

**Boonsboro Public Safety Commission
Meeting Minutes
Monday, August 20, 2018**

Present: Chair, Chad Matthews, Marty Love, Rick Stevens, Christi Weaver, Greg Seymour, Jean Burns, and Jen Paugh. M & C Liaison Terri Hollingshead absent with notice, Council Member Tony Nally was the representative.

Guests: Council Members: Marilee Kerns, Rick Weaver & Ray Hanson and Town Engineer Ethan Strickler

Chairman Matthews called the meeting to order at 7:00.

July minutes were approved with a motion from Rick Stevens and seconded by Greg Seymour, PSC voted to approve the July minutes.

Citizen's comments:

Bob Sweeney, 14 Knode Circle asked the commission to look into the 5 ton vehicle parked in front of 6 Knode Circle. He asked that we work on solutions to avoid large trucks, over 1 ton, except local deliveries to go through such a small area. We have many elderly folks and neighbors who walk with their animals and this causes a dangerous situation. Perhaps we could post a sign?? Mr. Sweeney also stated that it was an eye sore and the residents of the neighborhood will be approaching the Planning/Zoning Commission. Ethan Strickler spoke and stated that he received numerous complaints and came out and took notes and pictures. He reviewed the town policies and stated that the owner in question would have to move the rig out of the yard but could park it in his driveway. There are codes and restrictions in the Boonsboro health code that requires access to water and sewer lines. Chad stated that he thought there was a no parking restriction in residential areas. It then was stated that the owner in question was a habitual offender with other violations so Ethan would be calling him and asking him to move it to his driveway.

Tracy Carr, 4 Knode Circle, also was upset about finding the truck in the front yard by her residence. She felt that the town should protect the residents of Boonsboro and not allow this type of issue.

Old Business:

Tony spoke about the SHA recommendations and stated that the M & C voted and approved for the turning lane at the intersection of 34 and Main Street. We are working with churches and businesses to produce parking for the businesses that will lose parking spaces. He also stated that there would be specifications made to the light at Maple and Main by the school entrance for safety at the crosswalk.

New Business:

Parking issues along the 200 block of South Main were discussed because the homeowners feel unsafe when pulling out of their driveway. Also, the issue with the parking at Sycamore Run and Monument Drive. It was discussed among the PSC members with Mr. Strickland and was decided that we place NO Parking signs in front of 224 S Main to 308 S Main on the opposite side. Rick Stevens asked if this would be enforced. The recommendation was NO Parking, so Ethan will be contacting John Wolford to get the signs for the 5 driveways. We also discussed the crosswalk at Orchard Drive and Tony Nally said that Terri is still in contact with Delegate Parrott and working hard to make changes.

NNO – Chad was pleased that we had a successful NNO despite the rain. Thanks to members of the commission and a special thanks to Sgt Kevin Morgan for working to bring the drug dogs and the demonstrations for our residents. It was a big hit!! Congratulations to all and thanks for everyone's help. Christi was looking at a different approach with the food line so we wouldn't be serving families more than once.

Since the resignation of Chief Stanford and Officer LoRusso, the M & C have appointed Sgt Kevin Morgan as acting Chief. We are in the process of recruiting new officers and have posted the position for a replacement.

Boonsboro Police Dept – with the date change for the meeting, we forgot to contact Sgt Morgan. Ray Hanson thought it was a good idea to take a look at the police department because they are the towns greatest expense in our budget. We have officers who are taking calls for other parts of the county when the responsibility should be the WCSD and the MD State Police. The south part of our county needs assurance from the Sheriff. Boonsboro is down to 2 officers, with a new recruit riding with our officer before attending the academy in Carroll Co. Ray suggested that we contact Doug Mullendore and Brian Albert to a meeting to discuss current staffing and to put some pressure on them to find answers. Jen Paugh disagreed and thought it would a political debate. You can't ask what they would do when one is not even elected. Chad said there is a lack of staffing for officers everywhere but gave Ray permission to contact Sheriff Mullendore to discuss the solution and add some pressure. Rick Weaver suggested that we may also want to contact President Terry Baker of the County Commissioners.

Fire & Rescue – Marty reminded us about the 911 parade coming up and invited all to attend.

Boonsboro Ambulance – Jean stated that we had an ambulance break down so we borrowed one from Williamsport until we get our back. She stated that with the loss of the air conditioning and the wear and tear on the ambulance, it took a big chunk out of their budget.

Rick Stevens said the park was looking better and praised Edelen Tree Experts for the great job of taking down the tree and clean up.

Motion was made by Jean and seconded by Christi to adjourn the meeting at 8:02. Next Meeting scheduled for Thursday, September 21, 2018. Boonsboro Town Hall 7:00 pm

Respectfully submitted by
Christi Weaver, PSC Secretary

Boonsboro Park Board

August 22, 2018

Present: Laura Schnackenberg, Greg Solberg, Jeff Davidson, Isaac Whitmore, Sandra Shifler
Council Liaison Rick Weaver, guest Amanda Whitmore

Absent: Chris Hawkins, Rich Hawkins

The meeting was called to order at 7:01 pm by President Laura Schnackenberg.

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

Unfinished Business:

Movie Banners – Park Board reviewed three estimates and decided to purchase banners from Redline Kreations. We will purchase two 3’x6’ banners with grommets and get one free for a total of \$80. The banners will have blue lettering, Movie Night – Shafer Park – This Saturday, on a white background. Motion Jeff, second Greg, all approved. Rick will inquire from Town Council if permanent posts can be installed to display the banners at each end of town and near the Police Station.

Gazebo Railing – Rick will recommend to Town Council to get a professional opinion about how to install railing at the gazebo steps. Greg has a name/information of someone to do this and will get this information to Rick.

PTSD Event – Oct. 20, 2018 – Plans for food, resources and vendors are coming along.

Medivac, veteran crisis unit, various police units, etc. will be participating in the event. More information will be available closer to the event.

Friends of Shafer Park – Amanda Whitmore was at the meeting to get ideas to reactivate Friends of Shafer Park. She brought examples of mission statements from other parks and Laura brought a Friends of Parks Manual from Baltimore City to help write a mission statement for Shafer Park. A packet of this information will be given to Board members. Ideas for a mission statement should be brought to the Sept. meeting.

Tree Board Update – Stakes and water bags have been taken off the established trees. More mulch will be added to the perimeter of new trees so water bags are not damaged when trimming is done. One of the recently planted trees has died and Sunny Meadows will replace it. The immediate need of damaged trees has been taken care of. Jeff will check with Scott Mcilwee about the money from the Environmental Commission and a decision will be made about what trees to purchase and where to plant them.

Movies and Concerts – Movies - Aug. 25 – Nut Job 2; Sept. 22 Cars

Concerts – Aug. 26 – Plate Scrappers; Sept. 23 Barber Shop Chorus

Meeting adjourned 8:25. Motion Greg, second Jeff, all approved.

Respectfully submitted,
Sandra Shifler

**BOONSBORO MUNICIPAL UTILITIES COMMISSION
REGULAR MEETING
August 9, 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, August 9, 2018 in the Charles F. "Skip" Kauffman Building's Meeting Chambers. In attendance were Acting Chairperson Todd Kennedy and Commission Members Ernie Harr, Eldon "Jake" Jones, Bobby Mose, and David Wade. Also in attendance were Mayor and Council Liaison Anthony Nally, Town Manager Krista Davis, Public Works Superintendent Greg Huntsberry, Water/Wastewater Superintendent Pete Shumaker, and Town Planner Ethan Strickler. Acting Chairperson Kennedy 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, Acting Chairperson Kennedy introduced and welcomed new Commission Member Eldon "Jake" Jones to the BMUC.

Meeting Motions:

The July 12, 2018 Regular Meeting Minutes were reviewed and Commission Member Mose motioned to approve the Minutes as presented. The motion was approved.

The July 12, 2018 Closed/Executive Session Meeting Minutes were reviewed and Commission Member Mose motioned to approve the Minutes as presented. The motion was approved.

The July 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 July 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. A review of the current payment status and operating account balances resulted in a discussion on the payment timing decisions. There appeared to be sufficient funds in both the Water and Wastewater Operating Accounts to make additional General Fund reimbursement payments. **Commission Member Harr made a motion that the BMUC should develop a policy and procedure for maintaining cash flow to include minimum water and wastewater operating account minimum balances during the BMUC's three (3) month billing process and have a draft by the following Regular BMUC Meeting. The motion was approved.**

Public Comments:

There were no members of the public present at the meeting and no comments from the public were submitted for presentation during the meeting.

Unfinished Business:

Water System Hydraulic Study

The procurement is proceeding and the next step is to prepare and issue letters to the successful bidder and unsuccessful bidders. **Commission Member Harr made a motion to request that Town Manager, Krista Davis, prepare and issue the letters discussed. The motion passed.** The Town Managers will be sending out those letter at the earliest convenience. Once the award letter has been executed a Kick-Off Meeting will be set up. In addition to the Contractor Project Staff, the following individuals will be invited to the Kick-Off Meeting:

BMUC Acting Chairman – Todd Kennedy
BMUC Member – Ernie Harr
Mayor and Council BMUC Liaison – Tony Nally
Town Manager/Acting Town Manager
Public Works Superintendent – Greg Huntsberry
Water/Wastewater Superintendent – Pete Shumaker
Boonsboro Keedysville Water Advisory Board – Barry Levey
Subject Matter Expert – Water System Engineer
Others as may be identified

However, attendance is not mandatory so that the Kick-Off Meeting can take place and the project can be initiated as soon as practicable.

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 lose 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).

Waiver of Fees Policy – A Discussion Paper was developed to present information and findings of fact relative to this topic. The content of that Statement of Facts, Discussion, and Recommendation Paper are included below to assist a reviewer of these meeting minutes.

Agenda Item Under Old Business July 12, 2018 Regular BMUC Meeting – BMUC Waiver of Fees Policy

Background:

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.

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.

Reference Information:

Boonsboro Park Board – Shafer Park Event Reservation Regulations August 28, 2013 version which is the most recent current version.

Review of the Facts:

The Shafer Park Event Reservation Regulation includes the following provisions relative to waiving fees for non-profit organization use.

1. The subject document is identified as and in practice is a regulation and not a policy.
2. The subject regulation covers both general and non-profit use situations.
3. Security Deposits are required per the amounts included in the procedure.
4. There will be no rental charge for non-profit organizations under IRS (Federal) regulations for a single pavilion and no rental charge for Shafer Park for any local non-profit. Other non-profits can set up and participate in the same event at no charge.
5. Should documents be requested they will be provided by the non-profit organization as required by IRS requirements for 501(c)(3) organizations.
6. A local non-profit is defined as:
 - a. Boonsboro emergency services
 - b. Youth groups within Town limits
 - c. Civic groups within Town limits
 - d. Church/Religious groups within Town limits
 - e. PTA within Town limits
 - f. School organization within Town limits
7. The security deposit will be returned in full provided there is no evidence of damages, items are returned to the proper locations, and all garbage is placed in the appropriate receptacles.
8. Pavilions 5 and 6 and the associated playgrounds are not included in the non-profit no rental charge for use provision.
9. The regulation includes the statement that it is not in effect/valid unless approved by the Mayor and Council of the Town of Boonsboro.
10. Documentation of approval was not available at the time of this review.
11. The BMUC has the authority to set water and sewer rates that can be implemented with Mayor and Council approval.

Recommendation:

Based on a review of the facts, while it has been stated that as a past practice and current practice, fees have been waived for non-profit organization there are some specifics that would dictate a Town-wide evaluation of the past practices and existing documentation. Of importance are the following aspects:

1. Authority to waive fees,
2. Different types of fees (rental, service, consumable resource, etc.) and how each is authorized and treated,
3. Local versus non-local non-profit.

This would also include those actions normally characterized as donations as waiving a fee/cost can be a form of donation.

Past decisions should not be revisited but, going forward, requests and decisions should be deferred pending consideration and action by the Mayor and Council. The recommendation is to forward this evaluation and a request to the Mayor and Council to consider a Town-wide position/policy on this topic.

As a result of the discussions - **A motion was made by Commission Member Harr that the BMUC request that the Mayor and Council Liaison, Tony Nally, present this to the Mayor and Council for consideration and action as they may decide relative to the recommendation discussion above. The motion passed.**

Maintenance and Repair of Sanitary Sewer System - A Discussion Paper was developed to present information and findings of fact relative to this topic. The content of that Statement of Facts, Discussion, and Recommendation Paper are included below to assist a reviewer of these meeting minutes.

Agenda Item Under Old Business July 12, 2018 Regular BMUC Meeting – Sanitary Sewer System Maintenance and Repair Responsibility Designation

Background:

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 designations 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.

Reference Information:

1. January 2005 Town of Boonsboro Specifications for Sanitary Sewer System Construction document.
2. Town of Boonsboro Ordinance 2005-01. This ordinance adopted the subject January 2005 document in number 1 above and documented the authority of the BMUC for all amendments as required by technical advances and operating procedures. Any major policy amendments are subject to the final approval of the Mayor and Council.
3. The City of Hagerstown Sewage Blockage Operating Procedure.

Additionally, since the City of Hagerstown document generated the discussion and was the bases for the motion, the Hagerstown Wastewater Division Manager, Mr. Joe Moss

was contacted to ensure a clear and concise understanding of the City of Hagerstown's operating procedure documentation and practices. Other municipalities contacted are serviced under the Washington County

Review of the Facts:

1. Boonsboro has a Construction Specification adopted by a Town of Boonsboro Ordinance in 2005.
2. The City of Hagerstown has both a Construction Specification and an implementing Operating Procedure that flows from their Construction Specification document.
3. In their construction specification documents, both the Town of Boonsboro and City of Hagerstown designate/define the sanitary sewer system at the customer generation and start of the collection and routing process as the sanitary sewer service line.
 2. Both documents discuss that the sanitary sewer service line then connects/flows into the sanitary sewer lateral line which then connects/flows into the sanitary sewer main.
 3. Both documents also state that the sanitary sewer service line is the responsibility of the customer and any backups caused by a blockage in the service line is the responsibility of the customer.
4. Both documents also state that the sanitary sewer lateral and main lines are the Town's and City's responsibility. Although it can be inferred from the context that the Town of Boonsboro and City of Hagerstown are responsible for the sanitary sewer laterals and main and any backups caused by a blockage in these areas, it is not specifically stated.
5. The sanitary sewer lateral is defined as the connection to the main and extends out from the main depending on the location of the main with respect to the customer's property by both the Town and City and could be any one of the following:
 - a. the customer's property line,
 - b. the curb line, or
 - c. the right of way typically 15 feet to either side of the main which is required for all newly dedicated sewer mains per the January 2005 Town of Boonsboro document.
6. The City of Hagerstown has an additional implementing operating procedures element. In the absence of a clean out at the service line and sewer lateral transition, the customer is responsible all the way to the main. The rationale for this operational aspect is that this likely will require working on the customer's property to access the sewer lateral and this is operationally/legally problematic and therefore, has been documented as part of the implementing operating procedure.
7. This clean out issue should only be potentially applicable to connections before the adoption of the Specifications for Sanitary Sewer System Construction document and also serve as an inspection opportunity to update the older connections in the system. A blockage where there is no clean out requires the licensed plumber to install a clean out per the current specifications at the time a blockage is serviced.

Recommendation:

Discuss the documentation of an implementing operating procedure of the January 2005 Town of Boonsboro Specifications for Sanitary Sewer System Construction document to include the same clean out situation as adopted by the City of Hagerstown. This action is

a technical and operational aspect of the Sanitary Sewer System and therefore, is within the BMUC's authority to develop and adopt. As part of the ongoing initiative to ensure full and open communication and coordination among all Town of Boonsboro government and administrative entities, this implementing operating procedure, if decided to develop and adopt, will be provided to the Mayor and Council for their information and distribution to other Town entities, as they decide.

As a result of the discussions - **A motion was made by Commission Member Harr that the BMUC develop draft technical and/or operational options relative to upgrading the Sanitary Sewer System and/or establish a tracked and funded Preventative Maintenance Program to minimize maintenance and response and corrective action costs relative to blockages in either the Service or Lateral Lines of the system Sanitary Sewer System including the pros, cons, and estimated costs. The draft will be presented and discussed at the next Regular BMUC Meeting. The motion was approved.**

New Business

6" Water Line Meter on Lakin Avenue

Greg Huntsberry, Public Works Superintendent, provided the status on the installation of this critical element of the comprehensive unaccounted water evaluation initiatives. The meter will be installed when Washington County staff are performing storm water system upgrades in the near future. The status will continue to be a standing agenda item until readings can be assessed to make a determination on the integrity of that line.

BMUC Member Vacancy

Acting BMUC Chairperson discussed the resignation of Paul Loeber, previous BMUC Chairperson, and the plans to advertise and select a candidate for recommendation to the Town of Boonsboro Mayor, Howard Long for his consideration. Once all positions on the BMUC are filled then the Officer vacancy will be addressed. The BMUC Members were in agreement with that approach and timing.

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.

Utilities Report – Pete Shumaker, Water/Wastewater Superintendent, provided a brief summary of activities since the last BMUC meeting. Major items included updates on the equipment failure at the Wastewater Treatment Plant (WTP) that required the plant be operated in manual mode. The part has been replaced and the WTP is back in normal operating mode. An inventory of WTP critical parts is being prepared and an On-Hand

Critical Parts Program will be established so that significant/critical down time is proactively managed. The diatomaceous earth (DE) filters refurbishment program has been completed and they are all back in operation. The meeting with the Maryland Department of the Environment (MDE) was discussed including the path forward for considering any changes to the fluoridation of the drinking water, unaccounted water evaluation program, and water and sewer tap allocation assessment activities were discussed.

Public Works Report – Greg Huntsberry, Public Works Superintendent, provided a brief summary of activities since the last BMUC meeting. In addition to the status of installing the meter on the 6” Lakin Avenue water line, other specifics included the continuous Leak Detection Program activities and the periodic Valve Exercising Program status were discussed.

Next Meeting is scheduled for 7:00 PM Thursday September 13, 2018

Adjourn:

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

Respectfully Submitted,

Ernie Harr
Secretary

**BOONSBORO ECONOMIC DEVELOPMENT COMMISSION
MEETING MINUTES
AUGUST 22, 2018**

The Boonsboro Economic Development Commission met on August 22, 2018 at the Kauffman Annex. In attendance: Chairman George Messner, Secretary Vickie Messner, Commission members Carol Blessing, Robin Spires, and Council liaison Marilee Kerns. The meeting was called to order at 9:05 AM.

The minutes from the June 27, 2018 meeting were approved as written. Motion to approve: C. Blessing, Second: R. Spires. Motion carried.

The next **networking breakfast** is scheduled for Friday, September 21, 2018 @7:30 AM at Vesta. Notification will be sent by September 12th, reservations requested by September 18th. Shelley Steiner of Hospice will be the guest speaker. Future speakers: November- Wendy Moore (WCPS), January- Becky Musser (Fahrney-Keedy).

Old Business

Ideas to encourage residents to shop local- K. Bowl was not present to give report on business survey results.

Advertising- 1,000 Welcome to Boonsboro postcards will be reordered (\$289) this week. Events for the Fall/Winter rack cards have been received and will be sent to the designer by Friday (8/24). Cards will be included in the next quarterly utility billing and will be available at many venues in town.

First Saturday- Local business owners will be meeting to discuss ideas for First Saturday events. Suggestions to consider: live music, sales, highlighting local artists, including other vendors.

Events Committee-The 5K Boonewalk and Run on September 22 is in the final planning phase. Historic information about the Boonsboro, Keedysville, and Sharpsburg churches has been gathered for the walking tour brochure to be provided for the December 16 event. (Funds provided by CVB)

USA Cycling Amateur Road Championship- It was the consensus this event was a success. It was determined the Business Expo at the Time Trails needs to be reevaluated. It was advised to notify residents earlier and with more signage for next year's event in June.

Resident Information Pamphlet- The format and pertinent information presented was accepted. It was recommended staff emails be made consistent, and possibly connected to the town's website domain. It was also suggested to use positions instead of names in email addresses. M. Kerns will inquire to see if this is feasible. Once this is rectified, pamphlet information can be sent to the designer.

Parking report- M. Kerns recapped the Council and SHA decisions for new traffic patterns and parking accommodations. There is an ongoing search for additional parking spaces. It was advised to provide visible signage for all parking areas. A suggestion was made to show parking areas on Google Map once the spaces are made established.

New Business

Budget- Reviewed July/August 2018 debits and credits.

New Business activity- A tentative opening date for the Jockey Grille at Auction Square is September 14.

Pop UP Shops- The Life Center at Hospice has granted permission for the EDC to provide space for Pop Up Shops during Holiday in Boonsboro on December 8.

Fletcher Grove expansion- M. Kerns announced the public hearing scheduled for August 27, 2018 to discuss the proposal by the developer to construct single family homes instead of the original plan to build townhouses and senior housing.

Next meeting: October 24, 2018

Motion the adjourn: V. Messner, Second: C. Blessing. Motion carried. Adjournment: 10:25 AM

Submitted:

Vickie Messner,
Secretary

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

Sept. 15- Family Movie Night- 7:30 PM

Sept. 22- 5K Boonewalk and Run- 9 AM

Sept. 23- Concert in the Park- Mason/Dixon Barbershop Quartet- 3 PM

Oct. 2, 9 (last)- Farmer's Market 4-7 PM

Oct. 13- Fall Bulk Pickup- 8 AM-Noon

Oct. 31- Trick or Treat- 6-8 PM

MINUTES OF A MEETING OF THE PLANNING COMMISSION
TUESDAY, AUGUST 28, 2018

PRESENT: Chairman Rob Maricle, 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: Eric Kitchen, Marilee Kerns, Tony Nally, Richard DiPietro, Steven Dove

NOT PRESENT: Vice-Chairman David Parmelee

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

APPROVAL OF MINUTES

Carvel Wright made the motion to approve the minutes from the July 24th, 2018 Planning Commission meeting. Doug Moore seconded the motion. The motion passed unanimously.

UNFINISHED BUSINESS

CONSIDERATION OF REQUEST FOR SPECIAL EXCEPTION – Redemption Towing & Recovery, BZA18-02 – Alternative Proposal (previously on June 26, 2018 meeting agenda)

Town Planner let the Commission know that the BZA had sent this consideration back to the Planning Commission after it came to light that the original proposal included an area for the tow lot that was on a neighboring property that did not belong to DiPietro & Son, LLC, the owner of 7732 Old National Pike. Richard DiPietro, owner of the property, gave a brief presentation on what his tenant, Redemption Towing & Recovery, put forth as an alternative proposal; to establish a 40' by 80' tow lot for 10 to 15 cars on the side of the building (north side) entirely on the property at 7732 Old National Pike.

Rob Maricle noted that the cars in the photographs in the area were in an assortment of disarray, and that any fence would need to be pretty tall in order to block the view from the road in the case that the cars would be in the lot for quite a while. Carvel Wright noted that there has always been a garage at this location, and that the tow lot would be pretty far from the road (Old National Pike). The Town Planner brought up the point that traffic towards the back of the building to get to Promise Animal League is a potential concern. The proposed fenced in lot would limit the right of way area for vehicles to travel in and out towards the back of the Auction Square building. He noted that 40 feet would be the maximum width for the tow lot to allow for two-way traffic through the area, due to the property boundary being close to the edge of the gravel road.

Doug Moore wanted the Commission to be clear about the nature of the business, and how long cars would be parked in the tow lot. Steven Dove stated that the lot would be for short term accidents, DUIs and other police impounds, etc., not for long term storage. Rob Maricle stated his first concern was vehicular traffic to the back of the building, and stated he would like to see a more defined drawing and more accurate presentation of what was going to take place in this location. He specifically noted a more professional presentation with more accurate lot lines would allow for a more fair decision by the planning commission.

Doug Moore made the motion that the applicant, Redemption Towing & Recovery, needed to give a more professional presentation with official lot lines, dimensions, setbacks, ordinances, traffic concerns (including emergency vehicles), etc. with their presentation before the Planning Commission could make an informed decision in providing an advisory recommendation to the Board of Zoning Appeals. Carvel Wright seconded the motion. The motion carried unanimously.

UPDATE ON Zoning Text Amendment – Temporary Storage Facilities

Rob Maricle noted that the concern over temporary storage facilities arose after several pictures were taken (last year) of these containers around town that had been in place for long periods of time. The Planning Commission began exploring this topic around this time last year (September 2017). The chairman noted that the Town Council had concerns over drafting an ordinance because the schools in town use them, that they did not seem to be a large problem, and that there

have not been many complaints. The Planning Commission's largest concerns were that these storage containers have become permanent fixtures in some cases, that they represent an eyesore, that they are not appropriate in a residential setting, and that sheds require a permit. The original issue came up because of complaints for storage containers that were setting in place for many months.

The Commission and audience members spoke about all of the language of the proposed ordinance from 2017, including Time Limits, Temporary Uses, Modifications, Storage, Exemption for Government Properties, Appearance, Emergency Exceptions, etc. With respect to government property exemptions, the Town Planner noted that the school board pulled a building permit for HVAC upgrades earlier this summer (at the Boonsboro Schools), but that they likely received a fee waiver from the County.

The Planning Commission stated that Town Staff and the Commission needed to work on the verbiage of the ordinance to some extent before presenting it back to the Town Council. Carvel Wright noted that grandfathering for ordinances should have some type of time limit. The chairman stated that the Planning Commission should be on the lookout in town and send any pictures that they take to the Town Planner. The Town Planner suggested that the permit fee should be \$80, the same as the Town/County charges for a demolition permit.

Carvel Wright made the motion that the commission should more thoroughly review the proposed zoning text amendment for temporary storage facilities before staff amends the text amendment to bring back to the Planning Commission, so that the commission can make an updated, and more formal, recommendation to the Mayor & Council. Steve Jamison seconded the motion. The motion carried unanimously.

NEW BUSINESS

MS4 NPDES Permit – Notice of Intent to Comply by October

The Town Planner gave the same presentation that he had given the Mayor & Council the evening before at their August Workshop regarding the Town's requirement to comply with its MS4 permit, a permit from MDE having to do with retrofitting and upgrading stormwater management in the Town of Boonsboro. He noted that 20% of the Town's impervious surfaces that do not have adequate stormwater management will require upgrades to modern stormwater management through retrofits or through alternative best management practices. In Boonsboro, for the Town's MS4 permit, this equates to approximately 21 acres of impervious surface runoff that needs upgraded stormwater management. In addition, the Town was have a plan to meet the permit's 6 minimum control measures.

Conversation centered around the costs, including engineering costs, associated with the Town's ability to comply with the permit, which is going to be significantly expensive and will rely on grant funding and other alternative funding sources. The chairman stated it would be wise to look around town to see what projects (stormwater retrofit projects) would be most pertinent to address first so that we can get RFPs out sooner rather than later.

Council liaison Byrd noted that several areas around town have big issues with their stormwater management, and that it would make sense to prioritize upgrading stormwater management in these areas where there are frequently citizen complaints about stormwater issues. Carvel Wright stated that his neighborhood does not have any stormwater management, and that other areas of town lack stormwater management. Strickler noted that we are not responsible for treating State Highway's stormwater. He also noted that some of the alternative BMPs, such as tree planting, street sweeping, etc., are much cheaper ways to get some credit for stormwater management. He said the Town has to submit their notice of intent by the end of October, and then the Town has one year to put their plan together. With respect to hiring a consultant to help with this plan, the Town Planner stated he could present different options to the Mayor & Council that has different cost options depending on how much consultancy services we would need. The group brought up the idea of sharing the cost for a consultant with other jurisdictions in Washington County, and also spoke about the MOU that was being developed with Washington County (MD).

PLANNING AND ZONING UPDATES

Development Updates (Battlefield Estates, Fletcher's Grove, Sycamore Run, Easterday)

The Town Planner gave a brief update on the developers around Town.

He provided a picture of the new sign that Easterday put up at his property. The chairman offered to meet with Easterday and the Town Planner at town hall if so desired. The Town Planner noted that his SHA permit has been extended.

Strickler noted he had a lengthy phone conversation with Mark Hrubar of Battlefield Estates about building senior housing (whatever could fit, maximum number of units) on the existing slab at the old London Fog building.

The Town Planner talked briefly about the Public Hearing on the Request for Annexation Agreement at Fletcher's Grove. He stated that the requested amendments do not apply to the entire property owned by the developer, but only to the 35 acres annexed into the Town in 2006, which weakens his argument for wanted to eliminate the senior housing component (Paragraph 3) because the developer could still do single family housing on the part of the parcel that was not annexed in 2006. He also noted that, because all of the land owned by the developer is zoned MR, any single family would still need to go through the special exception process and require additional PC and BZA approvals. Strickler passed around the latest communication between State Highway and the developer, and that SHA has concerns over the proposed distance between the intersection of Chase Six/Maple and Campus/Maple.

The Town Planner spoke about the latest updates on King Road's DRRA request, and the latest on the work that the developer is doing to complete his improvements over at Sycamore Run.

Fees Review

The Town Planner stated that he reviewed all of the Town's fees for development, including for engineering review, and that the Town will start to charge developer's for engineering reviews once again.

CITIZEN COMMENTS

Eric Kitchen, with regards to MS4, noted that, at least within the Federal Government, when presented with an unfunded mandate there is definitely the ability to give some type of pushback to the regulating agency to help out in complying with the permit.

COMMISSION MEMBER COMMENTS

None.

ADJOURN

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

Respectfully submitted,

Ethan Strickler,
Town Planner / Zoning Administrator

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

MINUTES OF A MEETING OF THE ENVIRONMENTAL COMMISSION
TUESDAY, August 14, 2018

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

ABSENT: Anthony Dowell, Jessica Renner

PRESIDING: Chairperson Vesely called the meeting to order at 7:06 PM.

APPROVAL OF MINUTES: After review and unanimous committee vote, Chairperson Vesely declared the July 10, 2018 minutes approved.

UNFINISHED BUSINESS

Community Solar: The entire Community Solar project is being tabled for the time being. Permitting took much longer than anticipated which did not leave sufficient time for Community Solar to collect the 300 subscriptions required by the state.

Plastic Straw Challenge: Topic discussion postponed until next meeting. Chairperson Vesely plans to meet with Scott McIlwhee and Barb Wetzel in the interim. As an aside, it is noted that both Disney Land and Starbucks have banned plastic straws. Council Liaison Ray Hanson suggested that Plastic Straw education might be a good Eagle Scout project. Vice Chair Schnackenberg reported on alternatives to plastic straws.

NEW BUSINESS:

Grant Opportunities: Chairperson Vesely shared information on the 2019 Outreach and Restoration Grant Program through the Chesapeake Bay Trust. Amy Jones will see if the grant application is something that we are equipped to handle. Application deadline is September 13, 2018.

Community Garden: We have concerns about getting a water source to the area where the BEC would like to locate the community garden (lot near the senior housing and school campus). There was discussion about locating the garden in the park and watering it from the stream, however we have concerns about the security of the garden if we locate it in a remote area. The Community Garden project will need to be discussed further with Town Planner Ethan Strickler.

SUBCOMMITTEE REPORTS

Farmer's Market – Installed three new vertical banners (one of the bases has already been stolen). Also have new step-in signs which have been scattered around town. Motion was made and passed by unanimous vote to purchase Farmers Market signs for local businesses to display. This will cost approximately \$75 (which includes the design work by Dan Murphy). Tentative upcoming Farmers Market Specials: Bring-Your-Dog-to-the-Market night, Back-to-School night, Meet-the-Mayor-and-Council night, and Senior night. There will be no Farmers Market on September 11th. Motion was made and passed by unanimous vote to allocate up to \$100 for the purchase of “giveaway items” for special event nights.

Waste Reduction – Chairperson Vesely needs to meet with Scott McIllwee.

Trees – no update

Public Education/Outreach – Inviting Town Planner Ethan Strickler to meet with BEC during next meeting. Vice Chair Schnackenberg asked Council Liaison Hanson for a contact at Department of Natural Resources Police, as she had difficulty finding contact information on line.

There was a Letter to the Editor in the Herald Mail on August 7, 2018 concerning bears in neighborhoods.

Vice Chair Schnackenberg is not giving up on the tour and a speaker from Apple Valley Waste. Mayor Long would like the Town Council to attend the tour as well if we can get it set up.

Green Team – Chairperson Vesely received an email from Sustainable Maryland announcing that Glen Echo, MD is now a Sustainable Maryland community. They have some great initiatives planned.

Monarch Butterfly – Chairperson Vesely connected with Eagle Scout candidate Lucas Stouffer, who reported that he hoped to finish up the monarch butterfly waystation by August 14th.

TOWN UPDATES

Council Liaison Hanson reported that the Town Council approved a new traffic plan which will include a left turn lane in front of Dan's Restaurant, a left turn lane from Main Street onto Rt. 66, and the removal of some parking spots on Main Street by the Trolley Museum to improve visibility.

Updates to town staffing include the resignation of Town Manager, retirement of the Police Chief, and resignation of a police officer.

There is a Staff Appreciation lunch planned for August 17th.

COMMISSION MEMBER COMMENTS

Chairperson Vesely asked that everyone please sign appreciation cards for Town Manager Krista Davis and retiring Police Chief Stanford.

ADJOURN: The meeting was adjourned at **8:13 PM.**

Respectfully submitted by
Amy Jones, BEC Secretary

Next meeting: TUESDAY, October 9, 2018 – Boonsboro Town Hall. Regular meeting (7:00 p.m.) **NO SEPTEMBER MEETING.**

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.

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, familial status, religion, or disability. To file a complaint of discrimination you may file in person with, or write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-9410 or call (800)795-3272 (voice) or (202)720-6382 (TDD)".