

BOONSBORO MAYOR AND COUNCIL

REGULAR MEETING MINUTES

Monday, October 13, 2025

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, October 13, 2025 in the Town Annex Meeting Chambers. In attendance were Mayor Howard Long, Council Members Eric Kitchen, Ray Hanson, Marilee Kerns, Terri Hollingshead and Ricky Weaver. Also present were Town Manager Rachel Souders, Town Clerk Jesse Powers, Town Planner Drew Bowen, Public Works Superintendent Greg Huntsberry, Utilities Superintendent Pete Shumaker, Police Sergeant Rob Whittington and Police Operations Manager Amy Rudy. The meeting convened at 7:00PM with the pledge and the invocation offered by Mayor Long. Assistant Mayor Tony Nally was not in attendance and at the Fall Maryland Municipal League Conference.

REVIEW AND APPROVAL OF MEETING MINUTES and TREASURER'S REPORT

- Council Member Hollingshead stated the minutes contained a few typos and needed minor corrections, which she would send to Kim. **Motion** by Council Member Hollingshead, second by Council Member Kerns to approve the Regular Meeting Minutes from September 8, 2025, as amended. **Motion carried.**
- Council Member Kerns gave the Treasurer's report. **Motion** by Council Member Kitchen, second by Council Member Hanson to approve the Treasurer's Report for September 2025. **Motion carried.**

GUEST – First United Bank & Trust, Alan Mullendore, Managing Director of Commercial Services

- Proposal from First United Bank to transfer excess funds from our current CDs with Fidelity (Wealth Enhancement) to ICS (Sweep Accounts) with First United. 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 maturation date to access the funds. Treasurer Nally will review the proposal when he returns, and the issue will be discussed in depth at the workshop meeting on October 27, 2025.

PUBLIC COMMENTS

- **David Bell**, 22 St Paul St.- Mr. Bell is concerned that public participation has been limited in the drafting of the Comprehensive Plan. He is very appreciative of the information Town Manager Souders had emailed regarding the issue but believes there are inaccuracies. Mr. Bell states that originally there was an intention of utilizing surveys and other public outreach efforts to gain public input, which did not happen. His concern is that there is a disconnect between what is represented in the draft of the Comprehensive Plan and what the residents of Boonsboro actually want for the town's future.

FACILITIES REPORTS

PUBLIC WORKS SUPERINTENDENT'S REPORT – Greg Huntsberry

- Stated that Public Works employee Curtis Wyand is back to work after having open-heart surgery. He is on light duty at least until the 13th of next month.
- There have been multiple incidents of vandalism in the Shafer Park restrooms, including shoving rolls of toilet paper into the toilets and destruction of soap dispensers. Boonsboro Police are working on identifying the individuals that are responsible. Town Manager Souders shared that she and Superintendent Huntsberry recommend the Council consider closing the Park restrooms earlier next year. Waiting until November 1st poses a heightened risk of pipes bursting during the cold days. When there is a frost warning like last week, we have to put heaters in the restrooms overnight. Closing them sooner would also decrease opportunities for vandalism.
- On the water side, the new leak detection pods have found 3 leaks within 5 days and are linked to the Town GIS.
- There was a sewer backup at 14 Knode Circle. When Public Works dug down to unclog the pipe, they discovered the terracotta pipe was damaged directly underneath the storm drain recently installed by Huntzberry Brothers.

WATER AND SEWER SUPERINTENDENT'S REPORT – Pete Shumaker

- Spring pump is installed in Keedysville and is running great.
- Well 8 is running optimally after presenting issues.
- On the Wastewater side, the decanter piping for one of the digesters broke off. The Utility Department staff were able to order the pipe and repair it in-house.

- In the Route 34 pump station, the secondary pump is malfunctioning. Pete was quoted \$50,000 dollars to repair it.

TOWN MANAGER’S REPORT – Rachel Souders

- Rachel submitted the first request to Washington County Commissioners for Chase 6 Funding and the settlement is complete on the McIlwee property.
- We are scheduled to begin building the new pole building for Mr. McIlwee this month.
- RFP for Crestview has been posted for contractors and bids are due November 6th.
- Crossing guards have been requested for the crosswalk in front of Shafer Park as well as the 3 way intersection by the school. A request has been made to WCPS, but we have not been given any additional updates.
- Annual Notices were sent out to residents whose homes have service lines classified as “unknown lead status” and “galvanized requiring replacement.”
- We also sent out PFAS notifications to let residents know that our water tested positive for trace amounts of PFAS contamination.

TOWN PLANNER’S REPORT – Drew Bowen

- Multiple site plans have been submitted and are awaiting revisions based on the engineer and Planning Commission comments including McDonald’s and Boonsboro Ambulance Company.
- McIlwee settlement is complete.
- Dean North subdivision plan was submitted, and comments have been made by our engineers. We are waiting for a response from the developers.
- Reservoir tank construction is complete, and HRI is installing the piping in the control building.
- As Rachel stated, the Crestview high pressure line is out for bid and bids are due November 6th.
- 305 N Main St rezoning was denied.
- 303 N Main signs were mounted on the fence, without town approval. The property owner needs a sign permit and to alter sizing to be able to hang.

POLICE DEPARTMENT REPORT – Sergeant Rob Whittington. The Police Department received 136 calls for service, 102 motor vehicle violator stops and 131 violator citations, 1 parking citation, 625 traffic enforcement/patrol checks, 1 adult paper service arrest, 2 adult traffic arrests, and 0 juvenile arrests.

- Stated that the Police Department has charged one person for shoplifting at Weis
- Also noted there were reports of theft from vehicles on St Paul Street and reported a paving scam on Orchard Drive, where the individual was identified and charged.

Sergeant Whittington also let the town know that there may be a “No Kings” protest occurring on Main street October 18th.

MAYOR AND COUNCIL UPDATES and CORRESPONDENCE

- Mayor Long shared that he attended the MML Fall conference, which had 400 municipalities attend.
- Mayor Long asked the Council to officially make Trick or Treat October 31st from 6PM to 8PM. **Motion** by Council Member Hanson, seconded by Council Member Weaver. **Motion carried.**

NEW BUSINESS

Sponsorship Request from Boonsboro Middle School PTO 2025 Warrior Walk: Mayor Long presented a request for sponsorship from the Parent Teacher Organization for their Warrior Walk. They are trying to raise \$15,000 to assist with instruction costs, teacher supplies, related art materials, technology needs, and special student activities. **Motion** by Council Member Kerns, second by Council Member Hollingshead to approve a \$100 donation to the Boonsboro Middle School PTO. **Motion carried.**

Ordinance 2025-04; An Amendment to the Boonsboro Public Ethics Ordinance: Public Hearing was held at 6:30PM with 1 guest and no comments. **Motion** to accept ordinance by Council Member Kitchen, second by Council Member Kerns. **Motion carried.**

Park Board’s Recommendation to Approve Updated Plan for Disc Golf Course: There are a few baskets that are in forest preservation areas, which will need to be moved. There is also a pad that is placed in such a way that discs would have to travel across the walking path to reach the next sequential basket. **Motion** to accept Park Board’s recommendation to move

the baskets to protect the forest preservation area and eliminate any discs crossing paths. **Motion** by Council Member Hanson, second by Council Member Weaver. **Motion carried.**

Cash Offer to Purchase Shares in Principal Financial Group, Inc : Motion to table until the Treasurer has returned from MML Convention and can look over with the Assistant Treasurer, so they may give the Council more information. **Motion** by Council Member Kerns, second by Council Member Weaver. **Motion carried.**

Memorandum of Understanding for Historic Preservation Tax Credits Eligibility: Washington County is reaching out to municipalities to gauge interest in participating in a Historic Property Tax Credit. This would involve designating a specific area as "Historic", and property owners within the designated area would be allowed to apply for said credit. Council members agreed to hear more information from the GIS Coordinator for Washington County during the M&C Workshop on October 27th.

COMMISSION REPORTS

Park Board – *Council Member Weaver.* Discussions included the July 3rd celebration at Shafer Park, where the 250th Anniversary commemorative coins will be passed out, Old Tyme Christmas, a game board created by Sarah Shaffer will be placed in the park, Shafer Park Treasure Hunt final template will be presented to Town Manager, changes for the park concert series were discussed, as well as repaving of the basketball courts. Town Manager Souders reminded everyone that it takes Public Works an entire month to decorate the Town for Christmas and asked for patience this year as one crew member is on light duty and Superintendent Huntsberry spends the majority of his time performing inspections at Dean South.

Boonsboro Municipal Utilities Commission – *Town Manager Souders.* Now that we have had presentations from 3 meter companies, we will discuss which company to move forward with at the BMUC meeting October 15th. The Commission reviewed the request from the Boonsboro Ambulance & Rescue Service to waive connection fees. The commission recommended denying this request because of the importance of these funds when it comes to maintaining town infrastructure. At the BMUC meeting, Superintendent Huntsberry discussed the emergency repair done on Potomac Street. The BMUC made a recommendation to the Council that the rest of the 4-inch line on Potomac Street be replaced as soon as possible.

Planning Commission – *Council Member Kitchen.* Brought up similar items to Town Planner Bowen, including McDonalds entrance problems, Dean North water runoff issues and entrance/exit issues, as well as problems with street width and parking. The Planning Commission also wanted to know the intended use for Boonsboro Ambulance Company additions. Council Member Kitchen expressed concerns over the importance of follow-through, attendance, and punctuality when it comes to Commission members. He also expressed concerns over a lack of public input in the drafting of the Comprehensive Plan. Next Planning Commission meeting is October 28th, and the next Comp Plan workshop is November 3rd.

Economic Development Commission – *Council Member Hanson.* Last meeting was in August, the next EDC Meeting will be held on October 22, 2025.

Environmental Commission – *Council Member Hollingshead.* Meeting was held on October 8th, 2025. Request to renew Spice Cromie's term for 4 years. **Motion** by Council Member Hollingshead, second by Council Member Hanson. **Motion carried.** Council Member Hollingshead attended the Bulk Cleanup and Recycling event with decent turnout but noted a decline from previous events. The Commission also discussed a grant for a glass crusher, which would be smaller than the previously proposed glass crusher. November 12th will be the next meeting, where water harvesting will be discussed. Community Garden cleanup and shutdown will be November 23rd. The Farmer's Market is selling shirts for 20 dollars each, with only 2 weeks left in the Farmer's Market season. Barb Wetzel also proposed a tree ordinance to take inventory of the trees, to be brought to the attention of the Tree Board.

With no further business to discuss, there was a **Motion** by Council Member Hollingshead, second by Council Member Hanson to adjourn the Regular Meeting at 8:37PM. **Motion carried.**

Respectfully submitted,
Jesse H. Powers, Town Clerk