

Boonsboro Public Safety Commission
Meeting Minutes
Thursday May 18, 2017

Present: Chair Tony Nally, Terri Hollingshead, Councilman Rick Byrd, Chief Charles Stanford, Steve Dove, Rick Weaver, Marty Love

Mr. Nally called the meeting to order at 7:00 pm

April Minutes approved.

No citizens comments.

Old Business:

- SHA recommendations did not make the agenda. Will be addressed at May 30th workshop.
- NNO letters will be distributed to PSC members for distribution at next meeting.
- Contact has not been made as to the issue of handicap parking during major town events.

New Business:

- Randy Thompson will donate \$1000 toward the purchase of the speed trailer. Middletown Valley Bank has noted an interest in helping towards this trailer, and the same with Columbia Bank, who will donate \$200. The Chief will follow-up with the Lions Club. M&T Bank has denied our request for this quarter. \$ 2500 will be requested from the 2018 FY budget and also \$2500 from the 2017 FY budget that was not used. The ball park price for this trailer is \$6100. This purchase would be made in June 2017 hopefully.
- Tony Nally brought up an issue that was reported to him, about blinking lights after 10pm. He will check with SHA on this issue.

Boonsboro Police Report:

Nothing to report.

M & C Report:

Rick Byrd reported they are busy with budget discussions.

Meeting adjourned appx 7:45 pm

Boonsboro Park Board

May 24, 2017

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

Absent: Greg Solberg

The meeting was called to order at 7p.m. by President Schnackenberg. March and April minutes were read and approved.

Boonsboro Band wind ensemble presented the first concert of the season on May 21. Motion by Sandy and second by Chris to send a \$50 donation to the band, motion was approved by all members.

There was no new business to discuss.

Old Business Updates:

Independence Day Celebration

Vendors include Mt. Nebo, Trinity UCC, Boonsboro Bible Church, Happy Helping Hands (outreach).

Decorating for the event will be Friday, June 30 at 7p.m.

Tot Lot

The tot lot has been completed. Benches should arrive in another month. A ribbon cutting will be scheduled when everything is in place.

Restroom Rehab.

Work on the restrooms has been completed.

Monarch Way Station

The planting at the station has been completed, but more work still needs to be done.

Wagon Train

The wagon train was Sunday, May 21 and everything went well.

Trout Derby

The derby was cancelled due to the weather. \$1150 in donations was received from businesses. This money is in escrow for the event next year. We thank the businesses for their generous donations.

Trees

There is concern about the health of some of the older trees in the park. This needs to be monitored.

There was a motion by Isaac and second by Jeff to recommend to the Mayor and Council to take down the large sycamore near the swings in the park. Motion carried unanimously.

Movie Night

No decision about a movie at this time.

Motion by Rich and second by Sandy to adjourn the meeting.

Respectfully submitted,
Sandra Shifler
Secretary

BOONSBORO MUNICIPAL UTILITIES COMMISSION
REGULAR MEETING
May 11, 2017

The Boonsboro Municipal Utilities Commission (BMUC) held its regular meeting on Thursday, May 11, 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 Town Manager Megan Clark, Town Engineer Brian Hopkins, Utilities Superintendent Pete Shumaker, and Public Works Supervisor Greg Huntsberry. Chairperson Loeber called the meeting to order at 7:15 PM.

Meeting Motions:

The April 13th Regular Meeting Minutes were reviewed and Commission Member Hoffman motioned to approve the minutes as presented. The motion was approved.

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

Presentations:

Cintas staff made a presentation that covered the Federal and State of Maryland regulatory required compliance, medical, and safety training courses and services they can provide for water and waste water treatment facilities' operations and operators. An assessment of the current status of the Town of Boonsboro's programs revealed some potential compliance risks relative to this regulatory required plan and training. This is another example of the regulatory compliance aspects of the Town of Boonsboro utilities operations that have not been sufficiently covered by the less than fully funded budget requests caused by the adoption of a rate structure that does not cover the full cost of operations nor is subsidized as needed to cover the full cost of operations. The next steps are for the Boonsboro Utilities Superintendent and Public Works Supervisor to work with the Cintas staff to develop a fully compliant plan and training program and associated cost estimate for a presentation to and then evaluation by the BMUC. There were no motions made relative to this presentation.

Unfinished Business:

Well 8 Evaluation

Utilities Superintendent Pete Shumaker provided an update on the evaluation of air that is being introduced into the Town of Boonsboro water distribution system lines associated with the operation of Well 8. The air pressure release valve has been installed at the highest spot on Della Lane and Well 8 will be activated and the effectiveness of the installed valve will be assessed. The results will be presented at the next Regular BMUC Meeting. Future plans could include the use of an in-line camera to view what happens in the Well 8 supply line when the well is operational if further action is warranted in addressing and evaluating the air in the distribution system lines. There were no motions made relative to this item.

Battlefield Estates – Request for Consideration

During the Regular April BMUC Meeting, 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. The tabled topic was discussed again during this meeting. A motion was made by Commission Member Harr to Deny the Request for Consideration. The motion was approved. The BMUC discussed preparing a policy to cover the criteria for use in future considerations. A draft will be presented at a future BMUC Meeting.

FY18 Draft Budget

The BMUC members evaluated and discussed the three (3) Budget Options presented by Commission Chairperson Paul Loeber during the last Mayor and Council Working Meeting and the associated discussions during that Working Meeting. As a result, the BMUC members decided to make a specific budget request recommendation to the Mayor and Council for consideration during the FY 18 Budget discussions. Commission Member Kennedy made a motion to recommend Option 2 to the Mayor and Council for the BMUC FY 18 Budget request. The motion was approved.

New Business:

USDA WWTP Loan – Recommendation to Refinance

Town Manager Megan Clark presented a Memorandum dated May 9, 2017 subject USDA WWTP Loan – Consideration to Refinance to Chairperson Loeber and BMUC Commission Members. The Memorandum was requesting the BMUC Members to consider a recommendation to the Council to proceed with a refinancing application for the following summarized reasons below (Note: The Memorandum is incorporated into these Meeting Minutes by reference):

1. The current interest rate is 3.65% versus the existing rate of 4.375%.
2. There are thirty-two (32) years left on the current loan's term and the new loan would be for thirty (30) years.
3. The annual savings would be \$ 15,000.00.
4. It will cost approximately \$ 135,000.00 to refinance and this amount would be rolled into the new loan.
5. Total savings to the Town of Boonsboro would be approximately \$ 900,000.00 over the thirty (30) year term of the new loan compared to paying off the existing loan.

Commission Member Harr made a motion to proceed with the refinancing application process. The motion was approved.

Water Loss Evaluation

Town Manager Megan Clark presented a draft summary report write-up of the Boonsboro Unaccounted for Water current status that included sections on the water system, accounting, leak detection, ongoing efforts towards reducing unaccounted for water loss, next steps, and benefits

of reduced water loss. The draft summary report was reviewed and discussed by the BMUC Members for utility and completeness. The assessment was that the report as submitted was beneficial, accurate, and complete. Additionally, it discussed that this summary report should be periodically updated as warranted to provide a readily available and updated status for use as needed to keep all informed. There were no motions made relative to this item.

Water System Improvements

Town Engineer, Brian Hopkins, PhD. discussed options for providing extended geographical water service to accommodate future development in the Boonsboro area. The options include the need for system designs that can increase water pressure beyond the areas that the current system design can service. The main driver is fire suppression requirements for new construction. The most cost effective option is currently the addition of a water tower. This was provided to keep the BMUC Members in the loop on challenges and evaluations of options as the projected needs becomes realities in the future. There were no motions made relative to this item.

Re-Appointment Recommendation of Commission Members

Commission Member Kitchen made a motion that Commission Members Paul Loeber and Bobby Mose whose terms both end June 2017 be recommended for reappointment to the Mayor and Council. The motion passed.

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 Variable Frequency Drive (VFD) pumps grant, root killing treatment of the most clogged sections of the wastewater collection system's pipes, and the State of Maryland Department of the Environment permit required annual updates.

Utilities Report – Pete Shumaker, Utilities Superintendent – Topics discussed included the critical Wastewater Treatment Plant (WWTP) filter repairs, Well 8 updates, and replacement parts status and safety equipment purchase updates.

Public Works Report – Greg Huntsberry, Public Works Superintendent – Topics discussed included the water loss and old water lines exploration activities, meter data pulls updates, and Well 8 updates.

Mayor and Council Report – Town Manager Megan Clark provided a summary of Mayor and Council activities since the last BMUC meeting for Mayor and Council Liaison, Terry Davis in his absence.

Adjourn:

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

Respectfully Submitted,

Ernie Harr
Secretary

MINUTES OF A MEETING OF THE PLANNING COMMISSION
TUESDAY, MAY 23, 2017

PRESENT: Chairman Carvel Wright, Vice-Chairman Rob Maricle, David Ambrose, Steve Jamison, and Mayor and Council Liaison Janeen Solberg *Absent:* David Parmelee
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 April 25, 2017 meeting approved as submitted.

NEW BUSINESS

**RECOMMENDATION TO THE BOARD OF ZONING APPEALS:
Request for Variance – Fletcher’s Grove Community**

Town Manager Clark presented the request for variance to vary the sign requirements to construct a community monument sign 3 feet into the right of way of Chase Six Boulevard. She stated Ordinance 2010-02 amended the Sign Regulations and noted the following:

1. Ordinance 2010-02 “Sign Regulations Amendments”, Section 7.08 “General Sign Regulations” states “C. No sign shall obstruct a clear view to and from traffic along any street right of way, entrance or exit and project beyond the right of way line of a street”.
2. Section 7.10 Variances allows an adjustment with respect to the “distance of permitted projection”.
3. Section 7.11 – Signs in Residential Districts “ states “No sign shall project beyond the property line into a public way, and “no sign located in any residential district may be closer than five feet to any lot line.
4. Section 7.13 “Non residential signs within the GC and EC district” provides the requirements for a monument sign that is not for a residential use.

Pictures of the proposed site of the sign were also submitted.

Chairperson Wright made a motion to recommend the Board of Zoning Appeals deny the request for variance and Member Ambrose seconded the motion.

Vice-Chairperson Maricle stated the proposed location of the sign obstructs the line of sight from the stop sign, and the sign is oriented towards Chase Six Boulevard instead of the residential development. Rick Curry, representing the applicant, stated the proposed location follows ASHTO standards. Vice-Chairperson Maricle stated while it may follow standards, when a person is stopped at the stop sign, they would not be able to see through the sign to the intersection.

Town Manager Clark stated an applicant must prove a hardship when requesting a variance and there appears to be more space on Tiger Way that would provide an area for the sign where the sign would not protrude into the right of way.

Chairperson amended his motion to recommend the Board of Zoning Appeals deny the request for variance to allow the community identification sign to be placed 3 feet into the right of way as the sign would be an obstruction of view and sight distance and the applicant did not prove the case to be a hardship since there is other space for the sign. Member Ambrose seconded the motion and the motion carried unanimously.

PC VACANCY

Town Manager Clark stated there are currently two vacancies on the Planning Commission and the Town has received two interest forms to serve on the Commission.

The Commission spoke with both candidates about their interest to serve.

Motion by Member Jamison, second by Member Ambrose, to recommend to the Mayor and Council to appoint Douglas Moore and Riccardo Aiello to fill the vacancies on the Commission. Motion passed unanimously.

PLANNING AND ZONING UPDATES

Town Manager Clark stated the part-time code enforcement officer began on May 2nd and updated the Commission on the budget request, noting the Capital Improvement project of updating the regulations was not proposed to be funded for Fiscal Year 2018. She also noted that there are not any pending development plans under review.

CITIZEN'S COMMENTS

.None

COMMISSION MEMBER COMMENTS

Vice-Chairperson Maricle commented on the need for no parking signs at the entrance to Sycamore Run and the brightness of the sign at Mountainside Gardens.

ADJOURN

Chairman Wright declared the meeting adjourned at 8:10 pm.

Respectfully submitted,

Megan Clark,
Town Manager

Draft
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MINUTES OF A MEETING OF THE ENVIRONMENTAL COMMISSION
TUESDAY, MAY 9, 2017

PRESENT: *Commission Members:* Chairman Bill Brady, Vice Chairperson Rosemary James, Secretary Kathy Vesely, Leah Grasso, Scott McIlwee, Jessica Renner, Laura Schnackenberg
Town Manager Megan Clark
Mayor and Council Liaison Brigitte Schmidt

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

APPROVAL OF MINUTES: Chairman Brady declared April 11, 2017 meeting Minutes approved as read.

UNFINISHED BUSINESS

Farmer's Market (FM) – Member Renner stated Dan Murphy will be designing a bookmark for the July water/sewer mailer. The Market is starting out with lower vendor attendance so far. We could use 3 more dependable vendors. South Mountain Creamery has shown an interest in providing fish. Some vendors will be coming later in the season.

We need to ramp up advertising. Could the EDC give us some publicity at their meetings? We could use more step in signs grouped together to make a bigger impact on FM Tuesdays. Member Renner would like to use Mail Chimp to reach a wider audience. Amanda Kern may be available to write up the weekly blurb on FM website.

FM Closings: Do we want to close on July 4? To be decided later. After discussion, we decided to stay open the week before Carnival (move to Scout Hut area), close the week of Carnival, and stay open the week after Carnival (move to Scout Hut area). We will hand out flyers the week prior to the first move date to inform vendors and customers. Put this information on the Crestview FB page and Town website. Secretary Vesely motioned to move FM to above-mentioned location/dates. Member Renner seconded. **Motion carried.** Member Renner will put up directional signs to inform public the two FM days of the changed location.

NEW BUSINESS

Sustainable Maryland Certified – Recertification – After discussion, motion made by Secretary Vesely and seconded by Vice Chairperson James to approve changes/additions to the SMC Recertification Action Plan. **Motion carried.** Final submission will be made in June.

SUBCOMMITTEE REPORTS

- Farmer's Market – See above (Unfinished Business).
- Waste Reduction – Vice Chairperson James would like a compost bin for display at Green Fest. No bins left. Town Manager Clark stated the City of Frederick has some we could buy. Secretary Vesely made a motion to buy a pallet of 40 bins from City of Frederick. Member Schnackenberg seconded. **Motion carried.** Member Schnackenberg stated Key City Compost (a Frederick company) will handle the composting at Green Fest. This is one more definitive step in making Green Fest a Zero Waste event. Vice Chairperson James will be manning the BEC table. Council

Member Schmidt will help in the morning, Member Grasso can help from 10-12. Julia Brady can help from 8-10.

- Trees – Member Dowell had emailed an update stating Earth Day/Arbor Day celebration was a success. The Town received the DNR Tree City USA Growth Award, Tree City USA Recertification, and a flag. Tree inventory is to be done in new portion of Park. Park Board did a walk through. Protective tree bags were placed on new trees. A couple of trees are diseased and may need to be removed in the next year or two. Capital improvement monies are proposed in budget to allow for tree trimming.
- Public Education/Outreach – Vice Chairperson James will contact the CBF again about a speaker.
- Green Team – See above (New Business [SMC]).
- Monarch Butterfly Waystation – No report.

TOWN UPDATES

Town Manager Clark stated the new King Farm playground is in place and in use. The Shafer Park bathroom upgrade should be done by Green Fest. The Town has received a \$25K grant from Maryland Energy Administration for installing energy efficient pump controllers. A solar energy analysis report will be coming in June.

COMMISSION MEMBER COMMENTS

ADJOURN: The meeting was adjourned at 8:13 PM

Next Meeting: TUESDAY, JUNE 13, 2017 – Regular session (7:00 p.m.)