

BOONSBORO MUNICIPAL UTILITIES COMMISSION
REGULAR MEETING
April 12, 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, April 12, 2018 in the Charles F. "Skip" Kauffman Building's Meeting Chambers. In attendance were Chairperson Paul Loeber, Commission Members Ernie Harr, Ray Hoffman, Bobby Mose, and David Wade. Also in attendance were Mayor and Council Liaison Terry Davis, 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 March 8, 2018 Regular Meeting Minutes were reviewed and Commission Member Mose motioned to approve as corrected to reflect that David Wade did not attend the meeting. The motion was approved.

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

Standing Information 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 March 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 March 2018 Bills to be Paid Report was presented by Commission Member Hoffman. Commission Member Harr motioned to approve the payment of the bills as presented. The motion was approved.

Unfinished Business:

WWTP – Water Service Update

Pete Shumaker reported that the critical operational and safety water service at the WWTP had been restored. The interruption of service was related to the high hardness of the groundwater source which was 720 parts per million (ppm). This damaged the system components and impeded flow. A treatment system to prevent future damage and function is being designed and priced.

Safety Program Update

The Safety Program requires mechanisms for maintaining and tracking training records and requirements. The details of those mechanisms are being refined to ensure that they are in place and can demonstrate compliance with the Safety Program adopted by the Town of Boonsboro.

Volute Press Feasibility Study

A draft Feasibility Study Request for Proposal (RFP) was presented and comments were discussed and are being addressed to revise the RFP.

Selection Process for Water Study Consultant

A draft proposal review and vendor selection process was presented and comments were discussed and are being addressed to revise the process.

New Business

Stouffer Avenue Water Request

A request was expected but, was not submitted and therefore this agenda item was not addressed.

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 meter replacement status and reported no significant issues and that the replacement program was proceeding smoothly and the being prioritized to address the problem meters first.

Adjourn:

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

Respectfully Submitted,

Ernie Harr
Secretary

**BOONSBORO ECONOMIC DEVELOPMENT COMMISSION
MEETING MINUTES
APRIL 25, 2018**

The Boonsboro Economic Development Commission met on April 25, 2018 at the Kauffman Annex. In attendance: Chairman George Messner, Secretary Vickie Messner, Commission members Carol Blessing, Kristin Bowl, Terri Packard, Robin Spires, Bruce Wilder, Council liaison Cindy Kauffman, Mayor Howard Long, and Interim Town Manager Bruce Zimmerman. The meeting was called to order at 9:10 AM.

Comments Chairman Messner officially welcomed new Commission member Robin Spires. Mayor Long thanked the EDC and local businesses for continued service to the community. A recent study conducted by LendEDU ranked Boonsboro 176th out of 500 towns/cities as one of the best places to start a new business. Parameters considered important for starting a new business were cost of general expenses, disposable income available to residents, and population during standard business hours. EDC members have been invited to participate in the Opening Ceremony for the 10th Annual Green Fest on May 19, 2018 at 9:45 AM at the Shafer Park Bandstand.

The minutes from the February 28, 2018 were approved as written. Motion to accept: B. Wilder, Second: C. Blessing. Motion carried.

The next **networking breakfast** is scheduled for May 18, 2018 @7:30 AM at Vesta. Notification of the meeting will be sent by May 9th, RSVP date May 15th. Beth Pulsifer-Anderson (Atlantic Home Equity) will be the guest speaker. Future speakers: July- Levi Sellers (South Mountain MicroFarm), September- Bernadette Wagner (Hospice), November- Wendy Moore (WCPS Apprenticeship Maryland).

Old Business

Ideas to encourage residents to shop local- Kristin Bowl presented a survey to be used to gauge resident shopping at local businesses. The survey would be conducted on-line (perhaps as an extension of the Business Directory). As an incentive, anyone participating would be eligible for a drawing to receive a prize. Coupons and discounts would also be available.

Advertising- The new rack cards feature the July cycling event on the front and an extensive list of activities on the back.

Events Committee- May 22- Field trip for Boonsboro fourth-graders to the Trolley Station and Bowman House complex, September 22- 5K race, December 16- Open House at historic churches. Keedysville and Sharpsburg have been invited to participate in this year's tour. Other coming events: May 17- Maryland Department of Tourism will be in town to do a video shoot on the National Road for the Heart of the Civil War Heritage Area, September 15- Grandparent/grandchild photo contest at Hospice.

Cycling Championship- July 26- Area businesses contributing to the sponsorship with the EDC are Talon Studios, South Mountain Dental, Boonsboro Lions Foundation, Fahrney-Keedy, and Robin's Nest. Two more businesses are needed to meet our goal. It was suggested investigating the possibility of providing bus service from the staging area into town for the participants and their families. It would be necessary to research types of vehicles, availability, and cost. July 25- Bike helmet give away at the Hagerstown Suns game.

Welcome packet- A subcommittee will be creating a rack card/brochure for new residence, providing pertinent information and contacts. These would be available to realtors, insurance agents, developer offices, and at Town Hall.

Planters- Diana Heaney has agreed to do the four planters on the square. The Horticulture class at Boonsboro High will be contacted to determine interest to do the urns in front of the Annex.

New Business

Budget- It was noted \$5,000 will be deducted from Revitalization toward payment of emergency roof repair at the National Road Museum.

New Business Activity- Pet Valu (Weis complex), Beauty Bar (Auction Square complex), new AC&T car wash estimated rebuild 3 months.

It was recommended a list of available lots/buildings in and around Boonsboro be compiled by the Town Planner. This list could be listed on our town website and also sent to the Washington County EDC website. It was suggested inviting WCDBD Director Kassie Lewis to one of our meetings.

Parking- The Public Safety Committee has asked the EDC to assist with finding off street parking sites. Carol Blessing has volunteered to attend the June 21st public safety meeting in order to gather more information.

Apprenticeship Maryland program- Cindy Kauffman and Vickie Messner attended an Open House on April 14 at WCPS Headquarters. This program aids in creating a connection of skilled and qualified labor by combining on-the-job training and related classroom instruction to eligible high school students. The program requires employers in occupations related to manufacturing industry or STEM to provide paid compensation for an "earn and learn" opportunity.

Next meeting: June 27, 2018

Motion to adjourn: K. Bowl, Second: B. Wilder. Motion carried. Adjournment: 10:35 AM

Submitted:

Vickie Messner,
Secretary

Consult new rack card for upcoming May-June events

Note- Girls Night Out on May 17 will be 5-9 PM

FINAL
Town of Boonsboro
21 North Main Street, Boonsboro, Maryland 21713
Telephone: (301) 432-5141

MINUTES OF A MEETING OF THE ENVIRONMENTAL COMMISSION
TUESDAY, April 10, 2018

There was no official BEC meeting on April 10, 2018
No Minutes were taken

Guest Speaker
Jim Cummins
“When Trees Were Old – Human & Environmental Change in the Potomac Watershed”
Co-Sponsored by the Potomac Valley Audubon Society
& the Boonsboro Environmental Commission
Boonsboro Community Center
7:00 PM
(Number of attendees: 52)

ADJOURN: 8:30 PM

Next Meeting: TUESDAY, MAY 10, 2018– Regular session (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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The Boonsboro Environmental Commission (BEC)

Fifth Annual Report

January 2017 – December 2017

- Hosted a Farmer's Market vendor meeting in January which was attended by 6 vendors.
- Updated the rules and regulations for the Farmer's Market.
- Created and issued Farmer's Market Customer and Vendor surveys.
- Created permanent Farmer's Market signage on the side of Pavilion #1
- Created seasonal Farmer's Market signage in four spots around town.
- Farmer's Market advertising and marketing were ramped up this year with articles in the paper, continuous photos and weekly updates on the Farmer's Market FB page.
- A Farmer's Market bookmark was designed and printed to distribute around town and the local area.
- Partnered with the Utilities Commission and the Town Engineer to finalize the 3-Year Town Water Conservation Plan.
- Two BEC members "attended" several Sustainable Maryland Certified webinars in March.
- Tree City USA/Growth Award renewal application submitted and awarded in April.
- Submitted Quarterly Monarch Butterfly Reports in January and April.
- Purchased milkweed seeds as an Action Item for the Monarch Butterfly Pledge. They will be handed out at the Farmer's Market and Green Fest.
- Handed out Monarch Butterfly informational brochures at Farmer's Market and Green Fest.
- Took a walking tour of the new Monarch Waystation near the pump station in Shafer Park. This was an Eagle Scout project.
- Recertification of Community PLANT Award.
- Green Team Action Plan was updated.
- Sponsored and manned a BEC informational tent at Green Fest in May.
- Worked with the Park Board to host an Arbor Day event which included park clean up and continuing with park tree inventory.
- Two BEC members have registered their yards as Monarch Butterfly Waystations and one is registered on the "Million Pollinator Gardens Challenge."
- Held a Kids Night at Farmer's Market in September, sponsored by the 4th and 5th grade Magnet students of Boonsboro Elementary School. Theme: "Eat Local."
- Received recertification of Sustainable Maryland Certified
- Supported the town with Bulk Trash Day at the park in October.
- Participated with the Park Board in the Shafer Park Stream Clean-Up in October.
- Hosted Brent Walls of the Upper Potomac River Keepers in October, to talk about the TransCanada Pipeline under the Potomac River.
- BEC member attended Sustainable Maryland Certified Leadership Training – "Building Resilient Communities" in November.

The Boonsboro Environmental Commission (BEC)

Fifth Annual Report

- Supported the Park Board with planting trees in Shafer Park (to replace the ones that were removed).
- Presented a letter to the Town Council in November asking Governor Hogan to deny approval of the water certification application by TransCanada (pipeline) until a thorough review has been done.
- Members attended the MDE Public Hearing in Hancock regarding the Potomac pipeline in December.
- Welcomed new member, Amy Jones to the BEC in November.

Awards/Certifications

- Recertified as a PLANT Community
 - Boonsboro received the GREEN AWARD which represents the highest PLANT honor.
- Recertified as a Sustainable Maryland Community in October.
 - A certification program for municipalities in Maryland that want to go green, save money, and take steps to sustain their quality of life.
- Recertified as a DNR Tree City USA/Growth Award Town in April.
 - Boonsboro continues to meet core standards of sound urban forestry management: maintaining a tree board or department, having a community tree ordinance, spending at least \$2 per capita on urban forestry and celebrating Arbor Day.

On the Horizon

- Continue the Boonsboro Farmer's Market
- Assign new person to Farmer's Market Manager position
- Work towards a HEAL Community, in conjunction with SMC
- Work towards increasing residential composting goals
- Support the Park Board with identification signage for trees in the park.
- Work with the Public Safety Commission on making our crosswalks safer, including the possible addition of LED pedestrian traffic signs
- Work towards installation of EV (Electric Vehicle) charging stations in Town
- Tour of Apple Valley Waste plant by BEC and any member of Town Council or community.