

**BOONSBORO MAYOR AND COUNCIL  
WORKSHOP MEETING MINUTES  
Tuesday, May 31, 2022**

The Mayor and Council of Boonsboro held their Workshop Meeting on Tuesday, May 31, 2022 in the Meeting Chambers to set the Regular Session Agenda for Monday, June 6, 2022. The Meeting was streamed via GoToMeeting. In attendance were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Terri Hollingshead, Marilee Kerns, Tony Nally and Ricky Weaver. Also present were Town Manager Paul Mantello, Town Planner Reiley Stanley, Office Manager Kimberly Miller and Police Chief Kevin Morgan. The meeting convened at 6:00PM.

**Police Department Update**

- Stated that that the brackets have been received for the RadarSign speed signs and are ready to install. Stated that there are 7 brackets and that 2 will be installed on King Road, 1 on North Main Street, 1 on South Main Street and that would leave 3 that could be put anywhere else in Town. Stated that additional brackets can be easily ordered.
- Stated that he has a candidate for the vacant Police Officer position that is willing to sign a 5-year contract with the Town and he would like to enroll him in the Police Academy. Stated that he works for the DC Housing Authority, works with a canine and lives in Myersville. Stated that the Police Academy starts in July 2022 and he would be ready to start working around November 2022. Town Manger Mantello stated that the Police Department will need to apply for the Federal COPS Grants for the new hire to cover the Police Academy costs. Police Chief Morgan stated that he can't because the Grant is for a new position and this hire would be to fill the vacancy created when Officer Easley resigned. Town Manger Mantello stated that the vacancy was not filled and that the salary funds have been moved to the Fiscal Year 2023 Police Contingency Fund, thus creating a new position for a new hire. Council discussed the options for hiring and the Grant process. Mayor Long stated that the Town can ask Grant Writer Kathryn Gratton, of the Maryland Rural Development Corporation, to apply for the Federal COPS Grant and if it is not accepted then hire the new Police Officer without it. **Motion** by Council Member Hollingshead, second by Assistant Mayor Byrd to approve Kathryn Gratton applying for the Federal COPS Grant for the enrollment in the Police Academy and the hiring of a new Police Officer, with Council Member Kerns opposing. **Motion carried 4-1.**
- Stated that the new Police cruiser is almost ready for the road, noting that the next vehicle they purchase will be ordered 'fully equipped' and road ready.

**NEW BUSINESS**

**Introduction of Ordinance 2022-02; Adopt the Fiscal Year 2023 Budgets and Tax Rates for the Town of Boonsboro:** Town Manager Mantello presented the Introduction of Ordinance 2022-02; *An Ordinance to Adopt the Fiscal Year 2023 Budgets and Tax Rates for the Town of Boonsboro* for the Council's review and input. He stated that he is recommending the Introduction of Ordinance 2022-02, with a Public Hearing scheduled for June 27, 2022 at 6:30PM. Council Member Kerns stated that she didn't have a lot of time to review the Budget due to receiving it on Sunday evening of a holiday weekend, but stated that she did notice that the Pension Expense should be 7% of Salaries and that the Payroll Tax Expense should be 9% of Salaries. Council discussed other adjustments and the need to balance the Sewer Fund Budget before approving the Introduction. Town Manager Mantello stated that he and Council Member/Town Treasurer Nally are proposing a 3-year plan to assist the Sewer Fund getting back into the 'black zone' by providing a Grant from the General Fund to the Sewer Fund. Council Member Kerns stated that the Town could 'loan' the Sewer Fund money, like it has done in the past, and if needed the loan could be turned into a grant but that a grant can not be paid back. Council discussed that based on the Town Audit, the Sewer Fund needs to start paying back the General Fund for past loans. Council Member Nally stated that he would be in favor of loaning the Sewer Fund at least \$117,000 from the General Fund to assist with balancing the Budget. **Motion** by Council Member Nally, second by Assistant Mayor Byrd to table the Introduction of Ordinance 2022-02; *An Ordinance to Adopt the Fiscal Year 2023 Budgets and Tax Rates* until the June 6, 2022 Regular Meeting. **Motion carried.**

**Recommendation to Update the Boonsboro Municipal Utilities Commission Billing Policies:** Town Manager Mantello, on behalf of the Boonsboro Municipal Utilities Commission, presented the recommendation to update the BMUC Billing Policies for the Councils review and input. He stated that in the update, water fixed fees, sewer fixed fees and sanitation and recycling collection fees will be based on the meter size, customer attributes, or number of plumbing fixtures. He further stated that for residential properties, each Dwelling Unit, as defined in the Boonsboro Land Subdivision Ordinance, will pay a fixed water fee, a fixed sewer fee and a sanitation and recycling collection fee, whether the Dwelling Unit is a Single-Family Detached Dwelling or part of a Two-Family Detached Dwelling (or Duplex), Single-Family Dwelling (or Townhouse), or Multi-Family Dwelling (or

Apartment) and regardless of the number of water usage meters at the property. Town Manager Mantello stated for commercial properties, water fixed fees and sewer fixed fees will be based on meter size or fixture unit analysis or determined by consultation with the Town's consulting engineer. Council will further review this Agenda item and discuss it at the June 6, 2022 Regular Meeting.

**WRA Advanced Metering Infrastructure (AMI) Proposal:** Town Manager Mantello, on behalf of the Boonsboro Municipal Utilities Commission, presented the WRA Advanced Metering Infrastructure (AMI) Proposal for the Councils review and input. He stated that the Town's existing Water Distribution System consists of approximately 24- miles of water mains serving 1,400 customers. He explained that by dividing the overall system into individually metered zones (DMAs), the flow into the zones can be compared with meter readings to determine if loss is occurring within that zone, and will allow the Town to detect water main breaks or other events that require immediate attention. He further explained that the Town will be divided into 8 zones and we will need to purchase 10 master meters, noting that this will be performed in conjunction with the Town's implementation of an Automated Meter Reading System (AMI/AMR) and the master meters will communicate with this new System. Town Manager Mantello stated that the Project will be funded by American Rescue Plan money. Council Member Kerns asked if the Project was placed out for bids. Town Manger Mantello stated that WRA is sole sourced, that the Town is under contract with them and that they can do any of the Projects within the Water and Sewer Model. He stated that he did obtain quotes from two additional companies.

**Chase Six Boulevard / Campus Avenue Realignment and Intersection:** Mayor Long stated that he met with Jeff Cline, Washington County Commission President and John Martirano, Washington County Administrator regarding the Chase Six Boulevard and Campus Avenue Realignment and Intersection Project. He stated that the Town will be receiving funding from the County but probably not for the total cost of the Project. He further stated that funding will be awarded in July to the Town for facilitating the Project and that we are still waiting to hear from the State on their funding contributions.

**Town Planner Report – R. Stanley**

- Stated that the Board of Zoning Appeals Members approved the ACE Hardware Store and storage units for the newly rezoned parcel on Old National Pike near Eby's Garage. Stated that she should be receiving Site Plans soon.
- Stated that Dunkin Donuts resubmitted their Site Plans and she is waiting to her back from the engineer on their comments.
- Stated that she has not heard anything from High's Dairy Store and that the Town is not holding up the development. She stated that the Post Office project is moving along and hopefully will be ready for inspection by mid-June.

**Town Manager Report – P. Mantello**

- Stated that he has been filling out the paperwork for Legislative Bond from Maryland State Senator Corderman
- Stated that the Town has been awarded a Grant for the next Phase of the Shafer Park Trails
- Stated that the Town received \$1,000,000 from Washington County for the Reservoir Replacement Project and it has been deposited into the Town Restricted Funds Account. Stated that Congressman Trone will be reaching out with a Grant Award in August 2022.

Mayor Long stated that he received a thank you note from Congressman Trone for his visit at the Town Reservoir on May 5, 2022.

Council Member Nally asked why the *Proposed 10% Increase in Town Fees* was not included on the Workshop Agenda. Office Manager Miller stated that Town Manger Mantello did not think it was necessary to include it because the increase was part of the Fiscal Year 2023 Budget. Council Member Nally and Council Member Kerns requested that the *Proposed 10% Increase in Town Fees* be placed on the June 6, 2022 Regular Meeting Agenda.

**Motion** by Council Member Nally, second by Assistant Mayor Byrd to adjourn the Workshop Meeting at 7:30PM. **Motion carried.**

Respectfully submitted,  
Kimberly A. Miller, Office Manager