

**BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
MONDAY, MAY 1, 2017**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, May 1, 2017 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building. In attendance were Mayor Howard Long, Assistant Mayor Cynthia Kauffman, Council Members Janeen Solberg, Rick Byrd, Marilee Kerns and Terry Davis. Also present were Town Manager Megan Clark, Police Chief Charles Stanford and Administrative Assistant Kimberly Miller. Council Member Brigitte Schmidt was absent. The meeting convened at 7:00 PM with the pledge and the invocation offered by Mayor Long.

APPROVAL OF MARCH MEETING AGENDA

Mayor Long requested the approval of the May 2017 Meeting Agenda. Council Member Kerns requested that two items be added to the Agenda; the Town Charter Required Bonding and the Mid-Year Audit Review. Mayor Long requested that the Miss Poppy Proclamation be moved to the *Guest* section of the Agenda. Motion by Assistant Mayor Kauffman, second by Council Member Kerns to approve the **May 1, 2017 Regular Meeting Agenda** as amended, and motion carried.

REVIEW AND APPROVAL OF DECEMBER MEETING MINUTES

- Motion by Council Member Solberg, second by Council Member Kerns to approve the **April 2016 Regular Meeting, Budget Workshop Meeting Minutes** and the **Workshop Meeting Minutes** as amended, and motion carried.
- Treasurer/Council Member Solberg stated that the **April 2017 Treasurers Report** was not provided for the meeting, noting that Town Clerk Sarah Campbell was unable to provide the Report due to a conflict with the change of staff at the BB&T Bank and the end of the month account balance information not being available. She stated that the Report will be emailed to the Mayor and Council as soon as possible.
 - Council Member Kerns stated that the Treasurers Report should be pulled from the accounting software and staff should not rely on the Bank for the account balances.
- Motion by Council Member Kerns, second by Council Member Davis to approve the **April 2017 Bills to be Paid Report**, and motion carried.

GUESTS

Megan Culver, *Miss Poppy Proclamation*: The Mayor presented the Proclamation to Megan Culver, Clopper-Michael American Legion Post 10's Miss Poppy 2017.

CITIZENS COMMENTS

- **Bob Deener**, 626 North Main Street. Mr. Deener voiced his ongoing concerns regarding the excessive speeding on the north end of Town. He stated that there needs to be more Police presences and the reduce speed safety issues need to be addressed. Stated that a speeding car hit a mailbox near his home a few evenings ago. Council Member Byrd stated that the Public Safety Commission will be moving forward with the State Highway Administration's recommendations which include reducing the speed limit to 30mph on the north end of Town to the light at Chase Six Boulevard.
- **Julie Green**, 701 North Main Street. Stated that it was her mailbox that was hit and that the car actually drove into her yard. Stated that speeding on North Main Street is a real concern.
- **Ginger Bigelow**, 138 Lakin Avenue. Stated that she has walked her dog every morning on Orchard Drive for the past 30 days and there are no Police visible between 7am and 7:45am there or anywhere in Town. Stated that it is very unsafe to cross North Main Street at the Orchard Drive and Shafer Park Drive at the crosswalk because motorists do not stop for pedestrians. Stated that she has talked to a lot of Town residents who are not happy with the increase in the new water bills that just came out. Stated that according to the Town Charter all office personnel need to be bonded and asked if anyone has been bonded yet. Mayor Long stated no, the bonding application has not been submitted, but that it will be done first thing tomorrow morning.

MAYOR AND COUNCIL MEMBER CORRESPONDENCE

- **Mayor Long** thanked everyone who participated in the American Legion Easter Egg hunt in Shafer Park on April 15
- **Mayor Long** thanked everyone who participated in the Arbor Day and Shafer Park Clean-Up event on April 23
- **Mayor Long** stated that the Boonsboro 225th Anniversary kick-off event was held at Big Cork Vineyard on April 30 and approximately 140 people attended

- **Mayor Long** stated that the Council is invited to participate in the Clopper-Michael Post 10 American Legion Ladies Auxiliary Annual Memorial Day Parade on May 28.
- **Mayor Long** stated that the Waste Water Treatment Plant won the *Treatment Plant of the Year* award from the Maryland Rural Water Association
- **Council Member Solberg** stated she attended the Tri-County Council Meeting in Cumberland on behalf of the Town, noting that Boonsboro was recognized for their Grant application

Police Department Report – Chief Stanford. The Police Department received 217 calls for service, which included 189 motor vehicle violator contacts for the month of April 2017. There was 1 adult criminal arrests for a Washington County warrant, 0 adult traffic arrests, 0 juvenile arrests and 0 juvenile traffic arrests. Stated that the Department collected 7.8 pounds of prescription drugs through the Drug Turn-In Program for the month of April 2017.

NEW BUSINESS

Water and Sewer Budget Task Force: Boonsboro Municipal Utilities Commission Treasurer Eric Kitchen and Member Ernie Harr stated that the BMUC is working towards the Water and Sewer Funds being self-reliant, as presented in the BMUC PowerPoint presentation at the April Workshop Meeting. Mr. Kitchen stated that the BMUC plans to work towards this goal by using Tap Fees for Capital Improvement Projects over \$5,000, by cutting cost and being more transparent by showing all Revenue and Tap Fees. He stated that he plans to attend the Budget Workshop Meeting on May 10 to further discuss the Water and Sewer Fund Fiscal Year 2018 Budgets. Mr. Kitchen stated that he is proposing that the BMUC and Mayor and Council formally establish a *Budget Task Force* and adopt by-laws of the task force that would include the members made up of the Town Manager, General Fund Treasurer, 1 or 2 Mayor and Council Members, the BMUC Chairperson, Treasurer and 1 additional Member, and possibly 2 members of the general public who do not serve on Town Commissions. The Mayor and Council thanked BMUC Treasurer Eric Kitchen and Member Ernie Harr for their work and stated that the budgets will be further discussed at the Budget Workshop Meeting on May 10 and May 17, 2017. Mayor Long agreed to the idea of creating a Budget Task Force committee and felt this should be established after the first of July.

Boonsboro Future Farmers of America Alumni Request for Donation: Town Manager Clark presented the donation request from the BFFA Alumni for their Basket Bingo Fundraising event on May 7, 2017. She stated that there is \$600 remaining in the Donation Budget for Fiscal Year 2017. Council Member Solberg stated that the Council typically donates \$100 to school groups. **Motion** by Council Member Solberg, second by Assistant Mayor Kauffman to donate \$100 to the BFFA Alumni for their Basket Bingo Fundraiser, with Council Member Byrd and Council Member Kerns opposing, and motion carried 3-2.

Fiscal Year 2017 Capital Improvement Projects; Town Hall Heating Bids: Town Manager Clark reviewed that the Fiscal Year 2017 CIP Town Hall HVAC Replacement Project was placed out for bids and that 2 bids were received. 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 stated that bids were received from Thompson's Best Heating and Air Conditioning for \$9,500 for 2 heat pumps, 2 coils and 2 thermostats, with the added cost of \$3,885 for the addition of an oil furnace, and from Air Doctor, LLC for \$9,546 for an oil furnace, a 2 stage split unit, 1 coil and 1 thermostat. She stated that Air Doctor also submitted bids for alternate equipment proposals for \$11,527 and for \$22,111 that included different equipment options. Council Member Kerns stated that she feels that this item should be tabled until the Town receives the exact same bids from both companies, noting that the Council can then compare apples-to-apples for exact specifications. **Motion** by Council Member Kerns, second by Council Member Byrd to table the Town Hall HVAC Replacement Project until Thompson's Best Heating and Air Conditioning and Air Doctor, LLC submit bids for the exact same equipment proposals, not mixed equipment, to refine the bids for the same efficient HVAC system, and motion carried.

Water Conservation Plan: Town Manager Clark presented the recommendation, on behalf of the Utilities Commission and the Environmental Commission, to update the Boonsboro and Keedysville Water Conservation Plan, noting that the Plan was last updated in 2006. She stated that the update identifies the sources of water and the continued demands as the Town grows, and includes the yearly Water Audits. Council Member Kerns stated that the Water Conservation Plan is not useful when 35% of the Town's water is unaccounted for. **Motion** by Assistant Mayor Kauffman, second by Council Member Davis to approve the Water Conservation Plan, and motion carried.

- **Ginger Bigelow** stated that many people are trying to conserve water already by not flushing their toilets. She stated that people do not need to be educated more, and that high bills are a big subject in Town.

Bonding: Council Member Kerns stated that according to the Town Charter the Town Manager, Town Clerk, Water and Sewer Clerk and anyone in the Town that handles or deals with money needs to be bonded. Mayor Long stated that forms to obtain the bonds are in the process of being distributed.

Mid-Year Audit Review: Council Member Kerns asked when the Mid-Year Audit Review will be presented and when does the current Audit contract get placed out for bids. Town Manager Clark stated that the Mid-Year Audit Review will be discussed at the Budget Workshop Meeting on May 10. She stated that the Audit contract is for a 3-year period and will be placed out in Fiscal Year 2018.

COMMISSION REPORTS

Public Safety Commission – R. Byrd. Meeting held on April 20, 2017. Discussions included the Maryland State Highway Administration Report recommendations to the Mayor and Council, the plans to send a follow-up letter to a resident regarding the visibility turning from Mousetown Road to South Main Street, the plans to look for potential funding sources for the portable speed monitoring trailer, a resident reported issue with vehicles speeding on Reeder's Alley, the reconsideration from the developer from Orchard Drive to build the originally planned 48 age restricted townhomes, plans for National Night Out and the request from a resident to have handicapped parking available near Shafer Park during all Town events.

Park Board – M. Kerns. Meeting held on April 26, 2017. This meeting was the annual Park walk-through. Discussions included the vendor list for the Independence Day Celebration, the upcoming Summer Concerts and the decision to Park basketball courts should not be used for weekend 'clinics.'

Utilities Commission – T. Davis. Meeting held on April 13, 2017. A resident attended the meeting to voice concerns over the constant increases in her Utility bills. Discussions included an updates from Superintendent Shumaker on the purchase of the regulatory required safety equipment to be in compliance which includes 5 Self-Contained Breathing Apparatuses and 8 First Aid Stations, the Well #8 evaluation and the plans to camera the well, options for the Route 34 stream bank restoration project, the request to partnership with the South County Services for a shared facility, the tabling of the request for consideration of allocations from Battlefield Estates and the presentation of the Fiscal Year 2018 Water and Sewer Fund Draft Budgets.

Planning Commission – J. Solberg. Meeting held on April 25, 2017. Discussions included the update on withdrawal of the request for a Zoning Map Amendment for Battlefield Estates at 3 Orchard Drive and the adjacent parcel and the plans to proceed with the previously approved 48 single story age-restricted townhomes, the approval of the Planning and Zoning Fiscal Year 2018 Draft Budget and the announcement that there are 2 vacancies on the Commission.

Economic Development Commission – C. Kauffman. Meeting held on April 26, 2017. Discussions included updates on the 225th Anniversary events, the reprinting of the Walking Tour brochures, the opening of the Farmers Market, updates on the Washington County Community Coalition and the Maryland Heritage Area Authority Grants, the Fiscal Year 2018 Budget, the kiosk in Gains Place which will hopefully be completed by July 1, the plans for upcoming Pop-Up shops at the Hospice Life Center and upcoming Town events. The next Networking Breakfast will be held on May 19, 2017 at 7:30am at Vesta's, with guest speaker Dr. Ken Film from South Mountain Dentistry. Assistant Mayor Kauffman stated that it was discovered that Terri Packard was not reappointed in July 2016, when her EDC term expired as she should have been.

• **Motion** by Assistant Mayor Kauffman, second by Council Member Byrd to approve the retroactive reappointment of Terri Packard for consecutive 3-year term from July 2016 through July 2019, and motion carried.

Assistant Mayor Kauffman stated that there were 3 additional reappointments for the EDC:

• **Motion** by Assistant Mayor Kauffman, second by Council Member Solberg to approve the reappointment of Carol Blessing for consecutive 3-year term through May 2020, and motion carried.

• **Motion** by Assistant Mayor Kauffman, second by Council Member Byrd to approve the reappointment of Bruce Wilder for consecutive 3-year term through May 2020, and motion carried.

• **Motion** by Assistant Mayor Kauffman, second by Council Member Byrd to approve the reappointment of Vickie Messner for consecutive 3-year term through May 2020, and motion carried.

Environmental Commission – M. Clark. Meeting held on April 11, 2017. Discussions included Discussions included a distribution of handouts for the Shepherdstown College *Potomac Valley Audubon Society Advocacy Forum* by Frances Lynch, an update on the status of the Sustainable Maryland Certified Leadership and the approval to name the BEC the 'SMC Green Team' and the Subcommittee Reports.

Town Manager Report – M. Clark.

- Stated that the King Farm Playground and the Shafer Park Restroom renovations are nearing completion
- Stated that the new Zoning Administrator, Mike Kinna, started working today and his hours will be Monday, Tuesday and Thursday from 8am until 1pm
- Stated that the new Utility Software billing and payment portal are now up and running online. Residents can view their water and sewer bills, see past bill and readings and pay online
- Stated that the Farmers Market opens for the season on May 2
- Stated that Budget Workshop Meeting will be held on May 10 at 5pm

Motion by Council Member Solberg, second by Assistant Mayor Kauffman to close the Regular Meeting at 8:35pm, and motion carried.

Respectfully submitted,

Kimberly A. Miller
Administrative Assistant

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, familial status, religion, or disability. To file a complaint of discrimination you may file in person with, or write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-9410 or call (800)795-3272 (voice) or (202)720-6382 (TDD)".

BOONSBORO MAYOR & COUNCIL
WEDNESDAY, MAY 10, 2017
BUDGET WORKSHOP MEETING

The Mayor and Council held a Budget Workshop Meeting on Wednesday, May 10, 2017 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building to discuss the drafts of the Fiscal Year 2018 General, Water and Sewer Budgets. Present were Mayor Howard Long, Assistant Mayor Cynthia Kauffman, Council Members Janeen Solberg, Brigitte Schmidt, Rick Byrd, Marilee Kerns and Terry Davis. Also present were Town Manager Megan Clark and Utilities Commission Members Paul Loeber, Eric Kitchen, and Ernie Harr. The meeting convened at 5:00 PM.

FY2018 Water and Sewer Fund Draft Budgets – BMUC Chairman Paul Loeber provided the costs of providing drinking water and processing wastewater for the Town and its utility customers. He then presented three options for the Fiscal Year 2018 Budgets. The different water fund options are as follows:

- Option 1 – Fully Funded by user rate structure and includes a high increase
- Option 2 – Proposes less of a rate increase and results in less money allocated to maintenance, capital outlay, and contingency funding
- Option 3- Proposes no increase with less monies allocated to maintenance, capital outlay, and contingency and noted a general fund subsidy would be required in case of an emergency

Three different options were presented for the Sewer Fund which were as follows:

- Option 1 – Fully funded by a user rate structure and includes a high rate increase
- Option 2 – Proposes less of a rate increase and a general fund subsidy to cover a portion of the debt payments owed for the wastewater treatment plant, a general fund subsidy to cover a portion of the grant match for a capital improvement project, and proposes reductions in maintenance and contingency line items
- Option 3 – Proposes no increase with a general fund subsidy to cover a portion of the debt payments owed for the wastewater treatment plant, a general fund subsidy to cover a portion of the grant match for a capital improvement project, and proposes further reductions in maintenance and contingency line items and a reduction in capital outlay

Mayor Long stated he appreciated the efforts of the Utility Commission to provide the true cost of the utilities; however he felt that rates should be incrementally increased and agreed that Option 2 provided a fair option.

Councilmember Schmidt stated she felt that it is too soon to increase the rates and while she acknowledges that maintenance costs continue to rise and there is a large debt load, that residents had recently experienced a rate increase and needed to get used to this amount before another increase should be proposed.

FY2018 General Fund Draft Budget: Town Manager Clark presented the FY2018 Draft General Fund Budget. 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 and she had not made any changes since the April Workshop meeting other than including the Year to Date information and FY16 actual figures.

Council Member Kerns stated she felt that cuts to commission, events and capital improvement spending could provide a contingency amount in the budget that could be used to fund proposed increases in the water and sewer funds and distributed draft budgets that included those cuts.

Council Member Solberg also presented some reductions in line items in the General Fund budget.

The Council briefly discussed the proposed reductions.

The Council agreed to have a meeting to discuss the budget Councilmember Kerns provided and the reductions Councilmember Solberg presented early the following week.

Mayor Long declared the meeting adjourned at 6:17pm.

Respectfully submitted,

Megan Clark
Town Manager

BOONSBORO MAYOR & COUNCIL
TUESDAY, MAY 16, 2017
BUDGET WORKSHOP MEETING

The Mayor and Council held a Budget Workshop Meeting on Tuesday, May 16, 2017 in the 2nd Floor Conference Room of Town Hall to discuss the drafts of the Fiscal Year 2018 General, Water and Sewer Budgets. Present were Mayor Howard Long, Assistant Mayor Cynthia Kauffman and Council Members Janeen Solberg, Marilee Kerns and Terry Davis. Also present were Town Manager Megan Clark and Utilities Commission Members Paul Loeber, Eric Kitchen, and Ernie Harr. The meeting convened at 5:00 PM.

Mayor Long began the meeting thanking all for their efforts on working on the budgets. He stated he and Town Manager Clark reviewed the proposal Councilmember Kerns and Councilmember Solberg presented at the May 10th Budget workshop and considered some of the reductions in the various departments. Based on some of the recommendations, a new draft of the General Fund FY18 Budget was presented.

Town Manager Clark described the revised draft FY18 General Fund budget and noted several line items were reduced, including council educational stipend; engineering supplies; equipment repair; equipment expense; heating; park equipment; police equipment, fees, supplies, building maintenance, uniforms, training, and vehicle gas; CIP; and contingency, while several were increased, including office equipment maintenance, public safety meeting expense; electric; park meeting expense; payroll taxes; and worker's compensation. She stated with the reductions proposed, a new line item to subsidize the Sewer Fund Grant Match was created for \$92,500.

Councilmember Kerns stated she is still very concerned with the audit showing the Town went over budget by \$488,000. Town Manager Clark stated the FY16 budget included using \$381,000 of reserves to balance the budget and the additional overage was from one CIP project that was under budgeted (the pervious parking lot grant project).

Councilmember Kerns stated she felt that the allocation of salaries was also affecting the water and sewer funds and should be further analyzed as it appears this is why the rates were being increased. Utilities Commission Member Harr stated that without having itemized detail of how much time is spent performing activities for the three different funds, the allocation is based on a best guess and is comparable to other towns.

Utilities Treasurer Eric Kitchen stated he felt by including the amount of subsidies needed from the General Fund and budgeting the grant subsidy provides more transparency.

Mayor Long asked the members of the Council present if they agreed that the revised budget presented by Town Manager Clark should move forward for discussion at the budget workshop meeting scheduled for Wednesday, May 17th. Consensus to move forward. Mayor Long asked the members of the Council present if they felt option 2 should move forward as presented. Consensus for Option 2 to be discussed further at the subsequent budget workshop.

Rick Beall, 104 Della Lane, commented on the sharing of treasurer's reports between the Council and the Utilities Commission.

Mayor Long declared the meeting adjourned at 3:35pm.

Respectfully submitted,

Megan Clark
Town Manager

BOONSBORO MAYOR & COUNCIL
WEDNESDAY, MAY 17, 2017
BUDGET WORKSHOP MEETING

The Mayor and Council held a Budget Workshop Meeting on Wednesday, May 17, 2017 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building to discuss the drafts of the Fiscal Year 2018 General, Water and Sewer Budgets. Present were Mayor Howard Long, Assistant Mayor Cynthia Kauffman, Council Members Janeen Solberg, Rick Byrd, Marilee Kerns and Terry Davis. Also present were Town Manager Megan Clark. The meeting convened at 5:00 PM.

Mayor Long began the meeting thanking all for their efforts on working on the budgets. He stated he and Town Manager Clark reviewed the proposal Councilmember Kerns and Councilmember Solberg presented at the May 10th Budget workshop and discussed the recommendations and subsequent revisions to the proposed General Fund draft at a budget workshop meeting on Tuesday, May 16, 2017.

Town Manager Clark described the revised draft FY18 General Fund budget and noted several line items were reduced, including council educational stipend; engineering supplies; equipment repair; equipment expense; heating; park equipment; police equipment, fees, supplies, building maintenance, uniforms, training, and vehicle gas; CIP; and contingency, while several were increased, including office equipment maintenance, public safety meeting expense; electric; park meeting expense; payroll taxes; and worker's compensation. She stated with the reductions proposed, a new line item to subsidize the Sewer Fund Grant Match was created for \$92,500.

Councilmember Kerns stated she felt the cuts were still not enough and consideration should be given to additional reductions in order to provide funding for the sewer fund.

The Council discussed the proposed Option 2 in the Water and Sewer budgets. Councilmembers Kerns and Byrd expressed concerns in increasing the rates. BMUC Chairperson Loeber commented on the necessity of maintaining the infrastructure. Assistant Mayor Kauffman stated the rates had been kept historically low while deferring maintenance and felt that an increase needed to be considered.

Mayor Long polled the Council for consensus to move forward with the revised General Fund Budget for consideration and option 2 for the water and sewer funds. Consensus to move forward with introduction of the budget ordinance on May 30th and schedule a public hearing on June 14th at 6:30 pm with the revised General Fund budget included and Option 2 for the water and sewer funds.

Mayor Long declared the meeting adjourned at 6:08pm.

Respectfully submitted,

Megan Clark
Town Manager

BOONSBORO MAYOR & COUNCIL
MONDAY, MAY 30, 2017
WORKSHOP/BUSINESS MEETING

The Mayor and Council held their Workshop/Business Meeting on Monday, May 30, 2017 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building to set the Regular Session Agenda for Monday, June 5, 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.

PRESENTATION

Mid-Year Audit Review: Erin Clark, of *Smith, Elliott, Kearns and Company*, presented the Fiscal Year 2017 Mid-Year Audit Review as of March 31, 2017, noting that this was not an official Audit and only a review as previously agreed upon. Ms. Clark stated that there has been an overall significant improvement in the accounting since the completion of the Town Audit in September 2016. She stated that staff has sufficiently cleaned-up outstanding items and properly recorded reconciliations in all Funds.

CITIZENS COMMENTS

- **Shane and Lori Duus**, 414 North Main Street. Mr. Duus voiced his concerns regarding the State Highway Administrations proposed plans to add a 'turn-lane' at the intersection of North Main Street and Maple Avenue by removing parking spaces along his side of the street to accommodate for the additional lane. He stated that his wife and he use the parking spaces in front of their home to back out of their driveway and if they are removed it will cause a safety issue with no safe place to back out to. He also stated that his young son walks to and from school, and the addition of a turning lane will make the cross walk area even more unsafe.
- **Barinda Golden**, 143 South Main Street. Ms. Golden stated that she is asking that the Town add 'turn arrows' at the Town Square intersection to help with traffic flow. She voiced her concerns regarding the safety of turning from Center Street onto St. Paul Street and asked that the area from the Municipal Parking lot to St. Paul Street be made '1-way' to avoid having an accident from vehicles turning blindly onto Center Street from St. Paul Street.
- **Peggy McIntosh**, 412 North Main Street. Ms. McIntosh stated that she lives next to Thomas Lane. She stated that she agrees with what the Duus's said, noting that the excessive speeding on the north end of Town and the intersection at North Main Street and Maple Avenue are very unsafe.
- **Skip Kauffman**, 416 North Main Street. Mr. Kauffman voiced his concerns regarding the State Highway Administrations proposed plans and stated that he is opposed to 2-lanes at the North Main Street and Maple Avenue intersection. He stated that there is no need for a passing zone at the streetlight.
- **Jeff Zimmerman**, 420 North Main Street. Mr. Zimmerman stated that he, too, is opposed to an extra lane at the North Main Street and Maple Avenue intersection.
- **Michael Guernieri**, 418 North Main Street. Mr. Guernieri voiced his concerns regarding the State Highway Administrations proposed plans, noting he, too, uses the parking spaces in front of his home to back out of his driveway and if they are removed it will cause a safety issue with no safe place to back out to. He stated that speed really needs to be reduced on the north end of Town.
- **Dwaine Wilson**, 130 Orchard Drive. Mr. Wilson suggest asking the Board of Education to provide a crossing guard at the North Main Street and Maple Avenue intersection to make is safer for school children to cross the street.
 - Public Safety Commission Chairperson Tony Nally stated that he did contact the Board of Education and they stated that only a few children use that crosswalk and it does not warrant having a crossing guard.
 - Council Member Byrd stated that one of the Public Safety Commission's recommendations is to remove the right lane turning arrow and make that intersection a 'no turn on red' area from North Main Street to Maple Avenue near the School Complex entrance.

NEW BUSINESS

Introduction of Ordinance 2017-01; Fiscal Year 2018 General, Water and Sewer Fund Budgets: Town Manager Clark stated that in accordance with Maryland Law all Municipalities must adopt their Fiscal Year Budget by Ordinance and presented Ordinance 2017-01; *Fiscal Year 2018 General, Water and Sewer Fund Budgets* for the Council's review and input. She stated that she is recommending the Introduction of Ordinance 2017-01; *Fiscal Year 2018 General, Water and Sewer Fund Budgets*,

with a Public Hearing scheduled for June 14, 2017 at 6:30PM in the Meeting Chambers. Council Member Kerns stated that there is a \$1,000 error due to not budgeting for the 2018 Town Election Expense, noting that she still feels that salaries need to be better allocated among the Funds. **Motion** by Council Member Solberg, second by Assistant Mayor Kauffman to approve the Introduction of Ordinance 2017-01; *Fiscal Year 2018 General, Water and Sewer Fund Budgets*, with Council Member Schmidt, Council Member Kerns and Council Member Byrd opposing, and motion tied 3-3. Council Member Kerns called for a Roll-Call Vote:

- Council Member Davis - *yes*
- Council Member Kerns - *no*
- Council Member Schmidt - *no*
- Assistant Mayor Kauffman - *yes*
- Council Member Solberg - *yes*
- Council Member Byrd - *no*

Mayor Long was called upon to break the tie and voted *yes*, and motion carried 4-3.

Introduction of Ordinance 2017-02; Refinance USDA Debt: Town Manager Clark presented Ordinance 2017-02; *Refinance USDA Debt* for the Council's review and input. She stated that she is recommending the Introduction of Ordinance 2017-02; *Refinance USDA Debt*, with a Public Hearing scheduled for June 14, 2017 at 6:30PM in the Meeting Chambers. Council Member Kerns asked if the Town can withdraw the Ordinance if the percentage rates change. Town Manager Clark stated that yes, the Town can withdraw and not implement the ordinance. Council Member Kerns stated that refinancing something that you don't plan on paying doesn't make sense, noting that the Town should look into possibly using Certificates of Deposit to pay down debt. **Motion** by Assistant Mayor Kauffman, second by Council Member Byrd to approve the Introduction of Ordinance 2017-02; *Refinance USDA Debt*, with Council Member Kerns abstaining due to not having enough time to thoroughly review the document, and motion carried 5-1.

DISCUSSION

Public Safety Commission Recommendations: Public Safety Commission Chairman Tony Nally thanked the Town residents who came out this evening to voice their concerns and stated that he wished they would have all come to the State Highway Administration's Meeting. Chairman Nally presented the Public Safety Commission's recommendations regarding the State Highway Administrations Report:

- 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.

Council Member Kerns stated that she'd like to see the SHA Report on the Town website so that it is easily accessible to residents. Town Manager Clark stated that a Public Hearing will be scheduled for June 19, 2017 at 6:30PM before the June Workshop Meeting.

Public Safety Commission Chairman Nally, on behalf of the PSC, presented the request to use \$2,500 in funds from the Fiscal Year 2017 PSC Special Projects budget as a down payment towards the purchase of the Police speed-trailer. He stated that the PSC plans to request that the \$2,500 in funds from the Fiscal Year 2018 PSC Special Projects budget also be used towards the purchase. He further stated that the total cost of the speed-trailer is \$6,500 and \$200 in donations have been received to date.

Ordinance 2017-03; Floodplain Ordinance Update: Town Manager Clark presented Ordinance 2017-03; *Floodplain Ordinance Update*. She stated that FEMA has updated the 1991, and earlier, floodplain maps and that the Town is required to adopt the Ordinance before the August 15, 2017 Federal effective date. She stated that she plans to request introduction of the Ordinance at the June Regular Meeting and schedule the Public Hearing in July.

Resolution 2017-01; Washington County Authority of Floodplain Ordinance: Town Manager Clark presented Resolution 2017-01; *Washington County Authority of Floodplain Ordinance* in conjunction with Ordinance 2017-03; *Floodplain Ordinance Update*, which delegates enforcement authority of the Floodplain Ordinance to Washington County. She stated that she plans to request introduction of the Ordinance at the June Regular Meeting and schedule the Public Hearing in July.

Council Member Schmidt stated that it was discussed at the May MML Meeting that all Maryland events with over 200 people MUST provide recycling containers for attendees or the sponsors could incur at \$300+ daily fine.

Council Member Solberg stated that Apple Valley Waste is no longer accepting 'glass' recyclables in West Virginia. She stated that there has been no change to the Town's contract and that AVW is still accepting glass in Boonsboro.

Council Member Kerns stated that the Council is still waiting to review the Fiscal Year 2017 CIP Town Hall HVAC Replacement Project which was tabled at the May Regular Meeting until Thompson's Best Heating and Air Conditioning and Air Doctor, LLC submit bids for the exact same equipment proposals, not mixed equipment, and the bids were refined for the same HVAC system.

Council Member Kerns requested that the following be incorporated into the Minutes herein by reference:

- The Charter of the Town of Boonsboro states that the Town Manager shall furnish to the Town for approval a surety bond in an amount to be prescribed by the Council and approved by the Town Attorney. (*Section 601*)
- The Treasurer of the (Utilities) Commission shall present to the Town a bond in an amount the Council requires. (*Section 908*)
- The Town Manager, Clerk, Treasurer and such other Officers or employees of the Town as the Council or this Charter may require, shall give bond in such amount and with such surety as may be required by the Council. The premiums on such bonds shall be paid by the Town. (*Section 1202*)

Council Member Kerns stated that she would like the attorney's recommendation on the dollar (\$) amount of the bonding. She stated that she would like bids obtained for review and the expense incorporated into the Fiscal Year 2018 Budget and the required personnel be bonded within the next 45 days. Mayor Long stated that all bonding applications have been submitted. Town Manager Clark stated that the bonding will be covered through Travelers Insurances under the Town' Local Government Insurance Trust (LGIT) policy and has been submitted for up to \$5,000, which was approved by Town Attorney Wantz.

Motion by Council Member Solberg, second by Assistant Mayor Kauffman to close the Regular Meeting at 8:30PM, and motion carried.

Respectfully submitted,

Kimberly A. Miller
Administrative Assistant

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, familial status, religion, or disability. To file a complaint of discrimination you may file in person with, or write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-9410 or call (800)795-3272 (voice) or (202)720-6382 (TDD)".