

Boonsboro Public Safety Commission
Meeting Minutes
Thursday, January 18, 2018

Present: Chair, Tony Nally; Terri Hollingshead; Kristy Smith; Chad Matthews; Sergeant Kevin Morgan, Boonsboro Police Department; Rick Byrd, Council Liaison

This meeting was called to order at 7 PM by Tony Nally. Due to lack of heat in the meeting room, the commission agreed to a brief meeting.

There were no citizens present.

Minutes from the October PSC meeting were reviewed and approved as submitted.

Old Business

Mr. Nally shared a print out of the current PSC budget.

Mr. Nally will reach out to Chief Stanford in reference to the speed trailer not being utilized regularly. He will also follow up with John Wolford regarding the pending change in the speed limit through town. Additionally, Mr. Nally will discuss with Chief Stanford and Megan having other town vehicles move/tow the speed trailer.

Following up on the potential for quarterly education sessions for citizens, the commission has learned that the proprietor of Encore Kids is certified in child safety seat installation. This may be a resource for one of the sessions. Another potential topic for the fall season would be crime prevention tips and personal safety during the winter months.

Mr. Matthews shared information about an ATF program relevant to active shooter training.

Discussion regarding the two vacancies currently on the PSC: Mr. Matthews will reach out to a few contacts. Mrs. Smith will run a piece in the around Boonsboro column. Ms. Hollingshead will double check that the vacancies are listed on the town website and in the newsletter.

New Business

The PSC will have two vacancies due to Mr. Dove's inability to attend regular meetings and Mrs. Smith's pending move from the area.

Boonsboro Police Department Report

Sergeant Morgan had nothing of note to share with the Commission.

Fire and Rescue Report

No representation in attendance.

Other Business

The meeting was adjourned at 7:23 PM.

Respectfully submitted,

Kristy Smith

Boonsboro Park Board

January 24, 2018

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

The meeting was called to order at 7 p.m. by President Schnackenberg.

The October minutes were read and approved. Motion Rich, second Greg, all approved.

New Business:

A presentation was given by Dave Fleearty, solar energy consultant for Mountain View Solar, for an EV charging station in the park for cars. A short discussion followed the presentation, but more information is needed for this to be considered.

Amanda Spencer, BES PTA President, presented a proposal requesting the use of the three large pavilions and gazebo in Shafer Park on May12, 2018 from 11am – 4pm for a day of activities and food for families from Boonsboro Elementary School. Motion by Jeff to approve the request and waive the fees for the pavilions, second by Greg, motion carried as all were in favor.

Old Business:

FY community Parks and Playground Grant:

After looking over the breakdown several questions/clarifications arose:

Do we need three bids for costs over \$10,000?

What equipment is being bought for \$9500?

Should money be used to replace any damaged picnic tables?

Unclear about the two entries for trash cans.

Unclear about 1 pet waste station and 4 trash containers.

Can this grant be used for a shade structure in the new park?

Would a life preserver at the pond be in this grant?

Friends of Shafer Park

Amanda Whitmore has expressed an interest in Friends of Shafer Park. Laura will check with Megan about guidelines and details for this project.

Signage

The sign in the park that was defaced by vandals should be replaced using the same wording.

Arbor Day – April 22, 2018 1-4p.m.

The Arbor Day program for kids will be in the library on Saturday, April 21.

The park clean-up and tree planting will take place on Sunday, April 22.

The Tree City application has been submitted.

Roadside Tree Public Agency Training – May 15-16 2018

Becky Wilson, DNR representative from Western Maryland, will host this training at the Community Center. This training will include information about planting, identification, maintenance etc. of roadside trees in the area. This free training is sponsored by the Maryland Department of Natural Resources.

Tree Signs

Greg presented information about signs giving information about trees. These signs would be attached to 33 trees and would cost \$7.50 each. Motion by Chris to purchase the signs, second Sandy, all were in favor.

Other:

Kids in the Park Day is May 19 and sponsored by the National Park Trust. This day is to encourage kids to visit and enjoy their local parks.

The members of the Park Board will have an employee thank you lunch for the maintenance crew in February. We appreciate all the help they give us throughout the year with various projects. Their help makes our job much easier.

Meeting adjourned at 9:00, motion by Greg, second Jeff.

Respectfully submitted,
Sandra Shifler
Secretary

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

Note: Motions are in bolded text below.

The Boonsboro Municipal Utilities Commission (BMUC) held its regular meeting on Thursday, January 11, 2018 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, Bobby Mose, and David Wade. Also in attendance were Mayor and Council Liaison Terry Davis, Public Works Supervisor Greg Huntsberry, and Utilities Superintendent Pete Shumaker. Chairperson Loeber called the meeting to order at 7:00 PM.

Meeting Motions:

The December 14th Regular Meeting Minutes were reviewed and Commission Member Kennedy motioned to approve with the change of date in the first paragraph to December 14, 2017. The motion was approved.

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

The January 2018 Budget to Actual Monthly Report was reviewed by the BMUC Members.

The review resulted in the BMUC deciding to request that the Town Manager slightly modify the report to revise the Year to Date Budget column heading to Current Year Budget Estimate and to add a column with the heading Variance Percentage which is the variance divided by the Current Year Budget Estimate. These modifications are being requested for clarity of the information contained in the report and to provide an easier at a glance metric to assess trends that may be problematic if not addressed.

Note: There were no motions associated with this presentation. 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. All information through the end of the December accounting month were entered into the system and included in this 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. No current or pending critical funding issues were identified upon review. However, revenues from rates are trending lower than predicted. There are two reasons for this trend. One is the BMUC's decision to delay implementation of the Charter process approved rates due to ongoing actions by the Mayor and Council to decide on the path forward relative to the legality of a submitted referendum petition

which, the Town's legal counsel has determined is not subject to the referendum provision. The other is lower usage that results for conservation practices. To address the lower than estimated rate revenues, the use of retained user fees are being appropriately and judiciously used to fund portions of critical infrastructure projects that cannot be covered by the fee revenues and/or grant finding received to date. All critical projects are proceeding when necessary to fix functionality issues and reduce operation and maintenance costs within the 5-year payback grant award requirements.

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

Unfinished Business:

Safety Manual

The BMUC Members provided a summary of the specific comments from their detailed review of the Draft presented and provided at the previous BMUC Regular Meeting. The comment summaries included:

- Pages 8/9 – Fit Test/Facial Hair Requirements for Respirators
- Page 15 - Blood-Born Pathogens and Frequency of Training
- Page 16 - Emergency Contact Number
- Page 44 - Material Safety Data Sheets (MSDS) Central Storage Locations
- General - Inclusion of Personal Protective Equipment (PPE) Category
- General - Training Summary Page/Sheet

The next step will be to incorporate these comments into another version for a comment resolution review by the BMUC Members. If the BMUC is satisfied that all critical comments have been adequately addressed, then the revised version will be forwarded to the Mayor and Council for review and consideration with the BMUC recommendation to approve and adopt for use by the Town of Boonsboro with a provision for an annual review and any updates as may be required.

Bay Restoration Fund (BRF) Grant

The BMUC had previously approved a recommendation to use the \$ 2 M State of Maryland BRF Grant to pay off the State of Maryland Department of Environment (MDE) Loan in its entirety and use the remainder to pay the Maryland Community Development Administration (CDA) Bond principal payments until the funds are exhausted. That recommendation was developed after careful consideration of conditions of the grant and the determined best fit use of those funds to address the BMUC Sewer Rate and Stabilization implementing goals of:

1. Permanently reduce the Sewer Fund debt level to a sustainable and industry recommended healthy ratio of the overall budget.

2. Reduce the Sewer Fund annual debt payments permanently if possible or temporarily if not whenever possible.
3. Reduce dependence on the General Fund/General Fund Reserve and move towards a self-funded enterprise fund consistent with industry recommendations.

That recommendation was placed on hold to allow others to explore any changed circumstances events that would warrant a re-evaluation of the recommendation and the associated basis. The next MDE payment opportunity is February 2018 and there have been no changed circumstances presented to the BMUC therefore, the BMUC discussed removing the recommendation hold and moving the recommendation forward for review and action as decided.

Commission Member Harr motioned to forward the original recommendation for using the BRF Grant funds which specifically, was to pay off the MDE Loan in its entirety during the next payment opportunity and use the remaining funds to pay the CDA Bond principal payments as they come due until the remaining funds are exhausted. The motion was approved.

New Business:

Sewer Main Replacement – Bid Reviews

The BMUC Members reviewed and discussed the Memorandum to Megan Clark, Town Manager from Brian Hopkins, Town Engineer dated 1/5/18 covering Park Main Sewer Bid Evaluation. The evaluation by the BMUC included detailed discussions with Brian Hopkins, Ph.D. who had since left as an employee of the Town of Boonsboro and was present under a consulting agreement to provide subject matter expertise (SME) as the preparer of the Request for Proposal (RFP) package and the reviewing engineer of the proposals that were submitted including his follow-up discussions with the submitted proposers' identified points of contact (POCs).

The evaluation and discussions by the BMUC Members including discussions with the SME Brian Hopkins, Ph.D. resulted in the following information supported conclusions:

1. There were eight (8) proposals submitted.
2. Five (5) of the proposals were determined to be unresponsive and/or have a high risk of potential problems up to and including failure to be able to successfully execute the RFP minimum requirements. Those included: Midas Utilities, LLC and W.F. Delauter & Son, Inc. who were determined to be outside of the competitive range and there was uncertainty that they understood the work that needed to be performed. Synder Environmental Services, David H. Martin Excavating, Inc., Mid-Atlantic Utility, Inc., and W.F. Delauter & Son, Inc. submitted incomplete proposals with critical evaluation information missing and therefore, were determined to be either unresponsive or technically deficient.

3. Three (3) of the proposals were determined to be in the competitive range, technically acceptable, and fully responsive to the RFQ requirements including: Guyer Brothers, Inc., Huntsberry Brothers, Inc., and Excavating Associates.
4. The lowest priced (\$ 174,330.00) of the three (3) proposals in the competitive range, technically acceptable, and fully responsive to the RFQ requirements was submitted by Excavating Associates.
5. The price is below the project budget as identified in the FY 2018 Sewer Fund Budget Plan of \$ 240,000.00 of which 50% is from a matching grant. This being below the budget amount will enable the Town to also recover the required oversight and close-out costs associated with this project that will be incurred within budget plan.

Commission Member Harr motioned that the BMUC recommend that the Mayor and Council award the Sewer Main Replacement Project to Excavating Associates who submitted the lowest priced proposal of those in the competitive range, technically acceptable, and fully responsive to the RFQ requirements. The motion was approved.

Engineering Services

The BMUC Members were presented with the Corporate and technical staff qualifications of the ARRO Consulting, Inc. (ARRO) Hagerstown Office for consideration relative to future sewer and water project and services needs that require specific SME support. This information was presented by the former Town engineer Brian Hopkins, Ph.D. Additionally, various contracting options were discussed including, firm fixed price, time and materials, cost plus fixed fee, or hourly rate as needed arrangements. The BMUC discussed the current potential for SME support services in the short-term and are requesting that the Town Manager, Megan Clark, execute an agreement that can provide access to those services on an as needed basis. The request is to have that availability in place as quickly as practicable.

7424 Mountain Laurel Road – Request for Water

The BMUC Members evaluated the Request for Water Service Staff Report – 7424 Mt. Laurel Road – dated January 10, 2018. The relevant specifics discussed included:

1. The request is for one water connection for an existing lot of record.
2. The property is within the Boonsboro Growth Boundary and service is consistent with the Water and Sewer Plan.
3. This is not a precedent setting decision scenario in that the same owner's previous request for water service on an adjacent property had been approved by the BMUC.

Commission Member Mose motioned to approve the request for water service for 7424 Mt. Laurel Road. The motion was approved.

User Fee CD – Recommendation to Reinvest

The BMUC Members discussed reinvesting User Fee CDs that were maturing. The discussion included consideration of the current Sewer and Water Systems' delayed billing and payment cycle that ranges from three (3) to six (6) months. Also, that this delay is a factor in the recent financial audit report finding that payments are deferred on reimbursement payments from the Sewer and Water Funds to the General Fund in the form of held checks that do not have sufficient funds to be cashed. So, this is a cash flow issue and NOT an ultimate available funding issue. Additionally, the withdraw availability and/or penalty to access these funds if needed was also discussed. Not reinvesting these CDs could be a potential mitigation remedy for both of the circumstances described above. The BMUC is also evaluating a monthly meter reading scheme that divides the customers into thirds and does a third each month. This results in customers still only being billed quarterly but, the customers would be on three (3) different quarterly cycles. This would provide a relatively even month user rate income model for the sewer and water systems. The BMUC has requested the Town Manager, to roll the CDs over until the new billing scenario can be evaluated and discussed again at the next regular BMUC meeting.

Fiscal Year (FY) 19 Budget and Rates

The BMUC Members evaluated the following work in progress budget package components in advance of a more detailed review once they are finalized. The components evaluated included:

1. 2019 Sewer Fund Budget Estimate Plan Summary Overview
2. 2019 Sewer Fund Five (5) – Year Projections
3. 2019 Water Fund Budget Estimate Plan Summary Overview
4. 2019 Water Fund Five (5) – Year Projections
5. Five (5) – Year Sewer and Water User Rate Plans

FY 18 Capital Improvement Project (CIP) – Meter Replacement

The BMUC evaluated the cost proposal of the critical and FY 18 Water Budget Plan CIP water flow/volume meters required by regulation/permit that provide the information to monitor and maintain the water flow and balance of the water distribution system. The cost was within the budget and covers the items included in the CIP line item. The total price quote was \$ 14,000.00.

Commission Member Hoffman motioned to approve the purchase of the meters consistent with the FY 18 Water Budget Plan CIP line item. The motion was approved.

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 – The engineering report is covered under the Sewer Main Replacement – Bid Reviews discussion above under New Business.

Utilities Report – Pete Shumaker, Utilities Superintendent’s report focused on the Meter Replacement project discussed above under New Business.

Public Works Report – Greg Huntsberry, Public Works Supervisor’s report focused on the weather-related water distribution line break and repair and the water meter leaks and replacements associated with bolt shearing. This are NOT new meters and were scheduled to be replaced with the new meters and have now been replaced as part of the leak repair activities. This highlights the continuous ongoing efforts needed to maintain a fully functional and operational water distribution system.

Adjourn:

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

Respectfully Submitted,

Ernie Harr
Secretary

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Boonsboro, Maryland 21713
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MINUTES OF A MEETING OF THE PLANNING COMMISSION
TUESDAY, JANUARY 23, 2018

PRESENT: Chairman Carvel Wright, David Ambrose, Steve Jamison, Rico Aiello, Doug Moore, and Mayor and Council Liaison Janeen Solberg
Absent: Vice-Chairman Rob Maricle and David Parmelee

Staff Member(s): Megan Clark, Town Manager

Guests: Trevor Frederick, FSA and Todd and Camille Easterday

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

APPROVAL OF MINUTES

Motion by Member Moore, second by Member Aiello to approve the Regular Meeting Minutes of the November 28, 2017 meeting approved as submitted. Motion carried unanimously.

UNFINISHED BUSINESS

Zoning Text Amendment – Temporary Storage Facilities

Town Manager Clark updated the Commission on the status of the proposed amendment. She stated the Council tabled the Ordinance as there were still concerns with the definition of the containers and felt that the Ordinance created a hardship. Council Liaison stated that some felt that the number of complaints regarding containers did not justify an amendment, even though the intent of the Ordinance is to protect neighborhoods from having these type of containers.

The Planning Commission agreed to not pursue additional changes to the amendment at this time.

NEW BUSINESS

Minor Subdivision – Lot 6, Todd Easterday

Town Manager Clark presented the staff report for the Minor Subdivision to create one new commercial lot and adjust the boundaries of existing commercial lots on the Easterday property. She stated the proposed minor subdivision meets the zoning and subdivision regulations and any development on the property would need to come back to the Planning Commission for approval.

Motion by Member Aiello, second by Member Moore to approve the Minor Subdivision contingent upon County approval of the Forest Conservation exemption. Motion passed unanimously.

PLANNING AND ZONING UPDATES

Town Manager Clark updated the Commission on the status of development on annexed properties.

CITIZEN'S COMMENTS

None

COMMISSION MEMBER COMMENTS

ADJOURN

Chairman Wright declared the meeting adjourned at 7:18 pm.

Respectfully submitted,

Megan Clark,
Town Manager

Draft
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MINUTES OF A MEETING OF THE ENVIRONMENTAL COMMISSION
TUESDAY, January 9, 2018

PRESENT: *Commission Members:* Chairperson Kathy Vesely, Vice Chairperson Laura Schnackenberg, Town Council Liaison Brigitte Schmidt, Jessica Renner, Scott McIllwee, Anthony Dowell, Amy Jones

ABSENT: Town Manager Megan Clark

PRESIDING: Chairperson Vesely called the meeting to order at 7:01 PM.

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

UNFINISHED BUSINESS

HEAL: BEC is considering having a HEAL representative come and speak to the BEC (and other interested parties) for informational purposes. Additionally, the BEC will need to start considering who from the community might be interested in serving on the HEAL committee.

Apple Valley Waste: Vice Chairperson Schnackenberg has not yet received a reply to her email requesting dates for a tour of the AVW facility. She will follow up with a phone call.

Electric Vehicle Charging Station: A representative from MTV Solar is planning to present at the January Park Board meeting related to an Electric Vehicle Charging Station. Chairperson Vesely has requested BEC members attend the presentation as available.

NEW BUSINESS: No new business.

SUBCOMMITTEE REPORTS

▪ **Farmer's Market** – Farmer's Market committee will meet the week of January 16, 2018. There is currently a need for a Market Manager. A "help wanted" notice will be posted on social media, at local colleges, and on the town website. There may be a small stipend for the Market Manager. Additionally, the Vendor Information Packet will need to be sent to vendors soon. The Farmer's Market committee would also like to include a small informational flyer in the Q1 water/sewer bill. Chairperson Vesely will contact the Town Manager with additional information on the flyer.

▪ **Waste Reduction** – no report

▪ **Trees** – Tree City USA application to be submitted this week (week of Jan 8).

▪ **Public Education/Outreach** – Vice Chairperson Schnackenberg still researching scheduling Jim Cummins for his presentation: *When Trees Were Old: Humans and Environmental Change in the Potomac Watershed*.

▪ **Green Team** – No report.

▪ **Monarch Butterfly** – no report

TOWN UPDATES

Council Liaison Schmidt reported that the Town Engineer has resigned his position with the town.

COMMISSION MEMBER COMMENTS

Chairperson Vesely and Council Liaison Schmidt attended the Potomac Pipeline rally in Hancock on December 19, 2017. The rally was extremely well attended. Schmidt had the opportunity to speak, and read the Town Council's letter to Governor Hogan. Chairperson Vesely will email the signed version of the letter for BEC member's records.

ADJOURN: The meeting was adjourned at 7:38 PM.

Respectfully submitted by
Amy Jones, BEC Secretary

Next meeting: TUESDAY, February 13, 2018 – Regular session (7:00 p.m.)