

**BOONSBORO MAYOR AND COUNCIL
WORKSHOP MEETING MINUTES
Monday, October 27, 2025**

The Mayor and Council of Boonsboro held their Workshop Meeting on Monday, October 27, 2025 to set the Regular Session Agenda for Monday, November 10, 2025. 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, Lieutenant - Assistant Police Chief James Rogers, Officer First Class Jim Sword, Officer Billy Gilbert and Police Operations Manager Amy Rudy. Council Member Terri Hollingshead was not in attendance but watched the Meeting online via GoTo Meetings.

Guest

Meghan Jenkins, Washington County GIS Coordinator and Historic District Commission. Ms. Jenkins stated that the Board of County Commissioners of Washington County is reaching out to Municipalities to gauge interest for potentially entering into a Memorandum of Understanding to participate in a Historic Preservation Tax Credit. She presented a PowerPoint fully explaining the Program for the Mayor and Councils review and input. Ms. Jenkins stated that residential or commercial property owners with property documented on the Maryland Inventory of Historic Properties (MIHP) or structures listed on the National Register of Historic Places may apply for the one-time project based 25% Tax Credit for the rehabilitation, restoration, renovation or preservation of the street front exterior of their historic structures that minimizes the destruction of the historic fabric and has a thoughtful and sympathetic design. She stated that the 25% Tax Credit must be applied to the owners Washington County Property Tax within a 5-year time period of the project. The Council agreed that the Memorandum of Understanding to participate in a Historic Preservation Tax Credit should be shared with the Planning Commission for their input as well at their meeting on October 28, 2025. **[NEW BUSINESS]**

Workshop Business

First United Bank and Trust Proposal: Assistant Mayor and Town Treasurer Nally reviewed that Alan Mullendore, Managing Director of Commercial Services for First United Bank and Trust of Boonsboro, attended the October 13, 2025 Mayor and Council Meeting and presented a proposal to transfer excess funds from the Town's current Certificates of Deposits with Fidelity - Wealth Enhancement to an ICS (Insured Cash Sweep) Account with First United Bank. He stated that the current introductory interest rate would be 4.11% and would allow full liquidity of funds in the account, rather than having to wait for a specific CD maturation date to access the funds. He further stated that upon finishing service with Fidelity - Wealth Enhancement, they will issue checks for not renewing the CDs as they come up for renewal which would then be deposited into the ICS account at First United Bank. Council Member and Assistant Town Treasurer Kitchen stated that some of those funds might need to be used for the unbudgeted Potomac Street Waterline Replacement Project. Assistant Mayor and Town Treasurer Nally stated that with the ICS Account the Town will have the ability to withdraw funds without penalties. **Motion** by Assistant Mayor Nally, second by Council Member Kitchen to approve opening an ICS (Insured Cash Sweep) Account with First United Bank and Trust and to deposit the Fidelity - Wealth Enhancement Certificates of Deposit checks as they are received. **Motion carried.**

Cash Offer to Purchase Shares in Principal Financial Group, Inc: Town Manager Sounders presented a letter from Potemkin Limited offering to purchase the Town's shares in Principal Financial Group, Inc for the Mayor and Councils review and input. Office Manager Miller stated that the Town had their employee Short-Term and Long-Term Disability Insurance through Principal Life when she started working here back in 2006 before switching to Reliance Standard Life Insurance in 2012, then One America Insurance, Benecon Life Insurance and the current company Lincoln Financial Life Insurance. She stated that the Town was unaware that we owned 'shares' in Principal Financial Group until the Town started receiving \$154 quarterly dividend checks about 2-years ago. Town Manager Souders stated that if the Town chooses to take no action with Potemkin Limited, the Town will remain a shareholder of Principal Financial Group, but if the Town chooses to take the unsolicited offer, we will receive a payment of \$11,115.59 to sell our 'shares' and that we have until June 30, 2026 to accept their offer. Council Member Kerns stated that the Town is not permitted to own 'shares or stock.' Town Manager Sounders stated that she is aware of this and has attempted to reach out to Principal Financial Group, Inc and to Potemkin Limited with no luck. Office Manager Miller stated that it might be phony letter or fraudulent. Assistant Mayor and Town Treasurer Nally stated that he will look into it.

Boonsboro Police Department Updates: Chief Rizer announced the promotion of James Rogers to Lieutenant - Assistant Chief with the effective date of September 30, 2025, and formally swore him in as such. Chief Rizer and Lieutenant - Assistant Chief Rogers then presented Police Officer First Class Jim Sword and Officer Billy Gilbert with Letters of Commendation for organizing this year's National Night Out event in Shafer Park on August 5, 2025. Police Officer First Class Sword and Officer Gilbert thanked Town Manager Souders and Office Manager Miller for their help with the event as well. The Mayor and Council congratulated the Police Department on a job well done.

- Chief Rizer stated that the Spicher's Security Services camera switch-over began today and is not going as smoothly as anticipated. He stated that it will take a little while to get everything completed and they are hoping to have it finished by early December 2025. Operations Manager Rudy stated that several of the cameras are old and antiquated and they are not sure if they will be able to transfer them to the new Spicher's Security Services system.

Personnel Manual Updates: Town Manager Sounders presented the updates to the Town Employees Personnel Manual for the Mayor and Councils review and input. She stated that the majority of the updates are grammar and punctuation related, with updates to the Sick Leave definition of "Immediate and Extended Family," moving Promotions to a Standard Operations Policy, updating the Job Descriptions and Pay Grade chart positions, and updates to the actual employees Job Descriptions. She further stated that she had Superintendent Shumaker and Superintendent Huntsberry update their job descriptions as well as their staff, updated the Office Manager description based off of what Office Manager Miller actually does, removed the Administrative Assistant position and updated the Water and Sewer Clerk description, and added the Assistant Police Chief to the Police Lieutenant description. Council Member Kerns stated that she was unable to properly review the document before this Meeting. She stated that the Town Clerk job description needs to be updated as well to include the collections of delinquent funds due to the Town. Mayor Long thanked Town Manager Souders and the Personnel Committee for their hard work on all of this. Assistant Mayor Nally and Council Member Kerns stated that they are not ready to vote on this Agenda item at this Meeting. Town Manager Sounders will add the additional updates and corrections and email the Personnel Manual to the Council before the November 10, 2025 Meeting. **[NEW BUSINESS]**

Council and Staff Updates

- **Assistant Mayor Nally** asked for an update on the Post Office suspicious person activity. First Class Officer Sword stated that it was an isolated incident and the person has moved on. Stated that the Police Department conducted hourly checks and that Washington County Sheriff's Department did overnight checks.
- **Assistant Mayor Nally** stated that there are three chairs sitting on Della Lane near the Mayor's house and asked what can be done about them. Mayor Long stated that there is nothing in any Town Ordinance stating that they need to be removed.
- **Assistant Mayor Nally** stated that the Town received the PFAS Settlement check and asked how many more we can expect. Town Manager Souders stated that she is not sure how many more we will receive but that they will be in decreasing amounts until 2030.
- **Assistant Mayor Nally** stated that he sent an email thanking Water and Sewer Clerk Yvette May for sending out the BMUC draft Minutes so promptly and quickly and that he feels that is an area that we need get better with on all meetings. He stated that he wants the draft Mayor and Council Meeting Minutes sent out earlier than the Friday before a meeting. Office Manager Miller stated that she has the draft Meeting Minutes finished the day after the meeting and always posts them to the Town website under the next Meeting Agenda as soon as they are finished. She stated that she also uploads the Meeting video to YouTube and the Town website the day following the Meeting if he would like to watch the video. He stated that he was not aware of this and assumed that if they do not see them in an email that they are not ready.
- **Assistant Mayor Nally** stated that Office Manager Miller enrolled him in the UMD School of Public Policy Academy of Excellence. He stated that he is really pursuing classes and only has one more core class and two elective classes which he will get finished at the MML Summer Conference and he will graduate from the Academy of Excellence. He stated that he did not realize it was so simple to enroll and take classes.

Motion by Council Member Weaver, second by Council Member Hanson to adjourn the Regular Meeting at 8:30PM. **Motion carried.**

Respectfully submitted,
Kimberly A. Miller, Office Manager