

BOONSBORO MAYOR AND COUNCIL
WORKSHOP MEETING MINUTES
Monday, February 27, 2023

The Mayor and Council of Boonsboro held their Workshop Meeting on Monday, February 27, 2023 in the Meeting Chambers to set the Regular Session Agenda for Monday, March 13, 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 Paul Mantello, Town Planner Reiley Stanley, Office Manager Kimberly Miller and Police Chief Kevin Morgan. The meeting convened at 7:00PM.

Police Department Update

- Stated that Police Officer Tom Moretti is doing well and is currently riding with Sergeant McKenzie.
- Stated that the new Police vehicle has arrived and that it is getting outfitted for the streets.

Introduction of Ordinance 2023-01; Parades and Special Events and Permit Application: Mayor Long presented the Introduction of Ordinance 2023-01; *Parades and Special Events* and the Permit Application for the Councils review and input. He stated that it was provided by the Town Attorney and is taken from language used by the City of Cumberland, Maryland. He stated that the purpose of Ordinance 2023-01 is to require permits for parades, races, marches, special events and to any activity held within the Town which is expected to draw a crowd of more than fifty people. He further stated that the permit application must be completed a minimum of thirty (30) days in advance of the date of the event and that a non-refundable permit fee of \$150 is required, noting that if the organizer does not obtain a permit the Town can fine them \$500. Council Member Kerns stated that this will not stop people from protesting and that it is a right to be able to gather. She asked who would be fined and that it is the Police's job to maintain protests. Mayor Long tabled the discussion.

WWTP Dewatering Facility Construction Bid Results and BMUC Recommendation: Town Manager Mantello, on behalf of the Boonsboro Municipal Utilities Commission, presented the Waste Water Treatment Plant Dewatering Facility Construction Bid Results for the Councils review and input. He stated that three (3) bids were received and that the BMUC and Gwin, Dobson & Foreman, the Project Engineers, are recommending that the bid be awarded to HRI, Inc. of State College, Pennsylvania, at the cost of \$2,220,787. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to award the WWTP Dewatering Facility Construction to HRI, Inc. at the cost of \$2,220,787. **Motion carried.**

Council Member Hanson asked that the Mayor and Council re-read **Ordinance 2023-01; Parades and Special Events** and the Permit Application before completely shutting it down. He stated that it should be reviewed because it does hold merit and should not just be discarded completely. **Motion** by Council Member Hanson, second by Council Member Hollingshead to review Ordinance 2023-01; *Parades and Special Events* and the Permit Application and discuss it at the April 24, 2023 Workshop Meeting, with Council Member Kerns and Council Member Weaver opposing. **Motion carried 4-2.**

Commercial Utility Billing Audit and BMUC Recommendation: Town Manager Mantello, on behalf of the Boonsboro Municipal Utilities Commission, presented the Commercial Utility Billing Audit and the comment letter from Triad Engineering, Inc. for the Councils review and input. He reviewed Triad's EDU comments on the eighteen accounts that are affected by the Audit and provided example letters that will be sent out to those property owners. He further stated that the start date for the updated EDUs would be July 1, 2023 with the new Fiscal Year and residents would see the change on the bills that go out at the end of September 2023. Assistant Mayor Nally suggested a few edits to the draft letter, which will be forwarded to Water and Sewer Billing Clerk Yvette May. **(NEW BUSINESS)**

Economic Development Commission Façade Matching Grant Program and Draft Application: Town Manager Mantello, on behalf of the Economic Development Commission, presented the 2023 Façade Grant Program for the Councils review and input. He stated that the Town has been awarded \$30,000 for the Program this year, that the Program will be eligible to both residential and commercial properties located with the Town's Sustainable Community designated area, and that Façade Grants will be awarded to eligible property owners at up to 50% of the total cost of a Project not to exceed \$3,000 (\$6,000 out of pocket). He further stated that Grants must be used for external improvements to street facing portions of the property only and that the Town's Grant Writer will begin accepting grant applications on May 1, 2023 at 8:00am and will remain open until funds are exhausted. Town Manager Mantello stated that applications will be reviewed and awarded by the Town, the Department of Housing and Community Development and the Maryland Historical Trust and will be based on their benefit to

the community and the ability to enhance or maintain the historic integrity of the building. **Motion** by Assistant Mayor Nally, second by Council Member Hanson to approve the Economic Development Commission Façade Matching Grant Program and draft application. **Motion carried.**

Request for Handicap Accessible Port-a-John in Shafer Park during Winter Months: Council Member Weaver, on behalf of the Park Board, presented the request to place an ADA accessible port-a-john in Shafer Park during the winter months, from November until April, while the regular Park restrooms are closed. He stated that Boy Scout Roarke Rohde, from Troop 108, presented the suggestion to the Park Board because the Park is used regularly by homeschooled children and their parents, as well as many other children and adults and school sports programs, noting that he was very specific that it be ADA accessible so it could be used by everyone. He further stated that it would be nice to have the port-a-john delivered now to be used until April 1, 2023 when the Park opens for the season, and that he would like to see at least one of the Park restrooms converted to be winter accessible. Town Manager Mantello suggested using the CPP Grant to renovate the Park restrooms so that they are accessible during the winter months. Office Manager Miller will contact AC&T Vice-President Dave Conway.

Recommendation to Update Employee Wage Chart: Town Manager Mantello, on behalf of the Personnel Committee, presented the recommendation to update the Employee Wage Chart in the Town Employee Personnel Policy Manual. He stated that the wage charts are based on the US Bureau of Labor Statistics May 2021 National Occupational Employment and Wage Estimates for the Hagerstown, Maryland – Martinsburg, West Virginia area and that they have not been updated since May 2018. He stated that updating the Wage Chart will not increase any employees' wages at this time and that it is just an update to the Personnel Policy Manual to keep the Town on track with other local entities. Assistant Mayor Nally asked that the Police Wage Chart be added to the document as well. Mayor Long stated that the Council should review the recommendations for the March Regular Meeting. **(NEW BUSINESS)**

Donation Request: Boonsboro High School "We the People" Team: Mayor Long stated that a donation requested was received from the Boonsboro High School "We the People" Team to help pay for their expenses to attend the National Competition in Washington, DC to represent the State of Maryland and Washington County. Office Manager Miller stated that there is \$700 left in the Donation line item of the Fiscal Year 2023 Budget. **Motion** by Council Member Hollingshead, second by Council Member Kerns to donate \$100 to the Boonsboro High School "We the People" Team. **Motion carried.**

Boonsboro American Legion Post 10 Auxiliary Request; Memorial Day Parade and Service: Mayor Long stated that the Annual Boonsboro Memorial Day Parade will be held on Sunday, May 28, 2023 with the wreath laying ceremony at 1:00PM and parade at 2:00PM sponsored by the Boonsboro American Legion Post 10 Auxiliary. **Motion** by Assistant Mayor Nally, second by Council Member Kerns to approve the Post 10 Auxiliary Memorial Day Parade and wreath ceremony on May 28, 2023, with Council Member Hollingshead abstaining. **Motion carried 5-1.**

Town Planner Report – R. Stanley

- Stated that Vanish Brewery has submitted their permits to Washington County for the renovation at 7704 Old National Pike
- Stated that Dunkin Donuts has submitted their permits to Washington County
- Stated that the Ace Hardware permit has been approved
- Stated that the Planning Commission will be meeting on March 1, 2023 to discuss the 5-Lot Sub-Division for 50 St. Paul Street and that the owners will be in attendance

Town Manager Report – P. Mantello

- **Letter to the Easterdays:** Stated that he spoke to the Town Attorney, as discussed at the January 2023 Workshop Meeting, regarding sending a letter of default of the Public Works Agreement to the Easterdays for the Preserve at Fox Gap Development and calling the performance bond. He stated that under the Agreement, the Easterdays have 20-days from the receipt of the letter to begin to correct the default, which must be completed within 60-days, and at that time if the tasks are not completed, then the Town can take the next steps. Council Member Kerns asked if the Town could reach out to the bonding agency. Town Manager Mantello stated that the letter of default must be sent first. Council Member Kerns asked if the letter of default needs to be an advertised Agenda item. Town Manager Mantello stated that, no, it is not necessary.
 - **Motion** by Assistant Mayor Nally, second by Council Member Hollingshead to a letter of default of the Public Works Agreement to the Easterdays for the Fox Gap Development, with Council Member Kerns opposing.

Motion carried 5-1. Council Member Kerns stated that she would like a copy of the letter emailed to the Council.

- **\$5 Million US Army Corp Grant:** Stated that Congressman Trone visited the Town on February 16, 2023. Stated that when he was asked about the Grant to fund the Reservoir Replacement Project, he said that the \$5 million would be coming in Fiscal Year 2024, around May 2024. Stated that the National Defense Act did not pass until the end of the year and the Town's funds were not included in the Capital Budget, noting that it looks like the House is not going to have a Supplemental Budget. Stated that we will be receiving the \$1 millions from the EPA.

Motion by Council Member Hollingshead, second by Council Member Kerns to adjourn the Workshop Meeting at 8:15PM.

Motion carried.

Respectfully submitted,
Kimberly A. Miller, Office Manager