

**BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
MONDAY, May 7, 2018**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, May 7, 2018 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building. In attendance were Mayor Howard Long, Assistant Mayor Cynthia Kauffman, Council Members Janeen Solberg, Brigitte Schmidt, Marilee Kerns and Terry Davis. Also present were Interim Town Manager Bruce Zimmerman, Police Chief Charles Stanford and Administrative Assistant Kimberly Miller. Council Member Rick Byrd was not in attendance. The meeting convened at 7:00 PM with the pledge and invocation offered by Mayor Long.

REVIEW AND APPROVAL OF APRIL 2018 MEETING MINUTES and REPORTS

- **Motion** by Assistant Mayor Kauffman, second by Council Member Schmidt to approve the **April 2, 2018 Regular Meeting**, the **April 2, 2018 Executive Session**, the **April 30, 2018 Public Hearing**, the **April 30, 2018 Workshop Meeting** and the **April 30, 2018 Executive Session Minutes**. Council Member Solberg submitted amendments to the Regular Meeting and Workshop Meeting Minutes. **Motion** carried with amendments made.
- **Motion** by Assistant Mayor Kauffman, second by Council Member Davis to approve the **April 2018 Treasurers Report**. **Motion** carried.
- **Motion** by Council Member Schmidt, second by Assistant Mayor Kauffman to approve the **April 2018 Bills to be Paid Report**. **Motion** carried.
 - Council Member Kerns asked Chief Stanford if the Police Department is using funds from the Police Equipment line item due to the Police Vehicle Maintenance line item being over budget. Chief Stanford stated yes.

INTRODUCTION OF NEW TOWN EMPLOYEES

Mayor Long introduced new Town Manager Krista Davis and new Town Planner Ethan Strickler. Council welcomed them both.

GUEST

Suzanne Shank, *Miss Poppy Proclamation*: Mayor Long presented the annual Proclamation to Suzanne Shank, Clopper-Michael American Legion Post 10's Miss Poppy 2018.

CITIZENS COMMENTS

- **Skip Kauffman**, 416 North Main Street. Extended his appreciation for the outgoing Council Members and his wife, Assistant Mayor Cindy Kauffman. Stated that Assistant Mayor Kauffman is stepping down after serving the Town, in one form or another, since 1970 and that she knows more about Boonsboro than anyone. Reminded the current and incoming Council to keep the residents in mind and to do what is best for the Town. Asked that they all keep their personal agendas at home.

ACKNOWLEDGEMENTS

Mayor Long presented Certificates of Appreciation to Assistant Mayor Cynthia Kauffman, Council Member Brigitte Schmidt and Council Member Janeen Solberg. He thanked them for their years of service and dedication to the Town of Boonsboro.

MAYOR AND COUNCIL MEMBER CORRESPONDENCE

- **Mayor Long** shared a 'thank you' note for the donation to the Franklin E. "Wimp" Hamburg Golf Memorial scholarship fundraiser at Black Rock Golf Course on April 27, 2018. He stated that the event raised over \$9,000 in funds for scholarships for Boonsboro High School students.
- **Mayor Long** thanked the Park Board and all of the volunteers who participated in the Arbor Day Shafer Park Clean-Up and the Fishing Derby. He stated that both events were very successful and well attended.

Police Department Report – *Chief Stanford*. The Police Department received 132 calls for service, which included 136 motor vehicle violator contacts for the month of April 2018. There were 0 adult criminal arrests, 0 adult traffic arrests, 0 juvenile arrests and 0 juvenile traffic arrests. Stated that the Department collected 4.9 pounds of prescription drugs through the Drug Turn-In Program for the month of April 2018.

- Council Member Kerns asked that the Police Department please monitor the newly installed basketball hoops at Shafer Park. She stated in previous years there was noise well after dark and residents had a lot of complaints.

NEW BUSINESS

Resolution 2018-01; Boonsboro Municipal Utilities Commission Water and Sewer Rate Projections and Establishment of Fiscal Year 2019 Water and Sewer Rates: Interim Town Manager Zimmerman stated that a Public Hearing was held on April 30, 2018 for Resolution 2018-01; *Boonsboro Municipal Utilities Commission Water and Sewer Rate Projections and Establishment of Fiscal Year 2019 Water and Sewer Rates*. He stated that one public comment was received for proposed Resolution 2018-01. **Motion** by Council Member Solberg, second by Council Member Schmidt to approve Resolution 2018-01; *Boonsboro Municipal Utilities Commission Water and Sewer Rate Projections and Establishment of Fiscal Year 2019 Water and Sewer Rates*. Council Member Solberg commended the BMUC for looking forward and setting a proposed Rate plan. Mayor Long called for a **Roll-Call Vote**:

- Council Member Davis – yes
- Council Member Kerns – yes
- Council Member Schmidt - yes
- Assistant Mayor Kauffman – yes
- Council Member Solberg – yes

Motion carried.

Ordinance 2018-02; An Ordinance to Adopt the Fiscal Year 2019 Budgets and Tax Rates for the Town of Boonsboro: Interim Town Manager Zimmerman stated that a Public Hearing was held on April 30, 2018 for Ordinance 2018-02; *An Ordinance to Adopt the Fiscal Year 2019 Budgets and Tax Rates for the Town of Boonsboro*. He stated that one public comment was received for proposed Ordinance 2018-02. **Motion** by Assistant Mayor Kauffman, second by Council Member Davis to approve Ordinance 2018-02; *An Ordinance to Adopt the Fiscal Year 2019 Budgets and Tax Rates for the Town of Boonsboro*. Council thanked the Budget Task Force for their hard work and dedication on the Budgets for Fiscal Year 2019.

Mayor Long called for a **Roll-Call Vote**:

- Council Member Solberg – yes
- Assistant Mayor Kauffman – yes
- Council Member Schmidt - yes
- Council Member Kerns – yes
- Council Member Davis – yes

Motion carried.

Draft Request for Feasibility Study for WWTP Bio-Solid/Sludge Handling Equipment: BMUC Chairman Paul Loeber, on behalf of the BMUC, stated that the Commission has decided to forgo the request to pursue the Request for Proposals for Engineering Services to provide a Bio-Solid/Sludge Handling Equipment Feasibility Study because it is not necessary. He presented information and potential cost savings for the Volute Dewatering Press, stating that there are loan and Grant opportunities available. He stated that the Sewer Fund is currently paying between \$140,000 and \$160,000 per year for Bio-Solid/Sludge removal, and that the Volute Press would help lower that cost to approximately \$40,000 per year. Chairman Loeber stated that instead of the Feasibility Study, the BMUC is requesting to move forward with a Design Build Request for Proposal, noting that he will work with Town Attorney Wantz to create a draft RFP. Council discussed the benefits of the Volute Press system. **Motion** by Council Member Schmidt, second by Assistant Mayor Kauffman to approve the BMCU's request to move forward with the preparing of a draft of the Design Build Request for Proposals for the Volute Dewatering Press Project, with the assistance from Town Attorney Wantz, to then be presented to the BMUC and the Mayor and Council for final approval. Motion carried.

Employee Identification Cards: Chief Stanford stated that he is recommending that all Town employees be issued photo identification cards and that they have them visible when interacting with residents. He stated that over the past few months there have been a number instances where individuals have posed as Town employees to try to gain access into residents' homes, noting that one of these individuals was able to do so in Keedysville and robbed the homeowner. He provided the Council with an example of the photo identification cards and stated that the cost per card is \$13. Council agreed with Chief Stanford, and added that a policy will be instated requiring Town employees to sign a paper confirming receipt of their photo identification card and that they will need to sign the paper again when they resign and return their photo identification card in order to receive their last paycheck. **Motion** by Assistant Mayor Kauffman, second by Council Member Kerns to approve the issuing of Town employee photo identification cards and the policy to return the card before receiving a last paycheck. Motion carried.

Consideration of Police Academy: Chief Stanford stated that he is recommending that the Town consider sponsoring an individual who plans to enroll, or is enrolled, in the Frederick City, Carroll County or Prince George's Police Academy. He stated

that the approximate cost for the Academy is \$3,000 for the 24 week class, noting that when the Police Department sponsored Brandon Beall they paid for tuition, Police uniforms and a reduced payroll salary. He further stated that he will require that the individual sign a 5-year contract with the Town. Council Member Kerns asked if the Chief plans to advertise the Police Officer position in the meantime. Chief Stanford stated yes, he will continue to look to fill the vacancy with either a Certified Officer or with a candidate from an Academy. **Motion** by Council Member Kerns, second by Assistant Mayor Kauffman to approve the sponsoring of a Police Academy candidate with a 5-year contract with the Town and to continue looking to fill the position until then with a certified Police Officer. Motion carried.

Washington County MML Meeting – May 21, 2018: Mayor Long stated that the upcoming Washington County Maryland Municipal League Meeting will be held on Monday, May 21 and will be hosted by the Board of County Commissioners. He stated that the evening will include the election of Chapter Officers and the introduction of the 2018 scholarship winner.

May 29, 2018 Mayor and Council Workshop Meeting: Mayor Long asked if anyone was opposed to cancelling the May 29, 2018 Workshop Meeting due to the Memorial Day holiday. **Motion** by Council Member Solberg, second by Council Member Davis to cancel the May 29, 2018 Mayor and Council Workshop Meeting. Motion carried.

COMMISSION REPORTS

Public Safety Commission – C. Stanford. No Meeting was held during the month of April 2018.

Park Board –M. Kerns. Annual Shafer Park Walk Through held on April 25, 2018. Stated that everything looks good. Stated that plans for 2 movies a month from June to September for the Movies in the Park events this summer. Stated that the Arbor Day – Park Clean-Up was a great success.

Utilities Commission – T. Davis. Meeting held on April 12, 2018. Discussions included the WWTP Water Service update, an update on the Safety Program, the plans to revise the Volute Press Feasibility Study and the selection process for the Water Study Consultant.

Planning Commission –J. Solberg. Meeting held on April 24, 2018. Stated that the Commission held their elections with the results being Rob Maricle as the Chairperson, Dave Parmelee as the Vice Chairperson and Ricco Aiello as Secretary. The Meeting also included the introduction of new Town Planner Ethan Strickler.

Economic Development Commission –C. Kauffman. Meeting held on April 25, 2018. Discussions included ideas to encourage residents to 'Shop Local,' plans for a 5K race in September, an update on the sponsorships for the USA Cycling Event in July, plans to create a new residence welcome pack, the approval to use of \$5,000 of the EDC Budget to assist in the emergency roof repair of the National Road Heritage Museum and plans to look for additional off-street parking options in Town. The next Networking Breakfast will held on May 18, 2018 at 7:30am at Vesta's Restaurant, with guest speaker Beth Pulsifer-Anderson of Atlantic Home Equity.

Environmental Commission – K. Vesely. Special Guest Speaker, Jim Cummins, presented "When Trees Were Old – Human and Environmental Change in the Potomac Watershed" on April 10, 2018, co-sponsored with the Potomac Valley Audubon Society. Presented the 5th Annual BEC Report for January through December 2017.

Interim Town Manager Report – B. Zimmerman.

- Welcomed new Town Manager Krista Davis and new Town Planner Ethan Strickler
- Thanked the Mayor and Council for their support during the past 2 months.

Motion by Council Member Davis, second by Council Member Solberg to adjourn the Regular Meeting at 8:52pm, and motion carried.

Respectfully submitted,
Kimberly A. Miller, *Administrative Assistant*