

**BOONSBORO MAYOR AND COUNCIL
WORKSHOP MEETING MINUTES
Tuesday, June 1, 2021**

The Mayor and Council of Boonsboro held their Workshop Meeting on Tuesday, June 1, 2021 in the Meeting Chambers to set the Regular Session Agenda for Monday, June 14, 2021. The Meeting was streamed via GoToMeeting online for the public. In attendance were Mayor Howard Long, Council Members Marilee Kerns, Ray Hanson, Tony Nally, Terri Hollingshead and Ricky Weaver. Also present were Town Manager Paul Mantello, Office Manager Kimberly Miller, Police Chief Kevin Morgan and Officer Dave Rizer. Assistant Mayor Rick Byrd was absent and Town Planner Reiley Stanley participated in the Meeting via GoToMeeting. The meeting convened at 7:00PM.

Presentation

OptoTraffic Speed Camera - Mike Phelan, OptoTraffic Commercial Eastern Region General Manager, and Ron Saunders, OptoTraffic Commercial Development Representative, presented a PowerPoint presentation on the OptoTraffic Speed Camera System for the school zone on Maple Avenue. Mr. Phelan stated that OptoTraffic, LLC is the USA's leading provider of solutions for the Automated Speed Enforcement Industry using an overhead LIDAR sensor technology. He stated that the speed camera system he would recommend for the Town is the Silverhawk Bi-Directional and that it would require no set up fees and no equipment or maintenance cost, but that OptoTraffic would receive \$12 out of each of the camera speeding ticket 'look-up' fees received by the Town. He further stated that the speed camera would run 24 hours a day but would only capture speeding vehicle photos Monday thru Friday from 6:00am to 8:00pm moving at 12 miles per hour over the posted speed limit, and that the set maximum fine collected for 'look-ups' per speeding ticket would be \$40 and would be issued in the form of a Civil Citation. Mr. Phelan stated that the Town would be required to sign a 3-year initial contract with a 1-year auto-renewal. He stated that the revenue generated by the speed camera can only be used towards Public Safety equipment and training, and not Police salary. He further stated that the set-up process for the OptoTraffic Speed Camera System would require a traffic study, an approved Town Ordinance, an approval of a State Highway Administration permit, the installation of the equipment and then a 30-day warning period for motorists. Town resident Kenny Eshbaugh voiced his concerns regarding the speed that motorist travel on Maple Avenue and the safety of the school children in that area. Council thanked Mr. Phelan and Mr. Saunders for their presentation and stated that they would reach out at a later date for a demonstration of the equipment.

Introduction of Ordinance 2021-03; To Amend the Adequate Public Facilities Ordinance (APFO): Town Manager Mantello presented the Introduction of Ordinance 2021-03; *To Amend the Adequate Public Facilities Ordinance (APFO)* for the Councils review and input. He stated that the Ordinance is being recommended by the Planning Commission and the BMUC, noting that the Water and Waste Water Systems Master Plans and Hydraulic Models will soon be completed and that developers will be required to use them when developing within the Town limits. Council Member Kerns voiced concerns regarding the wording of the 'approval process for development' being conducted by the BMUC and Planning Commission and not the Mayor and Council. Mayor Long stated that Ordinance 2021-03 is being Introduced at this meeting and, if approved, a Public Hearing will be scheduled for July 12, 2021 at 6:45PM before the Regular Meeting. **Motion** by Council Member Hanson, second by Council Member Weaver to approve the Introduction of the Ordinance 2021-03; *To Amend the Adequate Public Facilities Ordinance (APFO)* and scheduling of a Public Hearing for July 12, 2021 at 6:45PM. **Motion carried.**

Reopening of Community Center Rentals: Office Manager Miller stated that with the lifting of the State of Maryland COVID-19 restriction she is requesting the reopening of the Community Center to the public. She stated that she has been receiving a lot of inquiring phone calls from Town residents. Council discussed increasing the rental fee from \$75 per day to \$100 per day to accommodate additional cleaning and sanitation costs. **Motion** by Council Member Hollingshead, second by Council Member Kerns to reopen the Community Center to the public. **Motion Carried.**

Annual Independence Day Event & Town Fireworks – July 2, 2021 (Rain Date July 3): Council Member Weaver provided an update on the Annual Independence Day event, on behalf of the Park Board. He stated that the Park Board has made the decision to not have vendors or music in Shafer Park that evening again this year due to COVID-19 concerns, but that the fireworks will take place after dark as scheduled.

Thank You to Frederick County Dive Operations Team: Mayor Long reviewed his Thank You letter to the Frederick County Dive Operations Team for the Town Reservoir dive on May 14, 2021. He stated that he is recommending that the Town makes

a donation to the Dive Team for their outstanding help. Town Manager Miller stated that this is \$300 left in the Donation budget for Fiscal Year 2021. **Motion** by Council Member Kerns, second by Council Member Hollingshead to donate \$100 to the Frederick County Dive Operations Team. **Motion Carried.**

Police Department Report

- Officer Rizer provided his input on the OptoTraffic Speed Camera System, noting that when he worked for the City of Hancock, he was responsible for reviewing and processing the camera 'look-ups' for the Police Department. He stated that the speed cameras work as deterrents but are not really a solution.

Council Member Tony Nally, on behalf of the Boonsboro Municipal Utilities Commission, made the announcement that BMUC Chairman Bob Sweeney has officially resigned from the Commission. He stated that he is recommending a Recognition of Service for him at an upcoming Mayor and Council Meeting.

Town Planner Report

- Stated that that the Planning Commission approved the Fox Gap Residential Concept Plan with 125 single family homes. Stated that the developer removed all the homes that would be coming off of Mousetown Road due to the *No Access Agreement* from Washington County, but that they could come back in the future and work through that.
- Stated that the Fletcher's Grove and Dean South Site Plans is still not approved; the Planning Commission had some issues with the sidewalk alignment to the School Complex.
- Stated that the Planning Commission was not in favor of the Medical Cannabis Dispensary at Auction Square Market Place and shared their feelings on it. The Special Exception will still go to the Board of Zoning Appeal in July 2021 for their official vote and Public Hearing.

Town Manager Report

- **Fall Tree Giveaway:** Town Manager Mantello stated that the Town is partnering with Potomac Edison's "Green Teams Tree Planting Program" to offer residents up to three (3) free 5-gallon trees to plant in their yards this Fall, noting that for each 5 to 6-foot tall tree that is planted, the Town will receive .10 of an acre of Municipal Separate Storm Sewer System (MS4) credit. He stated that he obtained three quotes from tree nurseries (*Clear Ridge Nursery, American Native Plants and Sylva Native Nursery and Seed Company*) and that Clear Ridge Nursery, in Union Bridge, Maryland, had the best pricing at \$15,600 for 500 trees of various species. He further stated that with the \$4,000 Grant from Potomac Edison and the \$1,000 Grant from the Department of Natural Resources, the Town is looking at the cost of right around \$10,000 for the Program. Town Manager Mantello stated that 84 residents have requested trees to date, and that volunteers from the Park Board, Environmental Commission and Boy Scouts have offered to help plant the trees for residents who are unable to, and that this will also count toward credits for our Education Requirements of the MS4 permit. He stated that Public Works Superintendent Huntsberry and he have determined ten potential tree planting areas, noting that the Town needs 30 acres of planted trees to achieve the MS4 Restoration Credit. Council Member Kerns stated that 500 trees are a lot of trees and asked how they will be transported and where they will be stored after they are delivered. Town Manger Mantello stated that there will be two delivers made of 250 trees in October 2021 consisting of 250 trees for residential planting and 250 trees for public ground planting, and that eight volunteers from Potomac Edison will be available to assist as well as members from the Park Board, Environmental Commission and Boy Scouts. Council Member Kerns stated that the expense for the 500 trees can be taken from the Fiscal Year 2021 MS4 Budget, nothing that nothing has been spent from the budgeted \$20,000. **Motion** by Council Member Nally, second by Council Member Hollingshead to approve the paying of the 30% deposit of \$4,680 for the 500 Fall Tree Giveaway trees to Clear Ridge Nursery and the remaining balance of \$10,920 when invoiced from the MS4 Fiscal Year 2021 Budget. **Motion Carried.**

Motion by Council Member Hollingshead, second by Council Member Nally to adjourn the Workshop Meeting at 9:35PM.
Motion Carried.

Respectfully submitted,

Kimberly A. Miller
Office Manager