

**BOONSBORO MAYOR AND COUNCIL  
WORKSHOP MEETING MINUTES  
Monday, January 29, 2024**

The Mayor and Council of Boonsboro held their Workshop Meeting on Monday, January 29, 2024 in the Meeting Chambers to set the Regular Session Agenda for Monday, February 12, 2024. 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 Jared Schumacher, Public Works Superintendent Greg Huntsberry, Office Manager Kimberly Miller and Police Chief Kevin Morgan. Town Planner Drew Bowen was not in attendance. The meeting convened at 7:00PM.

**Boonsboro Ambulance & Rescue Service – Shafer Park Electrical Breaker Upgrade Request:** Mayor Long stated that the Council voted at the January 8, 2024 Meeting, at the request of the Boonsboro Ambulance & Rescue Service, to upgrade the electric breaker between Pavilion 1 and Pavilion 2 in Shafer Park which is used during the Annual Boonsboro Carnival from 100amps to 200amps at the cost of \$3,496 (Reeder Electric). He stated that as he was driving home from that Meeting it dawned on him that he should not have voted to break the tie between the Council because he is on the Board of Directors for the Boonsboro Ambulance & Rescue Service. Council Member Kitchen stated that he would be willing to change his vote if the breaker upgrade is solely for the Carnival and not for use by recreational vehicles (RVs).

- **Motion** by Council Member Kerns, second by Assistant Mayor Nally to **rescind** the January 8, 2024 motion to upgrade the electric breaker between Pavilion 1 and Pavilion 2 in Shafer Park from 100amps to 200amps at the cost of \$3,496 to be taken from the Park Ground Maintenance Budget. **Motion carried.**
- **Motion** by Council Member Kerns, second by Assistant Mayor Nally to **approve** upgrading the electric breaker between Pavilion 1 and Pavilion 2 in Shafer Park from 100amps to 200amps at the cost of \$3,496 to be taken from the Park Ground Maintenance Budget. **Motion carried 4-2.**

**Town Election Board – Appointment of Alternate:** Mayor Long reviewed that due to the 2024 Primary Election and Town Election being held on May 4, 2024, Election Registrar Dennis Hockensmith has informed the Town that he will be unable to participate in the Town’s Election. He stated that he is recommending that Jeffrey Davidson be appointed the Election Registrar Alternate for a 4-year term ending January 2028. **Motion** by Council Member Kerns second by Council Member Hollingshead to appoint Jeff Davidson as the Election Registrar Alternate. **Motion carried.**

- **Council Member Nally** stated that John Michael would also like to be appointed as an Election Registrar Alternate. Mayor Long stated that he is recommending that John Michael be appointed as the 2<sup>nd</sup> Election Registrar Alternate for a 4-year term ending January 2028. **Motion** by Assistant Mayor Nally, second by Council Member Kerns to appoint John Michael as the Election Registrar Alternate. **Motion carried.**

**Snow Plowing and Shoveling Citations:** Mayor Long stated that it was noted that many residents did not clear their sidewalks, or they shoveled snow back into the streets after the plows cleared the roadways, after the snow event on January 19, 2024. He stated that after speaking with Town Planner Bowen, he is asking the Public Works staff and Council to take pictures of sidewalks that have not been shoveled and of residents who are shoveling their snow onto the street after the plows have come through and to please send those pictures to the Town Planner and he will handle the notifications. He further stated that warnings will be issued and then repeat offenders will receive a fine. Public Works Superintendent Huntsberry suggested updating the 1986 Streets and Sidewalks Ordinance.

**Resolution 2024-02; Amend Fees for Connection to Water and Wastewater System:** Mayor Long stated that Town Planner Bowen reviewed the current Fees for the Connection to the Town’s Water and Wastewater System and is recommending the simplifying of the charges on the application from the Water Connection Fee’s two charges of the \$2,000 Connection Fee and the \$8,550 User Fee to one “Water Connection Fee” of \$10,550 and the charges on the application from the Sewer Connection Fee’s two charges of \$2,000 Connection Fee and the \$13,500 User Fee to one “Sewer Connection Fee” of \$15,500 for the applicant. He stated that there is no increase in fees, that it is just combining the two current fees into one fee each for Water and Sewer. He further stated that a Public Hearing will be scheduled for 6:45pm before the February 12, 2024 Mayor and Council Meeting for Resolution 2024-02; *Amend Fees for Connection to Water and Wastewater System.*

**Proposed Amendments for Subdivision Process:** Mayor Long stated that this Agenda item will be tabled, and Town Planner Bowen will present it at the February 12, 2024 Meeting.

**Request for Proposals Bid Results: Shafer Park Community Garden Perimeter Fence:** Town Manager Schumacher, on behalf of the Boonsboro Environmental Commission, presented the bid results from the Shafer Park Community Garden Perimeter Fence Request for Proposals for the Councils review and input. He stated that the BEC is recommending the bid from Long Fence in the amount of \$18,600 for a perimeter 6-foot-high galvanized chain link fence, with dark green vinyl coating, noting that the bid documents are pretty much equal between Long Fence and Frederick Fence Company, but that Long Fence is \$680 less in price. He further stated that this Project is fully Grant funded and that the Community Garden will officially open on April 6, 2024. **Motion** by Council Member Hollingshead, second by Council Member Kerns to award the Shafer Park Community Garden Perimeter Fence Project to Long Fence at the cost of \$18,600. **Motion carried.**

**Consideration to Renew or Request for Proposals – Accounting Services:** Office Manager Miller presented for consideration the option to renew or to place the Request for Proposals for Accounting Services out for bids for the Councils review and input. She stated that the current contract with **Clifton, Larson, Allen LLP** ends on June 30, 2024 and that the contract is for 1-year with the option to extend for two (2) additional 1-year terms, for a total 3-year term, at the discretion of the Mayor and Council. She further stated that their rate is \$200 per hour and that the Accounting Services will be used primarily for year-end closing and Audit preparation. **Motion** by Assistant Mayor Nally, second by Council Member Kerns to renew the Accounting Services contract to Clifton, Larson, Allen LLP for one additional year. **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, 2024 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 further stated that their soft cost cap for assignments under 1,000 total billable hours would be \$250 per hour and assignments exceeding 1,000 total billable hours would be \$200, excluding litigation, noting that paralegal costs would be \$75 and \$60 respectfully. **Motion** by Council Member Kerns, second by Council Member Hanson to renew the Legal Service contract with Salvatore and Morton, LLC for one additional year. **Motion carried.**

- Council Member Kitchen stated that the Council is still waiting on the Town Attorney's opinion on the King Road Associates Development and that it has been approximately 6-months. Town Manager Schumacher will reach out to Town Attorney Rotz.

### **Council Updates**

- **Council Member Kitchen** stated that Town Planner Bowen had reported that the cost of the Reservoir Project has increased a few additional million dollars. Town Manager Schumacher stated that the updated cost is at an estimated \$9million currently. He stated that the Town is in the Governor's proposed budget for \$1.5million and that we received an invitation from Congressman Trone to apply for Federal funding. He further stated that he will provide information on loan opportunities and funding at the February Meeting. Mayor Long stated that people know who Boonsboro is in Annapolis. He stated that Town Manager Schumacher and he talked to everyone that they could talk to last Tuesday when they were there. Town Manager Schumacher stated that the Reservoir Project has to go out for bids to secure a final cost and to stop the cost from increasing.
- **Council Member Kitchen** stated that Council Member Kerns emailed the Council last week regarding the Budget process. He stated that Mayor Long asked that he work with Assistant Mayor Nally, Town Manager Schumacher and Town Clerk Wachtel on the Fiscal Year 2025 Budget. Town Manager Schumacher stated that they had their first meeting last week to start working on the Budget. Council Member Kitchen asked if the Council will be raising Water and Sewer Rates again this Fiscal Year, noting that the Town needs to talk with the BMUC and keep moving forward with their plans. Boonsboro Municipal Utilities Commission Assistant Chairperson Colin Shanaberger stated that the Town needs to be proactive and bring in Revenue for the Reservoir Project.
  - **Mayor Long** stated that the Public Hearing for the Fiscal Year 2025 Budgets will be held in May 2024.
- **Council Member Kerns** stated that there are vacancies on the Public Safety Commission, that Rick Stevens will be stepping down, that there is currently no Chairperson, and that no one has stepped forward to fill that position. Chief Morgan asked what the purpose of the Public Safety Commission is other than the National Night Out event. He stated that he sees no real reason to have that Commission, that the body has no authority and is just a platform for discussion and recommendations to the Mayor and Council. Council discussed the lack of PSC member participation, and the recent resignation of the Chairperson prompted discussion of whether the Commission should meet quarterly rather than monthly or if the Commission should just be disbanded.

**Town Manager Update – Jared Schumacher**

- Stated that the Fiscal Year 2025 Budget process has started
- Stated that he is in full money raising mode for the Reservoir Project and is hoping to break ground this Spring
- Stated that he has a Program Open Space (POS) meeting at the County this Thursday to discuss the application to replace the old playground equipment at Shafer Park
- Stated that he is meeting with Town Attorney Rotz and the Bonding Company regarding the Easterday property. Stated that he will give an update at the February Meeting. Mayor Long stated that Highs Dairy Store is ready to start construction as soon as they obtain their permits
- Stated that they met with the State Highway Administration for the Chase Six – Maple Avenue – Campus Avenue Intersection Project. Stated that the Concept Plans have been approved and that we are now waiting for the Construction Plans. Stated that everything is looking pretty good for funding for the Project
- Stated that Town Planner Bowen and Council Member Kitchen met with the Orchard Drive – Battlefield Estates Developer regarding the 48 single story 55+ cottages that will be built there. Stated that that Project is moving forward again

**Assistant Mayor Nally** stated that Town Manager Schumacher and he attended the glass crushing demonstration in Winchester, Virginia last Friday. He stated that it was very interesting, 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. He further stated that the cost is around \$60,000 and that the Boonsboro Environmental Commission is looking into Grant opportunities.

**Council Member Hollingshead** asked if there were any updates on bringing a street cleaner to Town. Mayor Long stated that the Town is hoping to partner with the Town of Williamsport to use their street cleaner and that Public Works Superintendent Huntsberry is in the process of getting the total miles of Town streets together. He stated that if we do partner with Williamsport, it would be for a once-a-month street cleaning, that Williamsport would not be charging us for that service but that we would be giving them something for the fuel cost and their time.

**Council Member Weaver** stated that two of the Boonsboro Elementary School buses are driving down Center Street to exit the School Complex and turning onto Orchard Drive to get to Main Street again.

**Motion** by Assistant Mayor Nally, second by Council Member Hanson to adjourn the Workshop Meeting at 8:00PM. **Motion carried.**

Respectfully submitted,  
Kimberly A. Miller, Office Manager