

Boonsboro Park Board

October 24, 2018

Present: Laura Schnackenberg, Chris Hawkins, Rich Hawkins, Isaac Whitmore, Sandra Shifler, Council Liaison Rick Weaver, Town Planner Ethan Strickler

Absent: Greg Solberg, Jeff Davidson

The meeting was called to order at 7:00 by President Schnackenberg.

The September minutes were read and approved. Motion Rich, second Isaac, all approved.

Ethan presented information about a grant from Project Open Space for Phase 3 of the walking trail to connect the old and new park. The grant is \$110,000 for this project and an additional \$10,000 for engineering from the Planning and Zoning FY19 budget. Estimated completion of the project is late summer of 2019.

There has been conversation with BEC about the possibility of community garden plots that would be available to interested town citizens.

Unfinished Business

Tree Board

The 14 trees purchased from Sunny Meadows with BEC funds are in. Scott McIlwee will coordinate with Sunny Meadows and Nature Boys to plant the trees. 13 trees will be planted by the King Farm Playground and Police Station and one at the intersection of Park Lane and Park Drive.

The Tree Board will request budget information from Kim on recorded expenditures in Boonsboro's Tree City USA application.

Jeff will be giving a presentation at the Growing the Community Forest Leadership Training workshop in Hagerstown on Nov.15th. The presentation will address the work done in Boonsboro to manage and promote the urban forest in town. Anyone interested may register for the workshop.

Born Learning Trail

We are waiting on more information about the project.

Friends of Shafer Park

Kim will be asked to get an application online and information in Dec.'s utility bill. Park Board thought 7 members would be sufficient.

Gazebo

Safety strips and railing have been installed.

Event Parking

Greg will be contacted to put up cones at designated areas for handicapped parking at special events.

Olde Tyme Christmas

Before a decision is made to have OTC outside, Greg needs to check the fireplace.

Rohrersville Band will not be participating.

Laura - contact Boonsboro Middle and High School bands; cub scouts for luminaries

Jeff - cocoa, cookies etc.

Rich - contact Cronise's for apples

Chris - Santa; Boonsboro Pharmacy for gift bag goodies.

Sandy - working on face painting

Isaac - fire engine has been booked to transport Santa

Meeting adjourned at 8:05, motion Rich, second Isaac, all approved.

Next Meeting: Nov. 28 - 7:00pm - Community Center

Respectfully submitted,
Sandra Shifler
Secretary

**BOONSBORO MUNICIPAL UTILITIES COMMISSION
REGULAR MEETING
October 11, 2018**

Notes: Motions are in bolded text below. All procurements identified in the meeting minutes will be executed in compliance with applicable State of Maryland Procurement Regulations and Town of Boonsboro Procurement Policies and Procedures and associated approval authorities.

The Boonsboro Municipal Utilities Commission (BMUC) held its regular meeting on Thursday, October 11, 2018 in the Charles F. "Skip" Kauffman Building's Meeting Chambers. In attendance were Acting Chairperson Todd Kennedy and Commission Members Ernie Harr, Eldon "Jake" Jones, Bobby Mose, and David Wade. Also in attendance were Mayor and Council Liaison Anthony Nally, Water/Wastewater Superintendent Pete Shumaker, Public Works Superintendent Greg Huntsberry, and Town Planner Ethan Strickler. Acting Chairperson Kennedy called the meeting to order at 7:00 PM.

The meeting started, as always, with the standing roll call of everyone present.

Meeting Motions:

The September 13, 2018 Regular Meeting Minutes were reviewed and Commission Member Mose motioned to approve the Meeting Minutes as presented. The motion was unanimously approved.

The September 13, 2018 Closed/Executive Session Minutes were reviewed and Commission Member Mose motioned to approve the Meeting Minutes as presented. After a short discussion on the wording in the Meeting Minutes relative to Section 902 of the Town Charter, the wording was determined to be correct. The motion was unanimously approved.

The September 2018 Treasurer's Report was presented by Commission Member Mose. The report was reviewed and discussed. Commission Member Harr motioned to approve the report with the incorporation of the revisions provided just prior to the start of the meeting. The motion was unanimously approved.

The September 2018 Bills to be Paid Report was presented by Commission Member Mose. Commission Member Jones motioned to approve the payment of the bills. The motion was unanimously approved. Note: One of the key metrics being tracked is the relationship between the BMUC billing and payment cycle and payment to the General Fund the Wastewater and Water Systems' cost sharing portion. The BMUC billing and payment cycle results in payments by users up to six (6) months after the costs are incurred. This has historically been a cash flow challenge under previous budget years. The BMUC has established the following metric to monitor cash flow management improvement progress. Since beginning tracking, the average cost sharing

payable age for the Wastewater Fund has decreased from six (6) to four (4) months and from three (3) to the current month for the Water Fund. The established goal is to maintain the Wastewater Fund payable age as low as possible but, the short-term reasonable range is between three (3) and six (6) months with three (3) months as the target and for the Water Fund between zero (0) and three (3) months with zero (0) months as the target. This month's payable age was four (4) months for the Wastewater and the current month for the Water Systems' Funds. The four (4) months for the Wastewater this month was driven by the payment of the Community Development Authority (CDA) Infrastructure Financing Bond due this month.

Public Comments:

There were no members of the public present at the meeting and no comments from the public were submitted for presentation during the meeting.

Unfinished Business:

Water System Hydraulic Study Status and Update

The Contract has been executed and initiated work beginning with the preparation of a Project Management Plan (including scope and schedule) and Information Data Request needs from the Town by the Contractor.

Boonsboro Wastewater Treatment Plant (WWTP) – PW Tech Volute Dewatering Press Presentation Status and Update

The Presentation has been set-up for the BMUC during the Regular November 2018 Meeting. The Mayor and Council and Planning Commission Members will be informed of this schedule so that others can attend as part of the Town-wide planning and activities integration initiative.

BB&T Accounts – Check Signing Capability Update

This action item has not yet been completed and execution is continuing. In the interim, there are no issues with continued coverage of effecting BMUC business. This action will continue to be tracked through completion.

Insurance Carrier Report Recommendations Input/Direction/Decisions

The subject Report documented the following five (5) recommendations that could have the potential to reduce the Plan premiums. They include the following Category and associated specific items:

1. Process Evaluation- Improved safety related procedure element modifications for greasing the motors on the mixer in the Sequencing Batch Reactor (SBR) units.
2. Housekeeping – Assign an employee to check First Aid Kits at a regular interval.

3. Motor Vehicle Safety – Conduct Motor Vehicle Records Checks for all employees that operate vehicles on a yearly basis.
4. Fire/Evacuation/Life Safety – Add floor emergency plans at their locations showing exit routes for easier evacuations.
5. Fire/Evacuation/Life Safety – Purchase Automatic External Defibrillators (AEDs) and place them at locations that easily accessible and have employees trained in their usage.

The BMUC had no issues with the implementation of items 2 through 4 above as planned by the Water/Wastewater Superintendent. All agreed that based on the Water/Wastewater Superintendent presentation that the recommendation in item 1 above could present a safety hazard for an employee and had a suggested revision which would be formally submitted to the Insurance Carrier evaluator for approval/concurrence. Additionally, item 5 above required additional information on the regulations and details of an AED for further consideration and discussions. Finally, The Water/Wastewater Superintendent was going to follow-up with the Insurance Carrier as to the impact of implementing or not implementing any or all of the recommendations on future insurance premiums. BMUC Member Harr took the action item to present additional information at the next Regular BMUC Monthly Meeting in November 2018.

LED Lighting Fixtures and Bulbs Project Status and Update

This need has been communicated to other firms consistent with competitive procurement guidelines and the Water/Wastewater Superintendent is waiting those cost estimate submittals for evaluation and presentation to the BMUC.

BMUC Open Position Recommendation for Mayor's Consideration as Requested

The BMUC discussed that the Town of Boonsboro Charter specifically states per Section 902 - Number of Commissioners; selection, term of the Town of Boonsboro charter, "The Commission shall be composed of seven members, six of whom are appointed by the mayor with the consent of the council". Also, it was discussed that the Mayor requested BMUC assistance in identifying and providing information for consideration in the Mayor making an appointment. The BMUC has provided that information to the Mayor.

Planning & Zoning Updates – Town Planner, Ethan Strickler

An update was provided to the BMUC. This is part of the Town-wide planning and activities integration initiative.

New Business

Volute Dewatering Press Acquisition Plan

The need to kick-off the formal planning and Plan documentation process were discussed and all agreed that this activity is initiated and will become a standing Unfinished Business Agenda item until completed.

2020 Budget Process and Schedule

The need to following the Budget Taskforce Budget Recommendations were discussed and all agreed that this activity is underway and will become a standing Unfinished Business Agenda item until completed.

Reports:

The following reports were provided to the BMUC Members.

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

Utilities Report – Pete Shumaker, Water/Wastewater Superintendent, in addition to the specific items discussed above, a brief summary of activities since the last BMUC meeting were provided.

Public Works Report – Greg Huntsberry, Public Works Superintendent, in addition to the specific items discussed above, a brief summary of activities since the last BMUC meeting were provided.

Next Meeting is scheduled for 7:00 PM Thursday November 8, 2018

Adjourn:

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

Respectfully Submitted,

Ernie Harr
Secretary

**BOONSBORO ECONOMIC DEVELOPMENT COMMISSION
MEETING MINUTES
OCTOBER 24, 2018**

The Boonsboro Economic Development Commission met on October 24, 2018 at the Kauffman Annex. In attendance: Chairman George Messner, Vice chairman Terri Packard, Secretary Vickie Messner, Commission members Carol Blessing, Kristin Bowl, Robin Spires, Bruce Wilder, and Council liaison Marilee Kerns.

The meeting was called to order at 9:05 AM.

The minutes from the August 22, 2018 meeting were approved as written. Motion to approve: C. Blessing, Second: R. Spires. Motion carried.

The next **Networking Breakfast** is scheduled for Friday, November 16, 2018 @ 7:30 AM at Vesta. Notification will be sent by November 7th, reservations requested by November 13th. Because of a scheduling conflict, Steven Garland will replace Wendy Moore as the guest speaker. His presentation addresses the Youth Apprenticeship Program.

Future speakers: January-Becky Musser (Fahrney-Keedy), March- Susan Small (Department of Business Development).

Old Business

Ideas to encourage residents to shop local

Kristin Bowl reported on the result of the business survey posted on the town website and Facebook. Over 400 participants responded. In order to encourage residents to patronize downtown businesses, recommendations included better parking, improving traffic conditions, providing more restaurant choices, lower prices, and more art/music/children events. Suggestions for other types of businesses in town include hardware store, local/ethnic restaurants, thrift/consignment shops, and family friendly establishments, nail salon, and florist. Full results can be found at:

<https://www.surveymonkey.com/results/SM-9JR7NC7SL/>

Additional ideas:

- Once parking areas are established, it was recommended to provide adequate signage and include on electronic devices.
- Feature a local business each month
- Create Facebook/Instagram sights to highlight area businesses. This would involve sending information to designated person for posting. Establish a marketing plan (future budget items)

Advertising

Post cards and Fall/Winter rack cards have been received and distributed.

The Herald-Mail has asked the EDC/Town of Boonsboro to place a holiday ad featuring events through December (quarter page \$395). Motion to approve this expenditure: T. Packard. Second: C. Blessing. Motion carried.

First Saturday

Carol Blessing corresponded with Town Planner Ethan Strickler concerning permits for any future First Saturday events. He indicated no special permits were required for this type of event except for food trucks and wine/beer tastings (County Health Dept. and Liquor Board). These events could be scheduled on the first Saturday in April, June, August, and October. They would include music, activities for children, shopping specials at local businesses, food and drink. To keep it close to the downtown area, it

was suggested closing Lakin Avenue from Main Street to Center Street (residents in this area to be notified). This will need to be a collaborative effort of the EDC, the town, and local businesses.

Events

The 5K BooneWalk and Run drew over 200 participants. The committee thanks the town of Boonsboro, the police department, the ambulance squad, and the maintenance crew for their help and support. The draft for the church walking tour brochure has been sent for approval. It will be sent to the printer shortly. An insert, listing activities for each church, will be provided with brochures. Flat Frosties will be a January event.

Resident Information Pamphlet

Estimated cost for design work and printing 500 pamphlets is \$480. Pamphlets should be ready for distribution by the end of the year.

New Business

Budget

Reviewed credits and debits through September. Invoices have not been received for post cards and rack cards.

New business activity

Jockey Bar and Grille had a ribbon cutting ceremony on October 20.

Meetings

Because of staffing issues, Vesta has requested the EDC networking breakfast reschedule to another day. Motion to move the breakfast to the third Thursday of alternation months: K. Bowl, Second: R. Spires. Motion carried. New dates will begin in January 2019.

It was the consensus of the commission not to reschedule an EDC meeting to an evening time.

Pop Up shops

C. Blessing reported seven vendors have responded so far for the PopUp shops during Holiday in Boonsboro on December 8. Shops will be located at the LifeCare Center (Hospice).

Prime Outlets Farmers/Artisan Market

The Washington County Department of Business Development is seeking vendors for this holiday market. The market will run for 5 consecutive weekends, November 23 through December 23. To register visit <http://bit.ly/2NJqd2y> or contact Leslie Hart at lhart@washco-md.net or 240-313-2284.

Small Business Saturday- November 24

Robin Spires will be reaching out to the appropriate resources to involve local businesses in this event.

Next meeting: December 19, 2018 (changed because of the holidays)

Motion to adjourn: K. Bowl, Second: R. Spire. Motion carried. Adjournment: 11:00 AM

Submitted:

Vickie Messner,

Secretary

Draft
Town of Boonsboro
21 North Main Street, Boonsboro, Maryland 21713
Telephone: (301) 432-5141

MINUTES OF A MEETING OF THE ENVIRONMENTAL COMMISSION
TUESDAY, October 9, 2018

PRESENT: *Commission Members:* Chairperson Kathy Vesely, Amy Jones, Leah Grasso, Scott McIllwee, Jessica Renner, Town Council Liaison Ray Hanson

ABSENT: Anthony Dowell, Laura Schnackenberg

Prior to the regular meeting, the BEC hosted two presentations, both of which were well attended by the community.

1. "Understanding and Living Safely with Wildlife in Boonsboro" by Jeff McAfee, DNR Officer
2. Citizens Against Rockwool by Lori Malone

PRESIDING: Chairperson Vesely called the regular meeting to order at 9:20 PM.

APPROVAL OF MINUTES: After review and unanimous committee vote, Chairperson Vesely declared the August 2018 minutes approved as read. There was no BEC meeting in September.

SUBCOMMITTEE REPORTS

Farmer's Market – Today (10/9/18) was the last Farmer's Market of the 2018 season. Jessica Renner thanked Leah Grasso and Kathy Vesely for their help during the season. The Special Events went especially well and Jessica has some suggestions for next year. Jessica will schedule an end of season wrap-up meeting with the subcommittee.

Waste Reduction – Waste Reduction subcommittee met to discuss plastic straws. The subcommittee is continuing to research viable non-plastic alternatives. We would like to purchase samples and offer them to the local businesses and ask them to consider using a non-plastic alternative. We likely will not be able to engage the national players such as Subway, Sheetz, etc.... We would also like to educate the public and are considering an article in the next town newsletter.

Trees – \$3500 worth of trees, stakes, and mulch has been ordered from Sunny Meadows. The Park Board is paying for the planting of the trees. Scott McIllwee will provide a list and a map of where the trees should be planted. Town Liaison Hanson requested a copy of the planting schematic for the next town council meeting.

Public Education/Outreach – No update.

Green Team – Of note, Park Board member Jeff Davidson will be attending Sustainable Maryland Leadership Training Workshop, "Growing the Community Forest" on November 15th in Hagerstown. The BEC offered to cover the fee, but it had already been paid.

Monarch Butterfly – Two stools have been installed in the Monarch Butterfly waystation (located behind the pumping station at the entrance to Shafer Park).

TOWN UPDATES

Town Liaison Hanson reported that the town hired a new police chief, a new police officer, and has another officer in the Police Academy. The search for a new Town Manager is still underway.

COMMISSION MEMBER COMMENTS

A motion was made and seconded recommending to the Mayor and Council that the Town of Boonsboro support opposition to the Rockwool plant in Ranson, WV. The BEC will draft a letter for the Mayor and Council's approval.

ADJOURN: The meeting was adjourned at **9:33 PM**.

Respectfully submitted by
Amy Jones, BEC Secretary

Next meeting: TUESDAY, November 13, 2018 – Boonsboro Town Hall. Regular meeting (7:00 p.m.)

Any person desiring a transcript of tonight's meeting shall be responsible for a competent stenographer. Items on this agenda are subject to change at the discretion of the Chairman.

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