

**Police and Public Safety
Commission Meeting
14 February 2013**

The Boonsboro Police and Public Safety (P&PS) Commission held their monthly meeting on Thursday, 14 February 2013 at 7:00 PM in the second floor conference room of Town Hall. Members present were Commission Chairman Chris Sarnecki, Commission Members Cindy Collier, Bob Glausier, and Scott Stavrou. Town Council Liaison Sean Haardt and Police Chief Charles Stanford were also present.

After additional review and recommendation for one (1) correction of the previously delivered 13 December 2012 P&PS Commission Meeting Minutes, **Motion** by Stavrou, second by Glausier, to officially approve the 13 December 2012 P&PS Commission Minutes. Motion carried.

Sarnecki welcomed everyone back to their first meeting in 2013. (The Commission last met in December 2012 and took the month of January 2013 off.) He took a moment to remember Commission Member Frank Lum, who had passed away on 6 February 2013, within a week after the passing of his spouse, Mary Ann. Mr. Lum had served on the Commission since before Sarnecki's 2011 appointment. Mr. Lum had recently been reappointed to the Commission to a term to end in 2015. He and Mary Ann had been strong supporters of the Commission, especially in its endeavors such as National Night Out (NNO) where Frank and Mary Ann manned the booth containing the promotional items to be given to attending children. Mary Ann had also been helpful in keeping Sarnecki up to date with Mr. Lum's health issues and helping to convey his suggestions for the duties tasked to the Commission following his stroke. Sarnecki closed with the shared sentiment that they both would be missed by the Commission. Sarnecki then distributed the evening's meeting Agenda with the addition of Commission Member Collier's draft of Boonsboro's NNO Mission Statement and Guidelines for Participation.

Sarnecki informed the Commission members of the two (2) emails he received from Liaison Haardt roughly two (2) hours prior to the evening's meeting. Haardt's emails advised Sarnecki of the possible attendance of Pastor Joseph Donovan, Pastor of Trinity Evangelical Lutheran Church. Pastor Donovan accepted Haardt's invitation to attend and become involved in the Commission as a concerned citizen about the traffic conditions around the intersection of Cemetery Lane and Main Street (US Alternate Route 40).

UNFINISHED BUSINESS:

Per Haardt's advisement that Council is prepared to discuss Cemetery Lane and direction to place the topic on the 4 February 2013 agenda of the Mayor and Town Council's regular meeting, Sarnecki sent the Commission's recommendation to Town Manager Debra Smith on 31 January 2013, via email. The Commission's recommendation is to leave the traffic flow on Cemetery Lane "as is", with the added suggestion to extend the "No Parking" areas (aka "red curbs") on Main Street and immediately adjacent to Cemetery Lane by one (1) or two (2) parking spaces. It is the Commission's belief that the extension of the "No Parking" areas would improve sight lines for traffic accessing/egressing the Cemetery Lane and Main Street intersection. The Commission would continue its investigation of traffic concerns and that further recommendations could be put forward in light of additional findings. Additionally, the Commission recommended future consideration of the resynchronization of the traffic light at

the intersection of Main Street and Potomac Street (MD Route 34), the reversal of the one-way traffic on Reeders Alley as previously suggested in “The Downtown Revitalization Study for the Town of Boonsboro” (aka The Mary Means Study) of 2003 and the establishment of a dedicated left turning lane and left turn signal at the intersection of Main and Potomac Streets.

NEW BUSINESS:

Sarnecki reminded the Commission members of its original intention to focus part of December’s P&PS Commission meeting on drafting a Mission Statement for Boonsboro’s NNO by the Commission. However, due to the length of that meeting on Cemetery Lane, the discussion of NNO was postponed. Collier previously volunteered to continue crafting the mission statement from former P&PS Liaison Janeen Solberg’s initial draft submitted to the P&PS on 12 September 2012. Collier stated that her Mission Statement, which was attached to the evening’s Agenda, was a rough draft and a compilation of other mission statements and ideas. The drafting of an official Commission NNO Mission Statement stemmed from a request by the Commission for further clarification and guidance from the Council on what businesses and organizations were deemed to be appropriate to participate in NNO. Stavrou queried how businesses were able to participate in NNO in the past. Sarnecki explained that businesses, who wanted a table at last year’s NNO, contacted Town Administrator Kimberly Miller. She forwarded their information to Sarnecki, who then presented it to the Commission for vote. Sarnecki would send the business an email advising them of the Commission’s decision. The Commission relied on their interpretation of NNO (law enforcement, health, safety, fire prevention, etc.) and the business’ “tie-in” to the theme of NNO. In the past, organizations such as J&D Locksmith Specialist LLC, based in Keedysville, appeared at NNO on their own volition and performed key duplication as a free service to the community. In an effort to make J&D Locksmith feel more part of the NNO and to follow the aforementioned review process, a formal invitation was sent to the owner, however; they were unable to attend last year’s NNO due to a scheduling conflict. The Commission, Police Chief Stanford and Liaison Haardt agreed with the Commission’s interpretation of NNO and their focus of recognition of the Town’s law enforcement, first responders and fire and safety services and personnel was appropriate.

Collier raised the concern of establishing a deadline for when applications should be received. The Commission felt that applications for approval to participate in the NNO should be received by the minimum of two (2) weeks prior to the NNO. Stavrou questioned the past history of last minute requests. Sarnecki believed it to be necessary to have a cut-off date because of the logistics of spatial placement of certain vehicles, the Washington County Antique Tractor Club’s (WCATC) barrel ride and heavy fire equipment in Shafer Park. An example from last year’s NNO was the request by The Washington County Free Library’s bookmobile being kept away from the area sprayed with water. Additionally, the First Hose Company of Boonsboro (aka Boonsboro Fire Department) needed an area unimpeded to run hoses from their Truck 6 apparatus, through the event to the hydrant along Park Drive to provide water for the spraying. Further discussions on a deadline and the Commission’s final Mission Statement would be added to the Agenda for next month’s meeting.

Pastor Joseph Donovan arrived at approximately 7:15 PM as a guest invited by Liaison Haardt. Sarnecki welcomed Pastor Donovan and introduced the gathered individuals. For Pastor Donovan’s benefit, Sarnecki briefly brought him up to date with the meeting’s discussions. Discussion then centered on the possibility of creating an online registration form which was agreed to be a way to streamline and standardize the registration process. Collier proposed that

the Commission get an earlier start this year in securing donations and the services of entertainment such as Magician Michael T, the DJ and donations from Weis Markets. This was felt to be a sound course of action by the Commission for multiple reasons. The main reason was the avoidance of confusion and frustration experienced by Commission Member Stavrou and Weis Market in regard to hot dog and bun donations for the August 2012 NNO. Additional time would also aid the Commission's effort to obtain child safety kits at this year's event and secure donations ahead of any rush by other neighboring towns. Lastly, Sarnecki thought it would be an added bonus to possibly have demonstrations presented by Maryland State Police's (MSP) and/or Boonsboro Police Department's Canine Units and queried Chief Stanford about the possibility of using the Town's canine, securing a MSP Canine Unit or even one of the MSP choppers on display. Sarnecki learned from Town Administrator Miller earlier in the day that NNO registration is open. He stated that budgetary concerns for the 2013 NNO could hopefully be offset slightly by an earlier start. He believed this year's budget to be the same as previous years which might necessitate the recycling of past years signs and banners as a savings. He will confirm the budget amount with Town Manager Smith and will report to the Commission at its March 2013 meeting. Sarnecki believed that last year's business and private donor contribution amounted to approximately two hundred and twenty five dollars (\$225.00) and thought it to be decreased from the four hundred dollar range (\$400.00) from the previous year's donations. Sarnecki felt that the decline in donations was attributable to current economic times. He warned of possible cost increases on all entertainment secured for the NNO based on the increase of the WCATC barrel rides. He did not have WCATC's contracts with him but thought there was an increase in fees.

Sarnecki mentioned that Donald "Donny" Lee Shumaker passed on 10 December 2012. Mr. Shumaker was a past president of the First Hose Company of Boonsboro, Chief of their Fire Police department and served on the Commission before resigning due to health issues. Sarnecki felt that the Commission could explore the possibility of renaming Firehall Alley to commemorate Mr. Shumaker at a later meeting and would add this as an Agenda item for the Commission's March meeting.

Based on the printed Agenda items, Haardt queried whether the Commission should have a Fire and Rescue Report. Sarnecki stated that an open invitation has been extended to these entities to participate in the Commission's meeting in the past, however; they usually did not have a representative at the meetings unless there was a specific issue they wished to address. Both Haardt and Stanford thought that the Commission should consider contacting the Chiefs of both the First Hose Company of Boonsboro and the Boonsboro Rescue Company. Chief Stanford added that this could strengthen civic and personal bonds between the various first responders and the community in general. Sarnecki took the action to reengage with the First Hose of Boonsboro and the Boonsboro Rescue Company.

Lastly, Sarnecki reminded the Commission of another pending task to examine the issue of excess signage around town. Stanford reported that there had been complaints about worn and faded signage that needed to be replaced.

LIAISON REPORT:

Liaison Haardt reported that at the 4 February 2013 Mayor and Town Council Meeting Messrs. Ross Cunningham, Rodney Cline and Pastor Joseph Donovan addressed their concerns to the Mayor and Council about the recommendation put forward by the Commission on leaving

Cemetery Lane “as is”, a two way street. Haardt reported that it was an impassioned meeting and that he had informed the trio that the Commission had put this issue to the forefront of its duties since initial contact during the September 2012 meeting. Haardt had detailed the time put forward in two (2) separate site surveys as a group and numerous individual site visits. Sarnecki added that the Commission took their concerns seriously and invested numerous personal hours to reach a recommendation for the Council’s consideration. In addition to the site surveys, the Commission obtained accident information from the BPD and found that there were only three (3) reported accidents on Cemetery Lane between 2005 to the present. They also reviewed the Town’s “The Downtown Revitalization Study for the Town of Boonsboro” (aka “The Mary Means Study”), “The Town of Boonsboro 2009 Comprehensive Plan” and sought input from Town Manager Smith regarding the jurisdiction of the Maryland State Highway Administration.

Pastor Donovan further detailed their joint concerns and offered the following proposals: 1) a centerline added to Cemetery Lane to better control against lane drift when approaching intersection; 2) move the safety bollard closer to the residential home by one (1) foot; and 3) additional signage restricting access to Cemetery Lane to either local traffic or by vehicle size.

Pastor Donovan explained that he understood the complexity of the issue and appreciated the hard work and thoughtful deliberation of the Commission. He volunteered to serve as a moderating conduit of information between the members of his congregation, who are greatly concerned with the issue, and the Commission. Glausier stated that it was a complex issue and that it would be difficult to solve all at once.

Sarnecki expressed to Haardt the need for advanced communication, when possible, so as to properly prepare for future meetings, to include items on the Agenda, advise the Commission members and the wish to be more involved in meetings in which the Commission is engaged, such as Cemetery Lane, were to be discussed. Haardt felt that it was his duty as a town council member to meet with any citizen about any concern regardless of his Liaison posting and that sometimes it would be difficult to secure everyone’s participation within the framework of fluid circumstances and conflicting schedules. Sarnecki agreed that it is his right as a sworn Council member to meet with his/her constituents but thought it would best serve the Commission to advise if he meets with a constituent regarding a Commission task, extend an invitation to a citizen to attend a Commission meeting or to accept his invitation to become involved in the Commission as a concerned citizen as noted in Pastor Donovan’s 6 February 2013 email to Haardt. At a minimum, Sarnecki requested that Haardt extend a courtesy notification or a “heads-up” to the Commission Chair for future discussions, invitations, etc. that impacts the Commission and its functions or meetings or at least report back to the Commission any information that may impact the Commission and/or its tasking. Advanced notification of a meeting with Haardt and a concerned citizen regarding an issue involving the Commission would ensure that at least one (1) Commission member has the opportunity to be present at such discussions/meetings, to listen and/or address any immediate concerns/queries and accurately report back to the rest of the Commission.

Haardt indicated that Assistant Mayor Howard Long requested that he provide the progress of the Commission’s final NNO Mission Statement on two (2) separate occasions in December 2012 and January 2013. Haardt acknowledged that the Commission did not meet in January 2013 and asked what he should relay to Assistant Mayor Long at the Council’s next workshop meeting on

Monday, 25 February 2013. Sarnecki stated that the Commission directed its full attention to Cemetery Lane and further discussion of Collier's draft Mission Statement will be added to the Commission's March 2013 Agenda as mentioned earlier in the meeting. He noted that the Commission could possibly schedule an additional meeting prior to its March meeting for the sole purpose of expediting the final Mission Statement's delivery.

POLICE REPORT:

Chief Stanford reported that overall it had been a slow period of time. He noted that a search warrant was issued and served on N. Main Street and had made its way through the legal system resulting in a felony plea. Mark Pittsnogle, formerly of the Hagerstown Police Department (HPD), was selected to serve on the BDP. Officer Pittsnogle would become a new town employee on 6 March 2013, however; he would not begin his official police duties until 1 April 2013. The time delay is caused by the need for recertification in multiple areas including drug and polygraph testing and firearm recertification done by the Maryland Police and Correction Commissions. Stanford expressed that the BPD was the best municipal police department in Washington County largely due to its proactive community based policing and close ties with outside agencies. These ties are strengthened by the vast professional experience of the officers that serve the BPD.

Stanford noted that initial contact had begun with Optotraffic, LLC of Lanham, MD as a provider of traffic enforcement cameras. This is the same company that manages traffic enforcement cameras in both Hancock and Smithsburg. Chief Stanford was exploring the feasibility of using this system for where excessive speeding has been noticed in Boonsboro.

Collier queried Stanford about any new developments in the search for new security video equipment that had been mentioned in the December meeting. Stanford reported that the Town had explored the possibility of using similar security cameras used for the Boonsboro Waste and Water Treatment Center. Stanford further wanted to explore the possibility of using the cameras particularly in Shafer Park due to the systems facial recognition and tagging features. Lastly, he wanted to see if any local businesses would be interested in using extra cameras, however; he is concerned that the cost of approximately \$2800 per camera might be prohibitive. Chief Stanford closed with his wish to see the Fire and Rescue services to be represented at future meetings.

Chairman Sarnecki advised that the next Commission meeting will be held on Thursday, 14 March 2013 at 7:00 PM in the second floor conference room of Town Hall.

Motion by Glausier to adjourn, second by Stavrou and Motion carried.

The meeting adjourned at 8:45 PM.

Respectfully submitted,

/s/

Christopher J. Sarnecki
Chairman, Police and Public Safety Commission