

BOONSBORO MAYOR AND COUNCIL

REGULAR MEETING MINUTES

MONDAY, DECEMBER 5, 2016

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, December 5, 2016 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 DECEMBER MEETING AGENDA

Mayor Long requested the approval of the December 2016 Meeting Agenda. **Motion** by Assistant Mayor Kauffman, second by Council Member Schmidt to approve the **December 5, 2016 Regular Meeting Agenda**, and motion carried.

REVIEW AND APPROVAL OF NOVEMBER MEETING MINUTES

- **Motion** by Council Member Kerns, second by Assistant Mayor Kauffman to approve the November 7, 2016 **Public Hearing Meeting Minutes** and **Regular Meeting Minutes** and the November 21, 2016 **Workshop Meeting Minutes** and the **Executive Session Meeting Minutes**, and motion carried.
- **Motion** by Assistant Mayor Kauffman, second by Council Member Davis to approve the November 2016 **Treasurer's Report**, and motion carried.
- **Motion** by Council Member Davis, second by Council Member Kerns to approve the November 2016 **Bills to be Paid Report**, and motion carried.

PUBLIC COMMENTS

- **Bob Sweeney**, 14 Knode Circle, presented a proposal from the Knode Circle residents to the Mayor and Council. Mr. Sweeney stated that when the Knode Circle waterline project was started the posts and chains that were enclosing the grass area in the center of the neighborhood were removed. He stated that the residents have signed a proposal requesting that the Town does not replace the posts and chains but instead landscapes the area and place large boulders at the corners. He further suggested that the Town could consider turning the area into a small park and dedicate the area by naming it after Frank Summers, who originally developed the Knode Circle neighborhood.
 - **Motion** by Assistant Mayor Kauffman, second by Council Member Davis to add the Knode Circle Resident Proposal to the Agenda under New Business, and motion carried.
- **Laura Kirby**, 401 Brookridge Drive, asked Chief Stanford if there is currently a Neighborhood Watch group in Town. He stated no, there is not. Mrs. Kirby stated that her son was approached during the evening, while walking along Park Drive, by a man in a red truck claiming he was with the Neighborhood Watch. She stated that he was asked for his name and identification. Chief Stanford stated that he will review the Park security footage and look into the issue.

MAYOR AND COUNCIL MEMBER CORRESPONDENCE

- **Mayor Long** extended a *Thank You* to the Park Board, Town staff and all of the volunteers who help make Olde Tyme Christmas such a huge success this year.
- **Assistant Mayor Kauffman** stated that Mayor Long, George Messner and she attended a meeting to hear about the Washington County Community Lobbying Coalition and what they could possibly do for the Town. She stated that the Coalition hires lobbyist to pursue County interests during the 90-day Maryland Legislative Session.

Police Department Report – *Chief Stanford*. The Police Department received 190 calls for service, which included 92 motor vehicle violator contacts for the month of November 2016. There were 2 adult criminal arrests, 0 adult traffic arrest, 0 juvenile arrests and 0 juvenile traffic arrests. Stated that the Department collected 9.3 pounds of prescription drugs through the Drug Turn-In Program for the month of November.

NEW BUSINESS

Fiscal Year 2018 Program Open Space Request: Town Manager Clark reviewed that she provided a 5-year breakdown of the Program Open Space requests for Fiscal Year 2018 through Fiscal Year 2022, for the Council's review and discussion at the Workshop Meeting. She stated the Park Board is recommending the Town request \$130,000 from POS in Fiscal Year 2018, for

additional trail construction and pedestrian bridges, as well as the pavilion roof replacements. **Motion** by Assistant Mayor Kauffman, second by Council Member Schmidt to approve the Fiscal Year 2018 Program Open Space Requests, and motion carried.

Recommendation to Advertise Municipal Service Worker: Town Manager Clark stated, on behalf of a recommendation from Public Works Superintendent Greg Huntsberry, she is requesting approval to advertise the Fiscal Year 2017 full-time Municipal Service Worker employment position with applications due December 30, 2016. She stated that the new position will be equally funded by the General, Water and Sewer Funds. Council Members Kerns and Bryd asked if creating an additional position is completely necessary at this time and if the work could somehow be contracted out or provided through a 'temp' agency. Town Manager Clark stated that both Superintendent Huntsberry and she agree that this is a much needed position, especially with the lack of assistance from the Washington County Inmate Program, and that contracting daily work flow would not be beneficial. Council Member Davis stated that the Town is actually working with less Public Works and Water/Wastewater Operator staff than they were before the Waste Water Treatment Plant was constructed in 2008. **Motion** by Council Member Solberg, second by Council Member Davis to approve the advertising of the Fiscal Year 2017 full-time Municipal Service Worker position, with Council Member Byrd voting nay, and motion carried 5-1.

Waste Water Treatment Plant Debt Transfer: Town Manager Clark stated that she is requesting the transfer of funds from the General Fund to the Waste Water Treatment Plant Construction Account to cover the USDA WWTP Debt Service Loan payment of \$79,501, due November 26, 2016. Town Manager Clark noted that funds are budgeted in the Sewer Fund to pay two (2) loan payments on the WWTP debt during Fiscal Year 2017. Council Member Kerns inquired as to why this was not voted on during the November Regular Meeting since the check has been written and funds for the USDA WWTP Debt Service loan have been withdrawn. Town Manager Clark stated funds were being monitored to see if the Sewer Fund would make the payment and consensus was given from the Council at the workshop prior to the payment being made. **Motion** by Assistant Mayor Kauffman, second by Council Member Solberg to approve the transfer of funds from the General Fund to the Waste Water Treatment Plant Construction Account to cover the USDA WWTP Debt Service Loan payment of \$79,501, which was due on November 26, 2016, and motion carried.

American Legion Post 10 Ladies Auxiliary Christmas Party Donation Request: Town Manager Clark stated a donation requested was received from the American Legion Post 10 Ladies Auxiliary for the annual Children's Christmas Party on December 4, 2016, which was open to all children in the community ages 12 and under. She stated that the Town's annual donation is \$100. Assistant Mayor Kauffman stated that the event hosted 97 children this year. **Motion** by Council Member Solberg, second by Council Member Schmidt to approve the donation of \$100 to the American Legion Post 10 Ladies Auxiliary for the annual Children's Christmas Party, with Assistant Mayor Kauffman abstaining, and motion carried 5-1.

Heart of the Civil War Heritage Area Donation Request: Town Manager Clark stated that a donation requested was received from the Heart of the Civil War Heritage Area. She stated that the Town is part of the designated HCWHA and that the donation will go towards promoting Civil War tourism in the area. Council Member Solberg made the recommendation to give a donation of \$100. Council Member Kerns stated that the Council needs guideline for donations and that they should not be giving away taxpayers money. **Motion** by Council Member Solberg, second by Assistant Mayor Kauffman to approve the donation of \$100 to the Heart of the Civil War Heritage Area, with Council Member Kerns and Council Member Byrd voting nay, and motion carried 4-2.

Knodel Circle Resident Proposal: Mayor Long stated that Bob Sweeney presented a proposal from the Knodel Circle residents at the beginning of the meeting. He reviewed that the posts and chains that were enclosing the grass area in the center of the neighborhood were removed during the Knodel Circle waterline project, and that the residents have signed a proposal requesting that the Town does not replace the posts and chains but instead landscapes the area and places large boulders at the corners. **Motion** by Assistant Mayor Kauffman, second by Council Member Davis to landscape the grass area in the center of the Knodel Circle neighborhood, and motion carried.

- Council Member Byrd stated that he would like to amend the motion to include boulders at the 4 corners of the grass area. **Motion** by Assistant Mayor Kauffman, second by Council Member Davis to landscape the grass area in the center of the Knodel Circle neighborhood and include 4 boulders in the corner areas, and motion carried.

COMMISSION REPORTS

Public Safety Commission – *R. Byrd*. Meeting held on November 17, 2016. Discussions included the Town Manager’s request for the PSC to prioritize areas in which the sidewalks need attention, the need to obtain a list of local cold-weather homeless shelters, the need to paint curbs and fire hydrants throughout Town, and plans for the PSC election in January 2017.

Park Board – *M. Kerns*. No formal meeting was held during the month of November 2016. An informal Olde Tyme Christmas work session to finalize decorations was held on November 30, 2016.

Utilities Commission – *T. Davis*. Meetings held on November 10, 2016. Discussions included the review of the BMUC Policies updates, Project updates on the Flow Monitoring, Well #8 and Knode Circle Waterline, and the upcoming MEA Grant opportunity for VFD drives for energy efficiency.

Planning Commission – *J. Solberg*. No meeting was held during the month of November 2016.

Economic Development Commission – *C. Kauffman*. The Networking Breakfast was held on November 18 at 7:30am at Vesta’s, with guest speaker Jennifer Ross, head librarian for the Boonsboro Free Library. The next EDC meeting will be held on December 14, 2016 at 9am. The EDC is currently selling the Boonsboro 225th Anniversary pewter Christmas tree ornament for \$10 at local store and Town Hall.

Environmental Commission – *B. Schmidt*. No meeting was held during the month of November 2016. The BEC continues to work on the Sustainable Maryland Certification.

Town Manager Report – *M. Clark*.

- Stated that the Washington County Commissioners have request to hold their meeting in Boonsboro on March 14, 2017
- Stated that the Town is ready to submit the ARC Grant for the Sewer Interceptor and DHCD. Stated that the Town has agreed to administer the Grant again, if awarded, and will officially be closing out the first ARC Grant in February 2017
- Stated that the reimbursement has been submitted for the Shafer Park Walking Trail Project
- Stated that staff is working on having electricity connected to the Salt Storage Facility on Monroe Road
- Stated that the new street signs for St. Paul Street have been ordered through Washington County and will be installed as soon as they arrive
- Stated that Well #8 is back on-line and is running completely fine, although there is some visible air in the water

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

Respectfully submitted,

Kimberly A. Miller
Administrative Assistant

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