

BOONSBORO MAYOR & COUNCIL
MONDAY, SEPTEMBER 23, 2019
WORKSHOP MEETING

The Mayor and Council held their Workshop Meeting on Monday, September 23, 2019 in the Meeting Chambers to set the Regular Session Agenda for Monday, October 7, 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 7:00PM.

Next Generation 911 - Town/Washington County Memorandum of Understanding; Addressing and Road Naming: Bud Gudmundson, *GIS Manager for Washington County*, attended the meeting to present the boundary map, as requested at the September Regular Meeting, for the addressing and road naming in Boonsboro for the Mayor and Councils review and input before formally approving the Board of County Commissioners of Washington County's Memorandum of Understanding for Addressing and Road Naming. He explained the boundary map stating that the *pink areas* on the map are within the Town limits with County numbers, the *blue areas* on the map are within the Town numbers outside of Town limits, and that the *purple area*, an overlap of pink and blue areas, are inside Town limits with Town numbers. He further stated that all new developments will have County numbering, with roads running East and West having 5-digit addresses and roads running North and South having 4-digit addresses. Town Planner Strickler stated that the new High's Dairy Store has just been assigned the address of 6810 Ostertag Pass in the new Preserve at Fox Gap Development. **(NEW BUSINESS)**

State Highway Administration South Main Street Parking Change Options

- **Mountain Side Deli Parking Space Layout:** Town Planner Strickler stated that he had been contacted by the owners of Mountainside Gardens and Deli a few months ago regarding the difficulties of turning out of their property at 311 South Main Street onto Alternate 40 when there are cars parked along the road. He stated that during busy times of the year, specifically in the spring, summer and fall months, many customers who are doing business at Cronise Market are parking on the opposite side of the street directly at Mountainside's parking lot entrance. He stated that the SHA is proposing 3 options to the Council for their review and input, which include painting red-curb for 15-feet on either side of the entrance, installing lined parking spaces, or a hybrid of both. Council agreed that Option #2, to paint the curb radius into the entrance of 311 South Main Street and equally space out 2 parking spaces in front of the house and in front of the Deli, is the best option.
- **Mt. Nebo Church Street Parking:** Town Planner Strickler stated that he had been contacted by Mt. Nebo Church to request that 2 additional handicapped parking spaces be installed in front of the Church property at 134 South Main Street, noting that one handicapped parking space was installed there a few months ago. He stated that the SHA is proposing 3 options to the Council for their review and input. Council agreed that Option #1, to extend the blue painted cur in the western direction, an addition 15 feet, to make 3 equally spaced handicapped parking spaces at 26 feet total, is the best option.

Town Planner Strickler stated that a Public Hearing will be scheduled for 6:30PM before the October 28, 2019 Workshop Meeting for citizens' comments on the State Highway Administration recommendations for the Mountainside Deli Parking Space Layout and the Mt. Nebo Church Street Parking.

Code Enforcement Fee Policy: Town Planner Strickler stated that he is recommending that a Code Enforcement Fee Policy be enacted for administrative work done for outstanding Property Code Maintenance violations, such as grass and weed mowing, repeat offenders and residents who just do not respond to the letters. He stated that he is recommending a fee of \$50, which will be effective immediately.

Wastewater System Master Plan and Model Proposal; BMUC Recommendation: Town Manager Mantello presented the recommendation, on behalf of the BMUC, to move forward with the Whitman, Requardt & Associates (WRA) proposal for Engineering Services for a Wastewater System Master Plan and Hydraulic Model for the Mayor and Council review and input. He stated that he has been working with Andy Cooper of WRA, the firm that conducted the Water System Master Plan and Hydraulic Model for the Town, and that this new study will help build a better Capital Improvement Plan, as well as upgrade specifications for better projected infrastructure and I&I. He further stated that WRA can work from their base Wastewater Study, which was conducted in 2006, and that this study could be added on as an amendment to the existing contract. Council Member Kerns stated that she has concerns regarding the funding for a

large project like this, noting that WRA's proposed cost of \$176,644 was not part of the Fiscal Year 2020 Budget. Town Planner Strickler stated that there are a few Grant opportunities that the Town is waiting to hear back from that could possibly be used for the project, including the Appalachian Regional Commission (ARC) Grant of \$125,000 matched funds for an I&I Project. Council voiced their concerns that a Project of this size should be placed out for bids and requested that Town Manager Mantello consult with Town Attorney Wantz to determine if a Request for Proposal is needed or if WRA is considered a 'sole source' contractor for this Project. **(NEW BUSINESS)**

Volute Press Demonstration Update: Town Manager Mantello stated that the Volute Press demonstration scheduled for earlier this month has been rescheduled for November 8, 2019 at 8AM. He stated that the Council is welcome to attend the demonstration at the Waste Water Treatment Plant on Monroe Road.

Police Department Update: Chief Morgan stated that Bryce Dickens will be graduating from the Washington County Police Academy on October 15, 2019 at 6PM at the Kepler Theater at Hagerstown Community College, and that he will be hosting a luncheon for Mr. Dickens on Sunday October 20. Chief Morgan stated that was a request for a 'school crossing guard' at the Main Street/ Maple Avenue crosswalk near the School Complex at the Public Safety Commission meeting, as well as a discussion on the safety of the crosswalk on Potomac Street near the Boonsboro Library. Chief Morgan stated that there has been a personnel change at the Police Department that he would like to discuss with the Mayor and Council in Closed Session.

Motion by Council Member Hollingshead, second by Council Member Weaver to close the Workshop Meeting at 8:18PM.
Motion carried.

Motion by Assistant Mayor Byrd, second by Council Member Hollingshead to move into **Closed Session** under *General Provisions Article, §3-305(b)(1), subsection (i) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction to discuss personnel items.* **Motion carried.**

Respectfully submitted,
Kimberly A. Miller, Office Manager