

BOONSBORO MAYOR & COUNCIL
MONDAY, FEBRUARY 24, 2020
WORKSHOP MEETING

The Mayor and Council held their Workshop Meeting on Monday, February 24, 2020 in the Meeting Chambers to set the Regular Session Agenda for Monday, March 9, 2020. Present were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Marilee Kerns, Ray Hanson, Terri Hollingshead, Tony Nally and Rick Weaver. Also present were Town Manager Paul Mantello, Office Manager Kimberly Miller, Town Planner Ethan Strickler and Police Chief Kevin Morgan. The meeting convened at 7:00PM.

Police Department Update: Chief Morgan provided an update on the purchase of the three (3) pre-owned Police vehicles for the cost of \$33,700 from Asia Motors of Illinois. He stated that the 2013 Chevrolet Impala, the 2014 Ford Taurus and the 2009 Dodge Charger were delivered last week, and the Police Administrative Assistant Rudy will be taking the paperwork to the MVA to complete the registration and pick up the license plates. He further stated that the vehicles will be taken to the Washington County Career Study Center to have some minor work done on them before placing them on the road. Chief Morgan reported that Officer Ryan Christman will be graduating from the Police Officer Comparative Compliance Training on February 6, 2020.

Antietam Cable Television Franchise Agreement and Irrevocable Amendment: Mayor Long asked the Council, based on the Public Hearing that was held at 6:00PM, what they would like to do with the Antietam Cable Television Franchise Agreement and Irrevocable Amendment moving forward. Town Manager Mantello stated that he received an updated '*Letter of Donation of Municipal Services and Benefits*' dated February 7, 2020 which included the top level of internet service available in-kind to all Town owned facilities. Council discussed that they were not aware of the fact that the installation of the Flight Gigabyte Service had been stopped in Town since the Agreement has not been signed. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to approve the Introduction of Ordinance 2020-03: *Antietam Cable Television Franchise Agreement*. **Motion carried.**

- Council Member Kerns stated that during the Public Hearing it was suggested that a Task Force be established to investigate available internet services and other options available for Town residents, as well as work with Antietam Broadband to make the current service better. **(NEW BUSINESS)**

Route 34 Pump Station Streambank Stabilization Project: Town Planner Strickler presented a PowerPoint for the Route 34 Pump Station Streambank Stabilization Project, as well as a design proposal from Frederick Seibert & Associates, Inc. He stated that there is terrible erosion of the stream bank below the pump station, which was first identified by former Town Engineer Brian Hopkins in March 2017. He reviewed FSA's design proposal for 124 linear feet of stream bank protection, on behalf of a recommendation from the Boonsboro Municipal Utilities Commission, to prevent additional bank failure adjacent to the pump station at the cost of \$4,210. Town Planner Strickler stated that the scope of work includes designing a temporary imbricated rock wall, plan revisions, bid support and construction oversight. He stated that the preliminary cost for the Project, per FSA, is estimated at \$35,000, noting that the price could fluctuate depending on the design and access cost. He further stated that a site visit has already been conducted with the Army Corps of Engineers, MDE, Maryland DNR, Frederick Seibert & Associates and Town Staff. Town Planner Strickler stated that FSA's design proposal can be a large part of the Town's MS4 permit and that funding options could be obtained through MDE grants or by using the Town's portion of the Excise Tax revenue. **(NEW BUSINESS)**

Equal Opportunity Plan: Town Manager Mantello stated that the Boonsboro Equal Opportunity Plan was approved in March 2017 and he is requesting that it be added to the Town's Policy Manual. **(NEW BUSINESS)**

Random Employee Drug Screening: Town Manager Mantello stated that the Personnel Committee approved the random employee drug screening at their last Meeting. He stated that Office Manager Miller purchased Five Panel InstaCube Saliva Drug Tests which detects Amphetamine, Cocaine, Methamphetamines, Opiates and THC. He stated that the date will be randomly picked quarterly, as will the seven (7) employees and/or Mayor and Council Members. He stated that the Random Drug Screening is currently in the Personnel Manual but that he is recommending that it be added to the Policy Manual as well. He further stated that he also plans to purchase a breathalyzer for Town Hall. Office Manager Miller stated that they do not suspect that any of the Town employees have a substance problem, but that they would like to get into the habit of

testing none the less. **(NEW BUSINESS)**

Items for County Commissioners Meeting on March 3, 2020: Mayor Long stated that the Washington County Commissioners Boonsboro Meeting will be held on March 3, 2020 and that Council should come up with Agenda items that they want to discuss at that Meeting. Council Member Kerns suggested asking for support with State Highway issues such as crosswalks and for information on the Hotel/Motel Tax with regards to CHIEF and Municipalities share of the revenue. Town Manager Mantello asked that Council submit their items to him by weeks end so that he can create an Agenda.

Town Planners Update:

- Stated that he formally submitted his letter of resignation to Mayor Long on February 20, 2020, noting that his last day of work with the Town will be on Friday, March 6. Stated that he will be working in Conservation and Natural Resources for the State of Pennsylvania in Harrisburg. Council wished him well and stated that they hate to see him resigning but that they are happy he has been given this opportunity.
 - Mayor Long stated that he is recommending that the Town Planner – Zoning Administrator – Code Enforcement Officer employment position be advertised as soon as possible. **Motion** by Assistant Mayor Byrd, second by Council Member Weaver to advertise the Town Planner – Zoning Administrator – Code Enforcement Officer employment position. **Motion carried.**

Town Managers Update:

- Stated that he spoke to Salvatore and Morton, LLC, the Town's new Legal Counsel. Stated that their legal team is comprised of two lawyers, Jason Morton and Jennifer Keefer and two paralegals. Stated that he will be scheduling a 'kick-off' meeting in Closed Session with the firm and will provide Council with the exact date.
- Presentation on the Keedysville Springhouse Weir Wall Project.
- Presentation on the Wastewater Treatment Plant Volute Press in Front Royal, Virginia.

Council Member Kerns stated that she would like staff to provide her with an updated fleet list for Town owned vehicles. She asked what Chief Morgan plans to do with the unneeded Police vehicles. Chief Morgan stated that he plans to take the old vehicles to auction.

Chief Morgan stated that the Public Safety Commission is recommending that Brining Lane, beside the Bast Museum of History, be made 1-way entering from North Main Street to Center Street due to safety concerns. Council discussed other roads that could also be turned to 1-way in Town. **(NEW BUSINESS)**

Council Member Hanson stated that the Public Safety Commission is requesting to enlarge its membership from 7 member to 9 members by adding a dedicated member from the Fire Department and one from the Rescue Company. He also asked what the procedure is for removing a Commission Member based on absences. Office Manager Miller stated that most of the Commissions have it in their by-laws that a Member can be removed from their position after 3 absences, but that all Commissions can recommend the remove of a Member for multiple absences. **(NEW BUSINESS)**

Motion by Council Member Nally, second by Council Member Kerns to adjourn the Workshop Meeting at 8:38PM. **Motion carried.**

Respectfully submitted,
Kimberly A. Miller, Office Manager