

**BOONSBORO MAYOR AND COUNCIL  
WORKSHOP MEETING MINUTES  
Tuesday, September 29, 2020**

The Mayor and Council of Boonsboro held their Workshop Meeting on Tuesday, September 29, 2020 in the Meeting Chambers to set the Regular Session Agenda for Monday, October 12, 2020. The Meeting was streamed via GoToMeeting online for the public. In attendance were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Marilee Kerns, Ray Hanson, Terri Hollingshead, Tony Nally and Ricky Weaver. Office Manager Kim Miller, Town Planner Reiley Stanley, Police Chief Kevin Morgan and BMUC Chairman Bob Sweeney were also present. Town Manager Paul Mantello was not in attendance. The meeting convened at 7:00PM.

**Introduction of New Town Planner:** Mayor Long introduced Town Planner Reiley Stanley to the Council. Town Planner Stanley's first day with the Town was September 21, 2020.

**Police Department Update:** Chief Morgan stated that everything is going well at the Police Department and in Town.

**Washington County Water and Wastewater Chemical Bid:** BMUC Chairman Sweeney, on behalf of Town Manager Mantello and the BMUC, present the Washington County Water and Wastewater Chemical Invitation to Bid (PUR-1475) for a *Memorandum of Understanding* for the contract period of December 1, 2020 through November 30, 2021 for Chlorine Gas, Sulfur Dioxide Gas, Sodium Fluoride Powder, Diatomaceous Earth and Delpac 2000. He stated that Town Manager Mantello and he will update the Mayor and Council after the County's bid opening on October 14, 2020.

**Appalachian Regional Commission (ARC) Grant Application Invitation and Maryland Environmental Services Proposal for ARC Dewatering Grant:** BMUC Chairman Sweeney, on behalf of Town Manager Mantello and the BMUC, present the Appalachian Regional Commission (ARC) Grant Application Invitation and the Maryland Environmental Services (MES) Proposal for Task 1 of the Dewatering Facility Volute Press through the ARC Grant. He stated that the cost of the proposal from MES for Task 1, which includes the preparing of supporting technical documentation for the ARC Grant, is \$20,000. Council Member Kerns stated that there is \$15,000 budgeted in the Sewer Fund *Engineering Fees* for FY21, but that funds could possibly be moved from *Chemicals* to *Engineering Fees* to assist with the cost. BMUC Chairman Sweeney stated that the ARC Grant application must be submitted by November 20, 2020 for Federal level review and that, if awarded, the Town could receive \$325,000 in funds. He stated that the Dewatering Facility Volute Press will save the Town a lot of money on sludge hauling and disposal. **(NEW BUSINESS)**

**2020 – 2021 Snow Removal Quotes:** Mayor Long presented the 2020-2021 Snow Removal quotes for the Councils review and input. Office Manager Miller stated, after consulting with Public Works Superintendent Greg Huntsberry, that they are recommending accepting both bids from Botanica Enterprise, Inc. and Custom Landscape Management again this year, in preparation of a possible major snow season. **(NEW BUSINESS)**

**2020 - 2023 Winter Salt Contract – 3 Year SHA Salt Agreement:** Mayor Long stated that the Town received the Salt and Aggregate Utilization Agreement from the State Highway Administration to be able to purchase salt from the SHA for a 3-years term period beginning September 1, 2020 through August 31, 2023. He stated the cost is \$63.81 per ton with a 7.87% charge for overhead. He stated that the Town currently has a good amount of salt leftover from last year due to a light winter, but that staff is recommending the Town approve the Agreement; should an emergency occur. **(NEW BUSINESS)**

**LGIT Employee Health Insurance Surplus for 2019 – 2020 and Cooperative Aggregate Report:** Office Manger Miller stated that she is pleased to announce that the Town received notification from LGIT Employee Health that the Town ended the Plan year with a 86.04% performance ratio resulting in \$36,710 surplus to be returned to the Town. She stated that the surplus is the unused premium at the end of the Plan year that wasn't needed to pay for health insurance claims, noting that this is the biggest benefit of self-funding the Town's health benefits and that this amount would have been the profit of an insurance company if the Town had a fully insured health plan. She further stated that this total surplus could change slightly as stop-loss and run-out claims are finalized, but LGIT does not see this number changing by much at all.

BMUC Chairman Sweeney stated that the Town has been working with WRA for the Leak Detection Project to determine how long the reservoir can be shut down to look for tears in the liner. He stated that it has been estimated that 15,000 gallons, or more per day, is being lost there. He further stated that depending on how long the reservoir can be shut down for, the plan is

to drain the reservoir and replace the liner. BMUC Chairman Sweeney stated that there are concerns about possible blow-outs on lines and that Keedysville may need to close their pumps to assist in the process.

**Interim Town Planner Report – *Reiley Stanley***

- Stated that there is a Board of Zoning Appeals case scheduled for October 20, 2020 for a variance request 102 Potomac Street.
- Stated that a Bond Reduction Request has been received for the Sycamore Run As-Builts
- Stated that the Town has submitted the updated Public Works Agreement for the United State Postal Service Boonsboro Office and Phase II of the South End Pumping Station to the Easterday’s for their review. Stated that the Town is waiting to hear back from the Easterday’s Attorney and then on the Planning Commission comments.

**Motion** by Council Member Hollingshead, second by Assistant Mayor Byrd to adjourn the Workshop Meeting at 7:33PM and move into **Executive Session;** as provided under General Provisions Article, §3-305(b)(7) to consult with counsel to obtain legal advice. **Motion carried.**

Respectfully submitted,

Kimberly A. Miller, Office Manager