

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

**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