

**BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
MONDAY, OCTOBER 3, 2016**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, October 3, 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, Marilee Kerns, and Terry Davis. Also present were Town Engineer Brain Hopkins, 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 AUGUST MEETING AGENDA

- **Motion** by Assistant Mayor Kauffman, second by Council Member Kerns to approve the October 3, 2016 Meeting Agenda, and motion carried.

REVIEW AND APPROVAL OF AUGUST MEETING MINUTES

- **Motion** by Council Member Solberg, second by Assistant Mayor Kauffman to approve the September 6 2016 Regular Meeting Minutes and the September 26, 2016 Workshop Meeting Minutes, and motion carried.
- **Motion** by Assistant Mayor Kauffman, second by Council Member Schmidt to approve the September 2016 Treasurer's Report, and motion carried.
- **Motion** by Assistant Mayor Kauffman, second by Council Member Davis to approve the September 2016 Bills to be Paid Report, and motion carried.

PUBLIC COMMENTS

Bob Deener, 626 North Main Street, voiced his continued concern regarding the speed limit on North Main Street at the far end of Town. Stated that he has talked to Delegate Neil Parrott.

MAYOR AND COUNCIL MEMBER CORRESPONDENCE

Mayor Long

- Thank you letter from the Lewis family for the flowers and prayers during the passing of Malesa Lewis.
- Invitation for the Mayor and Council to participate in the annual Mummer's Day Parade on October 29, 2016

Council Member Schmidt

- Stated that she received photos, from a concerned citizen, of the creek located near the South Mountain Little League fields. She stated that the photos show a milk-white substance and dead fish. Staff stated that there was a 'milk spill' at the nearby farm and that they will look into the cause of these issues.

Police Department Report – Chief Stanford. The Police Department received 161 calls for service, which included 78 motor vehicle violator contacts for the month of September 2016. There were 4 adult criminal arrests, 1 adult traffic arrest, zero juvenile arrests and zero juvenile traffic arrests. Stated that the Department collected 2.87 pounds of prescription drugs through the Drug Turn-In Program for the month of September. Chief Stanford stated that all Officers participated in the 9/11 Parade and Boonesborough Days.

NEW BUSINESS

Request to Bid – Shafer Park Tot Lot: Town Engineer Hopkins reviewed the bid specifications for the Tot Lot Project in Shafer Park, as presented at the September Workshop Meeting. He stated that staff is requesting to place the Project out for bids, noting that the Project is grant funded and proposes for contractors to design and install playground equipment for the Tot Lot. He further stated that the specifications were presented to the Park Board for their consideration and that they are recommending that the Council moves forward with the bidding process. Town Engineer Hopkins stated that he is requesting to place the Project out for bids, with bids due on October 24, 2016 at 2:30 pm. **Motion** by Council Member Kerns, second by Assistant Mayor Kauffman to approve placing of the Tot Lot Project in Shafer Park out for bids, and motion carried.

Request to Bid – Shafer Park Restroom Rehabilitation: Town Engineer Hopkins reviewed the bid specifications for the Shafer Park Bathroom Rehabilitation Project, as presented at the September Workshop Meeting. He stated that staff is requesting to place the Project out for bids, noting that the Project is grant funded and proposes for contractors to submit designs for the renovation and construction of the restrooms on Park Lane. He further stated that the specifications were presented to the Park Board for their consideration and that they are recommending that the Council moves forward with the bidding process. Town Engineer Hopkins

stated that he is requesting to place the Project out for bids, with bids due on October 24, 2016 at 3:00 pm. **Motion** by Assistant Mayor Kauffman, second by Council Member Davis to approve placing of the Shafer Park Bathroom Rehabilitation Project out for bids, and motion carried.

Request for Proposals – Snowplowing Services: Town Engineer Hopkins stated that staff is requesting approval to advertise the Request for Proposals for additional snowplowing and sidewalk clearing for the 2016-2017 winter season to help relieve Town employees during large storm events. Town Engineer Hopkins stated that he is requesting to place the RFP out for bids, with proposals due on October 19, 2016 at 2:30 pm. **Motion** by Council Member Solberg, second by Assistant Mayor Kauffman to approve the advertising of the Request to Bid the Snowplowing Contract for the 2016-2017, and motion carried.

PSC Recommendation – St. Paul Street Intersections: Mayor Long stated that Council Member Byrd, on behalf of the Public Safety Commission, made a recommendation to place 2 additional stop signs on Saint Paul Street at the intersections of Lakin Avenue and Orchard Drive. He stated that the Public Safety Commission considered the recommendations from Town Engineer Hopkins, but felt that stop signs are necessary at the intersections in order to allow for pedestrians to safely walk on the street, including school children on their way to and from school. Mayor Long stated that a Public Hearing will be held on November 7, 2016 at 6:30pm, before the Regular Meeting, to hear citizens' comments.

Chieftan Lane Curb Repair: Town Engineer Hopkins stated that staff is requesting approval to move forward with the curb and gutter repair along Chieftan Lane, which are part of the proposed Streets Capital Improvement Projects planned for Fiscal Year 2017, before the weather gets too cold. He stated 2 quotes were received, and that staff is recommending to move forward with the repairs, using materials the Town has in stock and accepting with the lowest quote from *High Tech* for the overall cost of approximately \$2,500. **Motion** by Council Member Kerns, second by Council Member Schmidt to move forward with the Fiscal Year 2017 CIP curb and gutter repair along Chieftan Lane at the cost of approximately \$2,500, and motion carried.

Monarch Butterfly Proclamation: Mayor Long presented the Monarch Butterfly Proclamation. He reviewed that the Council and the Park Board approved Scout Lucas Stouffer proposed Eagle Scout project to construct and plant a Monarch Butterfly Waystation in Shafer Park, near the spring house and SHA easement. **Motion** by Council Member Schmidt, second by Assistant Mayor Kauffman to approve the Monarch Butterfly Proclamation, and motion carried.

Boonsboro Municipal Utilities Commission Recommendation – Refinance CDA Loan: Mayor Long reviewed that the Utilities Commission is recommending the approval to refinance the \$127,893 Water Fund CDA loan with Columbia Bank at a rate of 2.15% for a 4-year term in order to save money on interest. **Motion** by Assistant Mayor Kauffman, second by Council Member Schmidt to proceed with the refinancing of the Water Fund CDA loan with Columbia Bank at a rate of 2.15% for a 4-year term, and motion carried.

Boonsboro Municipal Utilities Commission Appointment: Council Member Davis stated that the Utilities Commission is recommending that the Council appoint Ernie Harr to the BMUC to fill the vacancy with the unexpired term ending June 2020. **Motion** by Council Member Solberg, second by Assistant Mayor Kauffman to appoint Ernie Harr on the Boonsboro Municipal Utilities Commission with the term ending June 2020, and motion carried.

Environmental Commission Appointment: Council Member Schmidt stated that the Environmental Commission is recommending that the Council appoint Leah Grasso to the BEC for a 4-year term. **Motion** by Assistant Mayor Kauffman, second by Council Member Solberg to appoint Leah Grasso to the Boonsboro Environmental Commission for a 4-year term, and motion carried.

Board of Zoning Appeals Reappointments:

- Mayor Long stated that the Board of Zoning Appeals is recommending that the Council re-appoint Natalie Mose as an Alternate to the BZA for a 3-year term. **Motion** by Council Member Solberg, second by Council Member Bryd to re-appoint Natalie Mose as an Alternate to the BZA for a 3-year term, and motion carried.

Mayor Long excused himself from the meeting and stepped out of the Meeting Chambers during the next motion.

- Assistant Mayor Kauffman stated that the Board of Zoning Appeals is recommending that the Council re-appoint Carol Long to the BZA for a 3-year term. **Motion** by Council Member Schmidt, second by Council Member Bryd to re-appoint Carol Long to the BZA for a 3-year term, and motion carried.

Mayor Long rejoined the meeting.

Request for Donation – Boonsboro Middle School Warrior Walk: Mayor Long stated that a request for donation was received from the Boonsboro Middle School for their Warrior Walk, noting that they are trying to raise \$20,000 this year. He stated that \$1,000 is budgeted in FY17 for Donations and is recommending the approval of a \$100 donation. **Motion** by Assistant Mayor Kauffman,

second by Council Member Solberg to donate \$100 to the Boonsboro Middle School Warrior Walk, and motion carried 4-1-1 with Council Member Kerns voting nay and Council Member Schmidt abstaining.

COMMISSION REPORTS

Public Safety Commission – R. Byrd. Meeting held on September 15, 2016. The PSC welcomed new Commission Member Tony Nally. Discussions included the input received from Town Engineer Hopkins regarding the PSC's request for 2 additional stop signs on St. Paul Street, speeding issues in Kinsey Heights, a follow-up from John Wolford from SHA regarding the ongoing extensive traffic study throughout the Town, a letter from the WCPS noting that there is not enough pedestrian traffic to warrant a school safety crossing guard at Main Street and Maple Avenue, and PSC Chairman Byrd's resignation as Chair due to being elected to the Mayor and Council and the announcement that Commission Member Terri Hollingshead will serve as interim Chair for the next few months.

Park Board –M. Kerns. Meeting held on September 28, 2016. Town Manager Clark presented the bid specifications for the new Shafer Park Tot Lot and Restroom Rehabilitation Projects. The Park Board approved recommending both Projects to the Mayor and Council. Discussions included an update on the Park Trail Project, the DNR Tree grant, plans for Olde Tyme Christmas, and the approval of the request to donate a Pavilion rental for Pleasant Valley Baptist Church Fall Fun Day raffle,

Utilities Commission –T. Davis. Meetings held on September 1, 2016. Discussions included an update on the Knode Circle Waterline Replacement Project and the approval to use a 6" main to replace the existing 2" main, the approval to recommend the appointment of Ernie Harr to the BMUC to the Mayor and Council, the approval to recommend the refinancing of the remaining \$127,893 of the CDA loan with Columbia Bank at 2.15%, an update on the ARC Grants for a Sewer Interceptor, and the approval to accept the proposal from Tri-County Pumps for the Well #8 Emergency Maintenance and Capital Improvement Project.

Planning Commission –J. Solberg. No meetings were held during the month of September.

Economic Development Commission –C. Kauffman. The Networking Breakfast was held on September 16th at 7:30am at Vesta's, with guest speaker Jim Kerchevel. The next EDC meeting will be held on October 26, 2016.

Environmental Commission – B. Schmidt. Meeting held on held on September 13, 2016. Discussions included the approval to recommend Boy Scout Lucas Stouffer's proposed Eagle Scout project of the Monarch Butterfly Waystation to the Mayor and Council, an update on the Farmer's Market and plans to create a Farmer's Market Executive Committee, updates on the Sustainable Maryland Certified Municipal Certification Program, approval to recommend the appointment of Leah Grasso to the BEC to the Mayor and Council, and Subcommittee Reports.

Town Engineer Report – B. Hopkins.

- Stated that the Town has received 60+ building permits this year, noting that Sycamore Run development is coming along nicely, the Preserve at Fox Gap/Easterday development is moving slowly, and the developer of Battlevue Estates will be demolishing the old GSAC building very soon.
- Stated that he has been reviewing the I&I videos of the line testing and the lining looks very good.
- Stated the Park Trail construction is coming along nicely
- Stated that staff has been looking at Knode Circle and other areas to check the size of the mains for future up-grading
- Stated the staff has been working on water capacity and appropriation

Mayor Long asked if there were further comments.

Laura Kirby, 401 Brookridge Drive, inquired as to why the Fall Newsletter states that residents will have to keep large items that they cannot transport to the Shafer Park Parking Lot for the Fall Bulk Clean-Up until the Spring 2017 Curb-side Bulk Clean-Up. Administrative Assistant Miller stated that that service was stopped last year due to too many residents taking advantage of the Town's offer to help transport large items to Shafer Park, making the Public Work Staff use 3 Town trucks and work an 8-hour shift transporting items on Fall Bulk Clean-Up day. She stated that it was just too expensive to continue.

Mayor Long announced that on Saturday, July 1, 2017 the 225th Town Anniversary Celebration will be held. Assistant Mayor Kauffman stated that the event will include a rededication of the Washington Monument and a reenactment of the 1st dedication and will be held mid-day. (Actual time will be announced at a later date) She stated that the event is being held on the same day as the Antietam Battlefield Independence Day Celebration in hopes that many people will attend both events. She further stated that the 225th Town Anniversary Committee attended the September Workshop Meeting to share the agenda plans and their project of redesigning the Town Walking Tour brochure, which now includes 32 sites. Additional information regarding the yearlong celebration will be announced at a later date.

Motion by Council Member Solberg, second by Assistant Mayor Kauffman to close the Regular Meeting at 8:15 pm, and motion carried.

Respectfully submitted,

Kimberly A. Miller
Administrative Assistant

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, familial status, religion, or disability. To file a complaint of discrimination you may file in person with, or write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-9410 or call (800)795-3272 (voice) or (202)720-6382 (TDD)".

BOONSBORO MAYOR & COUNCIL
MONDAY, OCTOBER 24 2016
WORKSHOP MEETING

The Mayor and Council held their Workshop Meeting on Monday, October 24, 2016 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building to set the Regular Session Agenda for Monday, November 7, 2016. Present were Mayor Howard Long, Council Members Janeen Solberg, Rick Bryd, Marilee Kerns and Terry Davis. Also present were Town Manager Megan Clark, Police Chief Charles Stanford and Administrative Assistant Kimberly Miller. The meeting convened at 7:00 PM.

Mayor Long stated that Anchor/Reporter Bruce Johnson, of WUSA 9 News, the CBS Washington, DC news affiliate, will be hosting a public 'Town Hall Meeting' at Crawford's Confectionery regarding the citizens of Boonsboro's feeling towards the 2016 Presidential Election tomorrow, October 25, at 12 noon.

Boonsboro Municipal Utilities Commission:

- **Review of Water & Sewer Policies:** Town Manager Clark, on behalf of a recommendation from the BMUC, presented the BMUC Policy revisions, noting that the current Policies were adopted in May of 2015. She stated that there are no 'real' change in the actual Policies, just a clarification of the wording making it easier for the residents to comprehend. Member Kerns stated she does not feel that any of the concerns that she brought to the table at the last Meeting were addressed, such as correct information for charges resulting from a water leak or the administrative appeal process. Town Manager Clark stated that clarification revisions will be made and the Policies will be further discussed at the November Workshop Meeting.

Shafer Park Grant Projects:

- **Request to Bid Tot Lot Project:** Town Manager Clark stated that the Request for Proposals for Tot Lot Project in Shafer Park, which will be grant funded through Program Open Space, was advertised in The Herald-Mail Newspaper and the Town website, with proposals due by October 24. She stated that 5 bids were received with 9 proposals. She further stated that she will be presenting the bid results to the Park Board on October 26 and will bring their recommendation to the Mayor and Council at the November Regular Meeting. (NEW BUSINESS)
- **Request to Bid Shafer Park Bathroom Rehabilitation Project:** Town Manager Clark stated that the Request for Proposals for Shafer Park Bathroom Rehabilitation Project, which will be grant funded through the Community Parks and Recreation grant, was advertised in The Herald-Mail Newspaper and the Town website, with proposals due by October 24. She stated that no bids were received, but that she did receive a quote from the Cronise Corporation who were not able to submit a bid proposal due to a computer crash and failure. Town Manager Clark stated that Cronise Corporation's quote is for \$52,000, noting that they believe the actual cost of the Project may come in lower than that. She stated that she will provide the Shafer Park Bathroom Rehabilitation Project drawings to the Mayor and Council for their review and input. (NEW BUSINESS)

Request to Bid Snowplowing Contract: Town Manager Clark stated that the Request for Proposals for additional snowplowing and sidewalk clearing for the 2016-2017 winter season, designed to help relieve Town employees during large storm events, was advertised in The Herald-Mail Newspaper and the Town website, with proposals due by October 19. She stated that Custom Landscape Management submitted a bid for the same price as their Maintenance Agreement for the 2015-2016 winter season, at the rate of \$90 per hour for plowing and salt spreading and \$40 per hour for shoveling. She further stated that an additional bid was received from Botanical Enterprises at the rate of \$125 per hour for plowing and salt spreading and \$45 per hour for shoveling. Town Manager Clark stated that staff is recommending that the Town accepts the proposal from Custom Landscape Management again this season. (NEW BUSINESS)

SafeExchange: Chief Stanford presented the request to establish a SafeExchange zone in the parking lot of the Police Department on Potomac Street. He stated that the purpose of this zone is to provide a safe day-time location for the community to make exchanges, such as purchases through Craig's List, eBay and other marketplaces, and also provide a neutral-ground for custody exchanges. He further stated that the Police Department personnel will play no role in the exchange process and that the Department would only provide the SafeExchange zone location. He presented a proposal to extend the length of the Police Department parking lot area to accommodate the additional vehicles, noting that he has yet to obtain quotes for blacktopping the proposed lot. Chief Stanford stated that if the Council approves the request for the SafeExchange zone, he will be requesting 2 additional security cameras in the lot and 1 additional security camera for the new

Tot Lot area, which he is hoping that CIA will donate to the Town. He stated that signage will be posted notifying citizens of the SafeExchange zone area and clarifying that the Police will not be part of any exchanges.

Police Officer Vacancy: Chief Stanford stated that he is recommending the hiring of Anthony Lorusso to fill the vacancy on the Police Department. He stated that Mr. Lorusso is a previously certified Officer with over 13-years of Law Enforcement experience with the Frederick County Sheriff's Office. He further stated that he is requesting consensus to offer the position to Mr. Lorusso before the November Regular Meeting, with the starting date of November 8, 2016, at the starting salary of \$44,265. Consensus is to move forward with the hiring of Anthony Lorusso based on Chief Stanford's recommendation and judgment. (NEW BUSINESS)

2017 Town Event and Meeting Calendar: Town Manager Clark provided the Council with a draft copy of the 2017 Town Event and Meeting Calendar for their review and comments. Council provided edits and corrections. Administrative Assistant Miller will prepare the final copy of the 2017 calendar for the Council for the November Regular Meeting. (NEW BUSINESS)

2017 Event Listing for Fire Police: Town Manager Clark reviewed that the Council approved having Fire Police assistance with traffic control during many 2016 Town sponsored events, and stated that she has prepared a request to the Washington County Sheriff's Department for assistance with traffic control during Town sponsored events in 2017. She stated that events requesting Fire Police assistance would be Green Fest, the Rescue Company Carnival, Independence Day Celebration, and Boonesborough Days, noting that all fees incurred will be paid for by the hosts of those events. (NEW BUSINESS)

Public Hearing St. Paul Street Intersections: Mayor Long stated that a Public Hearing will be held on November 7, 2016 at 6:30pm, before the November Regular Meeting, to hear citizens' comments regarding the Public Safety Commission's request to place 2 additional stop signs on Saint Paul Street at the intersections of Lakin Avenue and Orchard Drive. He stated that the PSC is making this recommendation because they feel that stop signs are necessary at the intersections in order to allow for pedestrians to safely walk on the street, including school children on their way to and from school.

Motion by Council Member Schmidt, second by Council Member Byrd to close the Regular Meeting at 8:12 PM, and motion carried.

Respectfully submitted,

Kimberly A. Miller
Administrative Assistant

"In accordance with Federal law and U.S. Department of Agriculture policy, this Institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, familial status, religion, or disability. To file a complaint of discrimination you may file in person with, or write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-9410 or call (800)795-3272 (voice) or (202)720-6382 (TDD)".