

Boonsboro Public Safety Commission
Meeting Minutes
Thursday October 19, 2017

Present: Chair Tony Nally, Terri Hollingshead, Officer LoRusso, Rick Weaver, Chad Matthews, Rick Byrd
Mr. Nally called the meeting to order at 7:00 pm

September Minutes approved; motion by Terri and 2nd by Rick Weaver

Citizens in attendance:

Marilee Lum thanked the Safety Commission for the work they did on the traffic study. She suggested we ask the Economic Development Commission for help finding municipal parking. Also talked about the need for handicap parking on Della Lane, as the bike path has moved parking from one side of the street to the other, and there is a need at one of the houses on that side for handicap parking on the street. The PSC would like this issue sent to the Town Council for review.

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Stewart Mullendore wants the commission to have the pothole on Josiah Lane repaired correctly, as this was also an issue in June and there is still a problem. He would also like it noted that he has now supplied the PSC with a plat of the Kanode Circle development. It was previously discussed of the abandoned cars that are parked in the lane and rodents have taken housing in these cars. They are blocking access for potential fire equipment, which would not be able to turn around. The homeowner of Lot 13 and 16 own the cars. New speed signs are needed as well in that development.

He also would like the Town to send new letters to the teachers at all three schools about slowing down going through that development. The PSC would like all these issues sent to the Town Council for review.

Old Business:

- Speed Trailer is being used very effectively, but the PSC would like a copy of the financial situation of our commission, as we would like to fund the trailer. Rick Byrd will also check on getting this.
- SHA Recommendations – The council voted to not move ahead with the traffic changes.
- The application for the Community Foundation Grant was not selected for our municipality.

New Business:

- Rick Weaver addressed the drug testing of the town employees. The insurance rates could drop if they submitted to random testing.
- Terri would like flashing lights at the crosswalks, especially Shafer Park Dr. Tony will email John Wolford with the SHA about this issue.
- Terri would also like maintenance to fix the chirping smoke detector in the hallway at the Town Hall. This has been addressed before, but still is not fixed.

Boonsboro Police Report:

- Officer LoRusso will be the one moving the speed trailer around, as his vehicle is the only one with a hitch.

M & C Report:

Rick Byrd gave a summary of the meeting.

Meeting adjourned at appx. 8:03 pm

Boonsboro Park Board

October 25, 2017

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

The meeting was called to order by President Schnackenberg at 6:59 p.m.
September minutes were not read because they were not in the mailbox.

Old Business

A safety inspection is scheduled for Nov. 8 for the existing playground equipment.

FY 18 Grant Money – Equipment Replacement/Additions

1. Replacement/improvement of existing equipment as found by the Nov. 8 inspection.
2. Purchase and install two parent/child swings. Board requests that the Nov. 8 inspection include checking if the existing swing frames are appropriate for parent/child swings. If not a frame would be purchased.
3. Add two baskets to the pad in front of the Boy Scout building. The existing pad needs to be checked for safety/repair.
4. Add lights on a timer to existing basketball court.

Tree Board

Three new trees were purchased, on sale, from Sunny Meadows and planted in the area of the Sycamore that was removed. Trees that were planted in the last year are growing and healthy.

Several grants are available and will be discussed after the first of the year.

Old Tyme Christmas – Dec. 1, 2017

Santa – Daniel Foltz is confirmed - \$50

Cronise Market will donate apples

Jeff will purchase cookies and cocoa

Face painting will be added to activities – purchase 4 paint palettes

Goodie bags – Chris and Sandy will assemble

New Business

FY 19 Grant Money Recommendations

1. Resurface existing park paths
2. Shade structure for new tot lot
3. Construction of path behind the Boy Scout building connecting the old and new park

Motion by Greg and second by Sandy for these recommendations, motion carried

Mt. Aetna Cannon

Park Board agrees to loan the Mt. Aetna Cannon to the American Revolution Museum at Yorktown, Virginia from June 2018 through January 5, 2019 if the Boonsboro Historical Society concurs and credit is given to Boonsboro on a sign at the museum. Motion Greg and second Rich, motion carried.

Park Board thought a sign should be in place when the cannon is removed to explain where it was moved and why.

Misc.

Flagstone by the bathroom near the Boy Scout building needs to be checked and repaired.

Question if bathrooms could be left open later in the October?

Next meeting Nov. 29 at 6pm to decorate and assemble luminaries.

Motion to adjourn Rich, second Greg, motion carried.

Respectfully submitted,
Sandra Shifler
Secretary

**BOONSBORO MUNICIPAL UTILITIES COMMISSION
REGULAR MEETING
October 12, 2017**

The Boonsboro Municipal Utilities Commission (BMUC) held its regular meeting on Thursday, October 12, 2017 in the Charles F. "Skip" Kauffman Building's Meeting Chambers. In attendance were Chairperson Paul Loeber, Commission Members Ernie Harr, Ray Hoffman, and Bobby Mose. Also in attendance were Mayor and Council Liaison Terry Davis, Town Manager Megan Clark, Town Engineer Brian Hopkins Ph.D., and Public Works Superintendent Greg Huntsberry. Chairperson Loeber called the meeting to order at 7:00 PM.

Meeting Motions:

The September 14th Regular Meeting Minutes were reviewed and Commission Member Moss motioned to approve the minutes as presented. The motion was approved.

The September 2017 Treasurer's Report was presented by Commission Member Hoffman. Commission Member Moss motioned to approve the report as presented. The motion was approved.

Note: The 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 September 2017. No current of pending funding issues or shortfalls were identified upon review.

The August 2017 Bills to be Paid Report was presented by Commission Member Hoffman. Commission Member Harr motioned to approve the payment of the bills. The motion was approved.

BMUC Vacancy Candidate

Mr. David Wade was interviewed by the members of the BMUC for the vacant BMUC position. Mr. Wade provided the BMUC Members with his background and qualifications. Several Commission Members asked follow-on questions of Mr. Wade. After the interview was completed, it was stated that Mr. Wade was more than qualified to serve on the BMUC. Commission Member Mose motioned that the BMUC recommend that the Mayor appoint with, the consent of the Council, Mr. Wade to the vacant BMUC position. The term of that vacant position ends June 2019.

Unfinished Business:

FY 18 Budget Implementation

Commission Member Harr made a motion to make the recommendation to the Mayor and Council to use the \$ 2,000,000.00 Bay Restoration Fund (BRF) Grant to pay the Maryland Department of the Environment (MDE) Loan in full and then use the remaining funds to make the Community Development Administration (CDA) Bond scheduled payments until exhausted. The following was the discussion on the motion:

1. The BMUC is implementing the Water and Sewer Budget Plans prepared in accordance with the Charter requirements and that were approved by the Mayor and Council.
2. Oversight involves monitoring actual and revised estimated revenue and expenditure projections of both Budget Plans under real-time conditions to ensure a net zero or surplus end of year close-out.
3. A four-year effort to secure forgiveness of the MDE \$ 2,000,000.00 Loan under the Boonsboro Wastewater Treatment Hardship Request came to fruition. The incorporation of the \$ 2,000,000.00 BRF Grant into the Sewer Budget Plan involved evaluation of all available options including payment of the MDE Loan and CDA Bond payments until the Grant funds were exhausted. However, this option resulting in delaying and not addressing the high debt ratio of the total Sewer System's cost. Therefore, this option was eliminated from further consideration. This resulted in the following assessment and selected recommendation:
 - a. The BRF Grant was secured under the request to forgive the MDE Loan.
 - b. The Grant funds can only be used for payment of costs associated with the construction of the Waste Water Treatment Plant (WWTP).
 - c. There are 2 financial vehicles the Town secured that are associated with covering the cost of constructing the WWTP.
 - i. MDE Loan – current balance \$ 1,533,672.57.
 - ii. CDA Bond – current balance \$ 5,537,669.90.
 - d. The CDA Bond cannot be paid off early nor advance payments made for 9 years.
 - e. The BMUC is recommending paying off the balance of the MDE Loan.
 - f. The BMUC is recommending using the remaining funds of \$ 466,327.43 to make the CDA Bond payments until exhausted as follows:
 - i. 10/1/17 - \$ 62,082.08 (full)
 - ii. 04/1/18 - \$ 196,784.69 (full)
 - iii. 10/1/18 - \$ 92,557.30 (full)
 - iv. 04/1/19 - \$ 114,903.36 (partial on \$ 216,057.30 payment)
 - g. Executing this recommendation will result in an estimated small revenue surplus for the FY 2018 end of year close-out under the approved sewer rates WITHOUT any General Fund Reserve subsidy.
 - h. The estimated impacts on the out years are as follows:

- i. A small revenue short-fall for FY 2019 which, will be covered by the small FY 2018 surplus, WITHOUT any General Fund Reserve subsidy
- ii. A 14% revenue short-fall for FY 2020 WITHOUT any General Fund Reserve subsidy

Note: Options are being evaluated to minimize the 2020 estimated revenue short-fall.

4. Debt Task Force actions recap:

- a. Adoption of the Tiered Utilities Rate Structure.
- b. The General Fund Reserve subsidy was implemented when the debt incurred in funding the construction of the WWTP was not being paid according to the developer agreements and then subsequently when the agreements expired and estimated home constructions that generate tap fees did not occur.
- c. The implementation of the General Fund Reserve subsidy was designed to allow the incremental rate increases that would transition the debt load payments into the sewer rate structure over a longer period of time that minimized the hardships to the sewer system customers.
- d. The original debt load rate burden would have been about \$ 400.00 per year per customer.
- e. To date about 50% of the debt load per year per customer has been paid or transitioned to the current sewer rates over the last 8 years.
- f. The pressure on both the General Fund Reserve and sewer rate increases on the customers has been assessed and balanced in an attempt to minimize the impacts to both.

The motion was approved.

New Business:

Water Appropriation Review

Town Manager Megan Clark discussed the status of the review activities which were as follows:

1. The BMUC has been evaluating the status of the water appropriations.
2. This activity has included coordination with the BKWAB since we are part of a regional water system that includes the Town of Keedysville.
3. The coordination included discussions of the total system withdrawal limits as permitted by the MDE and the compilation of any possible appropriations regardless of the potential level of vesting.
4. Maryland is a late vesting State and therefore in general it is a first come first served when it comes to appropriations.
5. The timing and uncertainty did not identify an immediate or even a potential future issue with the appropriations.
6. However, if every potential appropriation were to become a reality there is a possibility that need would exceed the total system withdrawal limits.

7. This topic is being evaluated further, however, in the interim and requests would need to be very carefully evaluated and coordinated with the BKWAB.

Leak Detection

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. There are 33 leaking meters that have been identified as needing to be replaced. There is a need to purchase 9 additional meters to make these replacements. Additionally, there are approximately 1,000 meters that still need to be replaced as part of the ongoing 5-year meter replacement initiative. The replacement program is needed to address aging and leaking meters and also the low-flow unmetered water condition as part of the un-accounted for water mitigation plan. Additionally, there is one remaining water line that likely extends to the old abandoned reservoir that needs to be assessed for leaks. To assess the condition of the line, a water flow meter will be installed to see if this line is a source of a leak. 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.

There were 2 motions made relative to the Leak Detection Program initiative:

1. A motion was made to purchase 100 meters to continue the meter replacement initiative by Commission Member Harr. The funding for the purchase of these meters was included in and is covered under the FY 2018 Water Budget Plan. The motion was approved.
2. A motion was made by Commission Member Harr to approve the purchase of an in-line water flow meter for \$ 6,000.00 to be installed by Town of Boonsboro personnel. The funding for the purchase of this meter was included in and is covered under the FY 2018 Water Budget Plan. The motion was approved.

Sewer Line Replacement Project

- Draft Request for Proposal (RFP)
- Update on Plans/Process
- Easement Relocation

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. The Draft Request for Proposal (RFP) was provided to the

BMUC Members for a fatal flaw review. This is part of the ongoing independent authority of the BMUC to maintain a compliant 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 was submitted and approved under a grant application to the Federal Appalachian Regional Commission (ARC). For the Town of Boonsboro's Federal economic grant profile, the Town is approved 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 \$ 120,000. 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 is being performed. As previously approved, Fox and Associates is performing this survey because, they had prepared the previous surveys of this parcel of land for \$ 1,000.00.

A motion was made by Commission Member Harr to advertise the subject RFP pending the fatal flaw review by the BMUC Commission Members by Friday October 20, 2017. The motion was approved.

Public Comment:

Mr. Doran Eby of Eby's Garage requested consideration on an almost 1,000,000-gallon water leak at his business that was not audibly or visually detectable until the quarterly meter reading was collected. The facility is not on the sewer system. BMUC Members decided to collect information, assess the circumstances, and make a decision once the collected information was available for careful and thorough consideration. In the interim no penalties nor service terminations would be assessed or executed. Mr. Eby will be contacted once the BMUC decides on an appropriate consideration.

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 VFD Controllers project were provided.

Public Works Report – Greg Huntsberry, Public Works Superintendent discussed the status of the ongoing leak detection activities. 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 Harr. The Motion was approved.

Respectfully Submitted,

Ernie Harr
Secretary

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

MINUTES OF A MEETING OF THE PLANNING COMMISSION
TUESDAY, OCTOBER 24, 2017

PRESENT: Chairman Carvel Wright, Vice-Chairman Rob Maricle, David Ambrose, David Parmelee, Steve Jamison, Doug Moore, and Mayor and Council Liaison Janeen Solberg
Absent: Rico Aiello
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 September 28, 2017 meeting approved as submitted.

NEW BUSINESS

Zoning Text Amendment – Temporary Storage Facilities

Town Manager Clark presented a proposed text amendment for temporary storage facilities with new regulations as discussed previously by the Planning Commission. The text amendment provides a definition for temporary storage containers and would permit the containers in all zones provided a permit was obtained first. The Planning Commission discussed the length of the permit and agreed 30 days was appropriate with the ability to extend the permit two additional time frames, to total 120 days. The Commission also discussed whether adjacent property owners should be notified and agreed since the structure was temporary this was not necessary and should be removed from the text. The Planning Commission reiterated the need for the Zoning Text Amendment to ensure that the containers would not start being used as permanent facilities and take away from the character of residential neighborhoods.

Motion by Vice-Chairperson Rob Maricle, second by Member Parmelee to recommend to the Mayor and Council approval of the Zoning Text Amendment. Motion carried unanimously.

The Planning Commission discussed the implementation of the Ordinance if approved. Motion by Vice-Chairperson Rob Maricle, second by Member Parmelee to recommend an \$80 flat fee for the permit costs for the temporary storage containers. Motion carried unanimously.

DISCUSSION

Forest Bank Use Request

The Planning Commission discussed a request from a development firm developing in the Washington County area to use 24 acres of the 45-acre Boonsboro Forest Bank as a portion of their required forest mitigation. The Planning Commission discussed the intent of the bank to be used for local, in-town developers.

Motion by Vice-Chairperson Rob Maricle, second by Member Parmelee to deny the use of the Forest Bank for use by an out of town developer. Motion carried unanimously.

PLANNING AND ZONING UPDATES

Town Manager Clark stated there is some interest in finishing the Fletcher's Grove development as she met with some potential developers.

CITIZEN'S COMMENTS

None

COMMISSION MEMBER COMMENTS

ADJOURN

Chairman Wright declared the meeting adjourned at 7:43 pm.

Respectfully submitted,

Megan Clark,
Town Manager

**BOONSBORO ECONOMIC DEVELOPMENT COMMISSION
MEETING MINUTES
OCTOBER 25, 2017**

The Boonsboro Economic Development Commission met on October 25, 2017 at the Kauffman Annex. In attendance: Chairman George Messner, Secretary Vickie Messner, Carol Blessing, Kristin Bowl, Jennifer Guenther, Terri Packard, and Bruce Wilder.

The meeting was called to order at 9:10 AM.

The minutes from the August 23, 2017 meeting were approved as written. Motion to accept: T. Packard, Second: C. Blessing. Motion carried.

The next **Networking Breakfast** is scheduled for November 17, 2017 @7:30 AM at Vesta. Notification of the meeting will be sent by November 8th, RSVP date November 14th. Guest speaker is Mary Helen Dennis, owner of My Confidant, Inc.

Old Business

A discussion was held as to how to attract Boonsboro citizens to shop locally.

The **Fall/Winter rack cards** have been distributed through utility bills and at local businesses. The rack card design will be used in a quarter- page ad in the Herald-Mail holiday edition (November 15).

225 Anniversary- The Heck Brothers play and the 2.25 Mile Run were very successful. K. Bowl announced many items were scanned at the Pass It On event on October 15. She also has several interviews scheduled before the end of the year. She will appear on Bernadette Wagner's TV show in December to explain the program and encourage more participation. The final 225 Anniversary event will be a walking tour open house of Boonsboro's historic churches. It will be held Sunday, December 17 from 3-5 PM.

MML- Because of a scheduling conflict, George and Vickie Messner will not be able to manage the Main Street booth at the convention this year.

The kiosk and map should be installed by the end of the month.

C. Blessing reported vendor application are being received for the **PopUp shops** on December 2. Shops will be open at the Hospice Community Center from 10-4.

Letters of support for the **Cultural Trail** have been sent from the Mayor and Council.

Dan Spedden will address the Mayor and Council about the **USA Cycling Amateur Road Championship** at the October 30 Council workshop.

New Business

Membership Jennifer Guenther declined to renew her three- year term on the commission. Interested persons can apply from Town website.

J. Guenther indicated Flat Frosties will once again be part of the Holiday in Boonsboro celebration. Snowmen should be in her possession by November 28.

Off-street parking- Different options and potential locations were discussed. Local businesses should be approached to get other solutions.

Next meeting: Wednesday, December 20, 2017

Motion to adjourn: K. Bowl, Second: B. Wilder. Motion carried. Adjournment: 10:15 AM

Submitted:
Vickie Messner, Sec.

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 10, 2017

PRESENT: *Commission Members:* Chairperson Kathy Vesely, Vice Chairperson Laura Schnackenberg, Scott McIlwee, Leah Grasso, Jessica Renner, Town Council Liaison Brigitte Schmidt

ABSENT: Anthony Dowell, Town Manager Megan Clark

PRESIDING: Chairperson Vesely called the meeting to order at 8:24 PM.

GUEST SPEAKER – Brent Walls, Upper Potomac Riverkeepers
“TRANSCANADA PIPELINE AND THE POTOMAC RIVER”

APPROVAL OF MINUTES: Chairperson Vesely declared the September 12, 2017 meeting Minutes approved as read.

NEW BUSINESS

BEC Vacancy – Consideration of interest – Amy Jones has expressed an interest in becoming a BEC member. Her application was reviewed. Several BEC members have worked with Amy in the past. Vice Chairperson Schnackenberg motioned to accept Amy’s application, Member Renner seconded. **Motion carried.** Chairperson Vesely will email Manager Clark, asking her to put approval on next Town Council Agenda as well as notify Amy of her acceptance onto the BEC, pending Town Council approval.

HEAL Community – Council Liaison Schmidt stated she learned of the HEAL Community at her last MML conference: “Healthy Eating and Active Living Community.” She suggested Commission look at the link: www.HealcitiesMidAtlantic.org for further information and stated perhaps Boonsboro might be interested in doing this. Following up with the Public Safety Commission and the Walkability Study would be a start. Liaison Schmidt will look at the HEAL booth at the MML Conference this week.

SUBCOMMITTEE REPORTS

- Farmer’s Market – Update by Member Renner. Overall, this season’s FM went well. The Board will meet and look into future vendors. Master Gardeners have shown an interest.
- Waste Reduction – No report.
- Trees – Member McIlwee stated there will be a tree planting at the Scout Hut area in the park to replace the sycamore trees that were removed: Saturday, October 14 at 2:00. The Tree Committee is still working on tracking all trees in town. Waiting on Member Dowell’s research. Can the Park Board/Tree Committee look into permanent plaques for the trees if affordable?
- Public Education/Outreach – Tonight’s speaker was fantastic. Member Renner motioned to draft a letter on behalf of the BEC to Town Council about stopping the pipeline. Member Grasso seconded. **Motion carried.** Chairperson Vesely will contact Julie Pippel to see what the County’s stance is on the pipeline.
- Green Team – Boonsboro will be recertified as a Sustainable Maryland Certified Community. The award will be presented at the MML Conference in Rockville on Friday, October 13. Chairperson Vesely will accept the award on behalf of the Town.

- Monarch Butterfly – Chairperson Vesely will contact Lucas Stauffer to see when he hopes to finish up his Eagle Scout project, the Monarch Waystation in Shafer Park.

TOWN UPDATES

Town Council Liaison Schmidt gave an update on the most recent town meeting and workshop.

COMMISSION MEMBER COMMENTS

Member McIlwee asked if there is any money in our budget to buy trees for the park, while they are on sale. If money is available, Member McIlwee motioned to purchase 10 trees and plaques, working with the Park Board. Member Grasso seconded. **Motion carried.**

Vice Chairperson Schnackenberg stated the Antietam Watershed Alliance will have a stream clean up on Sunday, October 22, 1:00 behind the Funkstown Fire Station.

Vice Chairperson Schnackenberg stated the Town Bulk Trash Day is this Saturday from 8-12 at Shafer Park. There will be several recycling stations to hopefully keep many items out of the landfill. There is always a great “Free Stuff” area that is always popular.

ADJOURN: The meeting was adjourned at 9:17 PM.

Respectfully submitted by
Kathy Vesely, Chairperson

Next Meeting: TUESDAY, NOVEMBER 14, 2017 – Regular session (7:00 p.m.)