

Boonsboro Public Safety Commission
Meeting Minutes
Thursday, June 15, 2017

Present: Chair, Tony Nally; Terri Hollingshead; Kristy Smith; Rick Weaver; Chad Matthews; Marty Love; Chief Stanford, Boonsboro Police Department; Rick Byrd, Council Liaison

This meeting was called to order at 7 PM by Tony Nally.

Citizens in attendance: Christy Weaver, Laura Kirby, Tracy Carr, Jami and Stu Mullendore.

Ms. Kirby asked for clarification on how the PSC proposes to fund the speed trailer as the budget had not been approved as of yet. Mr. Nally shared that the PSC has procured several grants from community members and businesses, and that the \$2,500 for FY 2017 for the PSC is available. As our commission has found ways to operate without using the entire annual budget, using monies from FY 2018 is a feasible option if we do not obtain grants for the balance. A formal request to the town manager to do this has been made. Cost of the speed trailer is approximately \$6,500.

Several residents of the Knode Circle neighborhood were in attendance to discuss large traffic volumes and speeding on the streets and alleys in the area. Observation has shown that these issues are most prevalent before and after school as faculty, students and staff use the area as a way to avoid the light at Maple Avenue and Main Street. Proposed changes to the intersection may improve the area. The PSC would also like to recommend to the mayor and council that more signage posting the 10 MPH speed limit be installed as well as perhaps a Local Traffic Only notification in order to increase pedestrian and local vehicle safety. The PSC will draft letters to the school principals asking them to share information with staff, parents and students that enforcement may increase in these areas.

Also of note in Knode Circle are two vehicles parked in what once was an alley access behind a property in the 400 block of Main Street. Although the cars are not of drivable condition, the owners have put plates and registration stickers on them in order to avoid citation from law enforcement. In addition to being an eyesore for the neighborhood, they are also becoming a health hazard as a feral cat colony has taken up residence during cooler months. The PSC requests that the town determine whether or not a public access is being blocked and suggests the town follow up with the homeowner regarding the removal.

The final concern from Knode Circle was regarding a very large pothole in the neighborhood. This concern should be forwarded to the town engineer.

Minutes from the May meeting were approved as submitted.

The SHA report was revisited. Some revisions regarding the amount of parking displaced along Main Street north of the Maple Avenue intersection and the speed limit through town were discussed and recommended. Mr. Nally and Mr. Byrd are following through on these issues. The scheduled meeting with the SHA for June 19th has been postponed.

National Night Out letters requesting support were distributed to members of the committee for distribution.

Mr. Nally will ask that the traffic lights in the square and at Chase Boulevard be set to operate normally at all hours of the day rather than blink during late evening and early morning hours.

Mr. Nally will follow up with the park board regarding increasing the handicap parking at Shafer Park during town events.

Chief Stanford re-evaluated the visibility when pulling on to Main Street from Mousetown Road and has made the recommendation that the curb just north of Mousetown be painted red all the way from the corner to the first driveway, as visibility is poor and pulling out there can be dangerous. The house on that corner is currently for sale, so now would be a good time to make the change. The PSC will follow up with another letter to Mrs. Garcia regarding this recommendation as she initially brought the issue to our attention.

New Business

Mr. Nally inquired whether or not the PSC could use proceeds from the sale of unused police department vehicles to fund the speed trailer. Chief Stanford explained that those vehicles belong to the town and that the expenditure of proceeds from sale would be at the discretion of the mayor and council.

Boonsboro Police Department Report

The carnival week went very smoothly, with no major incidences to report.

Fire and Rescue Report

No report.

The PSC meeting was adjourned at 7:45 PM.

Respectfully submitted,

Kristy Smith

**BOONSBORO MUNICIPAL UTILITIES COMMISSION
REGULAR MEETING
June 8, 2017**

The Boonsboro Municipal Utilities Commission (BMUC) held its regular meeting on Thursday, June 8, 2017 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, Eric Kitchen, and Bobby Mose. Also in attendance were Town Manager Megan Clark, Town Engineer Brian Hopkins, and Utilities Superintendent Pete Shumaker. Chairperson Loeber called the meeting to order at 7:07 PM. The start of this meeting immediately followed an Executive Session which began at 6:30 PM.

Meeting Motions:

A motion was made to keep the Officers the same as they currently are for the coming year by Commission Member Mose. The motion was approved.

The May 11th Regular Meeting Minutes were reviewed and Commission Member Hoffman motioned to approve the minutes as presented. The motion was approved.

May's Treasurer's Report was presented by Commission Member Kitchen. Commission Member Hoffman motioned to approve the report as presented. The motion was approved.

The May Bills to be Paid Report was presented by Commission Member Kitchen. Commission Member Hoffman motioned to approve the payment of the bills. The motion was approved.

Unfinished Business:

Well 8 Evaluation

Utilities Superintendent Pete Shumaker provided an update on the evaluation of the air that is being introduced into the Town of Boonsboro water distribution system lines associated with the operation of Well 8. The in-line camera activities revealed the location of the introduction of air into the line. As a result, the pump and line were removed and examined and the pipe was found to be heavily corroded. This corrosion permitted the passage of air into the piping and then introduction into the water distribution system. The poor condition of the piping necessitated a total replacement. There were several estimates received, however, the most comprehensive and therefore determined to be a best value was from Huntzberry Brothers, Inc. The introduction of air into the water distribution system has been an ongoing issue that has been the result of deteriorating system components that needs replacement/repair. Commission Member Harr made a motion to approve the expenditure of up to \$ 20,000.00 to remove, replace/repair as most appropriate, reinstall, return to operation, and test the deteriorated components associated with the introduction of air into the Town's water distribution system. The motion was approved.

New Business:

Policy Review – Reserve Spending

A draft policy was introduced and discussed. Time for additional review and opportunity for providing comments and/or revisions was requested by several Commission Members. Comments and suggested revisions are due before the next Regular BMUC Meeting.

Water/Sewer Rates FAQ Sheet

A draft of the FAQs was introduced and discussed. A motion was made by Commission Member Hoffman to post the FAQ on the Town Website after incorporation of any comments and/or suggested revisions, if any, by 12:00 Noon the following day. The motion passed.

Reports:

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

Engineering Report – Brian Hopkins, PhD. Town Engineer – In addition to Well 8 discussions, an update of the Variable Frequency Drive (VFD) pumps work funded under a grant was provided.

Utilities Report – Pete Shumaker, Utilities Superintendent – In addition to Well 8 discussions, an update on the Wastewater Treatment Plant (WWTP) filter repairs was provided.

Public Works Report – Greg Huntsberry, Public Works Superintendent was not in attendance and there was nothing to report in his absence.

Mayor and Council Report – Town Manager Megan Clark provided a brief summary of Mayor and Council activities since the last BMUC meeting for Mayor and Council Liaison, Terry Davis in his absence.

Adjourn:

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

Respectfully Submitted,

Ernie Harr
Secretary

**BOONSBORO ECONOMIC DEVELOPMENT COMMISSION
MEETING MINUTES
JUNE 21, 2017**

The Boonsboro Economic Development Commission met on June 21, 2017 at the Kauffman Annex. In attendance: Chairman George Messner, Secretary Vickie Messner, Carol Blessing, Kristin Bowl, Jennifer Guenther, Terri Packard, Bruce Wilder, and Council liaison Cindy Kauffman. The meeting was called to order at 9:05 AM.

The minutes from the April 26, 2017 meeting were approved as written. Motion to accept: T. Packard, Second: C. Blessing. Motion carried.

The next **Networking Breakfast** is scheduled for Friday, July 21, 2017 @7:30 AM at Vesta. Notification of the event will be sent by July 11th, and the RSVP date is July 18th. Guest speaker is Audrey Vargason from the CVB whose topic is "Destination Sales: Promoting Your Business Beyond Boonsboro". September's scheduled speaker is Tiffany Ahalt of Star Spangled Tours.

Old Business

Advertising The Spring/Summer rack cards and Valpak packets have been widely distributed and have successfully advertised town and 225 Anniversary events.

First Saturday J. Guenther reported no new applications for First Saturday.

225 Anniversary Two events will have occurred before the July Town Council meeting- June 23, Boonsboro Night at the Hagerstown Suns and July 1, Commemorative Celebration at the Washington Monument. The CVB has covered most of the 225th Anniversary's advertising, and a grant from the FirstEnergy Foundation will cover most of the costs for planned events. A grant from the Mary K. Bowman Foundation has been awarded for the "Pass It On" project. In order to preserve the history of Boonsboro, a session will be held on October 15 from 1-5 PM at the Hospice Community Center to scan photos and documents and to record oral histories from area residents.

Farmer's Market M. Clark reported there has been interest shown from different vendors. Members of the Environmental Commission has been assisting manager Jessica Renner, and a summer intern may be used.

MML A contingent from the EDC and Council will attend the convention June 25-28. A report will be given at the August EDC meeting.

Kiosk/map The kiosk which will be erected across from Town Hall has been ordered and should arrive shortly. The map to be displayed in the kiosk is in the design/production process.

Pop-Up Shops C. Blessing reported only 3 vendors have confirmed for the shops on July 22. She will extend the deadline to see if there might be more interest.

Washington County Community Coalition A subcommittee will be formed to discuss capital improvement needs for Boonsboro with which the Coalition can be of assistance.

New Business

Budget The Commission reviewed recent expenditures and deposits.

Brenda Hollar and Esther Dean will no longer do the planters on the square after the summer season. The Commission thanks them for making our square welcoming and attractive for the past several years. An alternative is being explored to continue plantings/decoration.

New businesses Décor and More 6 South Main St., Stone Werks 7 North Main St. (to open soon), Domino's Pizza Tiger Way (to open soon). An Erie Insurance office is expected to open behind the bakery shortly. GBoone will try to reopen under new management in the near future.

Hospice breakfast Cindy Kaufman and Vickie Messner attended Breakfast with Hospice of Washington County on June 14 at the Museum of Fine Arts. The Commission is donating monies from the Pop-Up Shops to Doey's House.

Cycling event In a communication from the CVB, a request was made to use Shafer Park as a home base for the 2018 USA Cycling National Amateur Championships to be held in Washington County in mid-July. The course will be on Route 67 and the park will only need to be used one day. It was advised for the CVB to contact Kim Miller for scheduling and to make arrangements with the Park Board. The EDC could have a continued involvement in this unique event. Washington County won out over San Francisco to host this championship.

Preservation Maryland George Messner will be networking at the MML convention and attending a meeting on July 12 in search of grants for the Town, the Historical Society, and the National Road Foundation. These grants are for history, technology, and education; and range from \$5K-\$100K.

Motion to adjourn: K. Bowl, Second: T. Packard. Motion carried.
Adjournment: 10:15 AM

Next meeting: Wednesday, August 23, 2017

Upcoming Events

July 8- Concert in the Park- 7PM Williamsport Community Band

July 11, 18, 25- Farmer's Market

July 22- TTP Anniversary Book signing and Pop-Up Shops(?)

Aug.1 National Night Out 5:30-8 PM

Aug. 1,8,15,22,29- Farmer's Market

Aug. 5- Love Your Local First Saturday shopping

Aug. 23- Happy Birthday Boonsboro 2:25 PM (225 Anniversary event)

Concert- Jeff Taulton 3-5 PM

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, 2017

PRESENT: *Commission Members:* Chairman Bill Brady, Vice Chairperson Rosemary James, Secretary Kathy Vesely, Anthony Dowell, Leah Grasso, Jessica Renner

ABSENT: Scott Mellwee, Laura Schnackenberg, Town Manager Megan Clark
Mayor & Council Liaison Brigitte Schmidt

PRESIDING: Chairman Bill Brady called the meeting to order at 7:10 PM.

Prior to beginning of meeting, the BEC took a Field Trip to the new Monarch Waystation at the entrance to Shafer Park. This Eagle Scout project was designed and carried out by Boy Scout Lucas Stauffer. Lucas gave an explanation of the progress of the project and expected finish date. He has done an outstanding job on this very worthwhile project.

As Town Hall was locked, we finished our meeting at Pavilion #1 at the Park.

APPROVAL OF MINUTES: Chairman Brady declared May 9, 2017 meeting Minutes **approved** as read.

UNFINISHED BUSINESS

Farmer's Market (FM) – Member Renner suggested we change verbiage on FM Rules and Regulations. Vice Chairperson James motioned approval, Member Grasso seconded. **Motion passed.** New regulations will apply to new vendors from this day forward. Next FM season, ALL vendors will be required to comply with regulations. After discussion, Secretary Vesely motioned that the FM remain open on July 4. Member Renner seconded. **Motion passed.** Member Renner is still waiting to hear back from Dan Murphy about a bookmark design. Member Dowell also has a graphic artist friend who he will contact.

NEW BUSINESS

Sustainable Maryland Certified – Recertification – Deadline is June 30. Town Manager Clark, Mayor & Council Liaison Schmidt and Secretary Vesely have been working on finalizing documents for submission.

SUBCOMMITTEE REPORTS

- Farmer's Market – See above (Unfinished Business).
- Waste Reduction – Vice Chairperson James told us that Apple Valley Waste is no longer taking glass (there is a very small market for glass recently), but that they WILL allow Boonsboro residents to still recycle glass in their red bins.
- Trees – No report.
- Public Education/Outreach – Vice Chairperson James filled out another request to the CBF about providing a speaker in September. They require 10 people in audience in order to come.
- Green Team – See above (New Business [SMC]).
- Monarch Butterfly Waystation – See above.

TOWN UPDATES

There will be a budget public hearing tomorrow, June 14, in Town Hall Annex. All are welcome.

COMMISSION MEMBER COMMENTS

This was Chairman Brady's and Vice Chairperson James' last meeting. New officers will be elected at the next meeting.

The July meeting is cancelled due to lack of quorum. The next meeting will be in August.

ADJOURN: The meeting was adjourned at 8:32 PM

Respectfully submitted by
Kathy Vesely, Secretary

Next Meeting: TUESDAY, AUGUST 8, 2017 – Regular session (7:00 p.m.)