

**BOONSBORO ECONOMIC DEVELOPMENT COMMISSION
MEETING MINUTES
AUGUST 28, 2019**

The Boonsboro Economic Development Commission met on August 28, 2019 at the Kauffman Annex.

In attendance: Chair George Messner, Secretary Vickie Messner, Commission members Carol Blessing, Bruce Wilder, and Council liaison Marilee Kerns. Also attending: Mayor Howard Long, Town manager Paul Mantello, Natoma Vargason and Kristin Bowl.

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

A plaque from USA Cycling was presented to the Boonsboro EDC for its sponsorship and participation in the 2018 and 2019 Amateur Road National Championship.

The minutes from the June 26, 2019 meeting were approved as written. Motion to accept: C. Blessing, Second: B. Wilder. Motion carried.

The next **Networking Breakfast** is scheduled for Thursday, September 9, 2019 @ 7:30 AM at Vesta.

Reservations requested by September 16th. Audrey Vargason of the Washington County Convention and Visitors Bureau will be the speaker.

Old Business

Tourism website

Kristin Bowl has withdrawn her proposal for the tourism website. While she incorporated time for the building of the site and the ongoing creation of content for social media and a mass email plan, she would not have the time to gather sponsorships, handle payments, and gather ads and renewals. It would require soliciting 25 businesses in order to meet the annual creation of content cost. It was purposed to seek other avenues for funding in hopes of revisiting the project at a future date. It was suggested a part time Main Street manager could help with this and other projects.

Advertising

All the information for the Fall/Winter rack cards has been collected and is ready to send to the designer. The cards will be included in the third quarter utility bills.

BooneFest/Family Day Out

This is a town-wide event scheduled for October 12, 2019 from 10 AM-6 PM. Carol Blessing and Natoma Vargason reported this is a family-oriented event and focuses on Main Street Boonsboro. Activities include live music, art projects, a scavenger hunt, a pumpkin decorating contest, storytelling, special events at businesses, museum tours, and more.

Other events scheduled: 5 Mile BooneWalk & Run, September 21 @ 9 AM Shafer Park

Boonsboro Historic Churches Walking Tour, December 15 @1-5 PM

New Business

Financial budget

Since the fiscal year is just beginning, little activity has occurred at this time.

New Business activity

The Planning Commission is moving forward on the Dean East/West project.

The traffic round-about is nearing completion. It was suggested (with State Highway's permission) to plant Black-eyed Susans in the circle. It was a proposal from Boonsboro resident and state senator Harvey Bomberger that made the Black-eyed Susan Maryland's state flower.

Mission statement

It will be a priority at the next meeting to draft a mission statement for the Economic Development Commission.

Other new business

The Washington County Hospitality and Tourism Roundtable has been invited to hold its January meeting at the Kauffman Annex. Date and time TBA.

Bruce Wilder attended the Boonsboro High School Drama Club presentation in Scotland this summer. He gave high praise for their performance.

Girl Scout Troop 15036 will renew the Flat Frosties project. Decorated snow cut-outs will be displayed on Main Street the last week of November through January 6.

Council Liaison Kerns inquired if Kristin Bowl would consider returning to her position on the EDC. Since there is a possibility the tourism website could be revisited, she declined the offer. It was recommended to advertise the vacancy.

Next meeting: October 23, 2019

Note- there are five Wednesdays in October, we meet on the fourth Wednesday.

Motion to adjourn: B. Wilder, Second: C. Blessing. Motion carried.

Adjournment: 10:25 AM

Submitted:

Vickie Messner

Secretary

**BOONSBORO MUNICIPAL UTILITIES COMMISSION
REGULAR MEETING
August 7, 2019**

The Boonsboro Municipal Utilities Commission (BMUC) held its regular meeting on Thursday, August 7, 2019 in the Charles F. "Skip" Kauffman Building's Meeting Chambers. Participants included Acting Commission Chair Bob Sweeney and Commission Members Eldon "Jake" Jones, Bobby Mose, and David Wade. Also in attendance were Mayor and Council Liaison Anthony Nally, Town Manager Paul Mantello, Water/Wastewater Superintendent Pete Shumaker. Acting Commission Chair called the meeting to order at 6:00 PM.

Public/Other Comments:

Town resident Stu Mullendore spoke concerning the amount of treated water that are being used to water the athletic fields at the High school. Requested that a well be drilled to accomplish the watering without using treated water. Acting Chair Bob Sweeney will contact the BOE concerning this is issue.

Meeting Minutes

The June 13, 2019 Regular BMUC Meeting Minutes were reviewed by the commission members. Commission member Bobby Mose motioned to approve the meeting minutes as presented. The motion was approved 4-0.

Treasurer's Report

The July Treasurers report was not available

Unfinished Business:

No agenda items.

New Business:

South End Pump Station Upgrade and Revisions

Reports from the contractors and outside Engineers indicate that the present planned epoxy lining of the south end pipe will fail. Town specifications for this new force main call for a pressure rating of at least 200 PSI. The epoxy option is off the table. After discussion it was concluded that DR9 or DR 11 piping would be needed. A motion was made by Acting Commissioner Chair Bob Sweeney to require piping of at least DR11 with recommended PE 4710 rating with a minimal 200psi rating. Motion was passed 4-0 by the Commission.

Water Capacity Analysis

The Water Capacity Analysis was reviewed. Tap allowances were set at 250 Gallon per day for each EDU. With this model a conservative number of available taps (those not already allocated) were set at 199.

APFO

The APFO model is the property of the Town of Boonsboro and will be used as such.

Neptune Hardware/Software Upgrades

The new Neptune meter readers present an upgrade over previous/present meter readers. The warranty insurance on the present meter readers has been dropped.

Nonrevenue Water Usage

The water pressure was checked for ¼ mile of the main water pipe along Rt. 34. Testing results indicated that the water pressure maintained a psi of 130 which confirms no or little leakage.

Maryland Rural Water Association Letter

Eric Dutrow of the Maryland Rural Water Association met with Boonsboro staff in reference to the ongoing nonrevenue water usage. After review of the Towns efforts to find the cause(s) of this issue, He concluded that all appropriate efforts have been taken by Staff. The meter replacement is ongoing although at 61% completion with little to no change in billable water. Next step is to review meter reading and billing processes.

Wastewater Model Proposal Update

The I and I proposal was sent back to contractor as it looked to be boiler plated from the 2016 survey. The Town will use the 2016 baseline data.

5-Year Rate Study

The Southeastern Rural Community Assistance Partnership has agreed to provide a study for Water and Sewerage rates for the next 5 years. Jean Holloway will conduct this study at no charge to the Town.

Mission and Vision Statements

The Mission and Vision Statements of the Commission were review. Next step is to prioritize initiatives and conduct SWOT analysis on them to gauge feasibility. A 5year plan with annual review completes this effort.

Wet Well Aerator

With the advent of additional housing in the Town an issue of FOG has increased in the wastewater wells. Fog is essentially grease and other binding floating particles that form a semi solid floating sheet up to a foot thick in the wells. This not only hampers the operation of the sewage system it causes a sanitary situation that must be manually neutralized by Town staff.

To alleviate this the Wet Well Wizard information was introduced to the Commission as an option. After discussion and a cost analysis. Commission member Bob Mose motioned to purchase the Wet Well Wizard for the existing wells in town absent the South end pumping station. Motion carried 4-0

Funds for this endeavor will come from a grant given by the Maryland Board of Public Works for the Boonsboro WWTP by achieving performance optimization in Enhanced Nutrient Removal (ENR).

Stu Mullendore was motioned by Commission member Dave Wade to fill a vacancy on the Commission. Motion carried 4-0 to forward Mr. Mullendore to the Mayor and Council for consideration and approval.

Meeting Date and Time Change for the BMUC meeting is being changed to the 3rd Wednesday of the month at 6pm

Reports:

The following reports were provided to the BMUC Members.

Town Manager Report – Paul Mantello, Town Manager, provided an update on recent, upcoming, and ongoing activities across the Town.

Town Planner/Zoning Administrator Report – Ethan Strickler, Town Planner/Zoning Administrator. not present

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.

Public Works Report – Greg Huntsberry, Public Works Superintendent, not present

Adjourn:

A motion to adjourn was made by Commission Member Bobby Mose at 8:15. The Motion was unanimously approved.

Next Meeting is scheduled for Wednesday September 18, 2019 at 6:00 PM.

Respectfully Submitted,

Dave Wade, Secretary

**MINUTES OF A MEETING OF THE PLANNING COMMISSION
JOINT MEETING WITH THE BMUC AND MAYOR & COUNCIL PRESENT
TUESDAY, AUGUST 27, 2019**

PRESENT: Chairman Robert Maricle, Vice Chairman David Parmelee, Rico Aiello, Steve Jamison, Doug Moore, Jon Hart, Mayor and Council Liaison Rick Byrd
Staff Member(s): Town Planner / Zoning Administrator Ethan Strickler

APPROVAL OF MINUTES: July 23rd, 2019 Regular Meeting

The minutes were approved as presented noting that Robert Maricle needed to be marked as absent from the July meeting because he was not in attendance.

The Following Mayor & Council and BMUC members were present: Howard Long, Eldon Jones, Bobby Mose, Marilee Kerns, Dave Wade, Tony Nally, Bob Sweeney, Stu Mullendore

NEW BUSINESS

Capacity Reserve Fee Discussion – Reserving Available Water/Wastewater Capacity

Town Planner Strickler distributed the Town's current policy for allocating water and wastewater capacity. He noted that the time was appropriate to have a larger discussion on whether the current policy fits for the Town's current context, and if any amendments are desired, they should be made soon with potential development in the near future. Strickler stated that, currently, the Town has a first-come, first-serve policy, which he summarized for all of the commissions and officials present. Strickler indicated that staff, internally, have discussed including a capacity reserve fee to the policy.

Rob Maricle asked if capacity reserve vs. deposit required would differ at all, functionally. Town Manager Mantello explained that a reserve capacity fee would be put into place to replace the existing deposit policy. Bob Sweeney of the BMUC added that any amendments, changes, or updates to the existing policy would be initiated to eliminate any inconsistencies in the existing policy. Sweeney stated that public works agreements should not be present within the allocation policy, and instead be in developer agreements. Chairman Maricle agreed, and suggested modifying the existing policy for approval by the Planning Commission and BMUC before presenting a recommendation to the Mayor & Council. Maricle suggested that the Planning Commission attend the BMUC's next meeting to discuss the topic. The group decided that the Planning Commission would attend the BMUC's September 18th meeting to discuss changes to the policy and capacity reserve fees.

Chairman Maricle asked staff to send notice and attachments to the Planning Commission ahead of the September 18th BMUC meeting.

Introduction of new Planning Commission member Jonathan Hart, Planning Commission Vacancy, and Town Commission Updates

The Commission welcomed Jon Hart and suggested advertising on the website and in the newspaper for the final Planning Commission vacancy.

BNCP19-02 – The Preserve at Fox Gap Residential Subdivision Concept Plan Review with the BMUC and Mayor & Council

Trevor Frederick was in attendance to speak on the Preserve at Fox Gap Residential Subdivision Concept Plan. Town Planner Strickler introduced the plan to the commission and went over his staff report. He noted that the Mayor & Council did previously pass a resolution to allow this plan submittal to move forward to the Planning Commission. Strickler noted that the concept had 118 lots, but that stormwater management and other outlots were not accounted for yet in the concept. Chairman Maricle asked how land on the western side of the stream running through the property, marked as not for development, would be addressed in the future. This area is characterized by a significant wetland area. Chairman Maricle asked Mr. Frederick to address this area in future concepts so the commission could have an idea of what the property owner was thinking for this part of the property. Strickler noted that on the other side of the property (east side)

the panhandle lots would not be able to be approved because they are prohibited by the Town's ordinances, but that the density in this area of the property looked good and complied with low density residential zoning (suburban residential).

Trevor Frederick spoke about a 35 foot buffer along the edge of the property utilizing an easement and potentially incorporated a walking trail. Strickler suggested that moving one of the neighborhood roads further north would eliminate the lots along the property boundary in concern because it would create a larger buffer between the subdivision and the neighboring property. Robert Maricle stated that a 35 foot buffer with vegetation would be sufficient. Maricle suggested presenting alternatives for what the buffer would look like.

Frederick made a comment on emergency vehicular access, which was then discussed by the group. He stated that subdivisions with greater than 100 lots typically need more than 1 access point for traffic, and that a second emergency vehicular access would be really important in the context of this development, particularly if it ended up being greater than 100 lots. The width of Ostertag Pass was discussed with respect to ensuring proper access for emergency vehicles. Discussion continued around the topic of parking in front of the residential lots, lot size, and setbacks, with Frederick noting that the majority of the lots were between 8,000 and 10,000 square feet.

Doug Moore brought up the sidewalk issue in front of Tri-County Pumps, noting that the developer was responsible for this section of sidewalk. Trevor stated that they had to update the plan and get an SHA revision that includes the sidewalk, all located within SHA right-of-way with the sidewalk moved closer to the Traffic Circle and further from the Tri-County Pumps property. Staff noted that Tri-County Pumps should be properly notified. Trevor Frederick stated that the Pump Station upgrades, specifically the directional boring operation, would take place in the next couple of weeks at the beginning of September. Strickler stated that the Town would be meeting with High's in the near future.

Strickler brought up that the Mayor & Council had stated the concern that any open space land the Town receives as a part of the development should be both useful for the Town and easy to manage. The Town has expressed legitimate concerns over adding more land that could be a drain on Town resources. Strickler stated that he would discuss this issue with the developer as the concept evolves.

Fletchers Grove – Additional Capacity Discussion for Dean South Parcel

Bill Brennan gave a conceptual presentation on developing out Fletcher's Grove. He spoke about the different areas of Fletcher's Grove, including Ringley, Dean North, Dean South, the Dean property, and the Courtney Property. They updated their proposed age-targeted units to 20 total, up from 12 from their previous concept plan. The group discussed how the 7 southern acres of Dean South was already in town before the annexation of the rest of the property, and therefore does not have a "tap allocation." Jim Draper requested an allocation of 30 additional units to cover all of the proposed development in the Fletcher's Grove subdivision (121 total lots, current allocation total of 91).

Conversation shifted to the SHA access permit for Chase Six BLVD and its connection to Maple Avenue, and that they still did not have an approved permit. Jim Draper stated that the developer could not get an SHA access permit without an approved concept plan. With respect to the Ringley property, because of steep slopes in the area, Mr. Brennan stated less density is more appropriate for the parcel. Strickler made sure to clarify to the group that the only new proposals in the concept that was presented was the development of Ringley, the Courtney property, and the Dean property. For the record, the group discussed that there was no stormwater management currently present in the Knode Circle neighborhood.

Greater discussion involved speaking about how school children could access the school property from the new neighborhood. Bill Brennan noted that, with respect to sidewalks and ADA requirements, sidewalks without connections to other sidewalks were very frowned upon. Different options were discussed regarding how to get kids from the neighborhood to the school property, with everyone agreeing that this would continue to be an important topic as the concept and development plan becomes more formalized. With respect to utilities, the developer stated that wastewater would be gravity fed, meaning no pumps would be necessary for the development, and the water lines should be looped through the Knode Circle water line.

Town Staff gave the developer the Town's existing policy on allocation. Chairman Maricle stated that town's capacity is allocated on a first come first serve basis. Jim Draper asked whether there was any way to get an additional allocation for 30 additional taps. Town Staff and the Commission stated that they should follow the existing policy. Strickler stated that, with respect to water, there were 199 EDUs of additional capacity left on the shared system overall (un-allocated).

Chairman Maricle entertained a motion to approve the concept of the plan presented with the additional lots. Doug Moore made the motion, Rico Aiello seconded the motion, and the motion carried unanimously.

The developer and their engineer indicated that they would be back next month.

Sycamore Run As-Built Reviews and Bond Reduction Requests for Phase I and the Young Avenue Pump Station

Town Planner Strickler gave a presentation on what he reviewed with respect to bond reduction requests for Phase I and the Pump Station in the Sycamore Run neighborhood. He stated that Phase III was not quite ready for review because of intensive development in the stormwater management ponds to have them completed. Strickler showed the commission the punchlists he gave the developer for Phase I and the Pump Station. He stated that the stormwater management ponds are ultimately inspected and approved by Washington County.

Strickler stated that, on all of the improvements the Town is ultimately responsible for, for the bonds and Public Works Agreements Phase I and Young Avenue Pump Station that he felt comfortable reducing the bonds to the 95% and One-Year Maintenance Agreement level contingent upon the punchlist items being fully addressed. He stated that he would not take it to the Mayor & Council for final approval until the punchlist items were satisfactorily completed.

For Phase I, the chair entertained a recommendation for approval of the 95% reduction contingent upon staff's recommendation of the punchlist items being adequately addressed. Rico Aiello made a motion, Doug Moore seconded, and the motion carried.

Strickler then discussed the Young Avenue Pump Station. The public works agreement for this pump station only contains a one-year maintenance agreement period from the time the work is complete and when all of the homes are occupied (which is now the case). The Commission stated staff could move forward with determining when the punchlist for the pump station was complete and moving forward with the one-year agreement.

Strickler asked Steve Oder about sidewalk construction and the connection along Monument Drive all the way to Potomac Street. Steve stated that the sidewalk contractor would be there in the near future. David Parmelee also asked about this sidewalk connection. Strickler stated that the plans note it is a 4 foot wide sidewalk.

PLANNING AND ZONING UPDATES

Orchard Drive (London Fog) Update (potential September Meeting agenda item)

Strickler stated that Mark Hrubar indicated he would like to come to a future planning commission meeting. The commission asked for a more formal and legitimate proposal from the developer if he wanted to be on the agenda.

Temporary Storage Container Draft Ordinance Discussion and Recommendation to the Mayor & Council (September Agenda Item)

Strickler stated that the draft ordinance would be ready for the September Planning Commission meeting.

Sycamore Run As-Built Review and Bond Reduction Requests for Phase III (September Agenda Item)

Strickler stated that Phase III would be a future agenda item (for bond reduction requests for Sycamore Run) in September or in another future month.

CITIZEN COMMENTS

Sandra Garcia, a neighbor of the Preserve at Fox Gap property, expressed her concerns over development on the property and impacts on her property and livestock (horses). Strickler stated that the resident's concern, particularly the discussion about the importance of a buffer, was well documented and was being taken into account with respect to this development. The group also discussed drainage and water flow across the property, including stormwater management concerns Sandra had with respect to this development.

COMMISSION MEMBER COMMENTS

None.

ADJOURN

Robert Maricle adjourned the meeting at 8:17pm.

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 13, 2019

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

ABSENT: Anthony Dowell, Jessica Renner, Scott McIlwee, Leah Graso

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

APPROVAL OF MINUTES: July 9, 2019 minutes were approved by those present, and will be circulated for email vote to BEC members not in attendance at tonight's meeting.

Town resident Mary Schanno presented concerns to the BEC related to the large number of bucket trucks being parked at the former GESAC property (zoned suburban residential), as well as her concerns surrounding the potential introduction of 5G cellular service to the Boonsboro area. Town Council Liaison Hollingshead suggested that Ms. Schanno and her neighbors schedule a meeting with the Town Manager and Town Planner to discuss their concerns on both topics.

OLD BUSINESS

MS4-MCM2 worksheet: Chairperson Vesely completed the MS4-MCM2 worksheet to report on the Green Fest event and submitted it to Ethan Strickler.

NEW BUSINESS:

Strategic Plan:

July topic wrap up: Final approval for Goals and Objectives

Reviewed Alison's write up of the Strategic Plan for the BEC. Alison will make some minor updates, and the Goals and Objectives will be circulated for vote via email.

August topic: Gather Ideas on Resources

BEC discussed the resources that might be required to enact our Strategic Plan, both from a financial and from a knowledge-gathering perspective. These resources could include:

- Grants, especially for an EV charging station
- Possible Eagle Scout Projects (expertise)
- Subject Matter Experts
- Online sources (i.e.: Sustainable Maryland) that have educational information available on their websites.
- State of Maryland
- Washington County Waste Management

SUBCOMMITTEE REPORTS:

Farmer's Market – Overall the Farmer's Market is doing ok, although attendance is not consistent. The decision was made to include the Farmer's Market in the National Night Out festivities in 2020 instead of relocating the market to the other side of the park.

Waste Reduction – Chairperson Vesely attended Washington County’s Environmental Management Advisory Committee (EMAC) meeting. It is hoped that the EMAC will be able to come up with viable solutions for handling the county’s waste. EMAC has invited speakers from different technologies in to speak with the group. EMAC will make a recommendation to the County Commissioners after they have researched and weighed their options thoroughly.

Trees – No report

Public Education/Outreach – The long-awaited tour of Entsorga and Apple Valley Waste has been scheduled for October 26th. The tour will most likely start at 9:00 am. Members of the Town Council are invited to attend, and will be receiving an invitation with details.

The BEC is also working on scheduling Phil Wescott from Key City Compost as a speaker. We are targeting November for his presentation.

Green Team – Applications are due by 06/30/2020 for Sustainable Maryland Certified (SMC) recertification. Chairperson Vesely will be on the lookout for an email from Sustainable Maryland with information on their new activities.

Monarch Butterfly – No report except to say that we’re seeing a lot of Monarchs lately! We will need to weed the Monarch waystation, but not until after the cocoons have hatched.

TOWN UPDATE:

Town Liaison Hollingshead shared highlights from the Council’s August 12th meeting including news of a forthcoming Storage Container Ordinance.

Town resident Barb Wetzel inquired who would be the person to speak with to see about the possibility of having some shrubbery/greenery planted at the municipal lot at the edge of town. Per Council Liaison Hollingshead, this is state property, and we’d have to address the state about this.

COMMISSION MEMBER COMMENTS:

Chairperson Vesely and Vice Chairperson Schnackenberg are interested in having a voice in deciding what plants/greenery are planted in the traffic circle and in the commercial development area at Fox Gap. Is this something that will be addressed by the town’s Planning Commission?

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

ADJOURN: The meeting was adjourned at 8.52 PM.

Respectfully submitted by
Amy Jones, BEC Secretary

***Next meeting: TUESDAY, September 10, 2019 – Boonsboro Town Hall. Regular meeting at 7:30.**

Any person desiring a transcript of tonight’s meeting shall be responsible for a competent stenographer. Items on this agenda are subject to change at the discretion of the Chairman.

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