

BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
Monday, September 09, 2019

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, September 9, 2019 in the Meeting Chambers. In attendance were Mayor Howard Long, Council Members Marilee Kerns, Ray Hanson, Terri Hollingshead, Tony Nally and Ricky Weaver. Also present were Town Manager Paul Mantello, Town Planner Ethan Strickler, Office Manager Kimberly Miller and Police Chief Kevin Morgan. Assistant Mayor Rick Byrd was absent. The meeting convened at 7:00PM with the pledge and invocation offered by Mayor Long.

Mayor Long stated that the Agenda needs to be amended to add the review and approval of the August 26, 2019 Closed Session Minutes. **Motion** by Council Member Nally, second by Council Member Kerns to amend the September 9, 2019 Meeting Agenda. **Motion** carried.

REVIEW AND APPROVAL OF MEETING MINUTES and TREASURER'S REPORT

- **Motion** by Council Member Kerns, second by Council Member Weaver to approve the **August 12, 2019 Regular Meeting**, the **August 26, 2019 Closed Session** and the **August 26, 2019 Workshop Meeting**. **Motion** carried.
- **Motion** by Council Member Hollingshead, second by Council Member Nally to approve the **August 2019 Treasurer's Report**. **Motion** carried.

MAYOR AND COUNCIL MEMBER CORRESPONDENCE

- Mayor Long stated that a Thank You note was received from the Dennis Reese family for the planting of a memorial tree in Shafer Park for Mr. Reese who passed away on February 1, 2019.
- Mayor Long stated that he and Council Member Hollingshead attended the ribbon cutting ceremony for the Fahrney Keedy Senior Living Community's *Our Next Chapter* building on September 4, 2019.
- Mayor Long stated that Boonesborough Days, which was held this past weekend, was a great success and that the weather was beautiful.

PUBLIC COMMENTS (*must sign in and limit comments to 3 minutes*)

- **Rob Wetzel**, Washington County Fire Police. Presented the recommendation to make Shafer Park Drive one-way during Town events. Stated that during Boonesborough Days there were a lot of issues with motorists trying to drive both ways and it created a dangerous situation for pedestrians. Suggested that the parking lot near the Community Center be posted for hand-capped parking only during events. Suggested that a LED light be installed on top of the Town Maintenance Building at Orchard Drive and North Main Street, to replace the current work light, to help illuminate the crosswalk area especially during all Town events.
- **Laura Kirby**, 401 Brookridge Drive. Voiced her concerns regarding Home Owner Associations (HOA's) in Town and requested that the Mayor and Council not allow any more to be created in new developments. Stated that the Crestview HOA has become a group of tattle-tails and their tactics border on harassment. Town Planner Strickler suggested that the residents of Crestview create a petition to submit to the Council to bring the Town and Crestview HOA together on behalf of the residents.

Police Department Report – *Chief Morgan*. The Police Department received 84 calls for service, which included 333 motor vehicle violator contacts and 0 Parking Citation for the month of August 2019. There was 1 adult criminal arrest, 1 adult paper service arrest, 2 adult traffic arrests, 0 juvenile criminal and traffic arrests.

NEW BUSINESS

Next Generation 911 - Town/Washington County Memorandum of Understanding: Bud Gudmundson, *GIS Manager for Washington County*, Jennifer Kinzer, *GIS Coordinator for Washington County*, and Tom Brown, Assistant Director of Washington County's Emergency Management and Communications, attended the meeting to present the groundwork for the new infrastructure of the Next Generation 911 and the draft MOU between the Town and the Board of County Commissioners of Washington County for Addressing and Road Naming. Mr. Gudmundson stated that the MOU between the Town and the County is an agreement regarding the responsibility for assignment of site addresses and approval of proposed road names in association with the County maintained geographic information system, GIS, and address attribute database for

property located with Washington County, and that it will also be used by the Towns of Clear Spring, Funkstown, Hancock, Keedysville, Sharpsburg, Smithburg and Williamsport. He stated that the County's GIS and address attribute database support the functions of the Washington County Emergency Communication Centers by providing a way to verify information contained within the Master Street Address Guide (MSAG). He further stated that the duplication of road names and the inconsistent number addressing has the potential to create confusion among emergency responders and slow the speed at which they can respond to emergency situations. Mr. Gudmundson stated that the County Commissioners feel there should be one addressing authority assessing road names and numbers while working with the Town Planners, noting that current road names will not be changed and that the naming and addressing only applies to new roads or extensions of existing roads. He further stated that addressing will be done in accordance with the County's system of 4-to-5-digit property numbers. Council Member Kerns voiced her concerns regarding Section 5 *New Road Names* and Section 7 *New Land Development Activity* giving the County complete authority to name and number the properties in the Town limits. Mr. Gudmundson stated that the Town would still have the ultimate say for road names, but that new development will have the County numbering system. Council asked to see a boundary map for the addressing and road naming and for additional time to review the MOU before formally approving it.

Resolution 2019-07; Boonsboro Safety and Risk Committee: Town Manager Mantello presented Resolution 2019-07; *Boonsboro Safety and Risk Committee* for the Councils review and input. He stated that the Safety and Risk Committee will be comprised of a member from each Town department and a Liaison from the Mayor and Council, noting that Council Members Weaver and Hanson both volunteered to be part of the Committee with Council Member Hanson being the Alternate. He further stated that the Committee will meet quarterly and that the first meeting will be on Friday, October 2, 2019. Town Manager Mantello stated that he is recommending both the Introduction of the Resolution and the motion to approve or deny at this meeting.

- **Motion** by Council Member Kerns, second by Council Member Hanson to Introduce Resolution 2019-07; *Boonsboro Safety and Risk Committee*. **Motion** carried.
- **Motion** by Council Member Hanson, second by Council Member Weaver to approve Resolution 2019-07; *Boonsboro Safety and Risk Committee*. **Motion** carried.

Request for Proposals: 2019-2020 Snow Removal: Town Manager Mantello stated that Public Works Superintendent Huntsberry is requesting approval to advertise the Request for Proposals for additional help with snow plowing and sidewalk clearing for the 2019-2020 winter season, on an as needed basis. **Motion** by Council Member Kerns, second by Council Member Weaver to advertise the Request for Proposals for 2019-2020 Snow Plowing and Sidewalk Clearing. **Motion** carried.

2019-2020 Winter Salt Contract: Town Manager Mantello stated that Public Works Superintendent Huntsberry obtained three quotes for winter salt for the 2019-2020 season. He stated that he is recommending that the Town accepts the quote from Mid-Atlantic Salt (MAS), the same company that the Town used last year, for the same price as last year of \$70 per ton delivered. **Motion** by Council Member Nally, second by Council Member Kerns to approve the Mid-Atlantic Salt 2019-2020 Salt Contract for \$70 per ton delivered. **Motion** carried.

Breast Cancer Awareness Month: Office Manager Miller stated that the Town received the annual request from the Cumberland Valley Chapter of the Breast Cancer Association to place pink ribbons on Main Street for 2-weeks in October 2019. **Motion** by Council Member Kerns, second by Council Member Hanson to approve the Cumberland Valley Chapter of the Breast Cancer Association pink ribbon drive. **Motion** carried.

4th Annual South County Golf Tournament: Mayor Long stated that 4th Annual South County Golf Tournament, benefitting Micah's Backpack, will be held on September 23, 2019 at Black Rock Golf Course and that donations to the South County Food Pantry are being accepted. **Motion** by Council Member Kerns, second by Council Member Weaver to donate \$100 to the South County Food Pantry benefitting Micah's Backpack. **Motion** carried.

Boonsboro Middle School Warrior Walk: Office Manager Miller stated that the Town received a donation request from the Boonsboro Middle School PTO for their 9th annual Warrior Walk. **Motion** by Council Member Kerns, second by Council Member Weaver to donate \$100 to the Boonsboro Middle School PTO. **Motion** carried.

North Main Street Crosswalk at Orchard Drive and Shafer Park Drive: Mayor Long stated that he spoke with Delegate Neil Parrott regarding the promised installation of the 'flashing' sign at the North Main Street Crosswalk at Orchard Drive and Shafer Park Drive. He stated Delegate Parrott will look into to when the sign is coming and let Mayor Long know as soon as

possible. Town Planner Strickler stated that the State Highway Administration promised the flashing crosswalk sign in August 2018.

Washington County MML Meeting: Mayor Long stated that the Town of Keedysville will be hosting the Washington County Maryland Municipal League Meeting on Wednesday, September 25, 2019. He asked that Council please RSVP to Office Manager Miller by September 20th.

Fiscal Year 2020 Budget Adjustment: Council Member Kerns stated that after talking with the Town's Auditors, Albright, Crumbacker Moul & Itell, she thinks that there might be a possibility that the Sewer Fund Fiscal Year 2020 Budget might need to be adjusted to include the Waste Water Treatment Plant software upgrades from last Fiscal Year because the work has not been completed to date. Town Manager Mantello stated that he believes that the upgrades can be booked in this Fiscal Year, but ear marked as Prior Year Capital Improvements. Council Member Kerns will keep the Council updated on any proposed adjustments.

COMMISSION REPORTS

Public Safety Commission – R. Weaver (*R. Hanson was absent from PSC Meeting*). Meeting held on August 15, 2019.

Discussions included the appointment of Bill Bigelow to the PSC by the Mayor and Council without the formal approval from the PSC (Noted it was a misunderstanding, but that since that time Mr. Bigelow has officially become a member of the PSC), the success of National Night Out, the suggestion by Chairman Stevens to walk around and talk to residents about what safety concerns they have about the Town, CERT Training, and the need for some clarification on the PSC Mission Statement.

Park Board – R. Weaver. Meeting held on August 28, 2019. Discussions included the Born Learning Trail installation, the upcoming Tree Board meeting on September 18, Movie Nights and Concerts in the Park, the Strategic Plan and preliminary plans for Olde Tyme Christmas in Pavilion 4.

Utilities Commission – T. Nally. Meeting held on August 7, 2019. Discussions included the watering of the Boonsboro High School athletic fields with treated Town water, the South End Pump Station upgrade and revisions, the Water Capacity Analysis, the Adequate Public Facilities Ordinance (APFO), the Neptune Hardware and Software upgrades for the water meter reading devices, the Non-Revenue Water Usage check, the Maryland Rural Water Association letter regarding Non-revenue water, the Wastewater Model Proposal update, the 5-Year Rate Study with Jean Holloway from the Southeastern Rural Community Assistance Partnership, the Wet Well Aerator, the BMUC Mission and Vision Statements, the approval to appoint Stu Mullendore to the Commission, and the changing of the BMUC Meeting day to the 3rd Wednesday of the month at 6PM.

Planning Commission – E. Strickler. Meeting held on August 27, 2019. This was a Joint Meeting between the Mayor and Council, Planning Commission and BMUC. Discussions included the Capacity Reserve Fee and reserving water and wastewater capacity, BNCP19-02; *The Preserve at Fox Gap Residential Subdivision Concept Plan* review, the additional capacity for the Dean South Parcel of Fletcher's Grove, the Sycamore Run As-Built reviews and Bond Reduction Requests for Phase 1 and the Young Avenue Pump Station, the introduction of new Planning Commission Member Jonathan Hart, an update on the Orchard Drive (GESAC) property and citizen comments from Sandra Garcia regarding ongoing concerns about The Preserve at Fox Gap development.

Economic Development Commission – M. Kerns. Meeting held on August 28, 2019. Discussions included the Tourism website and withdrawal of the contract from Kristin Bowl because of the additional work needed to gather funding and sponsorship for the website maintenance cost, the Fall/Winter rack cards, the Boone Fest Family Day Out scheduled for Saturday, October 21 from 10am to 6pm on Main Street and the upcoming Boone Walk and Run on Saturday, September 21 at 9AM. The Networking Breakfast will be held on Thursday, September 19, 2019 at 7:30am at Vesta's Restaurant, with guest speaker Audrey Vargason from the Washington County Convention and Visitors Bureau. The next EDC Meeting will be on October 23, 2019 in the Meeting Chambers at 9:00am.

Environmental Commission – T. Hollingshead. Meeting held on August 13, 2019. Discussions included the MS4-MCM2 Permit worksheet to report on the Green Fest event, the BEC Strategic Plan, Subcommittee Reports and citizen comments from Mary Shanno regarding her concerns over the large number of utility bucket trucks parked at the Orchard Drive former GESAC property and the potential introduction of 5G cellular service to Boonsboro. Council Member Hollingshead suggested that Ms. Shanno schedule a meeting with the Town Manager and Town Planner to discuss her concerns.

Town Manager Report – P. Mantello

- Stated that he received the Antietam Cable Franchise Agreement from Attorney Wantz and that it looks like it is going to be for a 15-year term. Stated that the Town will receive the 5% Franchise Fee and in-kind contributions of no-charge cable and internet services for all of the Town buildings. Council agreed that Town Manger Mantello should ask Attorney Wantz to finalize the Agreement.

Motion by Council Member Hollingshead, second by Council Member Weaver to close the Regular Meeting at 9:22pm.

Motion carried.

Respectfully submitted,

Kimberly A. Miller
Office Manager

BOONSBORO MAYOR & COUNCIL
MONDAY, SEPTEMBER 23, 2019
WORKSHOP MEETING

The Mayor and Council held their Workshop Meeting on Monday, September 23, 2019 in the Meeting Chambers to set the Regular Session Agenda for Monday, October 7, 2019. Present were Mayor Howard Long, Assistant Mayor Rick Byrd, Council Members Marilee Kerns, Ray Hanson, Terri Hollingshead, Tony Nally and Rick Weaver. Also present were Town Manager Paul Mantello, Office Manager Kimberly Miller, Town Planner Ethan Strickler and Police Chief Kevin Morgan. The meeting convened at 7:00PM.

Next Generation 911 - Town/Washington County Memorandum of Understanding; Addressing and Road Naming: Bud Gudmundson, *GIS Manager for Washington County*, attended the meeting to present **the boundary map, as requested at the September Regular Meeting, for the addressing and road naming in Boonsboro for the Mayor and Councils review and input before formally approving the Board of County Commissioners of Washington County's Memorandum of Understanding for Addressing and Road Naming.** He explained the boundary map stating that the *pink areas* on the map are within the Town limits with County numbers, the *blue areas* on the map are within the Town numbers outside of Town limits, and that the *purple area*, an overlap of pink and blue areas, are inside Town limits with Town numbers. He further stated that all new developments will have County numbering, with roads running East and West having 5-digit addresses and roads running North and South having 4-digit addresses. Town Planner Strickler stated that the new High's Dairy Store has just been assigned the address of 6810 Ostertag Pass in the new Preserve at Fox Gap Development. **(NEW BUSINESS)**

State Highway Administration South Main Street Parking Change Options

- **Mountain Side Deli Parking Space Layout:** Town Planner Strickler stated that he had been contacted by the owners of Mountainside Gardens and Deli a few months ago regarding the difficulties of turning out of their property at 311 South Main Street onto Alternate 40 when there are cars parked along the road. He stated that during busy times of the year, specifically in the spring, summer and fall months, many customers who are doing business at Cronise Market are parking on the opposite side of the street directly at Mountainside's parking lot entrance. He stated that the SHA is proposing 3 options to the Council for their review and input, which include painting red-curb for 15-feet on either side of the entrance, installing lined parking spaces, or a hybrid of both. Council agreed that Option #2, to paint the curb radius into the entrance of 311 South Main Street and equally space out 2 parking spaces in front of the house and in front of the Deli, is the best option.
- **Mt. Nebo Church Street Parking:** Town Planner Strickler stated that he had been contacted by Mt. Nebo Church to request that 2 additional handicapped parking spaces be installed in front of the Church property at 134 South Main Street, noting that one handicapped parking space was installed there a few months ago. He stated that the SHA is proposing 3 options to the Council for their review and input. Council agreed that Option #1, to extend the blue painted cur in the western direction, an addition 15 feet, to make 3 equally spaced handicapped parking spaces at 26 feet total, is the best option.

Town Planner Strickler stated that a Public Hearing will be scheduled for 6:30PM before the October 28, 2019 Workshop Meeting for citizens' comments on the State Highway Administration recommendations for the Mountainside Deli Parking Space Layout and the Mt. Nebo Church Street Parking.

Code Enforcement Fee Policy: Town Planner Strickler stated that he is recommending that a Code Enforcement Fee Policy be enacted for administrative work done for outstanding Property Code Maintenance violations, such as grass and weed mowing, repeat offenders and residents who just do not respond to the letters. He stated that he is recommending a fee of \$50, which will be effective immediately.

Wastewater System Master Plan and Model Proposal; BMUC Recommendation: Town Manager Mantello presented the recommendation, on behalf of the BMUC, to move forward with the Whitman, Requardt & Associates (WRA) proposal for Engineering Services for a Wastewater System Master Plan and Hydraulic Model for the Mayor and Council review and input. He stated that he has been working with Andy Cooper of WRA, the firm that conducted the Water System Master Plan and Hydraulic Model for the Town, and that this new study will help build a better Capital Improvement Plan, as well as upgrade specifications for better projected infrastructure and I&I. He further stated that WRA can work from their base Wastewater Study, which was conducted in 2006, and that this study could be added on as an amendment to the existing contract. Council Member Kerns stated that she has concerns regarding the funding for a large project like this, noting that WRA's proposed cost of \$176,644 was not part of the Fiscal Year 2020 Budget. Town Planner Strickler stated that there are a few Grant opportunities that the Town is waiting to hear back from that could possibly be used for the project, including the Appalachian Regional Commission (ARC) Grant of \$125,000 matched funds

for an I&I Project. Council voiced their concerns that a Project of this size should be placed out for bids and requested that Town Manager Mantello consult with Town Attorney Wantz to determine if a Request for Proposal is needed or if WRA is considered a 'sole source' contractor for this Project. **(NEW BUSINESS)**

Volute Press Demonstration Update: Town Manager Mantello stated that the Volute Press demonstration scheduled for earlier this month has been rescheduled for November 8, 2019 at 8AM. He stated that the Council is welcome to attend the demonstration at the Waste Water Treatment Plant on Monroe Road.

Police Department Update: Chief Morgan stated that Bryce Dickens will be graduating from the Washington County Police Academy on October 15, 2019 at 6PM at the Kepler Theater at Hagerstown Community College, and that he will be hosting a luncheon for Mr. Dickens on Sunday October 20. Chief Morgan stated that was a request for a 'school crossing guard' at the Main Street/ Maple Avenue crosswalk near the School Complex at the Public Safety Commission meeting, as well as a discussion on the safety of the crosswalk on Potomac Street near the Boonsboro Library. Chief Morgan stated that there has been a personnel change at the Police Department that he would like to discuss with the Mayor and Council in Closed Session.

Motion by Council Member Hollingshead, second by Council Member Weaver to close the Workshop Meeting at 8:18PM.
Motion carried.

Motion by Assistant Mayor Byrd, second by Council Member Hollingshead to move into **Closed Session** under *General Provisions Article, §3-305(b)(1), subsection (i) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction to discuss personnel items. Motion carried.*

Respectfully submitted,
Kimberly A. Miller, Office Manager