

Public Safety Committee Meeting

September 19, 2019

Present: Rick Stevens, Chairman, Christi Weaver, Bill Bigelow, Jen Paugh & Jean Burns

Absent-Greg Seymour & Chad Mathews

Council Member: Ricky Weaver;

Chief of Police: Kevin Morgan

Chairman Stevens called the meeting to order at 1900 hours. August minutes had one correction. Stu Mullendore attended and requested that speed bumps be placed on Knode Circle so the 10 MPH speed limit would be observed. This request will be referred to the Mayor and Council. The minutes were approved with motions by Jen Paugh and Christi Weaver respectfully with the above correction.

Chairman Stevens welcomed the new member, Bill Bigelow to our Safety Committee.

Citizens Comments: Doug Bigelow presented a petition of 600 signatures regarding the safety of the school children. Their request is for a Crossing Guard to be placed at the intersection of Maple Avenue and Alt 40. Chief Morgan stated that the School Board pays for the Crossing Guard. The petition was given to Rick Weaver, Council Liaison, to present to the Mayor and Council at their next work session. Councilman Weaver also stated that they are trying to get the green light sign eliminated at the intersection.

Kathy Vesely and Alison Preston members of the Boonsboro Environmental Committee spoke in behalf of safety of pedestrians at the Library crosswalk. Motorists are not stopping at the crosswalk and give the pedestrians the right of way. This concern will also be presented at the Mayor and council work session.

Old Business: Christi reported that letters will be sent to surrounding towns inviting them to participate in the National Night Out activities in 2020.

Town Walk Around will be scheduled for a Saturday and a chosen area to determine how we can make our town safe and secure.

Cert Training: Tabled until next meeting when Chad Matthews will give an update.

Commission Member Christi Weaver spoke in behalf of Washington goes Purple. This will be revisited at our February Meeting to discuss a plan for the Boonsboro area in early spring.

Chief Morgan reported that 1,845 cars have been stopped for speeding. He also gave a statistical report on traffic speeds in our town.

Jean reported that we need Insurance, tags & inspection to get the new ambulance on the Street.

Councilman Weaver: A suggestion will be brought to the Park Board that during special events in the park that traffic will be directed one way in and one way out. Also, that Handicap Parking will be designated in the Parking Lot next to the Eugene Smith Memorial Building.

Meeting was adjourned at 2010 hours. Motions made by Jean Burns and Christie Weaver respectfully. The next meeting will be held October 17, 2019 at 1900 hours.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Jean Burns".

**MINUTES OF A MEETING OF THE PLANNING COMMISSION
TUESDAY, SEPTEMBER 24, 2019**

PRESENT: Chairman Robert Maricle, Rico Aiello, Doug Moore, Jon Hart, Mayor and Council Liaison Rick Byrd
Staff Member(s): Town Planner / Zoning Administrator Ethan Strickler
Not Present: Steve Jamison, Vice Chairman David Parmelee
BMUC members present: Bob Sweeney, Bobby Mose, Eldon "Jake" Jones

APPROVAL OF MINUTES: August 27th, 2019 Regular Meeting

Town Planner showed the commission the meeting minutes on the projector. The minutes were approved as presented.

OLD BUSINESS

Capacity Allocation Policy Revisions – Review and Discussion on Latest Draft

Planner Strickler gave a presentation on the policy revisions that town administration came up with. He noted that the questions and required information within the policy will represent the application for allocation, in lieu of an independent application form. Strickler stated that all submittals will receive an application number (BNAA(year)-(number)) before being forwarded to the BMUC for review. Rob Maricle asked about how the funds, fees, etc. in the policy would be handled. The BMUC members present noted that the 5% fee noted in the policy would be applied to benefit charges for water or sewer service, but that the 5% would be non-refundable if the time limit on the reservation would run out. Rob Maricle stated that it would be good if the funds could be used without liability. The commission requested that the Mayor & Council address the accounting process.

Chairman Maricle entertained a motion to accept the policy as presented at this time. He also asked the BMUC members present to vote as well. Doug Moore made a motion to accept the policy as presented, Rico Aiello seconded the motion, and the Planning Commission approved the motion unanimously. Bob Sweeney made a motion to accept the policy as presented, Bobby Mose seconded, and the motion passed unanimously.

Temporary Storage Container Draft Ordinance Discussion and Recommendation to the Mayor & Council

Strickler noted that town administration relied on almost 2.5 years of notes and minutes to shape the ordinance. He noted that this zoning ordinance text amendment establishes a process for accepting permits for temporary uses. Rico Aiello asked about the cost of a permit to have a temporary storage container in Town, which will be \$80.00. The commission discussed the time frame, hardship clause, and the extensions that can be granted through the ordinance. Jon Hart asked about trailers, RVs, or other similar personal property that could be construed or used as a storage container. Town Planner Strickler stated that the interpretation of the zoning administrator would factor heavily into the administration of the ordinance.

Rico Aiello motioned to approve the ordinance that was presented, Doug Moore seconded, and the motion passed unanimously.

NEW BUSINESS

BNSP19-03 – Easterday Post Office Site Plan Review

Trevor Frederick presented a revised plan set after receiving comments from the Town and the various County agencies responsible for approval. Rob Maricle addressed many of the staff comments prior to Trevor's presentation. Trevor began by speaking about parking. After speaking with the Post Office, he noted that the Post Office wants two parking spaces per each employee. He stated they were able to reduce the overall number of parking space shown on the original plan (36 to 30). He also stated they were able to widen the shared entrance at the northern ingress & egress to the property from 30ft to 36ft with two outbound movements. Trevor stated that this would allow for better tractor trailer movement through this entrance (for deliveries).

The commission had concerns about the delivery trucks ability to enter and maneuver through the southern shared access. Trevor stated that deliveries were planning on pulling in then backing all the way to the 4ft loading dock. The commission suggested numerous alternatives, including a lane for delivery access around the entire proposed building. Doug Moore stated that he did not feel there was enough room for delivery vehicles, particularly for tractor trailer deliveries blocking customer traffic in the shared ingress & egress with High's. The commission discussed the sidewalk access and green space on the southern side of the proposed building, noting that there was an opportunity to widen the pavement in this area.

Trevor and the Commission discussed the proposed grading of the parcel, which in its current configuration (of the building) was restricting access around the back of the Post Office building. Rob Maricle discussed potential issues related to the high volumes of traffic in the area, particularly within the context of the new traffic circle. Continuing the discussion of deliveries and loading, Trevor noted that the north side of the building was where the Post Office was going to do all of its loading of delivery trucks, and that the footprint of the building was set.

The group continued to discuss shifting parking to different areas of the parcel, including to some of the green space area on the south side of the building. Rob Maricle suggested looking at the Middletown Post Office for design ideas as well. Trevor stated that they would continue by making further amendments to the schematic site plan. Rob Maricle asked for the amendments to be submitted and disseminated to the commission via email.

Trevor stated that they could look to provide connectivity to the northern entrance point and create an access loop for delivery vehicles and provide that revised site plan to the commission. The group also discussed preliminary plans for the commercial lot adjacent to the north, where conceptually a strip center with commercial space has been discussed. The commission asked for an overall site plan for the commercial development, if possible.

PLANNING AND ZONING UPDATES

Planning Commission Vacancy Update

Strickler stated that the vacancy announcement was posted in the newspaper in the Town of Boonsboro news column (Melissa Slifer), up on the homepage of the website, and on the Planning & Zoning website page. Rob Maricle suggested that it be placed in the next (Fall 2019) newsletter. He also encouraged the commission members present to encourage people they know to apply for the vacancy.

CITIZEN COMMENTS

None. Town Planner Strickler thanked the commission and audience members for their input on the capacity allocation policy.

COMMISSION MEMBER COMMENTS

None.

ADJOURN

Robert Maricle adjourned the meeting at 8:02pm.

Respectfully submitted,

Ethan Strickler,
Town Planner / Zoning Administrator

Draft
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MINUTES OF A MEETING OF THE ENVIRONMENTAL COMMISSION
TUESDAY, September 10, 2019

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

ABSENT: Jessica Renner

PRESIDING: Chairperson Vesely called the regular meeting to order at 7:30 PM.

The BEC enjoyed an informative presentation by guest speaker Evan Sisler entitled: **Renewable Energy at Work: Electric Vehicles**. Evan is in 4th grade at Boonsboro Elementary School. His presentation was part of his summer project for the Magnet Program at BES. Evan's project dovetails nicely with the BEC's interest in installing an electric vehicle charging station in Boonsboro.

APPROVAL OF MINUTES: Chairperson Vesely reported that the July 9, 2019 minutes were unanimously approved by email vote. The August minutes were unanimously approved as read.

OLD BUSINESS

Strategic Plan – The BEC voted unanimously to accept the final draft of resources for the Strategic Plan.

NEW BUSINESS:

Strategic Plan: September topic: Gather Strategies using the SWOT method.

The BEC discussed components of its Strategic Plan utilizing the SWOT method to identify Strengths, Weaknesses, Opportunities, and Threats:

- **Strengths** (What are the key assets? Where have you been most successful?): Farmers Market; Tree City; Sustainable Maryland Certified; dedicated environmental commission with excellent record of accomplishing goals and objectives; qualifications and diverse pool of expertise of BEC members; public outreach and education.; strong relationships with supporting agencies (i.e.: DNR, Master Gardeners, Potomac Riverkeepers; Audubon Society, Antietam-Conococheague Watershed Alliance).
- **Weaknesses** (Areas for improvement when planning projects and discussing agenda items): Occasional lack of voting quorum; ideas/projects sometimes stall when outside of our scope; funding; can be difficult to engage community with some of the ideas we would like to implement.
- **Opportunities** (What positive elements are in the community to support BEC goals?): Support from mayor and council and town maintenance crew; strong community support of Boonsboro Green Fest; support from community at other events such as stream clean up/Arbor Day; Farmer's Market; Schools and local businesses.
- **Threats** (Negative outside elements that could hinder resources and strategy): Funding; potential budget cuts.

Grants: A question was raised and discussion ensued related to past grant monies that have been secured by the BEC and the disposition thereof. What projects have been completed, which projects haven't. As a part of our strategic plan we need to have goals in mind to be funded by grant money (i.e.: community garden).

Approval of BEC Volunteer Application: Barb Wetzel: The BEC voted unanimously to approve the application for Barb Wetzel to join the BEC pending final approval by the Mayor and Town Council.

SUBCOMMITTEE REPORTS:

Farmer's Market – The October event is Mayor and Town Council “Meet and Greet”, along with a cornhole competition. Overall FM attendance seems average. There has been interest from several potential new vendors, some who have worked out, and others not.

Waste Reduction – No report.

Trees – No report. Tree board meets next Wednesday and will be discussing where to plant the next batch of trees in town.

Public Education/Outreach – The tour of Entsorga and Apple Valley Waste is scheduled for October 26th. Please RSVP to Chairperson Vesely by email. Still trying to confirm Key City Compost to speak in November.

Green Team – No report

Monarch Butterfly – We will be discontinuing “Monarch Butterfly” as its own subcommittee, and covering any Monarch activities under the “Green Team” subcommittee.

The BEC discussed creating a “Garden” subcommittee to oversee any gardening projects we want to address. This was passed by unanimous vote.

TOWN UPDATE:

Mayor Long and Town Councilmember Hollingshead attended the ribbon cutting ceremony for Fahrney-Keedy’s new Elder Day Care facility.

Mayor Long spoke with Neil Parrott about installing flashing lights on the crosswalks on Main Street.

There is a petition being circulated for a crossing guard on Main Street.

The 9/11 Remembrance parade will be at 6:30 on September 11th.

COMMISSION MEMBER COMMENTS:

Scott McIlwee wanted to bring attention again the intersection of King Road and Rt. 34 which many find quite dangerous. In addition to a hill and a passing lane, the speed limit leaving town increases near there, and cars tend to speed through this area. This is of particular concern to pedestrians who are trying to cross Rt. 34 to access the library and the park. Laura Schnackenberg suggested that we make another recommendation to the Town Council about having that section of road resurveyed by the state. Town Council Liaison Hollingshead suggested that we attend a Safety Committee meeting to discuss.

Chairperson Vesely mentioned that she extended the invitation to the Entsorga/Apple Valley Waste tour to Greg Huntsberry and his crew.

ADJOURN: The meeting was adjourned at 8.35 PM.

Respectfully submitted by
Amy Jones, BEC Secretary

***Next meeting: TUESDAY, October 8, 2019 – Boonsboro Town Hall. Regular meeting at 7:30.**

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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