

Boonsboro Public Safety Commission
Meeting Minutes
Thursday July 20, 2017

Present: Chair Tony Nally, Terri Hollingshead, Chief Charles Stanford, Rick Weaver, Marty Love, Chad Matthews

Mr. Nally called the meeting to order at 7:00 pm

June Minutes approved; motion by Marty and 2nd by Rick

Citizens in attendance: Sandy Garcia from Mousetown Rd. came to address issues with low visibility pulling out of Mousetown Rd. Tony assured her this issue was addressed with the Safety Commission previously and we are forwarding this info to the SHA.

Old Business:

- Speed Trailer has been delivered. We are working on additional funding to pay for this. Most of it is paid for already with PSC budget.
- SHA Recommendations – Maple Ave./Rt. 40 intersection: Mr. Wolford with SHA wants to take parking spots that PSC is against. Tony conveyed to him that we want a bypass lane. He will look at this and get back to us. Tony requested an answer by Aug 1st, so we can move forward with this project.
- Knode Circle concerns – The cars that were addressed in the previous meeting are not in violation as the registration has been validated.
- Sale of police vehicles – Megan said she doesn't know of vehicles that could be sold. The Chief said the 2006 Escape and the 1999 Crown Vic are out of the fleet so these can be sold if the Town allows them to be.
- NNO – There was discussion as to money that came in for donations, and businesses that will be attending.

New Business:

- Reappointments: Terri Hollingshead and Marty Love will remain on the PSC. Names will be forwarded back to the Council.
- Washington County Hazard Mitigation Plan Update handout was distributed, but the PSC feels this should not be handled by them.
- The Community Foundation Grant for \$1500 was to be addressed by Kristy, but she was not in attendance.

Boonsboro Police Report:

The Chief reported that the department now has body cameras, as of July 1 for all the officers. The speed trailer arrived. Training on the trailer will take place on Aug 2nd.

M & C Report:

Rick Byrd was not in attendance.

Meeting adjourned at appx. 8:00 pm

BOONSBORO MUNICIPAL UTILITIES COMMISSION
REGULAR MEETING
July 13, 2017

The Boonsboro Municipal Utilities Commission (BMUC) held its regular meeting on Thursday, July 13, 2017 in the Charles F. "Skip" Kauffman Building's Meeting Chambers. In attendance were Chairperson Paul Loeber, Assistant Chairperson Todd Kennedy, Commission Members Ernie Harr, Ray Hoffman, Eric Kitchen, and Bobby Mose. Also in attendance were Mayor and Council Liaison Terry Davis, Town Engineer Brian Hopkins Ph.D., Public Works Superintendent Greg Huntsberry, and Utilities Superintendent Pete Shumaker. Chairperson Loeber called the meeting to order at 7:03 PM. The start of this meeting immediately followed an Executive Session which began at 6:30 PM.

Meeting Motions:

The June 8th Executive Session Meeting Minutes were reviewed and Commission Member Hoffman motioned to approve the minutes as presented. The motion was approved.

The June 8th Regular Meeting Minutes were reviewed and Commission Member Hoffman motioned to approve the minutes as presented. The motion was approved.

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

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

Unfinished Business:

Well 8 Update

Utilities Superintendent Pete Shumaker and Town Engineer Brian Hopkins provided an update on the previously approved remove, replace/repair as most appropriate, reinstall, return to operation, and test project for the Well 8 piping extending from the pump to the 20-inch diameter pipe section. The project was completed without incident and the testing confirmed the new piping system was **functioning** properly. The project did not, after being completed, address the air in the water distribution system issue. Further evaluation of the system's piping and valves' configurations are being conducted to assess if the problem is a configuration induced vortex issue. The BMUC will be provided with an update at the next regular meeting.

BMUC Reserve Funds Policy

The draft policy had been revised since the last meeting to address all comments and suggested revisions by the BMUC Members. The revision was reviewed and it was noted that the Investing/Reinvesting into a reserve account section needed to be revised to add text that in addition to investment activities being approved by the BMUC they also needed to be approved by the Mayor and Council to be compliant with the recent audit results. Commission Member Hoffman made a motion to approve the policy with the addition of the Mayor and Council approval text. The motion passed.

New Business:

Request for Water Service – Ford Property

Dale and Donna Ford provided information (attached) and made a presentation relative to requesting the BMUC evaluate and act on a request for three (3) taps into the Boonsboro water distribution system. Chairman Loeber indicated that the BMUC would listen to and review all information provided and ask questions during the meeting but, would not provide a decision until everyone had the opportunity to thoroughly review and assess that information, as well as, discuss, as needed, with legal counsel the specifics of the request. The timing of that decision would be provided once the BMUC had completed its due diligence review and assessment.

Key points:

1. The property is outside of the Town of Boonsboro boundaries.
2. The property is not in a designated growth area.
3. The tap request is for residences that do not exist and may never exist.
4. The current property is served by an existing working well.
5. Installation of a new well cannot be permitted under the existing groundwater situation in the area.

The BMUC discussion included a question as to if this issue needed to be brought up to the Boonsboro Keedysville water Advisory Board. It was decided that due diligence assessment dictates that it should.

MEA Grant – Approval to issue a Request for Proposal (RFP) for Variable Frequency Drive (VFD) Controllers

The draft RFP was reviewed and Commission Member Kitchen made a motion to approve the issuance of the RFP. The motion passed.

Discussion:

Boonsboro High School (BHS) Irrigation

The BHS Irrigation specifics and particulars were discussed and no further actions or follow-up were discussed or assigned.

Safety Courses

The continued need for safety courses discussion was led by Utilities Superintendent, Pete Shumaker. The discussion resulted in a motion by Commission Member Harr that a Draft Safety Plan be prepared and introduced for review and discussion at the next regular BMUC meeting. The motion passed and Commission Members Harr and Kennedy volunteered to coordinate the preparation of the Draft version initially using internal information and resources.

Reports:

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

Engineering Report – Brian Hopkins, PhD. Town Engineer – In addition to the Well 8 status and the RFP for the VFD Controllers discussions, the recent discussions of the National Pollutant Discharge Elimination System (NPDES) with the Maryland Department of the Environment (MDE) staff was summarized. Additional updates will be provided as new information on all of these topics develops.

Utilities Report – Pete Shumaker, Utilities Superintendent – In addition to the Well 8 status and the safety training needs discussions, the status of other operations were characterized as no issues and/or items to report. Additional updates will be provided as new information on the Well 8 and safety training topics develop.

Public Works Report – Greg Huntsberry, Public Works Superintendent discussed the leak detection activities completed and being planned for the coming month.

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

Adjourn:

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

Respectfully Submitted,

Ernie Harr
Secretary