

**BOONSBORO MAYOR AND COUNCIL
REGULAR MEETING MINUTES
MONDAY, FEBRUARY 6, 2017**

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, February 6, 2017 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building. In attendance were Mayor Howard W. Long, Assistant Mayor Cynthia Kauffman, Council Members Janeen Solberg, Brigitte Schmidt, Rick Byrd, Marilee Kerns and Terry Davis. Also present were Town Manager Megan Clark, Police Chief Charles Stanford and Administrative Assistant Kimberly Miller. The meeting convened at 7:00 PM with the pledge and the invocation offered by Mayor Long.

APPROVAL OF JANUARY MEETING AGENDA

Mayor Long requested the approval of the February 2017 Meeting Agenda. Motion by Assistant Mayor Kauffman, second by Council Member Kerns to approve the February 6, 2017 Regular Meeting Agenda, and motion carried.

REVIEW AND APPROVAL OF DECEMBER MEETING MINUTES

- Motion by Council Member Schmidt, second by Assistant Mayor Kauffman to approve the January 2016 Regular Meeting, Workshop Meeting and Workshop Executive Meeting Minutes as amended, and motion carried.
- Motion by Assistant Mayor Kauffman second by Council Member Davis to approve the January 2017 Treasurer's Report, and motion carried.
- Motion by Council Member Schmidt, second by Assistant Mayor Kauffman to approve the January 2017 Bills to be Paid Report, with Council Member Kerns abstaining, and motion carried 5-1.

GUEST

- Brian Lynch, *Antietam Cable*. Mr. Lynch stated that Antietam Cable has made a \$6 million dollar private capital investment in Washington County to build a one Gigabit Broadband direct fiber connection to more than 11,000 homes and businesses, and once completed, Boonsboro will be the 77th town in the USA with this type of internet service. He stated that Antietam Cable recently announced the launch of Phase 2 of its Flight Gigabit product which will provide ultra-high speed internet to Boonsboro, assisting multiple users with access to more bandwidth, smart home technology, social media, data rich streaming content and interactive gaming, thus enriching customers' online experience. He further stated that Antietam Cable recognizes that internet access is an indispensable communications tool and resource, and that many individuals in Boonsboro telecommute and need high-speed broadband service. Mr. Lynch stated that customers will experience a slight increase in their rates for the Flight Gigabit product, and that the Installation Project is slated to being in the spring of this year.

MAYOR AND COUNCIL MEMBER CORRESPONDENCE

- Mayor Long stated that the Town received a Thank You note from the Heart of the Civil War for the \$100 donation
- Assistant Mayor Kauffman shared the Town's 225th Anniversary Calendar of Events for 2017
- Assistant Mayor Kauffman stated that Mayor Long, EDC Members George and Vickie Messner and she attended Washington County Community Coalition Legislative Day in Annapolis, Maryland on February 1 on behalf of the Town and the EDC to share information about the upcoming 225th Anniversary Celebration.

Police Department Report – Chief Stanford. The Police Department received 200 calls for service, which included 189 motor vehicle violator contacts for the month of January 2017. There were 4 adult criminal arrests, 1 adult traffic arrest, 0 juvenile arrests and 0 juvenile traffic arrests. Stated that the Department collected 6.1 pounds of prescription drugs through the Drug Turn-In Program for the month of January 2017.

NEW BUSINESS

Police Body Worn Camera Policy: Chief Stanford stated that he is requesting the approval of the Policy for *Chapter 42: Policies for Officers Wearing Body Cameras Issued by the Town of Boonsboro* to field test a body worn camera, which he presented at the Workshop Meeting. He stated that he met with Town Attorney Wantz to review and revise the proposed Policy, noting that Attorney Wantz advised him to create a Policy in case the Police Department decides to implement or field test the body cameras. Chief Stanford stated that the Police Department currently has 1 body camera, but has received a matching Grant from LGIT which will partially cover the cost to purchase additional cameras. Motion by Council Member Schmidt, second by

Assistant Mayor Kauffman to approve Chapter 42 *Policies for Officers Wearing Body Cameras Issued by the Town of Boonsboro* and begin conducting the body worn camera field testing program, and motion carried.

Boonsboro – Keedysville Regional Water Board Amendment to Water Agreement: Town Manager Clark, on behalf of a recommendation from the Boonsboro – Keedysville Regional Water Board, stated that the BKRWB is recommending that the True-Up formula be changed from 35% to 50% based on the system upgrades and additional administrative costs, noting that the new formula would be fairer than the current one. She reviewed that the BKRWB, at their annual True-Up Meeting on December 7, 2016, decided that it was time to adjust the formula that is used to determine shared costs between the two Towns, noting that the 35% True-Up formula, established in the 1999 Water Service Agreement, is provided to account for a percentage in the Water Fund Budget allocated to Boonsboro's distribution system. Council Member Kerns voiced concerns that the proposed Amendment will have adverse effects on the current Water Fund Budget and asked how the Town will handle the deficit. Town Manager Clark stated she did not feel this would have a great impact on the budget and that the BMUC will review the Water Fund FY17 Budget and present any needed updates to the Mayor and Council. **Motion** by Assistant Mayor Kauffman, second by Council Member Davis to approve the amendments to the Boonsboro – Keedysville Water Board Water Agreement, and motion carried.

Municipal Service Worker Vacancy: Town Manager Clark, on behalf of Public Works Superintendent Greg Huntsberry, reviewed that six (6) interviews were held for the Municipal Service Worker position. She stated that she is recommending the hiring of Carl Saunders, Jr., of Boonsboro, at the starting level of Municipal Service Worker 1 - Step 1. Council Member Solberg stated that she spoke with Superintendent Huntsberry and that he is very confident in Mr. Saunders ability and that he will be an asset to the Town. **Motion** by Assistant Mayor Kauffman, second by Council Member Solberg to hire Carl Saunders, Jr., of Boonsboro, at the starting level of Municipal Service Worker 1 - Step 1, and motion carried.

BMUC Recommendation to Re-Establish Certificate of Deposit: Town Manager Clark, on behalf of the Boonsboro Municipal Utilities Commission, presented the recommendation to re-establish a Certificate of Deposit in the amount of \$200,000 with funds from the Water Fund User Fee account at a 2% interest rate with Middletown Valley Bank. Council Member Kerns stated that this Agenda item should be tabled until the BMUC meets again and determines the effects that the BKRWB Amended Water Agreement will have on the FY17 Water Fund Budget, noting that the change from a 35% to 50% shared cost is a big jump in funds. Council Member Davis stated that Water Fund User Fees are used for Capital Improvement Projects and are not designated in the Budget. **Motion** by Council Member Schmidt, second by Assistant Mayor Kauffman to approve the re-establishing of a Certificate of Deposit in the amount of \$200,000 with funds from the Water Fund User Fee account at a 2% interest rate with Middletown Valley Bank, with Council Member Kerns and Council Member Byrd voting nay, and motion carried 4-2.

Planning Commission Recommendation to Release Bond for AC&T: Town Manager Clark, on behalf of the Planning Commission, presented the recommendation to Release the Bond for the redevelopment of AC&T. She stated that AC&T's engineering inspections have been completed and that staff is recommending release of the Bond for the infrastructure. **Motion** by Assistant Mayor Kauffman, second by Council Member Kerns to approve the Release of the Bond for the redevelopment of AC&T, and motion carried.

Public Safety Commission Appointment: Council Member Byrd, on behalf of the Public Safety Commission, presented the recommendation to appoint Chad Matthews to the PSC with the term ending February 2020. He stated that Mr. Matthews is a Montgomery County Police Officer. **Motion** by Council Member Byrd, second by Assistant Mayor Kauffman to appoint Chad Matthews to the PSC for a 3-year term, and motion carried.

Police Vehicle Request: Chief Stanford stated that the Police Department recently received a 2007 Dodge Charger donated from the Washington County Sheriff's Department. He stated that he is requesting to allocate \$1,650 from the Police Vehicle Maintenance funds to be used for safety repairs to the vehicle. He further stated that all of the equipment will be transferred from the 2006 Ford Escape to the Dodge Charger, noting that the Dodge will be left unmarked and the only additional cost required will be the computer mounts and radio installation. Chief Stanford stated that he plans to transfer the Ford Escape to the Town and suggested that the Dodge Durango be sold in as-is condition. **Motion** by Council Member Schmidt, second by Council Member Kerns to approve the safety repairs to the donated 2007 Dodge Charger in the amount of \$1,650 and place the Durango out for bid when ready, and motion carried.

COMMISSION REPORTS

Public Safety Commission – R. Byrd. Meeting held on January 19, 2017. A Sycamore Run resident attended the meeting to voice his concerns regarding loud disturbances and racial harassment from individuals driving in a vehicle in his neighborhood. Meeting discussions included the SHA Meeting schedule update, the welcoming of Chad Matthews as a Commission Member candidate, and the motion to appoint Tony Nally as Chairperson of the PSC with Terri Hollingshead as Assistant Chairperson and Kristy Smith as Secretary.

- Stated that representatives from the State Highway Administration (SHA) will meet with the Public Safety Commission on March 16, 2017 at 5:00pm in the Town Meeting Chambers.

Park Board –M. Kerns. Meeting held on January 25, 2017. Discussions included the \$60,000 Grant from Community Parks and Playgrounds, the plans to purchase additional 'dog waste stations' for Shafer Park, the upcoming Arbor Day/Park and Stream Clean-up on April 23 from 1:00 to 4:00pm, plans for the Fishing Derby and Wagon Train event, the success of the Olde Tyme Christmas event, and an update of the Tree City USA application.

Utilities Commission –T. Davis. Meeting held on January 12, 2017. Discussions included a status report on the Young Avenue Pump Station, the approval of the annual Waste Water Treatment Plant Maintenance Contract for chlorine pump heads, the status of the installation of air relief valves as part of the Water Distribution System Improvements, the updating of the Water Distribution maps, and a discussion of the draft Water Conservation Plan.

Planning Commission –J. Solberg. Meeting held on January 24, 2017. Discussions included the approval to recommend the AC&T Bond Reduction to the Mayor and Council, and plans to update the Zoning Ordinance and Subdivision Regulation and the possible hiring of a consultant to assist with the updating.

Economic Development Commission –C. Kauffman. The Networking Breakfast was held on January 20, 2017 at Vesta's with guest speaker Mayor Long. The next EDC meeting will be held on February 22, 2017 at 9am. Assistant Mayor Kauffman stated that she has been working on the Spring EDC rack card which will include events from April through September 2017.

Environmental Commission – B. Schmidt. Meeting held on January 10, 2017. Discussions included the plans for the upcoming Farmer's Market, the progress of the Water Conservation Plan, the Monarch Butterfly Pledge, the approval of the BEC Annual Report, the approval to apply for the PLANT award, and the Subcommittee Reports.

Town Manager Report – M. Clark.

- Stated that she will be attending a Workshop on Monday, February 13 in Baltimore for the NPDES requirements
- Stated that the Zoning Administrator/Code Enforcement Officer position was advertised online with applications due by February 22
- Stated that the Washington County Commissioners will be holding their meeting in Boonsboro on March 14
- Stated that the State Highway Administration will be holding a meeting with the Public Safety Commission on March 16
- Stated that \$60,000 for Park equipment has been allocated in the Governor's Budget as part of a Community Parks and Playgrounds Grant
- Stated that the Yard Debris Lot will be open on Saturday February 18 from 7am until 12 noon

Motion by Council Member Kerns, second by Council Member Davis to close the Regular Meeting at 8:36 pm, and motion carried.

Respectfully submitted,

Kimberly A. Miller
Administrative Assistant

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BOONSBORO MAYOR & COUNCIL
MONDAY, FEBRUARY 27, 2017
WORKSHOP MEETING

The Mayor and Council held their Workshop Meeting on Monday, February 27, 2017 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building to set the Regular Session Agenda for Monday, March 6, 2017. Present were Mayor Howard Long, Assistant Mayor Cynthia Kauffman, Council Members Janeen Solberg, Brigitte Schmidt, Rick Bryd, Marilee Kerns and Terry Davis. Also present were Town Manager Megan Clark and Administrative Assistant Kimberly Miller. The meeting convened at 7:00 PM.

Washington County Commission on Aging: Amy Olack, Executive Director of the Washington County Commission on Aging, Inc., presented a request to use Eugene C. Smith Community Center 3-times per week as a congregate site Senior Center. She stated that the Commission is requesting the use on the building from 9am to 1pm on Mondays, Wednesdays and Fridays to allow seniors in the Boonsboro area to meet for socialization and a nutritious noon-time meal. She further stated, pending approval, that the Commission plans to make the investment of providing padded folding chairs, round tables and a stove to the Community Center, as well as a hand washing sink and locked refrigerator. Town Manager Clark provided a draft 3-year Use Agreement, which included a proposed monthly usage fee of \$100 for the Councils' review and input. Council Member Kerns stated that she is unsure that the \$100 fee is sufficient to cover the cost of the additional water and electric usage. Council discussed various options and suggested a 1-year Use Agreement initially and a monthly usage fee of \$125, with the ability to adjust or keep the current fee depending on the additional cost to the water and electric after the 1-year time period. **(NEW BUSINESS)**

South Mountain Little League Lease Update: Town Manager Clark stated that the *SMLL Lease Agreement for the Little League Ball Fields* is still under review and that she will email the Mayor and Council by the end of the week so that they can review the proposed Lease Agreement before the Regular Meeting. **(NEW BUSINESS)**

Fiscal Year 2018 Sanitation Contract: Town Manager Clark stated that she received the request from Apple Valley Waste to extend their Sanitation Contract for 1-year through June 30, 2018 at their year 3 proposal rate of \$129,749 per year. She stated that the cost for the twice a year bulk trash collection is the same flat rate of \$995 in the Fall and \$995 in the Spring. She further stated that the proposed contract is a \$3,744 increase over the current rate of \$125,975 per year. Council Member Kerns asked if the Town is considering placing the Sanitation Contract out for bids this year. Town Manager Clark stated when the bids were placed out in 2015, proposals were requested for three years and Apple Valley Waste was more than \$60,000 below the next bid for year three, thus she did not feel that the Town would receive a lower bid for this year and with the increase in fuel cost alone, it would be more cost effective to accept the AVW year 3 proposal rate. **(NEW BUSINESS)**

2017 - 2018 Mowing Contract: Town Manager Clark stated that she received the request from Simply Divine Lawn Care Service to extend their Mowing Contract for the 2017 – 2018 Season at their current rate of \$1,110 per week, which includes the 2 large stormwater ditches at Orchard Drive from Valley View Court to the GESAC property and at Kinsey Heights along Lanafield Circle. She stated that Public Works Superintendent Greg Huntsberry is very satisfied with Simply Divines mowing service and is recommending that they receive the contract for this upcoming season. She further stated that the Town will be asking the Washington County Commissioners at their March 14th Boonsboro Meeting about the much needed twice a week ground maintenance assistance from Washington County inmates for various work details, including weed eating in the storm drains. **(NEW BUSINESS)**

Fiscal Year 2018 Constant Yield Tax Rate: Town Manager Clark stated that the State of Maryland Department of Assessments and Taxation is proposing the Fiscal Year 2018 Constant Yield Tax Rate of .3565 per \$100 to provide the same revenue as Fiscal Year 2017 which totals \$999,841. She is proposing that the Town keep the current Constant Yield Tax Rate of .3591 per \$100 which will provide approximately \$7,000 in additional revenue than the previous fiscal year. She stated that no action is needed at this time and that the Constant Yield Tax Rate will be further discussed with the Fiscal Year 2018 Budget.

2016 Annual Planning and Zoning Report: Town Manager Clark presented the 2016 Planning and Zoning Annual Report, in accordance with the Land Use Article Section 1-207 of the Maryland Annotated Code. She stated that the Planning Commission will review the Report at their February Meeting, noting that once the Report is approved by the Council it will be published online and sent to the State. **(NEW BUSINESS)**

County Commissioner Boonsboro Meeting – March 14th: Town Manager Clark stated that the Washington County Commissioners will hold their annual Boonsboro meeting on Tuesday, March 14, 2017 at 7:00 PM in the C. F. Kauffman Building Meeting Chambers. Council discussed submitting a letter to the Commission with the following:

- The request for the Washington County Inmate Program to be reinstated
- The Waste Water Treatment Plant Debt
- The influx of growth in South County and the need to update the conditions of the Boonsboro Schools
- The ongoing need for public transportation in Boonsboro
- Extending a 'Thank You' for the POS and ARC Grants
- NPDES Phase II General Permit

Equal Opportunity Plan: Town Manager Clark stated that as a recipient of Federal funds, the Town is required to comply with all Federal statutes, regulations and Executive Orders relating to Civil Rights, fair housing, non-discrimination and equal opportunity. She presented the draft Equal Opportunity Plan for the Councils review and input. The Council agreed to remove the italicized section under the *Limited English Proficiency* section. **(NEW BUSINESS)**

South Mountain Little League Softball: Council Member Bryd stated that the Mayor and Council received an email from Alan Mullendore regarding Shafer Park field usage for the Antietam Youth Athletic League. He asked Ernie Harr, Town resident and 2017 South Mountain Little League (SMLL) President, about the process leading to the establishment of the SMLL Softball Division and the disappointment that Sharpsburg Little League (SLL) will not be rostering any Softball Teams this year. Mr. Harr explained the process of establishing the SMLL Softball Division, noting SMLL has planned on incorporating softball into its program for many years.

Motion by Assistant Mayor Kauffman, second by Council Member Davis to close the Regular Meeting at 8:20PM, and motion carried.

Respectfully submitted,

Kimberly A. Miller
Administrative Assistant

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