

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

The Mayor and Council of Boonsboro held their Workshop Meeting on Monday, February 26, 2024 in the Meeting Chambers to set the Regular Session Agenda for Monday, March 11, 2024. The Meeting was streamed via GoToMeeting. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Ray Hanson, Marilee Kerns, Eric Kitchen and Ricky Weaver. Also present were Town Manager Jared Schumacher, Town Planner Drew Bowen, Office Manager Kimberly Miller and Police Chief Kevin Morgan. Council Member Terri Hollingshead was not in attendance. The meeting convened at 7:00PM.

**Guests**

- **Request to move forward with Glass Crushing Facility:** *Boonsboro Environmental Commission Members Kathy Vesely and Barbara Wetzel, and Architect Jim King.* BEC Member Wetzel stated that the Boonsboro Environmental Commission is requesting the Mayor and Councils blessing to move forward with developing a plan for the Glass Crushing Facility. She reviewed that Members of the Environmental Commission and Town Officials attended the glass crushing demonstration in Winchester, Virginia, that the machine crushes glass into a fine sand, and that it would greatly benefit the Town to have one of these machines since we can no longer recycle glass. She stated that this would help keep glass out of the Landfill. BEC Member Wetzel stated that the cost for the Glass Crusher is around \$60,000, the cost for the 20 x 20 pole building to house it in is around \$15,000 and that the Boonsboro Environmental Commission is looking into Grant opportunities. Mayor Long requested that they put a Plan together and get the actual costs and bring that to the March 2024 Regular Meeting to discuss when Public Works Superintendent Huntsberry is in attendance to give his input.

**Citizen Comments**

- **Nelson Baker, Boonsboro Lions Club.** Stated that he is looking for a location to plant a memorial tree in Shafer Park for a Lions Club Member who passed away in June 2023. Stated that they are requesting to plant a tree on Arbor Day in the location where the tulip poplar tree was removed from in the Park. Mayor Long stated that the Lions Club should write a letter to the Park Board and Tree Board with their request and to make sure they submit it soon so that arrangements can be made before the Town's Arbor Day and tree planting on April 21, 2024.

**Introduction of the Constant Yield Tax Rate (CYTR) Certificate Notice:** Assistant Mayor Nally reviewed that the Town received the 2024 Constant Yield Tax Rate (CYTR) Certificate Notice from the Maryland Department of Taxation for the Tax Year beginning July 1, 2024. He stated that the Notice does not need to be advertised as long as the Town does not plan to change the Tax Rate. **(NEW BUSINESS)**

**Maryland Rural Development Corporation (MRDC) Resolution & Memorandum of Understanding:** Town Manager Schumacher presented the Maryland Department of Housing and Community Development (DHCD) Fiscal Year 2024 Memorandum of Agreement and Resolution 2024-03; *Authorizing the Town to Participate in the Maryland Circuit Rider Program* with the Maryland Rural Development Corporation for the Councils review and input. He reviewed that:

- The Circuit Rider will report to the Town and/or work on the Town's behalf as required to perform services requested according to the proposed workplan drafted by the Town leadership for the Town of Boonsboro and agreed upon by MRDC. This schedule will vary according to the needs of the Town for an average of 8 hours per week, including both remote and on-site work, and will include travel time to the Town and/or meetings on behalf of the Town. Duties may encompass services applicable to the town's grant management and leadership roles. It is also understood that the allotted 8 hours may be used by other MRDC staff outside of the assigned Circuit Rider/Town Manager when relevant to another's skill set. MRDC is ultimately responsible for personnel administration. In consideration of the services provided, the Town agrees to pay MRDC a base fee of \$1,000 billed monthly; plus 1.5% administrative fees on construction cost, when applicable, on awarded grants completed and or managed by MRDC.

Town Manager Schumacher stated that Resolution 2024-03; *Authorizing the Town to Participate in the Maryland Circuit Rider Program* will be presented at the March Regular Meeting. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to approve Maryland Rural Development Corporation Fiscal Year 2022 Memorandum of Agreement with the ability to sever the contract if a problem arises. **Motion carried.**

**Zoning Administrative Fees – Discussion:** Town Planner Bowen presented the proposed Zoning Administrative Fee Schedule for the Councils review and input, noting that the goal is to create a ‘reasonable’ Fee Schedule that is easy for everyone to understand. He stated that many of the current Fees have been reduced or removed, while a few Fees like Water and Sewer Connections have stayed the same. He further stated that the proposed Zoning Administrative Fees will be Introduced at the March Regular Meeting with a Public Hearing to be scheduled for April 2024. **(NEW BUSINESS)**

**Investment Opportunities – MLGIP & three+one:** Assistant Mayor Nally stated that he reached out to the Maryland Local Government Investment Pool (MLGIP) and PNC Bank to gather additional information for the Council. He stated that the MLGIP is a free Program, that investments are Money Markets at an average of 5.38% interest rates and that you can invest funds one day and take them out the next if need be. He further stated that after investigating a bit he discovered that the Town already has an account with PNC Bank that was established in 2007 and stated that he is recommending that the Town considers opening an account at PNC Bank in Hagerstown, noting that they do not put a cap on investments. Town Manager Schumacher stated that MLGIP is a good tool to have for liquid assets but not the only option out there. Assistant Mayor Nally stated that is true and that MLGIP is free and three+one is not. Council Member Kitchen stated that the Town should approach Middletown Valley Bank to see if they would consider matching MLGIP interest rate. Town Manager Schumacher stated that he is trying to find investment opportunities for the Town, noting that this is a very important tool for diversifying that Town’s portfolio. **Motion** by Council Member Kerns, second by Assistant Mayor Nally to open an account at PNC Bank and to transfer \$100,000 from the General Fund to establish an account with the Maryland Local Government Investment Pool (MLGIP) at a 5.38% interest rate. **Motion carried.**

- Council Member Hanson asked if Town Manager Schumacher was ok with this decision, noting that he knows that he put a lot of work into the three+one investment company. Town Manager Schumacher stated that yes, he is ok with the Motion. Council Member Kitchen stated that interest rates change daily and recommends still checking with Middletown Valley Bank to see if the Town could get the same 5.38% interest rate there, noting that MLGIP is FDIC insured and that he watches the Money Market daily.

Town Manager Schumacher stated that he would like an answer on the three+one cashVest Professional Agreement and Scope of Service that he previously presented to the Mayor and Council and to know if the Town would like to create a portfolio with them. He stated that the yearly cost is \$9,500 and that he did find out that three+one is now working with Howard County and that MACo gives them high scores. He further stated that three+one would be a good tool to help the Town invest long term. **Motion** by Council Member Hanson, second by Council Member Weaver to approve the three+one cashVest Professional Agreement and Scope of Service at the cost of \$9,500, with Assistant Mayor Nally and Council Member Kerns opposing. **Motion carried 3-2.**

**Consideration to Renew – Auditing Firm for Fiscal Year Ending June 30, 2024:** Office Manager Miller stated that she made an error at the February 12, 2024 Meeting and stated that the Professional Audit Services had reached its renewal limits and needed to be placed out for bids for Fiscal Year 2024 and it did not. She stated that the current contract for Auditing Services was awarded in 2023 to Albright, Crumbacker, Moul and Itell and is for a 1-year term with the option to extend for four (4) additional 1-year terms, for a total 5- year term, at the sole discretion of the Mayor and Council. She further stated that she is presenting for consideration the option to renew the current contract with Albright, Crumbacker, Moul and Itell and extend their contract for a 2<sup>nd</sup> year at their current rate of \$21,500. **Motion** by Council Member Kerns, second by Assistant Mayor Nally to award the Fiscal Year 2024 Professional Audit Service contract to Albright, Crumbacker, Moul and Itell. **Motion carried.**

**Invitation to Participate in Sharpsburg Memorial Day Parade:** Mayor Long presented the invitation for the Council to participate in the 2024 Annual Sharpsburg Memorial Day Parade on Saturday, May 25, 2024. Council will let Office Manager Miller know if they plan to participate.

**Police Department Update – Chief Kevin Morgan**

- Stated that he has two very good Police Officer candidates that they are looking forward to hiring soon.

**Town Planner Update – Drew Bowen**

- Stated that he is meeting with the Town Reservoir adjacent property owners on March 27, 2024
- Stated that he is meeting with Scott Mcllwee on March 28, 2024 to discuss the house and land swap at 202 Maple Avenue for the Chase Six Boulevard – Campus Avenue Realignment Project.

**Town Manager Update – Jared Schumacher**

- Stated that all of the water test results have been received for the Shafer Park Well. MDE should issue permits soon.

- Stated that he is working on grants and grant related projects. Stated that he is having some issues with the grant funding for the Dewatering Press Project but is working with ARC for funding options.
- Stated that Superintendent Shumaker and he interviewed three applicants for the Water – Wastewater Operator position. Stated that Water – Wastewater Operator Jim DeGrange will be retiring on March 29, 2024.

**Assistant Mayor Nally** stated that he requested additional information on the funding for the Dewatering Press from Town Manager Schumacher and that he has not heard anything from him. He stated that he was under the understanding that the Sewer Fund needs an additional \$800,000 to complete the funding of the Project. Town Manager Schumacher stated that he is not sure of the exact amount but that he will work on those with Town Clerk Wachtel and get the exact totals for Assistant Mayor Nally after the Appalachian Regional Commission (ARC) reimbursement.

**Motion** by Council Member Hanson, second by Council Member Kerns to adjourn the Workshop Meeting at 8:40PM 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 Assistant Mayor Nally, second by Council Member Hanson to adjourn the Executive Session at 9:05PM. **Motion carried.**

**Motion** by Assistant Mayor Nally, second by Council Member Hanson to adjourn the Regular Meeting at 9:06PM. **Motion carried.**

Respectfully submitted,

Kimberly A. Miller, Office Manager