

**BOONSBORO MAYOR AND COUNCIL  
WORKSHOP MEETING MINUTES  
Monday, January 31, 2022**

The Mayor and Council of Boonsboro held their Workshop Meeting on Monday, January 31, 2022 in the Meeting Chambers to set the Regular Session Agenda for Monday, February 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 Town Manager Paul Mantello, Office Manager Kimberly Miller, Town Planner Reiley Stanley and Police Chief Kevin Morgan. Police Administrative Specialist Amy Rudy was not in attendance and participate via GoToMeeting. The meeting convened at 7:05PM.

**CITIZENS COMMENTS**

- **Ken Eshbaugh**, 13 Maple Avenue. Stated that he is attending the Meeting to hear the update on the Traffic Cameras. Stated that he is concerned about the hearsay of what the Council will do when Chase Six Boulevard is connected to Maple Avenue. Stated that something must be done about the speed and safety issues.
- **Diana Pearrell**, 104 Maple Avenue. Stated that she has lived there for 36 years. Stated that the traffic on Maple Avenue is terrible and that something must be done about the speeding vehicles before someone is killed. Stated that motorists have yelled at her when she is pulling out of her driveway. Stated that Maple Avenue is very dangerous to motorists and pedestrians.
- **Rich Hawkins, Sr.**, 101 Maple Avenue. Stated that he has lived there for 46 years and is a former Town Council Member. Stated that the 1-way traffic on Knode Circle has decreased but that it has not helped the situation on Maple Avenue. Stated that vehicles are speeding at 40-50 miles per hour. Stated that you cannot safely cross the road to get to the mailbox. Stated that he feels that a speed zone will help slow traffic.

**PRESENTATIONS**

- **Boonsboro Museum of History Parking Lot:** Chuck Schwalbe, President of the Board of Directors of the Boonsboro Museum of History, presented the Council with an invitation to come together to discuss creating a public parking area behind the Museum. He stated that he knows the need for public parking, especially on Main Street, and feels that the Museum Board and the Town can work together for the benefit of both parties.
- **Sustainable Communities Application Draft Review:** Kathryn Gratton, of the Maryland Rural Development Corporation, presented the Sustainable Communities Application Draft for the Councils review and input. She stated that everything has been running smoothly and that the Commissions she has talked to have been extremely helpful. She stated that the next step would be for the Town to draft a Resolution for the February 2022 Meeting Agenda. Council Member Kerns thanked Ms. Gratton for her outstanding work. **(NEW BUSINESS)**

**School Zone Speed Detection System Summary:** Chief Morgan, on behalf of Police Administrative Specialist Amy Rudy who was not in attendance but participated via GoToMeeting due to illness, presented the School Zone Speed Detection System summary for the Councils review and input. Chief Morgan stated that installing a School Zone Speed Camera will not solve speed issues, and that it will only slow speeding 30 yards before the camera and 30 yards after the camera. He stated that the camera will only run Monday thru Friday during school hours and will only issue tickets for motorists driving 12 miles over the posted 30mph speed limit, noting that they cannot issue tickets after school hours or on weekends due to the School Zone Speed Detection System regulations being for school safety only. Town Manager Mantello stated that they are working very hard to get the intersection connected with Chase Six Boulevard, Maple Avenue and Campus Drive and having a traffic light installed there. Chief Morgan stated that the main objective is to reduce speeding on Maple Avenue, and that Police Administrative Specialist Rudy's recommendation, if the Council chooses to approve a speed system, is a 1-year contract with Rekor Systems, Inc. and piggybacking on the Calvert County contract for cost savings. Office Manager Miller suggested contacting the State Highway Administration to request that they reduce the speed on Maple Avenue to 25mph like they did on Main Street. Council proposed setting up the speed trailer on Maple Avenue again to assist in slowing the speed rate of motorists and that the safety of our citizens, and especially our school children, is the utmost importance. **(NEW BUSINESS)**

**Drinking Water Reservoir Replacement Project Update:** Town Manager Mantello stated that representatives from WRA presented the Preliminary Engineering Report for the Town Reservoir Replacement Project at the December 2021 Boonsboro Municipal Utilities Commission Meeting, and that the BMUC will be viewing an installation presentation on 2 options at a Special Meeting on February 2, 2022. He stated that Superintendent Shumaker and he visited Dutchland, Inc. tank

manufactures in Gap, Pennsylvania on January 12, 2022 and that they have decided to go with the AWWA-D115 Elliptical Precast Post-Tensioned Concrete Water Storage Tank, noting that the Town currently has a 1.3-million-gallon reservoir and will be reducing that to a 1-million-gallon split tank reservoir based on future growth needs of the Town. He further stated that the Town has solicited a proposal for the full design from WRA. Town Manager Mantello stated that the cost for the new Reservoir is approximately \$1,406,500 and that the Town is working hard on funding plans and grants, and that Washington County has secured \$1million from their American Rescue Plan funds towards the Project.

**WWTP Sludge Dewatering Project Update: Design Presentation and Final Proposal:** Town Manager Mantello, on behalf of a recommendation from the Boonsboro Municipal Utilities Commission, presented the Waste Water Treatment Plant Sludge Dewatering Project Design Presentation and Final Proposal for the Councils review and input. He stated that the BMUC is recommending the Dewatering Press equipment proposal from Gwin, Dobson & Foreman (GD&F) Engineers, which includes the Fournier Industries, Inc. Rotary Press, at the cost of \$380,479. He further stated that they are recommending GD&F based on the best overall proposal. **Motion** by Council Member Nally, second by Assistant Mayor Byrd to approve the Sludge Dewatering Press Project proposal from Gwin, Dobson & Foreman (GD&F) Engineers at the cost of \$380,479. **Motion carried.**

**Bond Reduction Request - Sycamore Run Phase III:** Town Planner Stanley, on behalf of a recommendation from the Planning Commission, presented the Sycamore Run Phase III Bond Reduction Request for the Councils review and input. She stated that they are asking for a reduction of 5% of the current Bond amount of \$1,346,425.24, reducing the amount to \$67,321.26 and entering a 1-year maintenance period. She stated that the remaining Bond amount is adequate to finish the curbs issues in the development. **Motion** by Assistant Mayor Byrd, second by Council Member Hollingshead to approve the Sycamore Run Phase III Bond Reduction Request as presented. **Motion carried.**

**Young Avenue Pump Station Bond Release:** Town Planner Stanley, on behalf of a recommendation from the Planning Commission, presented the Young Avenue Pump Station Bond Release request for the Councils review and input. She stated that they are asking for a full release of the \$35,000 Bond. **Motion** by Assistant Mayor Byrd, second by Council Member Hollingshead to approve the Young Avenue Pump Station Bond Release as presented. **Motion carried.**

**Public Works and Water/Sewer Vehicle Replacements Proposal:** Town Manager Mantello presented the Hagerstown Ford proposal to purchase two Ford F-350 Trucks for the Public Works and Water and Sewer Departments for the Councils review and input. He stated that at the January 2022 Regular Meeting he discussed with the Council that it had come to his attention that the Water and Sewer 2008 Ford F350 and the Public Works 2006 Ford F350 trucks are both in very poor condition and need replaced. He reviewed that the Town recently joined Source Well which helps streamline the procurement process for Municipalities, noting that Ford, Dodge and Chevrolet are not accepting truck orders until at least March 2022 with a 9-month processing time. He stated that he contacted Chuck Wade, Commercial Account Manager at Hagerstown Ford, and that there are two 2022 Ford F-350 4x4 SD Regular Cabs available that were ordered and then cancelled by another Municipality and could be claimed by the Town at the cost of \$59,604 each. Council Member Kerns stated that the American Rescue Plan funds cannot be used to purchase the trucks and suggested the option of tapping into Prior Year Reserves or having the General Fund purchase both trucks. Town Manager Mantello stated that, if possible, he needs a decision at this Meeting to secure the trucks with the hopes they will be delivered in the next 4 months. **Motion** by Council Member Nally, second by Assistant Mayor Byrd to approve the purchase of two 2022 Ford F-350 4x4 SD Regular Cabs from Hagerstown Ford at the cost of \$59,604 each. **Motion carried.**

**Consideration to Renew or Request for Proposals – Auditing Firm for Fiscal Year Ending June 30, 2022:** Office Manager Miller presented for consideration the option to renew or to place the Request for Proposals for the Fiscal Year Ending June 30, 2022 Professional Audit Service out for bids for the Councils review and input. She stated that the current contract for Auditing Services was for a 1-year term with the option to extend for four (4) additional 1-year terms, at the sole discretion of the Mayor and Council. She further stated that if the Council decides to renew the Albright, Crumbacker, Moul and Intell, Inc. contact for Fiscal Year 2022, the proposal cost is \$13,500 which is the same as the past four years. Office Manager Miller stated that the Request for Proposals for the Fiscal Year Ending June 30, 2023 will need to be placed out for bids in January or February 2023. **Motion** by Council Member Hollingshead, second by Council Member Hanson to approve the renewal of the Fiscal Year Auditing Service contract for the year ending June 30, 2022 with Albright, Crumbacker, Moul and Intell, Inc. for the cost of \$13,500. **Motion carried.**

**Consideration to Renew or Request for Proposals – Retirement Administration for Fiscal Year Ending June 30, 2022:** Office Manager Miller presented for consideration the option to renew or to place the Request for Proposals for the Retirement Administration for Fiscal Year Ending June 30, 2022 out for bids for the Councils review and input. She stated that the current

contract for Retirement Administration was for a 3-year term with the option to extend two (2) additional 1-year terms, for a total 5-year term, at the discretion of the Mayor and Council. Council Member Kerns stated that since the Council has been working recently with the Abeles Flurie Wealth Management Group and Smith Elliott Kerns and Company CPAs and Advisors to give Town employees options for managing their retirement funds, she feels that it is in the best interest of the Town to renew the current contract. Office Manager Miller stated that the Request for Proposals for the Fiscal Year Ending June 30, 2023 will need to be placed out for bids in January or February 2023. **Motion** by Council Member Kerns, second by Council Member Nally to approve the renewal of the Retirement Administration for Fiscal Year Ending June 30, 2022 the Abeles Flurie Wealth Management Group and Smith Elliott Kerns and Company CPAs and Advisors. **Motion carried.**

**Request for Proposals – Legal Services:** Office Manager Miller presented the Request for Proposals for Legal Services for the Councils review and input, noting that the contract is for one year with the option to extend an additional one year, for a total 2-year term, at the discretion of the Mayor and Council. She stated that the current contract with Salvatore and Morton LLC ends on March 31, 2022 with the new Legal Service contact slated to begin on April 1, 2022. **Motion** by Council Member Kerns, second by Council Member Nally to place the Request for Proposals for Legal Services out for bids. **Motion carried.**

**Request for Proposals – Accounting Services:** Office Manager Miller presented the Request for Proposals for Accounting Services for the Councils review and input, noting that the current contract with Weyrich, Cronin and Sorra ends on June 30, 2022. She stated that after speaking with Town Clerk Heather Slough, staff does not think it is necessary at this time to place the RFP for Accounting Services out for bids. Office Manager Miller stated that she is confident in Town Clerk Slough's ability of fully handle the Town's accounting and reconciliation.

**Public Safety Commission:** Mayor Long stated that he is welcoming input on what to do with the inactive Public Safety Commission and asked if it would be a consideration to combine the PSC with the Safety and Risk Committee. Town Manager Mantello and Chief Morgan stated that the Safety and Risk Committee is an employee oversight group and their duties would not include Town-wide public safety. Council discussed forming a National Night Out subcommittee with the two remaining Public Safety Commission Members, Christi Weaver and Kim LaBrush, and anyone who would like to volunteer for the annual August Town event. Council Member Hollingshead stated that she would help with the subcommittee.

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

- Stated that BZA 2022-02 is scheduled for February 15, 2022 to hear a Special Exception Request by Richard DiPietro II to establish a brewery at 7700 Old National Pike. Stated that if approved, they will need to extend the sewer line and submit a renovation plan.

#### **Town Manager Report – Paul Mantello**

- **Advanced Metering Infrastructure Project Update:** Presented the quote from Core & Main for the Councils review and input, noting that this will be a joint Project with Keedysville. Stated that he reached out to WRA to do the design work. Stated that the Project will entail installing radio towers throughout Town for meter reading and to isolate leaks and notify Town staff and residents. Stated that he hopes that the Boonsboro Rescue Company and First Hose Company of Boonsboro are receptive to placing radio towers with their current towers. Stated that the cost is \$380,565 and that the Town plans to use American Rescue Fund money for the Project.
- **Asset Inventory Project Update:** Stated that the Army Corp of Engineers are in Town and have started inventorying and GIS-ing the sewer lines throughout Town.

**Motion** by Assistant Mayor Byrd, second by Council Member Nally at 8:48PM 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 Kerns, second by Council Member Nally to adjourn the Executive Session. **Motion carried.**

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

Respectfully submitted,  
Kimberly A. Miller, Office Manager