

**BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
MONDAY, NOVEMBER 6, 2017**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, November 6, 2017 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building. In attendance were Mayor Howard Long, Assistant Mayor Cynthia Kauffman, Council Members Janeen Solberg, Brigitte Schmidt, Rick Byrd, Marilee Kerns and Terry Davis. Also present were Police Chief Charles Stanford and Administrative Assistant Kimberly Miller. The meeting convened at 7:00 PM with the pledge and the invocation offered by Mayor Long.

APPROVAL OF NOVEMBER 2017 REGULAR MEETING AGENDA

Mayor Long requested the approval of the November 2017 Regular Meeting Agenda. He stated that the BMUC has requested that the Bay Restoration Fund Grant discussion be tabled. Council Member Kerns stated that the BRF Grant needs to be discussed. Mayor Long stated that the Council can discuss the Grant, but that they will not be voting on it tonight. **Motion** by Assistant Mayor Kauffman, second by Council Member Schmidt to approve the November 2017 Regular Meeting Agenda, and motion carried.

GUEST PRESENTATIONS

- **Kristy Smith, Community Foundation of Washington County; Boonsboro Grant Award:** Kristy Smith, of the Community Foundation of Washington County, stated that six (6) Boonsboro area non-profit groups submitted applications for the \$1,500 Boonsboro Municipal. She stated that the Grant has been awarded to two (2) groups, noting that the Boonsboro High School's Parent Teacher Student Community Organization (PTSCO) and the First Hose Company of Boonsboro will each receive \$750. Cindy Hutchinson, of the Boonsboro High School PTSCO, stated that the Grant money will be used to help pay for expert speakers who will focus on important social issues, such as drug use, bullying, sexual assault and depression. Courtney Hirsh, of The First Hose Company of Boonsboro, stated that the Grant money will be used to continue the door-to-door Smoke Detector Awareness Program to residents within the Town.
- **Erin Clark, Smith Elliott, Kerns and Company; Fiscal Year 2017 Financial Audit:** Erin Clark, of *SEK & Company*, presented the Fiscal Year 2017 Audit Summary for the year ending June 30, 2017 of the General, Water and Sewer Funds. Ms. Clark stated that the Uniform Financial Statements and Independent Auditor Report (UFR) have been submitted to the State and required agencies. She briefly reviewed the highlights from the Financial Statement Summary, stating that the General Fund has a fund balance of \$3,133,033, and that the Water Fund ended the year with a Net Loss of \$112,413 and the Sewer Fund ended the year with a Net Loss of \$244,233. Ms. Clark stated that she is pleased with the overall management improvements and internal control of the accounting process by the Town staff. Council Member Kerns asked if all funds were corrected pre-Audit for April, May and June based on the Mid-Year Audit Review in March 2017. Ms. Clark stated that that there were still adjustments that needed to be made to Fixed Assets which are not capitalized until the Audit, but that overall there were significant improvements made since March. Council Member Kerns asked if the Bay Restoration Fund could be booked as something other than income. Ms. Clark stated that she will look into what other Municipalities do and report back to Town Manager Clark.
- **Kathy Vesely, Boonsboro Environmental Commission Chairperson; Potomac Pipeline:** Kathy Vesely, Chairperson of the Boonsboro Environmental Commission, stated that Brent Walls, of the Upper Potomac Riverkeepers, was the guest speaker at the October 10 BEC's Meeting. She stated that Mr. Walls shared information regarding the proposed construction of a multi-million dollar TransCanada fracked gas pipeline that would route south from Bedford, Pennsylvania and enter Maryland northwest of Hancock, tunnel under the Potomac River and the C&O Canal before finally ending in the Berkeley Springs, West Virginia area. She stated that the BEC is requesting approval from the Mayor and Council to draft a letter from the Town to Governor Hogan to encourage him to not sign the TransCanada agreement and stop the pipeline construction through Maryland, and to request that MDE conducts a thorough review of the pipelines impact on the area. Mayor Long stated that the BEC can submit their draft letter for Councils' review and input at the November Workshop Meeting. Ms. Vesely stated that citizens are also encouraged to write their own letters to Governor Hogan.
- **Mayor Howard Long; Certificate of Appreciation:** Mayor Long presented a Certificate of Appreciation to Boonsboro Municipal Utilities Commission Member Eric Kitchen for all of his hard work and years of dedication to the Town. Mr.

Kitchen recently resigned from the BMUC.

REVIEW AND APPROVAL OF OCTOBER 2017 MEETING MINUTES and REPORTS

- **Motion** by Council Member Schmidt, second by Council Member Solberg to approve the **October 3, 2017 Regular Meeting** and the **October 30, 2017 Workshop Meeting Minutes**. Council Member Kerns stated that she submitted amendments to the Meeting Minutes via email. **Motion** carried, Minute amendments included, 5-0 with Council Member Kerns abstaining.
- **Motion** by Assistant Mayor Kauffman, second by Council Member Kerns to approve the **October 2017 Treasurers Report**, and motion carried.
- **Motion** by Assistant Mayor Kauffman, second by Council Member Davis to approve the **October 2017 Bills to be Paid Report**. **Motion** carried 5-1 with Council Member Kerns opposing.
 - Council Member Kerns stated that Attorney Wantz's legal billing statement break-down was not included with the Bills to be Paid, noting that now the Water and Sewer Fund 'Legal Fees' are over budget.
 - Council Member Byrd asked if the employee's insurance expenses are based on a straight 1/3 split in the three funds or if they are broken down based on the actual employees costs per fund. Administrative Assistant Miller stated that they are based on the actual employee's costs per fund, some being split three ways and some not. She stated that she could provide the break-down spreadsheet for the Councils review.

CITIZENS COMMENTS

- **Terri Hollingshead**, 107 South Main Street. Stated that Mayor Long, at the September 5, 2017 Meeting, stated that a Petition for Referendum was received and that the Referendum will be placed on the ballot at the General Election on May 2018. She stated that she wanted to make sure that it was still going to be on the ballot.
- **Barinda Golden**, 143 South Main Street. Stated that it's very difficult to see when turning out of the Dollar Store parking lot on to Alternate 40 due to the bushes and signs. Stated that it is unsafe for school children walking home from school on Center Street, and that it is also dangerous when turning from Center Street to St. Paul Street. Stated that Center Street should be 1-way from St. Paul Street to the Town parking lot.
- **Rick Weaver**, 8 Knode Circle. Stated that, as a Public Safety Commission Member, he is asking again if the Town requires random drug testing of its employees, noting that it could help reduce the cost of vehicle, life and health insurance for the Town by 28%. Stated that many of the Municipalities in Washington County drug test their employees.
 - Council Member Davis stated that the Town does drug test their employees.
- **Jami Mullendore**, 3 Maple Avenue. Stated that as the financial steward of her home budget, she has become more aware of the water and sewer being used in her home and has cut back on the usage, but that there is no way to cut back any more. Stated that the Town's Water and Sewer Rate increases are being used to fund expenditures and as financial stewards of the Town Budgets, the Mayor and Council should do something about this. Stated that she is suggesting that rather than increasing the Water and Sewer Rates by 13%, the Council could consider reducing the Town Budgets by 6.5% and only increase the Water and Sewer Rates by 6.5%.

MAYOR AND COUNCIL MEMBER CORRESPONDENCE

- **Council Member Solberg** stated that the Fall Bulk Clean-Up and Recycling event in Shafer Park was a success. Stated that ReStore of Washington County filled their truck with great recyclable items. Thanked all of the volunteers.
- **Assistant Mayor Kauffman** stated that she attended an Eagle Scout Court of Honor for Benjamin Koeppe, of Troop 51, who constructed a prayer garden for Mt. Nebo Church.
- **Council Member Schmidt** stated that she attended the MML Fall Conference in Rockville, Maryland on October 11 – 14, 2017. Stated that items of discussion included HUR Funding and bringing grant funding back to Washington County, Police Cameras and creating a State-wide policy for their use, and establishing Public Safety plans for Town Meetings and other unforeseen emergencies.
- **Council Member Schmidt** stated that she attended an Eagle Scout Court of Honor for Keegan Kidwiler, of Troop 20, who constructed a new church sign for the United Christian Fellowship Church in Keedysville.
- **Council Member Kerns** stated that she received a request from a gentleman who wants to book the Community Center in January and was told that it can't be done because the Town doesn't start taking reservations for the new year until January 2, 2018, and that it is the policy and the way it's always been done.
 - Mayor Long stated that he doesn't see an issue with it and that the reservation can be made now. He told Council Member Kerns to give the gentleman's information to Administrative Assistant Miller and she will contact him.

- **Council Member Kerns** stated that she feels that the Shafer Park restrooms close too early in October because it is 'the policy' and the way it's always been done. Stated that she will bring up her concerns with the Park Board and see about changing the policy to close the Park later in the year.
- **Mayor Long** stated that the upcoming MML Meeting will be held on November 27, 2017 in Clear Spring. He stated that it is Legislative Night and to please RSVP to Administrative Assistant Miller by November 16.
- **Mayor Long** stated that the Town received a letter from the State Attorney General regarding the Referendum. He stated that the State Attorney General will not be rendering an opinion. He further stated that the Town will be accepting letters from any petitioner or interested person who would like to submit their own legal opinions regarding the Referendum by November 16, 2017 and that the letters will be discussed at the December 4, 2017 Regular Meeting. Council Member Kerns stated that is not enough time to put together a legal opinion letter, noting that her legal counsel is out of town right now. **Motion** by Council Member Kerns, second by Council Member Byrd to extend the date to submit a legal opinion letter regarding the Referendum until December 4, 2017.

Mayor Long called for a **Roll-Call Vote**:

- Council Member Byrd – yes
- Council Member Solberg - yes
- Assistant Mayor Kauffman - no
- Council Member Schmidt – yes
- Council Member Kerns - yes
- Council Member Davis - yes

Motion carried 5-1.

Police Department Report – Chief Stanford. The Police Department received 147 calls for service, which included 128 motor vehicle violator contacts for the month of October 2017. There were 6 adult criminal arrests, 0 adult traffic arrests, 0 juvenile arrests and 0 juvenile traffic arrests. Stated that the Department collected 15.2 pounds of prescription drugs through the Drug Turn-In Program for the month of October 2017.

- Council Member Schmidt asked what is done with the prescription drugs that are collected through the Drug Turn-In Program. Chief Stanford stated that they are incinerated.
- Council Member Schmidt asked if any resumes were received for the vacant Police Officers position. Chief Stanford stated that he received four (4) resumes and plans on interviewing one applicant.

NEW BUSINESS

Municipal Government Works Month Proclamation: Mayor Long read the Proclamation proclaiming November 2017 as Municipal Government Works Month in accordance with Maryland Municipal League. **Motion** by Assistant Mayor Kauffman, second by Council Member Davis to proclaim November 2017 as Municipal Government Works Month, and motion carried.

Bay Restoration Fund Grant Funding: Mayor Long reviewed that the Boonsboro Municipal Utilities Commission has requested that the \$2 Million Bay Restoration Fund Grant discussion be tabled until they can further discuss the Agenda topic at their November Meeting. Council Member Kerns stated that legislation only allows for the principal payments to be made on the Maryland Department of the Environment Waste Water Treatment Plant Loan from the \$2 Million Bay Restoration Fund Grant Award. She stated that the 9-year terms of the Community Development Administration (CDA) Bond was never revealed to the Council before its approval. She further stated that the Town should never have approved a Bond with such a high percentage rate and that it was a huge mistake to increase the Town's debt by \$1.2 million. Council Member Solberg stated that she is hearing what Council Member Kerns is saying regarding how to use the \$2 Million Bay Restoration Fund Grant. She suggested that it may help for all of the Council Members to put their thoughts on paper and present them to the BMUC for further discussion.

Fiscal Year 2018 Snowplowing: Mayor Long stated that two bids were received for additional snowplowing and sidewalk clearing for the 2017-2018 winter season to help relieve Town employees during large storm events. He stated that Custom Landscape Management submitted a bid at the rate of \$90 per hour for plowing and salt spreading, \$100 per hour for a skid loader, \$150 per hour for a backhoe, \$45 per hour for snow blowing and \$40 per hour for shoveling; and that Botanica Enterprises submitted a bid at the rate of \$85 per hour for plowing and salt spreading, \$95 per hour for a skid loader, \$145 per hour for a backhoe, \$43 per hour for snow blowing and \$38 per hour for shoveling. He further stated that Town staff is recommending that the Council accepts the proposal from Botanical Enterprises this season. Council Member Kerns asked if the Town staff has been asked if they would rather have over-time hours rather than hiring a contractor for snow removal. Council Member Davis stated that the Town staff receives a lot of over-time during snow events and that they only call in the

contractor when the storms are more than they can handle. **Motion** by Council Member Schmidt, second by Council Member Davis to approve the Fiscal Year 2018 Snowplowing bid from Botanica Enterprises Botanica Enterprises and motion carried.

Boonsboro Municipal Utilities Commission Appointment: Council Member Davis, on behalf of the Boonsboro Municipal Utilities Commission, presented the recommendation to appoint David Wade to the BMUC to fill the vacant position created by Eric Kitchen's resignation, for the term ending June 2019. **Motion** by Assistant Mayor Kauffman, second by Council Member Solberg to appoint David Wade to the BMUC for a term ending June 2019, and motion carried.

Environmental Commission Appointment: Council Member Schmidt, on behalf of the Environmental Commission, presented the recommendation to appoint Amy Jones to the BEC for a 3-year term ending November 2020. **Motion** by Council Member Schmidt, second by Assistant Mayor Kauffman to appoint Amy Jones to the BEC for a 3-year term ending November 2020, and motion carried.

2018 Meeting and Event Calendar: Mayor Long stated that Administrative Assistant Miller provided the 2018 Meeting and Event Calendar for the Council's review and input at the October Workshop meeting. Council Member Solberg stated that the May 8, 2018 General Election needs to be added to the calendar. Administrative Assistant Miller stated that she will also add the July Independence Day event as soon as she has a definite date. **Motion** by Council Member Solberg, second by Assistant Mayor Kauffman to approve the 2018 Event and Meeting Calendar as amended and to add the July Independence Day event as soon as the date is secured, and motion carried.

Request for Donation – Boonsboro Warrior Band Boosters: Mayor Long stated that the Town received a Request for Donation from the Boonsboro High and Middle School Band Boosters for funds to be used towards the maintenance of the Band equipment and instruments. **Motion** by Council Member Solberg, second by Assistant Mayor Kauffman to donate \$100 to the Boonsboro High and Middle School Band Boosters.

Mayor Long called for a **Roll-Call Vote:**

- Council Member Byrd – *yes*
- Council Member Solberg - *yes*
- Assistant Mayor Kauffman - *yes*
- Council Member Schmidt – *abstaining*
- Council Member Kerns - *yes*
- Council Member Davis - *abstaining*

Motion carried 4-0.

COMMISSION REPORTS

Public Safety Commission – R. Byrd. Meeting held on October 19, 2017. A few citizens attended the meeting to express their concerns regarding the Traffic Study, street maintenance, additional Town parking and speeding around Knode Circle. Discussions included the positive feedback on the Speed Trailer, the Mayor and Council's decision to not move forward with the Maryland State Highway Administration traffic change recommendations, a Commission Member's suggestion to perform random drug testing on Town employees to help reduce insurance rates, and the recommendation to place flashing lights at the crosswalks on Main Street at Shafer Park and on Potomac Street at the Library. The PSC will not hold a meeting in November and their next meeting will be held on December 14, 2017.

Park Board – M. Kerns. Meeting held on October 25, 2017. Discussions included the upcoming Park Safety Inspection on November 8, plans to replace play equipment at the Park with the Fiscal Year 2018 Grant funds, the replanting of the three new trees to replace the Sycamore tree that was removed in the Park, status updates on the Olde Tyme Christmas event on December 1, 2017, the approval of the Fiscal Year 2019 Grant fund purchase recommendations and the approval of the request to loan the Mt. Aetna cannon to the American Revolution Museum at Yorktown, Virginia from June 2018 through January 2019 pending the Boonsboro Historical Society's approval.

Utilities Commission – T. Davis. Meeting held on October 12, 2017. Discussions included the approval to recommend the appointment of David Wade to the BMUC to the Mayor and Council, the approval to recommend that the \$2 million Bay Restoration Fund (BRF) Grants be used to pay off the WWTP MDE loan in full and to use the remaining funds for make scheduled payments to the Community Development Administration (CDA) Bond until funds are exhausted, updates on the Water Appropriation Review, Leak Detection and Sewer Line Replacement Projects and the approval to place the Sewer Line Replacement Project out for bids. Mr. Doran Eby or Eby's Garage attended the Meeting to discuss his almost 1-million gallon

water leak at his business, noting that the water leak was not audibly or visually detectable until the quarterly meter reading was collected. The BMUC will collect additional information and assess Mr. Eby's water bill.

Planning Commission –J. Solberg. Meeting held on October 24, 2017. Discussions included the approval to recommend the Zoning Text Amendment for Temporary Storage Facilities to the Mayor and Council, the request from a development firm in Washington County to use 24 acres of the 45 acre Boonsboro Forest Bank as a portion of their required Forest Mitigation and the motion to deny the request, and the report that Town Manager Clark met with developers interested in finishing the Fletcher's Grove development.

Economic Development Commission –C. Kauffman. Meeting held on October 25, 2017. Discussions included the Fall/Winter rack cards, new ideas for the First Saturday events, updates on the 225th Anniversary events, updates on installation of the kiosk and Town map, updates on the vendor applications for the Pop-Up Shops during Holiday In BoonsBoro at the Hospice Community Life Center, updates on the mailing of the letter of support from the Mayor and Council for the proposed Cultural Trail Feasibility Study, updates on the plans for the 2018-2019 USA Cycling Amateur Road National Championship event in 2018 and the discussion to find potential locations for additional off-street parking in Town. EDC Member Jennifer Guenther announced that she will not be renewing her 3-year term with the Commission. The next Networking Breakfast will be held on November 17, 2017 at 7:30am at Vesta's Restaurant, with guest speaker Mary Helen Dennis from My Confidant, Inc.

Environmental Commission – B. Schmidt. Meeting held on October 10, 2017. Discussions included the approval to recommend the appointment of Amy Jones to the BEC to the Mayor and Council, Council Member Schmidt presented the HEAL Community (Healthy Eating and Active Living) initiative that she learned about through MML, the approval to request that the Mayor and Council submit a letter on behalf of the Town to Governor Hogan to help stop the TransCanada fracked gas pipeline, and Subcommittee Reports.

- BEC Chairperson Kathy Vesely presented the Sustainable Maryland Certified award to the Town, which was received at the MML Fall Conference in Rockville, Maryland. Council Member Schmidt stated that Boonsboro earned 315 points for their sustainable accomplishments this year.

Motion by Council Member Solberg, second by Council Member Byrd to close the Regular Meeting at 9:32 pm, and motion carried.

Respectfully submitted,

Kimberly A. Miller
Administrative Assistant

BOONSBORO MAYOR & COUNCIL
MONDAY, NOVEMBER 20, 2017
WORKSHOP MEETING

The Mayor and Council held their Workshop Meeting on Monday, November 20, 2017 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building to set the Regular Session Agenda for Monday, December 4, 2017. Present were Mayor Howard Long, Assistant Mayor Cynthia Kauffman, Council Members Janeen Solberg, Brigitte Schmidt, Rick Bryd, Marilee Kerns and Terry Davis. Also present were Town Manager Megan Clark and Administrative Assistant Kimberly Miller. The meeting convened at 7:00 PM.

American Revolution Request for Exhibit: Sarah Meschutt, Senior Curator of The Jamestown-Yorktown Foundation, presented the Town with the request to borrow the Mount Aetna Revolutionary War Cannon located in Shafer Park to use as part of the *Blast from the Past; Artillery in the War of Independence* exhibit which will run from June 1, 2018 through January 5, 2019 at the new American Revolution Museum at Yorktown, Virginia. She stated that the cannon was successfully cast at the Mount Aetna furnace during the time period of 1775 to 1783, and that it will be displayed beside the cannon from Hagerstown which was not cast properly to show a comparison to visitors. She explained the Incoming Loan Agreement with the loan terms of February 1, 2018 through February 5, 2019 and addressed the Mayor and Councils input and concerns. Consensus is to move forward with preparing the Loan Agreement for the Shafer Park Mount Aetna Revolutionary War Cannon for the American Revolution Museum at Yorktown.

South Mountain Little League: Ernie Harr, President of the South Mountain Little League, announced that the SMLL Board and Little League International Charter Committee have approved the name change of the South Mountain Little League to the South County Little League (SCLL). He stated that the reason for the name change is due to the expansion of the SMLL boundaries through the consolidation of the Sharpsburg Little League boundaries with the SMLL boundaries. He further stated that all schools that feed into Boonsboro Middle and High Schools are in the SCLL Boundary, including Boonsboro Elementary, Greenbrier Elementary, Pleasant Valley Elementary and Sharpsburg Elementary, noting that by Little League rule, if a player lives in the SCLL boundary or attends any of the listed schools in the SCLL boundary, they are eligible to play at SCLL. Mr. Harr stated that South County Little League is requesting that the Town approve and execute an Amendment/Addendum to the existing Land Use Agreement to reflect the name change.

Request for Proposals:

- **Professional Audit Services** – Town Manager Clark stated that she is requesting approval to advertise the Request for Proposals for the Professional Audit Service for the Fiscal Year ending June 30, 2018 for the General, Water and Sewer Funds, with the option to extend for four 1-year term extensions of the contract. She stated that last time the Audit Services RFP was placed out for bids was in Fiscal Year 2015 and that five Auditing firms submitted bids. She further stated that she plans to advertise the RFP in the Herald-Mail Newspaper, the Town and MML websites, and the Maryland E-bid site, with proposals due on January 22, 2018. Council Member Kerns suggested mailing the Professional Audit Service RFP to the five Auditing firms that submitted bids in Fiscal Year 2015.
- **Retirement Administration Services** – Town Manager Clark stated that she is requesting approval to advertise the Request for Proposals for the Retirement Administration Services for the Fiscal Years ending June 30, 2018, June 30, 2019 and June 30, 2020 with the option to provide for two 1-year extensions of the contract. She stated that last time the Retirement Administration Services RFP was placed out for bids was in Fiscal Year 2015 and that one bid was received based on the specifications of the requested services. She further stated that she plans to advertise the RFP in the Herald-Mail Newspaper, the Town and MML websites, and the Maryland E-bid site, with proposals due on January 22, 2018.
- **Residential Trash and Recycling Collection Services** – Town Manager Clark stated that she is requesting approval to advertise the Request for Proposals for the Residential Trash and Recycling Collection Services for the time period of July 1, 2018 through June 30, 2019 with the option of awarding the contract for a 3-year period. She stated that the scope of work consists of providing all labor, materials, equipment and incidentals to provide trash and single stream curbside recycling collection services to an estimated 1,270 private and multiple residential dwelling units and to provide dumpsters for Town properties. She further stated in addition to the Trash and Recycling Collection bid, alternate bids are being requested to provide twice-a-year residential bulk collection and the 3-year contract extension option. Town Manager Clark stated that last time the Trash and Recycling Collection Services RFP was placed out for bids was in Fiscal Year 2015, and that she plans to advertise the RFP in the Herald-Mail Newspaper, the

Town and MML websites, and the Maryland E-bid site, and to send the RFP to the 3-major trash companies; *Apple Valley Waste, Waste Management and Allied Waste*, with proposals due on January 23, 2018. Council discussed including Alternate bids options for trash and recycling being picked up on different days and not limiting disposal to only the Washington County Landfill. Council Member Kerns stated that she'd like to see the Town receive quotes on a variety of options with less restrictions and requirements on the bids, such as trash and recycling pick up on separate days and the option to just bid trash or just bid recycling with the hopes of lowering the cost of Sanitation. Council Member Solberg stated that a lot of work was put into the Sanitation RFP and that she'd hate to see the Town move backwards with recycling, but that she is willing to look at different options for trash collection. Town Manager Clark stated that she will make revisions to the Residential Trash and Recycling Collection Services RFP and email a draft to the Council before the December Regular Meeting.

Budget Task Force; Discussion of Priorities and Policies: Ernie Harr, Chairman of the Budget Task Force, provided an update and summary to the Mayor and Council, via email prior to the Workshop Meeting, on the meeting discussions of the Task Force. He stated that the Task Force is working to develop a schedule for the Budget process, noting that the main goal is to start the next budgeting process a lot earlier in the year, preferably at the beginning of the upcoming Fiscal Year. He further stated that the Task Force is working to establish policies for working on the Fiscal Year Budget, noting that he included the *Draft Annual Budget Process Activities and Associated Schedule* and the *Budget Development, Review and Presentation Format and Content Guidelines* in the previously mentioned email for the Councils' review and input. Mr. Harr stated that he will keep the Mayor and Council up to date on the evolving Budget process and welcomes all input from them.

Council Member Kerns asked if Town Manager Clark compiled the Shafer Park Revenue numbers for the transfers of funds as requested at the November Regular Meeting. Town Manger Clark stated that she will have those numbers by the December Workshop Meeting.

Council Member Schmidt asked if anyone received the email information on the Coalition Against Bigger Trucks (CABT), a movement to try to persuade Congress and State Legislators to stop the increase in weight limits for the already over-weight tandem tractor-trailers on the roadways. She asked if the Town should send a letter of support or if Council Members should just respond to the email on their own. Mayor Long stated that Council can respond to the email themselves regarding the CABT.

Motion by Council Member Byrd, second by Council Member Solberg to close the Workshop Meeting at 8:10pm, and motion carried.

Respectfully submitted,

Kimberly A. Miller
Administrative Assistant

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