

Boonsboro Public Safety Commission
Meeting Minutes
Thursday, September 21, 2017

Present: Chair, Tony Nally; Terri Hollingshead; Kristy Smith; Steven Dove; Officer LoRusso, Boonsboro Police Department; Rick Byrd, Council Liaison

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

No citizens were in attendance.

Minutes from the August meeting were approved as submitted.

Old Business

- There has been no word yet on the request to hold an active shooter drill at Kaplan University.
- The speed trailer is in use currently on Main Street. Citizens have requested to have the trailer posted in several other sites around town.
- Tony Nally will follow up with the town manager regarding the change of Center Street to one way.
- Tony will also follow up regarding safety concerns from Potomac Street through Shafer Park Drive.

New Business

- There will be a public hearing regarding the proposed changes by the SHA in order to improve traffic flow. The PSC is encouraged to attend this meeting to support the year-long work done on this issue. In the meantime, Tony Nally will begin to compile a listing of all public parking available within the town limits.

Boonsboro Police Department Report

- Officer LoRusso was introduced. He shared information about the speed trailer.
- The BPD will begin the search for a replacement for Officer Beall.

Fire and Rescue Report

No report.

Mayor and Council Report

Mr. Byrd gave a brief summary of the most recent M&C meeting/workshop.

The PSC meeting was adjourned at 7:30 PM.

Respectfully submitted,

Kristy Smith

Park Board

September 27, 2017

Present: Laura Schnackenberg, Isaac Whitmore, Jeff Davidson, Chris Hawkins, Rich Hawkins, Sandra Shifler

Absent: Greg Solberg, Council Liaison Marilee Kerns

The meeting was called to order at 7:00p.m. by President Schnackenberg. The August minutes were read and approved. Motion Rich, second Chris, motion carried.

Old Business:

Tree Board

Three London Plantrees, purchased from Sunny Meadows at a cost of \$118 each, will be planted this fall in the area where the Sycamore was removed. The money for the trees will come from Park Board budget. Motion Rich, second Jeff, motion carried.

Jeff emailed Becky Wilson, DNR representative, about available funds for planting additional trees. Grant money is available through the Maryland Forest Service and the Chesapeake Bay Trust if we decide on a future project.

Park Fees

New fees for pavilions and Community Center will go into effect in 2018. The new fees are:

	<u>Residents</u>	<u>Non- residents</u>
Community Center	\$75	\$80
Pavilions 1,2,3	\$50	\$60
Gazebo and Pavilions 4,5,6	\$45	\$55

New Business:

Park Board agreed to use the remaining \$4468 of the CPP grant to install a handicap accessible water fountain near the new restroom and low flow urinals in the other restroom. Motion Jeff, second Chris, motion carried.

Park Board suggests to Megan to have the old play equipment re-evaluated by the installer for safety issues. This was deemed necessary because the equipment was installed about 10 years ago.

Three suggestions to consider were made: purchase a parent-child swing to replace one of the swings, possibility of installing two basketball baskets on the pad by the Boy Scout building, and installing lights at the current basketball court.

Park Board decided the butterfly statue was not appropriate for the Monarch Way Station.

Old Tyme Christmas – December 1, 2017

Decorate Community Center and assemble luminaries Nov. 29 at 6:00 p.m.

Chris will contact Daniel Foltz to be Santa.

Rich will contact Cronise Market about apples.

Jeff will purchase cookies and cocoa.

Laura will contact the carolers.

Chris and Sandy will order trinkets from Boonsboro Pharmacy and assemble the bags.

Other ideas for activities were discussed, but more information is needed.

Respectfully submitted,
Sandra Shifler
Secretary

BOONSBORO MUNICIPAL UTILITIES COMMISSION
REGULAR MEETING
September 14, 2017

The Boonsboro Municipal Utilities Commission (BMUC) held its regular meeting on Thursday, September 14, 2017 in the Charles F. "Skip" Kauffman Building's Meeting Chambers. In attendance were Chairperson Paul Loeber, Assistant Chairperson Todd Kennedy, Commission Members Ernie Harr, Ray Hoffman, Eric Kitchen, and Bobby Mose. Also in attendance were Mayor and Council Liaison Terry Davis, Town Manager Megan Clark, Town Engineer Brian Hopkins Ph.D., Public Works Superintendent Greg Huntsberry, and Utilities Superintendent Pete Shumaker. Chairperson Loeber called the meeting to order at 7:00 PM.

Meeting Motions:

The August 10th Regular Meeting Minutes were reviewed and Commission Member Hoffman motioned to approve the minutes as presented. The motion was approved.

The August 10th Executive Session Meeting Minutes were reviewed and Commission Member Hoffman motioned to approve the minutes as presented. The motion was approved.

The August 2017 Treasurer's Report was presented by Commission Member Kitchen. Commission Member Kennedy motioned to approve the report as presented. The motion was approved.

Note: The new Budget to Actual Monthly Report was presented by the Town Manager, Megan Clark. This report is generated directly from the accounting system software and is real-time in that it reflects ALL information that has been entered prior to the generation of the report. This report is being used by the BMUC as part of the continued revenue and expenses reporting and tracking during public meetings. This report provides a more reviewer friendly format that is easier to understand than typical accounting reports. The September 2017 report was current through the end of August 2017. Future monthly reports will also be current through the end of the previous month.

The August 2017 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.

Unfinished Business:

Safety Procedures/Equipment

Town Manager, Megan Clark provided a debrief of a no-fault courtesy Town of Boonsboro Safety Program Review and facilities' walk-down inspections by a State of Maryland Department of Labor, Licensing, and Regulation employee, Safety Consultant.

Discussions and physical inspections revealed that the Town of Boonsboro's administrative, public works, and utilities operations and facilities have no major regulatory requirement deficiencies. The required equipment, processes, and procedures are in place and are being used and implemented. The next step is to consolidate the various items that exist into a comprehensive set of plans/plan to provide the auditable documentation of compliance. During the walk-down inspections of the maintenance and water and wastewater treatment facilities, only four (4) minor items were identified and were corrected at the time or within twenty-four (24) hours. The Town Manager is working with the Public Works and Utilities management and staff to prepare the comprehensive plan(s) as soon as practicable. The BMUC will be kept informed of the progress and status through completion of the plan(s). This effort is part of the ongoing independent comprehensive oversight, budgeting, and operation and maintenance authorities of the BMUC as defined in the Town of Boonsboro Charter. This helps ensure that safety is integrated into all aspects of BMUC authorities and activities and are identified and adequately funded and that funding used to ensure the safety of the Town of Boonsboro employees and maintaining all aspects of regulatory compliance.

New Business:

Sewer Line Replacement Project

- Update on Plans/Process
- Easement Relocation

The Town Engineer, Brian Hopkins and Town Manager, Megan Clark provided a status of this proposed project which is needed to correct a problematic portion of the sewer line infrastructure that is resulting in recurring sewer back-ups into homes and surrounding environment. The portion being replaced is not properly sized, has multiple bends and turns, and not properly sloped to handle the flow that is collected from the upstream portions of the sewer line system. The replacement will increase the pipe size to accommodate the current and future estimated flow needs, provide a straight-line route that reduces the length by four hundred (400) feet or a reduction of twenty-five (25) percent, and provides the proper slope to maintain flow velocity. This project will eliminate any future back-ups and/or releases that were the result of the characteristics of this portion of the sewer line. This is part of the ongoing independent authority of the BMUC to maintain a compliance and fully functional wastewater collection and treatment system. This is just one of the many upgrades that are needed to this aging, failure prone, and expensive to operate and maintain collection system. Also, to execute the fiduciary component of the BMUC authorities, this project is being submitted under a grant application to the Federal Appalachian Regional Commission (ARC). For the Town of Boonsboro's Federal economic grant profile, we would qualify for a matching dollar grant. The project is expected to cost approximately \$ 240 K and the Boonsboro portion of those funds were included in the presented and approved FY 18 Waste Water Fund Budget under the Capital Outlay line item amount of \$ 167,500.00. As part of the continued easier to follow financial presentation formats initiative, the Budget to Actual Monthly Report will identify a new Capital Outlay sub-line item for this Project and move \$ 120,000.00 from the \$ 167,500.00 into this new sub-line item. As part of the

grant application submittal preparation, a new easement negotiation and associated survey need to be performed. A motion to obtain those services from Fox and Associates because, they had prepared the previous surveys of this parcel of land for \$ 1,000.00 was made by Commission Member Hoffman. The motion passed.

FY 18 Budget

BMUC Chairman, Paul Loeber summarized the BMUC's position relative to the evolving specifics of the FY 18 Budget. The BMUC is coordinating with all cognizant individuals on this topic and until there is resolution of all unresolved items, is carefully monitoring income and expenditure to stay in a balanced budget condition.

WWTP Discharge Permit Update

Town Engineer, Brian Hopkins and Utilities Superintendent, Pete Shumaker informed the BMUC that the WWTP Discharge Permit had been reissued with the same permit limits as the previously permitted under the normal renewal cycle. The Town of Boonsboro actual discharges are still well below the permit levels and therefore, has the capacity for additional treatment volumes to accommodate development in the future.

Newsletter Information

Town Manager, Megan Clark provided a one-page double sided water and waste water utility fact sheet for review and comment by the BMUC Members. This fact sheet will be included in the next Utilities Bills' mailing cycle envelopes.

Not on the Agenda:

The resignation of Commission Member Eric Kitchen was brought up by BMUC Chairman Paul Loeber. Eric agreed to delay the effective date of his resignation until a replacement recommended candidate is identified for submittal to the Mayor and Council for approval.

Public Comment:

Mr. Ford provided an update to the BMUC that the Town of Boonsboro would be receiving formal notification of an approved Special Exemption relative to his previous request for water service. The original request was denied by the BMUC. For more details on that action refer to the August 10, 2017 BMUC Regular Meeting Minutes. BMUC Chairman, Paul Loeber indicated that the BMUC would evaluate the situation upon receipt of a formal notification and thanked Mr. Ford for providing the update information.

Reports:

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

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

Engineering Report – Brian Hopkins, PhD. Town Engineer – In addition to the Sewer Line Replacement Project previously discussed, updates to the Well 8 status and the RFP for the VFD Controllers were provided.

Utilities Report – Pete Shumaker, Utilities Superintendent – In addition to the WWTP Discharge Permit Update previously discussed, updates to the Well 8 status were provided.

Public Works Report – Greg Huntsberry, Public Works Superintendent discussed the status of the ongoing leak detection activities. To date there have be twenty-one (21) meter and five (5) fire hydrant leaks identified. All of the meter leaks have been repaired and three (3) of the five (5) fire hydrant leaks have been repaired. The leak detection surveys will continue and the status update will be provided to the BMUC at subsequent meetings. Estimates of the annual leak volumes associated with the leaks to date are in the millions of gallons-range. The Leak Detection Program is part of the ongoing high priority initiative as identified in the Town of Boonsboro's Water Conservation Plan which was updated this year.

Adjourn:

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

Respectfully Submitted,

Ernie Harr
Secretary

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**MINUTES OF A MEETING OF THE PLANNING COMMISSION
TUESDAY, SEPTEMBER 28, 2017**

PRESENT: Chairman Carvel Wright, Vice-Chairman Rob Maricle, David Ambrose, David Parmelee, Steve Jamison, Doug Moore, Rico Aiello, and Mayor and Council Liaison Janeen Solberg
Staff Member(s): Megan Clark, Town Manager

PRESIDING: Chairman Wright called the meeting to order at 7:00 p.m.

APPROVAL OF MINUTES

Chairman Wright declared the Regular Meeting Minutes of the May 23, 2017 meeting approved as submitted.

DISCUSSION

Accessory Uses

Town Manager Clark stated shipping containers are starting to be used as storage facilities on properties and requested consideration from the Planning Commission on how to address the facilities. She stated some municipalities regulate them as sheds, others have permits for temporary uses, and some prohibit shipping containers. The Planning Commission discussed the various methods and interpretations of regulating accessory structures. Consensus to move forward on drafting a Zoning Ordinance Amendment that would allow for shipping containers in residential districts for a temporary time frame not to exceed 120 days. The amendment could include portable on-demand storage facilities as well.

Planning Commission By-Laws

The Planning Commission reviewed the existing by-laws, the open meetings act, and the Planning Commission training course.

PLANNING AND ZONING UPDATES

Town Manager Clark stated she received a request from the Battlefield Estates owner requesting development incentives for the property. The request was discussed and agreed that the Planning Commission would not be recommending the Town to provide incentives for residential development.

Town Manager Clark reported that building permits are down, as 86 had been received by September 2016 and to date 47 permits have been received. In addition, Phase III of Sycamore Run is currently building, with 9 of 48 lots being built.

CITIZEN'S COMMENTS

None

COMMISSION MEMBER COMMENTS

ADJOURN

Chairman Wright declared the meeting adjourned at 7:49 pm.

Respectfully submitted,

Megan Clark,
Town Manager