

# Boonsboro Park Board

October 23, 2019

**Present:** Isaac Whitmore, Rich Hawkins, Chris Hawkins, Sandra Shifler, Council Liaison Rick Weaver, Town Manager Paul Mantello, guest Leif Heaney

**Absent:** Greg Solberg, Jeff Davidson, Laura Schnackenberg

The meeting was called to order at 6:58 by Acting Chairperson Sandra Shifler.

The September minutes were read and approved. Motion Rich, second Chris, motion carried.

## **Unfinished Business**

### **Tree Board Update**

The presentation about tree care, choosing a tree, identifying disease in trees etc. was attended by only a few people. Possibly a presentation will be given again in the spring.

### **Concert Update**

Work will begin soon for concerts in 2020.

### **Old Tyme Christmas Dec. 6, 6:30**

Contact Rohrersville Band - Sandy

Contact BHS Band, BMS Band and fire truck for Santa - Isaac

Contact carolers - Chris

### **Christmas Tree**

Rich and Chris researched some possible trees at Sunny Meadows to replace the Christmas tree in the park. Isaac will contact Jeff with the information and make a decision about what tree to purchase and when is the best time to plant. If a tree is not in place for this Christmas another option will be considered.

### **Park Vandalism**

Paul will contact Chief Morgan about coming to the next PB meeting, Nov. 20, to discuss the vandalism in the park.

### **New Business**

#### **Disc Golf Course**

Leif Heaney presented information about installing a disc golf course in Shafer Park. This would cost about \$3000 for a 9-hole course and need about 9-10 acres. Several of these courses are in the area and have been well received. Leif will meet with Rich to look at available space and give more information about the project. Rick will give information to the Council that this project is being considered. A presentation will be given to Town Council about the project.

Meeting adjourned at 8:10. Motion Isaac, second Chris, motion carried.

**Next meeting November 20 at 7:00pm in the Community Center.**

Respectfully submitted,

Sandra Shifler, Secretary

**BOONSBORO MUNICIPAL UTILITIES COMMISSION  
REGULAR MEETING  
October 16, 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 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 September 18<sup>th</sup> Regular BMUC Meeting Minutes were reviewed by the commission members. Commission member Jake Jones 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 the drilling and holding tank planning was in progress. Phillips Well Drilling has been contacted. As of this time the company does not know the flow requirement for this endeavor. Contacted company for a revised estimate for well, which likely will need to include storage tank, pump and housing. Installation and lifetime cost estimates to maintain the well and accompanying parts. WCPS is actively pursuing this initiative. It was noted that this endeavor could free up 12 taps.

**Volute Press Demonstration** is scheduled for 11/8 @ 8am with tour of the Sewage Plant to follow.

**Strategic Plan** was discussed to include time lining of projects and completions. Commission members Sweeney, Mullendore and Wade will be a task force designed to prioritize projects.

**WWTP Upgrade & Timeline.** Pete Shumaker reported on the Sewer Plants electronic controls and filters upgrade. The filters will be upgraded on or about October 21. The electronic package is not ready from the contractor. More to follow.

**Capacity Allocation Policy & Accounting.** As the WRA model is owned by the Town of Boonsboro, it was decided that use of this model along with administrative fees should be charged contractors to recover cost associated with this model. It was decided that town employees draft a policy for this endeavor to be reviewed by the Commission during the November meeting.

**The SERCAP Rate Study & Example Reports** scheduled to be completed in December.

New Business

**BMUC Application & Interview-Ken Eshbaugh.** Resident Ken Eshbaugh was interviewed by members of the Commission. Several members of the Commission and Town Supervisors had high praise for Mr.

Eshbaugh's expertise in water and wastewater management. Commissioner Mose motioned that Mr. Eshbaugh's application and recommendation be forwarded to the Mayor and Council for approval. Motioned passed 5-0.

**Wastewater Model RFP.** After discussion concerning the Wastewater Model RFP, Commissioner Wade made a motion to publish the RFP to the public. Motioned carried 5-0

**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.

Reports:

The following reports were provided to the BMUC Members.

**Town Manager Report** – Paul Mantello, Town Manager Paul reported that water loss has recently fallen from 32.7% to 26.3% that is a reduction of approximately 20%. Still exploring options/strategies to further reduce loss. Some discussion on purchasing electronic meters to gage water flow into areas of the water system to further isolate water loss.

**Town Planner/Zoning Administrator Report** – Ethan Strickler, Town Planner/Zoning Administrator Ethan reported that the ARC I&I is due next month. The High's Store cannot apply for taps until the South End sewer piping and upgrade of pump station completed. 600 feet of piping completed

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

**Utilities Report** – Pete Shumaker, Water/Wastewater Superintendent. Pete reported that the backup generators for the water wells are working fine. The water wizards are installed in and doing the job anticipated of them.

**Public Works Report** – Greg Huntsberry, Public Works Superintendent. Greg reported that there are 630 water meters left to be replaced. Completion rate stands at 57%. One hundred more meters purchased, 530 left to buy. The fire hydrant rehab is ready to start.

Adjourn:

A motion to adjourn was made by Commission Member Mullendore at 7:20, the Motion approved 5-0.

Next Meeting is scheduled for Wednesday November 20<sup>th</sup>, 2019 at 6:00 PM.

Respectfully Submitted,

Dave Wade  
Secretary

**BOONSBORO ECONOMIC DEVELOPMENT COMMISSION  
MEETING MINUTES  
OCTOBER 23, 2019**

The Boonsboro Economic Development Commission met October 23, 2019 at the Kauffman Annex.

In attendance: Chair George Messner, Vice chair Terri Packard, Secretary Vickie Messner, Commission members Carol Blessing, Robin Spires, Bruce Wilder and Council liaison Marilee Kerns. Also attending: Mayor Howard Long, Town planner Ethan Strickler, Natoma Vargason, and Audrey Vargason.

The meeting was called to order at 9:10 AM.

**The minutes** from the August 28, 2019 meeting were approved as written. Motion to accept: B. Wilder, Second: T. Packard. Motion carried.

The next **Networking Breakfast** is scheduled for Thursday, November 21, 2019 @7:30 AM at Vesta.

Reservations are requested by November 18<sup>th</sup>. Bernadette Wagner representing Prime Time 4 Women will be the speaker.

**Old Business**

**Advertising**

Fall/Winter rack cards have been distributed.

Funding for an ad in the 2020 CVB Visitors Guide was approved. Motion to allocate \$1,683 for ½ page ad: V. Messner, Second: C. Blessing. Motion carried. The current ad will need changes.

Funding was also approved for an ad in the Hagerstown/Antietam Battlefield KOA guest services guide. Motion to allocate \$440 for full horizontal panel: T. Packard, Second: V. Messner. Motion carried.

**Boone Fest**

Natoma Vargason and Carol Blessing reported this event celebrating our community was very successful. A good foundation was established, and with some fine tuning a stronger annual event can be created. Thanks to all the businesses and organizations who took ownership for their part in the Fest. It was suggested the 5K BooneWalk & Run could be held on the same day next year. A coordinator will need to be acquired.

**Strategic plan/mission statement draft-** tabled until next meeting

**New Business**

**Financial budget-** Boone Fest expenses have been paid.

**New business activity**

Real estate office 10 S. Main St.

**Gateway Communities-** Audrey Vargason

A gateway community is a town adjacent to public lands (ex. state, national parks) which provides services for tourists contributing to the local economy. The CVB wants to develop partnerships with towns, organizations and foundations to accelerate economic development and to establish our communities as destinations for travelers. Audrey encourages us to become familiar with The Conservation Fund services based in Shepherdstown ([conservationfund.org](http://conservationfund.org)) and to work with other Washington County gateway communities to develop a shared vision for tourism and economic opportunities.

**Signage**

It has been determined parking signs are needed to direct visitors to the lot behind Town Hall. Banners or signs will be ordered shortly.

**2020 Census**

The EDC stresses the importance of everyone filling out the 2020 census. Monies received is determined by population, ex. school funding, CVB hotel/motel tax revenues, county funding, etc. It was advised this important announcement be placed in the next newsletter.

**Next meeting: Wednesday, December 18, 2019**

Fourth Wednesday is Christmas Day.

Motion to adjourn: T. Packard, Second: R. Spires. Motion carried.

Adjournment: 11:00 AM

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, October 8, 2019**

---

**PRESENT:** *Commission Members:* Chairperson Kathy Vesely, Vice Chairperson Laura Schnackenberg, Amy Jones, Alison Preston, Jessica Renner, Town Council Liaison Terri Hollingshead

**ABSENT:** Anthony Dowell, Leah Grasso, Barbara Wetzel, Scott McIlwee

**PRESIDING:** Chairperson Vesely called the regular meeting to order at 7:31 PM.

**APPROVAL OF MINUTES:** The September minutes were unanimously approved as read.

**OLD BUSINESS**

We'll be discussing and approving the Strategic Plan during our November 12, 2019 meeting. All BEC members are asked to please read the Strategic Plan prior to the November meeting.

**NEW BUSINESS:**

- Alison Preston and Kathy Vesely attended the September Public Safety Commission meeting to discuss the cross-walk issues at the King Road/Rt. 34 intersection. It was a very productive conversation. Chief Morgan suggested putting the temporary crosswalk signs out, especially during busier traffic times. There will likely be no action taken by the MHA until next spring in this area, but it is nice to see action being taken locally. It should also be noted that fines for not stopping for a pedestrian are increasing from \$500.00 to \$1,000.00.
- Sustainable Maryland Certified Workshop: Chairperson Vesely would like to attend the SMC workshop on November 12<sup>th</sup>. A motion was made and seconded to cover the \$35.00 registration fee from the BEC budget.

**SUBCOMMITTEE REPORTS:**

**Farmer's Market** – Today (10/8/19) was the final Farmer's Market of the season. All vendors completed a survey which the Farmer's Market committee will review at their wrap-up meeting. The October corn hole event (on 10/01) was a fun event!

A motion was made and seconded to allot up to \$75.00 from the BEC budget toward lunch for the town's maintenance department as a thank you for their support of the Farmer's Market during the season.

**Waste Reduction** – No report.

**Trees** – No report, however, please note that Jeff Davidson will be leading a tree care seminar on October 20<sup>th</sup>. The seminar is open to the public and will be held at Town Hall at 6:00 pm.

**Public Education/Outreach** – The tour of Apple Valley Waste and Entsorga is scheduled for Saturday, October 26<sup>th</sup>. Please RSVP to Chairperson Vesely by email. We will be carpooling. Phil Wescott from Key City Compost will let us know what month he'll be available to come and speak to us.

**Green Team** – No report

**TOWN UPDATE:**

There have been some complaints regarding the afternoon bus routes which now travel on St. Paul Street to the light in order to bypass Main Street. There is a concern that busses waiting for the light to change block the Fire Station.

The parking lot behind Vesta near the alley is in need of repair and could pose problems for pedestrians. Chairperson Vesely commented that the town considers a permeable surface when making repairs.

**COMMISSION MEMBER COMMENTS:**

The BEC meetings will be returning to a 7:00 PM start time in November now that the Farmer's Market has wrapped up for the season.

**ADJOURN:** The meeting was adjourned at 8:06 PM.

Respectfully submitted by  
Amy Jones, BEC Secretary

**\*Next meeting: TUESDAY, November 12, 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.*

*"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, familial status, religion, or disability. To file a complaint of discrimination you may file in person with, or write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-9410 or call (800)795-3272 (voice) or (202)720-6382 (TDD)".*