

BOONSBORO MAYOR & COUNCIL
MONDAY, NOVEMBER 18, 2019
WORKSHOP MEETING

The Mayor and Council held their Workshop Meeting on Monday, November 18, 2019 in the Meeting Chambers to set the Regular Session Agenda for Monday, December 9, 2019. Present were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Marilee Kerns, Ray Hanson, Terri Hollingshead, Tony Nally and Rick Weaver. Also present were Town Manager Paul Mantello, Office Manager Kimberly Miller, Town Planner Ethan Strickler and Police Chief Kevin Morgan. The meeting convened at 7:05PM.

Police Department Update: Chief Morgan provided an update on the two Police Officer new hires. He stated that Ryan Christman will enroll in the Prince Georges County Police Academy, at the cost of \$700, to fulfill his comparative compliance training requirement and that his hire date will be February 3, 2020. He further stated that he does not have a hire date for Jon Witmer, but that it should be around the beginning of the new year.

Town Planner Report: Town Planner Stricker stated that a pre-bid meeting for the Shafer Park Path Connector Project was held at Community Center this afternoon and that five contractors attended. He stated that the Town will be accepting bids for pervious pavement and asphalt and that the Project is slated to begin in July 2020. Town Planner Stricker stated that Town Manager Mantello and he will be submitting the Appalachian Regional Commission (ACR) Grant for I&I by the end of the week.

Antietam Cable Television Franchise Agreement and Irrevocable Consent to Amendment of Franchise: Town Manager Mantello presented the Antietam Cable Television Franchise Agreement and Irrevocable Amendment for the Councils review and input. He stated that the Irrevocable Consent to Amendment of Franchise ensures that the Town will not lose the 5% franchise fee commission or the in-kind services of internet due to the guidance issued to Antietam Cable Television by the Federal Communications Commission (FCC) based on their Third Report and Order dated August 1, 2019 issued in MB Docket No. 05-311. Council discussed that a Public Hearing will need to be scheduled for the Antietam Cable Television Franchise Agreement Ordinance and suggested doing so in January 2020.

Request for Proposals - Legal Services: Town Manager Mantello presented the Request for Proposals for Legal Services for the Councils review and input, noting that the last time an RFP was put out for Legal Services was in 2015. He stated that the Town's current Attorney has spent 18.2 hours on the Antietam Cable Television Franchise Agreement alone and has charged the Town \$5,278 for that task. He further stated that he feels that its time to reevaluate the Legal Service Contract and possibly place a 'soft cap' per tasks instead of an hourly rate for all items. Council suggested contacting other Municipalities to see how their Legal Service contracts are written. **(NEW BUSINESS)**

Annual Tub Grinding Quotes: Town Manager Mantello presented the annual Yard Debris Site tub grinding proposal from Custom Landscape Management for the cost of \$9,000, which is a \$500 increase from last year, and from Maryland Environmental Services for the cost of \$4,253.25. Council discussed the cost difference and requested that Public Works Superintendent Greg Huntsberry attend the December 9, 2019 Regular Meeting to voice his opinion on who to contract with. **(NEW BUSINESS)**

CD Interest Income: Town Manager Mantello provided the CD Interest Income as requested by Council Member Nally at the October Regular Mayor and Council Meeting to show the interest earned by investing in CDs. He stated that a full CD Interest Income Report will be provided with the November Treasurer's Report at the December 9, 2019 Regular Meeting.

Request for Donation – Boonsboro Middle and High School Warrior Bands: Office Manager stated that the Town received a Request for Donation from the Boonsboro High and Middle School Band Boosters. She stated that they are asking that the Town maintain their previous donation amount of \$100. **(NEW BUSINESS)**

2020 Meeting and Event Calendar – Draft: Office Manager Miller provided the Council with the 2020 Town Event and Meeting Calendar. She stated that there will be a few minor adjustments from the draft calendar for the dates of the Planning Commission and BMUC Meetings. She further stated that she will provide the Council with the final draft next month.

2020 Independence Day Celebration Fireworks Proposal: Office Manager Miller stated that after the not-so-favorable 2019 fireworks display at the annual Independence Day Celebration in Shafer Park, she contacted Mary Jane Blickenstaff from the Boonsboro Rescue Company to obtain contact information for the companies that they contract with for the annual Rescue Company Carnival's fireworks display. She stated that she received three bids for the July 3, 2020 (Rain date July 5, 2020) fireworks display:

- Fantastic Fireworks (the company that the Town has been using that we are no longer satisfied with): \$5,100
- Zambelli Fireworks International (Highly recommended by the Boonsboro Rescue Company): \$5,500 – Cannot do July 3, 2020 as they are already booked for that day.
- **Epic Pyrotechnics** (Highly recommended by the Boonsboro Rescue Company): **\$5,500** available July 3, 2020.

Office Manager Miller stated that Epic Pyrotechnics requires a 10% down payment with the signing of the contract and 40% payment 30 days prior to shooting date, with the remaining balance due after the display. **(NEW BUSINESS)**

Town Managers Update:

- **WWTP Software and Hardware Upgrade** was completed today. Stated that Aqua Aerobics will stay on site for a few days to make sure everything is running smoothly.
- **Keedysville Springhouse Weir Wall** sandbag repairs are holding well, and water levels are staying within normal range. Stated that the BMUC will further discuss funding options at their meeting on Wednesday evening.

Motion by Council Member Nally, second by Council Member Hollingshead to close the Workshop Meeting at 7:42PM and move into **Executive Session**; *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.**

Respectfully submitted,
Kimberly A. Miller, Office Manager