

Public Safety Committee Meeting

April 25 2019

Present: Chad Matthews, Jen Paugh, Greg Seymour, Rick Stevens, Jean Burns & Ray Hanson,
Council Liaison

Chief of Police-Kevin Morgan

Council Member-Teri Hollingshead

The meeting was called to order by Chad Matthews At 1900 hours. Teri Hollingshead was not included in the March minutes. The March minutes were approved as amended with Teri's name added. Rick Stevens made the motion to accept and Greg Seymour second the motion.

The February minutes were approved. Rick Stevens made the motion to accept and Jen Paugh second the motion.

Old Business: Reminder of the Cert Training to held in May. Drug take back program was discussed.

New Business: Speeding in Sycamore Run was discussed. This is still private property and once the area is turned over to the town action can be taken i.e. posted speed signs.

Chief Morgan stated the speed trailer was placed at Josiah Lane and there were 357 cars through the area. Two cars went over the posted limit of 10MPH at 22-23 MPH. Nine cars went over the posted limit at 20-21 MPH. Chief Morgan also monitored speed at Eric Kitchen's home and noted most incidents were not from speeding but from motorists not paying attention. There has been obscenities spray painted on the Bathroom walls in the park prior to locking them for the night.

EMS Report: Annual Carnival to be held May 24 through June 1, 2019. Jean invited members of the committee to come and help in the Food. Fund Drive has been mailed.

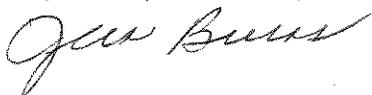
Ray Hanson reported that he spoke to Sheriff Doug Mullendore regarding police coverage for the area. A meeting will be set up in the future. He also reported that the Fire Department is purchasing a used engine.

Teri Hollingshead reported that Linda Poffenberger is the person to contact regarding the upgrade to the Crosswalks. When sidewalks are upgraded there will be flashing lights also present.

Reminder: Green Fest 5/18/19. National Night Out will be held in August.

Meeting adjourned at 8:20 PM. Next Meeting will be May 16, 2019 @ 1900 hours.

Respectfully Submitted,



Boonsboro Park Board

April 24, 2018

Present: Laura Schnackenberg, Greg Solberg, Isaac Whitmore, Chris Hawkins, Rich Hawkins, Sandra Shifler, Marilee Kerns, Rick Weaver, Ethan Strickler

Absent: Jeff Davidson

The meeting was called to order by Chairperson Schnackenberg at 6:35 pm.

The March minutes were read and approved by all members. Correction to the minutes: The family of Dennis Reese, not John Reese, was asked for input about a tree selection and location in his memory. Sorry for the error.

Unfinished Business

Ethan Strickler attended the meeting to update and discuss several ongoing projects:

- * BEC approved the purchase of additional trees through the Maryland Tree-Mendous program to be planted in the park.
- * An additional bench and two shade structures will be purchased with funds from the Community Parks and Playground Grant. The shade structures will shield the benches near the tot lot in the new park.
- * Park Board decided to proceed with the purchase of a handicap swing.
- * The Trail Project to connect the old and new park has been funded, \$108,000 from the State, \$12,000 from the Town. After discussing the placement of the trailhead it was decided to confer with the engineers for their ideas for the best placement. The lacrosse field boundaries will have to be adjusted so they won't infringe on the trail.

Budget for FY2020

After discussion it was decided to request a 5% increase in funds to cover the rising costs of movies and concerts. Motion Greg, second Isaac, motion carried.

Strategic Plan

This will be developed in the coming months.

Earth Day/Arbor Day/ Park Clean-up – April 28 1-4 pm

Everything is in place for the park and stream clean-up, tree planting, etc. Jeff will present an Arbor Day program in the library on April 27.

Trout Derby – May 4 8:30 am – 1:00 pm

Everything is in place for the event. Donations from the community total \$925 to purchase prizes, food, etc. Town maintenance will help with tent setup, signs, clean up, etc. Park Board members thank the maintenance crew for everything they do to make park events a success. We could not do everything that is needed without their help.

Wagon Train – May 19

Everything is in place for the event: concessions by Post 10 Auxiliary, spinner, ponies, and blacksmith have been contacted. Arrival should be about 12:30.

Born Learning Trail

Laura will meet with Kathy Saxman in July at a date to be decided. Members of the Park Board will be contacted when a date is decided.

Movie Nights

June 15 – Mama Mia, **July 20** – Bernie the Dolphin, **August 17** – Mary Poppins Returns, **September 21** – How to Train Your Dragon, The Hidden World.

Concerts

May 19 – BSHS Wind Ensemble, **June 14** – South Mt. Breed, **July 14** – Jeff Taulton and South Mt. Jam, **Aug. 10** – US Army Downrange, **Aug. 24** – US Navy Cruisers, **Sept. 1** – Mason Dixon Barbershop Chorus.

New Business

Concrete slab

It was suggested by Greg Huntsberry to install a concrete slab under the benches at the gazebo, an area about 36 ft. x 30ft. Town maintenance crew would do the work. A recommendation for this project to Town Council is made by the Park Board. Motion by Rich and second by Greg Solberg, with an amendment to use pavers instead of a slab because of Wash. Co. Storm Water Management Policy, motion carried.

Member Re-appointment

Greg Solberg will be reappointed for another term.

Pavilion 2

A motion was made by Greg and second by Chris to rename Pavilion 2 in memory of Shirley Metz, all were in favor. The family will be contacted for their input before anything is decided.

Independence Day

Discussion at the May meeting.

Park walk - through was conducted after the meeting.

Next meeting – May 22

Respectfully submitted,
Sandra Shifler
Secretary

Maintenance Issues

1. Pavilion 2 – holes in poles facing the flagpole
2. Water fountain near Pavilion 4 does not work
3. Band shell – hole in concrete of top step
4. Plaque on right of band shell - top bolts are loose
5. Restroom by the boy scout building: men's - drain cover is missing
women's - needs to be cleaned
handicapped women's water supply needs repair
6. Gutters on the boy scout building and restrooms need to be checked for leaves etc.
7. Large piece of stone is missing on the pavilion side of bridge 2.

The park looks good except for these few repairs. Maintenance crew does a great job!

BOONSBORO MUNICIPAL UTILITIES COMMISSION
REGULAR MEETING
April 25th, 2019

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, April 25, 2019 in the Charles F. "Skip" Kauffman Building's Meeting Chambers. Participants included Assistant Chairperson Todd Kennedy (via telephone) and Commission Members Eldon "Jake" Jones, Robert "Bob" Sweeney, 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. Bob Sweeney called the meeting to order at 7:00 PM.

Public/Other Comments:

Adam Rupert, 6901 King Road – Adam came to speak about his water bill. Adam received about a \$7,000 water bill due to a water leak. He came to ask the commission for some kind of forgiveness, or something that he could do, to relieve the extraordinarily large bill. Mr. Rupert felt as though he should have been called by Town Staff after there was suspicion of a leak, and that, as soon as he knew about it, he fixed the leak as soon as possible. He stated that there was no way for him to know that there was a leak due to no decrease in water pressure and the wet weather. Greg Huntsberry stated that there is about a week's time between when the guys read a meter and then get a re-read on a meter, a point at which they can tell if there is abnormal usage. Mr. Rupert asked to be forgiven (on next cycle's bill) for the ten days when it was apparent there was a leak before he found out about it and had the issue fixed. Council Member Nally stated that the BMUC does have a policy in place, and that the BMUC cannot make a decision based upon once case such as this. He indicated that they would not be able to give Mr. Rupert a decision at the meeting. Mr. Rupert stated that the leak had to have started sometime around the end of December or beginning of January. Greg stated that, based on their readings, the leak was almost 500 gallons per day at one point. Mr. Rupert stated that a bill like this would sink a lot of people he knows, and that if there was no forgiveness that it was going to really hurt. Discussion then surrounded BMUC and Town policies surrounding reading and re-reading meters. The commission stated that they would look at all the information and evidence, and that Paul would be in touch with Mr. Rupert.

Meeting Minutes

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

The February 14, 2019 Regular Meeting Minutes were reviewed and Commission Member Mose motioned to approve the Meeting Minutes as presented. The motion was unanimously approved.

Treasurer's Report

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

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

Unfinished Business:

Water System Meter Replacement Program – Status & Updates

Greg stated that they were going to need another 100 meters. He stated it would actually be a little cheaper than \$25,000 this time because some of the meters are in Fletchers Grove (21 meters are pro-rated, taking them from \$275 to \$170 per meter). He stated that, currently, every broken meter in Boonsboro is fixed.

Water Loss Detection and Mitigation

Paul gave the commission a water loss report. The leak detection professional that was contracted this spring estimated Boonsboro's total gallons lost per day to be around 90,000 (gpd). Paul and Greg stated it was a good exercise to do on a yearly basis for maintenance purposes, but that the Town still has not identified any major sources of water loss. Paul stated the Town's water loss is back to around 33% for the last two quarters. Paul stated that some considerable service line leaks were found in Keedysville. Pete, Greg, and Paul discussed testing the main line, the water line that runs between Crestview and Keedysville.

LED Lighting

Pete stated that this was discussed informally at the March meeting (which did not end up being a formal meeting after all).

New Business:

Fiscal Year 2020 Budget

Councilwoman Kerns presented the Mayor & Council's decision on salary spread for FY20. The Mayor & Council decided to carry 50% of the salary burden of the Town's administrative staff, with the BMUC bearing the other 50%. She stated that the Public Works salaries would be the same as the 50%/50% breakdown, and that police salaries would be entirely out of the general fund. She stated the BMUC would carry 100% of the water/sewer salaries. She stated they began to put together a FY20 budget for the BMUC. The Mayor & Council would like to present on Monday, May 10th (draft budget). The Mayor & Council is tentatively planning for a public hearing on June 10th (for the budget).

Bob Sweeney suggested a workshop session to look at the budget. The BMUC decided to schedule a special meeting to discuss the budget. They tentatively scheduled Tuesday, May 7th at 7pm.

Appointing a Chairperson

Paul stated that the BMUC should be more proactive at this time about appointing a chairperson. He also spoke about amending the BMUC section of the charter to allow the chairperson to vote. Discussion revealed it would be a pretty simple revision to the charter. The BMUC agreed to, at their next meeting, send the revision to the Mayor & Council to move forward with it, and that they would put it on the May agenda as unfinished business.

Ford Family Request for Water Service

Town Planner Strickler gave a presentation to the BMUC about the Ford Family and their request for water service. The Ford Family lives in the County along Alternate-40 adjacent to the Town's water line that extends northeast on Alt-40. Strickler stated the Ford Family can only divide off 5 lots from their county farm that is in a MALPF agricultural preservation easement. The County Health Department sent the Ford's a letter in March of 2019 stating that they had to deny the Ford's request to drill wells for drinking water on the property due to public health risks associated with groundwater contamination. The Maryland Department of Planning sent the Ford's a letter confirming that they would lift the restricted access designation of the Alt-40 water line for up to 5 residential lots for the Ford Family, meaning that the Ford's could tie in to the Town's water line up to the allotted 5 lots (EDUs). The Ford's provided this documentation to the Town.

The Town Planner recommended that the BMUC allow the Fords to apply for water service with a cap (maximum) of 5 EDUs that the Fords can purchase for the potential (maximum) of 5 lots on the Ford property. He recommended that the BMUC instruct the Fords to apply for those EDUs based upon the BMUC's existing "First Come First Serve" policy.

Dale Ford then came forward to speak on behalf of the family. He stated that the Ford's needed to do three additional perc tests on the farm, and that the County health department is driving their process now. Mr. Ford stated that, moving forward, they needed a commitment from the Town that they could have water access for up to 5 lots. He stated that two of the five lots must be release by MALPF in the near future. Therefore, the two EDUs for those lots may be needed sooner rather than later. The Fords wanted some kind of certainty that they can have water access for the aforementioned total of 5 lots.

Todd Kennedy asked where exactly Mr. Ford would be connecting on to our existing water system and who would pay for reaching the site where the Fords can hook on to the system. Strickler stated that the developer of the property would be responsible for running a water line from the existing water line along Alt-40 to the property in question. Mr. Ford stated that the property is across Old National Pike from the Scenic View Court area/subdivision. Mr. Ford stated his intent was to put the water line in back to the farthest lot (the owner's lot), so that all the future lot developers (his children) would have to do is tie into the line they put in to access the owner's lot. Todd Kennedy stated that Mr. Ford has done everything he can to try to accomplish his goal, and that the BMUC could make some type of motion for commitment but that they cannot guarantee taps. Mr. Sweeney stated that the BMUC should approve up to 5 taps for the Ford's based upon a first come first serve basis. He stated that the approval would be for up to 5 taps based upon availability on the water system at the time of application.

Town Planner Strickler stated that the Fords very specifically did what the Town has asked them to do, which was to get confirmation from the Health Department that drinking water wells could not be drilled on the property and to get confirmation from the state that the restricted access line designation could be lifted for the Fords for up to 5 lots. Strickler stated that the Town has an application process for water service, and that when the Fords are ready to put a residential structure on the property, they should apply for water service at the same time they apply for building permits.

The BMUC entertained the motion to grant the Fords up to 5 EDUs for water service based upon availability. The BMUC further stated that the motion should read, upon receipt of application and fees to the Town of Boonsboro for water service, the Town will approve water service requests originating from the Ford property for up to a total of 5 EDUs for the property based upon capacity of the water system at the time of application. The BMUC also noted that, as a part of their motion, the developer would be responsible for installing the water line providing access from the main to their property

following the Town's water specifications. Bob Sweeney made the motion, Bobby Mose seconded the motion, and the motion carried unanimously.

2019 Water and Sewer Specifications Updates

Town Planner Strickler stated that he incorporated all of the comments he received, including adding a statement on the title page that the specifications must be adhered to as a part of the development process. Mr. Sweeney asked if the BMUC could have copies of the new specifications for the Planning Commission joint meeting. The BMUC agreed to move forward with the specifications as revised and have staff upload them to the Town's website.

Reports:

The following reports were provided to the BMUC Members.

Utilities Report – Pete Shumaker, Water/Wastewater Superintendent, provided a brief summary of activities since the last BMUC meeting. **After discussion, the BMUC made a motion to purchase five of the pieces of equipment Pete uses (and needs) to weigh chlorine. Jake Jones made the motion, Bobby Mose seconded, and the motion passed unanimously.** Paul stated that the BMUC does have money in the budget (FY19) for the software/hardware upgrade necessary for the wastewater treatment plant, as well as for the generator. **Todd Kennedy made the motion to move towards buying the generator the BMUC had budgeted for. Jake Jones seconded and the motion carried.** Paul stated he would put together an RFP for the generator. After a discussion about the software upgrade, which would cost approximately \$130,000, **Jake Jones made the motion that the BMUC spend up to \$130,000 on the necessary software/hardware upgrades, Bobby Mose seconded the motion, and the motion passed unanimously.**

Public Works Report – Greg Huntsberry, Public Works Superintendent, provided a brief summary of activities since the last BMUC meeting. After discussion, **Todd Kennedy made a motion to purchase 100 water meters (and the lids that go with them), Jake Jones seconded, and the motion passed unanimously.**

Town Manager Report – Paul Mantello, Town Manager, provided an update on recent, upcoming, and ongoing activities across the Town. He spoke about an issue with a deduct meter at 11 N Main (the building where Subway is located). He stated there are similar situations at Mountainside Gardens and the football field. The BMUC had a discussion/update on the well project for watering the football field. The BMUC also discussed charging insurance companies for Town water used for firefighting in the area.

Town Planner/Zoning Administrator Report – Ethan Strickler, Town Planner/Zoning Administrator, provided a summary of the topics on the Planning Commission meeting to take place in the last week of April.

Mayor and Council Report – Mayor and Council Liaison, Anthony Nally, provided a brief summary of Mayor and Council activities since the last BMUC meeting.

Adjourn:

A motion to adjourn was made by Todd Kennedy. The Motion was unanimously approved.

Next Meeting is scheduled for Thursday May 9, 2019 at 7:00 PM.

Respectfully Submitted,
Ethan Strickler
Town Planner & Zoning Administrator

**MINUTES OF A MEETING OF THE PLANNING COMMISSION
TUESDAY, APRIL 30TH, 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: February 26th, 2019 Meeting and March 12th, 2019 Workshop

Rob Maricle asked the commission if they had any questions or comments on the February 26th minutes for their last Regular Meeting, as well as the March 12th minutes from the March workshop. The minutes were approved as presented.

2019 ELECTION OF OFFICERS – Election of Chairman, Vice Chairman, and Secretary for the following year and overview of Planning and Zoning Commission By-Laws

Commission member Parmelee made a motion to continue with the current chairman, vice chairman, and secretary for the next calendar year. Steve Jamison seconded the motion. The motion carried unanimously.

Acknowledgement of Carvel Wright's Retirement from the Planning Commission

The commission acknowledged the term of Carvel Wright, and presented him with a certificate of appreciation for his service to the commission. The April 2019 meeting was Carvel's last meeting. Carvel spoke to the commission and audience about his time and experience on the commission and serving the Town in other capacities.

UNFINISHED BUSINESS

High's Dairy Store – Site Plan Review BNSP19-01 – Review of Site Plan after Revisions were made following the February 2019 Regular Meeting

Darrell Volney of Messick & Associates spoke to the Commission about the changes they made in response to staff, engineer, and commission comments. He also spoke about the proposed modifications that they requested (via the modification application) for parking space modification (9' by 18' instead of 9' by 19' required by Town ordinances) and for entrance width modification (47' instead of the 40' maximum as requested by the commission). He included that they amended the exit from the car wash in order to alleviate any traffic congestion that may result from the car wash. Strickler noted that he sent the revised plans to ARRO for their review, and that Mr. Volney made the three adjustments that ARRO requested. He also let the commission know that High's would not be able to open, and possibly pull building permits, until the south end pump station upgrades are completed by the developer. Discussion that followed surrounded the work delay currently taking place at the Easterday development. Strickler provided an update, but relayed that the issue was primarily between SHA and the developer, and that even he does not know all of the details regarding the work stoppage.

Chairman Maricle stated that the commission would be in agreement with moving forward the staff recommendation of site plan approval contingent upon all other applicable agency approvals. The chairman also approved of staff's recommendation to approve the modification requests. High's and the engineer stated that they would get the project started once the developer completed their upgrades, and that their building process is typically a 120 day project period.

Town Planner Strickler reminded High's and the engineer to be sure to communicate with the neighboring property, Griffith, before construction because of the sheer height and property line setback of the retaining wall next to the neighboring property. Chairman Maricle asked if there was a setback issue with the retaining wall. Town Planner Strickler stated that these structures typically need to be 5 feet away from the property line. Maricle stated that the retaining wall and proper setbacks need to be addressed properly, and requested staff to send High's a letter confirming that the retaining wall meets setback requirements.

David Parmelee made a motion to approve staff's recommendations to approve the site plan contingent upon applicable agency approvals and approve the requests for modification, Rico Aiello seconded, and the motion passed unanimously.

NEW BUSINESS

BNAB19-01 - Sycamore Run As-Built and Bond Reduction Requests for Phase III, Pump Station, and Phase I (75% reduction for Phase III & Pump Station and 95% reduction for Phase I)

Town Planner Strickler gave a presentation to the Commission on the status of three As-Built reviews that were requested by the developer of Sycamore Run; for Phase I, Phase III, and the Pump Station.

Strickler began by presenting Phase I because the phase is nearly ready for a 95% bond reduction and one-year maintenance agreement. Strickler stated the surety for this phase of development is currently (approximately) \$400,000 (25% of original (reduced by 75%)). He stated that he and the consulting engineer Mike Hicks did their review in mid-April, and that the developers punch list items from the summer of 2018 had all been completed. April's review resulted in a small punch list that includes erosion issues along Monument Drive, and a few issues with stormwater ponds. Strickler noted that the County must give their approval before bond reductions can take place for all stormwater management facilities, and that County stormwater engineers have given the developer a punch list for Phase I. Staff stated that one final home along Monument Drive is still being built in Phase I, and that he recommends waiting until after the home is built to move forward with an approval for reduction. Staff's recommendation was to approve a 95% bond reduction and execute a one-year maintenance agreement for Phase I of the development contingent upon the punch list items being addressed, the completion of the construction of the home along Monument Drive, and approvals from all other applicable agencies (Washington County). Strickler stated that he would do a quick review and re-present this agenda item to the Planning Commission once the three things were completed. The commission agreed that the approval should not go to the Mayor & Council until the punch list, home construction, and agency approvals are complete. The commission agreed that \$80,000 (what would be left after a 95% reduction) would be more than adequate to address any other issues. Steve Oder said that the developer would definitely lay sod down along Monument to address the erosion issue. He noted that the developer uses TRIAD Engineering for all of their on-site civil engineering needs.

For the Pump Station As-Built Review, Town Planner Strickler stated he was relying on EcoLand Solutions review and letter for what needs completed. He also stated that the PWA for the Pump Station states that the bond should be held for one year after the completion of construction within the subdivision, meaning that they should wait to complete and vote on the as-built review for the pump station until after the last home is constructed and occupied in the subdivision. This will likely occur this summer. The commission agreed to revisit the pump station review when it is ready per the public works agreement.

For Phase III of development, which would be reviewed for a 75% reduction, Town Planner Strickler stated that he was going to wait to do a full review until after construction was complete in that Phase of the subdivision. Steve Oder thanked the Planner and the Commission for their time reviewing the As-Built.

BS2019-002 – Fletcher's Grove HOA Sign Application

Strickler gave a presentation on the Fletcher's Grove HOA's request to build a sign within the road and right-of-way for Tiger Way at the intersection of Tiger Way and Chase Six Boulevard. Shirley Marriot was present on behalf of Fletcher's Grove. Strickler stated that he presented the request to the Mayor & Council at their workshop in February. He decided to present the project to the Mayor & Council first because the project is entirely within a Right-of-Way, which is the jurisdiction of the Town. At that February workshop, the Mayor & Council gave their initial blessing to move the project forward for Planning Commission review. Strickler stated that the applicant submitted a Sign Permit application, and that it was approved pending Planning Commission approval of a site plan and Mayor & Council approval (formal approval) of the final proposed project. He stated the sign ordinance, unfortunately, does not specifically address the rules regarding signs in municipal rights of way.

Chairman Maricle stated that Bill Brennan should be able to give the Town requirements for signs in Municipal Rights-of-Way. The Commission discussed the dimensions and widths of Tiger Way and the proposed curb-cut for the sign project. The Commission approved of the initial idea, but wanted the following addressed; breakaway signage, firetruck access, truck access, crosswalks, road striping, and other issues. They stated that they would need more engineering input, a maintenance agreement, lighting requirements, etc. before giving formal approval of the sign project and sending it back to the Mayor & Council for final approval. They requested more accurate details and proper agency approvals to address their concerns, as well as the Mayor & Council's concerns, before moving forward. Site distance was also discussed as a

potential issue, and it was acknowledged that this would be a better project for site distance issues. Strickler stated they he would prefer to see a more formal plan that included crosswalks, road striping, and other features. Chairman Maricle said the Concept Plan was headed in the right direction, but that they wanted to see a more formal plan.

Carvel Wright made a motion to approve the concept of the sign in the Tiger Way right-of-way, but asked the applicant for a more formal site plan that addressed everyone's concerns before giving their approval, Rico Aiello seconded, and the motion passed unanimously.

Planning Commission Vacancy Interviews and Recommendation

Bertrand Davis, Jr. of 907 Brookridge Drive has his interview for the Planning Commission vacancy. He stated that he has lived in Boonsboro for six years. The commission and Mr. Davis had a discussion about growth in Boonsboro, his credentials for the Planning Commission vacancy, and his availability for attending meetings. Mr. Davis stated he has a particular interest in long-range planning for the Town, and detailed his volunteer interests in Town.

Chairman Maricle stated that the Commission has two vacancies to fill, and stated that he would start an email chain for further discussion about the applicants prior to the Planning Commission's May meeting, and that the Commission would vote on who they would like to choose for those vacancies at their May meeting.

PLANNING AND ZONING UPDATES

5G Small Cell Ordinance – Update and Recap

Town Planner Strickler let the commission know that the ordinance was passed, the procedural requirements were passed, and the aesthetic requirements were passed.

Potential Ordinance Development – AirBNBs, Yard Sale Signs, Revised Regulations and Permits for Fences under 6 feet in Height

The commission spoke about AirBNB's and the potential to pass an ordinance to regulate them. Strickler stated that Sharpsburg was drafting an ordinance. The Commission requested seeing the draft of Sharpsburg's ordinance at a later date to determine if further action was necessary.

The commission had a discussion on the need for a temporary sign ordinance (also referred to as bandit signs). They concluded no immediate action was necessary.

The commission had a discussion on the need for permits for all fences, not just fences taller than 6ft in height. The commission did not feel an ordinance or permit was necessary. Strickler brought the issue up because of a recent uptick in property line disputes involving fences. The commission agreed that property boundaries are determined by official surveys, and that it is a property owner's responsibility to know their property boundaries.

Development Updates

Strickler gave the Commission a brief update on the Easterday Development project.

He also informed the Commission that the Town was going to change its process with respect to Building Permits, and that, beginning in FY20, building permit applicants within the municipal boundary of Boonsboro would be applied for at Washington County instead of Boonsboro. Strickler stated that the largest benefits from this change would be a decrease in wait time for applicants with building permits and better reporting and recouping of fees with respect to building permit fees and excise tax. He noted he would give the commission more information leading up to the change.

Comprehensive Plan Update – Status Update

Strickler stated that the next Comprehensive Plan Update process would begin in FY21, and that we should begin to budget for the update starting in that fiscal year. He also noted he went to a meeting with MDP recently where he was able to get a better idea of what sections of the plan would need a more substantial update. Chairman Maricle stated he would like to schedule a workshop this calendar year to start the process.

Planning & Zoning Budget Request Form (FY2020)

The Planning Commission was happy with the proposed budget that was presented to them (Planning & Zoning Budget). Strickler noted the only major change was building permit fees, which was related to the administrative change taking place in the building permit application process beginning in FY20.

Doug Moore made a motion to accept the draft budget, Rico Aiello seconded, and the motion passed unanimously.

CITIZEN COMMENTS

None

COMMISSION MEMBER COMMENTS

The commission spoke briefly about the joint workshop with the BMUC and Mayor & Council scheduled for May 9th. Rob Maricle and Steve Jamison stated they could attend.

ADJOURN

Respectfully submitted,

Ethan Strickler,
Town Planner / Zoning Administrator

**BOONSBORO ECONOMIC DEVELOPMENT COMMISSION
MEETING MINUTES
APRIL 24, 2019**

The Boonsboro Economic Development Commission met on April 24, 2019 at the Kauffman Annex. In attendance: Chair George Messner, Vice-chair Terri Packard, Secretary Vickie Messner, Commission members Carol Blessing, Kristin Bowl, Robin Spires, and Council liaison Marilee Kerns. Town manager Paul Mantello and Town planner Ethan Strickler were also in attendance. The meeting was called to order at 9:05 AM.

Kristin Bowl will be attending the Jefferson County Tourism Summit in Harpers Ferry, WV on May 16-17.

The minutes from the February 27, 2019 meeting were approved as written. Motion to approve: C. Blessing, Second: T. Packard. Motion carried.

The next **Networking Breakfast** is scheduled for Thursday, May 16, 2019 @7:30 AM at Vesta. Notification will be sent by May 9th, reservations requested by May 13th. Paul Frey of the Washington County Chamber of Commerce will be the speaker. Future speakers: July- Tyler Hornbecker (Edward Jones), September- Audrey Vargason (CVB).

Old Business

Tourism website

Paul Mantello presented an RFP for a tourism website creation/maintenance package and an economic impact study. As part of the requirement for the website bid, it was suggested applicants also make a presentation. Motion to accept the RFP for tourism website and impact study was made by C. Blessing, Second by T. Packard. Motion carried by 4-1 vote.

Advertising

Spring/Summer rack cards were distributed through the second quarter utility mailings and are available at several local businesses and kiosks.

Second Saturday

Carol Blessing has reached out by email to local businesses to meet for discussion and to form committees for this October 12th event. It was suggested by Ethan Strickler to reach out to other municipalities (recommended Greencastle which has a similar event) to assist with planning.

2019 USA Cycling Event (June 20)

The CVB will be covering the costs of the Herald-Mail advertisement, the welcome bag inserts, and the banner for the EDC Welcome tent at the Time Trial site on Route 67.

Planters

The spring plantings are done. The timing for the change of season plantings will be determined by the vendor. The EDC wishes to acknowledge the local businesses who have agreed to keep the planters watered: Sherry's Beauty Salon, A Cut Above, Stone Werks, and Turn the Page.

New Business

Budget

With the exception of two entries yet to be posted, the current budget as presented is up to date.

2020 Budget

The commission members made recommendations for amounts for each category in 2020 budget. The members of the commission recommend the Council consider the amounts presented and be included in the 2020 budget. Motion: T. Packard, Second: R. Spires. Motion carried.

Strategic Plan

Paul Mantello has established a format for the commission to create a long range (3 years) strategic plan to state the commission's purpose; set goals and objectives; use funding, expertise, and skills to achieve the goals; and develop strategies to best use resources. The first step is to complete an analysis of strengths, weaknesses, opportunities, and threats. This should be a reoccurring agenda item.

Motion to adjourn: K. Bowl, Second: T. Packard. Motion carried.

Adjournment: 10:50 AM

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, April 9, 2019

PRESENT: *Commission Members:* Vice Chairperson Laura Schnackenberg, Leah Grasso, Amy Jones, new member Alison Preston, new Town Council Liaison Terri Hollingshead

ABSENT: Anthony Dowell, Scott McIllwee, Jessica Renner, Chairperson Kathy Vesely

PRESIDING: Vice Chairperson Schnackenberg called the regular meeting to order at 7:03 PM.

APPROVAL OF MINUTES: March 12, 2019 minutes were reviewed and will be voted on via email due to lack of a quorum.

NEW BUSINESS:

- Shepherd's Spring Retreat Center is having a Community Day April 27th from 9-2. Volunteers are needed to help spruce up the grounds for the coming season. Lunch will be provided.
- Shafer Park Earth Day/Cleanup will be held April 28th from 1-4. The park and steam clean-up will be preceded by a tree planting ceremony and presentation by the DNR for the town's annual Tree City USA update.
- Green Fest:
 1. The Boonsboro Green Fest committee extended an invitation to all BEC members to attend the Green Fest opening ceremony at 9:45 am, Saturday, May 18th.
 2. Green Fest Table sign-up: BEC members, please sign up for a time slot to staff the BEC Table at Green Fest.

SUBCOMMITTEE REPORTS

Farmer's Market –

- We reviewed the list of area businesses that displayed the Boonsboro Farmers Market posters in 2018. Suggestions for additional locations include Bonnies at the Red Byrd, Nutter's Ice Cream, and local churches. Is it possible to hang a poster at the library?
- The Farmer's Market would love to have additional vendors, especially additional produce vendors and a honey vendor.
- There are plans for one more Farmer's Market board meeting prior to the market's opening.
- The new posters are in! The printer is providing some additional posters at no cost due to a slight print error.
- 150 reusable Farmers Market bags have been ordered for opening day giveaway! Compostable straws, donated by Green Fest, will also be given away.

Waste Reduction – A reminder that bulk trash pickup is Saturday, May 11th.

Trees – Chairperson Vesely will circulate a vote via email to approve funds for the purchase of trees.

Public Education/Outreach – Town Planner Ethan Strickler will present MS4 Educational Materials at the May BEC Meeting. Please plan to be in attendance.

Green Team – No report

Monarch Butterfly – No report

TOWN UPDATE – New Council Liaison Terri Hollingshead shared highlights from the April Town Council meeting. Vice Chair Schnackenberg inquired if there were any plans to make the crosswalks on Main Street and Rt. 34 (at the library) more visible or enforce the pedestrian right-of-way laws. Town Council Liaison Hollingshead reported that the state has plans to repaint the crosswalk stripes when the weather is more agreeable. Hopefully flashing lights will be installed at the cross walks on Main Street in the future. This would make the streets and the town more walkable.

COMMISSION MEMBER COMMENTS – Vice Chair Schnackenberg extended a warm welcome to new BEC member Alison Preston.

ADJOURN: The meeting was adjourned at 7:39 PM.

**Respectfully submitted by
Amy Jones, BEC Secretary**

***Next meeting: TUESDAY, May 14, 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.

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