the Fletcher’s Grove Community. Town Planner Bowen explained that it was part of the Development Agreement with the Fletcher’s Grove HOA when the streets were constructed that they would maintain the streets in the townhome area.

250th Anniversary Celebration – Founding of Washington County: Mayor Long stated that September 6, 2026 is the 250th Anniversary of founding of Washington County and that there will be a big 250th Celebration on July 4, 2026 at the Ag Center. He stated that ten coins have been created to represent Washington County and all of the Municipalities in Washington County, and that the Town will receive 1,500 of the Boonsboro coins to hand out to our citizens. He further stated that all of the Municipalities have been tasked with coming up with three historical events to share in the 250th Anniversary video and that he has been working with George Messner on this project. Mayor Long stated that he will bring the 250th Anniversary Coin Collection to the next Meeting.

Invitation to Participate – September 11th Annual Remembrance Parade: Mayor Long stated that the Town is invited to participate in the First Hose Company of Boonsboro’s Annual Remembrance Day Parade on Wednesday, September 11 at 6:30pm. He stated that line-up is at 6:00pm at the Weis Market parking lot.

Council and Staff Updates

- Assistant Mayor Nally stated that the Boonsboro Cemetery Association has been putting a lot of work into upgrading their website by adding a digitized feature to locate where a certain grave is. He stated that they are running into issues with Google because the Cemetery roads are not public streets and not included in their mapping system. He asked if the roads could somehow be registered as streets. Town Planner Bowen stated that he does not think this is possible because it would add to the road miles that are part of the Town’s annual Highway User Revenue (HUR) Report.
- **Council Member Kitchen** stated that Frederick County Government will be holding a meeting to vote on a Growth Moratorium Bill
- **Town Manager Souders** stated that Office Manager Miller and Town Planner Bowen’s annual evaluations need to be completed. She stated that Office Manager Miller’s 18 years anniversary was August 20 and Town Planner Bowen’s 1 year anniversary will be on September 11. She stated that with her still being on probation the Personnel Committee felt it would be a good idea for the Mayor to perform the evaluation. Mayor Long will perform the evaluation tomorrow, August 27, and Town Manager Souders will participate.

Motion by Assistant Mayor Nally, second by Council Member Hanson to adjourn the Workshop Meeting at 8:17PM 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 Council Member Hanson, second by Assistant Mayor Nally to adjourn the Executive Session at 9:05PM. **Motion carried.**

Motion by Council Member Hollingshead, second by Council Member Kerns to adjourn the Regular Meeting at 9:06PM. **Motion carried.**

Respectfully submitted,
Kimberly A. Miller, Office Manager