

Boonsboro Public Safety Commission  
Meeting Minutes  
Thursday March 15, 2018

Present: Chair Tony Nally, Terri Hollingshead, Sgt. Morgan, Rick Weaver, Marty Love, Rick Byrd

Mr. Nally called the meeting to order at 7:00 pm

February Minutes approved; motion by Marty and 2<sup>nd</sup> by Terri

Citizens in attendance:

Rick Byrd addressed a concern brought to him by a citizen. Center Street coming from school & maintenance bldg., there are red curbs on the left, but right side has partial curbs and no red paint. Owner of house behind BB&T has sales and cars parking there are hindering traffic. Red curbs need painted to keep this from happening.

**Old Business:**

- SHA implemented new speed limits in town
- Tony is still trying to contact Encore Kids for NNO
- Keep ears open for new members for PSC
- Tony is still working on contacting Bd of Ed for info on installation of solar speed cameras at Mapleville by schools

**New Business:**

- The House Bill 959 introduced by Neil Parrott will hopefully help with the pedestrian crosswalks. We will forward a vehicle law to the Town to publish in the Newsletter and possibly put on the Facebook page, so pedestrians and vehicles can become familiar with this law. See attached letters.
- EDC wants to meet with the PSC on May 17<sup>th</sup> to discuss parking recommendations in town.
- Forwarding info to the Town to publish about looking ahead to NNO on 8-7-18.
- Terri made a motion to submit all potential employees' names for a criminal and financial background check. Ricky Weaver 2<sup>nd</sup> motion. Forward to council for consideration.

**Boonsboro Police Report:**

- Sgt. Morgan reported they served 6 warrants this month.

**Fire and Rescue Report:**

- Marty reported a big shipment of smoke detectors have arrived, to be installed in the near future

**M & C Report:**

- Rick Byrd reported Planner withdrew. Tentative vote to hire new one. Bruce Zimmerman hired as interim manager. Resumes being looked at. Currently having weekly budget mtgs.

**NO MEETING WILL BE HELD IN APRIL, BUT ANY IMPORTANT ISSUES WILL BE EXCHANGED BY EMAIL AMONG MEMBERS OF PSC.**

Meeting adjourned at appx. 8:05 pm

**Boonsboro Park Board**  
**March 28, 2018**

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

**Absent:** Jeff Davidson

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

The February minutes were read and approved. Motion to approve Greg, second Chris. All approved.

**Old Business:**

**Equipment Purchases:**

Park Board reviewed the update of purchased items of the CPP Grant. Most items have been ordered and/or arrived and have been paid. Handicapped water fountain, safety signage, picnic table, and a jet spring and/or animals need to be ordered. There was discussion about purchasing additional metal folding chairs for the Community Center. Marilee suggested checking Cochran Auction which she will do.

**Trout Derby:**

Everything is in place for the event on May 5. There is \$1,170 in donations from last year because the event was rained out. Gift certificates will be bought for the children. Hoping for a sunny day this year!!

**Employee Lunch:**

Park Board members treated the maintenance men to lunch on March 15 to show our appreciation for everything they do to help at the park events. The guys were very appreciative and enjoyed a great lunch.

**Tree Board/Arbor Day:**

Stream/park cleanup and tree planting is April 22 1-4 p.m. A program in the library is scheduled for Saturday, April 21<sup>st</sup>.

**Movies:**

Greg will be checking about license and dates for movies in the park.

**Concerts:**

- May 20 - 7 pm – Boonsboro High School Band
- June 29 – 7 pm - US Navy Country Current
- July 8 – 7pm - Williamsport Jazz Band
- Aug. 5 – 6pm - South Mountain Jam
- Aug. 18 – 7pm - US Navy Cruisers
- Aug. 26 – 7pm - Plate Scrapers
- Sept. 23 – 3pm - Mason Dixon Barbershop Chorus

**Mural:**

Sandy will be meeting with BHS art teacher, Luke Harteis, about the completion of the mural in the park.

**Wagon Train:**

The event is May 20. There was some confusion about the funding for the event.

**New Business:**

**Friends of Shafer Park:** Laura will check with Kim about the history of this group so guidelines can be developed for their purpose: beautification, fundraising etc.

**Environmental Commission:** There will be a presentation, "When Trees Were Old," on April 10 at 7pm at the Community Center by Jim Cummins from the Potomac Audubon Society.

**Other:** Mary and Dave Baker, American Heroes Motorcycle Association, came to the meeting on March 28 to inquire about using the park on Oct. 20 for a community awareness and involvement for first responders. More information is needed.

Park Board wanted to check about possibly changing the date for the spring curbside bulk trash pickup because that would be the first night of the carnival.

Park Board recommends to Town Council to close the restrooms the Monday after the last weekend of October. Motion Rich, second Sandy, all approved.

Next meeting – Park walk through April, 25 at 6:30.

Respectfully submitted,  
Sandra Shifler  
Secretary

**BOONSBORO MUNICIPAL UTILITIES COMMISSION  
REGULAR MEETING  
March 8, 2018**

*Notes: Motions are in bolded text below. All procurements will be compliant with the State of Maryland Procurement Regulations and the Town of Boonsboro Procurement Policies and Procedures and associated approval authorities.*

The Boonsboro Municipal Utilities Commission (BMUC) held its regular meeting on Thursday, March 8, 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, Town Manager Megan Clark (in her last official Town Meeting), Interim Town Manager Bruce Zimmerman, Utilities Superintendent Pete Shumaker, and Public Works Supervisor Greg Huntsberry. Chairperson Loeber called the meeting to order at 7:00 PM.

Meeting Motions:

**The February 8, 2018 Regular Meeting Minutes were reviewed and Commission Member Hoffman motioned to approve as presented. The motion was approved.**

**The February 2018 Treasurer's Report was presented by Commission Member Hoffman. Commission Member Harr motioned to approve the report as presented. The motion was approved.**

The February 2018 Budget to Actual Monthly Report was presented by the Town Manager and reviewed and discussed by the BMUC Members.

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 January 2018 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 of 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 February 2018 Bills to be Paid Report was presented by Commission Member Hoffman. Commission Member Kennedy motioned to approve the payment of the bills as presented. The motion was approved.**

Unfinished Business:

Sewer Line Project Replacement – Status Update

The Town Manager and subject matter expert (SME) Brian Hopkins, Ph.D., the recently departed Town Engineer who is under contract to the BMUC to support the oversight and engineering aspects of the project provided a status update. The kick-off meeting had taken place and there were no significant items identified by any of the parties during the meeting. The project is scheduled to begin in early June and is anticipated to be completed within four (4) to five (5) weeks after start. The Utilities Superintendent, Public Works Supervisor, and SME Brian Hopkins will coordinate to provide the day to day oversight and certifications of completion to specifications and testing and acceptance/final approval sign-offs of

the work. The BMUC will be provided with periodic status updates and information as appropriate throughout the duration of this project.

### Monthly Billing

The options that have been discussed in previous meeting and evaluated for the BMUC billing cycles were discussed. The two (2) primary options were:

1. Continue with the entire system quarterly billing cycle this is currently in place.
2. Divide the BMUC customers into three (3) groups based on a combination of location and usage that results in groups that have fairly equal total invoice amounts. Then begin a billing cycle that covers each of the three (3) groups in successive months and then invoices each of the groups on a quarterly basis so that BMUC is invoicing customers monthly throughout the year instead of all on a quarterly basis as is the current billing cycle practice.

The evaluation revealed the high likelihood that the billing option described under number 2 above would likely result in a twenty (2) percent increase in the cost of the billing process and disrupt the availability of staff for other critical activities and support during the year. So, it would take more time and therefore increase the cost because, many of the activities have a baseline level of effort that only has efficiencies associated with a larger number of customers as is the case for the process in number 1 above. Additionally, because it is continuous process under the number 2 scenario there is an impact to the availability of staff to conduct other critical and regulatory required activities under the current total labor hours of the current staff and the associated lower level of effort under the number 1 scenario.

**A motion was made by Commission Member Hoffman that the BMUC will continue with the current billing process as the most effective and efficient method and that the process will be periodically evaluated to identify a modification as needed to maintain that goal. The motion was approved.**

### New Business:

#### Review of Draft RFP for bid for Future Water Facilities

The Town Manager and subject matter expert (SME) Brian Hopkins, Ph.D., the recently departed Town Engineer who is under contract to the BMUC to support the development and issuance of a Request for Proposal (RFP) for a new, comprehensive, and independent water system study presented the Draft RFP. The BMUC Members previously discussed the recent water loss investigation activities and results, capital improvement projects lists, development update discussions and expectations, and previous and proposed studies relative to the understanding of and need for future facilities. The conclusion was that a new, comprehensive, and independent water system study was needed to reflect the current system particulars that have changed significantly since the previous study which was performed more than ten (10) years ago. This study is designed to provide a detailed understanding of the current water supply and distribution system conditions, limitations, and independent information set that can effectively and efficiently be used to accurately prioritize the capital improvement projects on the list and/or identify additional projects that may be needed. Additionally, this report will provide independent information that will facilitate informed negotiations with developers on services and associated cost sharing relative to development plans. The technical and proposal requirements aspects of the Draft RFP as presented were discussed by the BMUC Members. It was noted that the proposal evaluation would be a best value assessment. This assessment would be based on the approach, experience, and cost aspects of each submitted proposal. The overall ranking would be used to select the best value from those proposals that were determined to be fully responsive to the RFP requirements. The total cost of the study is expected to be approximately \$ 50,000.00 for the critically needed components and there may be some beneficial aspects that could also be procured if determined to be desirable after the review of the proposals received has been completed. The study is in the Fiscal Year (FY) 2019 budget.

**Commission Member Harr motioned that the Draft RFP was determined to be acceptable for issuance and that it be issued as a Final RFP via the vehicles available to the State of Maryland municipalities to maximize distribution and therefore competition on the RFP. The motion passed.**

## Cash Flow Recommendations

The cash flow considerations of the sewer and water funds have been the subject of numerous discussions relative to assessing the situation and determining the potential for cash flow

## FY 19 Budget

The BMUC finalized the FY 2019 Sewer and Water Fund Budget Estimate Plans in preparation for requesting approval by the Mayor and Council consistent with the Town of Boonsboro Charter. Additionally, the BMUC finalized a Five (5) Year Sewer and Water Used Rate Schedule in preparation for requesting approval by the Mayor and Council consistent with the Town of Boonsboro Charter. The preparation, review, revision, and finalization of these items were conducted consistent with the recommendations of the Budget Task Force as detailed in the final report and the Town of Boonsboro processes and procedures. These items were also presented and discussed during two (2) Mayor and Council Budget Workshop Meetings that were open to members of the public and other BMUC budget process stakeholders. These items are detailed in the list below.

1. 2019 Sewer Fund Budget Estimate Plan – Supporting information includes the Summary Overview and selected supporting information such as capital improvement projects and five (5) year revenue and expenses projections.
2. 2019 Water Fund Budget Estimate Plan – Supporting information includes the Summary Overview and selected supporting information such as capital improvement projects and five (5) year revenue and expenses projections.
3. Five (5) – Year Sewer and Water User Rates Schedule.

**Commission Member Kennedy motioned that the 2019 Sewer Fund Budget Estimate Plan be approved and forwarded to the Mayor and Council requesting approval consistent with the Town of Boonsboro Charter. The motion was unanimously passed.**

**Commission Member Harr motioned that the 2019 Water Fund Budget Estimate Plan be approved and forwarded to the Mayor and Council requesting approval consistent with the Town of Boonsboro Charter. The motion was unanimously passed.**

**Commission Member Kennedy motioned that the Five (5) Year Sewer and Water User Rates Schedule be approved and forwarded to the Mayor and Council requesting approval consistent with the Town of Boonsboro Charter. The motion was unanimously passed.**

## Spring Newsletter

The Spring Newsletter and potential important BMUC stakeholder information exchange topics were discussed. It was specifically noted that space was very limited for this particular newsletter because of other competing Town topics. The BMUC has been providing a greater number and amount of stakeholder information items both on the Town website and in the newsletters over the last year. As a result, the BMUC has asked the Town Manager, working with the BMUC support staff to include the most applicable information for this quarter given the space constraints of this specific newsletter.

## MD Rural Water Association – Annual Conference Registration

The subject conference was discussed and the benefits of having the staff that supports the BMUC attend were identified. Attendance at these types of conferences have numerous operational and information/experience exchange networking benefits that are directly applicable to the effective and efficient continuous improvement processes of both the sewer and water systems. Attendance is included in the FY 2019 budgets and staff are approved via the budget process to participate consistent with the budget levels in any given year.

## Short Course Registrations

The subject short courses were discussed and the benefits of having the staff that supports the BMUC attend were identified. Attendance at these types of courses have numerous operational and information/experience exchange

networking benefits that are directly applicable to the effective and efficient continuous improvement processes of both the sewer and water systems. Attendance is included in the FY 2019 budgets and staff are approved via the budget process to participate consistent with the budget levels in any given year.

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.

Utilities Report – Pete Shumaker, Utilities Superintendent’s report focused on the items previously discussed in these Meeting Minutes.

Public Works Report – Greg Huntsberry, Public Works Supervisor’s report focused on the items previously discussed in these Meeting Minutes.

Special Recognition

The BMUC Members, Mayor and Council Liaison, Utilities Superintendent, and Public Works Supervisor all provided statements recognizing departing Town Manager, Ms. Megan Clark for her above and beyond dedication and significant efforts and accomplishments during her tenure with the Town of Boonsboro. Her efforts have resulted in improved formality, documentation of basis and information that supports a better understanding of decision processes and resulting decisions, and integration of related aspects into all activities. She will be sorely missed and she has our very best wishes for every success in her new and exciting endeavor. **THANK YOU MEGAN AND BEST WISHES!** Sincerely, the BMUC Members.

Adjourn:

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

Respectfully Submitted,

Ernie Harr  
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, March 13, 2018**

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

**ABSENT:** Jessica Renner, Scott McIlwhee, Leah Grasso

**PRESIDING:** Chairperson Vesely called the meeting to order at 6:08 PM.

**APPROVAL OF MINUTES:** After review and unanimous committee vote, Chairperson Vesely declared the February 13, 2017 meeting Minutes **approved with corrections**.

**UNFINISHED BUSINESS**

**Apple Valley Waste:** Having received no reply to repeated outreaches, the suggestion was made that Vice Chairperson Schnackenberg contact Steve Blickenstaff at Apple Valley Waste for assistance with scheduling a tour of their single stream recycling facility.

**NEW BUSINESS:**

**Urban and Community Forest Grant (UCF):** The UCF will match 100% up to \$2000 for the purchase of trees. Invoices for the first half of the year are due June 25, 2018. The BEC previously approved budgeted funds to be spent on trees. Suggested planting areas include the new tot lot near the police station (in coordination with the police department so as not to impede any views of the park), near the senior housing by the school complex, at Shafer Park to replace trees that have died. There may also be a need to add additional trees and plantings in two years or so once the walking path connecting both sides of Shafer Park are complete.

Chairperson Vesely visited "Constitution Gardens" in Gaithersburg which is a "Natural Park" featuring natural hardscapes such as tree stumps and limbs for climbing and playing, in addition to nature trails and a butterfly garden.

**SUBCOMMITTEE REPORTS**

▪ **Farmer's Market** – Farmer's Market vendor meeting was held February 22, 2018 and was well attended by both new and returning vendors. Three vendor applications have been received to date. The Farmers Market flyer is ready for distribution in the Q2 water bill.

Chairperson Vesely attended the Farmers Market Annual Conference in Annapolis and came away with some excellent information to share with the Farmers Market committee.

▪ **Waste Reduction** – Town Council Liaison Schmidt shared that it was discussed at the most recent town council meeting that the BEC should come up with a flyer with suggestions on how to reduce glass usage in light of glass no longer being allowed for recycling as of July 1, 2018. This is already in the planning stages with BEC for distribution in the Q3 water bill.

Schmidt also shared a flyer listing suggestions for how to reduce plastic consumption. BEC is investigating the possibility of posting the list on the town website.

- **Trees** – Meeting was held February 21<sup>st</sup>. The committee discussed the DNR grant, and the upcoming DNR Roadside Tree Care class that will be held at Town Hall in May.
- **Public Education/Outreach** – A reminder that Jim Cummins will be presenting: *When Trees Were Old: Humans and Environmental Change in the Potomac Watershed* on April 10th at 7:00 pm in the Community Center. We hear this is an excellent presentation, and encourage everyone to attend!
- **Green Team** – No report.
- **Monarch Butterfly** – no report

### TOWN UPDATES

Town Liaison Schmidt reported that there will be a budget meeting on March 14<sup>th</sup>, and the town is appreciative of the BEC's voluntary proposed reductions to their budget.

### COMMISSION MEMBER COMMENTS

Stream clean up/Arbor Day/Earth Day is Sunday April 22<sup>nd</sup> from 1-4 at Shafer Park.

**ADJOURN:** The meeting was adjourned at **6:56PM**.

Respectfully submitted by  
Amy Jones, BEC Secretary

\*Next meeting: TUESDAY, April 10, 2018 – Boonsboro Community Center for the presentation by Jim Cummins (7:00 p.m.)\*

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

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