

Boonsboro Park Board

February 27, 2019

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

Absent: Greg Solberg, Council Liaison Rick Weaver

The meeting was called to order by Chairperson Schnackenberg at 7pm.

The January minutes were read and approved. Motion by Rich, second by Jeff.

Unfinished Business:

Remaining POS Money

Rich will meet with Police Chief Kevin Morgan and Ethan to discuss the placement of the new shade structure.

Park bench to be replaced is between Pavilion 5 and 6.

Born Learning Trail

Laura will meet with Kathy Saxman near the pond on March 27 at 6:15 pm to discuss the details of the project. All Park Board members are encouraged to meet with her.

Tree Board

\$15,000 POS money from FY 2014-2015 will be used to purchase 36-48 large trees from the MD recommended tree list. These trees also support the MS4 (Municipal Separate Storm Sewer System) project. The trees will be planted in the new park.

The Tree Ordinance draft has been developed and a final version will be forthcoming.

Arbor Day activities will take place on April 28 from 1-4pm in the park.

Concerts

May 19 – 7:00 pm – Boonsboro High School Wind Ensemble

Sept. 1 – 3:00 pm – Mason Dixon Barbershop Chorus

Movie Nights

Tentative dates are June 15, July 20, August 17, and September 21.

Movies have not yet been selected.

It was suggested that Barbara Kerr, Air Doctor Heating and Air vice president, be contacted about sponsoring concessions during movie night.

Important dates

Trout Derby – May 4.

Wagon Train – May 19.

Meeting adjourned at 8:00 pm. Motion Rich, second Jeff.

Respectfully submitted,
Sandra Shifler
Secretary

**BOONSBORO MUNICIPAL UTILITIES COMMISSION
REGULAR MEETING
February 14, 2018**

Notes: Motions and when necessary directly applicable discussions 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, February 14, 2019 in the Charles F. "Skip" Kauffman Building's Meeting Chambers. Participants included Assistant Chairperson Todd Kennedy and Commission Members Ernie Harr, Eldon "Jake" Jones, and Bobby Mose. Also in attendance were Mayor and Council Liaison Anthony Nally, Town Manager Paul Mantello, Water/Wastewater Superintendent Pete Shumaker, Public Works Superintendent Greg Huntsberry, and Town Planner Ethan Strickler. Assistant Chairperson Kennedy called the meeting to order at 7:00 PM.

Public/Other Comments:

There were no members of the public present that signed in to present comments at the meeting and no comments from the public were submitted for presentation during the meeting. However, Town of Boonsboro Council Member Marilee Kerns provided an activities status and information debrief relative to the ongoing financial and budget discussions with Consultant, Al Martin. This was provided as part of the ongoing integration initiatives across all of the Town of Boonsboro activities.

Meeting Minutes

The January 10, 2019 Regular Meeting Minutes were reviewed and Commission Member Jones motioned to approve the Meeting Minutes as presented. The motion was unanimously approved.

The February 1, 2019 Connection "Tap" Fee Meeting Minutes were reviewed and Commission Member Jones motioned to approve the Meeting Minutes as presented. The motion was unanimously approved.

Treasurer's Report

The January 2019 Treasurer's Report was presented by Commission Member Mose. The report was reviewed and discussed. Commission Member Harr motioned to approve the report as presented. The motion was unanimously approved.

Bills to be Paid

The January 2019 Bills to be Paid Report was presented by Commission Member Mose. Commission Member Harr motioned to approve the bills to be paid as presented. The motion was unanimously.

Unfinished Business:

Water Distribution System Hydraulic Model Study Status and Update

The Water Study is on schedule and the model is being built and the unidirectional flow (UDF) testing is being scheduled when weather permits. The UDF testing results will be used to calibrate the model results and provide for actual system performance adjustments to be made to the model.

Wastewater Collection System Hydraulic Model Study Discussion of Options

The Wastewater Study scope and the associated estimated cost and schedule were discussed in more detail as a follow up to the last regular BMUC Meeting. This study, like the Water System Study discussed above, is a critical needed source of obtaining the baseline and future needs system performance information and requirements needed to develop a supported Capital Improvements Plans (CIP). This CIP provides an important source of information for user rates and

connection "Tap" fee studies and recommendations to the BMUC and Mayor and Council. Additionally, the CIP items become important considerations relative to the evaluation development requests received and consideration of the water and wastewater infrastructure for the necessary BMUC, Planning Commission, and Mayor and Council decision processes. The Wastewater Fund's retained user fee accounts do not have sufficient funds to cover this study which is approximately \$ 200,000.00. The use of the pre-paid Wastewater connection "Tap" fees to cover the Wastewater Treatment Plant (WWTP) debt payments, which paid mostly interest and very little principal resulted in the depletion of those funds. The Water Fund's retained user fee accounts have sufficient funds to cover this cost. The BMUC has the authority to move funds, as necessary, between the Water and Wastewater funds to maintain both of these public health infrastructure systems. As a result of the discussions, the following motion was made by Commission Member Harr:

The BMUC approves performing the Wastewater Collection System Hydraulic Model Study and the transfer of funds from the Water Fund's user fee retention accounts to the Wastewater Fund's retained user fee accounts to cover the cost of this study. Additionally, a contract modification to the existing Water Study Contract will be explored to provide the scope, schedule, and cost parameters that will be included in a modification. This information will be presented by the Town Manager to the Mayor and Council at the next Workshop Meeting to solicit their input/feedback before making a final decision on proceeding and the specific details. The motion was unanimously approved.

Fiscal Year 2020 BMUC Budget Approach and Strategy Discussion

The BMUC's current Budget Cycle goals, objectives, strategies, approaches, and plans; as documented in past meeting minutes and continuing to evolve as tasks are worked going forward; were discussed and are summarized below.

The goals and objectives are designed to result in implementing a 5-year budget cycle with a "look forward" component that keeps information updated on a continuous and periodic basis. The components of this 5-year budget cycle will include the items listed below. These initial set of these items are expected to be completed and finalized/integrated for the 2020/2021 Budget Cycle. Completion for the 2019/2020 Budget Cycle is not reasonable at this point in time because, of the precursor relationship of the list of activities. Given the current status of the planned activities and the current year's financial actuals versus estimates, the plan would be to update the proposed 2019/2020 budget line items to reflect this current year's performance and not propose any change in the in-force Wastewater or Water user rates for this next fiscal year. The studies and evaluation of those studies will be used to propose 5-year user rate and connection "Tap" fee schedules for Mayor and Council approval moving forward starting with the 2020/2021 Budget Year Cycle.

1. Water System Study
2. Wastewater System Study
3. 5 - Year CIP for both Systems as identified and supported by the studies in 1 and 2 above.
4. New Connection/Tap Fee Study using the information from 1 through 3 above.
5. 5-Year Rate study using the information from 1 through 4 above.

New Business:

Service Fee – High Water Use and Other Discussions

The discussion included defining what a service call was and when a fee should/could be applied and the fee structure. It was decided that implementation of a Service Fee was most appropriate as a policy. The BMUC supported the drafting and implementation of a policy to be administered by the Town Manager working with the Public Works and Water/Wastewater Superintendents. The discussion then went to can the BMUC implement a policy for such a charge or would a policy of that nature be under the purview of the Mayor and Council. ***The BMUC proposed an action item for the Town Manager at the next Mayor and Council Workshop Meeting to discuss the topic of policies and the roles, responsibilities, and authorities of the BMUC and Mayor and Council for wastewater and water systems' activities.***

Leak Detection Consulting Services

The topic of un-accounted for water was discussed and the difficulty and lack of progress in identifying the source(s) of this documented issue. The history of what has been done over the years and the recent focuses were discussed. As a

result. it was decided that the timing was ripe for revisiting independent annual leak detection subject matter expert services as part of an ongoing standard operating component of an active continuous un-accounted for water detection program. This resulted in the following motion:

The BMUC approves procuring the services of independent leak detection subject matter experts to perform a complete evaluation of the Town of Boonsboro's water distribution system. The cost of this service is not to exceed \$ 10,000.00. The cost is to be paid out of the Water Fund's retained user fee accounts. The motion was unanimously approved.

BMUC Annual 5-Year Budget Approach and Strategy Discussion

See the discussion on Fiscal Year 2020 BMUC Budget Approach and Strategy Discussion under unfinished business above.

BMUC Studies and Upgrades/Capital Improvement Projects Funding and Options for Funding

The discussion centered around the numerous wastewater and water systems' studies and maintenance, upgrades, repair/replacement, and expanding capacity projects/activities that are critical to maintaining dependable systems and accommodate future expansion needed to support development/growth. The costs of these studies exceed the reserve and revenue capacities of the wastewater and water enterprise funds. ***The BMUC proposed an action item for the Town Manager to initiate discussions at the next Mayor and Council Workshop Meeting to discuss this circumstance and begin exploring thoughts and ideas on funding to include grants, development fees and CIP requirement, General Fund subsidies, user fees, connection "Tap" fees and the integration of all of these into a comprehensive plan to affect the availability of funding moving forward.***

Reports:

The following reports were provided to the BMUC Members.

Town Manager Report – Paul Mantello, Town Manager, provided an update on recent, upcoming, and ongoing activities across the Town.

Town Planner/Zoning Administrator Report – Ethan Strickler, Town Planner/Zoning Administrator, provided a summary

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, provided a brief summary of activities since the last BMUC meeting.

Public Works Report – Greg Huntsberry, Public Works Superintendent, provided a brief summary of activities since the last BMUC meeting.

Adjourn:

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

Next Meeting is scheduled for Thursday March 14, 2019 at 7:00 PM.

Respectfully Submitted,

Ernie Harr
Secretary

**MINUTES OF A MEETING OF THE PLANNING COMMISSION
TUESDAY, FEBRUARY 26TH, 2019**

PRESENT: Chairman Rob Maricle, Vice Chairman David Parmelee, Rico Aiello, Doug Moore, Steve Jamison, Carvel Wright, Mayor and Council Liaison Rick Byrd
Staff Member(s): Town Planner / Zoning Administrator Ethan Strickler

APPROVAL OF MINUTES: January 15th, 2019 Meeting and February 5th, 2019 Workshop

Rob Maricle asked the commission if they had any questions or comments on the January 15th minutes for their last Regular Meeting, as well as the February 5th minutes from the February workshop. The minutes were approved as presented.

UNFINISHED BUSINESS

Easterday Zoning Map Amendment, BNRZ18-01(Rev) – Discussion following the Mayor & Council Public Hearing and February Regular Meeting, Recommendation on Planning Commission Map Amendment Proposal

Strickler let the commission know that the Mayor & Council approved BNRZ18-01rev at their February 4th meeting, and that an ordinance and findings of fact would be introduced at the March 4th Mayor & Council meeting. The group then discussed controlling density on other portions of the property, specifically that area at the eastern boundary of the property where the Planning Commission and the developer came to an agreement to re-zone approximately 13 acres of land from Town Residential to Suburban Residential. Strickler stated that he received feedback from the Town's Attorney that it would be better to do this second re-zoning (13 acres from TR to SR) during a Comprehensive Plan update and reference the aforementioned BNRZ18-01(rev) when making the change. This is due to the optics of having a Planning Commission submitted proposal being subsequently recommended in public meetings and public hearings by the Planning Commission (the body that submitted the request). Strickler recommended that the Commission make the change during the next Comprehensive Plan update, which the Town would be doing in the very near future. The Commission agreed. They agreed to reference their meeting minutes from the meetings with BNRZ18-01(rev) during the Comp Plan update. Strickler stated the Comprehensive Plan Update would take 12 to 18 months, and stated that the development of the area of the property being discussed (13 acres adjacent to the County) would be very unlikely in that time. Strickler noted that Suburban Residential had been thought about for this area of the property at the time of the property's annexation, which is evident by its inclusion as Town Residential/Suburban Residential in one of the exhibits in the annexation agreement documents.

NEW BUSINESS

High's Dairy Store – Site Plan Review BNSP19-01

Darrell Volney, one of the engineers for the High's project (Messick & Associates), gave a presentation on the High's property. Darrell and a representative from High's explained their project in detail and began to address staff comments and the comments of the other review agencies. The representative from High's stated that they would be submitting building permit applications once their site plan was approved and signed, and once the Ostertag Pass / State Highway Improvements were complete. Mr. Volney stated that the landscape plan comments and adjustments that Staff provided / suggested, and that the changes would be easy to make. Mr. Maricle stated that the sole entrance to the property was not sufficient as presented, and that something needed to be done to fix the entrance. He asked if there has been a traffic study presented for the High's property, and continued to express his concern on the issues of turning radius, parking space size, and truck / trailer parking. He noted that a few places in Frederick that are designed similarly are very congested and difficult to navigate through. Mr. Parmelee asked if there was any reason why they could not expand the entrance. Mr. Volney stated that the entrance was a part of the Easterday's Ostertag Pass plans which have a shared access for the High's Lot and the adjacent lot. Mr. Maricle stated that something needs to be done, and that there is a similar situation in Town in the Antietam Spirits lot where the engineered numbers work, but the traffic situation in reality is difficult.

Discussion continued with a focus on the adjacent lot, where a Post Office is planned to go, and the coordination between the engineers for High's and the engineers for the Post Office. Mr. Maricle stated that the other issues were the size of the

parking spaces and addressing truck / trailer parking and usage. He stated Boonsboro's standard was for a 9' by 19' space, and the plans indicate a 9' by 18' space size. Strickler stated that striping crosswalks for sidewalks was also an issue not addressed in the plans that should be addressed before final approval. Discussion on landscaping centered around site line issues, visibility, and avoiding above and below ground utility infrastructure. Mr. Parmelee asked if there were any comments that were particularly difficult for the applicant. Mr. Volney said that they would like to see if they could get a modification to the parking space requirement (from 9' by 19' to 9' by 18'). Carvel Wright said he would prefer if the applicants went through all of the staff and agency comments and came back to the commission to present the revised plans.

Chairman Maricle entertained a motion to have the corrections and issues addressed and to re-present to the commission with preliminary approval of the site plan as presented (addressed by all of the agencies required). Carvel Wright made the motion, Doug Moore seconded the motion, and the motion passed unanimously.

Recommendation to the Board of Zoning Appeals – Special Exception BZA19-02 – Discussion on request at 23 S Main Street for a Convenience Store in the Town Center (TC) Zone, Requires Special Exception

Michelle Vining presented on behalf of this special exception request for a convenience store in the Town Center zoning district at the property at 23 S Main Street. Michelle stated that she owns the Karote Studio in town, and that she had received past Town approvals (special exception) for the Karote Studio several years ago. She noted that the building on the property in question is the Old American Legion (23 S Main Street). She stated that her and her husband have put nearly \$48,000 in improvements in the building to run the Karote Studio, and that they have rented part of their space to a dance studio in the past. In thinking about a future for the property, the applicant said that she asked people in the community what they would really like to see downtown, and that those people indicated to her that a convenience store would be something they would like to see. She stated that, in her research, the current traffic counts for cars passing through Boonsboro is surprising, 5,823 vehicles per day that travel Alt-40 / Main Street (west bound) and 5,358 vehicles per day (east bound). Michelle noted that she has 36 parking spots to the rear of her building, and that she has access to the lot from both Main Street and St. Paul Street. She stated that she is ready to open the store if she can get approval for it, and that its name is My Mini Mart & Spirits. The spirits aspect of the business (beer & wine) may not happen because the liquor board has not granted her a liquor license at this time. Michelle stated that there was a rear entrance to the building as well (with a handicap entrance), making the store accessible from the parking lot. Her main goal and focus would be to sell typical convenience store items, such as bread, milk, toilet paper, cereal, eggs, etc.

Mr. Moore asked Michelle what kind of hours she envisioned for her store. Michelle stated that she is not sure yet, but that the hours would not be unreasonable. Carvel Wright stated that it would be helpful to see plans and a layout for the property that describes everything. The group discussed the health board, and Michelle stated that she had been in touch with the health board and that they would be coming in to review the space. She stated the County has already given her a business license for the store, pending town approval. Strickler stated that, unless there were structural changes to the building, the Town really only controls the zoning and uses of the property, not anything pertaining to business licensing, the health department, etc. The group then discussed the fact that the parking in front of the applicant's property has been eliminated, and that all customers would have to park in the back.

The chairman entertained a motion to the Board of Appeals. Carvel Wright made a motion to approve the special exception request, Rico Aiello seconded the motion, and the motion passed unanimously.

Recommendation and Vote to Schedule Planning Commission Workshop to Review the Boonsboro Comprehensive Plan (tentative date 03/12/2019)

The chairman stated that the group had settled upon this date at their February workshop. Rico acknowledged that he will be out of town on March 12th. The Commission agreed to have the workshop at 7pm on March 12th. Because of the environmental commission meeting, the commission agreed to have the meeting in the second floor conference room. Carvel Wright let the commission know that his last formal commission meeting would be the March 26th meeting, and that it was time for him to retire from the commission. Strickler noted that this resignation would mean that the commission would have another vacancy in the near future.

Planning Commission Vacancy (Interviews)

Tom Nittinger stated his desire to withdraw his candidacy for the position due to lack of time. Strickler stated that BJ Davis was not available for this meeting, and that he could be interviewed at the next meeting. Jon Hart was the first of three people to be interviewed.

Jon Hart (206 Potomac Street) stated he moved to Boonsboro from Austin, Texas last year. He detailed his non-profit experience. He explained that he is a software engineer, but that he has project management experience in the start-up business realm. He stated he has a B.A. and several different licenses. Jon stated that his strengths were in logistics, events coordination, etc. He stated they moved to Boonsboro because of its location, their love for old homes, the schools, and their proximity to outdoor amenities.

Benjamin Thomas (103 Green Fern Circle) stated that he and his wife have lived in Boonsboro for several years now (8 years). He stated he works for United Bank as a branch manager doing community banking (with his local branch being the United Bank branch on the Dual Highway in Hagerstown). He stated that he has two children in school locally. Ben stated that he does not handle the commercial side of banking, but that United Bank likely does have commercial clients in Boonsboro. He stated he only handles personal accounts and small businesses. He acknowledged that, if he were to be chosen for a commission vacancy, that he would recuse himself from voting on any issues, developments, commercial activity, etc. in Boonsboro that would represent a conflict of interest. Ben stated that he understands the development process from the perspective of a lender. His interest in the commission lies in the fact that he has young children and that he has an interest in the future development of the community. He stated that he supports responsible growth, and that he has heard about some of the proposed development around town. Ben stated that, on his end of town, it would be nice to have another restaurant option.

Stu Mullendore (3 Maple Avenue) stated that he is a lifetime resident of Boonsboro, and that he thinks that this is important because of his perspective on the Town. He stated that it has been difficult to watch the growth in Boonsboro while understanding many of the issues that come about because of that growth. He stated his qualifications, including the fact that he was formerly the Mayor of the Town of Boonsboro. His concerns were traffic, infrastructure development, and the delivery of services with respect to future growth. Stu stated that the Town has not given enough attention to roads and bypasses, and that the traffic issues are a huge problem in Boonsboro. He also stated that sewer collection and water distribution were major issues in this particular town. Rick Byrd commented that Stu has been an active participant at both Public Safety Commission meetings and Mayor & Council meetings. Strickler asked Mr. Mullendore, as a local resident, how he feels about Fletcher's Grove and the connection of Chase Six Boulevard to Maple Avenue. Stu reiterated that there are huge stormwater management issues in that area of Town, and that hopefully future development of the property fixes the issues.

PLANNING AND ZONING UPDATES

Recap and Follow-up from the Planning Commission February 5th workshop

Strickler noted that, as discussed during unfinished business, the map amendment issue with remaining portions of the Easterday / Preserve at Fox Gap, LLC property will be addressed during our next Comprehensive Plan update.

5G Small Cell Ordinance

Strickler noted the impact of the FCC regulations regarding 5G and its impact on the control of the process. The Commission noted it might be in the best interest of the Town to hire a contractor to do a study on 5G implementation. Strickler added that the Mayor and Council will have the 5G ordinance on their March 2019 workshop agenda. The Planning Commission will provide input to the Mayor and council after the Planning Commission's March Workshop. The group agreed to add it to the agenda. Discussion also included that becoming certified as a smart city could provide additional controls on the process.

March 2019 Regular Meeting- Sycamore Run As-Builts and Bond Reduction Requests for Phase III, Pump Station, and Phase 11 (95% reduction for Phase 1).

Strickler noted that the Town and its consulting engineers will review bond reduction requests for Sycamore Run in March. He also noted that there are currently several sinkholes near storm water ponds in the development. Discussion amongst commission members included a recommendation that a cost estimate on correcting the sink hole problems should happen prior to releasing the bond. Strickler noted that he will send in engineers to provide and estimate prior to

any other bond reductions. Strickler also noted Phase III bond reduction requests were submitted, but that the developer has several things to complete in that phase of development.

Other Development Updates – Sycamore Run Update, Fletcher’s Grove Update (February Board of Zoning Appeals – February 19th @ 7pm)

Strickler noted that the BZA approved Fletchers Grove 3 to 1. Plans should be forthcoming to the Planning Commission.

CITIZEN COMMENTS

None

COMMISSION MEMBER COMMENTS

None.

ADJOURN

Respectfully submitted,

Ethan Strickler,
Town Planner / Zoning Administrator

**BOONSBORO ECONOMIC COMMISSION
MEETING MINUTES
FEBRUARY 27, 2019**

The Boonsboro Economic Development Commission met on February 27, 2019 at the Kauffman Annex.

In attendance: Chair George Messner, Secretary Vickie Messner, Commission members Carol Blessing, Kristin Bowl, Bruce Wilder, and Council liaison Marilee Kerns. Guest Raya Weichbrod (Talon Studios), Mayor Howard Long, and Town manager Paul Mantello were also in attendance.

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

A letter was received from Hospice thanking the EDC for the donation of \$325 toward the Veterans Patient Room naming opportunity at Doey's House. The entire pledge of \$1,000 has been met.

The minutes from the December 19, 2018 meeting were approved as written. Motion to approve: B. Wilder, Second: C. Blessing. Motion carried.

The next **Networking Breakfast** is scheduled for Thursday, March 21, 2019 @7:30AM at Vesta. Notification will be sent by March 13th, reservations requested by March 18th. Susan Small from the Washington County Department of Business Development will be the speaker. No speaker will be scheduled for May; the meeting will be an open forum for addressing business and tourism issues.

Old Business

Ideas for shopping local

Extending the discussion from the last meeting for the need of a tourism website, Kristin Bowl has prepared a proposal for the creation of this website. She will send the proposal by email to EDC commission members for suggestions and comments. The recommendations will then be sent to Town Manager Paul Mantello to prepare and submit a Request for Proposal (RFP). It was suggested monies from the Hotel/Motel tax contribution from the county could be used for creation and maintenance of the website. It was recommended a coalition of businesses/downtown partnership be formed to contribute input toward website development.

It was strongly advised to create a list of available commercial spaces in the Boonsboro area, and to have it included on the Washington County and Town of Boonsboro websites. It was also suggested creating a packet to promote the town as a future site for those looking for business opportunities.

Paul Mantello and Ethan Strickler will be meeting with Kara Norman, Executive Director of the Downtown Frederick Partnership to discuss grant writing for downtown capital improvement projects and any general consultation/referrals she can offer.

Advertising

Information for the Spring/Summer rack cards will be sent to the designer by March 1. Rack cards will be distributed with the utility bill/newsletter at the end of March, and will be available at various locations throughout the town.

Second Saturday

An event is being planned for the second Saturday in October (12th). It will have an Autumn/Halloween theme. This will be a Family Night Out. There is support from local businesses and the Events Committee, but a coordinator is needed.

Events

2019 USA Cycling Event (June 20-23)

The Visit Hagerstown/Herald-Mail Media is customizing a sponsorship packet for the Boonsboro EDC.

The Sprinter Level Sponsorship (\$2,000) will credit \$1,000 in-kind support and \$1,000 contribution from the EDC. (Note-Last year the EDC contributed \$500 sponsorship, \$395 Herald-Mail ad, and \$140 inserts for welcome bags, which is the same amount to be spent this year). A motion was made by C. Blessing to contribute \$1,000 to the Sprinter Sponsorship Level. Second: B. Wilder. Motion carried.

Planters

Two bids were received for planting the six receptacles on the square and in front of the Annex. A motion was made by K. Bowl to accept the bid from Nature Boy's Landscape. Inc., which quoted \$250/season. Second: C. Blessing. Motion carried. Although watering would be provided at a cost of \$40 per watering when needed, it was determined watering could be performed by town maintenance or business volunteers.

New Business**Budget**

Budget items reviewed, all entries are now up to date. It was recommended to begin working on the proposal for the 2020 EDC budget. Mugs will need to be reordered. It was suggested to conduct a contest to design a new logo for the next mug.

New Businesses

Town Planner Ethan Strickler submitted his report by email. He has received two zoning permit applications: Enkore Signs (146 S. Main St.) and My Mini Mart & Spirits (23 S. Main St.). The latter must go through the Board of Appeals process because it requires a Special Exception in the town center zone.

Signage

The Welcome sign near the roundabout south of town was tabled for future discussion. Completion of the construction, sign design, cost, and State Highway Administration specifications will need to be determined before any action can be taken.

Next meeting: April 24, 2019

Motion to adjourn: K. Bowl, Second: C. Blessing. Motion carried. Adjournment: 10:20AM

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, February 12, 2019

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

ABSENT: Anthony Dowell

PRESIDING: Chairperson Vesely called the regular meeting to order at 8:20 PM.

APPROVAL OF MINUTES: November 2018 and January 2019 minutes were approved as read.

OLD BUSINESS:

The BEC contributed an article to the January town newsletter providing information about plastic straws along with some great suggestions for plastic straw alternatives. Many thanks to Laura Schnackenberg for her contributions to the article.

Annual Report: Chairperson Vesely distributed the BEC Annual Report for review and comment. The BEC approved the Annual Report with updates.

NEW BUSINESS:

Application received for a potential new BEC member, Alison Preston. Chairperson Vesely will ask Preston to attend the March BEC meeting for Q&A from existing commission members.

Anthony Dowell: Due to competing work and family obligations that conflict with scheduled BEC meetings, Anthony will be unable to attend BEC meetings for the foreseeable future. He would, however, like to stay on as an active BEC member if possible. Town Liaison Hanson suggested that we consider an "alternate" member who could participate in every way like a standing member but wouldn't be able to vote unless a standing member was absent. Chairperson Vesely will review the BEC charter to verify how many members and alternates are allowed on the BEC.

SUBCOMMITTEE REPORTS

Farmer's Market – A Vendor meeting was held on February 5th with approximately five vendors in attendance. Changes to the market and events for the 2019 season were discussed. No final decision was made in regard to the location of the market (some vendors prefer to set up on the grass, others on the blacktop). Flyers remaining from last year will be used this year, but there is a need for some additional posters and step-in signs. The Farmers Market will be closed during the week of the carnival. Overall, there was good discussion with the vendors, and the meeting went well. The vendors and FM Committee are hoping to increase attendance over 2018 and have a great schedule of events slated for 2019.

Waste Reduction – No report

Trees – There will be an Arbor Day tree planting again in conjunction with the stream/park clean up event.

There is \$15,000 remaining from the grant for the Shafer Park trails which is to be used by the Tree Board for additional tree plantings around the new paths. The Tree Board will be working with the town and the Park Board to select trees.

Public Education/Outreach – The BEC and community guests enjoyed an excellent presentation by Joyce Tuten, "Understanding Climate Change" tonight prior to the regular BEC meeting. Joyce's presentation was excellent and very informative.

Green Team – We want to start thinking about sustainable Maryland projects for which we can get credit. Chairperson Vesely will look at the list of possible projects and see if there's anything suitable for us. Chairperson Vesely has also been working with Town Planner Ethan Strickler to identify some potential locations for a Community Garden.

Monarch Butterfly – Chairperson Vesely suggested a couple of locations for possibly adding additional monarch butterfly gardens. Vesely suggested that BEC members give this some thought to other potential locations, and we'll continue this discussion at the March BEC meeting.

TOWN UPDATE – Council Liaison Hanson suggested that the BEC may want to consider attending an occasional planning commission meeting to ensure that environmental concerns are not overlooked during the planning process.

COMMISSION MEMBER COMMENTS - No commission member comments.

ADJOURN: The meeting was adjourned at 9:01 PM.

Respectfully submitted by
Amy Jones, BEC Secretary

*Next meeting: **TUESDAY, March 12, 2019** – Boonsboro Town Hall. Regular meeting at 7:00.

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.

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, familial status, religion, or disability. To file a complaint of discrimination you may file in person with, or write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-9410 or call (800)795-3272 (voice) or (202)720-6382 (TDD)".