

**BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
MONDAY, APRIL 3, 2017**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, April 3, 2017 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building. In attendance were Assistant Mayor Cynthia Kauffman, Council Members Janeen Solberg, Brigitte Schmidt, Rick Byrd, Marilee Kerns and Terry Davis. Also present were Town Manager Megan Clark, Police Chief Charles Stanford and Administrative Assistant Kimberly Miller. Mayor Howard W. Long was absent. The meeting convened at 7:00 PM with the pledge and the invocation offered by Assistant Mayor Kauffman.

APPROVAL OF MARCH MEETING AGENDA

Assistant Mayor Kauffman requested the approval of the April 2017 Meeting Agenda. **Motion** by Council Member Schmidt, second by Council Member Davis to approve the **April 3, 2017 Regular Meeting Agenda**, and motion carried.

REVIEW AND APPROVAL OF DECEMBER MEETING MINUTES

- **Motion** by Council Member Solberg, second by Council Member Kerns to approve the **March 2016 Regular Meeting, Workshop Meeting Minutes** as amended, and motion carried.
- **Motion** by Council Member Schmidt, second by Council Member Davis to approve the **March 2017 Treasurer's Report**, and motion carried.
 - Council Member Kerns inquired as to what the expense was on the Park Reserve Account. Town Manager Clark stated that is the monthly Park Expansion Loan payment.
- **Motion** by Council Member Solberg, second by Council Member Schmidt to approve the **March 2017 Bills to be Paid Report**, and motion carried.

GUEST

- **Linda Irving-Craig, Children's Village.** Ms. Irving-Craig presented the Mayor and Council with the 2015-2016 School Year Report for Children's Village, noting that 2,229 2nd grade students participated in the safety training this year. She stated that the Washington County Board of Education has agreed to support the funding of Children's Village, and that she is not asking for a monetary donation from the Town. She further stated that Children's Village is in need of volunteer support and asked for any support that the Town can provide. Assistant Mayor Kauffman and the Council shared their personal experiences and thanked Ms. Irving-Craig for the wonderful safety training that Children's Village provides to the 2nd grade students.

MAYOR AND COUNCIL MEMBER CORRESPONDENCE

- **Assistant Mayor Kauffman** stated that she attended the Southeastern Congregate Site - Senior Center grand opening at the Eugene C. Smith Community Center on April 3.
- **Assistant Mayor Kauffman** presented the request from the Boonsboro American Legion Post 10 Ladies Auxiliary to hold the Annual Boonsboro Memorial Day Parade on Sunday, May 28, 2017 with the wreath laying ceremony at 1:00 PM at the memorial in front of Town Hall and parade at 2:00 PM on Main Street. **Motion** by Council Member Solberg, second by Council Member Kerns to approve the Post 10 Ladies Auxiliary Memorial Day Parade and wreath ceremony on May 28, 2017, and motion carried.
- **Council Member Schmidt** stated that Scouts from Boy Scout Troops 51 and 20 are looking for Eagle Scout Projects. Council suggested that they attend Park Board Meetings and contact the Boonsboro Free Library for ideas.
- **Council Member Schmidt** congratulated Town Manager Clark on receiving the ARC Grant for the Sewer Main Upgrade Project
- **Council Member Schmidt** stated that the Town will be submitting the Sustainable Maryland Certified information at the end of May 2017
- **Council Member Schmidt** stated she was recently add as a member of the Maryland Municipal League Board

Police Department Report – Chief Stanford. The Police Department received 219 calls for service, which included 159 motor vehicle violator contacts for the month of March 2017. There were 2 adult criminal arrests for warrants, 1 adult traffic arrest fro DWI, 0 juvenile arrests and 0 juvenile traffic arrests. Stated that the Department collected 10.5 pounds of prescription

drugs through the Drug Turn-In Program for the month of March 2017. Stated that Officer LoRusso attended Field Officer School in Pikesville, Maryland.

NEW BUSINESS

2017 MML Convention Registration: Town Manager Clark started that April 17, 2017 is the early online registration deadline for the Maryland Municipal League Annual Convention in Ocean City, Maryland which will be held on June 25 through June 28, 2017. She stated that the reduced cost is \$495, \$50 off the regular fee, and that Assistant Mayor Long and Council Member Schmidt plan to attend. **Motion** by Council Member Davis, second by Council Member Bryd to approve the registering of the MML Conference attendees, and motion carried.

Transportation Priority Letter: Town Manager Clark presented the annual Transportation Priority Letter, addressed to Transportation Secretary Pete Rahn, which details the Town's transportation priorities. Four priorities included in the letter for State consideration are the SHA Traffic Study Recommendations, replacement of the Town Square crosswalk with stamped and stained concrete, the request for Grant funding for Sidewalks and Trails to implement the *Safe Routes to School Program*, and the request to support additional funding for the expansion of the Washington County Commuter to serve the Town of Boonsboro. **Motion** by Council Member Schmidt, second by Council Member Byrd to approve the annual Transportation Priority Letter, and motion carried.

Fiscal Year 2017 Capital Improvement Projects; Town Hall HVAC: Town Manager Clark presented the request to place the Fiscal Year 2017 CIP Town Hall HVAC Replacement Project out for bids. She stated that the scope of work consists of providing all labor, materials, equipment and incidentals for the replacement of an oil furnace and 2 aging A/C condensers and evaporator coil with a high efficiency heat pump/furnace and programmable thermostats for the Town Hall. She further stated the Project is part of the Energy Audit recommendations and that all bids must be received by 2:30pm on April 20, 2017. **Motion** by Council Member Kerns, second by Council Member Davis to place the Fiscal Year 2017 CIP Town Hall HVAC Replacement Project out for bids, and motion carried.

Fiscal Year 2017 Street Projects: Town Manager Clark reviewed the Fiscal Year 2017 Street Projects recommendation which were presented at the March Workshop Meeting. She stated that Public Works Superintendent Huntsberry and Town Engineer Brian Hopkins explored various methods of pavement preservation in order to extend the life of the Town streets. She stated that they are recommending the milling and overlaying of Sinnesin Drive and High Street for Fiscal Year 2017, and that the Town is hoping to find a Washington County contract to possibly piggyback on for crack sealing on other Town streets. **Motion** by Council Member Solberg, second by Council Member Schmidt to approve the Fiscal Year 2017 Street Projects as presented. Council Member Kerns inquired as to what funds the Town has received for the Projects. Town Manager Clark stated that the Town has received \$87,000 in funds to date and expects an additional \$35,000 for fiscal year 2017. **Motion** by Council Member Solberg, second by Council Member Schmidt to amend the Fiscal Year 2017 Street Projects motion and keep costs within what funds have been received, and motion carried.

Zoning Administrator Position: Town Manager Clark reviewed that the part-time Zoning Administrator/Code Enforcement Officer position was advertised in February 2017, that 3 applications were received and 2 interviews were held. She stated that she had both of the position candidates take a 'skill assessment' to test them on their computer, zoning and code enforcement knowledge. Town Manager Clark stated that she is recommending the hiring of Mike Kinna as the Zoning Administrator/Code Enforcement Officer, at the pay rate of \$15.52 per hour for approximately 20 to 25 hours per week. **Motion** by Council Member Schmidt, second by Council Member Davis to hire Mike Kinna as the part-time Zoning Administrator/Code Enforcement Officer.

- Council Member Kerns stated that Town Manager Clark recommended a different person for the position at the Workshop Meeting and also posted a pay amount that was higher than \$15.52 per hour. Town Manager Clark stated that after the skills test, she felt that Mr. Kinna was better suited for the position and the pay has always been advertised and posted as \$15.52 per hour. Council Member Solberg stated that she would like to see the Zoning Administrator/Code Enforcement Officer have 'set hours' so that citizen will know what time he is in the office. Council Member Kerns asked if a Town vehicle will be provided. Town Manager Clark stated that Mr. Kinna could use the Ford Escape or walk around Town. Council Member Kerns stated that the position should not be filled until the Budgets are compete, noting that an additional position is not needed and the current Town staff could take on the proposed responsibilities. Council Member Solberg stated that the position is already in the Budget and that hiring someone will alleviate work from Town Manager Clark and Town Engineer Hopkins, giving them added time for Grant writing and other job responsibilities. Council Member Kerns asked if a 90-day job probation could be considered to

determine if the Zoning Administrator/Code Enforcement Officer really is a necessary and needed position. Town Manager Clark stated yes, and after the 90-day probation the Mayor and Council can re-evaluate and determine if the position is beneficial. **Motion** by Council Member Solberg, second by Council Member Schmidt to amend the motion and hire Mike Kinna as the part-time Zoning Administrator/Code Enforcement Officer and review the position after a 90-day probation, with Council Members Kerns voting nay, and motion carried 4-1.

COMMISSION REPORTS

Public Safety Commission – R. Byrd. Meeting held on March 16, 2017 in conjunction with the Maryland State Highway Administration Meeting. The SHA Report and discussions included:

- Speed Analysis
- Intersection of Main Street and Maple Avenue
- Intersection of Main Street and Orchard Drive
- Intersection of Potomac Street/ St. Paul Street and Main Street

Park Board –M. Kerns. Meeting held on March 22, 2017. Discussions included an update on the Tot Lot construction, the Fiscal Year 2018 Draft Budget, proposed increases in the rental fees for the Community Center and Park Pavilions, the plans for the Stream Clean-Up on April 23, the Family Movie Night in the Park on June 10, upcoming Summer Concerts, the Independence Day Celebration and the annual Park walk-through on April 26.

Utilities Commission –T. Davis. Meeting held on March 9, 2017. Discussions included the request from Superintendent Shumaker and the approval to purchase regulatory required safety equipment to be in compliance which includes 5 Self-Contained Breathing Apparatuses and 8 First Aid Stations, the review of the WWTP Debt and the Fiscal Year 2018 Budget, the approval to contract with Nature Boys Landscape and Construction, Inc. for the Keedysville Spring Weir Wall Stream Bank Restoration Project and an update on the new CUSI Utility Billing Software conversion.

Planning Commission –J. Solberg. A Joint Public Hearing with the Mayor and Council was held on March 28, 2017. Discussions included public input on the BNRZ 17-01 application for a Zoning Map Amendment for Battlefield Estates at 3 Orchard Drive and the adjacent parcel.

Economic Development Commission –C. Kauffman. The Networking Breakfast was held on March 17, 2017 at 7:30am at Vesta's, with guest speaker Mary Ironside from DNR. The next EDC meeting will be held on April 26, 2017 at 9am. The Boonsboro Historical Society received an \$8,500 Grant for Boonsboro's 225th Anniversary Celebration from the First Energy Foundation.

Environmental Commission – B. Schmidt. The Meeting scheduled for March 14, 2017 was cancelled due to snow.

Town Manager Report – M. Clark.

- Stated that the Town is closely following Senate Bill 1190 for a Bay Restoration Grant for the MDE WWTP Debt, noting it has been approved by the Senate and is now up for reading in the House.
- Stated that Antietam Cable is beginning the upgrades in Town for the gigabyte internet system
- Stated that the Sycamore Run development is nearing completion of the infrastructure for Phase 3
- Stated that she is waiting to hear from the owner/developer of Battlefield Estates at 3 Orchard Drive and the adjacent parcel about withdrawing the Rezoning Request
- Stated that Shafer Park opens for the season on April 10
- Stated that the Shafer Park Restroom Rehabilitation Project will be completed by May 13
- Stated that the new Tot Lot construction is slated to begin as soon as the weather clears, and that it will be named the "King Farm Playground"
- Stated that the Yard Debris Lot is open for the season with hours from 12 noon until 2pm on Tuesday through Friday and from 7am until 12 noon

Eric Kitchen, 115 Orchard Drive, stated that 'probation' is not meant to determine if a job position is needed. He stated that probation is to determine if a person is right for the job. He suggested advertising a newly created job for a 'term' to determine if it is needed.

Motion by Council Member Schmidt, second by Council Member Byrd to close the Regular Meeting at 8:12pm, and motion carried.

Respectfully submitted,

Kimberly A. Miller
Administrative Assistant

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BOONSBORO MAYOR & COUNCIL
MONDAY, APRIL 5, 2017
BUDGET WORKSHOP MEETING

The Mayor and Council held a Budget Workshop Meeting on Wednesday, April 5, 2017 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building to discuss the first draft of the Fiscal Year 2018 General Fund Budget. Present were Mayor Howard Long, Assistant Mayor Cynthia Kauffman, Council Members Janeen Solberg, Brigitte Schmidt, Rick Bryd, Marilee Kerns and Terry Davis. Also present were Town Manager Megan Clark and Police Chief Charles Stanford. The meeting convened at 5:00 PM.

FY2018 General Fund Draft Budget: Police Chief Stanford presented a proposal to show the costs and scheduling for 20-hour-a-day police coverage. He stated the department currently provides 16 hour coverage now and in order to provide additional coverage, one additional officer would be needed. He stated the current officers works a 7 week rotation. The Council discussed the current scheduling, pay differential for holiday/Sundays, benefits of overlapping coverage, and what would be required to provide additional coverage.

Town Manager Clark presented the FY2018 Draft General Fund Budget. She stated the three main objectives used in preparing the budget was to maintain the existing level of service, ensure transparency in the cost of operations, and eliminate the use of reserves for capital project spending. She stated the budget was prepared based on the keeping the same tax rate of \$0.3591 for real property and \$0.87 for personal property. General Fund revenue includes taxes, permits and licenses, grants and state shared taxes, sanitation and rental income. She noted previously reserved funding was used to fund CIP and balance the budget; however the draft FY18 budget does not include using reserve funding. The Total projected revenue for FY18 is \$1,818,592; a decrease from FY17 due to program open space projects and less capital improvement projects.

Expenses in the General Fund cover the following:

- Mayor and council \$23,700
- Salaries and office \$116,750
- Elections \$300
- Legal and audit \$19,550
- Planning, zoning and engineering \$14,500
- Economic Development Commission \$19,200
- Environmental Commission \$10,000
- Public Safety \$57,450
- Public Works \$207,100
- Sanitation \$170,000
- Buildings and Grounds \$59,000
- Parks, Recreation, and Events \$45,320
- Police \$385,918
- Insurance, Taxes & Miscellaneous \$225,187
- Long Term Capital Improvements \$196,617
- Capital Improvements \$87,500
- Debt \$180,500

The total expenses equal the total projected revenue, \$1,818,592, as required by the charter.

Town Manager Clark stated the water/sewer budgets would be reviewed during the April workshop. The Council requested the FY2017 Year to date figures and the budget variance be included in the draft budget.

Mayor Long declared the meeting adjourned at 6:07pm.

Respectfully submitted,

Megan Clark
Town Manager

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BOONSBORO MAYOR & COUNCIL
MONDAY, APRIL 24, 2017
WORKSHOP MEETING

The Mayor and Council held their Workshop Meeting on Monday, April 24, 2017 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building to set the Regular Session Agenda for Monday, May 1, 2017. Present were Mayor Howard Long, Assistant Mayor Cynthia Kauffman, Council Members Janeen Solberg, Brigitte Schmidt, Rick Bryd, Marilee Kerns and Terry Davis. Also present were Town Manager Megan Clark, Police Chief Charles Stanford and Administrative Assistant Kimberly Miller. The meeting convened at 7:00 PM.

Water and Sewer Budget Presentation: BMUC Chairman Paul Loeber presented a Power Point presentation of the draft Fiscal Year 2018 Water and Sewer Fund Operating Budgets. Chairman Loeber stated that there are 30 miles of water distribution mains and lateral lines, servicing approximately 1,300 customers and 200 fire hydrants and 20 miles of sewer mains and lateral lines servicing approximately 1,200 customers and the Waste Water Treatment Plant. He stated that both Water and Sewer Systems current rate structures have resulted in Revenues that do not completely cover the expenses of operating and maintaining a fully operational and complaint system, and that the aging infrastructure has resulted in Systems that are now costlier to operate and are subject to frequent failures that have needed to be subsidized by the General Fund. He further stated that the BMUC is requesting a fully funded Budget of \$932,056 for the Water Fund and \$1,752,699 for the Sewer Fund by increasing the Water and Sewer Rates for Fiscal Year 2018. Chairman Loeber provided 3 funding options for the Mayor and Councils' review and input. He stated that *Option 1* would be to fully fund all components with a substantial Water and Sewer Rate increase, *Option 2* would be to fund with minimal Capital Improvement Projects, Contingency and Maintenance, and a General Fund subsidy for 2 UDSA Loan payments and the MDE Loan Principal payment by increasing the Water and Sewer Rates slightly, and *Option 3* would be to fund at the existing level with no Capital Improvement Projects, Contingency or Maintenance, and still include the General Fund subsidy for 2 UDSA Loan payments and the MDE Loan Principal payment with no increase to the Water and Sewer Rates. He provided rate charts and a BMUC rate estimate to further explain the proposed Options. Council discussed the new Water and Sewer billing software and the possibility that the old billing software was not calculating the water meters correctly and the ongoing concern of the reported 40% water loss in the Town. Council Member Kerns asked how often the water meters are calibrated and if that could be a contributing factor in the 40% water loss. Mayor Long stated that he feels that Option 1 and Option 3 are not feasible solutions for the Water and Sewer Fund, as well as the Town residents. He stated that Option 2 would provide the needed increase in Water and Sewer Rates for funding the Fiscal Year 2018 Budget.

Current Fiscal Year 2017 Water/Sewer Rates:

Proposed Rates July 1, 2016	In-Town Residential	Out of Town	In-Town Commercial	Out of Town
Wastewater Fixed Fee	\$46	-	\$46 per EDU	-
1 - 18000 gallons Wastewater	\$7.80/1,000 gal	-	\$7.80/1,000 gal	-
1 - 8001+ gallons wastewater	\$11.20/1,000 gal	-	\$11.20/1,000 gal	-
Water Fixed Fee	\$12	\$35	\$17 per EDU	\$33 per EDU
1 - 18,000 gallons water	\$5.40/1,000 gal	\$8/1,000 gal	\$5.40/1,000 gal	\$8/1,000 gal
18,001+ gallons water	\$6.60/1,000 gal	\$10/1,000 gal	\$6.60/1,000 gal	\$10/1,000 gal

Proposed Option 2 Rates for the Fiscal Year 2018 Water/Sewer Funds are as follows:

Proposed Rates July 1, 2017	In-Town Residential	Out of Town	In-Town Commercial	Out of Town
Wastewater Fixed Fee	\$55	-	\$55 per EDU	-
1 - 18000 gallons Wastewater	\$9/1,000 gal	-	\$9/1,000 gal	-
1 - 8001+ gallons wastewater	\$13/1,000 gal	-	\$13/1,000 gal	-
Water Fixed Fee	\$15	\$22.50	\$15 per EDU	\$22.50 per EDU
1 - 18,000 gallons water	\$6.20/1,000 gal	\$9.30/1,000 gal	\$6.20/1,000 gal	\$9.30/1,000 gal
18,001+ gallons water	\$9.30/1,000 gal	\$11.30/1,000 gal	\$9.30/1,000 gal	\$11.30/1,000 gal

BMUC Member Eric Kitchen stated that the Debt is a large percentage of the increase in the proposed Water and Sewer Rates. He stated the Commission is working on reducing the debts through forgiveness and refinancing.

Fiscal Year 2018 Draft General Fund Budget: Town Manager Clark presented the draft of the Fiscal Year 2018 General Fund Operating Budget. She stated that she included the Fiscal Year 2016, Fiscal Year 2017, Year-to-Date, Variance and proposed Fiscal Year 2018 Budget as requested at the April 5, 2017 Budget Workshop Meeting. She further stated that no changes have been made to the Budget as presented at the Budget Workshop Meeting. Mayor Long asked if the Council had any comments. Council Member Kerns stated that she noticed mistakes in the Budgets and requested that the Budget be presented directly from the accounting software rather than in an Excel spreadsheet. Council Member Kerns also requested an employee salary breakdown and proposed increases for Fiscal Year 2018, a list of the Capital Improvement Projects which seem to have been reprioritizing, an updating of the Job Descriptions in the Employee Handbook by the Personnel Committee due to the hiring of new employees, and the bonding of all Town employees who have access to Town funds. Mayor Long made the recommendation to hold 2 additional Budget Workshop Meetings before the Budget Public Hearing. Town Manager Clark stated that Budget Workshop Meetings will be held on May 10 and May 17, 2017 at 5:00PM and that the *Introduction of the Ordinance for the Fiscal Year 2018 Water, Sewer and General Fund Budgets* will be scheduled for the May Workshop Meeting. She stated that the Fiscal Year 2018 Budget Public Hearing will be held no later than June 14, 2017.

Mayor Long announced that the **Veteran's Fishing Day** at the Town Pond, scheduled for May 13, 2017, has been cancelled this year due to lack of fish. He stated that the Annual Children's Fishing Derby will be held on May 6, 2017 as scheduled.

Mayor Long announced that May 2017 is the American Legion's Poppy Month and that **Miss Poppy** will be attending the May Regular Meeting.

Fiscal Year 2017 Capital Improvement Projects; Town Hall Heating : Town Manager Clark stated that the Fiscal Year 2017 CIP Town Hall HVAC Replacement Project was placed out for bids and that 2 bids were received on April 20, 2017. She reviewed that the scope of work consists of providing all labor, materials, equipment and incidentals for the replacement of an oil furnace and 2 aging A/C condensers and evaporator coil with a high efficiency heat pump/furnace and programmable thermostats for the Town Hall. She stated that bids were received from Thompson's Best Heating for \$95,000 and from Air Doctor, LLC for \$95,046, noting that Air Doctor recently did the HVAC Project at the Community Center and she was very pleased with the work. Town Manager Clark stated that she will present her recommendation at the May Regular Meeting. **(NEW BUSINESS)**

Assistant Mayor Kauffman stated that **Boonsboro High School** was recently awarded a Nora Robert's Grant for the rehabilitation of the School Auditorium. She stated she heard the Washington County Board of Education is 'reconsidering the approval of the rehab project. She further stated that the WCBOE is holding a meeting on April 25, 2017 and that it would be greatly appreciated by the High School if anyone would be willing to come out and offer support for the project.

Water Conservation Plan: Town Manager Clark presented the recommendation to update the Boonsboro and Keedysville Water Conservation Plan. She stated that Town performs yearly Water Audits and plans to update the Plan approximately every 5-years. She reviewed the key points of the Plan, noting that the plans describes the current system and demand and provides actions to reduce losses and conserve water. **(NEW BUSINESS)**

Motion by Council Member Schmidt, second by Council Member Byrd to close the Regular Meeting at 8:25 PM, and motion carried.

Respectfully submitted,

Kimberly A. Miller
Administrative Assistant

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