

Boonsboro Public Safety Commission  
Meeting Minutes  
Thursday, September 15, 2016

Present: Chair, Rick Byrd; Terri Hollingshead; Kristy Smith; Tony Nally; Officer Kevin Morgan, Boonsboro Police Department

Chairman Byrd called the meeting to order just after 7 PM.

Guests: Roland England

August minutes were approved with a motion by Ms. Hollingshead, seconded by Mr. Nally.

Old Business:

Welcome to newest commission member, Tony Nally.

We have received input from town engineer Brian Hopkins about our request for additional stop signs along Saint Paul Street. Mr. Byrd will include these remarks in the discussion at the next Mayor and Council workshop. Mr. Byrd will also seek input from Chief Stanford. The point was made that our request wasn't in the realm of traffic control, but in the interest of safety.

NNO letters will be ready for signature and mailing at the October meeting.

In response to citizen comment, the police department has been monitoring speeding and activity in and around Kinsey Heights. Officer Morgan noted that having a description of the car of habitual speeders, as well as general times of day that the problem occurs is helpful. Also noted is that within close neighborhoods, a friendly approach may be more effective.

New Business:

Roland England was in attendance as a potential commission member. However, Mr. England's primary interest is in volunteer worked. He discussed police chaplain support with Officer Morgan, and will follow up with Donna regarding that role. He will not be joining the PSC, but would be willing to help out with specific volunteer opportunities.

Mr. John Wolford of the SHA followed up with Kristy Smith with a phone call. An extensive traffic study has commenced throughout Boonsboro addressing most if not all of the issues discussed at the August meeting. Another area of concern mentioned by Officer Morgan is that the cross walk for the library on South Potomac Street is in an area of no sidewalks. That crosswalk might be more safely accessed if it was moved up to in front of the police department near the new ball fields.

In response to concerns about the cross walk at Main Street and Maple Avenue, Mr. Nally contacted WCPS to inquire about a crossing guard for this area. The WCPS Transportation Department did monitor the area over a period of a few days, and there just is not enough pedestrian traffic to warrant a crossing guard at this time. Documentation of this response is submitted as an attachment with these minutes.

PSC Chair Rick Byrd has resigned the chair position as a result of his election to the town council. Mr. Byrd will continue to serve the PSC as the liaison to the mayor and council. Ms. Hollingshead will serve as interim chair in the coming months.

Police Department Report:

Officer Morgan had nothing of note to report.

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 next phase of the Sycamore Run Development has been approved.

The town has submitted a 2016 Maryland Department of Transportation Priorities which includes many of the issues discussed at the August meeting of the PSC.

The meeting was adjourned at 8:10 PM.

Respectfully submitted,

Kristy Smith

Anthony Nally (tnally@myactv.net) - Wed, 09/14/16 15:12:32 -0400

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**From:** "Schleicher, Joshua" <SchleJos@wcps.k12.md.us>  
**To:** "tnally@myactv.net" <tnally@myactv.net>  
**Subject:** Crosswalk - Boonsboro, MD  
**Date:** Wed 09/14/16 01:37 PM

Mr. Nally,

Below are the findings of our observation of the crosswalk in regards to your request for the Boonsboro Elementary School. If you need any further information or have any questions feel free to contact me.

08/29 - 3 Students were observed using the crosswalk before and after school

08/31 - 3 Students were observed using the crosswalk before and after school

09/09 - 4 Students were observed using the crosswalk before and after school

Joshua Schleicher | Assistant Transportation Supervisor

**Building a Community that Inspires Curiosity, Creativity, and Achievement.**

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Anthony Nally (tnally@myactv.net) - Wed, 09/14/16 15:12:32 -0400

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**BOONSBORO MUNICIPAL UTILITIES COMMISSION**  
**REGULAR MEETING**  
**September 15, 2016**

The Boonsboro Municipal Utilities Commission held its regular monthly meeting on Thursday, September 15, 2016 in the 2<sup>nd</sup> Floor Conference Room of Town Hal. In attendance were Vice-Chairman Paul Loeber, Commission Members Bobby Mose, Eric Kitchen, Ray Hoffman, and Todd Kennedy. Council Liaison Terry Davis, Town Manager Megan Clark, Public Works Superintendent Greg Huntsberry and Utilities Operator Jeremy Mose were also in attendance. Vice-Chairperson Loeber called the meeting to order at 7:00 PM.

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

**UNFINISHED BUSINESS:**

**Knode Circle Waterline Replacement Project:** Town Manager Clark updated the Commission on the status of the Knode Circle Waterline project. She stated 2 bids were submitted for the tapping and boring services of the project, and staff is recommending the bid is awarded to the low bidder, New Direction Utilities. **Motion** by Member Hoffman, second by Member Mose to award the tapping and boring services portion of the project to New Direction Utilities for a total price of \$22,000. Town Manager Clark stated staff is ready to proceed with ordering the materials for the project, estimated to cost approximately \$25,000, however needed a decision on whether a 6" or 8" main is to be installed. She stated Town Engineer Hopkins reviewed the project for capacity and pressure, and is recommending a 6" is installed. The Commission discussed the existing connection at the 6" main, pressure, and future development in the area. **Motion** by Member Hoffman, second by Member Kitchen to use a 6" main to replace the existing 2" main in Knode Circle, and motion carried.

**BMUC Vacancy:** Vice-Chairperson Loeber stated the Council asked for the Commission to revisit the recommendation to fill the vacancy on the Commission. He stated the Commission interviewed several candidates for consideration. **Motion** by Member Mose to recommend Jake Jones to the Council for appointment on the BMUC. Motion died for lack of a second. **Motion** by Member Hoffman, second by Member Kitchen to recommend for the Council to appoint Ernie Harr to the BMUC, and motion carried 3-1 with Member Mose opposing.

**NEW BUSINESS:**

**Loan Refinance Options:** Member Kitchen stated he solicited interest rates to see if the Water Fund CDA Loan could be refinanced to save money in interest. He stated the best offer received is from Columbia bank for 2.15%, which would cut the interest rate for the remaining 4-years of the loan by half, as the current rate is at 4.38%. **Motion** by Member Hoffman, second by Member Kennedy to recommend to the Council to refinance the remaining \$127,893 of CDA loan with Columbia bank at 2.15% and motion carried.

**ARC Grant – Sewer Interceptor:** Town Manager Clark stated the Town received preliminary approval for a \$120,000 matching grant to replace the existing 7.5" sewer interceptor line in Shafer Park with a new 12" main. She stated she and Town Engineer Hopkins would be working on the formal submittal of the application to ARC for funding and the project could begin next fall.

**Well 8 – Emergency Maintenance and CIP:** Operator Mose stated Well 8 has been turned off for approximately 2 weeks due to electrical repairs that may be causing air to get into the pump and mains in Town. The Commission discussed the possible reasons for air in the mains and agreed the pump should be pulled for repairs to the wiring and possible check valves. **Motion** by Member Hoffman, second by Member Mose to approve the proposal from Tri-County Pump for \$2,230 for the wiring repairs and new pitless adapter and an additional \$1,115 for contingency repairs should additional items arise when the pump is pulled, and motion carried.

**ENGINEERING REPORT – M. Clark**

- Updated the Commission on the Volute Press Demo results, stating Engineer Hopkins is estimating a \$50,000 annual savings in sludge treatment with the implementation of a volute press
- Stated the Town has received the \$30,000 Operations and Maintenance Grant for the Sewer due to the operations at the plant and keeping the nitrogen and phosphorous levels well below permit limits

**UTILITIES REPORT- J. Mose**

- Stated there is a leak within the water system at the WWTP staff has been busy trying to identify; all other operations are going smoothly

**PUBLIC WORKS REPORT- G. Huntsberry**

- Stated meter replacements out in Kinsey Heights complete
- Stated he and Brian have been rehabilitating manholes

Motion by Member Kitchen, second by Member Hoffman to adjourn the meeting at 8:20pm, and motion carried.

Respectfully Submitted,  
Todd Kennedy, *Secretary*

Prepared by:  
M. Clark, *Town Manager*

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

**MINUTES OF A MEETING OF THE ENVIRONMENTAL COMMISSION**  
**TUESDAY, SEPTEMBER 13, 2016**

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**PRESENT:** *Commission Members:* Chairman Bill Brady, Vice Chairman Rosemary James, Secretary Kathy Vesely, Scott McIlhwee, Jessica Renner, Laura Schnackenberg  
**Town Manager** Megan Clark

**ABSENT:** Anthony Dowell

**Mayor and Council Liaison:** Brigitte Schmidt

**PRESIDING:** Chairman Bill Brady called the meeting to order at 7:03 PM.

**APPROVAL OF MINUTES:** Declared July 12, 2016 meeting Minutes **approved** as read.

**INTRODUCTION OF GUESTS:** Helen Garst and Leah Grasso

**UNFINISHED BUSINESS**

**Monarch Butterfly Action Items** – Vice Chairperson James motioned for the Town Council to approve the Monarch Waystation as presented by Scout Lucas Stauffer. Secretary Vesely seconded. **MOTION CARRIED.** Town Manager Clark will look into the “milkweed as a noxious plant” ordinance and will report back next month. Lucas still needs to get approval from the Eagle Scout committee before he can get started. Secretary Vesely suggested he apply for a grant from the Chesapeake Bay Foundation for additional funds.

**Farmer’s Market (FM)** – Jessica stated market is slowing down a bit. Surveys will be given soon to both vendors and customers. Changes on Rules & Regulations will be finalized when the FM executive committee (EC) is finalized. Rosemary James has volunteered to be on the EC. Jessica will not be Manager next year. Two interested vendors should be able to help. Jessica stated she would like the EC decided by November. EDC thought it might be good to move FM to the Scout Hut area to cause less confusion, but Jessica stated the FM will close during the Carnival, then move one time to the Scout Hut area for National Night Out, which worked well this year. Next year, she will look into a food truck for "prepared" foods to attract people.

**SMC Future Certification Items** – Since the Green Team no longer exists, it was decided the BEC will become the Green Team. Most recertification items are already documented, they just need to be downloaded to the Boonsboro SMC page on the SMC website.

**NEW BUSINESS**

**BEC Vacancy** – Candidates Helen Garst and Leah Grasso explained why they would like to be on the BEC. The BEC will go into Executive Session to discuss further.

**EXECUTIVE SESSION** - Per Article 3-305(b)(1), subsection (i) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction

**MOTION** by Member Schnackenberg, second by Vice-Chairperson James to move back into regular session at 8:27pm. Motion carried.

Secretary Vesely made the motion to recommend Ms. Leah Grasso, Member Schnackenberg seconded. **MOTION CARRIED.** Vice Chairperson James made the motion to recommend Ms. Helen Garst, Member McIlwee seconded. **MOTION CARRIED.**

**\*\*After the meeting, candidate Helen Garst withdrew her application due to a work conflict on Tuesday evenings.**

### SUBCOMMITTEE REPORTS

- **Waste Reduction** – Recycling flier is complete. It will be included in the October water bill.
- **Trees** – Member McIlwee stated 15 trees are being donated to the town to replace some of the trees that were removed because of disease. Isaac Whitmore and Member McIlwee will do some designs for tree location in the park. Jeff Davidson from the Park Board is working on the Tree City USA recertification.
- **Public Education/Outreach** – Vice Chairperson James stated Shawna Bay would like to present the documentary "Cowspiracy" in October. Kathy will watch the documentary "Hungry for Change" (an FMTV production) which we can watch free of charge and watch it at a later date as a group event.
- **Green Team** – See SMC above.

### TOWN UPDATES

Council Liaison Schmidt was absent.

### COMMISSION MEMBER COMMENTS

No comments.

ADJOURN: 8:26 PM

\*Next Meeting: TUESDAY, OCTOBER 11, 2016 – Regular session (7:00 p.m.)\*