

# BOONSBORO MAYOR AND COUNCIL WORKSHOP MEETING MINUTES Monday, June 27, 2022

The Mayor and Council of Boonsboro held their Workshop Meeting on Monday, June 27, 2022 in the Meeting Chambers to set the Regular Session Agenda for Monday, July 11, 2022. The Meeting was streamed via GoToMeeting. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Ray Hanson, Terri Hollingshead, Marilee Kerns and Eric Kitchen. Also present were Town Manager Paul Mantello, Town Planner Reiley Stanley, Office Manager Kimberly Miller, Police Chief Kevin Morgan and Boonsboro Municipal Utilities Commission Chairman Stu Mullendore. Council Member Ricky Weaver was not in attendance but participated via GoToMeeting. The meeting convened at 7:00PM.

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

- **Rodney Bishop**, 5 McKeldin Drive. Stated that there are two trees near his and his neighbor's property that he believes are on Town property that are dead and ready to fall over. Stated that it's a safety hazard. Mayor Long stated that he'll have Public Works Superintendent Huntsberry take a look at the trees tomorrow.

## **Presentation**

**Appalachian Trail Community and Boonsboro Cultural Trail** – *Boonsboro Economic Development Commission and Environmental Commission Joint Venture. [Natoma Vargason, of the Economic Development Commission, did not attend the meeting as scheduled.]* Mayor Long and Cassandra Ladino, Chairperson of the Environmental Commission, gave a brief overview of the Appalachian Trail Community and Boonsboro Cultural Trail endeavor. They stated that the first step is to establish an Advisory Board and then to create a Resolution and/or Mission Statement. Office Manager Miller stated that back in June 2017, Dan Spedden, of the Washington County CVB, proposed plans to create a 2-mile cultural hiking trail from the Town Square to the Washington Monument to help the Town reconnect with the heritage of the Monument. She stated that at that time, Mr. Spedden announced that \$80,000 was needed for the Cultural Trail Feasibility Study, that a grant had already been received for \$40,000 and that a 4 person Cultural Trail Committee would be established comprised of individuals from the 225<sup>th</sup> Town Anniversary Committee and Town Staff to apply for the additional \$40,000 grant. She stated that the Project fell flat soon after that. Mayor Long stated that with the development of Fox Gap, the Cultural Trail would only need to come that far into Town. He stated that the Appalachian Trail Community and Cultural Trail will be placed on the Agenda for further discussion with Natoma Vargason, of the Economic Development Commission at a later date.

## **Police Department Update**

- Stated that he has a possible additional Police Office candidate and that he would like to discuss that in Closed Session with the Mayor and Council.

## **NEW BUSINESS**

**Ordinance 2022-02; Adopt the Fiscal Year 2023 Budgets and Tax Rates for the Town of Boonsboro:** Mayor Long stated that the Ordinance 2022-02; *Adopt the Fiscal Year 2023 Budgets and Tax Rates for the Town of Boonsboro* was introduced at the June 6, 2022 Mayor and Council Meeting and that a Public Hearing was held at 6:30PM this evening to receive public input.

**Motion** by Assistant Mayor Nally, second by Council Member Hanson to approve Ordinance 2022-02; *Adopt the Fiscal Year 2023 Budgets and Tax Rates for the Town of Boonsboro*, with Council Member Kerns opposing. **Motion carried 5-1.**

**Chase Six Boulevard - Campus Avenue Realignment and Intersection Project:** Town Manager Mantello stated that the Mayor and Council held a Special Meeting on Tuesday, June 22, 2022 to discuss the Chase Six Boulevard - Campus Avenue Realignment and Intersection Project. He provided a review the Meeting and the importance of the Project for the safety of the children going to-and-from the Boonsboro Educational Complex. He stated that the Realignment and Intersection Project includes a land swap with a Town property owner at 202 Maple Avenue, that it creates the crosswalks and sidewalks needed to safely ferry students walking to-and-from campus and that the installation of a traffic light would serve to slow traffic on Maple Avenue and control traffic during School arrival and dismissal. He reviewed that originally the Washington County Public School Board of Education pledged all available resources to complete the Project and a representative even traveled to Annapolis with Mayor Long and himself to lobby for funding. He further stated that on June 15, 2022 the Town received a letter from the WCPS BOE Attorney stating that they were no longer interested in engaging in further discussion about the land swap and that the WCP BOE does not have the legal authority to convey land directly to the Town. Town Manger Mantello stated that the Chase Six Boulevard - Campus Avenue Realignment and Intersection Project will be completely State

funded and that the Washington County Public School Board of Education will not have to pay a penny for the Project. He stated that Town staff met with Jeff Proulx, WCPS BOE Chief Operating Officer, and Rob Rollins, WCPS BOE Director of Facilities Planning and Development, and that they both seemed to be in favor of the Project before the letter dated June 15, 2022. He stated that Stu Mullendore created a flier to mail to Town residents notifying them of the proposed July 12, 2022 Public Hearing for the Project. Council Member Kerns asked why the Public Hearing needs to be held before the Election Primaries. Town Manager Mantello stated that he feels that candidates may be more willing and eager to attend the Public Hearing and be heard before the elections. He stated that he did receive a request from Senator Corderman's office asking to delay holding the Public Hearing until he can set up a meeting with the Town and the new Washington County Public School Board of Education Superintendent Doctor Sovine. Council discussed scheduling the Public Hearing and ways to advertise it and if necessary, rescheduling it after hearing from Senator Corderman's office. **Motion** by Council Member Hanson, second by Assistant Mayor Nally Council Member Hanson to schedule a Public Hearing to receive public input on the Chase Six Boulevard - Campus Avenue Realignment and Intersection Project on July 12, 2022 at 6:00PM. **Motion carried.**

**Weyrich, Cronin & Sorra 1-Year Accounting Consulting Agreement:** Town Manger Mantello stated that the Town received the Fiscal Year 2023 Accounting Proposal from the Town's current Accounting Consulting Firm, *Weyrich, Cronin and Sorra*. Council discussed retaining their services in the upcoming Fiscal Year to assist new Town Clerk Bryan Wachtel. He stated that the hourly rate for the CPA Partner is \$229 and the hourly rate for the staff is \$115, noting that it has been very helpful to staff having their assistance throughout the year. **Motion** by Council Member Kerns, second by Assistant Mayor Nally to approve the Fiscal Year 2023 Accounting Proposal from Weyrich, Cronin and Sorra. **Motion carried.**

**Street Light Replacement Grant:** Town Manger Mantello stated that the Town received a Maryland Energy Administration Commitment of Funds Letter for the Streetlight and Outdoor Lighting Efficiency (SOLE) Pilot Grant Program to upgrade the existing pole-mounted Main Street light fixtures to LED technology. He stated that the Town has been awarded \$40,250 to replace older bulbs in 161 streetlights with a 15% Town-Match, and that he would like to see the Town use Fiscal Year 2022 funds for the Project rather than trying to make adjustments to the Fiscal Year 2023 Budget that was just approved this evening. He further stated that Shifler Electrical Associates, Inc. will be performing the upgrades. **Motion** by Assistant Mayor Nally, second by Council Member Hollingshead to approve using Fiscal Year 2022 funds for the Streetlight and Outdoor Lighting Efficiency (SOLE) Pilot Grant Program. **Motion carried.**

**Draft Policy – MC14: Budgets and Expenditures - Boards and Commissions:** Office Manger Miller presented Town Policy MC14: Budgets and Expenditures - Boards and Commissions for the Councils review and input. She stated that the primary reason for this new Policy is to promote a better understanding in the spending of public funds, generated through tax collections and fee revenues, to the Town's Boards and Commissions, and to hopefully achieve better record keeping by the Boards and Commissions Chairpersons and/or Treasurers throughout the Fiscal Year. She further stated that this will help Boards and Commission become more aware of their Budgets and that it can easily be accomplished by verifying their records with the Town Clerk monthly or even quarterly. Council Member Kitchen stated that he is very much for this Policy. **Motion** by Council Member Hollingshead, second by Council Member Kitchen to approve MC14: Budgets and Expenditures - Boards and Commissions. **Motion carried.**

**Reappointment of Public Safety Commission Members:** Mayor Long, on behalf of the Public Safety Commission, presented the recommendation to reappoint Christi Weaver and Greg Seymour to the PSC for 4-year terms. He stated that the PSC will be holding a Re-Organizational Meeting on Thursday, July 21, 2022. **Motion** by Council Member Kerns, second by Assistant Mayor Nally to appoint Christi Weaver and Greg Seymour to the Public Safety Commission with terms ending June 2026, with Council Member Weaver abstaining. **Motion carried.**

Council Member Kitchen stated that Waste Water Treatment Plant will be featured at the Chesapeake Tri-Association Conference on August 30, 2022. He stated that Water/Sewer Superintendent Shumaker announced at the BMUC Meeting that Aqua Aerobics will be using the Boonsboro WWTP as a model in their demonstrations at the Conference, noting that Aqua Aerobics is extremely impressed by the numbers and how well the Plant is operated. Council Member Kitchen stated that he is recommending that the WWTP employees be recognized and awarded in some way for all of their hard work and dedication with a day off work with pay. Mayor Long stated that the Council should present them each with a plaque and lunch. Office Manger Miller will create certificates and look into buying lunch for the WWTP staff. **Motion** by Council Kitchen, second by Assistant Mayor Nally to approve giving Superintendent Shumaker and his staff a day off work with pay as recognition for their hard work. **Motion carried.**

**Town Planner Report – R. Stanley**

- Stated that she received the Concept Plan for the ACE Hardware Store on Old National Pike
- Stated that she has been working with the homeowner and Public Works Superintendent Huntsberry to have the trash cleaned up at 28 South Main Street. Apparently, the resident was evicted, and the furniture was all left behind on the sidewalk.
- Stated that the Planning Commission will be reviewing a Boundary Line Adjustment at 124 Potomac Street

**Town Manager Report – P. Mantello**

- Stated that he received notification that the Reservoir Replacement Project cost has increased an additional \$2million
- Stated that the Town will probably not see the grant funding approved by Congressman Trone until 2024

**Motion** by Council Member Hanson, second by Assistant Mayor Nally at 8:10PM to move into **Executive Session**; *as provided under General Provisions Article §3-305 (b)(2) protect the privacy or reputation of an individual with respect to a matter that is not related to public business and 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 Kerns to adjourn the Executive Session. **Motion carried.**

**Motion** by Council Member Hollingshead, second by Assistant Mayor Nally to adjourn the Workshop Meeting at 9:30PM. **Motion carried.**

Respectfully submitted,  
Kimberly A. Miller, Office Manager