

**BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
MONDAY, JUNE 6, 2016**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, June 6, 2016 in the Town Annex. In attendance were Mayor Charles Kauffman, Assistant Mayor Howard Long, Council Members Janeen Solberg, Cynthia Kauffman, Brigitte Schmidt, Sean Haardt and Barbara Wetzel, Council Member Elect Rick Byrd and Council Member Elect Marilee Kerns. Also present were Clerk of Circuit Court Dennis Weaver, 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 Kauffman.

SWEARING IN CEREMONY

Mayor Kauffman introduced Mr. Dennis Weaver, Clerk of the Circuit Court, to issue the Oath of Office. Mr. Weaver performed the Oath of Office for newly elected Mayor Howard Long, Council Member Rick Byrd and Council Member Marilee Kerns.

PRESENTATION AND PROCLAMATIONS

Mayor Long introduced County Commissioners Jeff Cline and Wayne Keefer, MML President Spencer Schlosnagle and MML Executive Director Scott Hancock, Boonsboro Middle School Principal Gary Wilson, Boonsboro Fire Chief Oley Griffith, Washington County MML Secretary/Treasurer and former Town Council Member Dick Gross, and Town Attorney Bill Wantz who all presented Skip Kauffman with proclamations, citations and gifts honoring his 28 years as the Mayor of Boonsboro.

- Mayor Long presented Sean Haardt (4 years) and Barbara Wetzel (8 years) with appreciation plaques commemorating their years of service as Town Council Members.
- Mayor Long presented a Proclamation to Skip Kauffman commemorating his 28 years as the Mayor of Boonsboro and expressed the Town's gratitude to him by recommending the renaming of the Town Annex as the *Charles F. 'Skip' Kauffman Building*.
 - **Motion** by Council Member Solberg, second by Council Member Kerns to rename the Town Annex the *Charles F. 'Skip' Kauffman Building*, and motion carried.

Mayor Long called a short Recess at 7:40 PM.

Mayor Long called the Regular Meeting to order at 7:50 PM.

REVIEW AND APPROVAL OF MAY MEETING MINUTES

- **Motion** by Council Member Kauffman, second by Council Member Kerns to approve the May 2, 2016 Regular Meeting Minutes and the May 24, 2016 Public Hearing Meeting Minutes, and motion carried.
- **Motion** by Council Member Solberg, second by Council Member Kauffman to approve the May 2016 Treasurer's Report, and motion carried.
- **Motion** by Council Member Solberg, second by Council Member Kauffman to approve the May 2016 Bills to be Paid Report, and motion carried.

GUESTS

Rich Hawkins, Fishing Derby Presentation: Park Board Member Rich Hawkins provided the Mayor and Council with an update on the 23rd Annual Fishing Derby held on Saturday, May 7, 2016 at the Town Pond, stating that approximately 112 children participated in the event. \$5 gift certificates were presented to all registered children, with \$1,315 raised in donations from local business and the American Legion Post 10 and Ladies Auxiliary, and an additional \$78 received from public donations during the event. He stated that \$1,141.59 was spent in total expenses. The Mayor thanked Mr. Hawkins and the volunteers who assist with the event every year.

MAYOR AND COUNCIL MEMBER COMMENTS AND CORRESPONDENCE

Council Member Kauffman:

- Stated that she attended many Town meetings and events during the month, including Green Fest, the Fishing Derby, the Wagon Train event, the MML Meeting and that she participated in the Annual Memorial Day Wreath Ceremony and Parade
- Stated that she attended the Leo Club Meetings, as well as volunteered 3-nights during the Boonsboro Rescue Company Carnival and volunteered at Micah's Backpack

- Stated that she attended the her first Advisory Committee Meeting at the Hospice Life House Center

Council Member Solberg:

- Stated that she attended many Town meetings and events during the month
- Stated that Green Fest was a huge success this year, noting that the event is growing and thanked all of the volunteers who helped make the day possible

Council Member Schmidt:

- Stated that she attended many Town meetings and events during the month, including Green Fest, the Town Election, the MML Meeting and that she participated in the Annual Memorial Day Wreath Ceremony and Parade, as well as the Sharpsburg Parade with the Boonsboro High School Marching Band
- Stated that she worked sorting the gently used clothing for the Clothing Swap for Green Fest with many Boonsboro High School students earning Student Service Learning Hours. Stated that \$220 was raised during the event for Micah's Backpack and all of the remaining clothing, which filled 3 trailers, was donated to Washington County Children In Need

Mayor Long

- Stated that he attended many Town meetings and events during the month, including Green Fest, the Fishing Derby, the Wagon Train event, the MML Meeting, the Orientation Meeting with Council Members Byrd and Kerns, and that he participated in the Annual Memorial Day Wreath Ceremony and Parade
- Stated that he volunteered 9-nights during the Boonsboro Rescue Company Carnival
- Congratulated the Boonsboro High School Track and Softball and Baseball Teams

Police Department Report – Chief Stanford. The Police Department received 343 calls for service, which included 82 motor vehicle violator contacts for the month of May 2016. There were 2 adult criminal arrests, 0 adult traffic arrests, 0 juvenile arrests and 0 juvenile traffic arrests. Stated that the Department collected 4.51 pounds of prescription drugs through the Drug Turn-In Program for the month of May and 139.98 pounds during the Green Fest event. Stated that all of the Police Department staff participated in In-Service Training during the month.

UNFINISHED BUSINESS

Sanitation Contract: Town Manager Clark reviewed that the Council voted unanimously to extend the Apple Valley Waste Sanitation Contract for 1-year, through June 30, 2017, at the March 2016 Regular Meeting. She stated that at the April 2016 Regular Meeting, the Council voted unanimously to extend the Apple Valley Waste Sanitation Contract for 3-years, through June 30, 2019, with revisions to the contract to include the distribution of residential trash containers. She further stated that in order for the residential trash container system to be implemented, Section 16-1 of the Boonsboro Garbage and Refuse Ordinance would need to be amended to include provisions of the Town providing containers, the specifications of the containers and requirements for trash to be limited to the containers. Town Manager Clark stated that at this time the Boonsboro Garbage and Refuse Ordinance has not been amended and it is recommended to rescind the April 2016 motion and proceed with the motion made in March 2016, to extend the original Apple Valley Waste contract without revisions for 1-year. **Motion** by Council Member Kauffman, second by Council Member Solberg to rescind the April 2016 motion and proceed with the motion made in March 2016, to extend the original Apple Valley Waste contract without revision for 1-year, and motion carried.

Ordinance 2016-02; Fiscal Year 2017 Water, Sewer and General Fund Budgets: Town Manager Clark stated Ordinance 2016-02; *Fiscal Year 2017 Water, Sewer and General Fund Budgets* was introduced at the May 2, 2016 Regular Meeting and a Public Hearing was held on May 24, 2016 at 6:30PM for Ordinance 2016-02 which establishes the Property Tax and Personal Property Tax Rates, the Water and Sewer Rates, the Sanitation Rate and the Fiscal Year 2017 General, Water, and Sewer Budgets. Council Member Kerns stated that with the approval of the motion to rescind the Sanitation Contract, Ordinance 2016-2 will need to be amended to strike 'Exhibit B' pertaining to the distribution of trash containers, and that the Sanitation Budget should be reduced to a lower \$4 per EDU per quarter rate increase due to no longer needing the \$10 per EDU rate increase to cover the costs of the trash containers which would have generated \$30,000 in Revenue. Mayor Long stated that there is still a need for an increase to Sanitation Rates due to it being 11 years since the last increase. Council Member Solberg stated that she recommends that the Council leave the Sanitation Rate at the proposed \$25 per EDU per quarter, which would be a long over-due needed rate increase, and move the \$30,000 Revenue into the Contingency Fund for Capital Improvement, thus bringing the actual cost of Sanitation rates closer to a true cost. Council Member Kerns stated that the Towns of Keedysville and Sharpsburg do not pay any additional cost for sanitation, noting that all costs are taken from their Tax base. Council discussed their positions regarding the increase in the Fiscal Year 2017 Property Taxes, the increase in Town employee salaries, the proposed

hiring of additional employees and the need to find a compromise so that Property Taxes are being used to fund services and residents are not being over charged by paying higher additional rates for those services. Council Member Kauffman stated that she would consider a lower increase to the Sanitation Rates. She stated that it's hard to compare Boonsboro with other Municipalities and what they charge their residents because the services that are provided are all different. Council Member Byrd stated that he has concerns regarding the Employee Pay Scale, noting that he personally has not had a merit pay increase of more than 2.5% in that last several years. He stated that it is wrong to raise rates for services provided to our residents yet pay higher wages to Town employees. Mayor Long stated that the Pay Scale was created to try to bring the employee pay rates into balance with other Municipalities because there was a large turn-over rate with previous employees, noting that the Pay Scale is not concrete and can be adjusted. Council Member Kauffman stated that she is about compromise and that the Council decided to abandon the 'trash containers' because it was heard loud and clear that it was not an option that residents wanted. She stated that since the Sanitation Rates have not been raised in many years she is recommending that they be increased gradually to help raise the Revenue needed to accomplish goals.

- **Motion** by Council Member Solberg, second by Council Member Kauffman to approve Ordinance 2016-02; *Fiscal Year 2017 Water, Sewer and General Fund Budgets*, to strike 'Exhibit B' and adjust the Sanitation Revenue to reflect a \$22 per EDU per quarter increase, opposed to the \$25 per EDU per quarter increase, thus adjusting the Sanitation Revenue to reflect that change and to move the additional Revenue funds to the Contingency Fund to be used for Capital Improvement Projects as needed. Mayor Long opened the floor for comments and Council further discussed the proposed Sanitation Rate increase. **Council Member Kauffman withdrew her second. Motion died for lack of a second.**
 - **Motion** Council Member Kerns, second by Council Member Byrd to approve Ordinance 2016-02; *Fiscal Year 2017 Water, Sewer and General Fund Budgets*, to strike 'Exhibit B' and adjust the Sanitation Revenue to reflect a \$19 per EDU per quarter increase, thus adjusting the Sanitation Revenue to \$95,000 to balance the Fiscal Year 2017 Budget, and motion failed 2 to 3.
 - **Motion** Council Member Kauffman, second by Council Member Schmidt to approve Ordinance 2016-02; *Fiscal Year 2017 Water, Sewer and General Fund Budgets*, to strike 'Exhibit B' and adjust the Sanitation Revenue to reflect a \$20 per EDU per quarter increase, thus adjusting the Sanitation Revenue to reflect that change and to move the additional revenue funds to the Contingency Fund be used for Capital Improvement Projects as needed, and motion carried 3 to 2.

NEW BUSINESS

Assistant Mayor Position: Mayor Long stated that a vacancy has been created in the position of the Assistant Mayor with his election and appointment as Mayor of the Town. He announced that the Town will be accepting "Certificates of Nominations" as application for the Assistant Mayor position and that interested applicants will not have to collect the required 20 signatures to apply due to the position being an 'unexpired term' ending June 2018. He stated that applications are available on the Town website and at Town Hall, noting that all applications must be submitted to Town Clerk Sarah Campbell by 4:30 PM on Friday, June 17, 2016. He further stated that Council will review the applications at their June 20, 2016 Workshop Meeting and make a recommendation for the appointment of the new Assistant Mayor at the July 2, 2016 Regular Meeting.

Appointment of Council Treasurer and Assistant Treasurer: Mayor Long stated that there is a need to appoint a new Council Treasurer and Assistant Treasurer. He stated that he is recommending the appointment of Council Member Janeen Solberg as the Treasurer and Council Member Cynthia Kauffman as the Assistant Treasurer.

- **Motion** by Council Member Schmidt, second by Council Member Kauffman to appoint Council Member Solberg as the Town Council Treasurer, with Council Member Solberg abstaining, and motion carried
- **Motion** by Council Member Solberg, second by Council Member Byrd to appoint Council Member Kauffman as the Town Council Assistant Treasurer, with Council Member Kauffman abstaining, and motion carried

Capital Improvement Plan Purchase (CIP) – Key Card System: Town Manager Clark stated that \$10,000 is budgeted in the Fiscal Year 2016 Capital Improvement Plan Budget for Town Hall Security Upgrades. She explained that she obtained 3 quotes for access control measures to be installed on four doors, and stated that access controls would allow for individuals to have key cards programmed to allow access to certain parts of the Town Hall building, thus removing the necessity for having numerous keys and alarm codes for Mayor and Council, Commission Members, Boards and staff. Town Manager Clark stated that she is also requesting that an access control be placed at the Community Center door so that renters of the facility would

be given a key card and would only be granted access to the facility when they have scheduled it for a rental. She stated that should the Council move forward with the proposal, she is recommending that the remainder of the funds be used to replace the wooden doors in Town Hall and the installation of a more secure customer service Clerk window. Town Manager Clark reviewed the quotes, noting that she is recommending that the Council approve the quote from Crime Intervention Alarm (CIA), the current security camera provider at Shafer Park and the Town Square, at the cost of \$5,600 and the monthly service fee of \$80. Council Member Kauffman stated that in her opinion key cards can be faulty and that a key pad may be better suited to the Town's needs. Council discussed the added cost per key card and issues that may arise if cards are lost. Mayor Long tabled the discussion and recommended that Town Manager Clark obtain the costs for the individual key cards and that staff contact a locksmith to obtain the actual cost of simply changing the locks throughout Town Hall and the Community Center and limiting the distribution of the new keys.

Resolution 2016-02; Building Code Update: Town Manager Clark stated that every 4-years the Washington County Commissioners recommend that all Municipalities adopt the updates of the Maryland and International Building Codes. She stated, on behalf of a recommendation from the Planning Commission, that she is requesting the Introduction and Adoption of Resolution 2016-02; *Building Code Update* to enact the 2016 updates. **Motion** by Council Member Solberg, second by Council Member Schmidt to approve the Introduction and Adoption of Resolution 2016-02; *Building Code Update*, and motion carried.

Antietam Ridge – Recommendation to Release Bond: Town Manager Clark stated that the Town entered into a Public Works Agreement with Antietam Ridge, located at the Fletcher's Grove development, noting that all construction has been completed and inspected. She stated, on behalf of a recommendation from the Planning Commission, that she is requesting the release of the \$51,000 Construction Bond. **Motion** by Council Member Schmidt, second by Council Member Byrd to release the \$51,000 Construction Bond to Antietam Ridge, and motion carried.

Boonsboro Municipal Utilities Commission Reappointment: Town Manager Clark, on behalf of a recommendation from the Boonsboro Municipal Utilities Commission, presented the recommendation to reappoint Terry Davis to the BMUC for a consecutive 4-year term ending June 2020. **Motion** by Council Member Schmidt, second by Council Member Kauffman to approve the reappointment of Terry Davis to the BMUC for a consecutive 4-year term, and motion carried.

Public Safety Commission Appointment: Council Member Byrd, on behalf of a recommendation from the Public Safety Commission, presented the recommendation to appoint Steven Dove to the PSC for a 4-year term ending June 2020. **Motion** by Council Member Kauffman, second by Council Member Solberg to approve the appointment of Steven Dove to the Public Safety Commission for a 4-year term, and motion carried.

Request for Donation: Town Manager Clark stated that a donation requested was received from the Boonsboro Athletic Boosters, Inc. for the 24th Annual Dwight Scott Golf Tournament on June 27, 2016 at the Black Rock Golf Course. **Motion** by Council Member Solberg, second by Council Member Kauffman to donate \$100 to the Boonsboro Athletic Boosters, Inc. for the 24th Annual Dwight Scott Golf Tournament, and motion carried.

COMMISSION REPORTS

Public Safety Commission – R. Byrd. Meeting held on May 19, 2016. Discussions included the recommendation to the Mayor and Council to reduce the speed limit on Park Drive and Shafer Park Drive to 20 mph and the plans to address the issue of reducing the speed limit on North Main Street with the State Highway Administration. The plans to discuss the smoking and vaping issue at Shafer Park with the Environmental Commission and the Park Board, the inconsistent speed limits on Mapleville Road and plans for the upcoming National Night Out. Steven Dove was interviewed to be a member of the PSC and the Commission approved his recommendation to the Council.

Park Board – C. Kauffman. Joint Meeting with the Environmental Commission held on May 25, 2016. Discussions included the Fiscal Year 2017 Parks and Recreation Budgets and planned Park Equipment purchases, the Farmer's Market logo contest, the Phase 1 Walking Trails, the Wagon Train event, the upcoming Family Movie Night in the football field area of the new Park on June 11 at 9:00 pm, an update on the Fishing Derby's success this year, plans for the Independence Day Celebration on July 1, the upcoming Summer Concert Series in Shafer Park, and the success of the Tree Boards Arbor Day Celebration.

Utilities Commission – M. Clark. Meeting held on May 12, 2016. Discussions included an updated on the demonstration of the Drying Bed Facility by Envirep, the status update on the Sewer I&I Project, the approval to amend the Sanitary Sewer

Specifications to include the new "Detail 16A Manhole Frame and Cover," the approval to move forward with the purchase of a Correlator from Ferguson Waterworks for \$31,100.40, the recommendation to hire Jeremy Mose as the new Operator II and the recommendation to reappoint Terry Davis to the BMUC for a consecutive 4-year term.

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

Economic Development Commission –J. Solberg. The Networking Breakfast was held at Vesta on May 20 at 7:30AM with guest speaker Town Manager Megan Clark. The next EDC meeting will be June 22 at 9AM in the Meeting Chambers.

Environmental Commission –B. Schmidt. Joint Meeting with the Park Board held on May 25, 2016. Discussions included the shared visions for Shafer Park. Extended a huge 'thank you' to everyone who helped make Green Fest a success this year.

Town Manager Report – M. Clark.

- Stated that she received approval of the FEMA reimbursement for the January 2016 snowstorm totaling \$21,581.37
- Stated that she received notification of the \$50,000 Community Parks and Playground Grant for Fiscal Year 2017
- Stated that the Salt Storage Facility on Monroe Road is completed
- Stated that Superintendent Greg Huntsberry is now a Certified Storm Water Management Inspector
- Stated that she received notification of an application for a Picnic License for G. Boone's, scheduled for August 20, 2016. The Town will send a letter of support
- Stated that Jim DeGrange, David Lewis and David Poffenberger are attending training this week to become certified in Water Distribution and Sewer Collection
- Stated that the Boonsboro Middle School students performed a chemical testing on Boone's Run in Shafer Park and all results showed the run is very healthy
- Stated that she will be attending the MML Conference from Sunday June 26 through Wednesday, June 29, 2016
- Stated that Town Hall will be closed on Monday, July 4 for Independence Day and that the Annual Independence Day Celebration and Fireworks will be held on Friday, July 1 with the rain date of Sunday, July 3, 2016

Motion by Council Member Kauffman, second by Council Member Schmidt to close the Regular meeting at 9:35PM 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.

Respectfully submitted,

Kimberly A. Miller
Administrative Assistant

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BOONSBORO MAYOR & COUNCIL
MONDAY, JUNE 20, 2016
WORKSHOP MEETING

The Mayor and Council held their Workshop Meeting on Monday, June 20, 2016 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building to set the Regular Session Agenda for Tuesday, July 5, 2016. Present were Mayor Howard Long, Council Members Cynthia Kauffman, Janeen Solberg, Brigitte Schmidt, Rick Bryd 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.

Presentation: Krista Davis, of Zachary Court, introduced herself as a 15-year resident of Boonsboro and one of the first homeowners in the Fletcher's Grove Development. Ms. Davis presented her Power Point presentation "*Boonsboro Propane Prices and Legal Factors Impacting Residents*" to the Mayor and Council. She stated that she, and many other residents of the Fletcher's Grove and Crestview Developments, have strong concerns regarding Thompson Gas, the cost of propane and Thompson Gas's agreements with the property developers. After her presentation, Mayor Long stated that sadly the Town has no way of assisting with the propane agreements that were negotiated and set by the developers. Council Member Schmidt stated that she, too, as a Crestview Development homeowner has the same concerns. She opened the floor to public comments and many other Crestview and Fletcher's Grove Development homeowners shared similar issues. Mayor Long introduced Scott Miller, attorney for Thompson Gas, and asked if he had any comments. Attorney Miller stated that Thompson Gas is willing to meet with the homeowners and further discuss their concerns. Mayor Long stated that a Public Information Meeting will be scheduled to further discuss the propane issues between Thompson Gas and the Town residents.

Police Office Update: Chief Stanford stated that Officer Marty Pitsnogle's last day of work is June 30, 2016 and he received 26 resumes for the soon to be vacant Police Officer position. He stated of the 26 resumes, only 10 candidates were certified by the State of Maryland and 4 candidates were selected to be interviewed. He further stated that the candidate that he would like to hire has requested to be permitted to finish his last few months of his 10-years of service with his current employer before beginning work with the Boonsboro Police Department. Chief Stanford stated that he is willing to wait until the beginning of 2017 to hire this candidate as the new Police Officer.

Public Safety Commission Recommendation; Park Drive Speed Limit: Council Member Byrd, on behalf of a recommendation from the Public Safety Commission, presented the request to lower the current speed limit from 25 mph to 20 mph on Shafer Park Drive and Park Drive to increase pedestrian safety and decrease the speed around the Park area. Chief Stanford agreed with the reduction of the speed limit, noting that many of the residents living on those roads have voice their concerns regarding vehicles speeding around the Park. (NEW BUSINESS)

Mowing Contract: Town Manager Clark stated that for many years the Town has received ground maintenance assistance from Washington County inmates twice a week for various work details, including weed eating in the storm drains. She stated that beginning on May 1 of this year, the County is only providing inmate assistance to the Town once a month. She further stated that while the Public Works staff is trying to keep up with all of the weed-eating/maintenance that the inmates previously performed weekly, Superintendent Huntsberry is requesting that the Town add 2 additional properties to the Mowing Contract. Town Manager Clark stated that the 2 properties are large stormwater ditches for trimming; Orchard Drive storm drain from Valley View Court to the GESAC property and Kinsey Heights along Lanafield Circle. She stated that the Town currently pays Simply Divine Lawn Care \$990 per week for the Mowing Contract and staff is requesting to add 2 monthly trimmings of the 2 additional properties for the cost of \$90 per ditch. Council discussed talking to the County Commissioners at their July 26, 2016 Boonsboro Meeting about the need for inmate help. (NEW BUSINESS)

Street Cleaning Contract: Town Manager Clark stated that the Street Cleaning Contract with Clean-A-Lot, Inc. is slated for renewal for Fiscal Year 2017. She stated that the Contract is for \$80 per hour for street sweeping on the third Monday of every other month, noting that the new Contract is being proposed with the same costs and terms as the current Contract. Council discussed the need to balance the added maintenance costs due to the lack of assistance from the Washington County inmates and possibly removing unneeded services. (NEW BUSINESS)

Capital Improvement Projects (CIP) Purchases

- **Access Control (Fiscal Year 2016):** Town Manager Clark reviewed that \$10,000 was budgeted in the Fiscal Year 2016 Capital Improvement Plan Budget for Town Hall Security Upgrades. She stated that she presented 3 quotes for access control measures to be installed on four doors at the June Regular Meeting, noting that the access controls would allow for individuals to have key cards programmed to allow access to certain parts of the Town Hall building and at the Community Center. She further that based on the request from the Council, she obtained 3 revised quotes for the option of a keypad access control and presented those quotes for the Council. Town Manager Clark stated that she is recommending that the Council move forward with the quote from Glessner Alarm, the current security alarm provider at Town Hall, at the cost of \$6,286 for the keypad system. She stated that she is also recommending that funds be used for the installation of a more secure customer service Clerk window as part of the update project. Council agreed that the keypad is a better option than the previously proposed key cards. (NEW BUSINESS)
- **Public Works Truck (Fiscal Year 2017):** Town Manager Clark stated that the Fiscal Year 2017 Capital Improvement Plan Budget includes the shared expense for the purchase of a Public Works truck. She stated that she is recommending that the Council moves forward with the purchase of a 2017 Ford F350 diesel fully fitted truck at the approximate cost \$40,000 through the Blanket Purchase Order with the State of Maryland, noting that the purchase will be shared with the Water and Sewer Funds at an estimated cost of \$13,333 per Fund, with \$18,350 budgeted in each Fund for the purchase. She further stated that ordering the new truck in July will enable the expected delivery date in late October/early November, and that the Public Works Department plans to keep the existing 2004 Ford F350. (NEW BUSINESS)

Assistant Mayor Nominations: Mayor Long reviewed that a vacancy was created in the position of the Assistant Mayor, with the unexpired term ending June 2018, when he was elected and appointed as Mayor of the Town. He stated that the Town accepted "Certificates of Nominations" as application for the Assistant Mayor position through June 17, 2016, and that one application was received from Council Member Cynthia Kauffman. He further stated that with Council's approval of Council Member Kauffman's appointment at the July Regular Meeting, he will announce the vacancy in the Council Member position with the unexpired term ending June 2018. Mayor Long stated that the Town will accept "Certificates of Nominations" as application for the Council Member position through 4:30PM on July 15, 2016 and interested applicants will not have to collect the required 10 signatures to apply due to the position being an 'unexpired term.' He stated that Council will review the applications at their July 18, 2016 Workshop Meeting and make a recommendation for the appointment of the new Council Member at the August 1, 2016 Regular Meeting. (NEW BUSINESS)

Zoning Administrator/Code Enforcement: Town Manager Clark stated that the Fiscal Year 2017 Budget includes the hiring of a part-time Zoning Administrator/Code Enforcement Officer at the pay rate of \$15.52 per hour for approximately 20 to 25 hours per week. She stated that currently Town Engineer Hopkins or she handles the Zoning Administration and Property Code Enforcement, and that due to other job responsibilities of both positions, Property Code Enforcement is handled as a reaction or only applied when a complaint is received. She further stated that having a part-time staff member to verify complaints, and enforcing the Ordinances would help to ensure that all properties are treated consistently. Council discussed the issue of seeming 'Gestapo-like' when patrolling the Town, but agreed that there needs to be consistency in the Code Enforcement. (NEW BUSINESS)

Motion by Council Member Kauffman, second by Council Member Schmidt to close the Regular Meeting at 8:35 PM and move into **Executive Session** as permitted 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.

Respectfully submitted,

Kimberly A. Miller
Administrative Assistant

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