

Boonsboro Public Safety Commission

Meeting Minutes

Thursday, August 17, 2017

Present: Chair, Tony Nally; Terri Hollingshead; Kristy Smith; Rick Weaver; Chad Matthews; Chief Stanford, Boonsboro Police Department; Rick Byrd, Council Liaison

This meeting was called to order at 7 PM by Tony Nally.

No citizens were in attendance.

Minutes from the July meeting were approved as submitted.

Old Business

- The committee discussed the most recent funding update for the speed trailer. The balance at this time is approximately \$2,300. Mr. Nally will complete an application for the Community Foundation Municipal Grant for \$1,500 stating, that should the money be awarded, the PSC would use it to support the purchase of the speed trailer and/or other traffic and pedestrian safety equipment.
- Terri Hollingshead and Marty Love have been officially reappointed to the PSC.
- The SHA report was revisited. Some revisions regarding the amount of parking displaced along Main Street north of the Maple Avenue intersection and the speed limit through town were discussed and recommended. Mr. Nally and Mr. Byrd are following through on these issues. The scheduled meeting with the SHA for June 19<sup>th</sup> has been postponed.
- National Night Out went well. Notes were made to increase the number of hot dogs and hot dog rolls next year. Also discussion on how to better control the amount of food visitors take when going through the line. Additional juice and chips should also be purchased. We will advise the businesses or groups providing ice cream that numbers were up this year. Chairman Nally will have the thank you letters prepared for signature at the September meeting.
- The PSC agrees to make formal recommendation to the mayor and council to proceed with all of the recommendations previously presented in the SHA study with the exception of the creation of a turn lane traveling south/east near the intersection of Maple Avenue and Main Street.

New Business

- Kristy has reached out to Kaplan University regarding the potential to schedule an active shooter drill for the public safety commission and the mayor and council. There has been no response to date.
- Ms. Brenda Golden has expressed concern about the traffic direction of Center Street between town hall and Saint Paul Street. This issue has been brought up on more than one occasions. The PSC will once again recommend that the town consider making the street on way in this section.
- The smoke detector battery in the town hall should be replaced.

Boonsboro Police Department Report

- The speed trailer has arrived and training has been completed. The department will begin using the trailer in the coming weeks.
- Chief Stanford reported that there are multiple safety issues in conjunction with the new parking area along Shafer Park Drive near the police department and athletic fields. The PSC is in agreement to request that the curbs within the lot be painted red along the south edge from Potomac Street back through to Shafer Park Drive. Cars parked in this area could prevent emergency vehicles from moving easily through the area in the event of a crisis.

- Kids and parents affiliated with the various sports groups that use the new fields continue to trespass on police department property, creating safety issues. The PSC requests that the town manager send letters to the leaders of these groups advising them to share with their participants to be respectful of the property. Athletes should not be using the police garage as a backdrop for tossing balls as this will cause the building to deteriorate.
- Chief Stanford requests the changing of the parking signage adjacent to the police department to read, "Parking for official police department business only."

#### Fire and Rescue Report

No report.

#### Mayor and Council Report

Mr. Byrd gave a brief summary of the most recent M&C meeting/workshop.

The PSC meeting was adjourned at 7:30 PM.

Respectfully submitted,

Kristy Smith

## Boonsboro Park Board

August 23, 2017

**Present:** Laura Schnackenberg, Isaac Whitmore, Chris Hawkins, Rich Hawkins,  
Sandra Shifler, Council Liaison Marilee Kerns

**Absent:** Jeff Davidson, Greg Solberg

The meeting was called to order at 7:00 p.m. by President Schnackenberg.  
The June minutes were read and approved. Motion Rich, second Isaac, all approved.

### Trees

Becky Wilson, Western Maryland representative of DNR, recommended that the large sycamore tree near the swings be removed because of its poor condition. Based on this information, the Park Board recommends to Town Council to remove the tree, motion by Rich and second by Chris, all approved.

Becky was impressed with what the Boonsboro has accomplished with its efforts to plant and maintain trees. We will continue our efforts to plant, maintain, and inventory our trees.

Isaac will contact Megan about treating the new Tulip Poplar, planted this year for Arbor Day, for aphids. Rich will follow up with Greg.

### Concert

Chris and Rich will organize the lunch for Country Current on Sept. 2.

### Movie

Plans for the movie in the park have been cancelled for this summer. Park Board will revisit this effort in early 2018.

### Olde Tyme Christmas

Chris will check with Boonsboro Pharmacy about ordering trinkets for the bags given out to the children during Olde Tyme Christmas.

### Parking and Safety

There was discussion of the possibility of having someone, town police/fire police, direct traffic coming out of Stouffer Avenue after the fireworks. This was thought to be a safety issue.

There was discussion about having more temporary handicapped spaces available by Pavilion 1 and the Boy Scout lot during special events: Greenfest, July 4<sup>th</sup>, Boonsboro Days, Carnival etc.

Park Board requests feedback about these issues.

Meeting adjourned at 7:45 p.m., motion Chris, second Rich, all approved.

Respectfully submitted,  
Sandra Shifler  
Secretary

**BOONSBORO MUNICIPAL UTILITIES COMMISSION**  
**REGULAR MEETING**  
**August 10, 2017**

The Boonsboro Municipal Utilities Commission (BMUC) held its regular meeting on Thursday, August 10, 2017 in the Charles F. "Skip" Kauffman Building's Meeting Chambers. In attendance were Chairperson Paul Loeber, Assistant Chairperson Todd Kennedy, Commission Members Ray Hoffman, Eric Kitchen, and Bobby Mose. Also in attendance were Town Manager Megan Clark, Town Engineer Brian Hopkins, Town Attorney William Wantz, Utilities Superintendent Pete Shumaker and Public Works Superintendent Greg Huntsberry. Chairperson Loeber called the meeting to order at 7:30 PM.

**Joint Discussion with the Council and Planning Commission:**

In attendance from the Council: Mayor Long, Assistant Mayor Kauffman, Council Members Solberg, Schmidt, Kerns, and Byrd

In attendance from the Planning Commission: Commission Chair Wright, Vice Chair Maricle, and Members Ambrose, Parmelee, and Moore.

**Town Manager Clark presented updates on three developments:**

King Road- Sycamore Run is working on completion of Phase 3 consisting of approximately 50 lots.

Easterday – Has constructed utilities and will need to complete upgrades to sewer pump station before development can be completed.

Battlefield Estates – moving forward with approved plans of 48-single story age restricted townhomes

Meeting Motions:

The July 13th Regular Meeting Minutes were reviewed and Commission Member Mose motioned to approve the minutes as presented. The motion was approved.

The July 13th Executive Meeting Minutes were reviewed and Commission Member Hoffman motioned to approve the minutes as presented. The motion was approved.

July's Treasurer's Report was presented by Commission Member Kitchen. Commission Member Mose motioned to approve the report as presented. The motion was approved.

The July Bills to be Paid Report was presented by Commission Member Kitchen. Commission Member Kennedy motioned to approve the payment of the bills. The motion was approved.

Unfinished Business:

**Request for Water Service – Ford Property**

Dale Ford presented his request for three residential water taps to his property. He stated he has communicated with several agencies, including Maryland Department of Planning and Maryland Department of the Environment about the possibility of tying into town water.

Chairman Loeber stating that after discussing the legalities of the request, no new development can be permitted on the restricted water line that extends near the Ford property. In addition,

should the restriction be lifted, a request should be made to annex into town in order to obtain public water.

The Commission and Council discussed the availability of private wells in the area, the process of annexation and amendments required to the water/sewer plan and the comprehensive plan, and working with Maryland Department of the Environment on the restricted access.

Motion by Member Hoffman, second by Member Mose to deny the request for water usage for the following reasons

1. US Alternate 40 Waterline is a restricted access waterline that serves existing lots. The restricted access would need to be lifted and the line designated as "open" before any connections serving new development would be allowed.
2. In accordance with the Boonsboro Comprehensive Plan; the property will need to be annexed prior to being served with public water.
3. Amendments to the County Water and Sewerage Plan and the Comprehensive Plan are necessary in order to support an annexation request as the subject property is outside of the growth boundary.

Motion carried unanimously.

#### Well 8 Update

Utilities Superintendent Pete Shumaker provided an update on the evaluation of the air that is being introduced into the Town of Boonsboro water distribution system lines associated with the operation of Well 8 and stated the problem has been resolved. He stated when staff went to install a tap to isolate a valve, they discovered an undocumented tap into the line that had worn through, thus causing air to get into the line. The tap has since been repaired and there has not been any further evidence of air with the well running normal production.

#### New Business:

##### Mountain Laurel Road – Request for Water Service

Town Manager Clark presented a request for water service from 7410 Mountain Laurel Road. She stated the property is outside of the Town limits, is within the growth boundary and is one of three undeveloped lots of record that abut the water line along Mountain Laurel Road.

Motion by Member Hoffman, second by Member Mose to allow the property to connect to public water, provided the connection is made within six months. Motion carried unanimously.

##### Wastewater Treatment Plant Debt – Review of Refinance

Town Manager Clark reviewed that the refinance of the USDA debt had been refinanced into a bond with CDA, saving the Town approximately \$15,000 a year. The new payment schedule requires an interest payment in October and a principal and interest payment in April of each year through 2047.

##### Rate Change

Town Manager Clark stated the Mayor and Council approved the water and sewer rates as recommended by the BMUC and the rates became effective August 7, 2017. As the Bills that will

go out October 1 for water used from July through the end of September, the rates would either need to be prorated or not charged until the following quarter. The new billing system is able to prorate the bills with the month of July being charged the old rate, and the remainder of the quarter being charged the new rate.

Motion by Member Kitchen, second by Member Hoffman to not charge the new rate until the January Billing for usage from October through December for simplicity. Motion carried, with Member Mose opposing.

Reports:

The following reports were made and no motions were made as a result of those reports.

Mayor and Council Report – Member Kitchen stated he attended the meeting as citizen and during the meeting was asked if the sewer fund could pay another payment towards the wastewater treatment plant debt. He stated he would bring options back to the Commission for their review as expenses would have to be reduced to cover an additional \$80,000.00.

Engineering Report – Brian Hopkins, PhD. Town Engineer – Stated he and Town Manager Clark met with a consultant that would write a grant for stream restoration along MD Route 34; he is working on the punchlist of items at Sycamore Run; and preparing for the Sewer Interceptor grant project.

Utilities Report – Pete Shumaker, Utilities Superintendent – Stated all operations are now running smoothly with Well 8 repaired.

Public Works Report – Greg Huntsberry, Public Works Superintendent – Stated he hopes to have the leak detection for Boonsboro completed in September and noted they had been repairing items as they go along through the leak detection.

Adjourn:

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

Respectfully Submitted,

Megan Clark  
Town Manager

**BOONSBORO ECONOMIC DEVELOPMENT COMMISSION  
MEETING MINUTES  
AUGUST 23, 2017**

The Boonsboro Economic Development Commission met on August 23, 2017 at the Kauffman Annex. In attendance: Chairman George Messner, Secretary Vickie Messner, Carol Blessing, Terri Packard, Council liaison Cindy Kauffman and Town manager Megan Clark. Guests: Raya Yeary, Natoma Vargason, and Dan Murphy.

The meeting was called to order at 9:00 AM.

Lacking a quorum, the minutes to the June 21, 2017 meeting were approved by consensus.

The next **Networking Breakfast** is scheduled for September 15, 2017 @ 7:30 AM at Vesta. Notification of the meeting will be sent by September 6<sup>th</sup>, RSVP date September 12. Guest speaker is Tiffany Ahalt from Star Spangled Tours.

**Old Business**

**Fall/Winter rack card** events will need to be forwarded to Cindy Kauffman by September 15. These cards will be distributed with the October utilities bill.

**First Saturday-** Natoma Vargason and Raya Yeary reported a coalition of local businesses are working on new ideas to encourage more local participation in First Saturday. One idea is for each month to have a theme. (See Pink Ribbon Event- October, Veterans- November, Christmas-December, etc.)

**225 Anniversary-** There was a large turnout for the birthday party on August 13. The next event is *Brothers At Arms*, a play written by students from Barbara Ingram School for the Arts depicting the reunion of the Heck brothers, who fought on opposite sides during the Civil War, but met at their mother's home between the Battles of South Mountain and Antietam. Performances are scheduled for September 16 (1 PM and 7:30 PM) and September 17 (1 PM and 4 PM). Registration is available at [www.boonsboro225.org/play](http://www.boonsboro225.org/play). A 2.25 mile run will occur the following Saturday, September 23 beginning at 9 AM from Shafer Park. Registration is available at BodySense PT and Fit in Boonsboro or online at [www.runsignup.com/Race/MD/Boonsboro/225thRace](http://www.runsignup.com/Race/MD/Boonsboro/225thRace).

**Farmer's Market-** A record of attendance is being kept by the Environmental Commission.

**MML-** Our Main Street booth was very successful. The 225<sup>th</sup> Anniversary, the new walking tour brochure and positive accomplishments of the town were highlighted. Many people stopped to get information and ask about Boonsboro, and we were able to visit booths of other towns and vendors for new ideas. Thank-you letters were sent to Gifts Inn Boonsboro and Josie's On Main for their contributions toward promotional items.

**Kiosk/map-** Dan Murphy presented a revised version of the map to be placed in the newly purchased kiosk. Other small changes were recommended: include fishing pond and new walking trail (and upcoming proposed trail), highlight the downtown business district, include a QR code, and reposition some of the text. New version will be presented through email.

**PopUp Shops-** C. Blessing is in the process of contacting vendors for the Holiday in Boonsboro event.

**Planters-** A local citizen has volunteered to take over the planters on the square. After the Christmas season, Vickie Messner will no longer do the urns in front of the Annex.

**Cultural Trail-** A special committee has been formed to assist with the process of securing a grant for the feasibility study for the proposed cultural trail. In an addition to Mayor Long, a request was made to have a member of the EDC join the committee. It was also requested area businesses write letters of support for this project.

## **New Business**

**2018-2019 USA Cycling Amateur Road National Championship-** On August 10, George Messner, Vickie Messner, and Cindy Kauffman attended a meeting sponsored by the CVB to get an overview of this upcoming event. This event scheduled for July 26-29, 2018 is comprised of four days of racing that occurs on three different course styles: time trials, road race, and criterium race for riders age 11-23. An estimated 800-1200 is anticipated for these events. Boonsboro's participation in this event is the time trials to be held July 26- the time trials will occur on Route 67 and the awards ceremony could be held in Shafer Park. The CVB will be requesting a liaison from Boonsboro to work with the Event Director. Subsequently, volunteers will be needed to make this a successful event.

**New Businesses-** Domino's Pizza (Tiger Way), Coffee Werks (North Main St.), and Erie Insurance (S. Main St.) are now open. Pet Value (Weis Plaza) has applied for a business permit.

**Pink Ribbon Event-** Raya Yeary (Talon Studios) requested the support of the EDC and local businesses in honoring Breast Cancer Awareness Month. Her business will be making October 7 Pink Ribbon Event Day, and she encourages other businesses to follow suit by offering discounts to any customer wearing pink or shows pink ribbon of support, donating a percentage of a purchase to a cancer related non-profit, or serving refreshments/giving out tokens to customers. Donating gift certificates or other items for raffle or silent auction baskets is another way to participate. Proceeds will be donated to Breast Cancer Awareness of Washington County.

Adjournment: 10:30 AM

Next meeting: **October 25, 2017**

## **Upcoming Events:**

Sept. 2- Love Your Local/First Saturday

Concert in the Park- Country Current Navy Band 7PM

Sept. 5, 12, 19, 26- Farmer's Market

Sept. 9-10 Boonesborough Days

Sept. 16 TTP Book signing 12-2

Sept. 16-17- Heck Brother's play *Brothers At Arms* (a 225 Anniversary event)

Sept. 17- Concert in the Park- Mason-Dixon Barber Shop Chorus 3PM

Sept. 23- 2.25 Mile Run (a 225 Anniversary event) beginning at 9AM

Oct. 3, 10 (last date) – Farmer's Market

Oct. 7- Love Your Local/ First Saturday

Pink Ribbon Event Day

Oct. 14- Bulk Cleanup

Oct. 31-Trick or Treat

Draft  
**Town of Boonsboro**  
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**MINUTES OF A MEETING OF THE ENVIRONMENTAL COMMISSION**  
**TUESDAY, AUGUST 8, 2017**

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**PRESENT:** *Commission Members:* Secretary Kathy Vesely, Scott McIlwhee, Leah Grasso, Laura Schnackenberg, Town Council Liaison Brigitte Schmidt

**ABSENT:** Jessica Renner, Anthony Dowell, Town Manager Megan Clark

**PRESIDING:** Secretary Vesely called the meeting to order at 7:10 PM.

There was no July BEC meeting due to lack of quorum.

**APPROVAL OF MINUTES:** Secretary Vesely declared the June 13, 2017 meeting Minutes approved as read.

**UNFINISHED BUSINESS**

**Farmer's Market (FM)** – Secretary Vesely stated the Farmer's Market is going well. She presented a spreadsheet of this year's Market data by week: Vendors, attendance, etc. It would still be nice to have more vendors. Member Grasso and Secretary Vesely have been alternating Market Manager duties each week and it has worked well.

**Sustainable Maryland Certified – Recertification** – The recertification application has passed the first stage of the review process. It is now in final review. Thanks was given to Town Manager Clark, Town Council Liaison Schmidt and Secretary Vesely for their hard work on the process.

**NEW BUSINESS**

**New Chairperson/Call for New Member(s)** – A new Chairperson and Vice Chairperson are needed since Bill Brady and Rosemary James stepped down in June. Secretary Vesely volunteered to step up to Chairmanship. Motion made by Member Schnackenberg, seconded by Member Grasso to promote Secretary Vesely to Chairmanship position starting 9/1/17. **Motion carried.** Bill's term ends 11/17. Vice Chairman and Secretary positions tabled until September meeting. Request to put announcement on Town website (two positions available).

**Community Foundation Grant** – After discussion, consensus was that the BEC will not apply for the Community Foundation Grant this year. Motion made by Secretary Vesely, seconded by Member Schnackenberg. **Motion carried.** Town Council Liaison Schmidt stated there is a "Crosswalk for Community Foundation" grant. Perhaps the BEC and the Safety Commission could have a joint meeting to discuss crosswalk safety and do a walkability study follow-up.

**Electric Car Plug-Ins** – We were asked to look into the possibility of putting in two electric car stations—one at Town Hall and one at the Community Center. After discussion, it was suggested we work with the EDC on this as more than likely most electric car users are from out of town. It was also suggested that grant money may be available for this from the Tourism Board of Washington County. Another idea would be to ask car dealerships for advice. Could the Town get a tax break for these? Member Schnackenberg suggested getting sponsors for them. Secretary Vesely will look into it.

## SUBCOMMITTEE REPORTS

- Farmer's Market – See above (Unfinished Business).
- Waste Reduction – Town Liaison Schmidt knows of a company that is now recycling old marker pens. She has contacted Janeen Solberg, Green Fest Co-Chairperson.
- Trees – Member McIlwee stated Becky Wilson from the USFS said there is a tree donation program. The link is: <http://dnr.maryland.gov/forests/Pages/treemendous/giftoftrees.aspx>  
**From the website:** “TREE-MENDOUS Maryland - Gift of Trees - Give an Environmental Gift  
Have native trees planted in Honor or Memory of family and friends, to celebrate Holidays, birthdays, and to observe other special occasions. Your Gift of Trees is **actually three gifts** - one to someone you care for, one to future generations, and one to the environment. TREE-MENDOUS MARYLAND will arrange for the trees to be planted in Maryland in the county in which the recipient of the certificate lives. **You may purchase the Gift of Trees at \$40.00 for each tree.** A grove of ten trees at \$400.00 lets you decide where you would like to have the trees planted. A beautiful certificate, suitable for framing, is sent to the recipient announcing your Gift.”
- Public Education/Outreach – Member Schnackenberg suggested we try to come up with topics we would like for speakers. We need to decide how many nights per year would we like speakers. She said she might be able to head up this committee now.
- Green Team – See above (Unfinished Business [SMC]).
- Monarch Butterfly – Secretary Vesely stated the Waystation at Shafer Park is in full bloom. She also stated there are tons of common milkweed plants at new Walking Trail. She saw ~10 Monarch butterflies, a few monarch caterpillars, lots of other butterflies and bees last weekend. There is a Master Gardener Pollinator Palooza at the UMD Ag Extension Center on 8/26 from 10-2. Sunny Meadows Nursery is having a fall native plant sale on 9/16. Sandy Sagalkin needs volunteers for a “Monarch planting” at Ft. Frederick State Park in Big Pool on 9/17 from 8:30-until finished. Sandy also said volunteers are needed for Monarch tagging events at Antietam Battlefield on weekends the month of September (except 9/16 & 17).

## TOWN UPDATES

No updates.

## COMMISSION MEMBER COMMENTS

No comments.

**ADJOURN:** The meeting was adjourned at 8:03 PM

Respectfully submitted by  
Kathy Vesely, Secretary

\*Next Meeting: TUESDAY, SEPTEMBER 12, 2017 – Regular session (7:00 p.m.)\*