

Boonsboro Public Safety Commission
Meeting Minutes
Thursday, May 17, 2018

Present: Chair, Tony Nally; Terri Hollingshead; Rick Weaver; Chad Matthews; Marty Love; Chief Stanford, Boonsboro Police Department; Rick Byrd, Council Liaison

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

March minutes were approved; Motion by Marty and second by Rick

Citizens in attendance:

Rick Stevens, Christy Weaver, Greg Seymour, Jean Burns, all present applying for positions on PSC.

Motion by Rick and 2nd by Terri to approve Jean Burns

Motion by Chad and 2nd by Rick to approve Ricky Stevens

Motion by Marty and 2nd by Terri to approve Greg Seymour

Motion by Terri and 2nd by Chad to approve Christy Weaver.

Forward to Council to pass these recommendations

Troy Cox spoke on his behalf and also for Bill Robinson, both of Sycamore Run, on the problems with traffic cutting through and speeding, and jumping the roundabouts in that development. The Chief stated they are monitoring this problem.

Old Business:

Tony will continue to try to contact Encore Kids for NNO

The speed cameras that we are interested in for Mapleville Rd. by BHS are under the jurisdiction of the Sheriff's Dept.

Tony will contact them and see if it would be possible to get them for our town.

We would like the town newsletter to mention the help we need for National Night Out and giving students community service hours for helping. They should contact Terri Hollingshead at the NNO event for directions.

New Business:

Kickoff for NNO include getting letters ready to sign and deliver. Note to Kim Miller: We would also like to add the Boonsboro Fire Co and the Boonsboro Ambulance Company to our list to receive an invitation.

It was decided that Chad Matthews would chair the PSC, Christy would be secretary for PSC and Ricky Stevens would take on the Assistant chair for PSC. The outgoing members will be helping with the NNO events also.

Speed trailer report was given from the placement on Young Ave. The peak hours were from 2-5 with 4,058 cars on this road from April 23-May 3. It is now placed on Tiger Way.

We would like to invite the Town Manager and Town Planner to our meeting in June.

There have been complaints about some properties in town that need to be addressed by the town planner: 1) 322 Lanafield Circle house fire; concerns for safety as restoration seems delayed; 2) 412 N. Main St. lilac tree overgrown into Thomas Lane ; 3) 307 Lanafield Circle, trash, odor, yard cleanup needed.; 4) Potomac St. last house before the police station, shrubs growing onto the sidewalk. A resident complained about having more presence in Fletchers Grove due to more kids in the streets during summer. This was brought to the Chief's attention.

Fire & Rescue report:

The fire department would like to see the curb painted red on Lakin, and Center, appx 25' going down Lakin toward Michele Shafers office. Forward to council;

Boonsboro Police Dept report:

The Chief asked the commission to have 20 MPH speed signs posted in Sycamore Run, as there is no speed signs posted. Also he requested no parking sign on Monument (Sycamore Run) 30-40' into the street. Forward to council.
Police assisted Sheriff with Sharpsburg double homicide. The cameras in town were a big help to them.
Police are looking for another employee.
Town badges will be given to employees. We would like postings on Facebook about the badges so residents know what to look for when approached.

M & C report:

There will be new faces on the council in June. The new town planner and manager are hired. The budget has passed.

Meeting adjourned at 8:40 pm

Boonsboro Park Board

May 20, 2018

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

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

The March minutes were read and approved. Motion Greg, second Jeff, all approved.

The April park walk through concerns were amended to request that the dead maple tree near the gazebo should be removed. Motion Rich, second Jeff, all approved.

Independence Day Celebration – July 3 – rain date July 5.

Laura will check on porta-pots and contact the cub scouts about passing out the flags.

Jeff will follow up with the vendor applications.

Rich will check with Greg Huntsberry about decorations.

Flags have been purchased and Rohrersville Band and Jeff Taulton have been contacted.

Friends of Shafer Park

Amanda Whitmore is interested in reviving this committee. Laura will contact Kim about the mission statement/guidelines of Friends of Shafer Park.

Conquering PTSD Event – October 20

Town Hall has received information about the event. Park Board will discuss the details for the event at a later meeting.

Born Learning Trail

We would like more information and would like to be considered for next year. We'd like to visit one of the trails that is in place so we can see the space required and how it is set up.

Tree Board Update

Roadside Tree Care Workshop was a success.

5 Tulip Poplars were donated and planted in the park.

A Sugar Maple was donated in memory of Bob Wetzel and will be planted near the gazebo.

Comments:

PTA Community Event on May 12 was well attended. They plan to have the event again next year.

Trout Derby was a success with 103 children participating. The derby was cancelled last year so the donations from last year and the cash donations at the derby totaled \$1254. Expenses totaled \$686.78 leaving a surplus of \$567.22.

Wagon Train was a success.

Meeting adjourned at 8 pm. Motion Greg, second Jeff, all approved.

Respectfully submitted,
Sandra Shifler, Secretary

**BOONSBORO MUNICIPAL UTILITIES COMMISSION
REGULAR MEETING
May 10, 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, May 10, 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, Interim Town Manager Bruce Zimmerman, Utilities Superintendent Pete Shumaker, Public Works Supervisor Greg Huntsberry, and Town Planner Ethan Strickler. Chairperson Loeber called the meeting to order at 7:00 PM.

Meeting Motions:

The April 12, 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 April 2018 Treasurer's Report was presented by Commission Member Hoffman. Commission Member Kennedy motioned to approve the report as presented. The motion was approved.

The April 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. Additional modifications to the report were discussed to increase the usability and readability by the Commission Members. The Interim Town Manager Bruce Zimmerman will work with the new Town Manager Krista Davis to explore options for the report modifications. The goal is to make modifications that can be easily generated by the accounting system to minimize additional work and opportunities for transposition errors. This report will be continually assessed and revised as needed to keep it current with the information needs of the Commission Members.

The April 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:

Volute Press Feasibility Study

The options for the timing and the contracting strategy for adding a volute press (or equivalent technology) to the Waste Water Treatment Plant (WWTP) were discussed. The timing and strategy of a final Draft Plan will be prepared and presented to the Commission Members.

Selection Process for Water Study Consultant

The status of the procurement process was discussed including the proposal received and the process for evaluating those proposals. The evaluation process will be completed and the results will be presented to the Commission Members.

New Business

Maryland Department of the Environment FY 2019 Energy Water Infrastructure Program – Grant

The subject Grant opportunity was discussed and it was determined that it was a good fit with the proposed addition of a volute press (or equivalent technology) to the WWTP. **A motion was made by Assistant Chairperson Kennedy that the Interim and new Town Managers, Bruce Zimmerman and Krista Davis, would jointly, using subject matter expert support as needed, prepare and submit the Grant application by the due date. The motion passed.**

Tapping Fee Discussion

Discussion focused on the Tapping Fee structure and history. Discussion focused on the need to evaluate the current fee structure and the current circumstances and changes since

the last fee structure was enacted and determine if any adjustments were warranted and/or needed. The discussion included the need for the evaluation to be comprehensive and integrated with system needs and future development demands and pressures. **A motion was made by Commission Member Harr that an integrated plan for evaluating and establishing a Tapping Fee structure be prepared, implemented, and the revised fees be established with the supporting basis for presentation to the Commission Members by September 2018. The motion passed.**

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. This included the announcement that the new Town Manager, Krista Davis had been hired and would begin that role in May.

Utilities Report – Pete Shumaker, Utilities Superintendent’s report focused on yield reduction trends for Well #8 and options for addressing this issue. This included discussions or developing a new drinking water production well. Specific options and costs will be developed and presented to the Commission Members. Also, it was reported that the Variable Frequency Drive (VFD) system installation had been completed and was running and performing as expected. On the performance front, the Town of Boonsboro was just awarded the Water System of the Year in the State of Maryland. Congratulations to Pete and his Team.

Public Works Report – Greg Huntsberry, Public Works Supervisor’s report focused on implementation status of the newly adopted Safety Program. Additionally, the status of the ongoing annual maintenance activities including leak detection surveys, meter replacements, valve exercising, and fire hydrant flushing were discussed. This discussion included estimates of the level of effort this cycle covering duration and direct productive labor hour estimates.

Adjourn:

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

Respectfully Submitted,

Ernie Harr
Secretary

MINUTES OF A MEETING OF THE PLANNING COMMISSION
TUESDAY, MAY 22, 2018

PRESENT: Chairman Rob Maricle, David Ambrose, Steve Jamison, Doug Moore, and Carvel Wright
Staff Member(s): Town Manager Krista Davis, Town Planner/Zoning Administrator Ethan Strickler
Guests: Gordon Poffenberger, Bill Griffith, Ruff Fant, Steve Oder, Barbara Swanhart, Eric Kitchen
NOT PRESENT: Vice-Chairman David Parmelee, Secretary Rico Aiello, Mayor and Council Liaison Janeen Solberg

PRESIDING: Chairman Maricle called the meeting to order at 7:00 p.m.

APPROVAL OF MINUTES

Chairperson Maricle declared the Regular Meeting Minutes of the April 24, 2018 meeting would be approved at the next (June) planning commission meeting.

UNFINISHED BUSINESS

Boonsboro Planning Commission Signature – BNMP18-01

Chairman Maricle stated that Carvel Wright's signature on Easterday Lot 6 Play of Minor Subdivision could be taken care of at the end of the meeting. Former chairman Wright signed the plat at the end of the meeting.

NEW BUSINESS

Draft DRRA Discussion and Review – King Road Associates

Ruff Fant spoke for roughly 15 minutes, and answered planning commission and staff questions, on the history of his property in Boonsboro and explained his desire to negotiate a DRRA with the town. The primary takeaways from his DRRA discussion were that they were asking for additional allocation of sewer taps and special tax considerations in order to help cover the costs and development of Warrior Blvd and water infrastructure. Additional discussion, including the thoughts and input from the Town Attorney, Bill Wantz, went on for approximately another 30 minutes.

The Planning Commission settled upon a next step of organizing a workshop between the Planning Commission and the BMUC to discuss the Draft DRRA as presented at the meeting.

Plan Change Review – Sycamore Run King Road Associates

The Planning Commission discussed and reviewed the Sycamore Run Plan Change 2 (BNSP18-01), with input and discussion from Steve Oder and Barbara Swanhart. The Commission discussed the Town's desire to be involved with the landowner agreement between Ms. Swanhart and the developer. The Commission had no major structural concerns about the proposed change, eliminating the retaining wall, and the proposed stormwater management feature.

Motion to approve the plan change with notes as recommended from the staff and ARRO. Carvel Wright motions, Doug Moore seconds, and the motion carries.

Site Plan Review – Tri-County Pumps

The Commission reviewed and discussed the staff report for (BNSP18-02) Tri-County Pumps Site Plan. Bill Griffith of Tri-County Pumps and Gordon Poffenberger of Fox & Associates were in attendance and participated in the discussion, particularly with respect to the property owner's options regarding connecting to the Town's sewer system. Other topics discussed were the landscaping requirements in the site plan, parking requirements in the site plan, and the question of paving (and type of paving media) used for the back parking area in the plan.

Motion to accept the preliminary plans to be changed and addressed with all of the notes and staff comments provided for approval. Doug Moore motions, David Ambrose seconds, and the motion carries.

PLANNING AND ZONING UPDATES

Town Planner Ethan Strickler updated the Commission on the recent Planning & Zoning happenings in the town, including code enforcement highlights, the recent influx of building permits, and the activity and status of developers in the town.

CITIZEN'S COMMENTS

Eric Kitchen made a brief comment on allocation and the language of "first come first serve."

COMMISSION MEMBER COMMENTS

None

ADJOURN

Chairman Maricle declared the meeting adjourned at 8:47 pm.

Respectfully submitted,

Ethan Strickler,
Town Planner/Zoning Administrator

Draft
Town of Boonsboro
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MINUTES OF A MEETING OF THE ENVIRONMENTAL COMMISSION
TUESDAY, May 8, 2018

PRESENT: *Commission Members:* Chairperson Kathy Vesely, Vice Chairperson Laura Schnackenberg, Amy Jones, Leah Grasso

ABSENT: Jessica Renner, Scott McIllwee, Anthony Dowell

PRESIDING: Chairperson Vesely called the meeting to order at 7:10 PM.

APPROVAL OF MINUTES: After review and unanimous committee vote, Chairperson Vesely declared the March 13 and April 10, 2018 meeting Minutes **approved with corrections.**

UNFINISHED BUSINESS

Apple Valley Waste: Vice Chair Schnackenberg will revisit scheduling the Apple Valley Waste recycling facility tour after Green Fest and Wagon Train events are finished.

Urban and Community Forest Grant (UCF): Chairperson Vesely will contact Scott McIllwee and ask that he follow up with the tree committee regarding purchasing trees for the town. Trees need to be purchased by 6/25/18 in order to qualify for the UCF grant.

NEW BUSINESS:

Green Fest: The BEC has been invited to attend the Green Fest opening ceremony. Many BEC committee members are involved with Green Fest planning so BEC will be well represented. Leah Grasso will assist with manning the BEC tent during Green Fest.

Maryland Green Registry Award: The BEC will be submitting for the Maryland Green Registry Award in 2019.

OLD BUSINESS:

2017 Annual Report: The 2017 BEC Annual Report was distributed to BEC members for informational purposes.

SUBCOMMITTEE REPORTS

Farmer's Market – No report from the Farmer's Market committee, but BEC discussed the need for new signage for the Farmers Market. Specifically there is a need for additional "yard signs" which would cost approximately \$153 for 10 signs. Additionally, we would like some small window signs (or window clings) and possibly some "rack cards" for local businesses to display. Chairperson Vesely spoke with Kim Miller about moving large sign from corner of new soccer field to a location closer to the Library.

Waste Reduction – No report.

Trees – No report.

Public Education/Outreach – Our speaker in April, Jim Cummins, was excellent, and his presentation was very well attended (50+ attendees). The BEC would like to collaborate with the Potomac Valley Audubon Society again in the future. Vice Chair Schnackenberg will continue outreach to Apple Valley Waste for a facility tour

Green Team – No report.

Monarch Butterfly – No report.

TOWN UPDATES

No town update. Town Council elections are today, and we expect a new Town Council liaison to be assigned in the near future.

COMMISSION MEMBER COMMENTS

Thank you note received from Megan Clark in appreciation of the farewell card from the BEC.

ADJOURN: The meeting was adjourned at **7:52PM**.

Respectfully submitted by
Amy Jones, BEC Secretary

Next meeting: TUESDAY, June 12, 2018 – Boonsboro Town Hall. Regular meeting (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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