

**BOONSBORO MAYOR AND COUNCIL  
WORKSHOP MEETING MINUTES  
Monday, February 22, 2021**

The Mayor and Council of Boonsboro held their Workshop Meeting on Monday, February 22, 2021 in the Meeting Chambers to set the Regular Session Agenda for Monday, March 8, 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, Terri Hollingshead, Tony Nally and Ricky Weaver. Also present were Town Manager Paul Mantello, Office Manager Kimberly Miller and Police Officer David Rizer. Town Planner Reiley Stanley was not at the Meeting but participate online. The meeting convened at 7:00PM.

**Police Department Update:** Officer Rizer stated that everything is going well at the Police Department and in Town. He stated that Officer Hannah Easley started on February 9, 2021 and is doing great, that she will complete her field training this week and will begin patrol on March 1, 2021, noting that she will be ‘shadowed’ for a short while. Officer Rizer stated that they are interviewing a Federal Officer who dropped off an application for the additional Officer vacancy and that there are a few other potential candidates for the position.

**Fiscal Year 2021 Budget Amendments:** Mayor Long stated that a Public Hearing was held at 6:45PM for the Fiscal Year 2021 Budget Amendments and that no public comments were received. **Motion** by Council Member Kerns, second by Council Member Nally to approve the Fiscal Year 2021 Budget Amendments as presented. **Motion carried.**

**Records Management and Reorganization – ShoreScan Presentation with Ken Carlsen:** Ken Carlsen, of ShoreScan Solutions, presented a PowerPoint presentation fully explaining his ShoreScan software, which is hosted by eBridge, and provided a demonstration of his scanning equipment for records management and reorganization. Mr. Carlsen stated that ShoreScan Solutions is a turn-key provider of secure, affordable off-site digital record archiving. He stated that over time records accumulate in a number of places, formats and in some cases classifications, and due to possible limitations in staff time, experience and resources; addressing the imaging of archive records is difficult or not possible, noting that additionally, the records are then at risk of damage or loss. He further stated to address these current problems, ShoreScan Solutions offers an off-site imaging and upload service. Mr. Carlsen stated that Town Manager Mantello and he discussed the scanning of paper documents and the migration of digital files into a new ShoreScan account with the initial focus on Minutes, Ordinances and Resolutions. He explained the document scanning process and provided a demonstration, noting that each cloud-based storage cabinet includes 2,500-page scans per month at no additional charge. He stated that the project the Town is about to begin is an opportunity to protect history and critical records, provide a valuable search tool for both staff and elected officials, establish a cost and environmental savings by working with digital files rather than paper and partner with a proven service provider to maintain the security, change in technology and support. He further stated that using ShoreScan will help forward COVID-19 compliances and provide options for the Town to prevent exposure, as well as the ability to work from home with no need to visit Town Hall to search documents. Mr. Carlsen stated that ShoreScan offers the capability to give non-staff or Town Officials the ability to see records on a “limited” basis on-line and minimize “touching” of paper. Town Manager Mantello stated that he is recommending that the Town uses CARES Act Funding for the ShoreScan Project. Council Members Kerns stated that she is not comfortable using CARES Act Funding for this project, noting that Town Manager Mantello needs to find out from Washington County if this would be CARES Act reimbursable and obtain additional quotes from other vendors. Council thanked Mr. Carlsen for his time and demonstration. **(NEW BUSINESS)**

**New Cintas Agreement and Uniform Purchase:** Town Manager Mantello presented the new Cintas Facilities Products Agreement for the Councils review and input. He reviewed that the current contract automatically renewed in April 2020 and that buying out that contract is very expensive (\$52,180) and not an option. He stated that by signing the new Agreement the Town would enter a 5-year contract that would end in 2026, and that the Town would receive lower pricing through the U.S. Communities Program. He provided the Council with a breakdown showing the significant decrease in costs from Fiscal Year 2018 (\$38,224) to Fiscal Year 2021 (\$19,703), noting that the Town will purchase the Public Works and Water/Waste Water Operator staff uniforms rather than renting them from Cintas which will also save a substantial amount of money. Council recommended that staff set up an alert to remind them at least 3 months before the contract is set to renew in 2026 to submit a letter to terminate the contract. **Motion** by Council Member Nally, second by Assistant Mayor Byrd to approve the 5-year Cintas Facilities Products Agreement. **Motion carried.**

**COVID-19 Vaccine Site – Trinity Lutheran Church on March 1, 2021:** Mayor Long stated that the Town was approached by the Washington County Health Department about holding a satellite COVID-19 vaccine clinic in Boonsboro, and that Council Member Nally stepped forward and suggested the social room at Trinity Lutheran Church at 64 South Main Street. Council Member Nally stated that the 1<sup>st</sup> dose vaccine clinic will be held on Monday, March 1, 2021 with the 2<sup>nd</sup> dose vaccine clinic being held on March 29, 2021. He stated that because all of the appointments were full by mid-day today, Washington County Health Department will be scheduling a second vaccine clinic in mid-March.

**Keedysville Springhouse Weir Wall Repair and Renovation – Fiscal Year 2022 Bond Bill:** Town Manger Mantello stated that it was announced that the Keedysville Springhouse Weir Wall Repair and Renovation Project is slated to be part of the Fiscal Year 2022 State Legislative Budget Bond Bill and that the Town now has a good chance of receiving some much needed funding. He stated that it will be closer to July 1, 2021 when we will know if it is approved but that is good news that we are being considered.

**Town Planner Report – Reiley Stanley**

- Stated that the building permit for the new house at 103 St. Paul Street was approved
- Stated that Sterling Care South Mountain is renovating their cafeteria
- Stated that 12 South Main Street is adding an apartment to their building

**Town Manager Report – Paul Mantello**

- Stated that a meeting was held with King Road Associates regarding Warrior Boulevard and the Water and Waste Water Models
- Stated that Jean Holloway from Southeast Rural Community Assistance Project, Inc. has been assisting with the Water Rate Study and EDUs. Stated that it was recently discovered that there are many, many buildings in Town that have multiple dwellings in them and do not have the correct EDUs assigned to them.
  - Council Member Nally stated that the BMUC will be discussing Connection Fees at the March Meeting. Stated that they are proposing that the Water and Sewer Tap Connection Fees increase from \$1,000 to \$2,000.

**Motion** by Assistant Mayor Byrd, second by Council Member Hanson at 8:43PM to move into 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 Nally, second by Council Member Kerns to adjourn the Executive Session. **Motion Carried.**

**Motion** by Council Member Nally, second by Council Member Hanson to adjourn the Workshop Meeting at 9:20PM. **Motion Carried.**

Respectfully submitted,

Kimberly A. Miller  
Office Manager