

**BOONSBORO MAYOR AND COUNCIL
WORKSHOP MEETING MINUTES
Monday, November 23, 2020**

The Mayor and Council of Boonsboro held their Workshop Meeting on Monday, November 23, 2020 in the Meeting Chambers to set the Regular Session Agenda for Monday, December 14, 2020. The Meeting was streamed via GoToMeeting online for the public. In attendance were Assistant Mayor Rick Byrd, Council Members Marilee Kerns, Ray Hanson, Tony Nally and Ricky Weaver. Town Manager Paul Mantello, Office Manager Kim Miller, Town Planner Reiley Stanley and Police Officer Dave Rizer were also present. Mayor Howard Long and Council Member Terri Hollingshead were not in attendance. The meeting convened at 7:00PM.

Police Department Update: Officer Rizer stated that everything is going well at the Police Department and in Town.

Ostertag Pass Bond Reduction Request & Easterday Post Office Public Works Agreement: Town Manager Mantello stated that he is recommending the approval of the Ostertag Pass Bond Reduction Request and Easterday Post Office Public Works Agreement, as presented. He stated that with the Town's remaining concerns addressed, we are now free to consider a Bond Reduction Request and the Easterday Post Office Public Works Agreement. He further stated that the Planning Commission approved the Bond Reduction Request and new Public Works Agreement. **Motion** by Council Member Kerns, second by Council Member Hanson to approve the Ostertag Pass Bond Reduction Request and Easterday Post Office Public Works Agreement as presented. **Motion carried.**

Introduction of Ordinance 2020-09; Comcast Franchise Agreement: Town Manager Mantello presented Ordinance 2020-09; *Comcast Franchise Agreement* for the Council's review and input. He stated that Ordinance 2020-09 is much like Ordinance 2020-03; *Boonsboro Antietam Cable Franchise Agreement* which the Council approved in April 2020. He further stated that Ordinance 2020-09 was drafted by the Town Attorneys, that it is being Introduced at this meeting and, if approved, a Public Hearing will be scheduled for December 14, 2020 at 6:30PM. Town Manager Mantello stated that the grammatical errors will be corrected before the Public Hearing. **Motion** by Council Member Kerns, second by Council Member Nally to approve the Introduction of Ordinance 2020-09; *Comcast Franchise Agreement* and scheduling of a Public Hearing for December 14, 2020 at 6:30PM. **Motion carried.**

Town Hall COVID-19 Response – Open to the Public by Appointment Only: Town Manager Mantello stated that the Town Hall has gone back to being closed to the public and open by appointment only beginning at 4:30PM on Friday, November 20, 2020. Town Manager Miller stated that Mayor Long reported that during his weekly Washington County COVID-19 update this morning, all of the Washington County Municipalities reported that they have closed their Town Halls to the public again, with the exception of Sharpsburg and Funkstown because they were not on the phone call.

Donation Request – BHS Warriors Football Team: Office Manager Miller stated that the Town received a donation request from the Boonsboro High School Football Team for the Warrior Challenge. **Motion** by Council Member Kerns, second by Council Member Nally to donate \$100 to the Boonsboro High School Football Team, with Council Member Weaver abstaining. **Motion carried**

Olde Tyme Christmas – Cancelling of Event: Office Manager Miller stated that Park Board Chair Person Laura Schnackenberg emailed Town Hall this morning to let staff know that the Park Board has cancelled the 2020 Olde Tyme Christmas event scheduled for Friday, December 4, 2020. She stated that regrettably, due to health concerns surrounding COVID-19 and Maryland's current guidelines, the lighting of the Town Christmas tree by Mayor Long and Santa Claus will not happen. The Public Works staff will make sure the Park and Main Street lights are lit on the weekend of December 4.

Town Manager Report – Paul Mantello

- Stated that his annual review is coming up and that his 2-year anniversary is November 26th
- Stated that the Program Open Space Shafer Park Trail - Phase III Project is complete and that there is \$43,191 in POS funds left over. Stated that he is recommending that those funds be used to repave the existing walking paths in the main area of Shafer Park. Stated that he is recommending that the Town add this Project to the current milling and overlay contract with Huntzberry Brothers, at the additional shared cost of \$71,000. Stated that he would like the Council's input on removing the existing flagstone near the Park restrooms and replacing it with pavement for the

cost of \$8,995. Council Member Kerns stated that she would like to have the Park Board review this and provide their feedback on the flagstone before moving forward with removing it. **Motion** by Council Member Kerns, second by Council Member Nally to approve the repaving of the Shafer Park paths by Huntsberry Brothers for the shared cost of \$71,000, with the Town out-of-pocket cost of \$23,009.50. **Motion carried**

- Stated that he will be meeting with a representative regarding the installation of a 6,000-gallon chemical storage tank at the Waste Water Treatment Plant. Stated that the cost will be around \$25,000.
- Stated that he submitted the Appalachian Regional Commission (ARC) Grant Application for the Dewatering Facility Volute Press. Stated that the Town should hear if we will receive the award from ARC in April 2021.

Motion by Council Member Nally, second by Council Member Weaver to adjourn the Workshop Meeting at 7:41PM. **Motion carried.**

Respectfully submitted,

Kimberly A. Miller, Office Manager