

Boonsboro Public Safety Commission

Meeting Minutes

Thursday, October 20, 2016

Present: Chair, Terri Hollingshead; Kristy Smith; Tony Nally; Marty Love; Steven Dove, Chief Stanford, Boonsboro Police Department; Rick Byrd, Council Liaison

Chair Hollingshead called the meeting to order just after 7 PM.

Guests: Rick Weaver

September minutes were approved with a motion by Mr. Love

Citizen Comment: Mr. Rick Weaver was in attendance to express an interest in joining the Public Safety Commission. Mr. Weaver is a nearly lifelong resident of Boonsboro and an active community volunteer. He has served on several safety committees as a part of his professional life. Ms. Hollingshead will pass his information and name on to the mayor and council for approval.

Old Business:

NNO letters were signed for mailing.

There seems to be some progress on a few of the issues discussed with the SHA regarding traffic issues in town.

The mayor and council will hold a public hearing regarding additional stop signs on Saint Paul Street on Monday, November 7th at 6:30 PM. There will be no further discussion at this time regarding one way traffic on Center Street behind the fire hall.

New Business:

Megan Clark has requested that PSC prioritize areas and neighborhoods in which sidewalks need attention. Committee members remembered that this project had been completed with photographs during the walkability study. It is possible that the photos and data are stored with the safe walk to school information. Sidewalk maintenance may be more closely related to public works and zoning.

Ms. Clark also requested that the PSC recommend the street signs that are a priority for replacement. In review of previous minutes, it may be noted that some of the no parking signs on High Street and the speed limit sign near 9 Young Avenue need to be replaced. The PSC will be on the lookout for other signs.

It was also suggested that the PSC discuss speed control and methods to use, as well as a policy for the Town. This suggestion was discussed with Chief Stanford, as this is a law enforcement issue. Notes regarding current initiatives are in the police department report.

Police Department Report:

Chief Stanford presented a potential logo for the Boonsboro PSC. He will forward a jpeg to Ms. Hollingshead.

The police department has submitted a request to the mayor for the purchase of a radar/speed trailer. The cost is approximately \$6,100. This piece of equipment would remind drivers of their speed as they drive by as well as log data for traffic and speed studies and surveys.

The police department has also made use of a decoy vehicle to monitor speeding near the library. The vehicle may be moved around to other locations.

Chief Stanford is working to bring a Safe Exchange program to our community. He will make a presentation to the mayor and council regarding this program, which will provide a secure place within the department lobby or parking lot in which residents making on line purchases can complete their transaction. The police department area is under 24 hour surveillance. Such exchanges could be made between 8 AM until dusk in the lot and from 8 AM to 9 PM in the lobby. Custody exchanges could also be made in a similar manner, as well as potential supervised visitation sessions in the proposed tot lot that will be directly adjacent to the police department. The PSC felt this to be an important and viable outreach for the BPD.

The Police Department has hired a new officer that should be active by mid-November. Anthony LaRusso is a police academy graduate with 11 years of experience with the Frederick County Sheriff's Office.

Fire Department Report:

No representation from the Fire Department.

Mayor and Council Report:

Mr. Byrd shared items of interest with the PSC from the most recent Mayor and Council workshop.

The meeting was adjourned at 7:45 PM.

Respectfully submitted,

Kristy Smith

Boonsboro Park Board

October 26, 2016

Present: Greg Solberg, Rich Hawkins, Chris Hawkins, Jeff Davidson, Isaac Whitmore, Sandra Shifler, council liaison Marilee Kerns

Absent: Laura Schnackenberg

The meeting was called to order at 6:55 by Rich Hawkins.

The September minutes were read and approved, motion Greg, seconded Jeff.

Tot Lot Proposals

The Park Board reviewed eight proposals for the new tot lot. After careful consideration and discussion the Park Board decided on Cunningham bid 7 – B. Motion to move forward with the proposal Greg and seconded by Jeff.

Park Trail

The trail should be completed by November 11.

A park bench and a combo trash bin have been purchased. A sign with park rules will be purchased. We are waiting for examples and costs.

Flat Frosty

Park Board decided Laura would make a Frosty because of the good job she did in the past.

Olde Tyme Christmas

The Community Center will be decorated and luminaries will be assembled Nov. 30 beginning at 6 p.m.

Greg – order and pick up Rudolph and Frosty suits

Chris – order Santa suit, check gloves and hat

Rohrersville Band, Boonsboro High Band, Fire Department, Santa (Daniel Foltz) have been confirmed.

Participants in the parade will meet at the Lutheran Church at 6:00 p.m.

Tree Board

The tree that was planted for Arbor Day has been replaced and planted by town employees.

Jeff is working on the Tree City application.

A tree ordinance for the town has been discussed.

Nov. 12 - 9 a.m. Fifteen trees that were purchased with a grant from Maryland Forest Service will be planted behind the Community Center.

Bulk Clean-up

The clean –up was a success with a lot of recyclables and trash collected.

Eagle Scout Project

The site has been prepared and it will be planted in the spring.

Meeting adjourned at 7:55, motion by Chris and seconded by Greg.

Respectfully submitted,
Sandra Shifler
Secretary

**BOONSBORO MUNICIPAL UTILITIES COMMISSION
REGULAR MEETING
October 20, 2016**

The Boonsboro Municipal Utilities Commission held its regular monthly meeting on Thursday, October 20, 2016 in the 2nd Floor Conference Room of Town Hall. In attendance were Vice-Chairman Paul Loeber, Commission Members Bobby Mose, Eric Kitchen, Ray Hoffman, Todd Kennedy, and Ernie Harr. Council Liaison Terry Davis, Town Manager Megan Clark, Town Engineer Brian Hopkins, Public Works Superintendent Greg Huntsberry and Utilities Superintendent Pete Shumaker were also in attendance. Vice-Chairperson Loeber called the meeting to order at 7:00 PM.

- **Motion** by Member Hoffman, second by Member Kennedy, to approve the September Regular Meeting Minutes. The motion carried.
- **Motion** by Member Hoffman, second by Member Kennedy, to approve the September Executive Meeting Minutes. The motion carried 5-0, with Member Harr abstaining.
- Treasurer Kitchen read the August Treasurer's reports for the Water and Sewer Funds. **Motion** by Member Hoffman, second by Member Mose to approve the Treasurer's reports for September, and motion carried.
- Treasurer Kitchen read the Bills to be paid report for the Water and Sewer Funds. **Motion** by Member Kennedy, second by Member Hoffman, to approve the bills to be paid and the motion carried.

ELECTION OF OFFICERS

Chairperson: **Motion** by Member Hoffman to nominate Paul Loeber as Chairperson. Member Kitchen seconded the nomination. Member Hoffman moved the nominations closed, and Member Harr seconded. Motion for Paul Loeber to serve as Chairperson approved unanimously.

Vice-Chairperson: **Motion** by Member Hoffman to nominate Todd Kennedy as Vice-Chairperson. Member Kitchen seconded the nomination. Member Hoffman moved the nominations closed, and Member Harr seconded. Motion for Todd Kennedy to serve as Vice-Chairperson approved unanimously.

Secretary: **Motion** by Member Hoffman to nominate Ernie Harr as Secretary. Member Mose seconded the nomination. Member Hoffman moved the nominations closed, and Member Kennedy seconded. Motion for Ernie Harr to serve as Secretary approved unanimously.

UNFINISHED BUSINESS:

Water Capacity: Town Manager Clark reviewed the Utilities Commission had agreed in July to work with ALWI to begin evaluating the requirements and information necessary to request additional allocation. She stated currently the Town is using 438,000 gallons of water per day (gpd) of the 683,000 gpd permitted, leaving 980 equivalent dwelling units available to connect into the water system. ALWI reviewed the groundwater recharge area, source capacity and demand. While ALWI has 75% of the work compiled to formulate a letter to MDE for permit renewal and additional capacity, the BMUC would need to decide if ALWI should evaluate the existing sources for remaining capacity or evaluate new sources. The BMUC discussed and agreed there is not currently an immediate need to renew and request for additional capacity. The BMUC agreed that both existing sources and new sources should be considered with new development occurring. **Motion** by Member Hoffman, second by Vice-Chairperson Kennedy to postpone any additional work with ALWI on water capacity. Motion carried unanimously.

BMUC Policies: Town Manager Clark reviewed proposed revisions to the BMUC Policies. She stated the intent of the revisions is to provide clarity and consistency within the policies, and does not provide any changes to the principles of the policies. She stated she is requesting a recommendation from the BMUC to move forward with the Council approval. Member Harr stated he felt Council approval was not necessary as Section 910(1) authorizes the BMUC to collect water and sewer rates and subsequently, the administrative authority to do so. **Motion** by Vice-Chairman Kennedy, second by Member Mose to approve the changes in the BMUC Policies and motion carried unanimously.

NEW BUSINESS:

FY2017 CIP Purchases: Town Manager Clark reviewed the FY17 CIP Budget. She stated staff is recommending to move forward with the rehabilitation of 6 water filters in the water treatment plants for approximately \$48,000 and the purchase of a handheld water reader for \$5500 and a new meter wand for \$1400. The Commission discussed the FY17 CIP and user fees used to fund the projects. **Motion** by Member Hoffman, second by Vice-Chairperson Kennedy to approve the FY2017 CIP Purchases of the water filters, handheld meter reader, and meter wand and motion carried unanimously.

Young Avenue Pump Station: Utilities Superintendent Shumaker gave an update on Young Avenue Pump Station, stating recently the plant has experienced an influx of grease and the pumps have had trouble keeping up with the flow. He stated recently they had the 3" force main flushed which helped with the flow and he would be evaluating the pumps. Town Manager Clark reviewed with the Commission that Sycamore Run feeds into the pump station and installed a by-pass pump station as part of the development. The Commission discussed the need to have a spare pump for emergencies. Town Engineer Hopkins stated he obtained a quote from Mission Monitoring to install a dial-out system at the Young Avenue location similar to the other dial out systems the Town has. Superintendent Shumaker agreed a dial out system is needed for the Young Avenue pump station given that the flows have more than doubled. Motion by Vice-Chairperson Kennedy, second by Member Kitchen to purchase a dial out system from Whel-Tech for approximately \$3500 and motion carried unanimously.

Water Conservation Plan: Town Manager Clark stated the Water Conservation Plan, prepared by CDM, was last prepared in 2006. She stated she would like volunteers between the Environmental Commission and the Utilities Commission to update the plan. Members Kitchen and Harr agreed to serve.

ENGINEERING REPORT – B. Hopkins

- Updated the Commission on the costs of implementing a Volute Press with estimates around \$400,000. He stated the costs to operate a volute press would be around \$60,000, thus the system would pay for itself in approximately 6 years. The Commission discussed looking into various funding options. Engineer Hopkins also updated the Commission on the Flow Monitoring contract and root control

UTILITIES REPORT- P. Shumaker

- Updated the Commission on repairs at Well 8. He stated air is still in the lines and staff would continue evaluating.
- Reported staff, with the help of the Public Works Crew, had repaired an estimated 50,000 gallon leak of the sewer system water
- Stated since the use of the valve at Shafer Park Well, the well is averaging 135gpm

PUBLIC WORKS REPORT- G. Huntsberry

- Stated 2 water leaks have been repaired at Lappans and Knode Circle
- Stated all meter replacements have been installed in Kinsey Heights and the next area will be Main Street
- Reported that all materials have been ordered for Knode Circle and staff will begin within the next week

MAYOR AND COUNCIL REPORT – T. Davis

- Reported on the monthly activities of the Mayor and Council from their recent meeting held on October 3rd, including the planning and events for the 225th anniversary celebration, bid solicitation for the Tot Lot and Restroom Rehab

Motion by Member Kitchen, second by Member Mose to adjourn the meeting at 8:40pm, and motion carried.

Respectfully Submitted,
Ernie Harr, *Secretary*

Prepared by:
M. Clark, *Town Manager*

Town of Boonsboro
21 North Main Street
Boonsboro, Maryland 21713
Telephone: (301) 432-5141

MINUTES OF A MEETING OF THE PLANNING COMMISSION
TUESDAY, OCTOBER 25, 2016

PRESENT: Chairman Carvel Wright, Vice-Chairman Rob Maricle, David Ambrose, Secretary Kim Koerting, Steve Jamison, and Mayor and Council Liaison Janeen Solberg **Absent:** David Parmelee and Curt Conway
Staff Member(s): Megan Clark, Town Manager

PRESIDING: Chairman Wright called the meeting to order at 7:00 p.m.

APPROVAL OF MINUTES

Chairman Wright declared the Regular Meeting Minutes of the August 23, 2016 Meeting approved as submitted.

NEW BUSINESS

REQUEST FOR PLAN CHANGE: AC&T

Town Manager Clark presented a Request for Plan Change on the AC&T Site Plan. She stated AC&T is requesting to remove the handicap access ramp on the north side of the property. The Planning Commission discussed the potential extension of the sidewalk on this side, SHA requirements, and the overall site.

Motion by Vice-Chairman Maricle, second by Chairman Wright to **DENY THE REQUEST FOR PLAN CHANGE TO REMOVE THE SIDEWALK AND ACCESS RAMP ON THE NORTH SIDE, BUT ALLOW AC&T TO POSTPONE THIS REQUIREMENT UNTIL SIDEWALKS ARE EXTENDED IN THE FUTURE.** Motion carried unanimously.

DISCUSSION

PROJECT UPDATES

Town Manager Clark provided the Planning Commission updates on several development projects. She stated Dollar General is complete however has not requested a bond release/reduction so a formal development inspection has not been completed. She reminded the Commission of the Comprehensive Plan recommendation to incorporate design regulations. The Planning Commission discussed typical design regulations and agreed a draft of regulations should be considered in the near future. Town Manager Clark provided updates on Sycamore Run, Battlefield Estates, and the Preserve at Fox Gap as well.

PLANNING AND ZONING UPDATES

Town Manager Clark updated the Commission on the progress of additions in Shafer Park, including restroom rehab, trail construction, and a new playground.

CITIZEN'S COMMENTS

Council Liaison Solberg provided the Commission an update of the monthly activities of the Mayor and Council.

COMMISSION MEMBER COMMENTS

None

ADJOURNMENT

Chairman Wright declared the meeting adjourned at 7:40 pm.

Respectfully submitted,

Megan Clark,
Town Manager

**BOONSBORO ECONOMIC DEVELOPMENT COMMISSION
MEETING MINUTES
OCTOBER 25, 2016**

The Boonsboro Economic Development Commission met on October 26, 2016 at the Kauffman Annex. In attendance: Vice-chairman George Messner, Secretary Vickie Messner, Carol Blessing, Jennifer Guenther, Terri Packard, Bruce Wilder, Council Liaison Cindy Kauffman, Town manager Megan Clark, Mayor Howard Long, and guest Peter Perini.

The meeting was called to order at 9:15 AM.

The commission acknowledged the resignation of Chairman Richard Keesecker effective September 30, 2016. George Messner will assume the chairman position until his term of renewal in April 2018.

Public Comments

Peter Perini invited members of the commission to attend the next meeting of the Community Coalition of Washington County (date TBA). The Coalition consists of eight county organizations whose purpose is to prioritize needs within the community. Monies gathered through membership fees pays for a lobbyist to address issues to the Maryland General Assembly. He believes input from the Boonsboro community would be beneficial.

The EDC has adopted a policy for Public Comments. *A speaker will be allowed three (3) minutes to make a public comment. Cumulative time for public comments will be ten (10) minutes. A person wishing to make a presentation shall notify the EDC chairman in writing two weeks before the next bimonthly meeting. The presentation may last no longer than ten (10) minutes.* Motion to adopt his policy: C. Blessing, Second: J. Guenther. Motion carried.

The Minutes from the August 24, 2016 meeting were approved as written. Motion to accept: B. Wider, Second: C. Blessing. Motion carried.

The next **Networking Breakfast** is scheduled for Friday, November 18, 2016@7:30 AM at Vesta. Notification of the event is November 8th, RSVP date November 15th. Jennifer Ross, head librarian of the Boonsboro Free Library, will be the guest speaker. Future speakers include Mayor Howard Long, Mary Ironside (DNR), and Dr. Ken Film (South Mountain Dentistry).

Old Business

It was suggested the 225th Anniversary Committee may be interested in providing the **tote bags**. Information pertaining to future **rack cards** will be sent to Cindy Kauffman and Carol Blessing. A request was made to use Boonsboro Businesses instead of Downtown Businesses throughout the rack card events. The events on the rack card will be used in a quarter page ad in the Herald-Mail holiday edition. A LoveYourLocal **logo** was submitted for approval. Motion to accept logo: J. Guenther, Second: C. Blessing. Motion carried. It was decided to order 50 decals (\$175) and 300 balloons (\$176) featuring the logo for First Saturday and Buy Local events. Motion to approve purchase: T. Packard, Second: B. Wilder. Motion carried.

J. Guenther reported 17 businesses have agreed to participate in the **First Saturday Specials**. She indicated by accessing the LoveYourLocal link through the Town website one can also link into Holiday In Boonsboro and Flat Frosties information.

The **mugs** commemorating the 225th anniversary of Boonsboro are now available at Turn the Page Bookstore, Josie's on Main, Gifts Inn Boonsboro, and Olde Homestead.

The **Historic Sites/Walking Tour brochure** has been completed and can be obtained at most businesses, museums, and places of interest.

M. Clark reported the Farmers Market committee will be meeting in November.

New Business

The budget for July 1 to October 31, 2016 was reviewed. More business brochures need to be ordered. The sale of ads fund contains enough money for reorder. A recommendation was made to also order the magnetic calendars for 2017. C. Kauffman will contact designer Dan Murphy for numbers/price information.

After attending the MML Fall Conference, Mayor Long suggested contacting MML Magazine to contribute an article featuring the 225th Town Anniversary. V. Messner will make necessary contact. Creating a New Resident Information packet was tabled until the December meeting.

M. Clark reported **new business activity**: Domino's Pizza (beside Antietam Spirits) expected to open at the first of the year, and AC&T to open new building next week. The old building will be demolished soon and the gas pumps are expected to be closed for 2-3 months for restructuring.

C. Blessing indicated for the **PopUp Shops** to be more successful better signage will be needed. Shops will be open at the Hospice Community Life Center during Holiday in Boonsboro on December 3rd. She announced these shops will be open twice a year (Spring and Christmas).

Motion to adjourn: T. Packard, Second: J. Guenther. Motion carried. Adjournment: 10:35 AM.

Because of the holidays the next meeting is scheduled for **Wednesday, December 14, 2016.**

Upcoming Events

10/31 Halloween Trick or Treat 6-8 PM

11/03 First Saturday Specials

11/17 Girls Night Out 6-8 PM

11/19 JFK 50 Mile Race Day pancake breakfast 4-1:30 AM@ Mt. Nebo Church

11/26 Small Business Saturday

12/02 Flat Frosty scavenger hunt

12/02 Olde Tyme Christmas Tree Lighting w/Santa 6:30 PM

12/03 Holiday in Boonsboro/First Saturday Boonsboro Businesses 10AM-4PM

12/03 Preview National Road Museum concept- Open House 10AM-2PM

SEE HOLIDAY IN BOONSBORO RACK CARD FOR EVENTS, DATES AND TIMES

Submitted:

Vickie Messner,

Secretary

Draft
Town of Boonsboro
21 North Main Street, Boonsboro, Maryland 21713
Telephone: (301) 432-5141

MINUTES OF A MEETING OF THE ENVIRONMENTAL COMMISSION
TUESDAY, OCTOBER 11, 2016

PRESENT: *Commission Members:* Vice Chairman Rosemary James, Secretary Kathy Vesely, Scott McIllwee, Laura Schnackenberg
Town Manager Megan Clark, Mayor and Council Liaison Brigitte Schmidt

ABSENT: Chairman Bill Brady, Anthony Dowell, Leah Grasso, Jessica Renner

PRESIDING: Vice Chairman Rosemary James called the meeting to order at 7:00 PM.

GUEST: Frances Lynch talked about the American Conservation Film Festival, Shepherdstown, WV, October 21-23, 28-30, 2016.

APPROVAL OF MINUTES: Declared September 13, 2016 meeting Minutes **approved** as read.

UNFINISHED BUSINESS

Farmer's Market (FM) – Discussion tabled as Member Renner absent. Will wrap up discussion at next meeting. Last Farmer's Market for the year will be October 25.

NEW BUSINESS

SMC Leadership Training – November 17, 2016, Hagerstown. Secretary Vesely expressed an interest in attending.

Water Conservation Plan - At this time, we have enough water to support town's growth. The town residents have been educated regarding the new two-tier water rates (BMUC sent out the "Water—Make Every Drop Count" flyer when new rates went into effect). Town Manager Clark suggested establishing a joint committee with Public Utilities Commission and the BEC to update this plan. Perhaps a committee of 5 people (two from each commission plus a staff member). Update needs to be completed by spring 2017 to qualify for SMC. Secretary Vesely showed an interest. The Town does an in house audit. Progress has been substantial: leak detection equipment has been purchased and training given to town staff.

Recommendation to the Mayor and Council – Member Reappointments –Vice Chairman James' and Member Schnackenberg's terms expire November, 2016. Member Grasso is filling Member Wildberger's slot (expires: 11/2017).

Vice Chairman James and Member Schnackenberg both agreed to reappointments. Vice Chairman James - 3 yr; Member Schnackenberg - 4-yr. Secretary Vesely motioned approval, Member McIllwee seconded. **Motion approved.**

SUBCOMMITTEE REPORTS

Waste Reduction: No report. Waste Reduction flyer well received.

Trees: Member McIllwee stated 15 trees were donated by DNR to town to replace diseased trees. Member McIllwee passed out drawing of where tree replacements will be planted. Volunteers will be needed to help plant within the next month. Tree Board is still working on tree identification in park. Tree ordinance and town beautification plans are still needed. It has been hard to get contractors to commit. Town Manager Clark suggested a 3-yr commitment from contractors. Firm locations for plots needed, then presented to town council for final approval. Town Manager Clark and Member McIllwee will brainstorm locations this month by email.

Public Education/Outreach: Vice Chairman James is still working on showing movies. Secretary Vesely will watch "Food for Change" and present synopsis next month.

Green Team: No report.

TOWN UPDATES – Town Manager Clark stated the town trail progressing and should be finished by November. She suggested tying in a ribbon cutting ceremony at trail the same time as tree planting day. October 22 will be bulk trash day at the park. Town Manager Clark stated the first full month of solar was March, 2016, but there needs to be a full year of data to see how it compares to previous electrical usage to be accurate. Hopefully, more facilities can be added to the solar account.

COMMISSION MEMBER COMMENTS

Member Schnackenberg stated she planted a mini monarch waystation at her home.

ADJOURN - 7:53 PM.

NEXT MEETING: November 8, 2016 - ELECTION DAY (an alternate day for BEC meeting TBD).