

BOONSBORO MAYOR AND COUNCIL
WORKSHOP MEETING MINUTES
Monday, March 29, 2021

The Mayor and Council of Boonsboro held their Workshop Meeting on Monday, March 29, 2021 in the Meeting Chambers to set the Regular Session Agenda for Monday, April 12, 2021. The Meeting was streamed via GoToMeeting online for the public. In attendance were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Marilee Kerns, Ray Hanson, Terri Hollingshead and Ricky Weaver. Also present were Town Manager Paul Mantello, Town Planner Reiley Stanley, Office Manager Kimberly Miller and Police Chief Kevin Morgan. Council Member Tony Nally was absent. The meeting convened at 7:06PM.

Town Manger Mantello made the request to amend the Workshop Agenda by adding The Water Loss Task Force Update. **Motion** by Assistant Mayor Byrd, second by Council Member Hollingshead to approve the amendment to the Workshop Agenda. **Motion carried.**

Police Department Update: Chief Morgan stated that everything is going well at the Police Department and in Town. He stated that Officer Teddy Ballesteros will be starting patrol duty in the next coming week. He further stated that the new Tag Readers are up and running.

Water Loss Task Force Update: Eric Kitchen provided an update on the Water Loss Task Force discoveries and the cost impact on loss water. He stated that the first task was to look at the lost revenue from the water that was produced but not available to be sold to customers, noting that it was determined through the use of Fiscal Year 2020 data that each gallon of water cost 5/10 of a penny to produce. He further stated that the Town then sells that gallon of water at a cost of 9/10 of a penny. Mr. Kitchen stated that the Town only bills for 71% of the water produced, totaling just under one million dollars for Fiscal Year 2020, with the lost revenue from the 29% of unbilled of the water produced at almost a quarter of a million dollars. He stated that the resistivity test at the Reservoir will be conducted by ARM Geophysics on April 13, 2021. He further stated that the Reservoir liner is way past its lifecycle. Boonsboro Municipal Utilities Chairman Bob Sweeney stated that the Reservoir will not need to be shut down during the resistivity test. The Mayor and Council thanked Mr. Kitchen for his hard work on the Water Loss Task Force.

Donation Request – The James Shaull Wagon Train Sponsorship: Office Manger Miller stated that the James Shaull Wagon Train Foundation submitted a donation request for sponsorship of the annual Wagon Train event scheduled for May 13 to 15, 2021 and to support their annual \$500 scholarship fund for a Washington County Agricultural student. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to approve a \$100 donation to the James Shaull Wagon Train Foundation. **Motion carried.**

Yetter’s Lawn Care Quote: Town Manager Mantello presented the request to renew the Mowing Contract with Yetter’s Lawn Care for the 2021 mowing season of April through November, noting that the Mowing Contract may be extended for two additional 1-year terms, as approved by the Mayor and Council. He stated that there is no increase in cost and that the 2021 weekly mowing cost will be \$950. He further stated that he would like the Council to consider adding the mowing of Shafer Park and the entire Town to the contract. Mayor Long and Council Member Kerns stated that the Mowing Contract would need to be placed out for bids in order to change the mowing areas as it would be a change to the original contract. **Motion** by Council Member Kerns, second by Assistant Mayor Byrd to extend the Mowing Contract with Yetter’s Lawn Care for the 2021 Mowing Season. **Motion carried**

National Road Heritage Foundation Utilities and Maintenance Request: Town Manager Mantello shared an email that he received from the National Road Heritage Foundation’s Vice President Dick Keesecker. He stated that the NRHF had submitted their annual donation request for \$15,000 but later withdrew it and in lieu of the request for the continuance of the utilities and outside maintenance (grass mowing) expenses at the National Road Museum at 214 North Main Street and at the Trolley Station Museum at 220 North Main Street. Mayor Long asked that the Council review the email and that it will be added to the Agenda for the April Regular Meeting. **(NEW BUSINESS)**

Town Planner Report – Reiley Stanley

- Stated that the Town received the High’s Dairy Store’s building elevations

- Stated that Post Office building permit is schedule to be submitted on Tuesday for review
- Stated that the Planning Commission had many comments on the Fox Gap Residential Concept Plan and that it will need to go in front of them again at the April Meeting if an updated plan is received
- Stated that a Concept Plan for the Dean South and Courtney Properties was received and that they will be reviewed over the coming days

Town Manager Report – Paul Mantello

- Stated that the Town is partnering with Potomac Edison’s “Green Teams Tree Planting Program” to offer Town residents free 5-Gallon Native Trees to plant in their yards this Fall. Stated that information and the request form has been placed on the Town website and residents will receive a flier in their BMUC utility bill envelope which will be mailed later this week. Stated that information will also be advertised on the Town’s Facebook page. Stated that the Town has plans to purchase around 500 trees through the Program.

Council Member Kerns stated that she is recommending that the Council schedules its next Fiscal Year 2022 Budget Workshop at 6:00PM on April 26, 2021 before the Workshop Meeting.

Motion by Council Member Hollingshead, second by Council Member Weaver to adjourn the Workshop Meeting at 8:02PM.
Motion Carried.

Respectfully submitted,

Kimberly A. Miller
Office Manager