

**BOONSBORO MUNICIPAL UTILITIES COMMISSION
REGULAR MEETING
December 8, 2016**

The Boonsboro Municipal Utilities Commission held its regular meeting on Thursday, December 8, 2016 in the Charles F. "Skip" Kauffman Building's Meeting Chambers. In attendance were Chairman Paul Loeber, Commission Members Ernie Harr, Ray Hoffman, Todd Kennedy, and Bobby Mose. Also in attendance were Mayor and Council Liaison Terry Davis, Town Manager Megan Clark, Town Engineer Brian Hopkins, Public Works Superintendent Greg Huntsberry, and Utilities Superintendent Pete Shumaker. Chairman Loeber called the meeting to order at 7:00 PM.

Meeting Motions:

November's Meeting Minutes were reviewed and Commission Member Mose motioned to approve the minutes as presented. The motion was approved.

November's Treasurer's Report was presented by Commission Member Hoffman. Commission Member Mose motioned to approved the report as presented. The motion was approved.

October's Revised Treasurer's Report was presented by Town Manager Clark. The revision corrected a line item amount. Commission Member Kennedy motioned to approve the revised report. The motion was approved.

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

Unfinished Business:

Request for Reconsideration – 7504 Mountain Laurel Road: The Commission Members reviewed the reconsideration request from Mr. Anthony Nally. Chairman Loeber presented the Commission's reconsideration determination that the previous determination would stand. Specifically:

A credit of \$ 691.00 was approved to the account resulting in a balance owed of \$ 1,017.50. This balance could be paid either by arranging a payment plan now or held and paid in full when the property is sold. No additional interest or penalties will be assessed against this balance owed. Additionally, all current and future bills will be paid and the account kept in good standing to avoid additional interest or penalty charges on the balance owed.

BMUC Policies: Town Manager Clark presented the revised document for review. Several revisions were discussed and provided. Commission Member Hoffman motioned to recommend to the Mayor and Council approval of the BMUC Water and Sewer Usage and Billing Policies. The motion was approved.

New Business:

BKRWB – FY16 True Up: Town Manager Clark presented the Fiscal-Year 2016 Boonsboro Keedysville Water Advisory Board True Up determination which was a balance due to

Keedysville from Boonsboro. Commission Member Kennedy motioned to approve the True Up determination. The motion was approved.

Flow Monitoring Results: Town Engineer Hopkins presented the Flow Monitoring Results to the Commission.

CIP Review: Town Manager Clark presented the current list of Water and Sewer Funds Capital Improvement Plan Projects through Fiscal-Year 2022 to the Commission.

Commission Member Hoffman motioned to recommend that Commission Member Harr be appointed as an Alternate Boonsboro Member to the Boonsboro Keedysville Water Advisory Board to the Mayor and Council. The motion was approved.

Reports:

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

Engineering Report – Brian Hopkins, Town Engineer – Topics discussed included grant closeout, building permits count, Sycamore Run activities, and a new grant opportunity.

Utilities Report – Pete Shumaker, Utilities Superintendent – Topics discussed included Young Avenue Pump Station activities and plans and Sewer Treatment Plant maintenance items.

Public Works Report – Greg Huntsberry, Public Works Superintendent – Topics discussed included Knode Circle Project status and schedule.

Mayor and Council Report – Terry Davis, Mayor and Council Liaison

Adjourn:

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

**BOONSBORO ECONOMIC DEVELOPMENT COMMISSION
MEETING MINUTES
DECEMBER 14, 2016**

The Boonsboro Economic Development Commission met on December 14, 2016 at the Kauffman Annex. In attendance: Chairman George Messner, Secretary Vickie Messner, Carol Blessing, Terri Packard, Bruce Wilder, and Council liaison Cindy Kauffman. The meeting was called to order at 9:05 AM.

The **Minutes** from the October 26, 2016 meeting were approved as written. Motion to accept: B. Wilder, Second: C. Blessing. Motion carried.

The next **Networking Breakfast** is scheduled for Friday, January 20, 2017 @7:30 AM at Vesta. Notification of the event is January 10th, RSVP date is January 17th. Mayor Howard Long will be the guest speaker. Mary Ironside (DNR) and Dr. Ken Film (South Mountain Dentistry) are future speakers.

Old Business

It was decided not to purchase the **magnet calendars** this year. A suggestion was presented to rent a **billboard** space beside Alex's to promote the Shop Local campaign. According to research done by C. Blessing, the rental fee would be \$340 for one month. A paper message (a one- time use) is \$200, while a vinyl message which can be used many times is \$550. The Commission favors the vinyl message, because Shop Local is an on-going event. Voting on this proposal will be tabled until the February meeting.

There was no update on **First Saturday** (J. Guenther absent). The success of the program could not be determined since it fell on the same day as Christmas in Boonsboro.

The **225th Anniversary** committee is making substantial progress. A calendar of events for 2017 is almost completed. Most events are in the planning stages and will be announced when finalized. Commemorative mugs and pewter ornaments are now on sale at Town Hall and local businesses.

The **Walking Tour brochure** is now available as an app. Download PocketSights from the app store and click Tour Guide. The Historical Society's website also gives directions about using this app.

Farmer's Market-No report

It was decided not to pursue developing a **new residence packet**, since most of the information is already on the town's website.

New Business

The **budget** from July through December was reviewed. Action was recommended on two items:

1. Replace welcome sign at the south end of town by July. The sign would use the same design and plan as the one at the end of Potomac street by the Police station. A motion was made by T. Packard, and seconded by C. Blessing to use allocated monies in the EDC budget (Revitalization/Capital improvements) to go forward with this project.
2. Construction of information kiosk in alley beside Hospice. Research design ideas and construction bids. (Revitalization/Capital improvements budget item).

It was also recommended to purchase a brochure rack similar to the one on Town Hall to be placed on the porch of the Trolley Station. (budgeted item Revitalization/Capital improvements)

The **MML convention** is scheduled for June 25-28, 2017. Boonsboro will once again have a Main Street booth. Promoting our town and the 225th anniversary is our primary purpose.

New businesses-no report.

It was announced the pumps at AC&T are now open.

C. Blessing reported the **Pop-Up shops** at Hospice were a success. Money from vendors is being donated to Doey's House. A letter will be written to Hospice thanking them for contributing space for this event.

C. Blessing presented two letters from **Hospice**. One asked for participation in the 5th annual MLK Day of Service Basketball Tournament. This may be considered next year since the event is January 16th and this leaves little time to organize participation. The second letter asks for a donation to implement GED classes for 8 students. The Commission felt this request was out of our area for contributions.

Mayor H. Long, Assistant mayor C. Kauffman, and EDC chairman G. Messner have attended meetings of the **Washington County Community Coalition** and believes involvement in this group can be beneficial to Boonsboro. The Commission has been invited to participate in the Washington County Community Coalition Legislative Day in Annapolis on February 1. An introduction to the concept of the proposed cultural trail and a request to recognize the 225th anniversary of Boonsboro would be presented at the reception. A motion was made by C. Blessing and seconded by V. Messner to use \$250 from allocated monies in the EDC budget (Networking) to purchase a table for Boonsboro at the reception. Motion carried. A future budget item may be membership to the Coalition.

Chairman Messner read John Kendall's **letter of resignation** from the EDC effective November 14, 2016. (accepted by the Commission). He also read a **letter of application** to the EDC from Kristin Bowl. Kristin is a resident of Boonsboro and owns a local business (Skipjack web service). She is active in the community and regularly attends the EDC Networking meetings. The Commission recommends to the Mayor and Council approving her membership to the EDC. Motion to approve: B. Wilder, second: T. Packard. Motion carried.

Motion to adjourn: B. Wilder, Second: T. Packard. Motion carried. Adjournment: 10:30 AM.

Next meeting: February 22, 2017

Upcoming Events:

01/07/17 First Saturday shopping

02/04/17 TTP Book signing 12-2PM

Gifts Inn Boonsboro Jewelry Exhibit

02/09/17 Gifts Inn Boonsboro Chocolate and Champagne 6-8PM

Submitted:

Vickie Messner,

Secretary

Draft

Town of Boonsboro

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**MINUTES OF A MEETING OF THE ENVIRONMENTAL COMMISSION
TUESDAY, DECEMBER 11, 2016**

PRESENT: *Commission Members:* Chairman Bill Brady, Vice Chairman Rosemary James, Secretary Kathy Vesely, Anthony Dowell, Leah Grasso, Jessica Renner, Laura Schnackenberg
Town Manager Megan Clark, Mayor and Council Liaison Brigitte Schmidt

ABSENT: Scott McIllwee

PRESIDING: Chairman Bill Brady called the meeting to order at 7:04 PM.

APPROVAL OF MINUTES: Declared October 11, 2016 meeting Minutes **approved** as read. There was no meeting in November.

UNFINISHED BUSINESS

Farmer's Market (FM) – FM Board members on met on 12/8 to discuss next year's plan for the Market. Board members include: Jessica Renner, Rosemary James, Jennifer Guenther and Kathy Vesely. Opening Day will be on May 2, End Date will be October 10. There will be a Vendor meeting on 2/21/17. Fees for 2017 will remain the same. Vendor Milk & Honey will be approached to be the Market Liaison. A \$500 stipend (split: \$250 at beginning of season, \$250 at end of season) was discussed as Jessica will no longer have time to be the Market Manager this year. Town Manager Clark will look into vinyl signage and will ask Dan Murphy for ideas and prices. FM reusable bags was discussed as a way to promote FM. Maybe go in with the EDC to share costs and promote both the town (on one side) the FM (on the other).

SMC Leadership Training/Zero Waste Training – Secretary Vesely gave a recap of the two leadership training days she attended. The Zero Waste Workshop was on 11/9/16 at the ARC in Frederick, the SMC Leadership (Green Team) Training was on 11/17/16 at the UMDH Building in Hagerstown.

Water Conservation Plan – is a work in progress. Hope to finish up by January or February, 2017.

SUBCOMMITTEE REPORTS

- Waste Reduction – No report.
- Trees – Tree City renewal application has been submitted, plus a "growth" award application. Both have been approved by DNR. Tree board meets tomorrow. Tree planting in November went well even though ground was hard. Tree inventory will continue next spring.
- Public Education/Outreach – Vice Chairperson James has contacted the CBF speaker's bureau. Maybe have CBF come in the spring so more people will attend talk. If the CBF commits to a

date, we should contact science teachers to encourage students to come to the talk for educational purposes.

- Green Team – See SMC recap above.

TOWN UPDATES

Council Member Schmidt gave a Town Council update from last Town Council meeting. 2017 marks the 225 year anniversary of Boonsboro and the 200 year anniversary of the Washington Monument. County Commissioners will be coming to Boonsboro on March 14. The Police Department has a Safe Room for anyone seeking refuge. The restrooms in Shafer Park will soon be upgraded. The Shafer Park Trail is finished.

COMMISSION MEMBER COMMENTS

Secretary Vesely suggested updating the BEC Mailing List.

Member Schnackenberg stated Flat Frosties are now on display along Main Street.

Vice Chairperson James stated the Christmas tree farm on Clevelandtown Road is open during December for visits from Santa. It is a wonderful place to visit any time—they have hydroponic vegetables and micro farm.

ADJOURN: The meeting was adjourned at 8:20 PM

Next Meeting: TUESDAY, JANUARY 10, 2016 – Regular session (7:00 p.m.)