

**BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
MONDAY, AUGUST 1, 2016**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, August 1, 2016 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building. In attendance were Mayor Howard W. Long, Assistant Mayor Cynthia Kauffman, Council Members Janeen Solberg, Brigitte Schmidt, Rick Byrd and Marilee Kerns. Also present were Town Manager Megan Clark, 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.

REVIEW AND APPROVAL OF MAY MEETING MINUTES

- **Motion** by Council Member Kerns, second by Assistant Mayor Kauffman to approve the July 5, 2016 **Regular Meeting Minutes**, the July 18, 2016 **Workshop Meeting Minutes** and the June 18, 2016 **Executive Workshop Meeting Minutes**, and motion carried.
- **Motion** by Assistant Mayor Kauffman, second by Council Member Kerns to approve the July 2016 **Treasurer's Report**, and motion carried.
 - Council Member Solberg made the recommendation, as the Town Treasurer, to establish a new Certificate of Deposit in the amount of \$15,573.70 with Middletown Valley Bank at the rate of 1.25% for 36 months using the matured funds from a BB&T Bank Certificate of Deposit. **Motion** by Council Member Solberg, second by Council Member Schmidt to approve the establishing of a new Certificate of Deposit in the amount of \$15,573.70 with Middletown Valley Bank at the rate of 1.25% for 36 months, and motion carried.
- **Motion** by Council Member Solberg, second by Assistant Mayor Kauffman to approve the July 2016 **Bills to be Paid Report**, and motion carried.

VOLUNTEER RECOGNITIONS

Rob Hutzell, Boonsboro Municipal Utilities Commission – Mayor and Council commended Mr. Hutzell on his 27 years of service to the BMUC.

Oley Griffith, Fire Chief, First Hose Company of Boonsboro – Mayor and Council commended Chief Griffith for his service and dedication to the Town and for being honored as the Maryland Fireman of the Year.

PUBLIC COMMENTS

Barinda Golden: Voiced concerns regarding the poor driving visibility at the intersection of St Paul Street and Center Street and the pedestrian safety at intersection of North Main Street, Orchard Drive and Park Drive. Council Member Byrd stated that the Public Safety Commission is meeting with the State Highway Administration to discuss street issues this month.

Laura Kirby: Requested to have 'Public Comments' moved back to the end of the meeting so that citizens can discuss their issues with items on the Meeting Agenda. Also stated that Council Members should represent the residents of the Town in their voting and not just their own personal agendas.

Bob Sweeney: Stated that he attended the July Workshop Meeting and listened to all of the candidate interviews for the vacant Council Member position. Stated that he felt there was a hidden agenda in the interview questions, such as "Who ran for election?" Stated that the Council should look to see who is the most qualified candidate and not just appoint 'political cronies,' noting that the person that is appointed to the Council position should be the best person for the Town and not appointed for a 'personal agenda.'

Dick Toms: Stated that the stream that runs behind the Community Center in Shafer Park is full of debris, tree stumps and trash from the huge storms over the past few days. Asked if the Public Works staff could look into removing the debris and clearing the flow of the stream.

Allison Barrons: Voiced her concerns regarding no public transportation between Boonsboro and Hagerstown. Mayor Long stated that the County Commissioners were asked at their Boonsboro meeting in July to provide the County Commuter bus transportation to the Town.

MAYOR AND COUNCIL MEMBER COMMENTS AND CORRESPONDENCE

Council Member Byrd:

- Stated that he attended many Town meetings during the month

- Stated that the Public Safety Commission has been working hard with planning the National Night Out event scheduled for 5:30pm on August 2, 2016

Council Member Solberg:

- Stated that she attended many Town meetings and events during the month, including the Washington County MML Meeting in Williamsport and the County Commissioners' meeting in Boonsboro
- Stated that she attended the Waste Water Treatment Plant sludge de-watering demonstration
- Stated that the Green Fest committee presented the Friends of Shafer Park with a donation of \$1,200

Council Member Kerns

- Stated that she had no comments

Council Member Solberg:

- Stated that she attended many Town meetings and events during the month, including the Washington County MML Meeting in Williamsport and the Farmer's Market
- Stated that she successfully completed the Academy for Excellence courses

Council Member Kauffman:

- Stated that she attended many Town meetings and events during the month, including the Washington County MML Meeting in Williamsport
- Stated that she attended the Boonsboro Historical Society's meeting for the 225th Town Anniversary and Washington Monument Celebration which is slated to last throughout 2017.
- Stated that she attended the Trinity Reformed United Church of Christ's celebration for Reverend Don Stevenson and his 50 years of service as an ordained minister

Mayor Long

- Stated that he attended many Town meetings and events during the month, including the Washington County MML Meeting in Williamsport and the County Commissioners' meeting in Boonsboro
- Stated that he attended the Trinity Reformed United Church of Christ's celebration for Reverend Don Stevenson and his 50 years of service as an ordained minister
- Stated that he attended the Waste Water Treatment Plant sludge de-watering demonstration
- Stated that the Town has been invited to participate in the Annual Remembrance Parade on September 11, 2016 at 6:30pm hosted by the First Hose Company of Boonsboro

Police Department Report – Chief Stanford. The Police Department received 293 calls for service, which included 66 motor vehicle violator contacts for the month of July 2016. There were 0 adult criminal arrests, 0 adult traffic arrests, 0 juvenile arrests and 0 juvenile traffic arrests. Stated that the Department collected 3.44 pounds of prescription drugs through the Drug Turn-In Program for the month of July.

NEW BUSINESS

Appointment of Council Member to Fill Vacancy: Mayor Long reviewed that a vacancy was created in the Town Council, with the unexpired term ending June 2018, with the appointment of Cynthia Kauffman as the Assistant Mayor of the Town. He stated that the Town accepted "Certificates of Nominations" as application for the Council Member position and that six (6) applications were received from Kerri Barr, Terry Davis, Jeffrey Miller, Alan Mullendore, Anthony Nally and David Parmelee. He stated that public interviews were held at the July Workshop meeting, noting that Ms. Barr was not present at that meeting. Mayor Long made the recommendation to appoint Terry Davis as the Council Member to fill the vacancy, based on that he is a longtime resident of the Town and that he attends many of the Town meetings. Bob Sweeney spoke up from the audience and stated that Mayor Long was out of line for making the recommendation and that the recommendation must come from the Council, in accordance with Section 513 of the Charter.

- Council Member Kerns stated that Alan Mullendore is the most qualified candidate, noting that Mayor Long stated during the interviews that he would make an excellent Town Manager. **Motion** by Council Member Kerns, second by Council Member Byrd to appoint Alan Mullendore as the Council Member to fill the vacancy, with the unexpired term ending June 2018, with Assistant Mayor Kauffman and Council Members Solberg and Schmidt voting nay, and motion failed 2 to 3.
- Council Member Solberg stated that the reasons for the appointment of a specific person to fulfill an unexpired term has varied throughout the history of the Town. **Motion** by Council Member Solberg, second by Council Member Schmidt to appoint Terry Davis as the Council Member to fill the vacancy, with the unexpired term ending June 2018, with Council Members Byrd and Kerns voting nay, and motion carried 3 to 2.

Swearing In of New Council Member: Mayor Long issued the Oath of Office for newly appointed Council Member Terry Davis. Council Member Davis will serve his term through May 2018.

Liaison Appointments: Mayor Long announced the following Liaison appoints:

- **Boonsboro Municipal Utilities Commission** – Council Member Terry Davis
- **Planning Commission** – Council Member Janeen Solberg
- **Public Safety Commission** – Council Member Rick Byrd
- **Park Board** – Council Member Marilee Kerns
- **Boonsboro Environmental Commission** – Council Member Brigitte Schmidt
- **Economic Development Commission** – Assistant Mayor Cynthia Kauffman
- **Personnel Committee** - Council Member Janeen Solberg as the new member to serve with Assistant Mayor Cynthia Kauffman and Mayor Long

Frances Lynch stated that according to the Town Charter a Council Member cannot serve as a Chairperson of a Commission, such as previous Council Member Kevin Chambers did with the BMUC. Mayor Long stated that is correct, noting that Council Member Davis and Council Member Byrd will both resign as Chairpersons from the Commissions that they currently serve on and will be the Liaisons for those said Commissions.

Fiscal Year 2017 Capital Improvement Projects (CIP) Purchases

- **Police Department Vehicle:** Police Chief Stanford presented a request to purchase a new Police vehicle under the State Contract for Fiscal Year 2017. He stated that he obtained costs for four (4) types of vehicles and is requesting that approval to purchase a 2016 model year all-wheel-drive Dodge Charger to take advantage of the year end price of \$46,069. He further stated that with the purchase of the new Dodge Charger, the Police Department will have six (6) vehicle on the road. **Motion** by Council Member Solberg, second by Assistant Mayor Kauffman to approve the purchase of the 2016 Dodge Charger for the cost of \$46,069, and motion carried.
- **Security Cameras:** Police Chief Stanford presented the proposal from Crime Intervention Alarm (CIA) for the purchase of 14 HD night vision security cameras and 1 night vision 'tilt & zoom' security camera for additional surveillance at the cost of \$15,000. He stated that CIA will be installing eight (8) new security camera in Shafer Park, which includes the 'tilt & zoom' camera, three (3) security cameras at Town Hall and three (3) security cameras at the Town Maintenance Building. **Motion** by Council Member Solberg, second by Assistant Mayor Kauffman to approve the purchase of the new security cameras for the cost of \$15,000, and motion carried.

Salt Purchase: Town Manager Clark reviewed that the Salt Storage building was constructed at the Yard Debris Site and 200 tons of salt was purchased at the cost of \$87.50 per ton, delivered, last year, noting that there is approximately 125 tons of salt left over from this past winter season. She stated that in order to save money before the cost of salt increases this coming Fall, staff is recommending the purchase of an additional 150 tons of salt at the cost of \$74 per ton, delivered. **Motion** by Council Member Solberg, second by Council Member Schmidt to approve the purchase of 150 tons of salt at the cost of \$74 per ton, delivered, and motion carried.

WWTP Debt Transfer: Town Manager Clark stated that she is requesting the transfer of funds from the General Fund to the Waste Water Treatment Plant Construction Account to cover the August 26, 2016 USDA WWTP Debt Service Loan payment of \$79,501. She stated to date, the Sewer Fund has borrowed \$849,306.72 from the General Fund to cover the debt payments of the Waste Water Treatment Plant. **Motion** by Council Member Solberg, second by Assistant Mayor Kauffman to approve the transfer of \$79,501 from the General Fund to the Waste Water Treatment Plant Construction Account to cover the USDA WWTP Debt Service Loan payment, and motion carried.

COMMISSION REPORTS

Public Safety Commission – *R. Byrd*. Meeting held on July 21, 2016. Discussions included the upcoming August 18th meeting with the State Highway Administration and updates on the August 2nd National Night Out plans. Council Member Byrd stated that there are three (3) vacancies on the PSC.

Park Board – *C. Kauffman*. No meeting held during the month of July 2016 due to the annual Independence Day Celebration on July 1. Stated that there are two upcoming Summer Concerts in Shafer Park, as well as the possibility of another Family Movie Night.

Utilities Commission –M. Clark. Meeting held on July 14, 2016. Discussions included the I&I Sewer Project Status Report, a resident's issue with the BMUC billing of the property at 7405 Mountain Laurel Road for the past 5-years, the approval to act as the General Contractor on the 2-inch water line project on Knode Circle, the upcoming installation of new water meters in the Kinsey Heights development, the approval to enter into a contract with Advanced Land and Water, Inc. to request more water appropriations from the State, and the approval to appoint member Todd Kennedy as the BMUC Secretary.

Planning Commission –H. Long. No meeting held during the month of July 2016.

Economic Development Commission –J. Solberg. The Networking Breakfast was held at Vesta Restaurant on July 15 with guest speaker Mary Ironside, State Park Superintendent for DNR. Stated that the EDC will begin working on the Fall/Winter rack card, as well as plans for promoting the Love Your Locals 1st Saturday Specials at local businesses beginning in October.

Environmental Commission – M. Clark. Meeting held on held on July 12, 2016. A presentation was given by Lucas Stauffer, of Boy Scout Troop 20, for his initial Eagle Scout project presentation. Scout Stauffer is requesting permission to do an Eco-Project of a Monarch Butterfly Waystation in Boonsboro. Discussions included the Waste Reduction flier which will be included with the September Utility billing, the Monarch Butterfly action items and finding a location in Shafer Park, an update on the Farmer's Market and Subcommittee Reports.

Town Manager Report – M. Clark.

- Stated that the Town was awarded a Bay Restoration O&M Sewer Grant of \$30,000
- Stated that the Maryland Board of Public Works approved the Shafer Park Tot Lot and Park Restroom renovation grants
- Stated that the Sewer Lining Project is complete and flows have been reduced by almost 50%
- Stated that she received notification that the Boonsboro Post Office will be leasing two (2) open commercial spaces from Weis Markets and construction is expected to begin in November 2016
- Stated that bids are due for the Shafer Park Walking Trails on August 22nd

Motion by Council Member Byrd, second by Assistant Mayor Kauffman to close the Regular Meeting at 8:30pm and move into Executive Session; as provided under General Provisions Article §3-305 (b)(1), subsection (i) to discuss the appointment, employments, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction and Article §3-305 (b)(8), (8) to consult with staff, consultants, or other individuals about pending or potential litigation, and motion carried.

Respectfully submitted,

Kimberly A. Miller
Administrative Assistant

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BOONSBORO MAYOR & COUNCIL
MONDAY, AUGUST 22, 2016
WORKSHOP MEETING

The Mayor and Council held their Workshop Meeting on Monday, August 22, 2016 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building to set the Regular Session Agenda for Tuesday, September 6, 2016. 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 Police Chief Charles Stanford. The meeting convened at 7:00 PM.

Citizen Comments: Mayor Long stated at the last meeting, the Council heard comments regarding the placement of "Citizen Comments" on the agenda. Town Manager Clark stated the citizen comments section of the agenda moved from the last item on the agenda to its current location, in the middle, beginning June of 2013. She stated she could not recall the reason for it being moved; however in its current placement; citizens are able to comment on agenda items the Council will be considering prior to the Council voting on them later in the agenda. Councilmember Solberg stated she remembers citizens having to wait through the entire business meeting in order to comment and feels the citizen comment portion should remain where it is and also informally at the end of the meeting. Councilmember Byrd stated he felt it is more important to hear citizen comments rather than reports of activities of Councilmembers. The Council agreed to keep the Council Correspondence portion of the meeting on the agenda for Councilmembers to have the opportunity to share correspondence or other items that require Council consideration. Consensus from the Council to keep the citizens comments agenda item in the same place as well as have the ability to ask for comments later in the meeting.

Transportation Priority Letter: Town Manager Clark presented the draft 2016 Transportation Priority Letter. She stated each year the Council identifies its priorities to send to the Secretary of Transportation. Five draft priorities included in the letter for consideration are adding a left turn signal at the Town Square; reducing the speed limit through Town to 25MPH and keeping a consistent speed on areas heading in/out of town; repainting of the Town Square crosswalk; grant funding support; and supporting additional funding for the expansion of the Washington County Commuter to serve the Town of Boonsboro. Councilmember Kerns requested for the signal phasing to be requested at both the Town Square and Route 66 intersection and the Council agreed to the proposed additions. The Council discussed the priorities and agreed also for the Route 66 intersection to be included in the letter in addition to the others. **(NEW BUSINESS)**

Financial Summary: Town Manager Clark gave a brief presentation of the types of revenue and current debt in the General, Water, and Sewer Funds. She stated the Town does not have a current policy of how much unrestricted funding should remain as a "reserve" and recommended the Council establish a policy to help guide staff and the Council. Town Manager Clark stated while there is not a required amount to be set aside and it is up to each jurisdiction; 25% is a typical figure used. Councilmember Solberg proposed 33% for consideration. Consensus to move forward with a policy for reserve. Town Manager Clark also noted the Council previously approved in July to invest \$88,393 in a CD, and after evaluation, the Town saves more money by paying the principal down on the Shafer Park loan. Consensus to reinvest the funds to pay the park loan principal down. **(NEW BUSINESS)**

Public Works Agreement PWA 2016-03: Town Manager Clark stated the developers are ready to move forward with Phase III of Sycamore Run, which consists of the remaining 50 lots that were approved in 2011. The Public Works Agreement provided for the developers to post a bond or letter of credit for the public infrastructure within Phase III of the development. Councilmember Schmidt stated she wasn't sure if the Town should move forward with additional development in Sycamore Run due to the existing concern of some residents experience debris in the water. Town Manager Clark stated there are a few homes complaining of "rock dust" in their water; however this is an issue with the builder and property owner; as the Town and the developer have tested their portions of the water main and there is not evidence of the debris in question. **(NEW BUSINESS)**

Walking Trails: Town Manager Clark stated four bids were received during the Bid Opening for the Shafer Park Pervious Path, Phase 1 & 2 earlier in the day. She stated one bid was received within budget; however prior to staff making a recommendation to the Park Board for consideration; references and bid items needed to be verified. **(NEW BUSINESS)**

Chief Stanford stated the Police Officer previously recommended to fill Officer Pitsnogle's position has turned down the opportunity to work for the Town. Consensus from the Council to advertise for the vacant Police Officer Position.

Motion by Council Member Solberg second by Council Member Byrd to close the Regular Meeting at 8:35 PM, and motion carried.

Respectfully submitted,

Kimberly A. Miller
Administrative Assistant

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