

Public Safety Committee Meeting

January 17, 2020

Present: Rick Stevens, Chairman, Greg Seymour, Jen Paugh, Jean Burns

Council Liaison: Marilee Kerns

Chief of Police: Kevin Morgan

Chairman Rick Stevens called the meeting to order at 1900 hours. Minutes were read and approved. Motion was made to accept the minutes by Jen Paugh and second by Greg Seymour.

Citizens Comments: Kim Nally and Beverly Debaugh, representing Trinity Lutheran Church, were asking if any signs could be placed in front of the church to reserve parking on Sunday. It would require 3 spaces and the hours suggested were 0800 hours to 1400 hours. Motion was made by Jen Paugh and Greg Seymour that the recommendation be sent to the Mayor and Council for further consideration. Beverly Debaugh also inquired if this committee could make recommendations to control parking at the entrance of her property on Alt Route 40 next to the Yellow House. This area is out of the town limits and a request would have to go to the State Highway.

Old Business: School Crossing Guard: Chief Morgan reported that a time study will be done directing all buses down Maple Ave. When that is completed the Crossing Guard issue will be addressed.

Cert Training: Tabled until next meeting

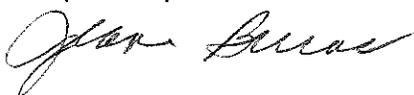
New Business: Chairman Stevens stated that Bill Bigelow reported that he will be unable to fulfill his position on this committee. Therefore, we will be seeking a new member to fill this spot.

Chief Morgan report is as follows for the year 2019: 781 service calls; 2203 Motor Vehicle Violator Contracts; 1 Parking Citations; 8 Adult criminal Arrest; 27 Paper Service Arrest; 10 Adult Traffic Arrest and 3 Juvenile Criminal/Traffic Arrest. Report attached to these minutes. He also recommended that a No Trespassing sign be placed at the barn behind the park.

Council woman Kerns reported the council is working on the upcoming budget, trying to repair the water leak at the treatment plant in Keedysville and finding other water leaks.

The meeting was adjourned at 1950 hours. Next meeting will be February 20, 2020 @ 1900 hrs.

Respectfully submitted



Boonsboro Park Board

January 22, 2020

Present: Chairperson Laura Schnackenberg, Jeff Davidson, Isaac Whitmore, Chris Hawkins, Rich Hawkins, Sandra Shifler, Council Liaison Rick Weaver, Town Planner Ethan Strickler, members of Boy Scout Troop 20

Absent: Greg Solberg

The meeting was called to order by Chairperson Schnackenberg at 7:02 pm.

November minutes were read and approved. Motion Rich, second Jeff, all approved.

Unfinished Business

Tree Board Update

An online tree inventory is being set up.

A tree care seminar will be held April 26 at 6 pm at the Town Hall Annex. Presenters will be members of the Tree Board.

Arbor Day celebration/park clean-up will be April 26 1-4pm. Edelen Tree Service will be donating a tree to be planted that day.

Tree Board will move forward with the \$1000 Maryland Urban and Community Forest Grant to plant 12 trees at various locations in Boonsboro.

Ongoing discussion on the future of an arboretum.

Disc Golf Course - no update

Olde Tyme Christmas Wrap-up

The event was well attended, and everything went well. Thank you to Weis for the \$50 donation.

Strategic Plan 2020

The plan was reviewed and approved. Motion Chris, second Isaac, all approved.

New Business

POS Grants

Ethan updated Park Board on the POS grant for FY 2021, that has been submitted, for the removal of fencerow and planting of native trees in Shafer Park. He also requested PB to develop a list of future projects for the park.

Troop 20 Boy Scouts

Three members from Boy Scout Troop 20 requested the use of the park for a weekend event, "Dutch Oven Games". Five troops would take part in this event taking place March 28-29 on the field behind the field used for the fireworks. Troop 20 would be the host for the event which includes camping, challenges, meal preparation etc. They request the use of Pav. 4, will provide porto-pots, and clean up after the event. Park Board supported the request, waived all park fees, and said an application for use of the park is necessary and all event activities should be listed, and emergency services should be alerted about the event. Motion Jeff, second Chris, all approved.

Park Vandalism

Vandalism continues to be a problem, but cameras and good work by the town police have identified those responsible. The first incident will be taken to court and no information was available for the latest incident.

Stream Clean-Up/Arbor Day 2020

The event will take place Sunday, April 26 1-4 pm. Kim will put information on Facebook and Jeff will contact Herald-Mail.

Wagon Train - May 17

Laura will contact all participants for the event. More information at later meetings.

Movie Nights

Movie dates and a plan for 2020 will be worked on at the next meeting. Park Board will work with the library to coordinate movies.

Independence Day Event - July 3, rain date July 5

Jeff - vendors

Sandy - contact Jeff Taulton and Rohrsersville Band

More discussion/plans at upcoming meetings

Concerts

US Navy Cruisers - June 6 - 7:00 pm

US Navy Country Current - June 26 - 7:00 pm

Meeting adjourned at 8:30.

Respectfully submitted,

Sandra Shifler

Secretary

**MINUTES OF A MEETING OF THE PLANNING COMMISSION
TUESDAY, JANUARY 28TH, 2020**

PRESENT: Chairman Robert Maricle, Vice Chairman David Parmelee, Rico Aiello, Doug Moore, Jon Hart, Steve Jamison, Mayor and Council Liaison Rick Byrd
Staff Member(s): Town Planner / Zoning Administrator Ethan Strickler

APPROVAL OF MINUTES: November 19th, 2019 Regular Meeting

The chairman noted that for the two remaining undeveloped lots in Sycamore Run discussed in the November meeting, the commission stated they were required to not move forward with the development of those two lots as opposed to preferred to not move forward as stated in the draft minutes. The chairman asked for the approval of the minutes be contingent upon editing this from "preferred" to "required." The Commission agreed to approve the draft minutes at the next meeting after the edit was made.

OLD BUSINESS

Planning Commission Vacancy Update

Strickler noted that the Town has received several interest forms, but none for the Planning Commission and several from people who live outside of the Town Boundary. Chairman Maricle stated it would be a good idea to post an ad in the paper. The commission also noted they would post it on social media pages.

Temporary Storage Container Ordinance – Attorney Comments, Needs Revisions

NEW BUSINESS

Sycamore Run SWM-2 Access Issue (stormwater pond)

Comprehensive Plan Update – Tentative Scheduling for Next Update (2020 – 2022)

Sustainable Community Designation – 2020 Application

The group discussed the Maryland Sustainable Community Designation application that the Town Planner distributed to the commission. This is a program of the MD Department of Housing and Community development that helps communities become eligible for grant funding for main street, historic preservation, revitalization, and economic development projects. Williamsport, Hagerstown, and Sharpsburg are other communities in Washington County with this designation. Strickler spoke about one program in particular, the strategic demolition program, that could maybe help us work with different developers in Town. When asked by the chairman of whether there were any cons to the program, Town Staff stated they did not see any because it was a program with little administrative burden. Maricle spoke about how the different grant programs targeted commercial projects in addition to municipal projects.

Town Staff spoke about how the Sustainable Community plan had to be continually updated. Strickler stated that the Planning Commission could easily contribute to all sections of the plan application. Housing, Transportation, and Community Quality of Life were all sections identified by Town Staff as sections that the Planning Commission has some expertise on. Town Staff indicated they were shooting for the June 2020 application deadline. Chairman Maricle noted that the application was extensive, and asked if a special meeting was necessary. He suggested maybe having a joint meeting with some of the other commissions this spring. Strickler noted that Town Staff was looking for idea generation and feedback. The Commission asked staff to send them an email with specific items within the application they would

like the Planning Commission to address. Jon Hart suggested using a google doc to compile ideas instead of an email, so that it could be interactive. Strickler stated he would send an email out with a prompt for specific information.

David Parmelee asked if Town Staff has spoken to the other Washington County municipalities with this designation and whether or not they have received any benefit from it. Strickler stated no, but that they would reach out to Sharpsburg and Williamsport, and that the DHCD folks indicated Hagerstown was active with their designation. Maricle suggested having a grant writer or circuit rider on call to apply to some of these types of opportunities (available through the program).

PLANNING AND ZONING UPDATES

South End Pump Station and Ostertag Pass Updates and Plan Changes

Strickler let the commission know that two recent plan changes to the approved South End Pump Station plans included laying a new force main (through a directional bore operation) and moving some of the required improvements from Phase I to Phase II of the upgrades. The Town revised the plans to reflect that Phase II of the upgrades needs to happen after 15 EDUs, not 80 EDUs as was originally proposed.

He stated that the developer did illegal and unauthorized excavation at the South End Pump Station property on January 7th, and that the developer was in violation of Miss Utility laws, and County and State (MDE) regulations. Strickler noted that the developer needed a County Building permit and an MDE waterway permit. The group discussed what development upgrades were necessary for any residential development in addition to what is necessary for commercial development. Town Staff noted that the developer's themselves have been trespassed from the property as a result of the January 7th incident. Staff said they would provide the commission with updates as they come, and that there is now more involvement from the County and State. The commission discussed the new traffic circle and how it was operating. David Parmelee asked about High's and whether this latest incident at the Pump Station would delay them any further. Strickler stated that nothing has changed, and that commercial development of the site (up to 15 EDUs) could take place once Phase I of the Pump Station upgrades were complete.

Town Manager Mantello stated that Town Staff did contact the bonding agency to ensure that the bond was still valid and in effect. The Mayor also noted that at a meeting onsite with MDE present, MDE required that the developer put up emergency silt fence by the pump station in response to the January 7th incident.

Sycamore Run Updates

Strickler let the Commission know that the Mayor & Council approved bond reductions for Phase I and the Young Avenue Pump Station that the Planning Commission had approved this past fall. He noted that there was one outstanding item for each, and that the Town would not send the letter to the bonding agency until those two issues were addressed. Strickler and the commission talked about the continued issues with speeding in the new neighborhood along Monument Drive. He noted that the Town put up 20 mph speed limit signs in Phase I earlier this year, but not Phases II or III because of waiting on construction to be completed. The Mayor brought up putting up the speed camera trailer at the intersection of Monument Drive and Young Avenue again. Town Staff stated they may just go ahead with putting up 20 mph speed limits throughout the rest of the neighborhood without a motion. Chairman Maricle suggested getting a confirmation letter or motion from the Public Safety commission to put up 20 mph speed limit signs throughout the rest of the neighborhood. They also brought up the issue of delivery trucks parking by Vesta and blocking the road at the square in Town. Doug Moore also noted about delivery trucks parking in front of the Inn.

Construction/Excessive Noise Policy or Ordinance (Discussion Only)

The Town Planner noted he looked at some other Town's ordinance regarding excessive noise, and primarily found restrictions against noises above a certain decibel level and only allowing work sunup to sundown. Mayor Long gave some examples of ordinances he knew. The commission asked about how much of a problem excessive noise really was across town. Robert Maricle suggested looking towards DCRA as an example. The group spoke about the importance of a flexible ordinance if they were to adopt one. The Town Planner stated that he would gather some resources from MML. The Town Manager suggested something broad with administrative discretion.

AirBNB & Short Term Rentals Updates (Discussion Only)

Strickler stated that he has begun to gather resources about a short-term rental or AirBNB ordinance, especially after Sharpsburg passed an ordinance regulating them last year. The chairman stated that there are many more Bed & Breakfasts in Sharpsburg than in Boonsboro. The commission noted that they spoke about this issue around this time last year, and if anything has changed. Strickler stated that the number of AirBNB's in town doubled between now and then (from three to six). They asked to see a copy of the Sharpsburg ordinance and a location map for the AirBNBs in Boonsboro for their research. They asked if there had been any complaints, and Town Staff indicated that they have not received any to date. Jon Hart asked if the Sharpsburg ordinance included any fees. Along with Strickler, he noted it is a great service. Rico Aiello stated that it would be smart to regulate it. The group agreed that it would be good to facilitate the growth of lodging options in Boonsboro.

Gateway Communities Presentation (Information Only)

Strickler gave the Planning Commission a packet for a presentation that was given to the Economic Development Commission at one of their recent meetings. There was a short discussion about the Gateway Communities program. The chairman brought up the Town's Historic Society.

CITIZEN COMMENTS

The Town Planner gave the commission an update on the Weir Wall project at the Keedysville Spring. The emergency repairs to the weir wall will be taking place in the coming month. The commission had a discussion with audience members about the project. Town Staff talked about the Town's effort to have this project be a permanent fix. Some of the utilities commission members in the audience, including chairman Bob Sweeney, spoke about the funding for the project, the project's bids, and the water loss task force being headed by citizen Eric Kitchen (also present). Rob Maricle asked how the project was going to be funded, specifically how the loan would be paid back. The discussion shifted briefly to the wastewater model project being spearheaded by the BMUC. Paul Mantello stated that the wastewater model project, like the water model project, should be viewed as a capital improvement asset. The BMUC members present spoke about the fact that the Town would be development an asset management and capital improvement plan with the help of the new models. After a question from David Parmelee, the BMUC let the group know that the cost split for the weir wall repair between Boonsboro and Keedysville was 85% to 15%, based upon the two Town's average usage. With the water loss task force members present, the last part of the discussion surrounded the fact that reducing water loss increases the system's capacity, and that this is particularly important in the context of new development. Water pressure was also a part of the discussion, including how the water pressure in the Crestview neighborhood is very high and a problem for many residents.

Mayor Long came before the Planning Commission to address a concern about door to door salesman. Howard stated that it would be a good idea to have an ordinance regulating door to door salesman. Recently, two door to door salesman were around town after dark and the Boonsboro police department was notified. Doug Moore asked if this would be a better topic to speak about with the Public Safety Commission, and the group spoke about how the Planning Commission would need to approve and send forth an ordinance to the Mayor & Council. Howard recommended an ordinance that would require a door to door salesman to get a permit for their activities at Town Hall before they can solicit in Town.

COMMISSION MEMBER COMMENTS

None.

ADJOURN

Robert Maricle adjourned the meeting at 8:58pm.

Respectfully submitted,

Ethan Strickler,
Town Planner / Zoning Administrator

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

MINUTES OF A MEETING OF THE ENVIRONMENTAL COMMISSION
TUESDAY, JANUARY 14, 2020

PRESENT: *Commission Members:* Chairperson Kathy Vesely, Vice Chairperson Laura Schnackenberg, Alison Preston, Leah Grasso, Scott McIlwee, Barb Wetzel, Town Council Liaison Terri Hollingshead

ABSENT: Amy Jones, Anthony Dowell, Jessica Renner

PRESIDING: Chairperson Vesely called the regular meeting to order at 7:00 PM.

APPROVAL OF MINUTES: The December minutes were unanimously approved as written.

NEW BUSINESS:

Sustainable Communities Designation – Town Planner Ethan Strickler presented the Sustainable Communities Program to the Economic Commission. As of yet, a team hasn't been formed for assembling an application for Sustainable Community Designation, which will need information from multiple commissions including the BEC. Applications for the designation can be submitted three times a year; we can aim for the second submission date.

Green Spaces Mapping – Ethan Strickler reviewed property owned by the town as potential sites for plantings/other greening. The town owns multiple parcels within the municipal boundaries; the Green Spaces map reviewed by Mr. Strickler only includes parcels which would be the best potential for improvements (no infrastructure, and considerable open space). These parcels include Shafer Park, a small section of Crestview, a lot on School House Rd., Knode Circle, area by Kinsey Heights (beside the school complex), area behind the Legion, the Town Farm, and the Historical Park Lot on Main St. In particular, the Historical Park would be a nice area to work on because it is so visible on Main Street; however, parking/access and water drainage issues would need to be addressed. Ideas for that space include flowering gardens, a gravel walking path, and steps to Main Street. The Schoolhouse Lane lot is being considered for the Arboretum Project. Additionally, Mr. Strickler and Town Manager Paul Mantello applied for a Program Open Space grant to clean up the old farm fencing in the undeveloped section of the park.

2019 Annual Report: February – Chairperson Vesely will prepare this for next month's meeting.

SUBCOMMITTEE REPORTS:

Waste Reduction – BEC Member Wetzel spoke with the owner of the glass recycling machine (Shepherdstown). Once he has the machine running, he will be happy to come demonstrate it for us.

Strategic Plan/Grants – 2020 Grant Opportunities spreadsheet was completed in GoogleDocs and emailed to commission members.

Trees – No report.

Public Education/Outreach – Emily Dyson (Entsorga) will be speaking at the March BEC meeting.

Green Team/Monarch Butterfly – No report.

Farmer's Market – The vendors were asked to vote for a new manager. Danny Rohrer and Bonnie Butter were the applicants. Bonnie received the most votes. The Farmer's Market Committee will be meeting with Bonnie and making the necessary changes with the state and updating the Vendor Application and Rules & Regulations.

Community Green Spaces – See above

TOWN UPDATE: Liaison Hollingshead gave a Town update and said the Antietam Cable public hearing has been rescheduled for February 24, 2020.

COMMISSION MEMBER COMMENTS:

Vice Chairperson Schnackenberg brought a children's book to share that the library just obtained. *Join the No-Plastic Challenge!*, by Scot Ritchie.

Chairperson Vesely mentioned that we should begin thinking about the budget.

BEC Member Wetzel reported that Baltimore signed a ban on plastic bags to be effective next year. Paper bags will be available at a cost. Plastic bags can be used for certain exceptions.

ADJOURN: The meeting was adjourned at 8:20 PM.

Respectfully submitted by
Alison Preston, BEC Member

*Next meeting: **TUESDAY, FEBRUARY 11, 2020** – Boonsboro Town Hall. Regular meeting at 7:00.

Any person desiring a transcript of tonight's meeting shall be responsible for a competent stenographer. Items on this agenda are subject to change at the discretion of the Chairman.

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