

**BOONSBORO MAYOR AND COUNCIL  
WORKSHOP MEETING MINUTES  
Monday, February 28, 2022**

The Mayor and Council of Boonsboro held their Workshop Meeting on Monday, February 28, 2022 in the Meeting Chambers to set the Regular Session Agenda for Monday, March 14, 2022. The Meeting was streamed via GoToMeeting online. 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 Office Manager Kimberly Miller, Town Planner Reiley Stanley and Police Administrative Specialist Amy Rudy. Town Manager Paul Mantello and Police Chief Kevin Morgan were not in attendance. The meeting convened at 7:00PM.

**Maple Avenue - Portable Radar Display Quotes:** Police Administrative Assistant Rudy presented the Portable Radar Display quotes, as requested at the February Regular Meeting, for the Councils review and input. She reviewed quotes from Radarsign, Kustom Signals and Traffic Logix, noting that in her opinion, the equipment from Radarsign would best suit the Towns needs. She stated that the TC400 battery powered radar speed sign from Radarsign is lightweight, mobile and includes rechargeable batteries that can be charged and swapped out every 2 to 3 weeks as needed. She further stated that the TC600 solar powered radar sign from Radarsign is more of a permanent solution and can be programmed with “message alerts” such as SCHOOL ZONE, SLOW DOWN and TOO FAST. She explained that both devices include “Streetsmart,” a traffic data collection software. Police Administrative Assistant Rudy stated that the Town would need to purchase 2 Speed Detection Signs, one for either side of Maple Avenue, and that Radarsign’s quotes for the TC400 of \$7,144 and the TC600 of \$7,643 includes 2 signs, noting that this is a flat one-time fee with not monthly reoccurring charges. Council Member Hanson stated he feels that this is a positive gap-measure before the speed limit reduction and the new intersection at Chase Six Boulevard, Maple Avenue and Campus Avenue. Police Administrative Assistant Rudy stated that the Portable Radar Display sign would be a very useful tool for the Police Department and that it could be easily moved and used in other locations. **(NEW BUSINESS)**

**Constant Yield Tax Rate (CYTR) Certificate Notice:** Council Member Kerns reviewed that the Town received the 2022 Constant Yield Tax Rate (CYTR) Certificate Notice from the Maryland Department of Taxation. She stated that she checked with the State, as discussed at the February Regular Meeting, and the Notice can be included in the March 2022 utility bill mailing as long as the bills are postmarked by April 4, 2022, which will be a lower cost option than advertising the Notice in the newspaper. Council Member Kerns stated that the estimated Real Property Assessable Base will increase by 3.73%, from \$338,183,395 to \$350,796,706 for tax year beginning July 1, 2022. She explained that if the Town maintains the current tax rate of \$0.3591 per \$100 of assessment, the Real Property Tax Revenues will increase by 3.73% resulting in \$45,294 of new Real Property Tax Revenues, noting that in order to fully offset the effect of increasing assessments, the Real Property Tax Rate should be reduced to \$0.3462, the Constant Yield Tax Rate. She stated that the Public Hearing on the Proposed Real Property Tax Increase could be held at 6:30pm on Monday, April 11, 2022 before the April Regular Meeting.

- Mayor Long stated that while Council is discussing the Public Hearing for the Tax Rate, they should consider the date for the Public Hearing for the Fiscal Year 2023 Budget. Consensus is to reach out to American Rescue Plan Capital Planning Task Force Chair Eric Kitchen and then tentatively schedule the Public Hearing for May 16, 2022.

**Consideration to Renew or Request for Proposals – Fiscal Year 2023 Sanitation Contract:** Office Manager Miller presented the recommendation to renew or to place the Request for Proposals for the Fiscal Year 2023 Sanitation Contract out for bids for the Councils review and input, noting that the Fiscal Year 2022 Sanitation Contract was placed out for bids in March 2021 and that the current contract with Apple Valley Waste is \$132,695. She stated that the cost to renew with Apple Valley Waste for Fiscal Year 2023 is \$136,012 and that this would be the 2<sup>nd</sup> year in the contract out of the 3-year contract option. **Motion** by Assistant Mayor Byrd, second by Council Member Nally to renew the Sanitation Contract with Apple Valley Waste for Fiscal Year 2023. **Motion** carried.

**Request for Proposals – 2022 Mowing Contract:** Office Manager Miller presented the Request for Proposals for the 2022 Mowing Contract for the Councils review and input, noting that the contract is for 1-year with the option to extend an additional 1-year, for a total 2-year term, at the discretion of the Mayor and Council. She stated that the current contract with Yetter’s Lawn Care has ended and the new Mowing Contract is slated to begin on April 1, 2022. Council Member Kerns asked that the RFP be sent out to local landscaping companies.

**Minor Subdivision Plat Old National Pike:** Town Planner Stanley presented the Morgan Property Minor Subdivision Plat and Application for the property located on Old National Pike beside Eby’s Garage for the Councils review and input. She stated

that the Morgan Property is approximately 10 acres and that they are requesting to divide it in half to make 2 parcels, noting that there will be a rezoning of the parcels in the future to add a possible hardware store and storage lot. She further stated at this time she is requesting approval of the Morgan Property Minor Subdivision Plat. **Motion** by Assistant Mayor Byrd, second by Council Member Hollingshead to approve the Minor Subdivision Plat as presented. **Motion** carried.

**SERCAP Rate Analysis Report and Water and Sewer Policy Draft:** Council Member/Boonsboro Municipal Utilities Commission Liaison Nally, on behalf of the recommendation from the Boonsboro Municipal Utilities Commission, presented the South East Rural Community Assistance Project, Inc. (SERCAP) Rate Analysis Report and Water and Sewer Policy Draft for the Councils review and input, as well as a few other pages of information regarding other Municipalities rates and connection fees. He stated that the BMUC wanted to provide the Report and Policy draft at the February Workshop Meeting because Jean Holloway, Technical Assistance Provider at SERCAP, will give a presentation of the Report at the March Regular Meeting. He further stated that the new Water and Sewer Policy was drafted to correct the EDU issue the Town has been having, noting that Town Manager Mantello has forwarded the Policy to the Town Attorney and they are reviewing it. Council Member Kerns stated that she noticed a few discrepancies in the numbers for the Debt Service and is not in favor of doubling rates for senior citizens that only use the base amount of water and sewer each quarter. Council Member Nally stated that he is not in favor of doubling rates either, but that this is a good starting point for rate discussions.

**WRA Reservoir Design Proposal and Project Update:** Council Member/Boonsboro Municipal Utilities Commission Liaison Nally, on behalf of the recommendation from the Boonsboro Municipal Utilities Commission, presented the Whitman, Requardt and Associate's (WRA) Design Engineering Services Proposal for the replacement of the Reservoir and the Project Update for the Councils review and input. He stated that the cost of the Proposal is \$154,299 and that the Town of Middletown had a similar design requirement and cost. He further stated that Town Manger Mantello submitted two Project updates:

- Stated that Senator Van Hollen's office informed the Town that the \$1 million CDS application will pass the Senate later this week. Stated that the Town should expect an award letter and Grant Agreement late next month.
- Stated that the sinkholes, sloughing and bulging on the levee of the Reservoir were determined by MDE Dam Safety and WRA to be caused by groundhogs. Stated that WRA is working on a mitigation and monitoring plan that the Town can implement while design and construction are being completed.

Council Member Kerns stated that the Proposal fees of \$154,299 can be paid from the American Rescue Plan Funds. **Motion** by Council Member Nally, second by Council Member Hollingshead to approve the WRA Design Engineering Services Proposal for the replacement of the Reservoir in the amount of \$154,299 from the ARP Funds. **Motion** carried.

**Request for Proposals – Dewatering Press:** Council Member/Boonsboro Municipal Utilities Commission Liaison Nally, on behalf of the recommendation from the Boonsboro Municipal Utilities Commission, presented the request to work with Gwin, Dobson and Foreman Engineers to mitigate inflation cost and long lead times and to allow the Town to bid out the prefabricated modular components of the Dewatering Press Project, which will hopefully save the Town around 20% in costs by doing so rather than working entirely through a general contractor. He stated that the BMUC is requesting the approval of this approach for the Project. **Motion** by Council Member Kerns, second by Council Member Nally to approve the BMUC's recommendation to work with Gwin, Dobson and Foreman Engineers for the Request for Proposals for the Dewatering Press. **Motion** carried.

**Comcast Notice of Default:** Mayor Long presented a status update on the Comcast Notice of Default letter dated January 11, 2022. He stated that since sending the letter, Town staff is reporting that Comcast has been much more responsive and has had better oversight of their subcontractor. He further stated that Town staff has not reported any recent resident complaints.

#### **Town Planner Report – Reiley Stanley**

- Stated that the Planning Commission is recommending the dismissal of Commission Member Jonathan Hart due to him missing a lot of meetings in the past year. Stated that their recommendation is based on Section III of Planning and Zoning Commission By-Laws: *Any Commission Member who is absent for three (3) regular or special meetings within a twelve-month period would be subject to removal from the Commission.* Consensus is that it is up to the Planning Commission to dismiss members as they see necessary.

Council Member Kerns stated that she is recommending that the Fiscal Year 2023 Real Estate and Personal Property Tax Rates Public Hearing be held at 6:30pm on Monday, April 11, 2022 before the April Regular Meeting. **Motion** by Council Member

Nally, second by Assistant Mayor Byrd to hold the Fiscal Year 2023 Real Estate and Personal Property Tax Rates Public Hearing at 6:30pm on Monday, April 11, 2022. **Motion** carried.

Mayor Long stated that on Monday, February 21, 2022, Town Manger Mantello, Jeffrey Proulx, Washington County Board of Education Chief Operating Officer, and he met with Roger Manno in Annapolis to discuss the items in the Town's Fiscal Year 2023 Maryland Legislative Bond Initiative Request Meeting Packet. He stated that they visited with three members of the Appropriations Committee: Senator Corderman, Senator Zucker and Delegate Barnes, noting that all three meetings went well, and that the Town should have their support on the Legislative Bond Initiatives that were submitted. He further stated that the Town is asking for assistance with Chase Six Boulevard – Campus Avenue Realignment and Intersection, the Drinking Water Reservoir Replacement Project, the WWTP Sludge Dewatering Pres and Facility and the WWTP Solar Field Transfer. Mayor Long stated that on Wednesday, March 2, Town Manger Mantello and he will attend the Washington County Community Coalition Reception in Annapolis to continue promoting the Town's proposed Capital Projects.

Council Member Hollingshead asked when the Police Chief will start using his new Police Ford Explorer cruiser. She stated that the Town needs to get rid of the cruisers that are not in use, noting that there is an auction coming up and that the vehicles need to be sold there. Mayor Long stated that he will talk to Chief Morgan and find out the status of the new cruiser outfitting, noting that there are many supply issues going on and that it may be hard to get the equipment needed to make it road safe.

Council Member Kerns asked if the Council wants to schedule a Fiscal Year 2023 Budget Workshop. Council discussed dates and agreed upon Monday, March 14, 2022 at 6:00pm before the March Regular Meeting.

**Motion** by Council Member Hollingshead, second by Council Member Nally to adjourn the Workshop Meeting at 8:18PM. **Motion carried.**

Respectfully submitted,  
Kimberly A. Miller, Office Manager