

**BOONSBORO MAYOR AND COUNCIL
WORKSHOP MEETING MINUTES
Monday, October 28, 2024**

The Mayor and Council of Boonsboro held their Workshop Meeting on Monday, October 28, 2024 in the Meeting Chambers to set the Regular Session Agenda for Tuesday, November 12, 2024. In attendance were Mayor Howard Long, Assistant Mayor Tony Nally, Council Members Ray Hanson, Marilee Kerns, Eric Kitchen and Ricky Weaver. Also present were Town Manager Rachel Souders, Office Manager Kimberly Miller, Police Chief Dave Rizer, Police Operations Manager Amy Rudy, Police Sergeant Rob Whittington, and Police Officer James Rogers. Council Member Terri Hollingshead was not in attendance. The meeting convened at 7:00PM.

Citizens Comments (*must sign in and limit comments to 3 minutes*)

- **Nelson Baker, Boonsboro Lions Club.** Stated that he is requesting to place a *blue spotlight* in Shafer Park for the Lions Club International World Diabetes Day on November 14, 2024. He stated that he checked with Ted's Rent It Center and the Hagerstown Regional Airport, and that they have no issues with it. He further stated that he is requesting to shine the spotlight for 3-4 hours and that it will be located near Pavilion #2 at the baseball diamond. Consensus is to permit the blue spotlight in Shafer Park on Thursday, November 14, 2024.

Workshop Business

Boonsboro Visitor's Center Memorandum of Understanding between the National Road Heritage Foundation and the Economic Development Commission: Reuben Moss, Vice President of the National Road Heritage Foundation, presented the Memorandum of Understanding between the National Road Heritage Foundation and the Boonsboro Economic Development Commission for the Boonsboro Visitor's Center located inside the National Road Museum at 214 North Main Street for the Councils review and input. Mr. Moss stated that the NRHF and the EDC have both thoroughly reviewed the MOU and have both agreed to sign it as soon as the Mayor and Council approve it. He stated that the NRHF will be covering everything cost wise for the Visitor's Center and that the EDC will be assisting in recruiting volunteers to staff it. Council Member Kerns stated that she understands that the EDC reviewed and discussed the MOU but asked if the Town's insurance should be involved for any liability issues. Mr. Moss stated that the NRHF maintains full liability insurance for the Museum. Council Member Kerns asked what an example is of the 'unexpected expenses' for the EDC. Mr. Moss stated that the NRHF purchased a new computer monitor and brochure racks for the visitor's center and if anything is broken by the EDC then they would be expected to replace it. **Motion** by Council Member Hanson, second by Assistant Mayor Nally to approve the Memorandum of Understanding between the National Road Heritage Foundation and the Economic Development Commission for the Boonsboro Visitor's Center located inside the National Road Museum. **Motion carried.**

- Mr. Moss stated that the National Road Museum is hosting a Volunteering Information Event to learn more about becoming a volunteer at the Museums. He stated to become a volunteer you do not need any prior knowledge or experience, that you just need an interest in being a part of the National Road and the Trolley Station Museums. He further stated that they will be holding an Open Invitation Orientation on Saturday November 9, 2024 at 12:30pm at the Boonsboro Free Library with information about the Museums and the various volunteer opportunities available, and then they will move into an orientation for new volunteers. He stated that light refreshments provided. **Motion carried.**

Request for Proposals – Winter 2024 – 2025 Snow Plowing & Sidewalks: Office Manager Miller stated that Public Works Superintendent Huntsberry is requesting approval to advertise the Request for Proposals for additional help with snow plowing and sidewalk clearing for the 2024-2025 winter season, on an as needed basis, with bids due on November 19, 2024. She stated that this is the same RFP that the Town has advertised for the past few years and include the option to extend the contract for an additional 1-year term. Council Member Kerns stated that she thought we had added the option to renew last year's contract. Office Manager Miller stated that yes that was added to last years RFP but that according to the 2023 Meeting Minutes it was the bids were never approved and we did not have the need for additional help due to it being a light snow winter. **Motion** by Assistant Mayor Nally, second by Council Member Kerns to advertise the Request for Proposals - Snow Plowing and Sidewalks Clearing for Winter 2024 – 2025. **Motion carried.**

Bidding Procedures Update: Town Manger Souders stated that she is recommending that the Mayor and Council consider amending Resolution 2003-09; *Bidding Procedures* because it has not been updated in 21 years. She stated that after reviewing the current Resolution she was surprised to see how brief they are compared to Washington County's Bidding

Procedures, noting that she used theirs as a reference point for the proposed updates. Town Manager Souders reviewed some of the proposed updates including amending *Article I. Purchases and Contracts Requiring Sealed Bids* and *Article II. Purchases and Contracts Requiring Competitive Quotes* by increasing the threshold from \$20,000 to \$50,000, noting that anything between \$1,000 and \$50,000 would require three competitive quotes and anything above \$50,000 would require sealed bids. She stated that she is recommending that a *Selection Committee*, consisting of members who have a direct involvement and subject knowledge, be formed to open, and thoroughly review bids, and make their recommendations to the Mayor and Council. She further stated that she is recommending that the Town add *Article IV. Sole Source Procurement*, *Article V. Solicitation Time*, and *Article VI. Emergency Purchases to the Resolution* as well. Council discussed additional items that could be added and amended to the Town Manager's recommendations. Town Manager Souders stated that she is not looking for approval at this time and will continue working on the amendments in the next coming weeks. **(New Business)**

Payment Terms for Contractors on New Projects: Town Manager Souders stated in light of experiences with current Town Projects, Town Planner Bowen has recommended that the Town no longer accepts bonds from contractors for new Projects. She stated that this Agenda item is only in the discussion phase and that it needs to be presented to the Planning Commission. Council Member Kerns suggested reaching out to the Maryland Municipal League to get help with drafting a new policy and to see what other Municipalities are doing.

Personnel Committee

Health Insurance Benefit Credit: Town Manager Souders stated at the October 14, 2024 Mayor and Council Meeting Police Sergeant Whittington brought up that in the Personnel Policy Manual it states that *"Any employee choosing to opt out of the Town's health insurance plan will receive a one-time payment of \$1,000 as an incentive in lieu of receiving this benefit"* and asked if the Mayor and Council would consider providing Town employees who opt out of having Health Insurance the option to receive 40-hours vacation leave in lieu of a onetime \$1,000 payment. She stated that Washington County offers this incentive every year to their employees, and that the Personnel Committee met on October 24, 2024 to discuss this. She further stated that the Town currently pays \$1,411 per month for an employees Health Insurance and that offering a yearly incentive may help with employee retention. Council Member Weaver, who is part on the Personnel Committee, read the proposed revision to the Policy *"Employees who choose to opt out of the Town's health insurance plan may receive an annual retroactive credit of \$1,000. The credit will be payable at the first of the calendar year, provided the employee did not use Town insurance in the previous 12 months and is not on probation at the time of consideration."* Town Manager Souders clarified that *"retroactive"* would be defined as the beginning of the current year of employment, not the date of hire. Police Chief Rizer suggested that employees be given the option of the annual \$1,000 or 40-hours vacation leave. The Personnel Committee will meet before the November 12, 2024 Mayor and Council Meeting to further discuss this Agenda item. **(New Business)**

Council and Staff Updates

- **Police Chief Rizer**
 - Stated that the 2015 Dodge Charger has been debadged and is ready to sell. Council asked that he obtain the Kelly Blue Book price for it and suggested placing it on Market Place to sell. Chief Rizer will email the Mayor and Council tomorrow with an update.
 - Provided the Mayor and Council with an update on the recent arrests in Town. Mayor Long asked that Operations Manager Rudy review the security camera footage from October 20 and 21, 2024 to see if they can figure out what the loud bangs were that were heard throughout Town.
 - Stated that Officer James Rogers graduated from the Maryland Comparative Compliance Training Course.
 - Stated that they will have four roving patrol cars out on October 31, 2024 for Trick-or-Treating.
 - Stated that he is suggesting the option of having *"floating holidays"* for the Police Department if they are required to work on a holiday. The Personnel Committee will discuss this suggestion at their next meeting.
- **Council Member Kerns** asked for an update on the Wolfsville Commons townhome request. Town Manager Souders stated that a letter has been sent to all of the residents in that neighborhood and that a meeting will be held on November 7, 2024 at 6:00pm. She stated that Public Works Superintendent Huntsberry has offered to fill in the pothole in the parking lot of the Townhomes that face St. Paul Street with the leftover millings from the recent street paving project.
- **Mayor Long** stated that BooneFest went very well and was well attended.
- **Town Manager Souders**
 - Stated that there was an issue with a dump truck taking out the Potomac Edison power lines at the Waste Water Treatment Plant and cutting off the power today around 1:45pm. Superintendent Shumaker activated

the generator to run the Plant. Potomac Edison was immediately contacted, and technicians were on the scene within 30 minutes. Police Sergeant Whittington was also on site to make sure no one drove through the area. Town Planner Bowen went found the contractor whose truck it was and obtained a Police Report of the incident. Power was restored around 6:00pm.

- Stated that the contractor, Huntzberry Brothers, ran into a bit of a problem with the Shafer Park Walking Trail Phase IV Project. Stated that there are underground pipes that will need to be rerouted costing over \$10,000. Public Works Superintendent Huntsberry stated that his crew will be able to reroute the pipes themselves and save the Town a good amount of money.

Motion by Council Member Kerns, second by Assistant Mayor Nally to adjourn the Workshop Meeting at 8:16PM and enter Executive Session as provided under General Provisions Article §3-305 (b)(3) to consider the acquisition of real property for a public purpose and matters directly related to the acquisition. **Motion carried.**

Motion by Assistant Mayor Nally, second by Council Member Weaver to adjourn the Executive Session at 8:57PM. **Motion carried.**

Motion by Assistant Mayor Nally, second by Council Member Hanson to adjourn the Regular Meeting at 8:58PM. **Motion carried.**

Respectfully submitted,
Kimberly A. Miller, Office Manager