

Boonsboro Public Safety Commission

Meeting Minutes

Thursday, January 19, 2017

Present: Chair, Terri Hollingshead; Kristy Smith; Tony Nally; Marty Love; Rick Weaver, Steve Dove; Chief Stanford, Boonsboro Police Department; Rick Byrd, Council Liaison

Chair Hollingshead called the meeting to order at 7 PM.

December minutes were approved with a motion by Mr. Love and seconded by Mr. Nally.

Citizen Comment: Terence Ngwa, a resident of Sycamore Run was in attendance. He thanked the commission for the work that we do and had many positive things to say about our community. However, there have been several instances of loud vehicles early in the morning around his home and in his neighborhood. In addition to blasting music, this morning (January 19) the occupants of the vehicle revved their engines and shouted racial slurs. Mr. Ngwa did contact the Boonsboro Police department and was able to identify the vehicle as a Honda that is low to the ground. He was unable to get a tag number. Mr. Ngwa has children in the Boonsboro district and is understandably disturbed by this type of activity. The commission was also very concerned at this activity. Chief Stanford will follow up with the department and the report that was filed.

Old Business:

SHA Update: Kristy Smith was able to share that a meeting between the SHA and the mayor and council is pending in response to our work last year. It is our expectation that Mr. Byrd will be able to share the outcome of studies discussed at this meeting. The commission was in agreement that we have done our part in helping to start the conversation.

Regarding the stop sign and speed control at Chestnut and King, Mr. Byrd advised the concerned citizens to begin a petition regarding that intersection. To his knowledge, there has been no further activity around this issue.

Funding for a speed trailer: Kristy was unable to locate a grant process specifically for such a purchase. The commission discussed approaching the Nora Roberts Foundation. That application would require a 501(c)(3) status, which the commission does not possess. Kristy will look in to the application and try to find a solution.

New Business:

Ms. Hollingshead welcomed Chad Matthews to the meeting. Mr. Matthews is interested in joining the PSC. He is a Boonsboro resident, father of 3, and a Montgomery County police officer. Chief Stanford stated the benefit of having a law enforcement officer as a voting member of the commission. Ms. Hollingshead will forward Mr. Matthew's name to the Mayor and Council for confirmation. In the meantime, Mr. Matthews will verify with his employer that this commission is an allowable service opportunity.

In a series of motions that passed unanimously, Tony Nally was elected to serve as the chair of the commission going forward. Ms. Hollingshead will serve as the vice chair.

Police Department Report:

Chief Stanford was in favor of the commission pursuing funding opportunities for the speed control trailer.

Fire Department Report:

Mr. Love did not have anything to report on behalf of the Boonsboro Fire Department.

Mayor and Council Report:

Mr. Byrd reported that there was not a workshop held in January. The state of the town has been delivered by Mr. Long.

In response to an inquiry from Ms. Hollingshead, there has been no recent update on the status of the potential pool project.

Mr. Byrd will report to the commission on any remarks or outcomes from the meeting with the SHA.

The meeting was adjourned at 7:35 PM.

Respectfully submitted,

Kristy Smith

## Boonsboro Park Board

January 25, 2017

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

The meeting was called to order at 7 p.m. by President Schnackenberg.

### **New Business**

Shafer Park received a \$60,000 grant from Community Parks and Playgrounds. A decision about what to purchase will be made by Park Board at the next meeting.

It was decided to use remaining POS money to purchase three more dog waste stations. A motion was made by Greg and second by Rich, all were in favor.

Arbor Day/ Park and Stream Clean-up will take place April 23 from 1 – 4 p.m. Two trees will also be planted at this time.

Trout Derby will be May 13. More information will be available at a later meeting.

Wagon Train will come to Boonsboro May 21. Post 10 Auxiliary will sell refreshments. Other details will be confirmed at a later date.

Requests for military concerts have been submitted, but none have been confirmed. Ideas for other concerts are being discussed.

## **Old Business**

Olde Tyme Christmas was well attended and successful. Approximately 110 gift bags were distributed to the children. Santa, Frosty, and Rudolph costumes were purchased, a big savings from renting each year.

The Tree Board is working on the tree inventory. The Tree City USA application has been approved for Boonsboro as well as a Growth award through Tree City USA.

The Eagle Scout Monarch Way Station project will start up again in the spring.

Meeting adjourned at 7:50.

Respectfully submitted,  
Sandra Shifler  
Secretary

**BOONSBORO MUNICIPAL UTILITIES COMMISSION**  
**REGULAR MEETING**  
**January 12, 2017**

The Boonsboro Municipal Utilities Commission (BMUC) held its regular meeting on Thursday, January 12, 2017 in the Charles F. “Skip” Kauffman Building’s Meeting Chambers. In attendance were Chairman Paul Loeber, Commission Members Ernie Harr, Ray Hoffman, Todd Kennedy, Eric Kitchen, and Bobby Mose. Also in attendance were Mayor and Council Liaison Terry Davis, 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:

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

December’s Treasurer’s Report was presented by Commission Member Kitchen. Commission Member Hoffman motioned to approve the report as presented. The motion was approved.

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

Unfinished Business:

Young Avenue Pump Station – Utilities Superintendent Shumaker provided a status update on information collection activities relative to the potential purchase and installation of a quick removal and replacement rail system and purchase of a replacement pump for the subject pump station for future BMUC consideration.

Waste Water Treatment Plant (WWTP) Maintenance Contract for Chlorine Pump Heads – Utilities Superintendent Shumaker presented the need for and a quotation by a uniquely qualified equipment specific vendor for the maintenance of WWTP equipment. Based on that presentation, a motion was made by Commission Member Harr to accept and execute the subject quotation and include this maintenance cost in the annual budget and procure this service from the subject vendor on an annual basis as long as needed. The motion was approved.

New Business:

Air Relief Valves – Town Engineer Hopkins provided a status on plans to check existing and possibly install additional air relief valves at the high points of the water distribution system piping as part of the ongoing water distribution system improvement activities.

Water Mapping – Town Engineer Hopkins provided a status on the information and specifications updating and mapping activities of the water distribution system.

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 the Draft Water Conservation Plan and the proposed applicability of the regulatory requirements of the National Pollutant Discharge Elimination System (NPDES) to the Town of Boonsboro. Any comments on the Draft Water Conservation Plan are being provided by Commission Members by the close of business Thursday January 19, 2016. All comments received will be incorporated into a revision that will be presented to Town Manager Clark for presentation to the Mayor and Council for review.

Utilities Report – Pete Shumaker, Utilities Superintendent – All topics were previously discussed under the Unfinished Business items presented above.

Public Works Report – Greg Huntsberry, Public Works Superintendent – Topics discussed included the recent sewer main rupture and repair and the wrap-up status of the Knode Circle Project.

Mayor and Council Report – Terry Davis, Mayor and Council Liaison provided a summary of Mayor and Council activities since the last BMUC meeting.

Adjourn:

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

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

MINUTES OF A MEETING OF THE PLANNING COMMISSION  
TUESDAY, OCTOBER 25, 2016

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**PRESENT:** Chairman Carvel Wright, Vice-Chairman Rob Maricle, David Ambrose, Secretary Kim Koerting, Steve Jamison, and Mayor and Council Liaison Janeen Solberg *Absent:* David Parmelee and Curt Conway  
**Staff Member(s):** Megan Clark, Town Manager

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

**APPROVAL OF MINUTES**

Chairman Wright declared the Regular Meeting Minutes of the August 23, 2016 Meeting approved as submitted.

**NEW BUSINESS**

**REQUEST FOR PLAN CHANGE: AC&T**

Town Manager Clark presented a Request for Plan Change on the AC&T Site Plan. She stated AC&T is requesting to remove the handicap access ramp on the north side of the property. The Planning Commission discussed the potential extension of the sidewalk on this side, SHA requirements, and the overall site.

Motion by Vice-Chairman Maricle, second by Chairman Wright to **DENY THE REQUEST FOR PLAN CHANGE TO REMOVE THE SIDEWALK AND ACCESS RAMP ON THE NORTH SIDE, BUT ALLOW AC&T TO POSTPONE THIS REQUIREMENT UNTIL SIDEWALKS ARE EXTENDED IN THE FUTURE.** Motion carried unanimously.

**DISCUSSION**

**PROJECT UPDATES**

Town Manager Clark provided the Planning Commission updates on several development projects. She stated Dollar General is complete however has not requested a bond release/reduction so a formal development inspection has not been completed. She reminded the Commission of the Comprehensive Plan recommendation to incorporate design regulations. The Planning Commission discussed typical design regulations and agreed a draft of regulations should be considered in the near future. Town Manager Clark provided updates on Sycamore Run, Battlefield Estates, and the Preserve at Fox Gap as well.

**PLANNING AND ZONING UPDATES**

Town Manager Clark updated the Commission on the progress of additions in Shafer Park, including restroom rehab, trail construction, and a new playground.

**CITIZEN'S COMMENTS**

Council Liaison Solberg provided the Commission an update of the monthly activities of the Mayor and Council.

**COMMISSION MEMBER COMMENTS**

None

**ADJOURNMENT**

Chairman Wright declared the meeting adjourned at 7:40 pm.

Respectfully submitted,

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Megan Clark,  
Town Manager

**Draft**

**Town of Boonsboro**

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**MINUTES OF A MEETING OF THE ENVIRONMENTAL COMMISSION  
TUESDAY, JANUARY 10, 2017**

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

**ABSENT:** Scott McIllwee, Jessica Renner

**PRESIDING:** Chairman Bill Brady called the meeting to order at 7:02 PM.

**GUESTS:** Michael Myers and Jacob Hinlicky

**APPROVAL OF MINUTES:** Declared December 13, 2016 meeting Minutes **approved** as read.

**UNFINISHED BUSINESS**

**Farmer's Market (FM)** – Discussion about Farmer's Markets rules and regulations including surrounding markets and types of bags. Additional discussions will take place after the Feb vendor meeting. Signage at entrances to park should remind patrons to "bring your own bags."

Farmer's Market Signage – Town Manager Clark and Dan Murphy came up with a mock-up. Big square with two logos (town and FM logos). Take out tagline at bottom. Special Project funding available to purchase signage. Park Board OK using these funds.

**Water Conservation Plan** – Water Conservation Plan Subcommittee finished the Draft Plan. Town Manager Clark will send Draft to Utilities Commission, and would like to get it approved by them and presented to Town Council by February. Town Manager Clark thanked the Subcommittee for their work on the Draft Plan.

**Monarch Butterfly Pledge** - Commission discussed some of the Action Items that could be accomplished by next quarter. Secretary Vesely will purchase milkweed seeds to be handed out to patrons at the Farmer's Market and later at Green Fest. Secretary Vesely will submit the Mayor's Monarch Pledge Quarterly Report to the NWF.

**NEW BUSINESS**

**BEC Draft Annual Report** – Chairman Brady presented the Draft Annual Environmental Commission Report. Motion by Vice-Chairman James and seconded by Member Dowell to accept Report with changes discussed. **Motion Approved.**

**P.L.A.N.T. award** – Town Manager Clark stated the PLANT award application is due again. Secretary Vesely made motion for Town Manager Clark apply for PLANT award. Vice Chairperson James seconded. **Motion Approved.**

## **SUBCOMMITTEE REPORTS**

- Waste Reduction – Vice Chairperson James stated the crux of our mission is to reduce waste. Much could be composted. This year’s BEC table at Green Fest will really push composting. Make a professional poster to show benefits of composting. Thirty compost bins have been sold through the town. How much has that saved the town in landfill costs? Guest Myers told Commission that Frostburg Grows has this kind of information. He’ll look into it.
  
- Trees – Committee met in December. Arbor Day/stream clean-up will be on April 23 in Shafer Park. Jeff Davidson will do another educational presentation at the Library. Town is still waiting to hear back from Tree City USA for recertification. Becky Wilson of DNR will be holding a class on roadside tree care.
  
- Public Education/Outreach – No report.
  
- Green Team – Recertification is due in June. We can update what we've submitted, and add anything new. Town Council Liaison Schmidt and Secretary Vesely will help Town Manager Clark with the update.

## **TOWN UPDATES**

Council Member Schmidt gave a Town Council update from last Town Council meeting. She asked Secretary Vesely to make sure the “scaled-down” version of the Recycling Flyer is posted on the Town website.

Town Manager Clark stated MDE has increased regulations with regards to town stormwater permits.

## **COMMISSION MEMBER COMMENTS**

Secretary Vesely thanked Town Manager Clark for the updated BEC Mailing List.

Secretary Vesely stated the new Park Trail is awesome!

**ADJOURN:** The meeting was adjourned at 8:27 PM

\*Next Meeting: TUESDAY, FEBRUARY 14, 2016 – Regular session (7:00 p.m.)\*