

Boonsboro Public Safety Commission
Meeting Minutes
Thursday, July 19, 2018

Present: Chair, Chad Matthews, Marty Love, Jean Burns, Greg Seymour, Rick Stevens, BPD Chief Stanford, M&C Liaison Terri Hollingshead. Absent with notice Christi Weaver.

Chairman Matthews called the meeting to order just after 7:01 PM.

Guests: George Messner, Bruce Wilder, Tiffany Ahalt, Terri Packard, Ethan Strickler, Marilee Kerns, Tony Nally, Ray Hanson, John Wolford

June minutes were approved with a motion by Greg Seymour, seconded by Mr. Love, PSC voted to approve the June 2018 meeting minutes.

Old Business:

Mr. Love mentioned that the Fire Company has contacted the town office about putting a picture of the gentleman that does the door to door fundraiser for the Fire Department on the Town website and Facebook page so people recognize him while he is knocking on resident's doors during the fundraiser period,

Chairman Matthews asked if the PSC needed a review and debrief of last month's meeting, focusing on the Mt. Nebo incident. The PSC didn't feel it necessary to review.

New Business:

- **Members of the EDC and Planning Commission were invited to attend the PSC meeting to discuss the impact of the PSC's recommendation for the Comprehensive Traffic Study.**

Terry Packard reviewed with the PSC the survey results from a survey conducted by the EDC regarding local business in the downtown area by the Town residents. Ms. Packard stressed the answers to questions 3 and 6 of the survey which had higher scores based on parking concerns in Town for downtown businesses. Ms. Packard also read a letter from EDC member Kristin Bowl who could not attend regarding the overall concern of lack of public parking currently in the Town and the EDC concerns of losing even more spaces based on the PSC recommendations. Ms. Bowl's letter also voiced opinions of solutions to fixing the parking concerns in the short and long term.

Bruce Wilder voiced his concerns about losing parking spaces close to downtown businesses as well as the concern that adding a turn lane at the square would be conducive to speeding through the intersection.

Tony Nally expressed that the PSC has been and is currently working with the area churches in close proximity to the Town square. Mr. Nally said the Trinity Lutheran church is open to public parking in the church lot as long as it doesn't hinder parking for church events and services. The PSC will also approach Boonsboro First Christian church with the same request. Mr. Nally also stated we are looking at the possibility of public parking at the Town maintenance building lot after work hours.

Rick Byrd mentioned that the PSC and M&C are working to secure larger and more adequate signage letting patrons know where public parking is available.

Marilee Kerns asked if Mr. Wilder had any suggestions or ideas to help with public parking.

Ray Hanson asked if the Trinity Lutheran Church would require any revenue from the Town and Mr. Nally said no.

Tiffany Ahalt (representing the National Road Heritage Foundation) Voiced her concerns of losing parking spaces in front of the Trolley Museum on Main Street. She also voiced concerns about handicapped parking spaces for the handicapped and elderly visitors. Ms. Ahalt also voiced concerns of losing the parking spaces because Motor Coaches bring visitors to the Trolley Museum would have difficulty offloading passengers in close proximity. Ms. Ahalt

expressed her concerns with visitors parking across Main Street in the Town maintenance building parking lot due to the crosswalk being unsafe.

John Wolford (SHA) expressed the recommendations as concluded from the Comprehensive Traffic Study and asked if anyone had questions directed at the SHA recommendations that he could answer.

Mr. Byrd asked Mr. Wolford about flashing beacons for the crosswalk at Main Street and Orchard Drive.

Ms. Ahalt spoke about US Alt. 40 and the fact that it is a Maryland scenic byway.

Mr. Love asked who was responsible for refreshing the crosswalk paint at the Main and Orchard crosswalk. Mr. Byrd and Mr. Wolford answered it was SHA responsibility.

Ethan Strickler requested a copy of the Comprehensive Traffic Study from Mr. Wolford to review in the upcoming Planning Commission meeting.

Chief Stanford projected a Goggle Maps overview of the Trolley Museum and surrounding area on the television screen so that everyone in attendance could view the area in question. Chief Stanford also pointed out several potential areas on or around the Trolley Museum property that with slight modifications would be acceptable areas to alleviate the parking concerns.

George Messner voiced concerns over the cost of modifications to potentially turn surrounding areas into parking lots and who would burden the cost. Several members of the PSC and M&C that were in attendance said it would need to be a joint effort if this would be the decision made.

- **Vote to fill open position on the PSC;**

Mr. Love made the motion to appoint Jen Paugh to the open PSC seat, Rick Stevens seconded the motion. The PSC voted Jen Paugh would be the PSC recommendation to appoint at the M&C meeting on August 6, 2018. Mr. Love asked if it is possible to add another seat to the PSC so that the other strong candidate Bill Bigelow could potentially be on the PSC as well. Mr. Love said he hated to see good candidates turned away. Chairman Matthews to review the Charter to clarify if this is possible or if the Charter could be amended.

- **PSC Preparations for NNO;**

PSC reviewed what still needs to be done and who needs to do it. PSC agreed that everything seems to be in order and final preparations will be completed.

Police Department Report:

Chief Stanford reported that there have been convictions for the vandals that used spray paint to paint graffiti on buildings in and around the Town.

Fire Department Report:

Marty Love had nothing to report.

EMS Report:

Jean Burns updated the PSC with some rough numbers of profits and costs from the carnival. Ms. Burns mentioned it was a good year but still not as good as some past years.

Ms. Burns also spoke about the Rescue Company adding a new ambulance and gave some estimates of how much this would cost the Rescue Company.

Ms. Burns also mentioned next year's plans to replace the 2007 ambulance that currently in service and aging.

Ms. Burns mentioned Saturday July 21st the Rescue Company would host a chicken barbeque and asked that everyone would come to support.

Burns also mentioned that the Rescue Company is currently receiving 80 community service hours as part of perpetrators of the law being given community service hours to complete as part of their punishment.

Mayor and Council Report:

Mr. Hollingshead spoke about the Water Study Proposal and the M&C's ongoing discussions.

Hollingshead also discussed the proposal from Chief Stanford to secure additional Town cameras.

Hollingshead formally introduced Ray Hanson the newly appointed Council member.

Motion to adjourn by Love second by Stevens, meeting adjourned at 8:37 PM.

Respectfully submitted,

Terri Hollingshead, Council Liaison (filling in for absent secretary)

BOONSBORO MUNICIPAL UTILITIES COMMISSION
REGULAR MEETING
July 12, 2018

Notes: Motions are in bolded text below. All procurements identified in the meeting minutes will be executed in compliance with applicable State of Maryland Procurement Regulations and Town of Boonsboro Procurement Policies and Procedures and associated approval authorities.

The Boonsboro Municipal Utilities Commission (BMUC) held its regular meeting on Thursday, July 12, 2018 in the Charles F. "Skip" Kauffman Building's Meeting Chambers. In attendance were Chairperson Paul Loeber and Commission Members Ernie Harr, Bobby Mose, and David Wade. Also in attendance were Mayor and Council Liaison Anthony Nally, Town Manager Krista Davis, Public Works Supervisor Greg Huntsberry, and Town Planner Ethan Strickler. Chairperson Loeber called the meeting to order at 7:00 PM.

The meeting started, as always, with the standing roll call of everyone present.

Following the roll call, a special presentation was made by Chairperson Loeber to former Commission Member Ray Hoffman for his contributions to the BMUC over the last sixteen (16) years. His contributions were very much appreciated and he will be missed.

King Road Development Rights and Responsibilities Agreement (DRRA) and Water Allocation Discussions

This Meeting included the participation of current and former Planning Commission Members but, was not a joint meeting since the Planning Commission did not have a quorum present. Present from the Planning Commission were current Chairperson Robert Maricle, Vice Chairperson David Parmelee, and Commission Member David Ambrose. Also in attendance was Mayor and Council Liaison Rick Byrd and previous Commission Members Riccardo Aiello and Steve Jamison.

The following are summaries of the major discussion points:

1. The land that is covered under the proposed Development Rights and Responsibilities Agreement (DRRA) was covered under several annexation agreements and their associated amendments that were both approved by the Mayor and Council and were signed under that approval authority.
2. There were a total of six (6) annexation agreements and associated amendments that were approved by the Mayor and Council and were signed under that approval authority that allocated 1,329 "sewer taps" and an equivalent number of "water taps".
3. These agreements involved prepayment schedules for the allocated "sewer taps" that were intended to assist in covering the Wastewater Treatment Plant (WTP) debt service costs.
4. Several of the agreements have not been executed per their provisions, however, the legal statuses of the agreements have not been vetted and documented.
5. Therefore, the BMUC cannot accurately assess the current obligations and as a result also cannot determine remaining capacity of the wastewater and water systems, if any.
6. A definitive legal determination could drastically change the current assumed allocations and result in significant changes in remaining capacity.
7. The BMUC will be requesting that the Mayor and Council perform a formal legal vetting of these agreements which were signed under their approval authority. Including a review of the BMUC approval actions of the allocations, if any, and a determination of the fate of the prepaid fees for unused "sewer taps".

As a result of the discussion points summarized above the following motion was made by Commission Member Harr.

The BMUC does not support the draft agreement, as it stands, nor entering into any negotiations since the legal status of the annexation amendments covering the allocations and prepayment of sewer taps with equal water tap allocations is uncertain and therefore, so is the current remaining water and wastewater systems' capacities, if any.

The motion was approved.

Meeting Motions:

The June 14, 2018 Regular Meeting Minutes were reviewed and Commission Member Wade motioned to approve the Minutes as presented. The motion was approved.

The June 2018 Treasurer's Report was presented by Commission Member Mose. The report was reviewed and discussed. Commission Member Harr motioned to approve the report as presented. The motion was approved.

The June 2018 Bills to be Paid Report was presented by Commission Member Mose. Commission Member Harr motioned to approve the payment of the bills. The motion was approved. Note: One of the key metrics being tracked is the relationship between the BMUC billing and payment cycle and payment of General Fund reimbursements. The BMUC billing and payment cycle results in payments by users up to six (6) months after the costs are incurred. This has historically been a cash flow challenge under previous budget years. The BMUC has established the following metric to monitor cash flow management improvements progress. Since beginning tracking, the average accounts payable age for the Wastewater Fund has decreased from six (6) to four (4) months and from three (3) to two (2) months for the Water Fund. The established goal is to maintain the Wastewater Fund payable age as low as possible but, the short-term reasonable range is between three (3) and six (6) months with three (3) months as the target and for the Water Fund between zero (0) and three (3) months with zero (0) months as the target.

The June 2018 Budget to Actual Monthly Report was presented by Town Manager Krista Davis 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 May 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 is intended to provide a more reviewer friendly format that is easier to understand than typical accounting reports. It is being revised, as needed, in an ongoing manner to reflect the evolving needs of the BMUC's budget review and monitoring activities. No current or 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 determined was 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 funding 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 specific modifications to the report were discussed to increase the usability and readability by the Commission Members. The Town Manager, Krista Davis, will work 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.

Unfinished Business:

Water System Hydraulic Study

The status of procurement was discussed and it is expected that a final decision will be made in August 2018.

To assist a reviewer of these meeting minutes, the summary of previous discussions relative to the reason for and the activities the information provided by this study will support are included below.

1. It has been twenty (20) years since the last study and there have been significant changed circumstances with the water distribution system and the current status and stability of the system is unknown.
2. The information obtained from this study will:
 - a. Facilitate the identification and prioritization of capital improvements needed to maintain a reliable water supply on a continuous basis.

- b. Assist in identifying capital improvements needed to accommodate growth and maintain a reliable water supply on a continuous basis.
- c. Assist in establishing “tap fees” that will support the financial realities of the capital improvements needed to support and accommodate growth.
- d. Assist in the evaluation of and discussion with developers on the contents and cost-sharing aspects of development and associated Development Rights and Responsibilities Agreements.
- e. Facilitate developing improvements to the on-going critically important water loss detection program and activities.
- f. Assist in the discussions and negotiations on water allocations and moratorium decision points development coordination with the Boonsboro – Keedysville Water Advisory Board (BKWAB).

Indefinite Delivery/Indefinite Quantity (IDIQ) Master Task Agreement (MTA) Contract Vehicle – Engineering Services

The status of and reason for the IDIQ MTA Contract Vehicle were discussed. It was emphasized that the IDIQ MTA is an “empty bag” contract vehicle that has no value without a Task Order. The BMUC has one active Task Order (TO) under that IDIQ MTA for the Sewer Line Replacement Project. The BMUC authorized the sole source TO award in compliance with applicable State of Maryland procurement regulations and under the authority of the approved 2018 Fiscal Year Budget which included the subject project which is fully funded with grant and retained “tap” fees designated for capital improvement project use. The Sewer Line Replacement Project is a capital improvement project.

New Business

BMUC Member Vacancy

The BMUC advertised for interested individuals for the open position and received two (2) applications. Applications were received from Mr. Ray Hoffman and Mr. Eldon Jones. The BMUC Members interviewed the two candidates separately and questions focused on their reason for wanting to serve on the BMUC and what value added they felt they would bring a Commission Member.

Sewer Line Backup on Chestnut

A status of the subject sewer line back-up was presented by Public Works Supervisor Greg Huntsberry. The cause was root intrusion in a lateral line determined to be the responsibility of the Town. During the discussion, the responsibility designation of other municipalities was discussed. **As a result, a motion was made by Council Member Harr to evaluate the responsibility designations of other municipalities and bring a recommendation for any proposed revisions to the Boonsboro responsibility designation at the next regular BMUC Meeting. The motion passed.**

Reports:

The following reports were provided to the BMUC Members.

Mayor and Council Report – Mayor and Council Liaison, Anthony Nally, provided a brief summary of Mayor and Council activities since the last BMUC meeting. This included the appointment of Mr. Ray Hanson to fill the open Council position.

Utilities Report – Pete Shumaker was not present at the meeting and therefore there was no report provided. However, the Town Manager, Krista Davis, provided the following information relayed by Pete Shumaker - The Wastewater Treatment Plant (WTP) automatic operation aerator motor component failed and as a result, the WTP is being run in manual mode which is difficult and costly from both a manpower and the inefficiencies associated with human manual operation. Efforts are underway to find an interim fix while waiting for the replacement part needed and currently, delivery is expected to take 4 - 6 weeks.

Public Works Report – Greg Huntsberry, Public Works Supervisor, provided a brief summary of activities since the last BMUC meeting. Two specific items resulted in motions. First, the water meter replacement program status was discussed and the low replacement meter inventory was discussed. **As a result, a motion was made by Council Member Harr that per previous discussions one hundred (100) new water meters be purchased using Water Fund retained “tap” fees consistent with the identified use for capital improvements and that the purchase be sole source since the meetings that are compatible with the Boonsboro Water System are only available from one vendor in this area. The motion passed.** Note: The purchase of

one hundred (100) meters at a time was previously determined to be the most economical number to purchase at one time consistent with the Town's cash flow, replacement rate, and storage considerations.

A request by Cub Scout Pack 20 was received for the BMUC to consider waiver the user fee for Town of Boonsboro water in a fund raiser to be held in Shafer Park. The Cub Scouts are a Federal and State of Maryland documented and recognized non-profit youth organization. The discussion included past practices and existence of a BMUC and/or other Town of Boonsboro entity or town-wide policy(ies) on waiving fees. There were two (2) motions associated with this discussion.

A motion was made by Commission Member Harr that the BMUC waive the user fee for water for the Cub Scout Fundraiser. The motion passed.

A motion was made by Commission Harr to evaluate existing policy(ies) and bring a recommendation for any proposed BMUC policy or consideration for a Town-wide policy for Mayor and Council consideration to the next regular BMUC Meeting. The motion passed.

Closed/Executive Session

The BMUC moved into and then adjourned a closed/executive session as permitted under Article, §3-305(b)(1)(i), discuss: the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction. Specifically, in this case to discuss the BMUC open position candidates' interviews.

Once back in the regular meeting session, a motion was made by Commission Member Wade to recommend the appointment of Mr. Eldon Jones to Mayor Howard Long to fill the BMUC Commission open position. The motion passed.

Next Meeting is scheduled for 7:00 PM Thursday August 9, 2018

Adjourn:

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

Respectfully Submitted,

Ernie Harr
Secretary

MINUTES OF A MEETING OF THE PLANNING COMMISSION
TUESDAY, JULY 24, 2018

PRESENT: Chairman Rob Maricle, Vice-Chairman David Parmelee, Doug Moore, David Ambrose, Steve Jamison, Rico Aiello, Carvel Wright, Mayor and Council Liaison Rick Byrd

Staff Member(s): Town Planner/Zoning Administrator Ethan Strickler

Guests: William Griffith, William Griffith Jr., Rick Curry, Jim Draper, Eric Kitchen, Tony Nally, Terri Hollingshead, Ray Hanson

NOT PRESENT: Vice-Chairman David Parmelee, Doug Moore

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

APPROVAL OF MINUTES

Ethan Strickler noted that he revised the April 24th meeting minutes to reflect that the motion was made to make Rob the chairman, David the vice-chairman, and Riccardo the secretary.

Chairman Maricle declared the Minutes for April 24, 2018 (revised) and June 26, 2018 meetings approved as presented.

COMMISSION MEMBERS

PLANNING COMMISSION MEMBER TERM EXPIRATIONS AND RE-APPOINTMENTS – Riccardo Aiello (term expired in March 2018) and Steve Jamison (term expired in March 2018)

The chairman recommended that commission members Mr. Aiello and Mr. Jamison remain on the planning commission, stating they have been excellent members of the commission and have contributed greatly to the town.

Carvel Wright made a motion to approve the re-appointments (and sent the re-appointments to the Mayor & Council for a vote) of Riccardo Aiello and Steve Jamison to the Planning Commission for another 5 year term. David Parmelee seconded the motion and the motion carried unanimously.

UNFINISHED BUSINESS

FLETCHERS GROVE – Informational Concept Plan, Overall Fletchers Grove Development, Accompanies June 26th, 2018 Meeting Approval of Dean North Concept Plan BNCP18-02

The Town Planner noted that this topic was a supplemental piece of information accompanying the Concept Plan (BNCP18-02) submitted by the developer for June's meeting.

Jim Draper noted that they submitted this supplemental information to show the planning commission what the overall Fletchers Grove development would eventually look like. Chairman Maricle asked if this had been presented to the state in any way, and Mr. Draper confirmed that it has. Rick Curry, the developer's engineer (B&R Design), was present. Mr. Draper brought a letter to confirm that they are in dialogue with the state. The engineer stated that all of the roads would operate at acceptable service once the build-out is complete, and that the only possible additional improvement would be a bypass lane on Mapleville Road (heading north). Chairman Maricle made a comment about the tank farm on the map. The developer stated that the tank farm on the map would serve all of Fletcher's Grove. Chairman Maricle also made comments about community signage and a dedicated lane for servicing the tank farm. The developer stated the main community sign would be at Chase Six & Mapleville, and that the tanks would consist of one large underground tank. The developer stated he would meet with the provider (for the tank) ahead of his next visit to the Planning Commission. Riccardo Aiello made a comment about the units being close to the roadway. The engineer confirmed a minimum 18 foot driveway from the right of way line, with an 18 foot wide driveway. The Town Planner stated he would send Traffic Concepts' response letter out to the Planning Commission. He also reiterated that final approval of any single family detached housing at the site will still require a special exception and BZA approval.

TRI-COUNTY PUMPS – Re-Submission of Site Plan Application Addressing Staff and Commission Comments from May 22nd, 2018 Meeting

The Town Planner noted that he prepared a new staff report for Tri-County Pumps resubmission that cover the three, primary pending comments, including sidewalks. Street trees were the first un-addressed comment, but the commission and staff noted that the street tree requirements could be relieved. Tree species type and the landscaping standards for parking lots was another comment that can be addressed directly between town staff and Tri-County's engineer. The third comment, about Tri-County's responsibility to develop the sidewalks on their property was the comment that garnered, by far, the most discussion.

The chairman asked if Easterday still owed utilities that needed to go in in the front of Tri-County Pumps' property, along where the proposed sidewalk will be. Bill Griffith Sr. already noted that the water infrastructure and storm drains were already installed by Easterday, but that curb and gutter and the traffic circle still remain to be developed. Mr. Griffith said he is opposed to developing the sidewalks on his property because this was already in Easterday's agreement. He stated, due to the grade coming in to the parking lot, that there are further issues with developing the sidewalk and having it be handicap accessible. He noted he is trying to do this job out of pocket, and that he will look to leave Boonsboro and seek another location if necessary. The chairman stated the fact is that Tri-County is developing first, and that the town's interest and the town's ordinances require the sidewalks. Bill Griffith Jr. stated it was possible that they might have to increase the grade of the driveway in order to make the sidewalk handicap accessible (2% grade), rendering their driveway potentially inaccessible because of the steep existing grade. The chairman stated that the Town would take these potential hardship issues up with the Town Planner, but that Tri-County Pumps will need to address the sidewalks. Mr. Griffith stated that his engineer (Gordon Poffenberger) informed him that you cannot get what is required for handicap access off of the sidewalk when it meets Tri-County Pumps driveway. The Griffith's stated that their driveway entrance is probably greater than a 5% slope. David Ambrose noted that the state should handle the sidewalks, driveway, and road separately. Mr. Griffith asked if we knew what was required there (by SHA). The chairman stated that Tri-County must address the issue with the state (SHA). The Town Planner noted that the Easterday's did call in to town hall last week requesting information, and that Tri-County should try to work with the Easterdays if possible. Mr. Parmelee stated that because Tri-County Pumps goes first, then Tri-County must develop the sidewalk, and that this is the Town's standard. Mr. Griffith reiterated that the Easterday's should develop the sidewalks. Mr. Griffith indicated that Tri-County Pumps will occupy all of the building addition they are putting in, as opposed to leasing it. He also stated that the businesses continued growth will depend on his son. The chairman stated that Gordon (engineer) should get with the state (SHA) to figure out what requirements exist with respect to the sidewalk. The item ended with everyone agreeing that the sidewalk was the one, final lingering issue in getting Tri-County Pumps site plan approved by the planning commission.

KING ROAD ASSOCIATES – DRRA Recommendation, Advisory Recommendation to the Mayor & Council concerning May 22nd, 2018 agenda item

Nobody from King Road was in attendance. This was noted and the chairman finished the roll call for guests at the meeting. Discussion on the DRRA was brief, as the topic had been discussed at previous planning commission meetings and previous BMUC meetings. The chairman welcomed a motion to recommend that the mayor & council not approve the DRRA to approve additional water taps for King Road, and to not recommend the DRRA in general (that it should go back to the drawing board).

Carvel Wright made the motion to recommend disapproval (to the Mayor & Council) of the DRRA Request from King Road Associates as it is presented. David Parmelee seconded the motion and the motion carried unanimously.

The Town Planner noted that the BMUC's recommendation was of denial, and that he had received an email from Mr. Fant that he would like to withdrawal the DRRA from consideration. He noted he would give the commission an update once that withdrawal was official, and that if the withdrawal holds that it will not need to go to Mayor & Council.

NEW BUSINESS

MD STATE HIGHWAY ADMINISTRATION TRAFFIC STUDY – Advisory Recommendation ahead of July 30th Public Hearing

The commission discussed a Traffic Study from 2017, whose recommendations are being voted on by the Mayor & Council. Discussion began with the intersection of Potomac Street and Old National (directly in Town Center). The chairman made the comment that he would make the recommendation for a delayed green or a dedicated arrow in this location (based on current traffic patterns), as opposed to State Highway's recommendations. Council Liaison Byrd addressed the chairman's comments based upon his previous correspondence with State Highway. The Town Planner noted that his correspondence with SHA indicated that the lanes would be 10.5' in width. The commission noted that the long-term solution to traffic would be a bypass. Mr. Moore spoke briefly about the Shafer Park Drive intersection. Mr. Byrd stated that phasing would not solve the traffic issues, and that this option was already discussed with SHA. Mr. Aiello asked about what State Highway's safety concerns were with respect to a left hand turn lane versus a dedicated light. Mr. Byrd stated that, as of last year, it is now legal to pass on the right anyway, and that making a lane would make the intersection safer. The Town Planner gave the commission the lane widths for different types of streets in town based upon the Town's street standards. Mr. Parmelee stated that something needs to be done, and that parking in the area could be helped out with better signage and access for different lots. Council member Nally, in attendance, stated about how approving the SHA recommendations are about helping the citizens of Boonsboro alleviate traffic concerns. Mr. Byrd noted that an offset light could happen in the future. Mr. Moore stated the recommendations are the best current option. The chairman stated that he is a firm believer in traffic through town, and that he has seen town, such as Woodsboro, be hurt by diverting traffic from town.

A motion was made to recommend approval of the State Highway Administration's recommendations from the Traffic Study, including the Eastbound Left Turn Lane with Parking Restrictions on Old National Pike (Main Street). The motion passed with 5 yes votes and 2 no votes. Yes: David P., Doug M., David A., Riccardo A., Carvel W. No: Steve J., Rob M. The motion carried to recommend the changes.

Mr. Parmelee noted the study also addressed removal of parking spaces near Shafer Park Drive (on Main Street). He also asked that the planning commission be involved with future decisions related to the roads/streets in town because they could be helpful in making recommendations based on their experience with these types of issues in town. Chairman Maricle made a comment about how developers can help compensate the town for traffic studies.

Mr. Byrd brought up the left hand turn lane recommendations for Maple Avenue and Old National (intersection), and how the turn lane and removal of parking space in this area was also a part of SHA's recommendations.

PLANNING AND ZONING UPDATES

Town Planner and Zoning Administrator Ethan Strickler had the following comments regarding Planning & Zoning developments in town:

1. Easterday Letter – The Town Planner noted that Todd Easterday had called in to town hall requesting a letter stating how many sewer taps he has purchased from the town thus far. Krista Davis sent Todd a letter stating, to date, he has purchased 8 sewer taps.
2. Comp Plan Update (2019) – The Town Planner noted that our last Comp Plan update took place in 2009, meaning that the Town's next Comprehensive Plan update will have to take place by the end of 2019 (10 years). The commission noted that the comp plan update was contracted out in 2009, that is was reasonably twice, that they met with the contractor at least twice, and that the town planner should look back through town files and records to see who was contracted for the 2009 update.
3. MS4 NPDES Permit – The Town Planner informed the Planning Commission that he would be informing them on the recent MS4 permit that the Town was recently notified (by MDE) that it must comply with. The Town Planner informed the commission that he would be giving a presentation to the Town Council at their August Workshop, and that he would put the MS4 Phase II NPDES permit as an agenda item on the commission's meeting agenda in September or October. The Town must notify MDE of their intention to comply with the permit by the end of October 2018.
4. Mayor & Council Agenda Items – The Town Planner let the commission know which items would be headed to the Mayor & Council in the near future.

CITIZEN'S COMMENTS

Eric Kitchen – Eric commended and thanked the 3 town council members in attendance at the planning commission meeting, noting that, as a frequent guest at planning commission meetings, it had been a long time since he had seen that many council members at a planning commission meeting. Eric also talked about another potential parking solution that was not mentioned: Doug Boss and the old Boss Furniture building.

COMMISSION MEMBER COMMENTS

It was noted that Staff and the Planning Commission should follow up on Steve Jamison's comment from June that we should reintroduce the storage container ordinance proposal.

ADJOURN

Chairman Maricle declared the meeting adjourned at 8:34 pm.

Respectfully submitted,

Ethan Strickler,
Town Planner/Zoning Administrator

Draft
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MINUTES OF A MEETING OF THE ENVIRONMENTAL COMMISSION
TUESDAY, July 10, 2018

PRESENT: *Commission Members:* Chairperson Kathy Vesely, Vice Chairperson Laura Schnackenberg, Amy Jones, Leah Grasso, Jessica Renner, Scott McIllwee; Town Council Liaison Ray Hanson

ABSENT: Anthony Dowell

PRESIDING: Chairperson Vesely called the meeting to order at 7:01 PM.

APPROVAL OF MINUTES: After review and unanimous committee vote, Chairperson Vesely declared the June 12, 2018 minutes approved.

New Town Council member Ray Hanson was introduced as the BEC's new Town Council Liaison.

UNFINISHED BUSINESS

Town Newsletter: The BEC contributed a short article to the town's newsletter providing suggestions for how to reduce glass consumption. The BEC would like to continue to contribute to the newsletter from time to time.

BEC member Anthony Dowell: Chairperson Vesely clarified that BEC member Anthony Dowell's term is for four years and will expire in November 2021.

Community Solar Webinar: Chairperson Vesely attended an excellent webinar by Community Solar. Community Solar will be constructing a solar array in Williamsport. Individuals who may not be able to install solar on their own properties will be able to reap the benefits of the solar array. The local Community Solar representative will be sharing his presentation to the town on August 14th during the BEC meeting.

NEW BUSINESS:

Meeting with new Town Planner: Boonsboro's new Town Planner, Ethan Strickler, plans to attend the BEC's August 14th meeting and presentation by Community Solar. Ethan also will be meeting with Chairperson Vesely on July 24th to share information about environmentally-themed grants for which we might be eligible. A particular interest of the BEC would be to establish a community garden. A possible location might be the field near the high school and senior housing. Establishing a water source could be an issue.

Plastic Straw Education: There has been a lot of information in the news recently related to single-use plastic straws. According to Chairperson Vesely's research, plastic straws are one of the top-10 items found on beaches. Over 500 million single-use straws are used daily in the U.S. Increasing numbers of large cities including New York City, Seattle, WA, Malibu and Davis, CA have banned single-use plastic straws outright. BEC would like to work with local businesses in a collaborative effort toward moving to compostable paper straws. Community outreach and education would also be a focus.

SUBCOMMITTEE REPORTS

Farmer's Market – Jessica Renner reports a good farmer's market today (7/10) with a steady flow of traffic. The vendors are doing a great job with their displays. Vendors are inquiring about additional signage. After a lengthy discussion about signage needs and prices, a motion was made and seconded to purchase vertical banner signs. The vote passed unanimously. BEC members were reminded to like and share the Farmer's Market Facebook posts. An Instagram account has been established for the Farmer's Market.

Waste Reduction – Since the town's sanitation contract no longer includes glass recycling, the BEC is curious what impact this will have on the overall tipping fees at the landfill. BEC members have been asked to think about other viable options for glass. Vice Chairperson Schnackenberg has learned of two places in Pennsylvania that still take glass recycling, but the issue would be getting the recycled glass up there. The Washington County landfill still takes glass from individuals, but you have to buy a \$35 landfill use permit.

Trees – A check for \$3500 to Sunny Meadows was written from the BEC budget toward the purchase of trees. The Tree Committee will meet in the late summer to decide on types of trees and finalize placement of trees.

Public Education/Outreach – Community Solar will be speaking at the BEC meeting in August. Nancy and Elliott Kirschbaum, bird enthusiasts, could be an option for a future talk. After some recent wildlife sightings in the Crestview neighborhood, Vice Chairperson Schnackenberg suggested trying to find a speaker to educate citizens about wild animals encroaching on populated areas. Town Liaison Hanson suggested reaching out to the Maryland Department of Natural Resources Police.

Green Team – Chairperson Vesely has been contacted by someone from New Carrollton, MD who is trying to start a green team. Vice Chair Schnackenberg suggested contacting Brigitte Schmidt for more information on the history of Boonsboro's Green Team.

Monarch Butterfly - No update.

TOWN UPDATES

No updates.

COMMISSION MEMBER COMMENTS

Jessica Renner: Farmer's Market committee would like to advertise in the fall and winter town newsletters for a Farmer's Market Manager for 2019. There is a small stipend for the position.

Chairperson Vesely: Washington County is looking for volunteers for its Environmental Management Advisory Committee. Also, Kathy will be circulating a list of BEC subcommittees for which we can volunteer.

ADJOURN: The meeting was adjourned at **8:18 PM**.

Respectfully submitted by

Amy Jones, BEC Secretary

Next meeting: TUESDAY, August 14, 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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