

Mayor and Council of Smithsburg, MD
Regular Meeting Minutes
Tuesday, August 8, 2017

The regular meeting of the Smithsburg Mayor and Council was held on Tuesday, August 8, 2017 at 7:02 PM with Mayor Mildred Myers, Councilmen Richard Hetherington, Craig McCleaf, Donald Souders and Dennis Wenthe were present. Also in attendance were Town Manager Debra Smith, Clerk/Treasurer Justine Keadle, Chief George Knight, Crew Leader Jeff Long and Zoning Administrator Randy Dick.

The meeting was opened with the Pledge of Allegiance led by Councilman Souders.

Scout Kelton Bullock from Troop 14 was in attendance to obtain his Communication badge.

Executive Session: **On a motion** by Councilman Hetherington and a second by Councilman Souders, Council unanimously approved to hold an executive session at the close of the regular Mayor and Council meeting as permitted under *Article 3-305(b) of the Annotated Code of MD, Section (1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this elected body has jurisdiction; or any other personnel matter that affects one or more specific individuals.*

Agenda Approval: **On a motion** by Councilman Wenthe, Council unanimously approved the agenda as amended.

Approval of Minutes: **On a motion** by Councilman Souders, to approve the minutes of the July 11, 2017 Mayor and Council meeting as submitted. Motion carried by a unanimous vote of Council. **On a motion** by Councilman Souders, to approve the minutes of the July 11, 2017 Executive Session meeting as submitted and to keep them closed. Motion carried by a unanimous vote of Council. **On a motion** by Councilman Wenthe, the minutes of the July 25, 2017 Work Session were approved as submitted. Motion carried by a unanimous vote of Council. **On a motion** by Councilman Hetherington, to approve the minutes of the July 25, 2017 Executive Session meeting as submitted and to keep them closed. Motion carried by a unanimous vote of Council.

Approval of Treasurers Report: **On a motion** by Councilman Souders to approve the Treasurer's report as presented Motion passed by a unanimous vote.

MAYOR'S REPORT: Mayor Myers reported on the following: (1) Attended Smithsburg's Library Board meeting to review with them the new GASB84 audit regulations that affect fiduciary funds. Due to the extra required reporting by the Town, it was determined to find another method to handle the Library Advisory Board funds account. The full Library Board along with representatives of Washington County Library made the decision to have the County library staff handle the fiduciary responsibilities for them. The change-over will take place over this budget year. (2) Very much appreciate the State overlaying the section of South Main Street and the end of East Water Street. Both sections belong to the State and they responded to our request for these improvements. Job well done! (3) Attended Washington County Chapter of Maryland Municipal League dinner hosted by the Town of Williamsport. Congratulations go out to Senator's Andrew Serafini, Brett Wilson and Neil Parrott for receiving the Legislator Champion Award from MML for the work in assisting municipalities. (4) Thanks to Chief Knight and the Police Department for another successful National Night Out event. Much appreciation goes out to all who volunteered in making this event well done. (5) Read Councilman Buss's resignation into record. Thanked Councilman Buss for his service to the Town and best wishes in all his future endeavors.

TOWN MANAGER'S REPORT: Debra Smith, Town Manager, reported the following: (1) Mailed letters to affected property owners in Whispering Hills regarding the swale repairs to occur on or about August 21, 2017. (2) Attended the first of 3 scheduled Hazard Mitigation Plan Update committee meetings with Washington County. (3) Met with IWIF Safety Management Consultant to review town safety policies. (4) Electrical updates have been completed in town hall. (5) The town's new website is completed and ready to go live. (6) Breast Cancer Awareness ribbons will be going up in town in the month of October. (7) The ARRO project engineer for the transmission line project has been replaced and a kick off meeting will be held at Town Hall on August 16, 2017 at 10AM.

DEPARTMENTAL REPORTS

Police Chief Report: Chief Knight presented the following report: (1) There were 74 calls for service during the month of July with 0 arrests. (2) A total of 28 premise checks were conducted. (3) The Department patrolled a total of 1,711 miles this month and did 27 hours and 50 minutes of foot patrol. (4) The Department assisted Washington County Sheriff's Dept. 6 times, Maryland State Police 3 times, SEMS 3 times, Smithsburg Fire Department 1 time, SPCA/Human Society 1 time, Kentucky State Patrol 1 time and Salem VA PD 1 time. There were 83 Park checks. (5) National Night Out was a real success as well as the carnival.

Public Works Report: Jeff Long submitted the following report: (1) Installed and auto flusher and sampling station on Cave Hill Road. (2) Began painting curbs and fire hydrants throughout Town. (3) Replaced all tires on the John Deere zero turn mower. (4) Pressure washed the pavilions in both parks. (5) Moved Randy's materials and supplies from Public Works building to the Planning and Zoning office. (6) Worked with the state on the re-paving of areas on S. Main Street and E. Water Street. (7) Replaced the feed line from the hypochloride tank to the reservoir. (8) Continued weed spraying in both parks and throughout the Town. (9) Sealed all cracks in the underground storage tanks at the reservoir. (10) Attended meeting with the Town Manager and others on the water and electric upgrades in Veterans Park. (11) Installed signs as needed for the exercise equipment along the walking trail in Veterans Park. (12) Cleaned up limbs and brush from storm damage throughout Town. (13) Installed signs for National Night Out and set out barricades for the carnival. (14) Sent in monthly operating reports to MDE. (15) Water usage for the month was 7,412,330 gallons. (16) Sewer usage for the month was 5,576,000 gallons.

Clerk/Treasurer Report: Justine Keadle, Clerk/Treasurer presented the following report: (1) Collected water/sewer bills that were due July 31st. (2) Collected discounted real estate taxes that were due July 31st. (3) Held fall sports fields meeting on July 12th. (4) Filed all quarterly reports.

Zoning Administrators Report: Randy Dick, Zoning Administrator reported the following: (1) No Zoning Appeals in the month of July. (2) Next Planning Commission scheduled for August 15, 2017. (3) Planning Commission will continue to review Cloverly LLC future annexation and Planned Urban Development. (4) Met with engineer on drainage pipe issue. (5) Met with possible Mountain Shadows purchaser.

COMMISSION REPORTS

Smithsburg Community Activities Commission-No report.

Parks and Improvement Commission –Councilman Wenthe stated the next meeting will be held on August 14th at Lions Community Park at 7 PM.

Planning Commission –Chairman Gregory White stated the Planning Commission has been doing a lot of work determining what we need to do in the Town to make it more marketable and to grow. The commission is looking forward to working with the Council on current projects and future ideas.

Library Advisory Board –The Board held a special meeting at the library on Wednesday, July 19 to discuss the Town's request that we relieve them of fiduciary responsibility for the Board funds currently administered by the Town. The meeting was attended by all Board members, including our Town Council representative Craig McCleaf and ex officio members Mayor Myers and Kathleen O'Connell from WCFL. Sara McCall, the WCFL Business Manager, was also in attendance.

After a robust discussion of the options available to us and the pros and cons of each, the Board voted unanimously to proceed with moving the funds to the existing Board account at WCFL. This will involve a Memorandum of Understanding with WCFL and a change in the Board's bylaws, both of which will be discussed at our regular November meeting. We expect to have these things approved and the funds transferred by the end of Fiscal Year 2018.

The summer reading program is drawing to a close, but there is still time to participate. To sign up, visit the library or register online at washcolibrary.org.

In addition to regular story times and writers' groups, upcoming events at the library include:

- August 1, 2, 3, and 4, 1:00 p.m. – German Language Class (for children entering grades 3-6)
- August 7, 8, 9, and 10, 12:30 p.m. – Japanese Culture Class (for children entering grades 3-6)
- Friday, August 11, 11:00 a.m. – Puppet Show (for all ages)
- Saturday, August 12, 11:30 a.m. – Explore Your Senses Storytime (for preschool and elementary school aged children)
- Tuesday, August 15, 7:00 p.m. – Family Game Night (for all ages)
- Friday, August 18, 6:00 p.m. – Smithsburg Cemetery and Mausoleum Tour (for adults)
- Tuesday, August 22, 7:00 p.m. – Movie Night: *Kong: Skull Island* (for adults)
- Thursday, August 24, 6:00 p.m. – Teen Constellation Box (for teens)
- Wednesday, August 30, 10:30 a.m. – Minecraft (for elementary and middle school aged children)

Please call the library at 301-824-7722 for more information or to register for any of the events listed above.

On a motion by Councilman Souders, Council unanimously voted to accept all reports.

COMMUNITY ORGANIZATION REPORTS

Smithsburg Fire Co-No report.

SEMS Report –No report.

CITIZENS COMMENTS/CONCERNS-None

OLD BUSINESS

Approval of Ordinance 2017-02-Repeal and Replace Floodplain Regulations-An Ordinance to Repeal and Replace existing floodplain regulations with updated floodplain regulations and adopt the updated 1991 floodplain insurance maps to comply with the National Flood Insurance Program. The ordinance would be effective August 15, 2017 as required by FEMA. **On a motion** by Councilman Souders, to approve Ordinance 2017-02. Motion carried by a unanimous vote of Council.

Approval of Resolution 2017-04-Agreement between W.C. & Town of Smithsburg to Enforce Floodplain Management Ordinance- **On a motion** by Councilman Souders, to approve Resolution 2017-04. Motion carried by a unanimous vote of Council.

FY17 POS Project Cost and Amendment- Costs were obtained to extend water and electric to the 2.5 acre parcel in Veterans Park with the FY17 Program Open Space project grant. This also includes costs for boring and supply costs. With additional funds remaining, POS is allowing the project to be amended to incorporate lighting with 3 decorative Hadco pole lights in the center island of the parking lot that will bring the project to \$29,966 of the \$30,000 grant. Debra Smith stated there is currently \$23,322.67 in Excise tax funds that can be used towards six additional lights. **On a motion** by Councilman Souders, to approve the amended project and add the three additional light poles. Motion carried by a unanimous vote of Council. **On a motion** by Councilman Hetherington, to approve an additional six lights to be placed in Veterans Park using Excise tax funds and surplus from the FY17 budget. Motion carried by a unanimous vote of Council.

NEW BUSINESS

Introduction of Resolution 2017-05; Cloverly Hill, LLC Petition for Annexation-Randy Dick presented information for the introduction of Resolution 2017-05 and petition for annexation for Cloverly Hill, LLC. It is Randy's recommendation for Council to accept the Resolution. **On a motion** by Councilman Souders, to accept Resolution 2017-05. Motion carried by a unanimous vote of Council.

FY19 Community Parks & Playgrounds Grant Proposal- Upgrade of the Lions Community Park restrooms is being proposed for the FY19 CP&P Grant submittal. To include handicap accessible stalls, energy saving low-flow toilets, etc.

for a project total of about \$10,000. **On a motion** by Councilman Souders, to approve the proposed grant proposal. Motion carried by a unanimous vote of Council.

Recommended Approval of Additional Whispering Hills Swale Repairs- Engineer Mike Hicks located an additional nine swales that will need repair in Whispering Hills. Town staff will complete the work on five of the nine swales and the remaining will be completed by the current project contractor under the unit cost in their current contract. The additional work will cost \$9,300. Amending the total cost from \$134,128 to \$143,437. **On a motion** by Councilman Souders, to approve the additional nine swales and the funding to come from surplus. Motion carried by a unanimous vote of Council.

Notice to Fill Council Vacancy-An ad will be run in the paper for a period of one-(1) week advertising the current council opening with term ending on May 2018. An application form and resume must be turned in to apply for the position. Council will hold interviews on August 22, 2017 prior to the regular Work Session. The new council person will be sworn in at the September 5th meeting and will be seated at New Business.

AUGUST 22, 2017 MAYOR AND COUNCIL WORK SESSION

Ordinance 2017-03; Amendment to the Streets and Sidewalks Ordinance to add Driveway Entrance Provisions
Proposed Revision to Outside Utility Payment Sources

COUNCILMEMBER REMARKS:

Councilman McCleaf-Wished Ben Buss good luck.

Councilman Hetherington-Thanked Ben Buss for his service. Great National Night Out and carnival. Be aware that the kids are going back to school.

Councilman Wenthe-Thanked Ben Buss and stated he received more responsibility at his regular employment and will be going back to college. Thanked Chief Knight for a great National Night Out.

Councilman Souders-Thanked Ben Buss. Thanked the police for a great National Night Out event. It was a successful carnival for the Fire Company. Reminded people school is ramping up and to slow down.

The meeting was adjourned at 7:56 PM

Respectfully submitted,

Justine Keadle
Clerk/Treasurer