

Public Safety Committee Meeting

July 18, 2019

Present: Rick Stevens, Christi Weaver, Greg Seymour, Jen Paugh, Jean Burns, Ray Hanson

Town Manager: Paul Mantello

Council Members: Rick Weaver, Teri Hollingshead, Ray Hanson Council Liaison to PSC

Chief of Police: Kevin Morgan

Meeting was called to order by Rick Stevens at 1900 hours. The minutes were approved. Motion made Jen Paugh to accept the minutes and second by Christi Weaver.

No citizen comments

Old Business: NNO was discussed. Christi Weaver, Chairperson, reported on the events for the evening. The event will start at 1730 hours. To have better control over the serving of the food people will go through the line and have their hands stamped both for sandwiches and ice cream. This will take place at the main pavilion. T-shirts were distributed to all committee members helping with the event. Christi reported on the money and food that has been generously donated. She also reported that approximately 15 vendors will be present as well as a number of the surrounding police agencies. She requested committee members report to the park to help setup for this event.

PSC Mission Statement Draft was tabled for discussion at their next meeting.

New Business: Christi Weaver nominated Rick Stevens as Chairman of the PSC and Jean Burns as Vice Chairman. This was second by Jen Paugh. Vote was unanimously accepted. This will be presented to the Mayor and Council. Since there is a vacant spot on the PSC it was suggested that Bill Bigelow be asked if he was still interested since he was already recommended by the M&C to serve on this committee.

Cert Training discussion was tabled until the next meeting.

Complaint was made to Christi Weaver that a fence recently installed at the rear of 101 Lakin Ave was a hindrance to traffic pulling out onto Center Street. Ethan visited the area and stated it passed all code standards. It was determined that it was not a safety hazard.

Chief of Police: Another candidate is in the Police Academy and will be finished in October.

EMS: Carnival was a success and Jean thanked everyone for their support.

M&C: Ray reported the new Town Clerk is Heather Slough.

The meeting was adjourned at 2005 hours. The next meeting will be August 18, 2019 at 1900 hrs.

Respectfully Submitted
Jean Burns

Boonsboro Park Board

July, 24, 2019

Present: Greg Solberg, Jeff Davidson, Laura Schnackenburg, Sandy Shifler, Council Liaison Rick Weaver, guests: Ethan Stickler, Connie Burley, BHS science teacher, Tom Birch, Soccer Shots representative

Absent: Chris Hawkins, Rich Hawkins, Isaac Whitmore

The meeting was called to order by Chairperson Schnackenburg at 7:20 pm.

May minutes correction: Memorial tree for Coach Scott has **not** been planted. It will be planted this fall.

Old Business

Community Parks and Playground Grant - Ethan discussed suggestions for the grant. A dog park and arboretum were discussed and it was decided to pursue plans for an arboretum.

Handicapped swing - Remaining money from 2018 Community Parks and Recreation would be used to purchase the swing. Advised Ethan to check on the purchase/location of the swing.

Independence Day Celebration - Everything went smoothly at the celebration. There was concern by citizens that the fireworks were shorter than in past years. Park Board would like clarification on this matter.

Movie Night - The movie cancelled because of excessive heat was rescheduled for July 27. Greg Solberg will check with Greg Huntzbury about putting posts at each end of town to place banners to advertise movies, concerts, and other town events.

Concerts - All concerts have gone well. Greg Solerg will be arranging food for the August 10 concert, US Army Downrange. Waiting on confirmation for the August 24 concert, US Navy Cruisers.

Born Learning Trail - No update at this time.

Tree Board - Tree identification sign have been hung. Tree ordinance language will be updated by the Tree Board. This update will be submitted for adoption to the Mayor and Council through the Park Board. A tree care seminar will be held Oct. 20th from 6-7 pm at the Skip Kauffman Building. A plan for the Knode Circle Park has been drafted.

Park Board Strategic Plan - 1 year project - finish walking trail; 3-year plans - Knode Circle Park and Arboretum.

New Business

Connie Burley, science teacher at BHS, presented a proposal for her classes to perform water testing of Shafer Park streams several times during the school year. She would be sharing the results with the Town. She will be checking with the school administration about the details.

Tom Birch, representative for Soccer Shots, a soccer enrichment program for children 2-8 years, is requesting a 20ftx20ft grassy area in the park for the program. A representative from the program will meet with Mayor and Council to present all the details of the program. Boonsboro would get 10% of the money Soccer Shots takes in. Motion by Greg and second by Jeff to send the program ideas to Mayor and Council for discussion and approval.

Meeting adjourned at 8:30. Motion Jeff, second Sandy

Respectfully submitted,
Sandra Shifler
Secretary

**MINUTES OF A MEETING OF THE PLANNING COMMISSION
TUESDAY, JULY 23, 2019**

PRESENT: Chairman Rob Maricle, Vice Chairman David Parmelee, Rico Aiello, Steve Jamison, Doug Moore, Mayor and Council Liaison Rick Byrd
Staff Member(s): Town Planner / Zoning Administrator Ethan Strickler
Not Present: Robert Maricle

APPROVAL OF MINUTES: May 21st, 2019 Regular Meeting

David Parmelee asked the commission if they had any questions or comments on the May 21st minutes. The minutes were approved as presented.

UNFINISHED BUSINESS

Planning Commission Vacancy(s) and Town Commission Updates

Mayor Long and Town Manager Paul Mantello were present to discuss the Planning Commission and Utilities Commission vacancies. In addition, several other Town Council members and BMUC members were also present. Mantello discussed that the Town was looking into several ideas, including creating more cross integration between the Planning Commission and BMUC, or merging the commission together into one commission.

Doug Moore expressed his concern about bringing two very busy commissions together combining them into one. He was also concerned that he was just now hearing about the extent of the turnover on the BMUC. Mantello spoke briefly about the issues with the BMUC and what he termed as a current leadership void. Strickler gave the full Planning Commission and update on its vacancies, including that Benjamin Thomas decided not to be on the commission after his nomination. Doug Moore expressed his disappointment that BJ Davis's nomination did not receive a second. He also stated that Jon Hart received votes as well, and David Parmelee stated that he would be discussed later during the meeting. Rick Byrd stated that the Council also spoke about the increased regularity of joint meetings between the Planning Commission and BMUC, some of which would be decided during and after a charter change to the BMUC's roles and responsibilities that would be happening in the near future.

David Parmelee stated that he had concerns over the technical expertise that the Planning Commissioners could bring to the Utilities Commission and vice versa. He also stated concerns about the potential length of meetings if they were to be combined on a regular basis. Mantello stated that any amendments or changes that would be made would take considerable time to come to fruition. He stated that capacity is the biggest issue facing future development in the Town at this time, and that it should be a primary focus of both the Planning Commission and the BMUC. He stated the vacancies should be looked at as an opportunity and that the appropriate changes should be made. Rico Aiello suggested a liaison for each commission to provide a greater connection between the commissions, while also stating that he was not a huge fan of merging the commissions into one. Paul stated that yes, this was an option under the umbrella of cross integration. Strickler stated that the Town was still focused upon great cross integration and more joint meetings irrespective of any additional potential changes. The biggest challenge staff identified was the leadership void on the BMUC.

David Parmelee asked staff what they wanted out of the commission at this meeting. Staff stated they valued the chairman's opinion as well, and that it might be best to wait to hear from the entire commission before any formal recommendations were made. Eric Kitchen informed everyone that they should not forget to include the Boonsboro Keedysville Water Board with respect to any decisions moving forward. Parmelee stated that the August meeting will be very important.

At the conclusion of the vacancy discussion, David Parmelee brought up the topic of recommending Jonathan Hart to the Planning Commission to fill one of their vacancies. Steve Jamison made a motion to recommend Jon Hart to the Mayor & Council to fill one of the vacancies, Rico Aiello seconded the motion, and the motion passed unanimously. Strickler stated that he made contact with Mr. Hart, that Mr. Hart was still very interested in serving on the commission, and that he (Strickler) printed off Jon's bio for the commission and Mayor & Council.

Temporary Storage Container Draft Ordinance Discussion and Recommendation

Town Planner Strickler gave a brief overview of where this draft ordinance stood. He stated that the Council was interested in seeing an ordinance passed at this time. He stated that the current issue was that these storage containers are meant to be temporary, but in many cases they are becoming more permanent fixtures. Strickler then did an overview of past discussions regarding the draft ordinance.

Rick Byrd spoke about two issues, the first being exemptions for public properties and the second being hardship issues, including how hardships relate to permit extensions for a temporary storage container. The Commission also had a brief conversation about the cost of the permit, and settled upon \$80.00 that could be waived for hardships or on a case by case basis. Strickler stated he would come with an actual draft ordinance in August for the commission to review.

NEW BUSINESS

BNMP19-01 – Sterling Care Minor Subdivision Application

Strickler stated this minor subdivision application was simply a re-drawing of internal lot lines, and that the minor subdivision requirement was only triggered due to the recognized number of parcels on the property would increase from 2 to 3. Strickler stated it was pretty straight forward. David Parmelee asked if there was any downside to the Town, and Strickler stated that he did not think there was.

Doug Moore made a motion to approve the minor subdivision contingent upon the minor revisions mentioned in staff comments, Rico Aiello seconded, and the motion passed unanimously.

Water Capacity Analysis – Overview and Discussion

Strickler gave the Planning Commission a presentation on the Town's current water capacity. The Town wanted to create an official capacity analysis in order to present to the Boonsboro Keedysville Water Board in their planning for an updated agreement. The Water Capacity Analysis capacity includes the Town's current policy on distributing water allocation, which is referred to by Town Staff as the Town's first come first serve policy. Strickler stated that the Town still needs to do a Wastewater Capacity Analysis as well.

Strickler stated that the most conservative estimate of the current water capacity the Town has left on its system is 979 new EDUs. He also stated that the number of pre-existing commitments to developers and Keedysville combined is 780 EDUs. Therefore, the most conservative estimates indicate that the Town of Boonsboro has 199 EDUs available for new applicants for water service that are not already allocated. Eric Kitchen asked what the definition of first-come, first-serve meant, which was followed by a discussion by the commission on the history behind the policy. Strickler stated that the state does not require that the Town use 250 gpd per EDU as a planning tool, but highly recommends it as a conservative planning number. Council Member Nally stated his preference to use the conservative estimate as well, based upon emergency circumstances, leaks, etc.

Additional discussion surrounded who all would see this analysis. Strickler indicated that it would be presented to the Mayor & Council at their next workshop and to the BMUC at their next meeting.

PLANNING AND ZONING UPDATES

Development Updates

Fletchers Grove – Overview of Annexation Agreement and Correspondence with SHA

Strickler gave the commission an update on this particular development, including the correspondence between the developer and the State Highway Administration. He informed the commission that SHA requested the developer to look into alignment alternatives for Chase Six Blvd to increase the intersection distance between Chase Six Blvd and Campus Avenue. He also stated that SHA was going to require the developer to perform a full signal warrant analysis on the intersection within three years. He stated that the traffic study would be approved by SHA based upon these two new contingencies.

Update on BNCP19-02 – The Preserve at Fox Gap Residential Subdivision Concept Plan (August Planning Commission agenda item)

The Commission discussed how the August meeting would be critical regarding this developer and potential development. Strickler stated he would email the Commission copies of the concept plan if the Mayor & Council approves a resolution for it to be submitted.

Orchard Drive (London Fog) Update

The Commission discussed an email the developer had sent town staff regarding a new development proposal that included zoning map amendments, developing on top of the existing building foundation, etc. The Commission requested a more formal meeting or development proposal in order to begin having a real discussion about the development of the property. The Commission and staff also discussed the current state of the property, including the vehicles parked there and the property maintenance code violation for tall grass and weeds. David Parmelee suggested that Town Staff should ask the property owner to schedule a meeting here in Boonsboro or to come to a Planning Commission meeting.

Sycamore Run As-Built Reviews and Bond Reduction Requests (August Agenda Item)

Strickler stated that he and the consulting engineer would be looking at Phase I, Phase III, and the Pump Station for bond reductions during the month of August, and that it would be on the agenda for August or September's meeting. Discussion on the topic included the pace at which the development was being finished.

CITIZEN COMMENTS

Terri Moffat, a resident of Lakin Avenue, came to the meeting to discuss the activity happening at one of her neighboring properties. Strickler stated the her neighbor submitted a demolition permit that day, but that he has not submitted any development plans or permits. The commission viewed the property on the projector using the Washington county property locator map online. The commission, staff, and the resident discussed potential concerns over re-development of the property, including the location of any driveway ingress or egress off of Center Street. Ms. Moffat wanted to be on the record saying she wants the driveway to be setback from her property line at the appropriate distance required by the required setbacks of the zoning district. Ms. Moffat also stated her desire to have the neighbor replace the 8 ft fence she had on her property that was damaged during the demolition of the sheds in the back yard. She requested an adjacent property owner notice before the property would be up for review for development.

Bob Sweeney asked the commission if there was a current timetable for the construction of Chase Six Blvd. He also reiterated the traffic issues that are present in the alley in the Knode Circle neighborhood.

Eric Kitchen asked about the traffic circle at the Easterday property and whether there was a time table for the construction being finished.

COMMISSION MEMBER COMMENTS

None.

ADJOURN

The Commission agreed to start the August 27th meeting at 6pm. David Parmelee adjourned the meeting.

Respectfully submitted,

Ethan Strickler,
Town Planner / Zoning Administrator

Draft
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MINUTES OF A MEETING OF THE ENVIRONMENTAL COMMISSION
TUESDAY, July 9, 2019

PRESENT: *Commission Members:* Chairperson Kathy Vesely, Vice Chairperson Laura Schnackenberg, Amy Jones, Leah Grasso, Scott McIlwee, Alison Preston, Town Council Liaison Terri Hollingshead

ABSENT: Anthony Dowell, Jessica Renner

PRESIDING: Chairperson Vesely called the regular meeting to order at 7:34 PM.

APPROVAL OF MINUTES: June 11, 2019 minutes were reviewed and approved as read.

OLD BUSINESS:

BEC unanimously approved \$3500 from BEC FY 2020 budget for the town to use at its discretion for trees and related expenses (i.e.: labor to plant trees, soil, fertilizer).

BEC recommends that the tree board investigate how best to maintain and control any invasive species in the tree buffer that was planted behind the community center.

MS4-MCM2 worksheet: Chairperson Vesely is completing the MS4-MCM2 worksheet to report on the Green Fest event. The committee agreed that vendors who impact or provide education related to storm water management should be included in the report.

NEW BUSINESS:

Strategic Plan: July topic: Gather Ideas on Goals and objectives

BEC discussed both short term and long term goals and objectives. Ideally we would like to achieve a minimum of one short term goal (within a year) and two longer term goals (2-3 years). The BEC short-term goals include increasing education by scheduling four speakers in a year, and supporting a plastic straw challenge. Longer term goals include enhancing cross walk safety, building a community garden, and installing an EV Charging Station.

SUBCOMMITTEE REPORTS:

Farmer's Market – The “Buy Local” challenge runs from July 20th- 28th with the challenge being to eat something grown or produced locally each day. In conjunction with this, Washington County government is running a “selfie” photo contest on their FaceBook page. Between July 9th and 31st take a picture of yourself with things you bought locally. Judging is Aug 1st. Two prizes will be awarded for different age categories.

Attendance at the Farmer’s Market remains steady this year, averaging approximately 100 customers/week. Normally attendance drops off a bit this time of year, but it appears to be holding firm. The Farmer’s Market committee is considering doing an unofficial exit poll of customers to assess what we’re doing well and what improvements could be made.

Potential new vendor "Boonsboro Veggies" is still interested in becoming a vendor. They are in the permitting process. This vendor would be able to accept SNAP (public assistance).

Waste Reduction – Community member Barbara Wetzel shared an article from the Sierra Club Magazine entitled *You Can't Recycle Garbage*. This excellent article provides food for thought on how the United States could manage its own recycling and make it a profitable business. Given the changing landscape of the recycling industry, the BEC, together with the town, needs to consider how we might want to move forward with waste reduction and recycling initiatives.

Trees – No report.

Public Education/Outreach – Laura Schnackenberg contacted Key City Compost to schedule a tour of their facility. Key City is not quite ready to accommodate tours, but would be available to be a speaker for us. We also hope to schedule a tour of Entsorga (a partnership between Apple Valley Waste, LLC, Entsorga USA, and BioHiTech Global) in early fall. Finally, Laura will investigate what presentations are available related to a plastic straw challenge.

Green Team – Sustainable Maryland Certified (SMC) – Boonsboro has a three-year certification. Applications are due 6/30/2020. We are interested in maintaining our current Sustainable Maryland activities and possibly adding a few new things every year. SMC will be introducing 25-30 new measurements early next year. The BEC also discussed activities such as beautifying the four "gateways" into the town. It would be nice to plan for some short term and long term projects geared toward beautifying our town.

Monarch Butterfly – Chairperson Vesely reported that she saw her first monarch today! ☺ Another possible project for the Monarch Butterfly Waystation would be to build and install a "Pollinator Hotel".

TOWN UPDATE:

Town Liaison Hollingshead shared highlights from the Council's 7/8/19 meeting as well as from the Maryland Municipal League (MML) conference in Ocean City, MD. Terri has a contact that she will reach out to regarding possible avenues for glass recycling.

COMMISSION MEMBER COMMENTS:

Vice Chairperson Schnackenberg is happy that Maryland passed the "no Styrofoam container" law.

ADJOURN: The meeting was adjourned at 8.52 PM.

Respectfully submitted by
Amy Jones, BEC Secretary

*Next meeting: **TUESDAY, August 13, 2019** – Boonsboro Town Hall. Regular meeting at 7:30.

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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