

BOONSBORO MAYOR & COUNCIL
MONDAY, JANUARY 29, 2018
WORKSHOP MEETING

The Mayor and Council held their Workshop Meeting on Monday, January 29, 2018 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building to set the Regular Session Agenda for Monday, February 5, 2018. Present were Mayor Howard Long, Assistant Mayor Cynthia Kauffman, Council Members Janeen Solberg, Brigitte Schmidt, Marilee Kerns, Rick Byrd and Terry Davis. Also present were Town Manager Megan Clark, Police Chief Charles Stanford, Budget Task Force Chairman Ernie Harr, Public Works Superintendent Greg Huntsberry and Administrative Assistant Kimberly Miller. The meeting convened at 7:00 PM.

Budget Task Force Update: Ernie Harr, Chairman of the Budget Task Force, acknowledged all of the members of the Task Force and thanked them for their time and effort, noting that this was a very good group to work with.

- **Findings and Recommendations** – Mr. Harr provided the 'near final version' of the *2017 – 2018 Budget Task Force Summary Report* for the Mayor and Council's review and input. He stated that the Task Force reviewed the Town's written documents on the Budget procedures and the current Budget Cycle Process. Mr. Harr stated that after much research, the Task Force selected to follow the *Recommended Budget Practices – A Framework for Improved State and Local Government Budgeting* as a basis for achieving their goals and objectives. He further stated that the Task Force established the recommendation for the Council to spend more time evaluating the Budget throughout the Fiscal Year, as well as used the over 100 responses from the Stakeholder Priorities list to begin the process of establishing Budget goals.
- **Priorities and Goals for Town and Fiscal Year 2019 Budget** – Mr. Harr reviewed that the Task Force established the Stakeholders groups, which included residents, businesses, Town employees, Town Commissions and Boards, and the Mayor and Council, to obtain and create the Stakeholder Priorities list which can be used for the Fiscal Year 2019 Budgeting Process and future Budgets. He stated that all of the items from over 100 Stakeholders were compiled and categorized into 9 summary goals under 3 major categories: **Conservation of Resources** – Environmental Priorities, Fiscal Responsibilities and Asset Management, Conservation and Cultivation of Human Resources; **Economic Growth and Development** – Economic Development, Strategic Integrated Planning, Road and Traffic Improvements; and **Community Pride** – Parks, Recreation and Community Events, Government and Citizen Partnership, Public Safety.
- **Bay Restoration Fund (BRF) Grant** – Mr. Harr stated that the Utilities Commission, at their October 12, 2017 Meeting, unanimously approved the recommendation to the Mayor and Council to use the \$2 Million Bay Restoration Fund Grant Award to pay-off the existing Maryland Department of the Environment's Waste Water Treatment Plant Loan balance and to use the remainder of the Grant to fund the annual payments of the \$5.3 million debt to the WWTP CDA Bond until all funds are exhausted. He stated that the recommendation was provided after careful consideration of the conditions of the Grant and was determined to be the best fit for the BMUC Sewer Rate and Stabilization goals of: 1. Permanently eliminating the Debt, 2. Lowering the annual Debt payments for as long as possible, and 3. Making sure that the Debt is actually being reduced, thus decreasing the Sewer Funds dependency on the General Fund. He further stated that the BMUC's recommendation was tabled and placed on hold to allow for others to explore any changed circumstances or regulations pertaining to the BRF Grant. Mr. Harr, on behalf of the BMUC, stated that at the January 11, 2018 Meeting the Commission discussed un-tabling the recommendation based on no significant changed circumstances and that the next MDE Waste Water Treatment Plant Loan payment is due in February 2018. He stated that the BMUC is requesting to move forward with their original recommendation to use the BRF Grant to pay-off the existing MDE WWTP Loan balance and to use the remainder of the funds for the payments of the WWTP CDA Bond until all funds are exhausted. Council Member Kerns stated that the true Debt numbers need to be provided.

BMUC Recommendation: Sewer Main Replacement Project: Ernie Harr, on behalf of the BMUC, presented the recommendation to move forward with the Sewer Main Replacement Project and award the bid to Excavating Associates for the total of \$174,330. He stated that eight proposals submitted, and that five of those 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. He further stated that W.F. Delauter & Son, Inc., the lowest bidder, submitted an incomplete proposal with critical evaluation information missing, and based on previous issues with them during the Alternate 40 Water Main Project, were determined to be technically deficient. Mr. Harr stated that Excavating Associates bid is below the Project Budget of \$240,000.00, of which 50% is from a matching Grant.

Fiscal Year 2018 - 2019 Mowing Contract: Town Manager Clark presented the request to place the 2018-2019 Mowing Services Contract out for bid, which includes the weekly mowing and trimming of several Town owned properties during the mowing season of April through November 2018, and the option to extend the contract for two additional 1-year terms. She stated that, pending approval, the RFP will be advertised in The Herald-Mail Newspaper and placed on the Town's website, and that the bid opening will be held at 10AM on Wednesday, March 7, 2018. Council Member Kerns asked if any of the mowing could be done in-house, or if the employees could at least add the Trolley Station and the Warrenfeltz Spring House to their mowing areas. Public Works Supervisor Huntsberry stated that it takes two of his employees a full day to mow the old Shafer Park area, and adding all of the Town property mowing is just not feasible. He stated that there is a lot more weed eating that needs to be done due to the Town only having once a month ground maintenance assistance from Washington County inmates. He further stated that the Public Works employees could probably add the Trolley Station and the Warrenfeltz Spring House to their mowing areas to reduce some of the Mowing Contract costs. Council Member Kerns requested that the Bid Proposal due date be moved to March 14, 2018 to allow for more submission time.

Proposal Results:

- **Consideration of Professional Audit Proposals** – Town Manager Clark stated that seven proposals were received for the Professional Audit Service for the Fiscal Year ending June 30, 2018 for the General, Water and Sewer Funds on January 22, 2018. She stated that Albright, Crumbacker, Moul and Intell, Inc. submitted the lowest bid of \$13,500, and that they provide Audit services for the Towns of Middletown and Funkstown, Hagerstown Community College and Saint James School. Mayor Long asked that Town Manager Clark call the references listed before the February Regular Meeting.
- **Consideration of Retirement Administration Proposals** – Town Manager Clark stated that one proposal was received for the Retirement Administration Services for the Fiscal Years ending June 30, 2018, June 30, 2019 and June 30, 2020. She stated that Smith, Elliott, Kerns and Company submitted the bid of \$1,950 for Fiscal Year 2018 – 2019, which is the same amount that the Town is currently paying, and \$2,000 for Fiscal Year 2020 – 2021. Council Member Kerns asked if Wells Fargo Advisors administers Retirement Services, and requested that Town Manager Clark contact them and Tiger's Eye Benefit Consulting to ask, as well as the other local Municipalities to find out who they use for their employee Retirement Administration.
- **Consideration of Residential Trash and Recycling Collection Proposals** – Town Manager Clark stated that two proposals were received for Request for Proposals for the Residential Trash and Recycling Collection Services for the time period of July 1, 2018 through June 30, 2019, with the option to extend the contract for three additional 1-year terms. She stated that Republic Service submitted a bid for Friday pick-up with Trash and Recycling costing \$137,922, two Bulk Trash pick-ups costing \$2,200 and 2 dumpsters costing \$2078. 40, for the total cost of \$142,200 per year; and that Apple Valley Waste submitted a bid for Tuesday pick-up with Trash and Recycling costing \$122,795, two Bulk Trash pick-ups costing \$1,790 and 2 dumpsters costing \$795, for the total cost of \$123,590 per year, which is a reduction in the current rate that the Town is now paying them. She further stated that both companies use the 40 West Landfill at \$45 per ton, which is a discounted rate from the regular tipping fees is \$52 per ton.
 - Steve Blickenstaff, the Town's current Apple Valley Waste representative, announced that customers will no longer be able to recycle glass when the new contract begins. He stated that the market simply crashed for glass, noting that there is no value in it any more. He further stated that the new Apple Valley Waste Tipping Facility will hopefully be opening soon and that the Town can opt to have their sanitation and recycling taken there. Mr. Blickenstaff stated that the tipping fee rates can be negotiated when the time comes.

Fiscal Year 2019 Budget Schedule: Town Manager Clark presented the Fiscal Year Draft Budget schedule for the Mayor and Councils input and review:

- **February Budget Meeting(s)**
 - Proposed Dates: February 12, February 20, and February 26 (Workshop)
 - Items for Discussion:
 - Discuss Priorities
 - Fiscal Year 2018 Mid-Year Financial Review of General Fund, Water Fund and Sewer Fund
 - Capital Improvement Plan (CIP) Review and Update
 - First Draft Review of Fiscal Year 2019 Budgets
- **March Budget Meeting(s)**
 - Proposed Dates: March 7, March 14, March 19 (Workshop) and March 28
 - Items for Discussion:
 - Draft Review(s) of Fiscal Year 2019 Budgets

- **April Council Meeting, Monday, April 2, 2018**
-Introduce Budget Ordinance
-Schedule Public Hearing for Monday, April 30, 2018
- **May Council Meeting, Monday, May 7, 2018**
-Adopt Budget

Council Member Kerns stated that the Introduction of the Budget Ordinance and Adoption of the Fiscal Year 2019 Budget dates should be scheduled one month later than presented, and requested that the Fiscal Year 2019 Budget be adopted at the June Regular Meeting so that the newly elected Officials can vote on it. Mayor Long stated he requested a schedule that has the Fiscal Year 2019 Budget voted on at the May Regular Meeting.

Employment Vacancies:

- **Police Officer** – Chief Stanford stated that he is recommending that the Town hires Hagerstown Police Officer Zachary McKoy to fill the vacancy on the Police Department. He stated that his is requesting to start the new hire at a Step 3 Police Officer pay for Fiscal Year 2018 and 2019, noting that Office McKoy would probably begin working for the Town in mid-February.

Chief Stanford provided the Mayor and Council with an update on the graffiti vandalism that occurred around Town on January 20, 2018. He stated that charges have been brought against one of the suspects and that there are criminal summonses for the other three suspects. He further stated that all of the suspects are adults.

- **Town Planner/Zoning Administrator/Property Code Enforcement Officer** – Town Manager Clark stated that she is requesting to advertise the Town Planner/Zoning Administrator/Property Code Enforcement Officer position to replace the Town Engineer vacancy. She stated that for approximately 25 years the Town has employed a Town Planner, later adding a part-time Zoning Administrator and then combining the two position into one over 10 years ago. She further stated that for the past 4 years, the Town Engineer has assisted with the Planning and Zoning administration. Town Manager Clark stated that a Town Planner/Zoning Administrator is needed again by the Town to help distribute the work load of Permitting, Zoning, Development and Property Maintenance. Council Member Kerns asked what other Municipalities have this position and asked what makes Boonsboro so unique to have it. Assistant Mayor Kauffman stated that Boonsboro is the only Municipality in Washington County to have this position, and that it's not right to compare us to other Towns. Council Member Kerns stated that she does not want the Town to pay to advertise this position in The Herald Mail Newspaper. Council Member Byrd asked if the Town Planner/Zoning Administrator/Property Code Enforcement Officer would be updating the Town Ordinances. Town Manager Clark stated that yes that would be one of their responsibilities. Mayor Long called for a **Roll-Call Vote** for consensus to advertise the Town Planner/Zoning Administrator/Property Code Enforcement employment position:

- Council Member Byrd - no
- Council Member Solberg – yes
- Council Member Davis – yes
- Council Member Kerns – no
- Council Member Schmidt - yes
- Assistant Mayor Kauffman - yes

Consensus is to advertise the position online with applications and resumes due February 22, 2018.

Council Member Kerns asked what is being done regarding Mr. Mullendore's Property Maintenance Code violation complaints for untagged abandoned vehicles and rodents at the adjacent property to his home. Town Manager Clark stated that she spoke to Mr. Mullendore earlier and stated that she will inspect the area to see if the vehicles are tagged.

Council Member Schmidt stated that the Council received an email for Platteville, Wisconsin Council Member Don Francis stating that his 5-year old son has the birthday of 2/17/13, Boonsboro's zip code. She stated that he is asking that the Town send a small gift to his son for his birthday with 21713 on it. Council discussed sending one of the Monument replicas to him.

Motion by Assistant Mayor Kauffman, second by Council Member Davis to close the Workshop Meeting at 8:26pm, and motion carried.

Respectfully submitted,

Kimberly A. Miller
Administrative Assistant

**BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
TUESDAY JANUARY 2, 2018**

The Mayor and Council of Boonsboro held their Regular Meeting on Tuesday, January 2, 2018 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building. In attendance were Mayor Howard Long, Assistant Mayor Cynthia Kauffman, Council Members Janeen Solberg, Brigitte Schmidt, Rick Byrd, Marilee Kerns and Terry Davis. Also present were Town Manager Megan Clark, Attorney William Wantz, Police Sergeant Kevin Morgan 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 DECEMBER 2017 MEETING MINUTES and REPORTS

- **Motion** by Assistant Mayor Kauffman, second by Council Member Solberg to approve the **December 4, 2017 Regular Meeting** and the **December 18, 2017 Workshop Meeting Minutes**. Council submitted three minor amendments to the Meeting Minutes. **Motion** carried.
- **Motion** by Assistant Mayor Kauffman, second by Council Member Davis to approve the **December 2017 Treasurers Report**. **Motion** carried 5-0 with Council Member Kerns abstaining.
 - Council Member Kerns asked when the \$2,000,000 BRF Grant will be transferred to the Waste Water Treatment Plant Construction Account and asked which Town banking account has the best interest rate.
- **Motion** by Assistant Mayor Kauffman, second by Council Member Davis to approve the **December 2017 Bills to be Paid Report**. **Motion** carried 5-0 with Council Member Kerns abstaining.

EMPLOYEE RECOGNITION

Mayor Long presented Town Engineer Dr. Brian Hopkins with a Certificate of Appreciation to thank him for his hard work and dedication to the Town. Mayor Long stated that Dr. Hopkins has been with the Town for 3.5 years and this Friday, January 5, 2018 is his last day. He thanked Dr. Hopkins and stated that the Town wishes him well in his future endeavors. Council Member Davis read a personal statement thanking Dr. Hopkins for his service to the Town and extended the BMUC's gratitude for the improvements to the Town's infrastructure and work on the I&I issues.

MAYOR AND COUNCIL MEMBER CORRESPONDENCE

- **Council Member Schmidt** stated that she attended the MDE Western Maryland Meeting and read the letter from the Town to Governor Hogan regarding the TransCanada agreement and the request to stop the TransCanada fracked gas pipeline construction through Maryland.
- **Assistant Mayor Kauffman** stated that she and Mayor Long attended the Tri-County Council Meeting and found it to be very enlightening.
- **Council Member Solberg** stated that she has been asked to speak at the Sharpsburg Merchants Association Meeting this month.
- **Mayor Long** stated that Olde Tyme Christmas and the 225th Anniversary's Chuck Tour were both a great success. Thanked everyone who participated in those events as well as Holiday in Boonsboro.

Police Department Report – *Sergeant Morgan*. The Police Department received 136 calls for service, which included 113 motor vehicle violator contacts for the month of December 2017. There was 1 adult criminal arrest, 1 adult traffic arrest, 0 juvenile arrests and 0 juvenile traffic arrests. Stated that the Department collected 6.1 pounds of prescription drugs through the Drug Turn-In Program for the month of December 2017, which brings the total amount collected for 2017 to 101.7 pounds.

NEW BUSINESS

State of the Town Address as presented by *Mayor Howard Long*.

While challenging at times, the Town of Boonsboro has continually maintained its efforts to focus on the following five goals:

1. Maintaining its existing infrastructure and implementing the Capital Improvement Plan to achieve strong public benefit;
2. Promoting economic development to encourage investment in the Boonsboro community;
3. Providing quality policing and public safety;
4. Expanding and maintaining parks and recreational opportunities to promote wellbeing; and
5. Consideration of the environment to assure a sustainable community.

Throughout 2017, actions of the many volunteers, Board and Commission Members, staff and Town Council have made 2017 another successful year for the Town.

A few of these actions include:

- Recertification of Sustainable Maryland Certified
- Updating and adopting a Water Conservation Plan
- Replacing aging heating and air conditioning equipment in Town Hall
- Pavement restoration and overlay on Town streets
- Purchasing and using body cameras for Town Police
- Working with State Highway to reduce the speed limit through Town
- Continuing business promotion and seasonal event flyers
- Successfully celebrating the 225th Anniversary of the Town of Boonsboro

These and the many other actions throughout the year could not have been completed without the dedication of the staff and volunteers that the Town continually relies upon. They deserve a huge round of applause for their efforts to continually and successfully keep Boonsboro as the best small town to live in the Tri-State area, so thank you.

The Town has actively sought after grants to help defray the costs of infrastructure and debt. The Town has recently been awarded an additional \$120,000 for Park Projects. In 2017, the Town completed two grant funded projects in the Park, the Shafer Park Restroom Facility Renovations and the new King Farm Playground, totaling \$111,000 in grant funding used for Park Projects. The \$120,000 awarded in 2017 will be used for trail construction – which has been 100% grant funded and for additional Park equipment – again all grant funded projects.

And last, but most importantly, after working for almost 10 years, the Town was awarded \$2million to pay down the debt of the Waste Water Treatment Plant, which is a huge help to the Town and the Sewer Fund. The Town has been working diligently to reduce and pay down the debt without the existing residents having to bear a huge burden. As you may have read in the Debt Timeline, developers paid most of the debt for the first five years and then the General Fund Reserves and increases in the Sewer Rates have paid the remainder. With the \$2million grant, possibly one of the loans can be paid in full and the General Fund will no longer have to loan money to the Sewer Fund to pay the debt. This folks is a game changer. We heard lots of groans about the rate increase for the Water and Sewer, but after not having rate increases for decades, and then going to a tiered rate systems which only charges people for what they use, we are moving in the right direction. Moving forward into 2018, the Town will continue to strive towards balancing initiatives in infrastructure, economic development, growth, public safety, parks and recreation and environmental considerations. Thank you to all the volunteers, Board and Commission Members, staff and Council for continually helping to make Boonsboro the best small town in the Tri-State area.

Introduction of Ordinance 2018-01; Zoning Text Amendment for Storage Containers: Town Manager Clark stated that the Planning Commission is recommending the Introduction of *Ordinance 2017-03; An Ordinance to Amend and Add Certain Provisions to the Zoning Ordinance to Allow for Storage Containers as Temporary Uses with Changes Relating to its Text* to address temporary portable storage containers. Council Member Kerns asked if the Town Attorney reviewed the language of the Ordinance. She stated that she asked for the number of complaints that have been received regarding temporary portable storage containers. She further stated that she does not see the benefit of amending the Zoning Ordinance if it is not necessary, and that if there is no problem with the containers then why make them a problem. Council Member Kerns asked what the Town plans on doing about the portable sea storage containers that are being used to store sports equipment at the High School. Council discussed possible exceptions for the Schools. Member Solberg stated that the Planning Commission feels that the ZTA is necessary and is recommending that Ordinance 2017-03 be scheduled for Public Hearing. **Motion** by Council Member Kerns, second by Council Member Schmidt to **TABLE** *Ordinance 2017-03; An Ordinance to Amend and Add Certain Provisions to the Zoning Ordinance to Allow for Storage Containers as Temporary Uses with Changes Relating to its Text* until further review by the Planning Commission and legal review by the Town Attorney. **Motion** carried 5-1 with Council Member Solberg opposing.

COMMISSION REPORTS

Public Safety Commission – R. Byrd. Meeting held on December 14, 2017. Discussions included drug testing Town employees to possibly reduce insurance premiums, the informal survey from the Knode Circle residents who are not in favor of turning the street one-way, information from the Maryland Bike Safety Taskforce, information about taking part in an active shooter drill training for the PSC and the Mayor and Council, and the idea for the PSC to host their own Facebook page.

Park Board –M. Kerns. No meeting was held during the month of December 2017.

Utilities Commission – T. Davis. Meeting held on December 14, 2017. Discussions included final draft of the Town of Boonsboro Employee Health and Safety Handbook, Capital Improvement Projects, the Fiscal Year 2018 Budget implementation and the approval that the Water and Sewer Rates would not go to a referendum vote and that the Rates, as approved by the Mayor and Council, would become effective January 1, 2018, preliminary discussion on the Fiscal Year 2019 Budget, and the approval to include the Waste Water Treatment Plant Debts Timeline and Disposition Status information fact sheet with the Utility bill mailing.

Planning Commission –J. Solberg. No meeting was held during the month of December 2017.

Economic Development Commission –C. Kauffman. Meeting held on December 20, 2017. Presentation from CVB Sales Director Audrey Vargason regarding the USA Cycling Amateur Road National Championships in July and plans to host an expo in Town during the event. Discussions included the approval to sponsor a half-page advertisement in the Hagerstown/Washington County Visitor’s Guide, the plans to restructure the “First Saturday” events, updates on the success of the 225th Anniversary events and the Christmas Pop-Up Shops, preliminary discussion on the Fiscal Year 2019 Budget, the 2 vacancies on the Commission and the opening of 2 new business in Town; Pet Valu and Erie Insurance. The next Networking Breakfast will be held on January 19, 2018 at 7:30am at Vesta’s Restaurant, with guest speaker Mayor Howard Long. The next EDC Meeting will be held on February 28, 2018 in the Meeting Chambers at 9:00am.

Environmental Commission – B. Schmidt. Meeting held on December 12, 2017. Discussions included the HEAL (Healthy Eating Active Living) Community Program, the Sustainable Maryland Certified Resilient Cities Workshop on November 13, 2017 at the University of Maryland in Hagerstown, the plans to tour the Apple Valley Waste Recycling Plant and Subcommittee Reports.

Town Manager Report – M. Clark.

- Stated that that the Town Audit, Employee Retirement and Town Sanitation Contracts are currently all out for bids with proposals due on January 22, 2018
- Stated that that 59 Building Permits were received in 2017, with 15 new homes constructed in Sycamore Run. Stated that she is working on the Annual Report for Planning and Zoning
- Stated that Grant Funding for 2017 totaled \$2,306,000 in addition to the Police Protection and HUR Funding:
 - -\$120,000 Sewer Replacement Project
 - -\$100,000 for Park Trails
 - -\$60,000 for Park Playground Equipment
 - -\$25,000 for Energy Efficient VFD Drives
 - -\$1,000 for Compost Bins
 - -\$2Million for WWTP Debt
- Stated that that the Yard Debris Site will be open on Saturday, January 20 from 8am until 12 noon
- Stated that the Street Sweeper will be in Town on January 15
- Stated that Christmas Tree Collection will be every Monday in January, with exception of January 15 due to the Martin Luther King, Jr. holiday. Pick-up that week will be on Tuesday, January 16

Motion by Assistant Mayor Kauffman, second by Council Member Davis to close the Regular Meeting at 8:25pm, and motion carried.

Respectfully submitted,
Kimberly A. Miller, *Administrative Assistant*