

**BOONSBORO MAYOR AND COUNCIL
WORKSHOP MEETING MINUTES
Monday, January 30, 2023**

The Mayor and Council of Boonsboro held their Workshop Meeting on Monday, January 30, 2023 in the Meeting Chambers to set the Regular Session Agenda for Monday, February 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, Town Clerk Bryan Wachtel and Police Chief Kevin Morgan. The meeting convened at 7:00PM.

GUESTS

Boonsboro Pack 20 Scouts: Scouts from Pack 20 attended the Meeting as a requirement for their **Arrow of Life** patch.

Citizens Comments (*must sign in and limit comments to 3 minutes*)

- Mayor Long read a letter from Boonsboro High School student **Amber Maynard** regarding the issues with the storm drain at the corner of Center Street and Orchard Drive. The letter stated that when she is walking to and home from school on rainy days, drivers are not being careful and splashing students where there are large puddles on the roads. Stated that he talked to our Public Works Superintendent Huntsberry to see if there is anything that we can do to remedy this situation with the storm drain at the corner of Center Street and Orchard Drive. Stated that the Town recently received funding through the Maryland Department of Transportation for the 'Safe Routes to School Project' and has been awarded \$1,193,350 to design new and upgraded sidewalks leading to the Boonsboro Schools Complex focusing on Center Street, Orchard Drive and Ford Avenue. The letter stated that Miss Maynard wants to start a petition and a GoFundMe, but that neither are necessary. Stated that he appreciates young people taking an interest in our Town and becoming involved in issues affecting their fellow students and our community.

PRESENTATION

- **Fiscal Year 2022 Financial Audit:** Jason Knode, CPA for *Albright, Crumbacker Moul & Itell, LLC*, presented the Fiscal Year 2022 Audit Summary for the year ending June 30, 2022 of the General, Water and Sewer Funds. Mr. Knode reviewed that the assets of the Town exceeded its liabilities at the close of the Fiscal Year by \$12,991,745 (net position) and of this amount, \$4,534,148 (unrestricted net position) may be used to meet the Town's ongoing obligations to citizens and creditors. He reviewed the highlights from the Financial Statement Summary, stating at the close of the Fiscal Year, the General Fund had a fund balance of \$5,627,252, which is an increase of \$627,789 from the prior year, and that the unrestricted net position of the Water Fund and Sewer Fund at the end of the Fiscal Year was \$44,130 and \$(435,671), respectively. He reviewed the Schedule of Findings and Responses, noting that three Material Weakness in Internal Controls Over the Financial Reporting were found during the Audit. Mr. Knode stated that this may not sound great but that the Audit was good and clean, and commended the Town staff and on their hard work during a year of many changes and without much help and support from the Accounting Firm they were contracted with. He stated that the Uniform Financial Statements and Independent Auditor Report (UFR) will be submitted to the State and required agencies after the Mayor and Councils formal approval and signatures from Mayor Long and Town Treasurer Assistant Mayor Nally. **Motion** by Assistant Mayor Nally, second by Council Member Kerns to approve the Fiscal Year 2022 Financial Audit as presented. **Motion carried.**
- **Community Garden Implementation Plan:** Cassandra Ladino, Boonsboro Environmental Commission Chairperson, presented the Shafer Park Community Garden Implementation Plan power point presentation for the Mayor and Councils review and input. BEC Chairperson Ladino stated that the Boonsboro Environmental Commission was recently awarded a \$25,000 Grant through the Nora Roberts Foundation for the Community Garden fence installation. She stated that they Community Garden Management Team has been meeting every month and that they hope to begin the infrastructure installation and initial construction very soon, with a soft opening slated for Spring 2023. She presented a breakdown of all of estimated Project cost and stated that they plan to hold the Community Garden official opening day in the Spring of 2024.
 - **Troop 20 Eagle Scout Project:** Life Scout Will Duus, of Troop 20, presented the request to build a 7x12 greenhouse at the Community Garden for his Eagle Scout Project to the Mayor and Council. He stated that he will be working with the Community Garden Management Team to build the greenhouse. **Motion** by Council Member Hollingshead, second by Assistant Mayor Nally to approve Scout Will Duus Eagle Scout Project at the

Shafer Park Community Garden as long as it conforms with the Park Board Shafer Park Plans and Boonsboro Environmental Commission Community Garden Plans. **Motion carried.**

Motion by Assistant Mayor Nally, second by Council Member Hollingshead to approve the Shafer Park Community Garden Plans, as presented, and to move forward with fence procurement following Town Procurement Standards. **Motion carried.**

Police Department Update

- Stated that Police Cadet Tom Moretti will be graduating from the Police Academy on February 3, 2023.

Resolution 2023-01; Boonsboro Municipal Utilities Commission Proposal to Amend Utilities Commission Charter (Resolution 2020-06): Town Manager Mantello presented Resolution 2023-01; *BMUC Proposal to Amend Utilities Commission Charter* (Resolution 2020-06), on behalf of the Boonsboro Municipal Utilities Commission, for the Councils review and input. He stated that the BMUC is recommending expanding its membership from seven (7) Members to nine (9) Members serving 4-years terms. He further stated that the 9 Members will be comprised of 7 members who have voting capacity, 1 member being from the Mayor and Council serving as the Liaison in a non-voting capacity, and 1 Consulting Member also serving in a non-voting capacity. Town Manager Mantello stated that Resolution 2023-01 states that the Members of the Commission will be qualified voters of the Town and will maintain a permanent residence in the Town during their term, with the following exceptions:

- A maximum of one (1) Member can be an out-of-Town Residential Customer.
- A maximum of one (1) member can be a Commercial Customer.
- The Consulting Member will not have residency or customer status requirements but shall be knowledgeable and/or an expert in a field pertaining to matters handled by the Commission.

Motion by Assistant Mayor Nally, second by Council Member Kitchen to approve Resolution 2023-01; *Boonsboro Municipal Utilities Commission Proposal to Amend Utilities Commission Charter* (Resolution 2020-06) as presented. **Motion carried.**

Washington County Soil Conservation District Donation Request: Town Manager Mantello stated that a donation request was received from the Washington County Soil Conservation District (WCSC). Office Manager Miller stated that there is \$800 left in the Donation line item of the Fiscal Year 2023 Budget. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to donate \$100 to the Washington County Soil Conservation District. **Motion carried.**

Request for Proposals – Auditing Service for Fiscal Year Ending June 30, 2023: Office Manager Miller presented the Request for Proposals for the Professional Audit Service for the Fiscal Year Ending June 30, 2023 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, and that the contract has reached its renewal limit. She further stated that she is requesting that bids be received by March 15, 2023. **Motion** by Assistant Mayor Nally, second by Council Member Hollingshead to approve placing the Request for Proposals for the Professional Audit Service for the Fiscal Year Ending June 30, 2023 out for bids with the due date of March 15, 2023. **Motion carried.**

Request for Proposals – Retirement Administration for Fiscal Year Ending June 30, 2023: Office Manager Miller presented the Request for Proposals for the Retirement Administration for Fiscal Year Ending June 30, 2023 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, and that the contract has reached its renewal limit. She stated that for the past 17 years that she has been employed by the Town the Council has been working with the Abeles-Flurie Wealth Management Group and Smith, Elliott, Kerns and Company CPAs and Advisors because of the way that the Retirement Plan is structured. She further stated that she is requesting that bids be received by March 15, 2023. **Motion** by Assistant Mayor Nally, second by Council Member Hollingshead to approve placing the Request for Proposals for the Retirement Administration for Fiscal Year Ending June 30, 2023 out for bids with the due date of March 15, 2023. **Motion carried.**

Request for Proposals – Accounting Services: Office Manager Miller presented the Request for Proposals for Accounting Services for the Councils review and input. She stated that the current contract for Accounting Services was for a 1-year term with the option to extend for one (1) additional term, at the sole discretion of the Mayor and Council, and that staff would like to change that to two (2) additional 1-year terms. She further stated that she is requesting that bids be received by March 15, 2023. **Motion** by Assistant Mayor Nally, second by Council Member Hollingshead to approve placing the Request for Proposals for Accounting Services out for bids with the due date of March 15, 2023. **Motion carried.**

Consideration to Renew or Request for Proposals – Legal Services: Office Manager Miller presented for consideration the option to renew or to place the Request for Proposals for Legal Services out for bids for the Councils review and input. She stated that the current contract with Salvatore and Morton, LLC ends on March 31, 2023 and that the contract is for 1-year with the option to extend for one (1) additional term, for a total 2-year term, at the discretion of the Mayor and Council. She h

Town Planner Report – R. Stanley

- Stated that the Ace Hardware Site Plan should be ready in February 2023.
- Stated that the Post Office is not moving to the new build yet. Stated that she verified that they have not cancelled their agreement to move at this time as rumors going around Town have suggested
- Stated Dunkin Donuts will not be building its new location until the road is finished.
 - Council discussed what can be done to help businesses move into the new development at Ostertag Pass. Town Manager Mantello and Town Planner Stanley will consult with the Town Attorney.

Town Manager Report – P. Mantello

- **Chase Six Boulevard - Campus Avenue Realignment & Intersection – Project Update:** Stated that the Letter of Intent between the Town and the Board of Education of Washington County for the Chase Six Boulevard - Campus Avenue Realignment Project was received and signed by both parties. Stated that the Board of Education does not need to be compensated for the land. Stated that the next step is to draft a Letter of Intent with Scot McIlwee, owner of 202 Maple Avenue. Stated that after the Letter of Intent is signed, the Fletcher’s Grove Developer can draft the Design and Memorandum of Understanding and move forward with construction.
- **Shafer Park Drive - Orchard Drive Crosswalk – Project Update:** Mayor Long stated that he received notice from the State Highway Administration with the Agreement for the Crosswalk Project at Main Street – Orchard Drive and Shafer Park Drive.
- Stated that the staff has finished the audit of the Water and Sewer accounts
- Stated that the Town Hall visit with Senator Van Hollen on January 27, 2023 went well
- Stated that the American Rescue Plan Act funds guideline have been revised and that funds can now be used for roadways

Motion by Council Member Hollingshead, second by Council Member Kerns to adjourn the Workshop Meeting at 8:44PM.
Motion carried.

Respectfully submitted,
Kimberly A. Miller, Office Manager