

## Boonsboro Park Board

November 20, 2019

**Present:** Laura Schnackenberg, Chris Hawkins, Rich Hawkins, Isaac Whitmore, Greg Solberg, Sandra Shifler, Council Liaison Rick Weaver

**Absent:** Jeff Davidson

The meeting was called to order at 7:00 pm by Chairperson Schnackenberg.  
The October minutes were read and approved. Motion Rich, second Isaac, all approved.

### Unfinished Business

#### Olde Tyme Christmas - December 6

BMS Chorus - confirmed

BMS and BHS Bands - confirmed

Rohrersville Band - confirmed

Santa - confirmed

Fire truck - pending

Cookies and cocoa - Jeff

Apples from Cronise Market - Rich

Goodie bags - Chris

Luminaries - Troop 20 Boy Scouts

Assembling luminaries/decorating - Maintenance crew

### New Business

#### Pond

Park Board recommends to Town Council to name the pond behind the library **Hawkins Grove Pond** in honor of Rich Hawkins and in memory of Ray Grove for all their work to make the Fishing Derby a success for many years. Motion Greg, second Sandy, all were in favor.

#### Handicapped Signs

Park Board decided to purchase two handicapped parking signs that fit on cones @\$35 each. These signs will be used at town events to designate additional spaces for handicapped parking. Motion Greg, second Chris, all approved.

### Member Comments

Park Board needed clarification on the following issues:

Status of Soccer Shots - no follow up by the company

Status of the 5% increase in Park Board budget - increase was approved

Concrete slab/pavers under benches at the gazebo - waiting for grant money

Naming Pav. 2 in memory of Shirley Metz - being worked on

Traffic issues through the park during major park events - problem was addressed during Boonsboro Days by limiting the vehicles that were allowed through the park

Meeting adjourned at 8:07.

Respectfully submitted,  
Sandra Shifler  
Secretary

**BOONSBORO MUNICIPAL UTILITIES COMMISSION  
REGULAR MEETING  
November 20th, 2019**

The Boonsboro Municipal Utilities Commission (BMUC) held its regular meeting on Wednesday October 16, 2019 in the Charles F. "Skip" Kauffman Building's Meeting Chambers. Participants included Commission Chair Bob Sweeney and Commission Members Eldon "Jake" Jones, Bobby Mose, Stu Mullendore, Ken Eshbaugh and David Wade. Also, in attendance were Mayor and Council Liaison Anthony Nally, Town Manager Paul Mantello, Planning and Zoning Manager Ethan Strickler, Water/Sewer Supervisor Pete Shumaker and Public Works Supervisor Greg Huntsberry. Commission Chair called the meeting to order at 6:00 PM.

**Public/Other Comments:**

There were no public comments

**Meeting Minutes**

The October 16<sup>th</sup> Regular BMUC Meeting Minutes were reviewed by the commission members. Commission member Bob Mose motioned to approve the minutes. The motion was carried 5-0

**Treasurer's Report**

The September Treasurers report was reviewed. Commission member Jake Jones made a motion to approve the report. The motion was carried 5-0

**Unfinished Business:**

**Boonsboro High School well.** Commission member Mullendore reported that Jeff Prioux has turned the project over to the Washington County Maintenance Department. Bids on the holding tank are approximately 60 days out. Pete Shumaker to get upgraded estimates from Phillips Drilling. It was noted that this endeavor could free up 12 taps.

**The ARC application** for the I and I study will be submitted tomorrow (November 21<sup>st</sup>). It is a 50/50 matching grant.

**WWTP Upgrade & Timeline.** Pete Shumaker reported on the Sewer Plants electronic controls and filters upgrade. It is completed.

**Keedysville Springhouse Weir Wall Repairs & Funding Update.** The sandbags are holding for now.

(Special thanks to Pete) Two options for payment for complete repair.

#1 grant money from MDE

#2 Bond Bill before State legislature

**Meter Replacement Updates** Greg Huntsberry reported that 830 meters have been installed with 630 to go which puts the town at 58% completion. There are 100 meters left on inventory. Additional purchases of app 125,000 dollars to complete the project.

**New Business:**

**December meeting** has been rescheduled December 9<sup>th</sup> at 6:00 PM. In order to finalize Wastewater RFP for Mayor and Council meeting that date. Work group scheduled December 5<sup>th</sup> 1:00PM for same project.

**BKWAB** recommend 2 alternatives to Mayor and Council. Commission members Eshbaugh and Mullendore Volunteered.

**Water and Sewer Models Impact Fee and Policy for Design & Implementation of Infrastructure.** Analysis and Implementation. Commission members Mullendore and Sweeney to head up work group on December 5 (see above)

**Appalachian Regional Commission (ARC) Grant Application-** Inflow and Infiltration (I&I) Phase II Work needs to be done on I&I issues to include repair of piping and coating of pipes. Use of film from the 2016 study will be used along with Greg Huntsberry's knowledge. Initial ARC grant of 32,000 dollars received for pipe replacement

**Reports:**

The following reports were provided to the BMUC Members.

**Town Manager Report** – Paul Mantello, Town Manager Paul reported that a rough first audit of AWWA software would be implemented soon

**Mayor and Council Report** – Mayor and Council Liaison, Anthony Nally, provided a brief summary of Mayor and Council activities since the last BMUC meeting.

**Adjourn:**

A motion to adjourn was made by Commission Member Mose at 7:48, the Motion approved 5-0.

Next Meeting is scheduled for Wednesday December 9, 2019 at 6:00 PM.

Respectfully Submitted,

Dave Wade  
Secretary

**MINUTES OF A MEETING OF THE PLANNING COMMISSION  
TUESDAY, NOVEMBER 19<sup>TH</sup>, 2019**

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**PRESENT:** Chairman Robert Maricle, Rico Aiello, Doug Moore, Jon Hart, Steve Jamison, Mayor and Council Liaison Rick Byrd

Staff Member(s): Town Planner / Zoning Administrator Ethan Strickler

Not Present: Vice Chairman David Parmelee

Audience Guests: Trevor Frederick

**APPROVAL OF MINUTES: September 24<sup>th</sup>, 2019 Regular Meeting**

The minutes were approved as presented.

**OLD BUSINESS**

**BNSP19-03 (Revision 1) – Easterday Post Office Site Plan Review**

Town Planner Strickler gave a presentation on the changes and revisions that were made to the Post Office Site Plan. He explained that the pattern of traffic flow around the site was drastically different than the first submittal of the site plan, and that there was a slight change to the footprint of the building. He also explained that there was a slight change to the commercial lot lines on the northern boundary of the parcel, which would be fixed by the project engineer via a re-plat. The Planner and Engineer were also in agreement that the post office lot still needed to go through the final plat process as well. Strickler reminded the commission that any approvals of the revised plans made during the meeting would be subject to all other agency approvals, final plat approval, and as-built reviews and approvals. Trevor Frederick stated that FSA was currently working on the As-Built for Ostertag Pass. Frederick also gave an update on the South End Pump Station work, stating that the developer still needed to tie into the manhole at Reeders Alley and the Pump Station itself, but that all of the force main was in the ground.

Strickler stated that FSA properly addressed staff comments from the original staff report regarding the original submittal. He noted that the stormwater management facility layout changed in the revised plans, with one pond being located offsite on the neighboring commercial parcel. The commission discussed how the parking situation in the revised plans looked significantly better. Chairman Maricle stated that site mobility was vastly improved. The Planning Commission stated that they were ok with a 6-foot fence around the dumpster pad, as well as the overall number of trees in the parking lot (neither of which technically met ordinance requirements). These two minor ordinance modifications were a part of the subsequent approval. Robert Maricle stated that the applicant may need a variance to sign ordinance requirements for the post office signage depicted. The Commission was happy with the 36' wide northern entrance to the site. Strickler recommended approval contingent upon all staff comments being addressed and all applicable agency approvals.

Trevor stated he was still waiting to hear from soil conservation and county engineering for their comments. He also stated that they would be submitting As-Built Review applications in the near future. Trevor asked if the lights on the roundabout were operational at the current time, and the Commission stated that they did not think so. The chairman entertained a motion for approval of the site plan contingent upon all staff, county, and engineering comments being adequately addressed and a corresponding resubmittal as necessary for the site plan including applicable agency approvals, etc. Rico Aiello motioned, Doug Moore seconded, and the motion carried unanimously.

**PLANNING AND ZONING UPDATES**

**Planning Commission Vacancy Update**

Strickler stated that the Town has not received any applicants for the open vacancy on the Planning Commission. Rob Maricle asked about the other vacancies in Town, to which the group replied the last BMUC vacancy was just filled but that there was still a vacancy on the EDC. Rob Maricle stated that the commission should make an effort to get the vacancy filled by the end of the year.

### **Sycamore Run and King Road Associates Remaining Lands Updates**

Strickler stated that the Phase I and Pump Station Bond Reduction requests will go to the Mayor & Council in early 2020. The group further discussed remaining stormwater management pond and sidewalk work still to be completed in the development.

### **Sycamore Run – Two Remaining Undeveloped Lots Discussion**

Strickler stated that Paul, Susan Fant, Steve Oder, and the project engineer had a productive meeting in early November. During the meeting, King Road's representatives asked if they could move forward with the development of the final two vacant lots in Sycamore Run. Because of the requirement for mitigation through APFO, the Planning Commissioners stated that they would prefer that the developer not move forward with developing the two remaining lots until they go through APFO and the mitigation process for future development. Strickler stated that he has yet to receive a formal concept plan submittal for future development, probably because the developer is waiting to know more about required infrastructure improvements necessary for both water and sewer.

### **Ordinance 2019-04 – Zoning Text Amendment, Temporary Storage Containers, Public Hearing Scheduled for Monday, December 9th, 2019**

Strickler stated that a public hearing was scheduled for Monday, December 9<sup>th</sup> for the temporary storage container ordinance.

### **CITIZEN COMMENTS**

None.

### **COMMISSION MEMBER COMMENTS**

None.

### **ADJOURN**

Robert Maricle adjourned the meeting at 7:26pm.

Respectfully submitted,

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Ethan Strickler,  
Town Planner / Zoning Administrator

**Draft**  
**Town of Boonsboro**  
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**MINUTES OF A MEETING OF THE ENVIRONMENTAL COMMISSION**  
**TUESDAY, November 12, 2019**

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

**ABSENT:** Anthony Dowell, Jessica Renner

Our thanks to guest speaker Phil Westcott of Key City Compost for his presentation: Everything You Wanted to Know About Composting.

**PRESIDING:** Chairperson Vesely called the regular meeting to order at 8:17 PM.

**APPROVAL OF MINUTES:** The October minutes were unanimously approved with corrections as discussed.

**OLD BUSINESS**

- Strategic Plan: The Strategic Plan was reviewed and is ready to be submitted to the Town Manager after one minor correction is made. The BEC anticipates that the Strategic Plan will be reviewed and updated on an annual basis.
- Sustainable Maryland Certified Leadership Workshop: Chairperson Vesely attended the SMC Leadership Workshop on November 12<sup>th</sup>. There was excellent discussion about energy savings in your municipality. We'll discuss this in greater detail during the December meeting.
- Councilmember Wetzel's neighbor has a large (10-12') tree that he's willing to donate to the town. This will be discussed at the next tree board meeting.

**NEW BUSINESS:**

**Keep Maryland Beautiful Grant Opportunity:** "Clean up and Green Up" Councilmember Preston drafted a grant application with the focus on using the funds to plant and maintain the planters behind Town Hall and purchase and install rain barrels.

Councilmember Wetzel suggested adding a walking path through the Historical Park on Main Street possibly connecting to Della Lane. Councilmember McIlwee commented that substantial storm water management infrastructure would be needed before anything can be developed at this park.

Councilmember Preston suggested that the BEC establish a master calendar for 2020 to better track grant opportunity and certification deadlines.

## **SUBCOMMITTEE REPORTS:**

**Farmer's Market** - No report.

**Waste Reduction** – No report.

**Trees** – No report, however BEC members who attended Jeff Davidson's tree care seminar on October 20<sup>th</sup> reported that it was very informative!

**Public Education/Outreach** – The tour of Entsorga was outstanding! Vice Chairperson Schnackenberg is trying to schedule a representative from Entsorga to do a presentation for the BEC speaker series. Also, if anyone is interested in an evening tour of Apple Valley Waste, please let Chairperson Vesely know.

**Green Team/Monarch Butterfly** – Chairperson Vesely and the Master Gardener Brenda Hollar weeded the butterfly waystation at Pleasant Valley Community Park in preparation for fall. Some of the plantings need to be thinned out.

## **TOWN UPDATE:**

Town Council Liaison Hollingshead reported that there will be a public hearing on 11/25 to discuss street parking near Mt. Nebo UMC as well as near Cronise and Mountainside Gardens.

## **COMMISSION MEMBER COMMENTS:**

Councilmember Wetzel noticed that there are very few street trees along Alt 40 coming into Boonsboro from Funkstown. Would the tree board be able to recommend trees that would be appropriate for more urban areas (i.e.: Trees with roots that wouldn't buckle the sidewalks). Additionally, sidewalks on Alt 40 in the vicinity of the Legion/Weis/ACT would be nice. The BEC may want to search for grant money available to make the town prettier and safer.

**ADJOURN:** The meeting was adjourned at 8:56 PM.

Respectfully submitted by  
Amy Jones, BEC Secretary

**\*Next meeting: TUESDAY, December 10, 2019 – 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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