

**Public Safety Commission  
Meeting  
18 July 2013**

Public Safety Commission (PSC) monthly meeting was held on Thursday, 18 July 2013 at 7:00 PM in the first floor conference room (former town library) of Town Hall. Present: Acting Commission Chairman Cindy Collier, Commission Members Scott Stavrou and Marty Love. PSC Council Liaison Sean Haardt of the Mayor and Council (M&C) and Police Chief Charles Stanford. No guests were present.

**WELCOME:**

Collier welcomed those in attendance and explained she would be working from a hard copy of the distributed agenda with additionally packets of information handed out. These packets included 2013 National Night Out Donation (NNO) and Booths (plus filled out Participation Registration Request Forms), Boonsboro NNO Event Work Order (updated July 18, 2013), Boonsboro Ordinance packet detailing Street and Sidewalk regulations, revised Charter and three (3) Community Volunteer Forms for open positions within the PSC. Additionally, newly appointed commission member Marty Love was welcomed to his first PSC meeting.

**MINUTES:**

Motion by Stavrou, second by Collier to officially approve the 13 June 2013 PSC Meeting Minutes. Motion carried

**UNFINISHED BUSINESS:**

PSC approved all Participant Request Forms this included the six (6) hard copy submission and the verbal submission by Costco. It is believed that these will need to be put forward to M&C for final approval and subsequent contact. Liaison Haardt would expedite through the M&C.

Collier addressed point by point the updated NNO work order as supplied by Town Manager Debby Smith. Major questions were the status of snack chips from Ron Snoeberger of Martin's Chips. Liaison Haardt reported that he would be talking to the Mayor and Cindy Kaufman and would work out the details with them due to their prior relationship with Mr. Snoeberger.

Stavrou reported that the owner of Bonnies at the Red Bird had been very helpful in providing an alternative means to purchase four hundred (400) hot dogs. However, consensus was that but that it would be more efficient for the hot dogs and hot dog buns to be purchased from Costco. Stavrou reported that Costco advised they would need a weeks advance notice to properly procure the large order of hot dogs and hot dog buns needed for the NNO. Liaison Haardt volunteered to arrange this through his manager contact at Costco. Questions were raised on the procedures that would be used to pick up and pay for such a large order. Liaison Haardt volunteered to help with pick up. Stavrou would email Debby Smith for clarification on a few remaining points on the NNO including the number of plates needed, test strips, gloves etc. Liaison Haardt strongly recommended an increase in the purchase of barbeque sauce.

Lastly discussions centered on the placement of the booths for participating organizations and businesses. Love strongly recommended that the placement be assigned in advance. However,

only on the day of event would they become aware of their location in Shafer Park. Consensus was to follow this suggestion.

#### **NEW BUSINESS:**

PSC reviewed the three new Community volunteer Applications. Commission approved Mr. Bryan Hill and Terri Hollingshead as members. PSC will await M&C final vote submitted at next M&C workshop. Clarification was sought on the length of their terms from M&C.

PSC asked that an alternate position be added to its charter. If approved by the M&C Mr. Harry "Bo" Quinn might be considered for the position along with any new applicants received in the meantime.

Although there were no hard copies on a new Addressing Ordinance Proposal being crafted by Collier the consensus was to possibly remove /modify point 6 dealing with structures facing alleys. Post NNO the commission will further work upon the Address Ordinance.

#### **MAYOR & COUNCIL REPORT:**

Liaison Haardt raised concern over the availability of the PSC minutes prior to meetings with the M&C especially in light of the commission switching meeting days from the second to the third Thursday of each month. Stavrou who has served as the unofficial secretary for the last approximately (14) months expressed his doubt in being able to carry on as secretary but would try. If unable to complete official minutes prior to M&C meetings Stavrou would provide to Liaison Haardt via email an outline detailing the pertinent notes and points for presentation to the M&C.

Additionally, the Mayor expressed interest in seeing the nomination of new members to the commission to follow prescribed procedural formats.

#### **CHIEF'S REPORT:**

Chief Stanford had no official report. However, the local United States Navy (USN) recruiter had expressed interest if in not this years NNO then possibly future NNO. The consensus was that this would be acceptable but could be addressed later as warranted. Additionally, Chief Stanford transferred to Collier a \$25 gift card from the local Weis. Collier presented to Liaison Haardt to be given to Debby Smith. Lastly, Chief Stanford updated the PSC on which local first responder organizations would be attending the NNO. He reminded the PSC that with the increase in popularity of NNOs held by other local municipalities that it had become tougher to secure outside participation.

#### **FIRE & RESCUE REPORT:**

No report from the 1st Hose Company of Boonsboro or the Boonsboro Ambulance and Rescue Service.

#### **ADJOURNMENT:**

Motion by Stavrou, second by Collier to adjourn at 9:00 PM.

Upon announcement from Stavrou that he would be on vacation during the day of August's

meeting consensus was to cancel that months meeting. Next meeting to be held Thursday, 19 July 2013 in the first floor conference room of Town Hall

Respectfully submitted,

/s/

Scott Stavrou,  
Public Safety Commission