

**BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
TUESDAY, JULY 5, 2016**

The Mayor and Council of Boonsboro held their Regular Meeting on Tuesday, July 5, 2016 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building. In attendance were Mayor Howard W. Long, Council Members Cynthia Kauffman, Janeen Solberg, Rick Byrd and Marilee Kerns. Also present were Town Manager Megan Clark, Police Chief Charles Stanford and Administrative Assistant Kimberly Miller. The meeting convened at 7:00 PM with the pledge and the invocation offered by Mayor Long.

REVIEW AND APPROVAL OF MAY MEETING MINUTES

- **Motion** by Council Member Solberg, second by Council Member Kauffman to approve the June 6, 2016 **Regular Meeting Minutes**, the June 6, 2016 **Executive Meeting Minutes**, the June 20, 2016 **Workshop Meeting Minutes** and the June 20, 2016 **Executive Workshop Meeting Minutes**, and motion carried.
- **Motion** by Council Member Kauffman, second by Council Member Byrd to approve the June 2016 **Treasurer's Report**, and motion carried.
 - Mayor Long made the recommendation to establish a new Certificate of Deposit in the amount of \$88,393.65 with BB&T Bank at the rate of .075% for 2 years. **Motion** by Council Member Kauffman, second by Council Member Solberg to approve the establishing of a new Certificate of Deposit in the amount of \$88,393.65 with BB&T Bank at the rate of .075% for 2 years, and motion carried.
 - Council Member Kerns asked if the Council has ever looked into using 'extra' funds to pay down Town debt rather than establishing new Certificates of Deposits. Town Manager Clark stated that she would have to look into seeing if that would be beneficial.
- **Motion** by Council Member Solberg, second by Council Member Kauffman to approve the June 2016 **Bills to be Paid Report**, and motion carried.

EMPLOYEE RECOGNITION AND INTRODUCTIONS

James DeGrange, Water & Sewer Operator – Mayor and Council commended Mr. DeGrange for receiving the Operator of the Year award from Maryland Rural Water Association.

Jeremy Mose, Water & Sewer Operator – Town Manager Clark introduced Mr. Mose, noting that he comes to the Town as a Certified Operator from MES.

PUBLIC COMMENTS

Boy Scout William Stan attended the meeting with his father for his Citizenship in the Community Merit Badge.

MAYOR AND COUNCIL MEMBER COMMENTS AND CORRESPONDENCE

Council Member Kerns

- Stated that she had no comments

Council Member Kauffman:

- Stated that she attended many Town meetings and events during the month, including the Park Board's 1st Family Movie Night and the Keedysville Dedication Ceremony
- Stated that she attended the MML Convention in Ocean City, Maryland as an exhibitor for MML Main Street Maryland
- Stated that she attended the meeting to brainstorm with the Boonsboro Historical Society for the 225th Town Anniversary and Washington Monument Celebration which is slated to last throughout 2017.
- Stated that she assisted in the decorating of Shafer Park for the Independence Day Celebration and also attended the event, noting that she also attended the Antietam Battlefield Independence Day Celebration

Council Member Solberg:

- Stated that she attended many Town meetings and events during the month, including the Park Board's 1st Family Movie Night and the Farmer's Market
- Stated that she worked on the updating of the EDC Town brochure and that they are now available and have been distributed throughout the Town

- Stated that the Green Fest committee raised enough funds this year to reimburse the Town for \$2,762 and that they did not use any of their budgets funds for Fiscal Year 2016. She stated that the Green Fest committee will be presenting the Friends of Shafer Park with a donation as well.

Council Member Byrd:

- Stated that he attended many Town meetings and events during the month, including the Park Board's 1st Family Movie Night, which he felt was a great success

Mayor Long

- Stated that he attended many Town meetings and events during the month, including the Town's Independence Day Celebration and the Antietam Battlefield Independence Day Celebration
- Stated that he was interviewed by The Herald-Mail Newspaper and NBC 25 Alive
- Stated that he attended the MML Convention in Ocean City, Maryland and presented the Town with the 2016 Banner City Award
- Stated that he met with Mike Eisner to discuss the possible causes for water loss in the Town

Police Department Report – Chief Stanford. The Police Department received 351 calls for service, which included 115 motor vehicle violator contacts for the month of June 2016. There were 2 adult criminal arrests, 0 adult traffic arrests, 0 juvenile arrests and 0 juvenile traffic arrests. Stated that the Department collected .95 kilograms of prescription drugs through the Drug Turn-In Program for the month of June. Stated that all of the Officers worked in the Town and at the Carnival from June 1 through June 4, 2016. Stated that Officer Martin Pitsnogle retired from the Department on June 30, 2016.

UNFINISHED BUSINESS

Assistant Mayor Nominations: Mayor Long reviewed that a vacancy was created in the position of the Assistant Mayor, with the unexpired term ending June 2018, when he was elected and appointed as Mayor of the Town. He stated that the Town accepted "Certificates of Nominations" as application for the Assistant Mayor position through June 17, 2016, and that one application was received from Council Member Cynthia Kauffman. **Motion** by Council Member Kerns, second by Council Member Byrd to approve the appointment of Council Member Cynthia Kauffman as the new Assistant Mayor to fulfill the unexpired term ending June 2018, with Council Member Cynthia Kauffman abstaining, and motion carried.

Swearing In of Assistant Mayor: Mayor Long issued the Oath of Office for newly appointed Assistant Mayor Cynthia Kauffman. Assistant Mayor Kauffman will serve her term through May 2018.

Capital Improvement Projects (CIP) Purchase; Access Control (Fiscal Year 2016): Town Manager Clark reviewed that \$10,000 was budgeted in the Fiscal Year 2016 Capital Improvement Plan Budget for Town Hall Security Upgrades. She stated that she obtained 3 quotes for keypad access controls to be installed on four Town doors, noting that the access controls would allow for individuals to have personal programmed codes to allow access to certain parts of the Town Hall building and at the Community Center. She further stated that she is recommending that the Council move forward with the quote from Glessner Alarm, the current security alarm provider at Town Hall, at the cost of \$6,286 for the keypad system. Town Manager Clark stated that she is also recommending that funds be used for the installation of a secure customer service Clerk window as part of the update project for the cost of \$3,420. Council Member Solberg stated that she feels that the keypads and access controls are more complex than needed. She asked if the locks on all of the Town door could simply be changed out for less money. Town Manager Clark stated that yes, she received a quote from Able Locksmiths to change all of the building door locks for between \$400 and \$500, but recommended that if the Council decides to go that route that the Town keeps a better tracking system for key distribution. Mayor Long stated that he is recommending that staff purchase the security window for the Clerk office, switch out the locks, distribute new keys to only select individuals and table the proposed keypads until a better security plan can be researched. **Motion** by Assistant Mayor Kauffman, second by Council Member Solberg to approve the purchase of the security window for the Clerk office, switch out the locks, distribute new keys to only select individuals, and motion carried.

Mayor Long requested that staff provide the Mayor and Council with a 'policy' to sign for use of the new Amazon Fire Tablets that they received at the June Workshop Meeting.

NEW BUSINESS

Council Member Position: Mayor Long stated that a vacancy has been created in the Town Council, with the unexpired term ending June 2018, with the appointment of Cynthia Kauffman as the Assistant Mayor of the Town. He stated that the Town

will accept "Certificates of Nominations" as application for the Council Member position through 4:30PM on July 15, 2016 and that interested applicants will not have to collect the required 10 signatures to apply due to the position being an 'unexpired term.' He stated that Council will review the applications at their July 18, 2016 Workshop Meeting, schedule interviews and make a recommendation for the appointment of the new Council Member at the August 1, 2016 Regular Meeting.

Public Safety Commission Recommendation; Park Drive Speed Limit: Council Member Byrd, on behalf of a recommendation from the Public Safety Commission, presented the request to lower the current speed limit from 25 mph to 20 mph on Shafer Park Drive and Park Drive to increase pedestrian safety and decrease the speed around the Park area. Chief Stanford agreed with the reduction of the speed limit, noting that many of the residents living on those roads have voice their concerns regarding vehicles speeding around the Park. **Motion** by Council Member Byrd, second by Assistant Mayor Kauffman to approve the PSC Recommendation to lower the current speed limit from 25 mph to 20 mph on Shafer Park Drive and Park Drive to increase pedestrian safety and decrease the speed around the Park area, with Council Member Kerns voting nay, and motion carried 3-1.

Public Works Truck (Fiscal Year 2017): Town Manager Clark stated that the Fiscal Year 2017 Capital Improvement Plan Budget includes the shared General, Water and Sewer Fund expense for the purchase of a Public Works truck. She stated that she obtained a new quote from Hagerstown Ford for the purchase of a 2016 Ford F350 diesel fully fitted truck for the cost of \$48,780. She further stated that the truck cost will be shared with the Water and Sewer Funds at an estimated cost of \$16,260 per Fund, with \$18,350 budgeted in each Fund for the purchase. **Motion** by Council Member Solberg, second by Assistant Mayor Kauffman to approve the purchase 2016 Ford F350 from Hagerstown Ford for the shared cost of \$48,780, and motion carried.

Street Cleaning Contract: Town Manager Clark stated that the Street Cleaning Contract with Clean-A-Lot, Inc. is slated for renewal for Fiscal Year 2017. She stated that the Contract is for \$80 per hour for street sweeping on the third Monday of every other month, noting that the new Contract is being proposed with the same costs and terms as the current Contract. Council discussed that they do not feel that the street cleaner is doing a great job of cleaning the streets, that they do not use enough water and do not adhere to a regular time schedule, noting that cleaning may only be necessary on 'curbed' streets. They further discussed the pros and cons of renewing the contract for an additional year and the idea to add provisions to the contract. **Motion** by Assistant Mayor Kauffman, second by Council Member Solberg to approve the renewal of the street sweeping contract with Clean-A-Lot, Inc. for an additional year with the provisions that the street cleaner cleans only curbed streets, uses water while cleaning and adheres to a fixed time schedule, with Council Members Byrd and Kerns voting nay, and motion tied at 2-2. Mayor Long voted yes to approve the renewal of the contract with Clean-A-Lot, Inc., breaking the tie, and motion carried 3-2.

Mowing Contract: Town Manager Clark stated that for many years the Town has received ground maintenance assistance from the Washington County inmates twice a week for various work details, including weed eating in the storm drains, noting that beginning on May 1 of this year, the County is only providing inmate assistance to the Town once a month. She stated that while the Public Works staff is trying to keep up with all of the weed-eating/maintenance that the inmates previously performed weekly, Superintendent Huntsberry is requesting that the Town add 2 additional properties to the Mowing Contract. Town Manager Clark reviewed that the 2 properties are large stormwater ditches for trimming on Orchard Drive from Valley View Court to the GESAC property and in Kinsey Heights along Lanafield Circle. She stated that the Town currently pays Simply Divine Lawn Care \$990 per week for the Mowing Contract and staff is requesting to add 2 monthly trimmings of the 2 additional properties for the cost of \$90 per ditch. **Motion** by Council Member Byrd, second by Council Member Solberg to approve the additional 2 monthly trimmings of the Orchard Drive and Lanafield Circle stormwater ditches for the cost of \$90 per ditch by Simply Divine Lawn Care, and motion carried.

Zoning Administrator/Code Enforcement: Town Manager Clark reviewed that the Fiscal Year 2017 Budget includes the hiring of a part-time Zoning Administrator/Code Enforcement Officer at the pay rate of \$15.52 per hour for approximately 20 to 25 hours per week. She stated that currently Town Engineer Hopkins or she handles the Zoning Administration and Property Maintenance Code Enforcement, and that due to other job responsibilities of both positions, Property Maintenance Code Enforcement is handled as a reaction or only applied when a complaint is received. She further stated that having a part-time staff member to verify Code violation complaints and enforce the Ordinances would help to ensure that all properties are treated consistently. Council discussed the pros and cons of hiring a part-time Zoning Administrator/Code Enforcement Officer and agreed that there needs to be consistency in the Code Enforcement. Council Member Kerns asked if the Property Maintenance Code is online so that a resident can file an actual complaint, noting that she is against hiring a person to patrol

the streets and dictate what a property owner does on their own property. Council Member Byrd suggested having the Public Works staff check tall grass and weed issues rather than hiring a new person. Mayor Long made the decision to table the discussion of hiring a Zoning Administrator/Code Enforcement Officer at this time. He requested that staff make sure that the Property Maintenance Code is available online and that a form is created for residents to submit formal Code violation complaints. Administrative Assistant Miller stated that she will create the form so that residents can submit information online, as well as at Town Hall.

Shafer Park Trail, Phase 1 & 2: Town Manager Clark stated that the Town was awarded Program Open Space (POS) and Community Park and Playground Grants in the amount of \$150,000 which will be used to develop Phase 1 and 2 of the Shafer Park Trail. She presented Council with the trail plans and explained that Phase 1 and 2 will loop the trail around the Town Pond, over the hillside and connect back to the existing trail near the restrooms. She stated that she is requesting to place the Project out for bids, with a pre-bid meeting scheduled for July 21, 2016, and bids due on August 22, 2016 at 2:00 pm. Assistant Mayor Kauffman stated that Town Engineer Hopkins presented the Trail Project proposal to the Park Board and that all Members approve of the Project. Council Member Kerns stated that additional ball fields need to be created at the Park to accommodate all of the Boonsboro teams, noting that there is currently not enough space for all of the children to practice and play sports. **Motion** by Assistant Mayor Kauffman, second by Council Member Solberg to approve placing the Phase 1 and 2 of the Shafer Park Trails Project out for bids, and motion carried.

BZA Reappointment: Town Manager Clark, on behalf of the Board of Zoning Appeals, presented the recommendation to reappoint Scott Race to the Board for consecutive 3-year term ending July 2019. **Motion** by Council Member Byrd, second by Assistant Mayor Kauffman to approve the reappointment of Scott Race to the BZA for a consecutive 3-year term, and motion carried.

BMUC Recommendation for Appointment: Town Manager Clark, on behalf of the Boonsboro Municipal Utilities Commission, presented the recommendation to appoint Todd Kennedy to the Commission for a 4-year term ending July 2020. **Motion** by Council Member Kerns, second by Council Member Byrd to approve the appointment of Todd Kennedy to the BMUC for a 4-year term, and motion carried.

- Mayor Long stated that the Council should present Rob Hutzell with a recognition certificate for serving 27 years on the BMUC.

COMMISSION REPORTS

Public Safety Commission – R. Byrd. Meeting held on June 16, 2016. Members welcomed Steven Dove to the Commission. Discussions included the recommendation to reduce the speed limit on Park Drive and Shafer Park Drive to 20mph, the confirmation of the August meeting with SHA and plans to finalize the discussion topics at the July meeting, and an update on the National Night Out plans.

Park Board –C. Kauffman. Joint Meeting held on June 22, 2016. Discussions included the recommendation to move forward with Phase 1 of the Park Trail with the \$150,000 POS Grant funds, the upcoming Summer Concerts in the Park, the success of the 1st Family Movie night, an update on the plans for the annual Independence Day Celebration on July 1, an update from the Tree Board on the tree inventory, the idea to possibly enact an smoking ban at the Park and the Monarch Butterfly Way Station plans.

Utilities Commission –M. Clark. Meeting held on June 9, 2016. The BMUC held their annual election of Officers. A presentation was given by Dwight Swan of Envirep on the Gorman Rupp Pump Stations. Discussions included the I&I Sewer Project update, the approval to amend the Lining Contract to include 1,300 feet of sewer on Park Drive and McKeldin Drive, the approval to appoint Todd Kennedy to the Commission, the approval to rehabilitate the sewer service connection lateral at 707 North Main Street and the approval to adopt the Utilities Policy UTIL.A.08: Agenda Scheduling.

Planning Commission –H. Long. No meeting held during the month of June 2016.

Economic Development Commission –J. Solberg. Meeting held on June 22, 2016. Discussions included an update on the distribution of the new Boonsboro Business brochure, plans for the 1st Saturday Special program with local businesses, an update on the plans for the 225th Town Anniversary in 2017, the announcement that Josie's on Main was the recipient of the National Small Business Award sponsored by the Washington County Department of Business Development and the Washington County EDC, the possibility of plans for a Pop-Up Shop in the Hospice Community Life Center, the upcoming MML

Convention in Ocean City and plans for the Municipal Main Street vendor booth, the upcoming Hagerstown CVB partner orientation, and the recommendation to hire a part-time Town Zoning Code Enforcer to assist with the property maintenance of Main Street and surrounding areas to help with tourism. The next Networking Breakfast will be held at Vesta Restaurant on July 15 at 7:30AM with guest speaker Mary Ironside, State Park Superintendent for DNR.

Environmental Commission – *M. Clark*. Meeting held on held on May 25, 2016. A presentation was given by Sandy Sagalkin from Monarch Watch on the Monarch Butterfly Waystation. Discussions included the Monarch Butterfly action items, the Waste Reduction flier and Subcommittee Reports.

Town Manager Report – *M. Clark*.

- Stated that Sewer Lining work is to be completed on McKeldin Drive, Park Drive and the 200 block of North Main Street on July 7, 2016
- Stated that she attended the MML Convention in Ocean City, Maryland and completed the Certificate of Local Governance. Stated that she also learned of additional Grant opportunities.
- Stated that Public Works employees David Lewis and David Poffenberger both passed the Water Distribution Exam
- Stated that the Washington County Commissioners will hold their annual meeting in Boonsboro on July 26, 2016 at 7:00pm

Council Member Kerns asked if the Famer's Market will be held during the National Night Out event on August 2. Town Manager Clark stated that yes it will, but it will be relocated to the arear near the Boy Scout Building and Pavilion #4.

Mayor Long stated that Fire Chief Oley Griffith was recognized as the Maryland Fireman of the Year. He requested that Chief Griffith be invited to the August Regular Meeting and presented with an appreciation plaque.

Motion by Council Member Solberg, second by Assistant Mayor Kauffman to close the Regular meeting at 8:55pm and move into **Executive Session**; *as provided under General Provisions Article §3-305 (b)(1), subsection (i) to discuss the appointment, employments, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction, and motion carried.*

Respectfully submitted,

Kimberly A. Miller
Administrative Assistant

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BOONSBORO MAYOR & COUNCIL
MONDAY, JULY 18, 2016
WORKSHOP MEETING

The Mayor and Council held their Workshop Meeting on Monday, July 18, 2016 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building to set the Regular Session Agenda for Monday, August 1, 2016. Present were Mayor Howard Long, Assistant Mayor Cynthia Kauffman, Council Members Brigitte Schmidt, Rick Bryd and Marilee Kerns. Also present were Town Manager Megan Clark, Police Chief Charles Stanford and Administrative Assistant Kimberly Miller. The meeting convened at 6:50 PM.

Motion by Assistant Mayor Kauffman, second by Council Member Schmidt to close the Regular meeting at 6:55 PM and move into **Executive Session** as permitted under General Provisions Article, §3-305(b)(1), subsection (i) to discuss the appointment, employments, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction, and motion carried.

Mayor Long reopened the Workshop Meeting at 7:07 PM.

Fiscal Year 2017 Capital Improvement Projects (CIP) Purchases

- **Police Department Vehicle:** Police Chief Stanford presented a request to purchase a new Police vehicle under the State Contract for Fiscal Year 2017. He stated that he obtained costs for four (4) types of vehicles and is requesting that approval to purchase a 2016 model year all-wheel-drive Dodge Charger to take advantage of the year end price cuts for the cost of \$46,069. Consensus is to move forward with the purchase of the 2016 Dodge Charger for the cost of \$46,069. **(NEW BUSINESS)**
- **Security Cameras:** Police Chief Stanford presented the proposal from Crime Intervention Alarm (CIA) for the purchase of 14 HD night vision security cameras and 1 night vision 'tilt & zoom' security camera for additional surveillance at the cost of \$15,000. He stated that CIA will be installing eight (8) new security camera in Shafer Park, which includes the 'tilt & zoom' camera, three (3) security cameras at Town Hall and three (3) security cameras at the Town Maintenance Building. Consensus is to move forward with the purchase of the new security cameras for the cost of \$15,000. **(NEW BUSINESS)**

Salt Purchase: Town Manager Clark reviewed that the Salt Storage building was constructed at the Yard Debris Site and 200 tons of salt was purchased at the cost of \$87.50 per ton, delivered, last year. She stated that we have approximately 125 tons of salt left over from this past winter season. She further stated that in order to save money before the cost of salt increases this coming Fall, staff is recommending the purchase of an additional 150 tons of salt. Town Manager Clark stated that she has received one quote for salt at the cost of \$74 per ton, delivered, and is waiting for an additional quote to be received. She stated that she will present the additional quote at the Regular Meeting. **(NEW BUSINESS)**

County Commissioners' Boonsboro Meeting – July 26: Town Manager Clark stated that the Washington County Commissioners will hold their annual Boonsboro meeting on Tuesday, July 26, 2017 at 7:00 PM in the C.F. Kauffman Building Meeting Chambers. She suggested that the Council comes up with a few items for discussion. Council discussed the following:

- The ending of the Washington County Inmate Program and the added expense incurred by the Town due to this
- The influx of growth in South County and the need to update the conditions of the Boonsboro Schools
- Extending a 'thank you' for the POS Grants

Town Manager Clark stated that Council Members should email her if they have any other items that they would like to add to the discussion list.

Council Member Nominations: Mayor Long reviewed that a vacancy was created in the position of Council Member, with the unexpired term ending June 2018, when Cynthia Kauffman was appointed as the Assistant Mayor of the Town at the July Regular Meeting. He stated that the Town accepted "Certificates of Nomination" as application for the Council Member position through July 15, 2016, and that six (6) application were received. He introduced the applicants; Kerri Barr, Terry Davis, Jeffrey Miller, Alan Mullendore, Anthony Nally and David Parmelee, noting that Ms. Barr was not present at the meeting. Mayor Long asked the Council candidates to step out of the room and individually interviewed each one by asking nine (9) pre-determined questions. After the interviews, Mayor Long thanked all of the candidates for submitting their applications,

stating that the Council will review the interview responses and make a recommendation for the appointment of the new Council Member at the August 1, 2016 Regular Meeting.

Council Members Janeen Solberg joined the meeting at 8:25 PM.

Council Member Kerns thanked all of the candidates for applying for the Council Member position.

Mayor Long asked if there were any citizen comments.

Eric Kitchen, of 115 Orchard Drive, stated that the Council Member candidates are all very qualified.

Motion by Council Member Bryd, second by Council Member Schmidt to close the Regular Meeting at 8:30 PM and move into **Executive Session** as permitted under General Provisions Article, §3-305(b)(1), subsection (i) to discuss the appointment, employments, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction, and motion carried.

Respectfully submitted,

Kimberly A. Miller
Administrative Assistant

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