

**BOONSBORO MAYOR AND COUNCIL  
REGULAR MEETING MINUTES  
TUESDAY, SEPTEMBER 6, 2016**

The Mayor and Council of Boonsboro held their Regular Meeting on Tuesday, September 7, 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.

**REVIEW AND APPROVAL OF THE AGENDA**

Motion by Council Member Schmidt, second by Assistant Mayor Kauffman to approve a revised agenda which includes the Zoning Administrator position under New Business. Motion carried 4-2 with Members Kerns and Byrd opposing.

**REVIEW AND APPROVAL OF AUGUST MEETING MINUTES**

- **Motion** by Council Member Solberg, second by Council Member Schmidt to approve the August 1, 2016 Regular Meeting Minutes, the August 1, 2016 Executive Workshop Meeting Minutes, and the August 22, 2016 Workshop Meeting Minutes, and motion carried.
- **Motion** by Assistant Mayor Kauffman, second by Council Member Davis to approve the August 2016 Treasurer's Report, and motion carried.
- **Motion** by Council Member Schmidt, second by Assistant Mayor Kauffman to approve the August 2016 Bills to be Paid Report, and motion carried.

**PUBLIC COMMENTS-** None

**MAYOR AND COUNCIL MEMBER CORRESPONDENCE**

Assistant Mayor Kauffman: Stated during meetings planning for the Anniversary of the Town and Washington Monument, discussion held regarding revisiting possibility of a hotel locating in Town

Mayor Long: Noted upcoming events for the month of September, including Boonesborough Days and the 9/11 Remembrance Day parade

**Police Department Report** – *Chief Stanford.* The Police Department received 325 calls for service, which included 119 motor vehicle violator contacts for the month of August 2016. There were 2 adult criminal arrests, 0 adult traffic arrests, 0 juvenile arrests and 0 juvenile traffic arrests. Stated that the Department collected 6.53 pounds of prescription drugs through the Drug Turn-In Program for the month of August.

**NEW BUSINESS**

Transportation Priority Letter: Town Manager Clark presented the Transportation Priority Letter, addressed to Transportation Secretary Rahn, which details the Town's transportation priorities. Five priorities included in the letter for State consideration are adding a left turn signal at the Town Square and Maryland Route 66; reducing the speed limit through Town to 25MPH and keeping a consistent speed on areas heading in/out of town; repainting of the Town Square crosswalk; grant funding support; and supporting additional funding for the expansion of the Washington County Commuter to serve the Town of Boonsboro. **Motion** by Council Member Schmidt, second by Council Member Solberg to approve the letter. Motion carried 5-1 with Member Kerns opposing.

Reserve Balance - Consideration of Policy: Town Manager Clark presented a draft policy to create a goal of having a certain amount of funding designated as a cash reserve in each of the three funds. The Council discussed the various amounts they felt would be appropriate to set aside a reserve funding. Council Member Kerns expressed concern of creating a policy which may mandate an amount to be set aside, and felt a policy is not needed since there is not a current lack of reserves. Council Member Solberg stated she liked the idea of having a goal and an amount to work towards in order to ensure that there was funding available for emergencies. **Motion** by Council Member Kerns, second by Council Member Byrd to table the policy until further research is completed. Motion carried.

**Reinvestment of Funds:** Town Manager Clark stated in July the Council voted to reinvest the \$88,393 from Wells Fargo into a CD for 2-years at a rate of 0.75%. After further research, the Council would save more money than investing the money by making an additional payment on the Shafer Park Loan principal. **Motion** by Assistant Mayor Kauffman, second by Council Member Kerns to use the \$88,393 to pay on the principal of the Shafer Park Loan instead of investing in a CD, and motion carried.

**PWA 2016-03 – Sycamore Run, Phase III:** Town Manager Clark stated the Planning Commission is recommending for the Council to approve PWA2016-03 for the development of Sycamore Run. The Public Works Agreement establishes the bond and requirements for the development to construct the public improvements (roads, stormwater, etc.) for 48 single family lots in Sycamore Run. **Motion** by Council Member Solberg, second by Assistant Mayor Kauffman to approve Public Works Agreement 2016-03 for Sycamore Run, Phase III, and motion carried.

**Recommendation to Award Bid – Shafer Park Pervious Trails, Phase 1 & 2:** Town Manager Clark stated four bids were received to construct Phase 1 and 2 of the Shafer Park trail. After review of the proposals, and checking references, the Park Board is recommending the Council award the bid to SGX out of Frederick for a total cost, including contingency of \$146,390. **Motion** by Assistant Mayor Kauffman, second by Council Member Schmidt to award the bid to SGX for \$146,390 to construct Phases 1 and 2 of the Shafer Park Pervious Trail, and motion carried.

**Appointment to the Public Safety Commission:** Council Member Byrd stated the Public Safety Commission is recommending the Council appoint Anthony Nalley to the Commission for a 4-year term. Mayor Long recommended Anthony Nalley to serve on the Public Safety Commission and requested a motion. **Motion** by Council Member Byrd, second by Council Member Kerns to appoint Anthony Nalley on the Public Safety Commission for a 4-year term, and motion carried.

**Appointment to the Municipal Utilities Commission:** Mayor Long stated the Utilities Commission is recommending the Council appoint Eldon “Jake” Jones to fill the 4-year vacancy created by Terry Davis. Mayor Long recommended Jake Jones to serve on the Municipal Utilities Commission and requested a motion. **Motion** by Assistant Mayor Kauffman, second by Council Member Schmidt to send back to the Utilities Commission for reconsideration of the appointment, and motion carried 5-1 with Council Member Kerns abstaining.

**9-11 Remembrance Parade:** The Council discussed arrangements for participation in the 9-11 Remembrance Parade which is schedule to be held on Sunday, September 11, 2016.

**MML Fall Conference:** Mayor Long presented information for the 2016 Fall MML Conference; held in Solomons on October 13-15, 2016 and encouraged Council members to attend.

**BCA-CV – Request to Place Breast Cancer Ribbons:** Town Manager Clark stated she has received the annual request from the Cumberland Valley Chapter of the Breast Cancer Association to place pink ribbons downtown. **Motion** by Assistant Mayor Kauffman, second by Council Member Davis for pink ribbons to be placed downtown from October 3<sup>rd</sup> through October 14<sup>th</sup> and motion carried.

**SHA Supplemental Letter of Agreement:** Town Manager Clark stated the Town has received the annual MOU from SHA for the Town to be able to purchase salt from the Maryland State Highway Administration. She stated the cost is the same as last year, at \$128.13 per ton with 8.22% charged for overhead. Town Manager Clark stated the Town recently constructed a salt storage facility, and purchased its own salt. She stated she is still recommending the Town approve the MOU; should an emergency occur. **Motion** by Council Member Solberg, second by Council Member Schmidt to approve the 2016 SHA Supplemental Letter of Agreement, and motion carried.

**Zoning Administrator Position:** Council Member Schmidt stated she would like to see the Council move forward with filling the Zoning Administrator position. She stated she was not present when the previous discussion was tabled; however during budget discussions and former discussions, the Council determined the position was needed. Council Member Byrd stated recently the discussion was tabled until supporting correspondence was presented showing how many complaints are currently processed. Town Manager Clark stated recently the Town created a form to be filled out, either online or in the office, in order to track the number of complaints; however she did not have the current number of how many forms have been completed since July. Council Member Schmidt felt that additional staff support is needed to address property maintenance items and help with administration of permits. **Motion** by Council Member Schmidt, second by Assistant Mayor

Kauffman to advertise the Zoning Administrator/Property Code Enforcement Officer position and motion carried 4-2 with Council Members Byrd and Kerns opposing.

#### COMMISSION REPORTS

**Public Safety Commission** – *R. Byrd*. Meeting held on August 20, 2016. Staff from SHA was present during the meeting, and speed concerns and safety were discussed with the representatives. Follow up on NNO and the recommendation to fill one of the three vacancies were also discussed.

**Park Board** – *M. Kerns*. Meeting held on August 24, 2016. Trail bids, additional signage and upcoming events in the park was discussed. A presentation was given by Lucas Stouffer regarding constructing and planting a Monarch Butterfly Waystation. The Park Board recommended to the Council to have Eagle Scout Lucas Stouffer construct and plant a Monarch Butterfly Waystation in Shafer Park, near the spring house and SHA easement.

- o **Motion** by Council Member Kerns, second by Assistant Mayor Kauffman, to approve the Monarch Butterfly Waystation, as presented to the Park Board, and motion carried.

**Utilities Commission** – *T. Davis*. Meetings held on August 16 and 24, 2016. Discussions included the I&I Sewer Project Status Report, Knode Circle Waterline replacement; Shafer Park well valve purchase; policy additions, Dollar General plan change, and filling the vacancy.

**Planning Commission** – *J. Solberg*. Meeting held on August 23, 2016. Discussions included the approval of Phase III of Sycamore Run, approval of a plan change for Dollar General, water resources and capacity within Town, and updates on the status of developments.

**Economic Development Commission** – *C. Kauffman*. Meeting held on August 24, 2016. The next networking breakfast is scheduled for September 16<sup>th</sup> at 7:30am at Vesta's, with guest speaker Jim Kerchevel. Discussions at the meeting were about the Holiday Rack card, First Saturday Special Program for locals to receive a discount from in-town merchants, the 225<sup>th</sup> Town Anniversary committee, the EDC table at the Farmer's Market in September and pop up shops in the Hospice building during the next book signing on September 17<sup>th</sup>.

**Environmental Commission** – *B. Schmidt*. Meeting held on held on August 9, 2016. Discussions included the Monarch Butterfly Waystation, actions for the Monarch Pledge, the Waste Reduction flier which will be included with the September Utility billing, an update on the Farmer's Market and Subcommittee Reports.

#### **Town Manager Report** – *M. Clark*.

- Stated the Police Officer position is open through September 16th
- Stated bids are due for tapping and boring services of Knode Circle through September 15th
- Stated the Town has been asked to officially apply for funding of the Sewer Interceptor project through ARC
- Stated Well #8 has been turned off and will remain off until repairs are done so air does not get into the main. The water quality remains potable

Mayor Long asked if there were further comments.

Laura Kirby commented on the Zoning Administrator position, and the BMUC nominee being revisited

Bob Sweeney asked whether tax revenue was received for the Off-Track Betting Facility

Anthony Nalley commented on using twitter for meeting notifications, development, and expressed concern about a hotel

**Motion** by Council Member Byrd, second by Assistant Mayor Kauffman to close the Regular Meeting at 8:30pm.

Respectfully submitted,

Kimberly A. Miller  
Administrative Assistant

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**BOONSBORO MAYOR & COUNCIL**  
**TUESDAY, SEPTEMBER 27, 2016**  
**WORKSHOP MEETING**

The Mayor and Council held their Workshop Meeting on Tuesday, September 27, 2016 in the Meeting Chambers of the Charles F. 'Skip' Kauffman Building to set the Regular Session Agenda for Monday, October 3, 2016. Present were Mayor Howard Long, Assistant Mayor Cynthia Kauffman, Council Members Janeen Solberg, Rick Bryd, 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.

**Washington Monument Rededication/225<sup>th</sup> Town Anniversary Committee:** Dan Spedden, of the Washington County CVB, Charles Schwalbe and Amy Gibson, of the 225<sup>th</sup> Town Anniversary Committee attended the meeting to share the agenda plans and unveil the official logo design for the Washington Monument Rededication and Town Anniversary in 2017. Ms. Gibson stated that the Committee has been very busy preparing for the Town Anniversary. She stated that one of their projects has been the redesigning of the Town Walking Tour brochure which now includes 32 sites. Ms. Gibson announced that the Rededication of the Washington Monument Ceremony will be held on Saturday, July 1, 2017 at 11am. She stated that other projects that the Committee has been working on is a public viewing of the 1927 'The Heart of Maryland' silent film and a Civil War re-enactment. Mr. Spedden, of the CVB, announced the proposed plans to create a 2-mile cultural hiking trail from the Town Square to the Washington Monument to help the Town reconnect with the heritage of the Monument. He stated that funds are being raised for a feasibility study for the proposed trail. Mr. Schwalbe thanked the Mayor and Council for their support and stated that the Committee will keep the Town up-to-date on all of the 2017 celebration plans.

**South Mountain Little League; License and Lease Agreement Update:** Ernie Harr, South Mountain Little League President, presented information on the current license agreement and the possibility of creating an updated lease, since the current agreement has not been updated in approximately 20 years. Mr. Harr relayed expansion plans for the League to the Council as well as discussed the improvements to the fields that would need to be included in an updated agreement. Mr. Harr proposed having SMLL work with an attorney to draft a lease for Council review. Consensus from the Council for SMLL to move forward with drafting an updated lease of a portion of the Town Farm for SMLL to use.

**Public Safety Commission**

- **Recommendation for Stop Sign on St. Paul Street:** Council Member Byrd presented the Public Safety Commission's recommendation for additional stop signs on Saint Paul Street at its intersection with Lakin Avenue and Orchard Drive. He stated that the Commission considered the recommendation of the Town Engineer; however felt that stop signs were necessary at the intersections of St. Paul Street in order to allow for pedestrians to safely walk on the street, including school children on their way to and from school. The Council discussed various traffic calming techniques, the impacts additional stop signs may have on the area, and speeding in residential areas. Consensus to hold a Public Hearing on the stop signs at the November Regular Meeting of the Council.
- **Recommendation for Center Street to be One-Way:** Council Member Byrd presented the Public Safety Commission's recommendation for Center Street to be One-Way from the Town Hall Parking Lot to the intersection with St. Paul Street. He stated he understands this recommendation has come before the Council previously; however Fire Company representatives, along with citizens, still feel it is a safety issue for vehicles turning onto St. Paul Street. The Council discussed the conditions of the intersection and agreed while the intersection is narrow, changing the traffic pattern of Center Street would disrupt the traffic flow throughout Town.

**Streets Capital Improvement Project:** Town Manager Clark reviewed the proposed streets projects planned for Fiscal Year 2017. She stated most projects will be evaluated for Spring construction; with the exception of the curb and gutter repair along Chieftan Lane. Town Manager Clark stated staff is recommending to move forward with the repairs, using materials the Town has in stock and going with the lowest quote of \$20 per linear foot (**NEW BUSINESS**)

**BMUC:**

- **Review of Water & Sewer Policies:** Town Manager Clark presented the BMUC Policies, previously adopted in May of 2015. Council Member Kerns stated she was concerned with the wording on some of the policies as it may be worded differently than the intent. She also stated she felt the Council should have more oversight of the Utilities Commission, as the Commission is appointed and the Council is a voted body. Council Member Kerns, Council

Member Davis and Town Manager Clark will review proposed changes to the policies and present to the Council at the next Workshop Meeting.

- **Recommendation to Refinance Water Fund CDA Loan:** Town Manager Clark stated the Utilities Commission is recommending approval to refinance the CDA loan with Columbia Bank at a rate of 2.15% for a 4-year term, in order to save money on interest. Consensus to notify the bank the Town would be proceeding. **(NEW BUSINESS)**

**Shafer Park Grant Projects:**

- **Request to Bid Tot Lot Project:** Town Manager Clark briefly presented the bid specifications for the Tot Lot Project in Shafer Park. She stated the project is grant funded, and proposes for contractors to design and install playground equipment for the Tot Lot. She stated the specifications will be presented to the Park Board for consideration and recommendation to the Council to begin the bidding process. **(NEW BUSINESS)**
- **Request to Bid Shafer Park Bathroom Rehabilitation Project:** Town Manager Clark briefly presented the proposed bid specifications for the Shafer Park Bathroom Rehabilitation Project. She stated the project is grant funded, and proposes for contractors to submit designs for the renovation and construction. She stated the specifications will be presented to the Park Board for consideration and recommendation to the Council to begin the bidding process. **(NEW BUSINESS).**

**Request to Bid Snowplowing Contract:** Town Manager Clark presented the Request to Bid for Snowplowing Contract proposals. She stated the request is for contractors to submit hourly prices for snowplowing and sidewalk clearing for the Town to call upon on an as-need-basis. **(NEW BUSINESS)**

**Motion by Council Member Solberg, second by Assistant Mayor Kauffman to close the Regular Meeting at 8:35 PM, and motion carried.**

Respectfully submitted,

Kimberly A. Miller  
Administrative Assistant

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