

Boonsboro Public Safety Commission

Meeting Minutes

Thursday, June 16, 2016

Present: Chair Rick Byrd, Terri Hollingshead; Marty Love, Kristy Smith; Steven Dove; Police Chief Charles Stanford

Mr. Byrd called the meeting to order at 7 PM.

Marty Love moved to accept the May minutes. Seconded by Kristy Smith. Minutes accepted.

Old Business

Recommendation to have speed limits lowered has been forwarded to the Mayor and Council. Specific streets: Park Drive, Shafer Park Drive

Representation from the SHA is confirmed for our August Meeting. Topics: what we can and cannot recommend or change re: Main Street. How we recommend any changes. Speed limit in town limits, stop light at Alex Convenience Center, turning lane at Maple Avenue and Main Street, "jake brakes" in town limits. We will finalize this information on the July agenda.

Cindy Kauffman will promote further discussion with the parks and environmental commissions regarding vaping.

NNO: Michael T. Myers has confirmed.

Sponsorships and participation from local businesses and organizations are beginning to come in. Steven Dove discussed an inquiry from a nursing facility in Maugansville. The committee felt it okay to include them.

Terri suggested t-shirts for commission members/volunteers at the event.

Terri will check on what supplies and giveaways are left over from last year and suggest what may need to be ordered.

Kristy has reached out to SALT (Seniors and Lawmen Together) about participation.

The speed limit sign near #9 Young Avenue is pending.

New Business

The PSC welcomes Steven Dove as a new member. The commission should actively be recruiting new members, and will have to select a new chair once NNO is over.

We hope Sean Haardt will continue on the commission.

Boonsboro Police Department Report

Chief Stanford shared news of the impending retirement of Officer Pittsnogle. The process of a replacement has been initiated.

Boonsboro Fire Department Report

There was no representation from the Fire Department. Marty Love had no report.

Mayor and Council Report

Chair Rick Byrd shared relevant news and issues from the Mayor and Council.

Adjourn 8:03PM

Respectfully submitted,

Kristy Smith

Boonsboro Park Board

June 22, 2016

Present: Greg Solberg, Rich Hawkins, Chris Hawkins, Jeff Davidson, Isaac Whitmore, Laura Schnackenberg, Sandra Shifler, Liaison Cindy Kauffman

The June meeting was called to order by President Schnackenberg at 7 p.m.

Minutes were not read because they were not in the mailbox.

Park Trail Phase I

Park Board recommends to Mayor and Council to bid Park Trail Phase I, motion by Rich and second by Jeff, all members were in favor. \$150,000 of POS Grant money has been received for this project. Sealed bids will be received at Town Hall until 2 p.m. August 22, 2016.

Summer Concerts

July 10 – 7:00 p.m. – Williamsport Community Band – Jazz Ambassadors

July 31 – 5:00 p.m. – Jeff Taulton South Mountain Jam

August 14 – 7:00 p.m. – US Navy Country Current

September 25 – 3:00 p.m. Mason Dixon Barbershop Chorus

Chris will arrange food for August 14, Country Current.

Movie Night

About 100 people attended the event. No popcorn was provided and a refund was given. We discussed possibly having another movie in September.

Independence Day Celebration – July 1 – rain date July 3

All applications have been received and contact has been made with vendors. Rich will mark designated spaces for the vendors. American Legion Auxiliary has purchased glow sticks, bracelets, etc. to distribute and Boonsboro Cub Scouts will distribute flags. Rohrersville Band will play and Jeff Taulton will be the DJ.

Tree Board

Jeff will meet with Anthony Dowell to discuss the information from the tree inventory and determine the next steps that need to be taken. The next meeting is August 10.

Park Smoking Ban

Laura suggested we look into having a smoking ban in Shafer Park. This idea will be discussed at the August meeting after we gather more information about what is being done on the county level.

Monarch Butterfly Way Station

Laura presented information about a Monarch Way Station in the park. This idea will be discussed at the August meeting.

Meeting adjourned, motion by Rich, second by Greg.

Respectfully submitted,

Sandra Shifler

Secretary

**BOONSBORO MUNICIPAL UTILITIES COMMISSION
REGULAR MEETING**

June 9, 2016

The Boonsboro Municipal Utilities Commission held its regular monthly meeting on Thursday, June 9th, 2016 in the Town Hall Annex. In attendance were Commission Chairman Terry Davis, Assistant Chairman Paul Loeber, Commission Members Bobby Mose, Eric Kitchen, Ray Hoffman, and Robert Hutzell. Town Engineer Brian Hopkins, Public Works Superintendent Greg Huntsberry and Utilities Superintendent Pete Shumaker were also in attendance. The meeting convened at 7:00 PM.

- **Motion** by Member Mose, second by Member Hoffman, to approve the May Regular Meeting and motion carried.
- Treasurer Kitchen read the May Treasurer's reports for the Water and Sewer Funds. **Motion** by Member Mose, second by Member Hoffman to approve the Treasurer's reports for May, and motion carried.
- Treasurer Kitchen read the Bills to be paid report for the Water and Sewer Funds. **Motion** by Vice-Chairman Loeber, second by Member Hoffman, to approve the bills to be paid and the motion carried.

ELECTION OF OFFICERS:

Terry Davis was nominated to remain Chairperson by Member Hoffman, the motion was seconded by Vice Chairperson Paul Loeber and the motion carried.

Paul Loeber was nominated to remain Vice chairperson by Member Hoffman, the motion was seconded by Member Hutzell and the motion carried.

Eric Kitchen was nominated to remain Treasurer by Vice Chairperson Paul Loeber, the motion was seconded by Member Hoffman.

Ray Hoffman was nominated for the position of Assistant Treasurer by Vice Chairperson Paul Loeber, the motion was seconded by Member Hutzell and the motion carried.

Election of a secretary was deferred to next months' meeting.

PRESENTATION: Dwight Swan from Envirep made a presentation to the Commission on Gorman Rupp Pump Stations and on various sludge dewatering machines, stating the pros and cons of the various equipment. He presented on the PWtech Volute dewatering screw for sludge, which is novel small footprint, low maintenance, and low energy consumption system for dewatering sludge. PWtech will be demonstrating the system at the Boonsboro WWTP the week of July 25th. The equipment cost is ~\$120,000. He also gave the Town information on Pump Stations, Gorman Rupp pumps are already specified in the Town sewer specifications but a complete package is available now fully integrated and with standby engine in the event of a power failure and backed by an Industry-leading, 60-month warranty which covers the entire packaged system—enclosure, pumps, valves and controls.

UNFINISHED BUSINESS:

Sewer I&I Project – Project Status Report: Town Engineer Hopkins reported on the progress of the Sewer I&I project. He stated that over 5,500 feet (over 1 mile) of sewer mains had been rehabilitated by Cast-in-Place Pipe during the last two weeks of May. One line near the park is scheduled for relining. As a result of the rehabilitation, the flow meters around town are showing a marked reduction in infiltration of groundwater into the sewer.

Recommendation for Lining Contract Amendment: Due to not using as much contingencies as planned, Town Engineer Hopkins recommended rehabilitating ~1300 ft of sewer on Park Dr. and McKeldin Dr. This area has substantial infiltration. Adding this work would still be within the budget previously allotted for the project. **Motion** by Vice Chairperson Paul Loeber, second by Member Hoffman to approve rehabilitating ~1300 ft of sewer on Park Dr. and McKeldin Dr. and the motion carried.

NEW BUSINESS:

BMUC Vacancy: Todd Kennedy expressed interest in the BMUC vacancy, he spoke about his experience in water and sewer with Frederick County and stated he would like to be on the commission because he liked the positive direction the commission was moving in. **Motion** by Member Mose, second by Member Hoffman to recommend to the Mayor and council to place Todd Kennedy on the Utilities Commission and the motion carried.

Lateral Lining: Engineer Hopkins stated he had attempted to get multiple quotes for trenchless rehabilitation of the sewer service connection lateral at 707 N. Main St., B Frank Joy had left the business so their quote was no longer valid to do the T-liner process, The current sewer contractor Insituform had reached out to all their subcontractors and had received one bid, it

was from BLD which is the market leader in sewer lateral rehabilitation. Engineer Hopkins recommended contracting with them for an amount not to exceed \$20,000 to rehabilitate the main tap connection and lateral which has roots in it. The contractor will inspect, clean, and line the connection and lateral back to the PVC pipe. **Motion** by Vice Chairperson Paul Loeber, second by Member Kitchen to approve entering into contract to rehabilitate the lateral at 707 N. Main St and the motion carried.

Policy Review: Member Kitchen stated that in order to properly consider and perform research on issues brought before the commission for resolution, the commission members needed to be able to have the facts before them and have time to do due diligence. A revision to Utilities policy was presented for adoption:

“Items brought before the Commission by the public at the regularly scheduled Utilities Commission meetings, including concerns and complaints, are to be submitted in writing two weeks prior to the regularly scheduled meeting in order to be considered. The Utilities Commission shall have a minimum of 30 days to render a decision”.

Motion by Member Kitchen, second by Member Hoffman to adopt the Utilities policy UTIL.A.08: AGENDA SCHEDULING as revised and the motion carried.

ENGINEERING REPORT – B. Hopkins

• Stated development and permits continues to be steady; he has been busy administrating the sewer rehabilitation work and town projects such as the park trails.

UTILITIES REPORT- P. Shumaker

• Stated that Lawco had found the finished water meter at the treatment plant was running fast by 11%, current estimate is it will cost \$20,000 to install new metering and appurtances to correct the problem.

PUBLIC WORKS REPORT- G. Huntsberry

• Stated staff has been working hard supporting the sewer rehabilitation project and installing new meters around town and he recently passed certification to inspect SWM features.

Commission Chair Davis presented Member Hutzell with a Certificate of Appreciation for his time and effort as a member of the Utilities Commission.

CITIZENS COMMENTS

• L. Wyand, 707 North Main Street, provided testimony of sewer issues she had dealt and stated the previous Commissions did not act. She thanked Town Engineer Hopkins and the Town for the work on the sewer I&I Project and for approving to fix her sewer lateral. She stated sewer and water should be a top priority of the Town. Commission Chiarperson Davis stated that the commission is committed to moving forward on water and sewer issues.

Motion by Member Hutzell, second by Member Kitchen to adjourn the meeting at 8:20pm and motion carried.

Respectfully Submitted,
Ray Hoffman, *Secretary*

Prepared by:
B. Hopkins, *Town Engineer*

BOONSBORO ECONOMIC DEVELOPMENT COMMISSION
MEETING MINUTES
JUNE 22, 2016

The Boonsboro Economic Development Commission met on June 22, 2016 at the Town Hall Annex.

In attendance: Chairman Dick Keesecker, Vice-chairman George Messner, Secretary Vickie Messner, Carol Blessing, Jennifer Guenther, John Kendall, Terri Packard, Bruce Wilder, and Council liaison Janeen Solberg.

The meeting was called to order at 9:05 AM.

The Minutes from the April 27, 2016 meeting were approved as written.

Motion to accept: B. Wilder, Second: J. Guenther. Motion carried.

The next **Networking Breakfast** is scheduled for Friday, July 15 @7:30 AM at Vesta. Notification of the event will be sent by July 5th, RSVP requested by July 12th. Mary Ironside, State Park Superintendent for DNR, is slated as the guest speaker.

Old Business

The new **Boonsboro Business brochures** are ready for distribution. Several cover pictures have been changed and there are ten new replacement ads. Other forms of advertising are the Spring/Summer rack card listing town events through September, an ad in the July

Contemporary American Theater Festival program highlighting town events and businesses, and the Welcome to Boonsboro post card.

In an effort to provide residents the opportunities to shop local and take advantage of local services, a letter will be sent to area businesses to encourage participation in a **First Saturday Specials** program. The program is voluntary and each business can determine its own special. Notification of this program to residences will be through the fall water bill. A "Love Your Local" advertising campaign is also being organized. This theme can be used when creating ads and sharing on social media.

A meeting held in early June garnered many ideas for the upcoming **225th Town Anniversary**. Scheduling events each quarter of 2017 is being considered. A meeting will be held on July 6th to discuss additional ideas and to begin planning events. Members from the Town of Boonsboro, the Boonsboro Historical Society, the CVB, and the Washington Monument State Park will be involved to make this a memorable event.

Representing the Town of Boonsboro, *Josie's On Main* was the recipient of a National Small Business Award sponsored by the Washington County Department of Business Development and the Washington County EDC.

The EDC recommends the **Farmer's Market** open after the carnival in 2017. With the carnival using the park for two weeks in May, there was confusion concerning the location of the market. Also there are not as many vendor opportunities in early May.

C. Blessing will be meeting with Bernadette Wagner of Hospice to discuss the possibility of using the Community Life Center for **Pop-Up Shops**.

Bruce Wilder is seeking a baker to occupy his property at 7 North Main St.

New Business

The EDC recommends the Council consider the **membership renewal** of Terri Packard for another three-year term.

A recommendation was made to keep an accounting of budget items and expenditures.

New businesses locating in Boonsboro:

Rasco Pizza 280 North Main St. (behind Alex's)

Best Counseling and Life Coaching (In Home Office for Counseling) 120 North Main St.

George Messner, Vickie Messner, and Cindy Kauffman will be manning the Municipal Main Street booth at the **Maryland Municipal League Convention** July 26-28. This is a venue for promoting our town to other municipalities in Maryland.

The Hagerstown CVB will be hosting a **partner orientation** for its members and the community. Several EDC members will be attending the session on September 6. Another meeting is scheduled for November 8.

There is a concern about the lack of maintenance and upkeep of properties in town, especially along Main Street and near business areas. With the increase in tourism, a distribution of a new walking tour brochure, and the 225th anniversary celebration in 2017, we believe our Town should want to present a good image. Our Commission strongly recommends a property **maintenance ordinance** and hiring of a zoning code enforcer (20 hour/week position).

Motion to adjourn: J. Kendall, Second: C. Blessing. Motion carried.

Adjournment: 10:25 AM.

Next meeting: Wednesday, August 24, 2016

Note- EDC meetings are scheduled on the fourth Wednesday of every other month. Some months have five Wednesdays, which has caused some confusion about our meeting dates.

Submitted:

Vickie Messner,

Secretary

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

MINUTES OF A MEETING OF THE ENVIRONMENTAL COMMISSION
TUESDAY, JUNE 13, 2016

PRESENT: *Commission Members:* Chairman Bill Brady, Vice-Chairperson Rosemary James, Secretary Kathy Vesely, Anthony Dowell, Jessica Renner, Laura Schnackenberg
Mayor and Council Liaison: Brigitte Schmidt, **Town Manager** Megan Clark
ABSENT: Scott McIllwee, Amanda Whitmore

PRESIDING: Chairman Bill Brady called the meeting to order at 7:00 PM.

APPROVAL OF MINUTES: Declared meeting Minutes of the joint meeting of the Park Board/Environmental Commission, May 25, 2016, **approved.**

GUEST SPEAKER

Sandy Sagalkin – from Monarch Watch, spoke on what a Monarch Waystation is and how Boonsboro might follow Hagerstown’s and Middletown’s lead in getting one started. Monarch populations are drastically down and need milkweed (to lay their eggs) to survive along their migration route. Mr. Sagalkin stated there will be a Monarch Walk at Antietam Battlefield in late July.

NEW BUSINESS

Monarch Butterfly Action Items – Town Manager Clark stated Mayor Kauffman signed the NWF Mayor’s Monarch Pledge. Several action items need to be completed within a year of taking the Pledge. Member Schnackenberg and Secretary Vesely (along with Member McIllwee) offered to form a committee to look into and report back at the July BEC meeting.

Waste Reduction Flier – Town Manager Clark researched guides on the Sustainable Maryland website as part of educating the public on reducing the waste stream. She found a suitable one that could be adapted to Boonsboro. The Waste Reduction Subcommittee will work on the Guide and present it at the July BEC meeting.

SUBCOMMITTEE REPORTS

- **Waste Reduction** - Town Manager Clark stated we are currently out of compost bins but Doug Alexander will be delivering a larger load of them (two neighboring towns want to get compost bins, which, if we go in together, would reduce shipping charges).
- **Trees** – Member Dowell stated that 88 trees are now in our data base from the developed part of Shafer Park. The Tree Inventory has been updated to reflect the ones taken down (due to disease). Future developers will be able to now ask what trees are needed in our town. Volunteers will be needed for tree planting in late summer for a different area of park.

- **Public Education/Outreach** – Vice Chairperson James will refresh ideas with Member Schnackenberg for future speakers. Email Vice Chairperson James with any ideas. Town Liaison Schmidt mentioned perhaps programs could be set up for school children who have half-days next school year to get kids actively involved in the environment.
- **Green Team**—Town Manager Clark stated the Sustainable Maryland Certified newsletter has a wealth of information. She also stated the application to RECERTIFY is due June 2017. She currently has a draft working list of documentation already compiled. She will bring the draft to the July meeting.

TOWN UPDATES

Council Liaison Schmidt stated the M&C Workshop will be Monday, June 20. Thompson Gas and propane prices will be discussed.

Council Liaison Schmidt is about to finish her leadership class at MML.

COMMISSION MEMBER COMMENTS

Member Renner: There will be a Kids Night theme at the Farmer's Market on June 28. The Logo Contest Winner will also be announced. The last Tuesday of each month during Farmer's Market season will be a "themed" night.

ADJOURN: 9:07 PM

Next Meeting: TUESDAY, JULY 12, 2016 – Regular session (7:00 p.m.)