

# Boonsboro Public Safety Commission

## Meeting Minutes

Thursday, June 21, 2018

Present: Chair, Chad Matthews, Rick Stevens, Christi Weaver, Marty Love, Jean Burns, Greg Seymour, Chief Stanford, Boonsboro Police, Terri Hollingshead; Council Liaison, and JR Byrd; Asst Mayor

Mr. Matthews called the meeting to order at 7:00 p.m.

May minutes were approved; Marty motion and Rick second

**Citizens participation:** With the audience at full capacity, Chad instructed the parents/concerned citizens, and guest speakers that the Mt Nebo daycare incident would be first on the agenda and that he would call each person the microphone that signed up.

Wade Cairn addressed the first questions to Chief Stanford: Why it took you so long to arrive and Chief explained that his officer arrived before the dispatch has it on record. The 911 operator will assist with the breakdown when I am finished. He explained that the call was not listed as top priority by the 911 center and that when his officer arrived, the man and gun in question were not in the parking lot. He then asked "Do you know why this was not a priority and Chief answered I do not know. After a long discussion and many questions, Chief Stanford assured the audience that his department followed protocol and the situation was under control. He stated the he and the Mayor met with Mt Nebo the following day and came up with new suggestions and the daycare is working on a plan to install cameras.

Bardonna Woods, Asst Director of Communications Center ( dispatch) addressed the group and explained that there was a mistake made by the call intake person and that the call came in at 2:48:07 and was sent to 2 assigned Sheriff's Office dispatchers' consoles at 2:49:37 (1 minute and 30 seconds into call) Boonsboro Police Officer Taylor arrived at 2:55:16 (5 minutes and 39 seconds after the call was forwarded) and checked parking lot and vehicle was no longer there. The internal caller did not notate that the preschool was on lock down which was an important detail that could have been included in the CAD dispatch notes. The operator did not verbally address the incident and that is why it took so long. During the time period the dispatchers were handling other, less urgent tasks, which should have not been priority.

Officer Taylor proceeded to talk with daycare personnel for additional information and was advised that they were on lock down and that the parents had been contacted. He proceeded with investigation and found that the suspect parked in the parking lot by daycare, walked to neighbor's house as they had been target shooting earlier and simply forgot to put it in a case. Daycare was off lockdown at 3:12.

Bardonna stated that an incident review session has been scheduled to review the specific Mt Nebo incident. A review of the specifics of the incident with personnel directly involved with this will help to ensure that the personnel fully understands expectations for similar calls in the future. A development of Priorities Policy and/or guidelines outlining the specific priority of task completion that is expected when multi-tasking in the Emergency Communications Center. CAD Administration is developing a more friendly-user and distinct Supervisor CAD screen designs that will be more clearly display "un-dispatched calls' to assist Operations Supervisors with situational awareness with in the center. He is also developing an accelerated alert timer that will alert dispatchers to a law enforcement call that is sitting at the dispatchers console for more than 30 seconds. The Emergency Communications Center-wide review sessions of In Progress Tone Alerts procedures will be conducted with all personnel prior to June 29, 2018. Monday & Wednesday they have 4 mandatory shifts to re-train and go over active shooter and tone alert for high priority calls.

Mayor Long and Mr. Terry Gearhart, State Fire Marshall office, praised the employees of Mt Nebo and stated their staff did everything possible to ensure the safety of the children. It was also discussed that since they are a private daycare, they are not privileged to hire a security guard with a weapon.

Many other questions were asked, by many residents, regarding back-up, why only one officer sent and why wasn't sent to all departments of law officers. Chief Sanford spoke to the audience and it was then asked if other officers could be on call. He explained that it still would take over 15 minutes for his officers to arrive, and he is not against that, but the county could arrive faster.

Asst Mayor JR Byrd spoke to the crowd about steps that the 911 operator has to follow, time in transit, and that they have to prioritize each situation. They are very over worked with calls and the new training being offered with help if this situation should ever happen again. Chad explained that these people do the best they can.

#### Old Business:

It was confirmed that the red curb was painted at Lakin/Center

The 20mph sign for Sycamore neighborhood have not been put up yet

Chief stated that the speed trailer will be placed at St Paul Street by Asst Mayor's house

#### New Business:

Jen Paugh and Bill Bigelow outlined their qualifications for the vacancy appt on the committee

Marty discussed the person collecting funds for the Fire Dept. He looks a little shady, with a ball cap knocking on doors to ask for \$\$\$. He was hired by an outside source to help with the fund drive. Everyone felt he should have a badge or identification so that the community would know. It was brought up that maybe these types of things should be put on the website and maybe even facebook, etc.

NNO letters will be going out this week. Everyone needs to communicate with each other to make sure we have all in place. Tony Nalley and Terri Hollingshead had made contacts with people that came from years past and shared that many of them would be returning this year. Those participating include Fed-ex, K-9 demo, tobacco enforcement, Washington Co Response Team, etc. Chad will follow up with the National Guard and will be ordering shirts for us and JR suggested that consider ordering Boonsboro Safety Committee shirts with our logo to wear when we are out in the public eye. JR will pick up items at Costco and Thompson's will be doing the meats. JR will be meeting with Matt Mumma, Manager at Weis for his participation.

Chad talked about the Comprehensive Traffic Study and was recommended by the committee that we would be submitting a copy to Krista to get on the agenda and for us to move forward. Motion made by Greg and seconded by Jean.

Chad thanked Chief Stanford for his part in handling the Mt Nebo incident.

Rick Stevens expressed concerns that due to the parking situation during big events such as carnival and Green Fest an emergency vehicle could not get through to Park Drive or McCledin Drive if an issue would arise. It was discussed that if we call Krista during these times, she will send Greg to block off. Chief Stanford advised us that if we put up signs, we must list the towing company name listed in order to have the cars towed.

Christi Weaver asked why the black top area in the park couldn't be all handicap parking during these events. Tony Nally asked why we just don't block the park off as we used to do during these events. Chief asked if the lines could be redone on the parking lot. This is to be followed up after NNO.

Tony Nally received a call regarding parking in front of Kari Barr's driveway on Main Street. Vehicles are parking and blocking her driveway. He also received a call regarding a suspicious older white vehicle with a large antenna seen around the schools.

The Mayor and Council were sworn in and that they had visited the waste water treatment plant. The new council is very excited and a lot of new changes are happening.

Jean Burns discussed the carnival and stated that they did not have a money amount yet as invoices were still coming in and they were working on getting the park issues complete. She stated that the ambulances are running constantly, and they are going to have to refurbish two older ones. The air conditioning mother board was struck by lightning and that needed to be replaced. The fund drive is now taking place. They send out over 4,000 letters and usually receive about 28% back.

Motion was made by Marty and seconded by Rick that meeting be adjourned at 9:10.

\*\*Next Meeting scheduled for Thursday, July 19, 2018 7:00 pm

Respectfully submitted by:

Christi Weaver, Secretary BSC

**BOONSBORO ECONOMIC DEVELOPMENT COMMISSION  
MEETING MINUTES  
JUNE 27, 2018**

The Boonsboro Economic Development Commission met on June 27, 2018 in the conference room at Town Hall.

In attendance: Chairman George Messner, Vice-chair Terri Packard, Secretary Vickie Messner, Commission members Carol Blessing, Kristin Bowl, Robin Spires, Council liaison Marilee Kerns, Town Manager Krista Davis, and Town Planner Ethan Strickler.

The meeting was called to order at 9:05 AM.

**Comments** Chairman Messner welcomed new personnel - Town Manager Krista Davis, Town Planner Ethan Strickler, and EDC liaison Marilee Kerns.

He shared a letter received from Catherine Batavick of the Maryland Department of Commerce-Division of Tourism thanking the town of Boonsboro and local businesses with the assistance they provided with the filming of the video showcasing the eastern portion of the Historic National Road. Once the video is released, we will have access to any video footage or photographs.

**The minutes** from the April 25, 2018 meeting were approved as written. Motion to accept: T. Packard, Second: C. Blessing. Motion carried.

The next **networking breakfast** is scheduled for July 20, 2018 @ 7:30 AM at Vesta. Notification will be sent by July 11<sup>th</sup>, RSVP by July 17<sup>th</sup>. Levi Sellers of South Mountain Micro Farm will be the guest speaker.

**Old Business**

**Ideas to encourage residents to shop local-** Kristin Bowl has sent the shopping survey to several businesses to get feedback about content. Once completed, Boonsboro residents can participate in the survey on the Town's Facebook page.

**Advertising-** The EDC purchased a quarter page ad in the special edition insert of the Herald-Mail promoting the USA Cycling Amateur Road National Championship. The race will be in Boonsboro on July 26.

**First Saturday-** Robin Spires reported First Saturday has been tabled temporarily for lack of promotion. It was suggested this could be revitalized in conjunction with other town events- inviting area food and drink vendors to participate. It was advised to form a subcommittee of business owners to proceed with plans.

**Events Committee-** A 5K race through the town has been scheduled for September 22. The CVB requested information of upcoming events to include in the Calendar of Events brochure (October 2018-March 2019). The Open House for Churches on December 16 will be submitted. This event is a tour of historic churches in Boonsboro, Keedysville, and Sharpsburg.

**USA Cycling Event-** Kristin Bowl designed an insert for the Welcome bags to be distributed to cycling participants. It highlights area attractions and offers coupons from local businesses. (\$132 for 1200 black and white) Marilee Kerns will provide 100 color prints to be distributed at the EDC welcome tent the day of the race. The \$2,500 sponsorship goal was attained with contributions from eight local businesses and the EDC. Fahrney-Keedy is providing a shuttle to bring people into town throughout the race day.

**New resident brochures-** A subcommittee was formed to work on the details for the new resident information brochure. These will be available through real estate agents, insurance agents, developer offices, and at Town Hall.

**Planters-** The EDC thanks Diana Heaney for her work on the planters on the square and the Horticulture class at Boonsboro High School for planting the urns at the Annex. Beautiful job. It was suggested to place small signs in each planter to acknowledge the ones who planted and the ones who maintain them.

#### **New Business**

**Budget-** Reviewed end of fiscal year 2017-2018 expenses and credits.

#### **New Businesses-**

- Two office spaces for lease at Columbia Bank
- One office space for lease at Auction Square
- Car repair/towing business at Auction Square
- New business forthcoming at Auction Square (Jockey Club restaurant).
- Cool Ridge Vineyard (Cool Hollow Road)
- New AC&T car wash under construction

**Parking-** Carol Blessing attended the Safety Commission meeting on June 21. She reported the commission voted to approve the State Highway Commissions proposal which would eliminate several parking spaces throughout the town. New venues for parking will now have to be explored.

**Apprentice Maryland program-** This program is looking for businesses to provide educational opportunities to earn and learn while obtaining credits toward graduation and industry recognized credentials. This program was piloted in Frederick and Washington counties and is now being organized statewide. The contact at WCPS is Wendy Moore ([MooreWen@wcps.k12.md.us](mailto:MooreWen@wcps.k12.md.us)). She will be the guest speaker at the November networking breakfast.

**Next meeting: Wednesday, August 22, 2018**

Motion to adjourn: T. Packard, Second: K. Bowl. Motion carried. Adjournment: 10:45 AM

Submitted:

*Vickie Messner,*  
Secretary

In addition to the events on the 2018 Spring/Summer rack card

July 8- Concert 7 PM- Williamsport Jazz Band

July 21- Family Movie Night 8:30 PM- *A Dog's Purpose*

July 27- Concert 7PM- South Mountain Breed

Aug. 5- Concert 5-7 PM- South Mountain Jam

Aug. 18- Family Movie Night 8:15 PM- *The Nut Job 2*

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

**MINUTES OF A MEETING OF THE ENVIRONMENTAL COMMISSION**  
**TUESDAY, June 12, 2018**

---

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

**ABSENT:** Scott McIllwee, Anthony Dowell

**PRESIDING:** Chairperson Vesely called the meeting to order at 7:04 PM.

**APPROVAL OF MINUTES:** After review and unanimous committee vote, Chairperson Vesely declared the May 8, 2018 minutes approved.

**UNFINISHED BUSINESS**

**Apple Valley Waste:** Vice Chair Schnackenberg will continue efforts to schedule the Apple Valley Waste recycling facility tour.

**Urban and Community Forest Grant (UCF):** Chairperson Vesely submitted a request to the town for a disbursement in the amount of \$3500.00 for the purchase of trees. We are targeting the fall grant from UCF and not the spring grant. Trees will be purchased from Sunny Meadows.

**Recycling Changes:** Chairperson Vesely wrote a brief reminder about the discontinuation of glass recycling as of 7/1/18 for inclusion in the town newsletter. She also included a reminder to residents to not sweep grass clippings into the streets.

**NEW BUSINESS:**

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

**OLD BUSINESS:**

**BEC member term:** BEC Member Anthony Dowell, whose term was up November 2017, is continuing on as a BEC member. This was approved unanimously by vote of the BEC.

**SUBCOMMITTEE REPORTS**

**Farmer's Market** – Jessica Renner will contact Dan Murphy about window clings and rack cards. Also needed are new step-in signs for the farmers market due to breakage and theft of the existing signs. Jessica will research prices for 12 and 24 new signs as well as signs advertising Farmer's Market offerings such as "baked goods" or "produce". Location of large sign is a bit of an issue. The ideal location would be near the library, however we're not allowed as that is county property. The Farmer's Market committee will continue to consider different locations.

Turnout for the cooking demo at the 6/12 Farmer's Market was reasonable, but could have been better. Hopefully there will be an uptick in traffic at the market over the next few weeks as more and varied produce becomes available. Still doing Facebook posts and Mail Chimp advertising. BEC members are encouraged to check Facebook on Mondays or Tuesdays and like/share the

Farmers Market's FB posts. Leah is going to look into starting an Instagram page for the Farmers's Market. It will need multiple administrators so that several people can post on it.

**Waste Reduction** – The BEC supplied information for the town newsletter for alternatives to glass since glass will no longer be accepted for recycling as of 7/1/18. Vice Chair Schnackenberg has done some cursory research in neighboring counties to learn how their glass is disposed of.

**Trees** – No report.

**Public Education/Outreach** – Frances Lynch suggested a possible speaker for us to discuss birding. Vice Chair Schnackenberg may have a contact at the Maryland Extension who could do a talk for us as well.

**Green Team** – Chairperson Vesely received an email from Brandy Espinola advertising a webinar on community solar (6/27 2-3 pm). She will send us the link and we can register if available.

**Monarch Butterfly** – The monarch waystation looking great! Vice Chair Schnackenberg suggested we follow up with the scout in charge of the project and get a progress update and timeline for completion. This is an Eagle Scout project.

## **TOWN UPDATES**

No town update. Although Councilwoman Kerns attended the BEC meeting in an unofficial capacity, the Town Council liaison to the BEC is yet to be determined.

## **COMMISSION MEMBER COMMENTS**

No comments.

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

Respectfully submitted by  
Amy Jones, BEC Secretary

\*Next meeting: TUESDAY, July 10, 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.*