

Boonsboro Public Safety Commission
Meeting Minutes
Thursday, April 20, 2017

Present: Chair, Tony Nally; Terri Hollingshead; Kristy Smith; Rick Weaver; Chad Matthews; Chief Stanford, Boonsboro Police Department; Rick Byrd, Council Liaison

This meeting was called to order at 7 PM by Tony Nally.

Council member Marilee Kerns and citizen Christy Weaver were also in attendance.

Minutes from February and March were approved as submitted.

The SHA report was reviewed and discussed. The PSC makes the following recommendations to the mayor and council regarding the recommendations:

- We agree with the SHA recommendation to place a left turn lane at the eastbound approach of Main Street and the necessary removal of parking to accommodate this change. Homeowners immediately affected by this change should be notified of the plan by mail.
- We support all recommended upgrades to the pedestrian zones at the Maple Avenue and Main Street intersection.
- At Main Street at Shafer Park Drive and Orchard Drive, we agree with the following recommendations of the SHA: remove the three parking spaces on the south side of the east leg of the intersection and a retiming of the Main Street/Potomac Street light, which may be addressed in the next item.
- Regarding the light at town center, we recommend option 3: a 100 foot left turn lane with an exclusive left turn phase and removal of up to 4 parking spaces on the westbound side of Main Street.
- In response to the speed study and the recommendations of the SHA, the Public Safety Commission recommends the following (traveling west): 30 mph from MD 67 to .1 mile east of Mousetown Road; 25 mph from .1 mile east of Mousetown through Thomas Lane; 30 mph from Thomas Lane to Route 68; 35 mph from Route 68 to the north town limit. These recommendations are slightly different from the recommendations of the SHA. Additionally, the PSC requests that the 40 mph sign on Maple Avenue be relocated away from the school campus to just north of the entrance to the Kinsey Heights development. Chief Stanford did discuss this with Mr. Wolford at the March presentation.

Old Business

The PSC will follow up with a letter to Mrs. Garcia regarding visibility pulling from Mousetown Road when large vehicles are parked there. Chief Stanford has observed the area and feels that although Sycamore Run has created an increased volume in traffic, visibility is adequate when pulling from Mousetown Road.

The Nora Roberts Foundation has turned down our request for \$6,100 for a portable speed monitoring trailer. The committee made several recommendations for other potential funding sources. Chief Stanford will provide follow up at the May meeting.

New Business

Mr. Byrd fielded a complaint from Geraldine Kephart regarding speeding cars on Reeder's Alley, and cars leaving Mt. Nebo's lot without stopping. The PSC will send a note to the preschool at Mt. Nebo asking them to kindly remind parents of caution in that area. We will share a copy of that letter with Mrs. Kephart.

The zoning request for Battlefield Estates, 3 Orchard Drive has been scaled back to the original plan of 48 age-restricted townhomes. This will not impact previously listed recommendations for traffic safety.

National Night Out will take place on Tuesday, August 1. Mr. Nally will request that Kim print solicitation letters for the May meeting. Mr. Byrd shared anecdotally that personal delivery of these letters makes a greater impact on contributions received. Mr. Nally will prepare a work order for the town for sign placement and other assistance. We will not have a dj this year.

Boonsboro Police Department Report

- Chief Stanford has followed up on the complaint from Mr. Ngwa that was presented at the February meeting. Mr. Ngwa of Sycamore Run has not had any further incidence of harassment. The PSC will follow up with a letter to Mr. Ngwa.
- Chief Stanford has done an informal study of alley access to homes that may be impacted by the parking and lane changes. In nearly every case, the homeowners do have back access to their properties.
- The chief had no other issues of note to report.

Fire and Rescue Report

- No representation in attendance.

Other Business

Christy Weaver brought to the attention of the PSC the lack of adequate handicapped parking available for town events. The Public Safety Commission requests that the town designate the parking lot near the community center as handicapped parking only during events to include Green Fest, the carnival, Boonsboro Days, etc. It is our understanding that some of the lot may be taken up with large vehicles associated with the event, and request that the remaining spots be designated handicapped parking only. We request that portable signs be made and placed at the entrance to the lot during these events.

The meeting was adjourned at 8:15 PM.

Respectfully submitted,

Kristy Smith

Boonsboro Park Board

April 26, 2017

Present: Jeff Davidson, Chris Hawkins, Rich Hawkins, Isaac Whitmore, Sandra Shifler, Council Liaison Marilee Kerns

Absent: Laura Schnackenberg, Greg Solberg

This meeting was the park walk through. The park is in good shape, thanks to our maintenance crew who do a fantastic job. A few things we thought should be checked:

- Check lighting in gazebo
- Broken stones on Bridge 1
- Missing bolt on the lower bridge of the large piece of equipment
- Cracks at the top of pillars of Pavilion 3
- Poles of swings need paint
- Blue paint on Bridge 2
- Holes in ceiling at top of end posts in Pavilion 1
- Missing swing at Shifler Pavilion
- Water fountain does not work at Shifler Pavilion
- Bench and signs at pond need attention
- Five dead dogwood trees at new parking lot

Independence Day Celebration

Two vendors, Mt, Nebo and Trinity UCC, have responded so far.

Concerts

May 21 – Middle and High School ensembles

June 25 – Josh Crews – bluegrass

July 8 – Williamsport Community Band

August 13 – Jeff Taulton

September 2 – US Navy Country Current

September 17 – Mason Dixon Barbershop Chorus

Working on getting one more concert.

Basketball

There was agreement on the Park Board that the permanent basketball court should not be used on weekends for clinics. If portable nets/backboards are brought in and removed each week the court near the parking lot by the Boy Scout building would be available. All rules that apply to other teams would also apply to these events.

Meeting adjourned.

Respectfully submitted,
Sandra Shifler
Secretary

BOONSBORO MUNICIPAL UTILITIES COMMISSION
REGULAR MEETING
April 13, 2017

The Boonsboro Municipal Utilities Commission (BMUC) held its regular meeting on Thursday, April 13, 2017 in the Charles F. "Skip" Kauffman Building's Meeting Chambers. In attendance were Chairperson Paul Loeber, Assistant Chairperson Todd Kennedy, Commission Members Ernie Harr, Ray Hoffman, Eric Kitchen, and Bobby Mose. Also in attendance were Mayor and Council Liaison Terry Davis, Town Engineer Brian Hopkins, and Utilities Superintendent Pete Shumaker. Chairperson Loeber called the meeting to order at 7:00 PM.

Meeting Motions:

The March 9th Regular Meeting Minutes were reviewed and Commission Member Hoffman motioned to approve the minutes as presented. The motion was approved.

The March 27th Special Meeting Minutes were reviewed and two minor - one a clarification that the tap fee was at the full charge and the other was a spelling error – were identified as revisions. Commission Member Hoffman motioned to approve the minutes as revised. The motion was approved.

March's Treasurer's Report was presented by Commission Member Kitchen. Commission Member Hoffman motioned to approve the report as presented. The motion was approved.

The Bills to be Paid Report was presented by Commission Member Kitchen. Commission Member Harr motioned to approve the payment of the bills. The motion was approved.

Public Comments:

Ms. Giovanna Melendez, 8 Zachary Court, Boonsboro, MD 21713 provided comments that despite her fairly constant use readings her utilities bill has been increasing. She also expressed that she has lived and owns rental properties in several other communities, including in Baltimore County, and believes that the Town of Boonsboro rates are higher than anywhere else she has lived or rents property. Commission Chairperson Loeber thanked her for her comments and informed her that rates have not changed since last year and provided some information on water use conservation and leak detection actions she could consider investigating.

Unfinished Business:

Safety Equipment

Utilities Superintendent Pete Shumaker provided an update on the purchases and installations associated with the previously BMUC approved safety equipment expenditures actions.

Well 8 Evaluation

Utilities Superintendent Pete Shumaker provided an update on the evaluation of the root cause(s) of the introduction of air into the Town of Boonsboro water distribution system lines associated with the operation of Well 8. Plans include the use of an in-line camera to view what happens in

the Well 8 supply line when the well is operational. The results will be provided at the next regular BMUC meeting.

Route 34 Stream Bank Restoration

Town Engineer Brian Hopkins, PhD. provided a status of the restoration options and the associated regulatory and permitting requirements and considerations relative to stabilizing the subject bank to prevent a failure that could impact either the power supply to or the actual pump station from the continue erosion of the bank. The bank continues to erode towards the power pole and pump station and is within a few feet of causing an impact to one or both components.

New Business:

South County Services – Request for Partnership

A request to share the cost of design and construction and the use of a new building with the BMUC was presented. The need for the space was potentially eminent and critical for the presenter. Additionally, it was determined that there were no near-term plans for a BMUC facility. Commission Chairperson Lober recommended consideration that the request be presented to the Mayor and Council for exploring any potential for a partnership.

Battlefield Estate – Consideration of Allocation

Town Engineer Brian Hopkins PhD. presented a basis for consideration of discounted charges for water and waste water system tie in and use allocations relative to a potential development scenario model for the subject land parcel. The basis for the discounts and the implications of and criteria for providing discounts to a developer were discussed. A motion was made to table the topic for future evaluation and discussion at a date to be determined later was made by Commission Member Kennedy. The motion was passed.

FY18 Draft Budget

Commission Chairperson Paul Loeber provided a full dry run of the FY18 Draft Budget Presentation and talking points to the Commission Members. The Presentation content was discussed in detail and as a result of those discussions several revisions were made to clarify the Presentation content. A motion was made by Commission Member Kennedy to present the BMUC budget request to the Mayor and Council Members at the their next Working Meeting. The motion was approved.

Reports:

The following reports were made and no motions were made as a result of those reports.

Engineering Report – Brian Hopkins, PhD. Town Engineer – Topics discussed included the continued evaluation of the upcoming implementation aspects of the National Pollutant Elimination Discharge System (NPDES) and Floodplain regulations that are applicable to the Town of Boonsboro and enforcement will be effective in the near future.

Utilities Report – Pete Shumaker, Utilities Superintendent – The main topic of discussion was the operational failure of the Waste Water Treatment Plant's dual decanters and the impact on the plant's operation until the failure was resolved. There were no releases or violation and the root

cause was associated with adjustment bolts coming loose and preventing proper operation. Once the bolts were replaced and adjusted operation and control returned to normal. This was determined NOT to have been preventable with the modification of any of the ongoing preventive maintenance practices.

Public Works Report – Greg Huntsberry, Public Works Superintendent – Requested that Pete Shumaker, Utilities Superintendent convey that in addition to the normal work items, the Public Works staff were spending considerable resources getting Shafer Park ready for the Seasonal use.

Mayor and Council Report – Terry Davis, Mayor and Council Liaison provided a summary of Mayor and Council activities since the last BMUC meeting.

Adjourn:

A motion to adjourn was made by Commission Member Kennedy. The Motion was approved.

Respectfully Submitted,

Ernie Harr
Secretary

MINUTES OF A MEETING OF THE PLANNING COMMISSION
TUESDAY, APRIL 25, 2017

PRESENT: Chairman Carvel Wright, Vice-Chairman Rob Maricle, David Ambrose, David Parmelee, Steve Jamison, and Mayor and Council Liaison Janeen Solberg
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 January 24, 2017 meeting approved as submitted.

ELECTION OF OFFICERS

Motion by Member Maricle, second by Member Wright for Member Wright to be Chairperson, Member Maricle to be Vice-Chairperson, and Member Parmelee to be Secretary. Motion approved unanimously.

UNFINISHED BUSINESS

REQUEST FOR ZONING MAP AMENDMENT: BATTLEFIELD ESTATES

Town Manager Clark provided an update on the request for rezoning to rezone the two parcels to Town Residential. She stated she received a request to withdraw the application, thus the rezoning request will no longer be processed.

Town Manager Clark stated the approved plan for 48-single story age-restricted townhomes can still proceed.

The Commission discussed the existing proposal, development requirements and the demolition of the existing building.

NEW BUSINESS

FY2018 DRAFT BUDGET

Town Manager Clark presented the draft Planning and Zoning budget for fiscal year 2018. She stated the revenue is projected to remain almost the same as FY2017. She stated the expenses are proposed to remain the same as FY17 as well. The draft FY18 budget also includes a \$40,000 expense to update the Planning and Zoning Regulations.

The Commission discussed the budget and the need for updating the regulations.

Motion by Secretary Parmelee, second by Vice-Chairperson Maricle to recommend approval to the Council of the proposed budget. Motion carried unanimously.

PLANNING AND ZONING UPDATES

Town Manager Clark stated there are two vacancies on the Planning Commission and encouraged members to solicit individuals to apply. She also noted that there are not any pending development plans at the moment.

CITIZEN'S COMMENTS

None

COMMISSION MEMBER COMMENTS

None

ADJOURN

Chairman Wright declared the meeting adjourned at 7:32 pm.

Respectfully submitted,

Megan Clark,
Town Manager

**BOONSBORO ECONOMIC DEVELOPMENT COMMISSION
MEETING MINUTES
APRIL 26, 2017**

The Boonsboro Economic Development Commission met on April 26, 2017 at the Kauffman Annex.

In attendance: Chairman George Messner, Secretary Vickie Messner, Carol Blessing, Kristin Bowl, Jennifer Guenther, Terri Packard, and Council liaison Cindy Kauffman.

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

The minutes from the February 22, 2017 meeting were approved as written. Motion to accept: T. Packard, Second: C. Blessing. Motion carried.

The next **Networking Breakfast** is scheduled for Friday, May 19, 2017 @7:30 AM at Vesta. Notification of the event will be sent by May 10th, and RSVP date if May 16th. Guest speaker is Dr. Ken Film of South Mountain Dentistry. Dr. Film is also a sponsor for the Boonsboro Night at the Hagerstown Suns (a 225 Anniversary event).

Old Business

The **Spring/Summer rack cards** have been sent with the second quarter utility bills.

J. Guenther announced Thompson Gas has been added to the **First Saturday** businesses. Two banners were purchased to advertise Love Your Local and the 225 Anniversary, and are alternately hung in front of Town Hall.

The **225 Anniversary committee** will conduct a field trip for Boonsboro Elementary School fourth graders to the Bowman House and Trolley Station Museum on May 16 (rain date May 17). On April 7, George Messner, Cindy Kauffman, and Vickie Messner spoke to a third grade magnet class at the elementary school to give children information for projects/displays they plan to do highlighting Boonsboro's history. The Leo Club has made a Boonsboro picture display for the library. Lou Scally has offered radio time on his morning show sometime in late June to promote the Washington Monument Commemorative Ceremony on July 1. Bernadette Wagner is hosting a fall event at Hospice which will allow TV time on her show. The next major event is Boonsboro Night at the Hagerstown Suns on June 23, at which time 1,000 limited edition 3-D replicas of the Washington Monument will be distributed.

2,000 **Walking Tour brochures** with app availability are now available at numerous locations. The CVB and Boonsboro Historical Society shared the cost of the reprint.

The **2017 Farmer's Market** opens May 2 from 4-7 PM. The market will be open every Tuesday at these times throughout the summer. A permanent market sign has been placed on Pavilion 1 in the park.

An article about Boonsboro and the 225 anniversary appears in the April issue of MML's **Maryland Magazine**.

Washington County Community Coalition efforts affecting legislation was discussed. ex. Maryland Heritage Area Authority grant program increased \$3 million cap to \$6 million for the thirteen Maryland Heritage areas.

New Business

The **proposed EDC budget for FY 2018** was presented to the commission and accepted.

Dan Murphy is working on the map to be placed in the kiosk which will be located at the entrance to Gaines Place. July 1 is the target date for the completion of this project.

New business activity- Stone Works Coffee and Sweets (7 N. Main St.) expected to open in late May.

Boonsboro Congregate Site for senior citizens opened in early April at the Eugene Smith Community Center. Open 9 AM-1 PM Monday, Wednesday, and Friday. A hot meal is provided for a minimum fee and games and activities are also a part of the program.

A letter was received from Hospice of Washington County thanking the EDC for its donation of \$375 from PopUp Shop

revenues to **Doey's House**. The EDC made a \$1,000 pledge to be contributed over a four- year period (\$250 per year). \$125 has been credited to 2018 contribution.

PopUp Shops are scheduled for July 22 (TTP anniversary book signing) and December 2 (Olde Tyme Christmas) and will be held at Hospice of Boonsboro.

The EDC recommends the Council consider the **membership reappointments** for Carol Blessing, Bruce Wilder, and Vickie Messner whose terms expire May 2017.

Motion to adjourn: T. Packard, Second: C. Blessing. Motion carried.
Adjournment: 10:40 AM.

Next meeting: Wednesday June 21, 2017 (meeting scheduled one week earlier because of MML convention)

Upcoming Events: In addition to events on Spring/Summer rack card

May 2, 9, 16- Farmer's Market 4-7 PM

May 6 & June 2- Love Your Local First Saturday shopping

May 12- Leadership 30 Washington County visit

May 13- Veteran's Fishing Derby **cancelled**

June 6, 13, 20, 27- Farmer's Market 4-7 PM

June 10- Family Movie Night 9 PM

June 23- Boonsboro Night at the Hagerstown Suns 7:05 PM (225 Anniversary event)

Draft
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MINUTES OF A MEETING OF THE ENVIRONMENTAL COMMISSION
TUESDAY, APRIL 11, 2017

PRESENT: *Commission Members:* Chairman Bill Brady, Vice Chairperson Rosemary James, Secretary Kathy Vesely, Leah Grasso, Laura Schnackenberg
Mayor and Council Liaison Brigitte Schmidt

ABSENT: Anthony Dowell, Scott McIllwee, Jessica Renner
Town Manager Megan Clark

PRESIDING: Chairman Bill Brady called the meeting to order at 7:02 PM.

GUEST: Frances Lynch presented handout to Commission Members and made an announcement for talk at Shepherd College: Potomac Valley Audubon Society Advocacy Forum, 13 April, 6:30-8:00 PM.

APPROVAL OF MINUTES: Chairman Brady declared February 14, 2017 meeting Minutes **approved** as read. There was no Meeting or Minutes from March due to inclement weather.

UNFINISHED BUSINESS

Farmer's Market (FM) – Member Renner was absent, so this was tabled until next month.

NEW BUSINESS

Sustainable Maryland Certified – Recertification – Town Manager Clark, Town Council Liaison Schmidt and Secretary Vesely met on March 22 to go over SMC Recertification procedures. Secretary Vesely (with input from TC Schmidt) presented our Three Year Action Plan Items to strive for (2017-2019) to the BEC. The BEC voted to make itself the SMC Green Team. Motion made by Secretary Vesely, seconded by Member Schnackenberg. **Motion carried. We will take a Green Team photo at the May meeting.**

Stream Restoration – No action taken at meeting.

SUBCOMMITTEE REPORTS

- Farmer's Market – No report
- Waste Reduction – Member Schnackenberg reported that the Green Fest will have a professional composting company overseeing this and the company is looking forward to working with the GF Committee on making this successful. Vice Chairperson James would like to have something to hand out at GF to show attendees the advantages of composting.
- Trees – No report
- Public Education/Outreach – Vice Chairperson James will contact the CBF again about a speaker.
- Green Team – See above under New Business (SMC)
- Monarch Butterfly – No report.

TOWN UPDATES

Council Member Schmidt gave a Town Council update from last Town Council meeting. She reported on the Public Hearing regarding the proposed housing development on the old Gesac site. Vice Chairperson James asked if the developer has done an EIS at the site.

COMMISSION MEMBER COMMENTS

Vice Chairperson James mentioned that perhaps the BEC could provide support (in some way) to the CBF since funding has been stripped from that organization by the current administration. Member Schnackenberg said to let us know when we can help call/contact our Senators.

Member Schnackenberg would like help with the Stream Clean-Up on April 23.

Vice Chairperson James needs people to help man the BEC table at Green Fest. Member Grasso said she could help. Liaison Schmidt will be available for 3 hours. Member Dowell usually helps in the afternoon. He will be manning the parking area at Alex's in the AM. Chairperson Brady will not be available.

Chairman Brady will be stepping down from the BEC due to work commitments. He gave his two-month notice. Member Schnackenberg mentioned perhaps Roland English might be interested in joining the Commission.

ADJOURN: The meeting was adjourned at 8:00 PM

Next Meeting: TUESDAY, MAY 9, 2017 – Regular session (7:00 p.m.)