

BOONSBORO MAYOR AND COUNCIL
WORKSHOP MEETING MINUTES
Monday, February 23, 2026

The Mayor and Council of Boonsboro held their Workshop Meeting on Monday, February 23, 2026 to set the Regular Session Agenda for Monday, March 9, 2026. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Eric Kitchen, Marilee Kerns, Ray Hanson, Terri Hollingshead and Ricky Weaver, as well as Town Manager Rachel Souders and Office Manager Kimberly Miller. Also present were Boonsboro Municipal Utilities Commission Member Nelson Baker, Economic Development Commission Members Natoma Vargason, Ron Humble and Ken Ebmeier, and Environmental Commission Member Spice Cromie. The meeting convened at 7:03PM.

Workshop Business

Request for Funding – Boonsboro Ambulance and Rescue Services: Mayor Long stated that the Town received two requests for Fiscal Year 2027 from the Boonsboro Ambulance and Rescue Services:

- **\$2,000 additional annual funding in Fiscal Year 2027** – Mayor Long stated that they are requesting that the annual donation be increased by \$2,000 from \$28,000 to \$30,000 for Fiscal Year 2027. He stated that if we increase funding to the Ambulance and Rescue Services then we will also need to increase it for the Boonsboro Fire Department. **Motion** by Council Member Kerns, second by Council Member Hollingshead to increase the annual donation amount for the Boonsboro Ambulance and Rescue Services and the First Hose Company of Boonsboro by \$2,000 from \$28,000 to \$30,000 for Fiscal Year 2027. **Motion carried.**
- **\$100,000 Grant towards the new Station** - Mayor Long stated that they are requesting a \$100,000 Grant toward the new Station for Fiscal Year 2027. He stated that they are in the process of upgrading the Station, adding new offices, and expanding the overall size of the building. Mayor Long asked BMUC Member Baker if he could elaborate on the request because he is on the Boonsboro Ambulance and Rescue Services Board of Directors. Mr. Baker stated that the Boonsboro Ambulance and Rescue Services is looking for a line of credit or a loan to complete their upgrades to the Station that they have completely outgrown, and that the upgrades are estimated to cost somewhere between \$4.5 million to \$5 million. Council Member Kerns asked if they are receiving any funding from the State or County. Mr. Baker stated that the only funding he knows for sure that they have secured is \$125,000 from the Nora Roberts Foundation. Mayor Long asked if they need all of the funds at once or if it could be spread out over time. Mr. Baker stated that upfront would be best. Council Member Kitchen stated that they just started working on the Town's Fiscal Year 2027 Budget and are potentially \$1 million short on funding for our current Town Projects. He stated that he feels for them but that he does not think the Town can commit right now until we see where the numbers are for the Fiscal Year 2027 Budget. Mr. Baker stated that any funding assistance would be beneficial. Council Member Kerns asked if Kathryn Gratton could look for grants for them. Mr. Baker stated that they already have their own grant writer, but he is not sure how much they have received or secured to date. Council Member Kerns stated that the Town can consider the request but that we need to see where we stand with our own Projects for Fiscal Year 2027.

Memorandum of Understanding between the Town of Boonsboro and the Boonsboro Town Alliance: Town Manager Souders presented the proposed Memorandum of Understanding between the Town of Boonsboro and the Boonsboro Town Alliance for the Main Street Maryland Program Agreement for Connected Communities from the Maryland Department of Housing and Community Development (DHCD) for the Mayor and Councils review and input, and Economic Development Commission Members Natoma Vargason (*Liaison to the Boonsboro Town Alliance*), Ron Humble (*President of the Boonsboro Town Alliance*) and Ken Ebmeier's review and input as well. She stated that she used the template from Kristin Dawson of DHCD and added "The Local Government will provide in-kind services for events as scheduling and budgeting allows" and "Support revitalization efforts through planning, zoning, public works, and economic development coordination where feasible." Mr. Humble stated that the Boonsboro Town Alliance has successfully secured ½ of the Main Street Maryland employee salary for the first three years. **Motion** by Council Member Kerns, second by Council Member Hollingshead to approve the Memorandum of Understanding between the Town of Boonsboro and the Boonsboro Town Alliance for the Main Street Maryland Program Agreement for Connected Communities from the Maryland Department of Housing and Community Development. **Motion carried.**

Main Street Maryland Letter of Agreement: Town Manager Souders presented the Main Street Maryland Program Agreement for Connected Communities from the Maryland Department of Housing and Community Development (DHCD) for the Mayor and Councils review and input. She stated that this is the same Letter of Agreement that was presented and tabled

at the December 8, 2025 Meeting until the Memorandum of Understanding with the Boonsboro Town Alliance was in place. **Motion** by Council Member Kerns, second by Council Member Hanso to approve the Main Street Maryland Program Agreement for Connected Communities from the Maryland Department of Housing and Community Development. **Motion carried.**

Introduction of the Constant Yield Tax Rate (CYTR) Certificate Notice: Town Manager Souders stated that the Town received the 2026 Constant Yield Tax Rate (CYTR) Certificate Notice from the Maryland Department of Taxation for the Tax Year beginning July 1, 2026 with the projected Tax Rate of .3385, which is lower than the Town's current Tax Rate. She stated that the Notice does not need to be advertised as long as the Town does not plan to change the Tax Rate and maintain the current .3591 rate. Consensus it to place the 2026 Constant Yield Tax Rate (CYTR) Certificate Notice on the March Regular Meeting Agenda. **(NEW BUSINESS)**

Invitation to Participate in Sharpsburg Memorial Day Parade: Mayor Long presented the invitation for the Council to participate in the 2026 Annual Sharpsburg Memorial Day Parade on Saturday, May 23, 2026 at 2:00pm. Consensus is that the Council will participate.

Consideration of Pay Increases for the Boonsboro Mayor and Council: Town Manager Souders stated that so far, the Town has not seen a tremendous amount of people stepping forward with interest in being on the Town Council for the upcoming 2026 Town Election. She stated that it was suggested to her that a pay increase in the Mayor and Council salary would be beneficial and entice people. She further stated that she took that suggestion to the Personnel Committee and they recommended that she present it to the Mayor and Council. Mayor Long stated that if a pay increase were to be approved, it would only be for *NEWLY* elected officials, *i.e., Assistant Mayor and three Council Members*, because the Council cannot give themselves pay increases. Office Manager Miller stated that currently the Mayor makes \$3,600 per year, the Council Members each make \$1,200 per year and the Town treasures makes an additional \$1,000 per year. Council Member Kerns stated that she is not in favor of a pay increase, noting that they do not do this for the money. Council Member Kitchen stated that he was the one who suggested an increase and that he had said it in jest. **Motion** by Council Member Kerns, second by Council Member Kitchen to not give the Boonsboro Mayor and Council pay increases. **Motion carried.**

Council and Staff Updates

- **Council Member Hollingshead** stated that Boonsboro Environmental Commission Member Spice Cromie contacted her regarding the lack of funding from Washington County for the upcoming November 21, 2026 64th Annual JFK 50 Mile Ultramarathon. Ms. Cromie stated that she is a three-time JFK 50 Mile gold medalist, as well as a member of the BEC and an Inn Keeper and Chef for Inn BoonsBoro. She stated that the JFK 50 Mile has had the same race course for 63 years and due to the lack of funding this year from the Washington County Board of County Commissioners, they are considering moving the course to Frederick County which will have a negative impact on the Town, the County and the runners. She further stated that when Mike Spinnler, Director of the JFK 50 Mile Race, went to ask for the annual \$20,000 Hotel-Motel Grant from the County Commissioners this year he found out that they will only be receiving \$5,000 in funds. Ms. Cromie stated that the race has always started in Boonsboro and that the County Commissioners did not communicate that they were pulling the funds prior to Mr. Spinnler approaching them. Town Manager Souders stated that funds from Washington County Hotel-Motel Grants are not guaranteed and are supposed to be used by the recipient as start-up funding with the recipient becoming self-sufficient as time goes on. Ms. Cromie stated that they do not know if the JFK 50 Mile Ultramarathon Organization will step up to find supporters to cover the additional \$15,000 in funds and mentioned that Race registration begins on March 1, 2026. She stated that she is not asking for funds from the Town but is asking that the Town advocate to the Washington County Commissioners on the behalf of keeping the JFK 50 Mile in Boonsboro and Washington County. EDC Member Vargason stated that she just reached out to Dan Spedden, President of the Hagerstown - Washington County Convention and Visitors Bureau (CVB), and that everyone needs to make some noise. Mayor Long asked if anyone has talked to Williamsport because this will directly affect them as well being the end point of the race. **Motion** by Council Member Hanson, second by Council Member Weaver to advocate on behalf of the JFK 50 Mile Ultramarathon by sending letters to the JFK 50 Mile Ultramarathon Race Committee, the Washington County Board of County Commissioners and the Hagerstown - Washington County Convention and Visitors Bureau. **Motion carried.**
- **Assistant Mayor Nally** stated that the Boonsboro Municipal Utilities Commission is recommending that the Town replace the water service line from King Road to the Town Square due to increased pressure. He stated that Mid Atlantic Contractors did 6-inch pit testing along Potomac Street to find out where the 4-inch waterline is located and

to determine where the bottleneck issue begins and ends, noting that all of the bell joints are lead packed and will need replaced per the Lead and Cooper Rule Revision. He further stated that we need to put an RFP together to determine the cost of the Project, and hopefully work with State Highway to redo the sidewalks on Potomac Street while the street is torn up. Town Manager Souders stated that if we put out an RFP, we will be expected to move forward with the Project now. She stated that we are looking at \$750,000 for the current waterline section Project on Potomac Street and that adding the additional waterline section to the Town Square would be approximately three times the cost of the current Project. She further stated that she does already have Town Planner Bowen talking to Mid Atlantic Contractors for a cost estimate. Council Member Kerns stated that she understands the issues with the water service line on Potomac Street but that we really need to focus on the current Projects and funding to complete those first.

- **Assistant Mayor Nally** stated that the Boonsboro Municipal Utilities Commission is recommending the honorary naming of the Dewatering Press for Ray Hoffman and the Town Reservoir for Stu Mullendore to recognize those two gentlemen for their dedication to the Town, noting that the Council already knew about the dedication of the Dewatering Press for Mr. Hoffman. **(NEW BUSINESS)**
- **Council Member Kitchen** stated that the Planning Commission had an Agenda item that the discussion went on for 90-minutes at their last meeting. He stated that he is suggesting that Agenda item discussions only go on for an allotted amount of time.

Motion by Council Member Hollingshead, second by Council Member Kerns to adjourn the Regular Meeting at 8:09PM.

Motion carried.

Respectfully submitted,
Kimberly A. Miller, Office Manager