

**TOWN OF BOONSBORO,
MARYLAND**

Memorandum of Agreement

This is a Memorandum of Agreement (MOU) concerning the contract between the Town of Boonsboro and the Maryland Rural Development Corporation (MRDC) for Circuit Rider/Town Manager services and additional services provided by MRDC for the fiscal year 2022.

It is agreed by the Mayor & Town Council Members of Boonsboro, that staff provided by MRDC will provide professional management services as directed by the Mayor & Town Council Members.

It is further agreed that the Circuit Rider/Town Manager will report to the Town or work on the Town's behalf as required to perform services requested according to a schedule proposed by the Mayor & Town Council of Boonsboro and accepted by the MRDC. This schedule will vary according to needs of the Town but shall average 12 hours per week (including travel time and proportionate amount of general administrative and other general services applicable to all towns served).

It is further agreed that the Mayor & Town Council of Boonsboro will provide a space for Circuit Rider to work and use of utilities in an office environment totaling \$85 per week in kind, as stated in the Circuit Rider Grant.

It is further agreed that the selection and supervision of personnel will be jointly undertaken, with MRDC ultimately responsible for personnel administration. It is further agreed that the contract period be renewable annually by way of this Memorandum of Agreement.

PASSED AND ADOPTED this 9th day of May 2022.

Town of Boonsboro

Mayor

MRDC

Executive Director

TOWN OF BOONSBORO, MARYLAND
RESOLUTION NUMBER 2022-03; A RESOLUTION OF THE TOWN OF BOONSBORO
AUTHORIZING THE TOWN TO PARTICIPATE IN THE MARYLAND CIRCUIT
RIDER/TOWN MANAGER PROGRAM

WHEREAS, the Office of Neighborhood Revitalization of the Department of Housing and Community Development administers the Circuit Rider/Town Manager Program for small municipalities for professional management services that they could not otherwise afford; and

WHEREAS, the objectives of the Circuit Rider/Town Manager Program are to promote economic and community development through improved management and administration; and

WHEREAS, the State of Maryland and Washington County, through the Maryland Rural Development Corporation, offer a Circuit Rider/Town Manager Program to small municipalities in the County and have offered the Program to the Town from past involvement.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Town Council Members of the Town of Boonsboro (Washington County) will enter into the Circuit Rider/Town Manager Program for Fiscal Year 2022 beginning July 1, 2021 and ending June 30, 2022.

Adopted this 9th day of May 2022.

ATTEST:

Town Clerk

Mayor

Assistant Mayor

Council Member

Council Member

Council Member

Council Member

Council Member