

Boonsboro Public Safety Commission  
Meeting Minutes  
Thursday, February 15<sup>th</sup> 2018

Tony Nally, chair; Terri Hollingshead, Assist Chair; Rick Weaver, Chad Matthews, Chief Stanford, Police Department; Rick Byrd, Council Liaison

This meeting was called to order at 7:00 pm by Tony Nally.

There were no citizens present.

Minutes from the January PSC meeting were reviewed and approved as submitted.

Old Business:

Mr. Nally submitted the email he sent to John Wolford with SHA concerning the replacement of speed limit signs. SHA will place new signs when the weather breaks.

Mr. Nally will attempt to talk to owner of Encore Kids about participating in NNO this year.

New Business:

We spoke about the safety procedures in place at the school complex. Chief Stanford said "Alice" (Alert, Lockdown, Inform, Combat & Evacuate) training is in place. School resource officer is contact for this.

There are a few people being contacted to submit applications for openings on the PSC. We would like to have the openings mentioned in the quarterly newsletter.

We briefly spoke of the upcoming National Night Out.

We will be considering having a CPR event.

Mr. Nally will write a letter to the Board of Education in regards to a possible solar panel speed camera, similar to the one at Greenbrier, to be placed at Mapleville Road, in the school zone.

Boonsboro Police Department Report:

Chief Stanford reported we have a new officer coming from HPD and will most likely start the 26<sup>th</sup> of Feb. The Chief will also be soliciting funds and information on obtaining a K-9 for the force.

Fire & Rescue Report:

No representation in attendance.

Mayor & Council Liaison Report:

The town's manager has resigned. We also have a town planner opening. There will be weekly budget meetings. The town has hired Albright Crumbacker Moul & Itell as auditors. The MDE loan was paid off.

Meeting was adjourned at 7:48 pm

Respectfully submitted,  
Terri Hollingshead

# Boonsboro Park Board

February 28, 2018

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

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

The January minutes were read and approved with the following changes: BES PTA President **Andrea** Spencer, lunch for the maintenance crew will be **March 15**. Motion to approve Rich, second Greg, all approved.

## **Old Business:**

Megan attended the meeting to present and clarify information about park projects and FY18 \$60,000 CPP Grant funding. The Board reviewed and discussed the breakdown of budget items for the grant. A motion was made by Jeff, second by Isaac to approve park equipment to be purchased by the FY18 CPP Grant. Motion carried unanimously.

Megan presented a summary of previously awarded grants. There is about \$25,000 still remaining from these grants.

Rich will contact Bill Atkinson, state representative for grant funding, about possible funds to construct an access road connecting the old and new park.

## **New Business:**

### **FY19 Park Budget Request:**

FY19 park budget was discussed and amounts were proposed. A motion was made by Greg, second by Jeff to present the budget to the Council. Motion carried unanimously.

### **Wagon Train Funding**

The Wagon Train did not get the desired funding this year from the Chamber of Commerce. Park board suggested that Chad Walker, wagon train spokesperson, request up to \$250 from the Town's general fund. Any amount not covered would be donated by the Park Board. Motion by Chris, second by Isaac, motion carried unanimously.

**Tree Board Update:**

April 22 – Arbor Day celebration/park cleanup.

A booth will be at Greenfest with information and trees to give away.

Tree inventory will be updated.

The Environmental Commission has given \$3500 for tree planting and a grant for \$2000 from the Md. Dept. of Natural Resources will be pursued for planting trees.

Meeting adjourned at 9:00pm. Motion by Jeff, second by Greg. Motion approved unanimously.

Respectfully submitted,  
Sandra Shifler  
Secretary

**BOONSBORO MUNICIPAL UTILITIES COMMISSION  
REGULAR MEETING  
February 8, 2018**

*Notes: Motions are in bolded text below. All procedures and actions are in compliance with the Boonsboro Charter. All procurements will be compliant with the State of Maryland Procurement Regulations and the Town of Boonsboro Procurement Policies and Procedures and associated approval authorities.*

The Boonsboro Municipal Utilities Commission (BMUC) held its regular meeting on Thursday, February 8, 2018 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, Bobby Mose, and David Wade. Also in attendance were Mayor and Council Liaison Terry Davis, Town Manager Megan Clark, and Utilities Superintendent Pete Shumaker. Chairperson Loeber called the meeting to order at 7:00 PM.

Meeting Motions:

**The January 11, 2018 Regular Meeting Minutes were reviewed and Commission Member Mose motioned to approve as presented. The motion was approved.**

**The January 2018 Treasurer's Report was presented by Commission Member Hoffman. Commission Member Harr motioned to approve the report as presented. The motion was approved.**

The January 2018 Budget to Actual Monthly Report was not presented or discussed and the information was covered under the Fiscal Year (FY) 18 Mid-Year Financial Review under New Business below.

CD Reinvestment

At the January BMUC Regular Meeting it was discussed that the Certificates of Deposit (CDs) be reinvested. However, that action had not yet taken place since the reinvestment deadline was later identified as February 22, 2018 so, there was time to further discuss. As a result, this topic was discussed again during this meeting. There were two (2) CDs that are maturing. One under the Sewer Fund with a value of \$ 102,403.48 which funds were from accrued Sewer Fund User Fees. The other was under the Water Fund with a value of \$ 122,884.18 which funds were from accrued Water Fund User Fees.

After detailed discussions of the current year's funding status including; cash flow, capital improvement projects and their associated priority, and debt including the interest rates versus the interest rate of reinvesting, for the two funds, there were two motions made.

**Commission Member Harr motioned that the Sewer Fund CD be cashed and the funds be deposited into the Sewer Fund User Fees account. These funds would be earmarked for the Sewer Main Replacement Project which is a high priority CIP. The motion was approved.** This action assigns the funds to a project appropriate for these monies and also minimizes the impacts to the Sewer Funds' cash flow constraints due to the three (3) to six (6) month delay in payment compared to when expenses are incurred because of the billing model cycle.

**Commission Member Harr motioned that the Water Fund CD be cashed in and the funds be deposited into the Water Fund User Fees account. These funds would be used to completely pay off the Maple Avenue Water Line Loan. The motion was approved.** This loan has an interest rate of 2.99 % as opposed to a reinvestment return rate or 1.3 %. This loan has the highest interest rate of all of the Water Fund debt vehicles. The payoff amount is \$ 111,962.91. This payoff would permanently eliminate an annual payment of \$ 20,300.00. This loan has a last payment date of June 19, 2024. This action assigns the funds to a previous project appropriate for these monies.

**The January 2018 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:

Safety Manual

The BMUC Members provided additional comments to the revised manual. The comments included:

Page 1 – A statement be added under Responsibilities, Management and Supervision that requires that training be completed before any individual is assigned to work in an environment that could require the need for training.

Page 8 – Add Personal Protective Equipment section covering both the requirements and what is provided by the Town of Boonsboro under Section IV, Safety Topics.

Page 11 – Add the following text at the end:

“Summary

Employees that have not completed annual training for respirator use and the respirator fit test will not be permitted to use respirators for the safety of all involved. Please contact the Town safety Representative with any questions or concerns.”

Page 18 – Add text in the Compressed Gas Cylinders section that for any hazardous gas leak call 911, clear the area, account for all employees and others that may have been in the area, and then follow emergency personnel instructions once they are on the scene.

Page 46 – Under the Hazard Communication section include the same text on Safety Data Sheets Locations from page 2 and also keep the text on page 2, as well.

Once these final review cycle comments are incorporated, the final version will be presented at the next Mayor and Council Workshop Meeting on Monday February 26, 2018 for review and adoption for use by the Town of Boonsboro, as decided.

**Commission Member Kennedy motioned that the revised final version that incorporates the comments detailed above be presented to the Mayor and Council with the BMUC Recommendation to adopt for use by the Town of Boonsboro at the next Workshop Meeting. The motion was approved.**

#### Pump Replacement

The Commission discussed the evaluation of the sewer collection system pumps and the impact of failure and methods to minimize the consequences and costs of a failure. The conclusion was that the Crestview/Chieftan Pump Station has characteristics that could greatly benefit from having a replacement pump on hand for immediate replacement. This availability would eliminate the need for the outside procurement of pump and remove services that would be needed on a continuous 24 hours a day basis until the pump were replaced. A replacement pump is less than \$ 6,000.00 and 24-hour service costs approximately \$ 5,000.00 per day. The last outage lasted multiple days so this expenditure has a one-time failure complete return on investment.

**Commission Member Harr motioned that a replacement pump be purchased for the Crestview/Chieftan Pump station at a cost not to exceed \$ 6,000.00 and that the funding for this unbudgeted purchase be made from the accumulated Sewer Fund User Fees Account. The motion was approved.**

#### Sewer Line Project Replacement – Status Update

The award of the subject contract and the schedule for the start of activities was discussed. During that discussion, an immediate need for unique project specific engineering services detailed knowledge was identified. These unique services are needed to support the Project Kick-Off Meeting. This unique project specific subject matter expert (SME) experience is only available from Brian Hopkins, Ph.D., the recently departed Town Engineer who prepared the detailed Request for Proposal (RFP) project specifications and also worked with the State of Maryland Agencies' staff that reviewed and approved the RFP and the now the BMUC award decision that was approved by the Mayor and Council.

**Commission Member Harr motioned that the Town Manager was authorized to obtain the unique SME engineering services of Brian Hopkins Ph.D. on a sole-source basis to support the Project Kick-Off Meeting consistent with the Town of**

**Boonsboro Procurement Policies and Procedures and associated approval authorities. The motion was approved.**

Bay Restoration Fund (BRF) Grant – Added Agenda Item

**NOTE: Request to the Mayor and Council - The BMUC discussed the statement that was requested be entered into the official Mayor and Council Meeting Minutes for the February 5, 2018 Regular Meeting on the financial impact related to the CDA Bond refinance of one of the WWTP loans. The BMUC cannot duplicate the figure quoted and would like to request the support for that value at the earliest practicable time.**

New Business:

FY 18 Mid-Year Financial Review

Note: There were no motions associated with this presentation. These reports (Sewer and Water Funds) are generated directly from the accounting system software and is real-time in that it reflects ALL information that has been entered prior to the generation of the report. All information through the end of the December 2017 accounting month were entered into the system and included in this report. These reports are being used by the BMUC as part of the continued revenue and expenses reporting and tracking during public meetings. These reports provide a more reviewer friendly format that is easier to understand than typical accounting reports. No current of pending critical funding issues were identified upon review of either report. There were some specific line item deviations from the budget plan that it was determined do NOT required any corrective actions beyond what was expected based on past uncertainties and intended to be handled under the contingency provisions built into the budget plans. However, revenues from rates continue trending lower than predicted. There are two reasons for this trend. One is the BMUC's decision to delay implementation of the Charter process approved rates due to ongoing actions by the Mayor and Council to decide on the path forward relative to the legality of a submitted referendum petition which, the Town's legal counsel has determined is not subject to the referendum provision. The other is lower usage that results for conservation practices. To address the lower than estimated rate revenues, the use of retained user fees are being appropriately and judiciously used to fund portions of critical infrastructure projects that cannot be covered by the fee revenues and/or grant finding received to date. All critical projects are proceeding when necessary to fix functionality issues and reduce operation and maintenance costs within the 5-year payback grant award requirements.

Discussions:

FY 19 Budget

The BMUC Members discussed the upcoming Mayor and Council Budget Workshops and the plans and schedule to finalize the Draft materials that will be presented to the

Mayor and Council at the February 20, 2018 Budget Workshop. The BMUC will finalize the following items and associated supporting information on a schedule to meet that February 20<sup>th</sup> Meeting submittal date. The items include but, are not limited to the following:

1. 2019 Sewer Fund Budget Estimate Plan Summary Overview and Supporting Information
2. 2019 Sewer Fund Five (5) – Year Projections
3. Multi-Year Sewer System Capital Improvement Projects List
4. Five (5) – Year Sewer User Rate Plans
5. 2019 Water Fund Budget Estimate Plan Summary Overview and Supporting Information
6. 2019 Water Fund Five (5) – Year Projections
7. Multi-Year Water System Capital Improvement Projects List
8. Five (5) – Year Water User Rate Plans

#### Future Facilities

The BMUC Members discussed the recent water loss investigation activities and results, capital improvement projects lists, development update discussions and expectations, and previous and proposed studies relative to the understanding of and need for future facilities. The conclusion was that a current, comprehensive, independent water system study was needed to reflect the current system particulars that have changed significantly since the previous study which was performed more than ten (10) years ago. This study will provide a detailed understanding of the current water supply and distribution system conditions, limitations, and independent information set that can effectively and efficiently be used to accurately prioritize the capital improvement projects on the list and/or identify additional projects that may be needed. Additionally, this report will provide independent information that will facilitate informed negotiations with developers on services and associated cost sharing relative to development plans. The total cost is expected to be less than \$ 50,000.00 for this critically needed study. The first step is to develop the study requirements for inclusion in supporting a Study RFP.

**Commission Member Harr motioned that the Town Manager was authorized to obtain the SME engineering services necessary to support the preparation of the testing requirements consistent with the Town of Boonsboro Procurement Policies and Procedures and associated approval authorities and the funding for this unbudgeted purchase be made from the accumulated Water Fund User Fees Account. The motion was approved.**

#### Reports:

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

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

Utilities Report – Pete Shumaker, Utilities Superintendent’s report focused on the items previously discussed in these Meeting Minutes.

Public Works Report – Greg Huntsberry, Public Works Supervisor was not in attendance and there were no critical items identified in advance that needed to be addressed during this meeting.

Adjourn:

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

Respectfully Submitted,

Ernie Harr  
Secretary

DRAFT

**BOONSBORO ECONOMIC DEVELOPMENT COMMISSION  
MEETING MINUTES  
FEBRUARY 28, 2018**

The Boonsboro Economic Development Commission met on February 28, 2018 at the Kauffman Annex. In attendance: Chairman George Messner, Secretary Vickie Messner, Carol Blessing, Kristin Bowl, Bruce Wilder, Council liaison Cindy Kauffman, Town Manager Megan Clark, and guest Audrey Vargason. The meeting was called to order at 9:00 AM.

**The minutes** from the December 20, 2017 were approved as written. Motion to accept: B. Wilder, Second: C. Blessing. Motion carried.

The next **networking breakfast** is scheduled for March 16, 2018 @7:30 AM at Vesta. Notification of the meeting will be sent by March 7<sup>th</sup>, RSVP date March 13<sup>th</sup>. Kathryn Gratton (SCORE) will be the guest speaker. Beth Pulsifer-Anderson of Atlantic Home Equity is the scheduled speaker for May.

**Old Business**

**Advertising-** The Spring rack cards have been completed and are ready to go to the printer. The ad for the Washington County Visitors Guide has been submitted. The guide will be available by the first week in April.

**First Saturday-** As reported in the December minutes, the First Saturday project has been directed to a committee of local business people. There has been a discussion to establish a new date, since other communities also use the first Saturday date.

**Events Committee-** The EDC will be collaborating with the old 225 Anniversary committee to continue and expand community activities (ex. 2.25 mile race, Open House for area churches, etc.)

**USA Cycling Amateur Road Championship-** Audrey Vargason from the CVB proposed a cooperative sponsorship agreement to promote the town of Boonsboro and its businesses as a collective economic activity. The collective sponsorship goal is \$2,500. The EDC would contribute \$500 and the remaining \$2,000 would be covered by ten businesses contributing \$200 each. The \$150 vendor fee for the expo would be waived for those businesses participating in the sponsorship. A motion by K. Bowl and seconded by C. Blessing was made for the EDC to contribute \$500 toward the cooperative sponsorship (Sponsorship/Business Support). Motion carried. A bookmark style insert will be included in the July utilities mailing explaining the event and procedures. Volunteers are needed for this event, go to [visithagerstown.com](http://visithagerstown.com) to sign up.

**New Business**

**Budget-** The July 1, 2017 to February 28, 2018 budget activity was reviewed. It was noted \$5,000 from Revitalization Support was used as part of matching funds toward the Maryland Heritage Area Authority Emergency Grants Program for the replacement of the roof on the Warrenfeltz building which will house the National Road Museum. The proposed EDC budget for FY 2019 was presented for comments and questions. The Commission made the recommendation to include this proposal in the Town's 2019 budget. Recommendation for inclusion motion: B. Wilder, Second: V. Messner. Motion carried.

**Membership-** The EDC recommends the Council consider the membership renewal of Chairman George

Messner for another three-year term. Terri Packard will serve as Vice Chairman. The Commission welcomes Robin Spires as its newest member.

**Businesses Activity-** Best Counseling moving to Hospice Center, a shipping company and an insurance company will be occupying the second floor of the Columbia Bank, AC&T has obtained permit for car wash renovation, Beauty Bar is a new business at Auction Square.

**Hometown Press-** A communication was received outlining the prospect of creating a new resident welcome folder which would include department contact information, meeting schedules, emergency numbers, church and school information, etc. It was advised a committee within the EDC could create a similar document.

**America Main Street-** An email promoting America's Main Street Contest was discussed. After examining the nominating criteria, it was determined the EDC did not qualify to make a nomination or to be a recipient.

**Next meeting: April 25, 2018**

Motion to adjourn: V. Messner, Second: C. Blessing. Motion carried. Adjournment: 10:40 AM

Submitted:

*Vickie Messner,*  
Secretary

**Upcoming events:**

Mar. 31- Annual Easter Egg Hunt 1 PM

Apr. 22- Arbor Day/Earth Day Celebration  
Park Clean-up

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

**MINUTES OF A MEETING OF THE ENVIRONMENTAL COMMISSION**  
**TUESDAY, February 13, 2018**

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**PRESENT:** *Commission Members:* Chairperson Kathy Vesely, Vice Chairperson Laura Schnackenberg, Scott McIllwee, Leah Grasso, Amy Jones

**ABSENT:** Town Manager Megan Clark; Town Council Liaison Brigitte Schmidt, Jessica Renner, Anthony Dowell

**PRESIDING:** Chairperson Vesely called the meeting to order at 7:07 PM.

**APPROVAL OF MINUTES:** Chairperson Vesely declared the December 12, 2017 meeting Minutes **approved with corrections.**

**UNFINISHED BUSINESS**

**Apple Valley Waste:** Vice Chairperson Schnackenberg has not yet received a reply to her email or phone call. Will try one more time!

**NEW BUSINESS:**

**Urban and Community Forest Grant:** There is a \$2000 grant available toward the purchase of trees with the possibility of matching funds by DNR. As deadlines are approaching, Scott McIllwee will complete the application. In addition, BEC previously approved \$3500 for trees. BEC to follow up with Town Manager Megan Clark and Park Board member Rich Hawkins with some questions as well as for suggestions for where new trees might be needed.

BEC also discussed the feasibility of a Nature Park with natural elements such as stumps and rocks for climbing. Leah Grasso to research further for discussion at March 13 BEC meeting.

**2018 Annual Budget:** BEC has \$10,000 allocated in FY18 Town Budget. After reviewing past years' expenses and in consideration of current and anticipated needs, the BEC voted to voluntarily reduce the budget by \$1000 from Special Projects and \$100 from Miscellaneous Expense.

**2017 Annual Report:** Reviewed BEC Annual Report. BEC voted to accept annual report with noted changes.

**SUBCOMMITTEE REPORTS**

▪ **Farmer's Market** – Farmer's Market vendor meeting will be held February 22, 2018. Discussion related to possible alternative locations for Farmers Market with solid surface for accessibility purposes. Job posting for Manager has been posted at Shepherd and at Hood College. The Farmers Market also needs marketing and/or advertising.

▪ **Waste Reduction** – In consideration of glass no longer being allowed in the recycling with the new trash removal contract, BEC may create a small pamphlet with suggestions on how to decrease glass usage.

▪ **Trees** – Meeting Wednesday, February 21<sup>st</sup>.

▪ **Public Education/Outreach** – Vice Chairperson Schnackenberg still trying to get Apple Valley Waste tour scheduled. Jim Cummins will be presenting: *When Trees Were Old: Humans and Environmental Change in the Potomac Watershed* on April 10th at the Community Center. The Audubon Society is already publicizing this, and will be doing public service announcements in the newspaper. We hear this is an excellent presentation.

▪ **Green Team** – No report.

▪ **Monarch Butterfly** – no report

### **TOWN UPDATES**

No report

### **COMMISSION MEMBER COMMENTS**

In light of first-hand sightings of town residents disposing leaves, grass clippings, and yard debris in the storm drains, BEC will ask Town Manager Clark to include a reminder in the town newsletter that this is not allowed.

Stream clean up/Arbor Day/Earth Day is Sunday April 22<sup>nd</sup> from 1-4 at the park.

Park Board had presentation for potential electric vehicle charging station at the park. BEC is considering inviting the speaker to give his presentation at a future BEC meeting as well.

**ADJOURN:** The meeting was adjourned at 8:36 PM.

Respectfully submitted by  
Amy Jones, BEC Secretary

\*Next meeting: TUESDAY, March 13, 2018 – Regular session (7:00 p.m.)\*