

BOONSBORO MAYOR AND COUNCIL WORKSHOP MEETING MINUTES Monday, June 30, 2025

The Mayor and Council of Boonsboro held their Workshop Meeting on Monday, June 30, 2025 to set the Regular Session Agenda for Monday, July 14, 2025. 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 Rachel Souders, Office Manager Kimberly Miller, Police Sergeant Rob Whittington, and Police Operations Manager Amy Rudy.

Citizens Comments:

- **Marilee Kerns, 5 Stouffer Avenue.** Stated that she is sharing a request from her husband. She stated that he is requesting that the ‘No Parking’ sign in front of their property at 1 Della Lane be moved back a bit because it is blocking the mailbox.
- **Brian Smith, 107 Maple Avenue.** Stated that there still needs to be better communication with residents from the Town about the Dean South construction project and asked if there is any way to improve communication. Asked the Mayor and Council what the time line is for the project and if they can give the residents an idea of what is happening with the road and new home construction in Fletcher’s Grove.
 - Town Manager Souders stated that the Town is trying to have better communication but that it is hard to get responses from Huntzberry Brothers and the construction company. Stated that she will do her best to keep him up to date with the information that the Town has and what the Town has control of.

Workshop Business

Ordinance 2025-03; An Ordinance to Amend the Adopted Fiscal Year 2026 Budgets and Tax Rates: Mayor Long stated that Ordinance 2025-01; *An Ordinance to Adopted Fiscal Year 2026 Budgets and Tax Rates for the Town of Boonsboro* was introduced at the June 18, 2025 Special Meeting and that a Public Hearing was held at 6:30PM this evening to receive public input. Town Manager Souders stated that an error was found in **Section 5. Water and Sewer Fixed Fess** of Ordinance 2025-01 for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026. She further stated that the Sewer Fixed Fee amount was incorrect and should be \$71.50 per EDU per quarter for both Residential and Commercial, rather than the Fiscal Year 2025 amount of \$66.

Section 5. Water and Sewer Fixed Fees. The water and sewer rates established in the Water and Sewer Funds Budget shall be charged and collected quarterly as set forth for Fiscal Year 2026.

Proposed Rates July 1, 2025	Residential	Commercial	Out of Town
Sewer Fixed Fee	\$66.00 per EDU per quarter \$71.50 per EDU per quarter	\$66.00 per EDU per quarter \$71.50 per EDU per quarter	----

Town Manager Souders stated that the incorrect Sewer Fixed Fee amount does not affect the actual numbers in the Fiscal Year 2026 Budget and that Ordinance 2025-03 is correcting the typographical error on Page 1 of Ordinance 2025-01. Council Member Kitchen noted that this is year 3 of the 7-Year Plan. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen approve Ordinance 2025-03; *An Ordinance to Amend the Adopted Fiscal Year 2026 Budgets and Tax Rates for the Town of Boonsboro*. **Motion carried.**

Employee Appreciation: Council Member Kitchen stated that Council Member Kerns and he would like to thank the Town staff for their hard work and dedication by hosting a Barbeque Luncheon. He stated that Council Member Kerns and he will cover the cost of the luncheon and there will be no cost to the Town. He further stated that he would like Police Operations Manager Rudy to reach out to the owners of Plumeria Pig to see if they would be able to cater the food. Council Member Kitchen stated that Town staff have been working a lot of extra hours and putting in a lot of work and that he would like to show his appreciation.

Discussion on Proposed Capital Improvement Fee: Town Manager Souders stated that at the June 9, 2025 Regular Meeting the Mayor and Council discussed Resolution 2025-03; *Development Fees* to help offset the funding of Capital Improvement Projects, infrastructure items and staff time. She reviewed that previous Town Manager Paul Mantello placed the WRA Water and Wastewater Master Plan and Hydraulic Model User Fee into effect to regain funds to cover the cost to create and update

the Model and to cover the cost for the usage of the Model, but it was never made into a formal Resolution. She stated that Resolution 2025-03 would formally implement the following fees for development within the Town boundaries:

- Water and Wastewater Master Plan and Hydraulic Model User Fee: \$1,500.00 per EDU
- Capital Improvement Program Fee: \$1,000.00 per EDU
- Inspection Fee: \$100.00 per EDU

Council Member Kitchen suggested that they reach out and obtain input from the Boonsboro Municipal Utilities Commission and the Planning Commission so that they can work with the Council to hammer out a plan, noting that this cannot be a one-and-done in a Workshop Meeting. He further suggested creating a work group to come up with a plan and to work on a Resolution for Capital Improvement Project funding, Inspection Fees and the Water and Sewer Model Fees plus reoccurring maintenance costs. Council Member Kitchen, Assistant Mayor Nally and Council Member Weaver volunteered to be part of the Capital Improvement Program Fee Subcommittee group. Council Member Kitchen stated that the BMUC and Planning Commission Chairs should be emailed to request two volunteers from each of those Commissions. Council Member Kerns stated that residents and developers need to be made aware of the implementation of any new fees.

Council and Staff Updates

- **Mayor Long** stated that the next Washington County Municipal League meeting will be hosted by the Town of Williamsport and will be held on Monday, July 28, 2025.
- **Mayor Long** stated that July 20, 2025 will be the 20th Anniversary of the Boonsboro Police Department and that former Chief Jeff Hewett will be hosting a pizza luncheon at the Police Department.
- **Assistant Mayor Nally** stated that two Ribbon Cutting Ceremonies were held on June 27, 2025 for 146 Provisions and for The Farm House Barber Shop.
- **Assistant Mayor Nally** stated that the Economic Development Commission and the Boonsboro Town Alliance have been using the tagline “Better in the Boro” after being repeatedly asked not to. He asked if it bothers anyone else or if it is just him. Council Member Kerns asked how it can be an official Town tagline if the residents did not have any say in it, noting that Commissions cannot just make up taglines without any input. Council Member Hanson stated that the EDC told him that the Town Alliance is using the “Better in the Boro” and not them. Office Manager Miller stated that the EDC bought \$935 in “Better in the Boro” promotional items from 4imprint in July 2024 including 400 frisbees and sticky note pads. Council discussed the Town never approving the EDC’s tagline “Discover Our History, Savor the Romance” either.
- **Council Member Kerns** thanked Town Manager Souders for making sure the Planning Commission meeting minutes are up to date on the Town website.
- **Council Member Kerns** asked if there were any updates on the Daugherty’s and the My Mini Mart’s exhaust fan issues. Town Manager Souders stated that she has been receiving daily emails from the Daughertys. Mayor Long stated that this needs to be discussed in Executive Session.
- **Council Member Kitchen** stated that T. Wesley Poss of Verdant Development Group will be hosting two Public Meeting at the Boonsboro American Legion to present his vision of what the development of the Lakin, TT&K and Flook Annexed properties could look like if they were fully developed. He stated that the Public Meeting will be held on Tuesday, July 15 from 6:00pm to 8:00pm and on Monday, August 11 from 6:00pm to 8:00pm. Mayor Long and the Council agreed that the Town should make sure that residents are aware of the meetings and encourage them to attend, noting that this 20-year Concept Plan has not been approved by the Town.

Motion by Assistant Mayor Nally, second by Council Member Hanson at 7:47PM to move into **EXECUTIVE SESSION**; as provided under General Provisions Article §3-305 (b)(8) consult with staff, consultants, or other individuals about pending or potential litigation. **Motion carried.**

Motion by Council Member Kerns, second by Assistant Mayor Nally to adjourn the Executive Session at 8:16PM. **Motion carried.**

Motion by Assistant Mayor Nally, second by Council Member Hollingshead to adjourn the Regular Meeting at 8:16PM. **Motion carried.**

Respectfully submitted,
Kimberly A. Miller, Office Manager