

**Mayor and Council of Smithsburg, MD**  
**Regular Meeting Minutes**  
**Tuesday, June 6, 2017**

The regular meeting of the Smithsburg Mayor and Council was held on Tuesday, June 6, 2017 at 7:26 PM with Mayor Mildred Myers, Councilmen Richard Hetherington, Craig McCleaf, Donald Souders and Dennis Wenthe were present. Councilman Ben Buss was not in attendance. Also in attendance were Town Manager Debra Smith, Clerk/Treasurer Justine Keadle, Crew Leader Jeff Long, Chief George Knight and Zoning Administrator Randy Dick.

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

**Executive Session:** **On a motion** by Councilman Souders and a second by Councilman McCleaf, 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 (3) to consider the acquisition of real property for a public purpose and matters directly related thereto.*

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

**Approval of Minutes:** **On a motion** by Councilman Souders, to approve the minutes of the May 2, 2017 Mayor and Council meeting as submitted. Motion carried by a unanimous vote of Council. **On a motion** by Councilman Hetherington, to approve the minutes of the May 2, 2017 Executive Session meeting as submitted and to keep them closed. Motion carried by a unanimous vote of Council. **On a motion** by Councilman Souders, to approve the minutes of the May 9, 2017 Budget 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 May 9, 2017 Executive Session meeting as submitted and to keep them closed. Motion carried by a unanimous vote of Council. **On a motion** by Councilman Souders, the minutes of the May 23, 2017 Work Session were approved as submitted. Motion carried by a unanimous vote of Council. **On a motion** by Councilman Souders, to approve the minutes of the May 23, 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) Thanks to all who assisted in making our annual Spring Clean-Up day another success. Those who worked the event in the rain were: Public Works employees Jeff Long, John Renard, Hunter Hamsher. Town Manager Debra Smith, Councilman Wenthe, and Randy Dick. Special thanks to SEMS for allowing us to use their property again. Also thanks to Smithsburg Market for providing donuts and coffee. Also thanks to Republic Service employee Brad Lee King for keeping the dumpsters well organized. (2) Attended the Washington County Chapter of the Maryland Municipal League hosted by Boonsboro. Featured speaker was the new County Administrator Rob Slocum. He reviewed his plans for Washington County and provided a handout for a ten year capital improvement plan. (3) Attended a dinner meeting with the County Mayors featuring an overview of HCC and its impact on Regional Economic Development. This event was hosted by President Guy Altieri and the Board of Trustees. (4) Participated in the Memorial Day Ceremony held at Veterans Park in Memorial Gardens.

**TOWN MANAGER'S REPORT:** Debra Smith, Town Manager, reported the following: (1) Completed the installation and activated the new security system in Town Hall. (2) Leak detection equipment review with the Public Works Department and LB Water revealed no significant leaks in the system. (3) Attended the Spring Clean-Up even on Saturday, May 6<sup>th</sup>. (4) Attended a joint meeting of the Parks Commission and the SCAC held on Monday, May 8<sup>th</sup>. Resolutions will be introduced later this evening to amend both groups based on joint decisions that were previously reviewed with the Mayor and Council. (5) Employee meeting held on May 22<sup>nd</sup>. Minutes emailed to Mayor Council. (6) Received Public Works truck. (7) Attended the MML in Boonsboro. (8) Several meetings held this month to finalize the FY18 budget, which will be voted on this evening. (8) Preparing for USDA Security Inspection as required under the funding provisions.

**DEPARTMENTAL REPORTS**

**Clerk/Treasurer Report:** Justine Keadle, Clerk/Treasurer presented the following report: (1) Total cost of the Spring Clean-Up event was \$2,971.22. (2) Attended the MML dinner in Boonsboro. (3) Updated all computers to the newest version of the accounting program. (4) Processed all end of month paperwork. (4) Sent out 156 past due water/sewer letters. (5) Prepared Memorial Day programs.

**Police Chief Report:** Chief Knight submitted the following report: (1) There were 108 calls for service during the month of May with 2 arrests. (2) A total of 36 premise checks were conducted. (3) The Department patrolled a total of 2,525 miles this month and did 19 hours and 5 minutes of foot patrol. (4) The Department assisted Washington County Sheriff's Dept. 8 times, Maryland State Police 5 times, SEMS 3 times, and Hagerstown Police Department 1 time. 139 Park checks. (5) Officer Munson received Rifle Qualification. Chief Knight gave a safety talk at Trinity Learning Center and Officer Morales gave a safety talk at Blue Mountain Estates.

**Public Works Report:** Jeff Long submitted the following report: (1) Attended the Maryland Rural Water Association convention. (2) Received the 2017 F-350 Utility Truck. (3) Contractor for Potomac Edison have been trimming and removing trees throughout the Town. (4) Gathered quarterly water samples for haloacetic acids and trihalomethanes. (5) Participated in the Towns annual spring clean-up. (6) Conducted a leak detection study on older portions of the Towns water distribution system. (7) Street sweeping was performed on the 22<sup>nd</sup> and 23<sup>rd</sup>. (8) Repaired pump #2 at the High School waste water pumping station. (9) Painted and repaired all of the basketball hoops in Lions Park. (10) Replaced twelve defective water meters. (11) Annual plantings were completed in the Town Square planters and Memorial Gardens. (12) Removed four dead trees in the Whispering Hills storm water pond area and one storm damaged tree on the paper alley between Maple Ave and S. Main St. (13) Cleaned and prepared Memorial Garden area for Memorial Day Ceremony. (14) Began pressure washing the underground storage tanks at the reservoir. (15) Pressure washed the pavilions in both parks. (16) Installed a new dehumidifier and condensation pump in the basement of Town Hall. (17) Installed seven additional trash receptacles in both parks. (18) Inspected trees along Geiser Way and Grove Creek Circle for trimming. (19) Repaired and fastened picnic tables in all pavilions. (20) Continued with weed spraying throughout the Town. (21) Water usage for the month was 7,394,000 gallons. (22) Sewer usage for the month was 5,517,000 gallons. (23) Collected monthly operating reports and sent copies to the city and MDE.

**Zoning Administrators Report:** Randy Dick, Zoning Administrator reported the following: (1) No Zoning Appeals scheduled in the month of June. (2) Next Planning Commission scheduled for June 13, 2017. (3) Planning Commission will be review fee's associated with new building construction, ordinance revision, Cloverly LLC future annexation, review of planned urban development and Gardenour Estate zoning classifications. (4) Assisted Public Works with Railway Lane video and driveway widening and curb repair.

Councilman Souders stated he was glad to see work being done on the property near the Smithsburg Market and that progress is also being made on other properties in Town as well.

## **COMMISSION REPORTS**

**Parks and Improvement Commission/Smithsburg Community Activities Commission** –Tera Keplinger reported the following on both commissions: (1) Last park's meeting was held on May 8<sup>th</sup>. Thanked Councilman Donald Souders and Town Manager Debra Smith for attending. (2) Parks and Improvements commission is in agreement with the merging of the Smithsburg Community and Activities Commission. (3) Submitted two recommendations for the parks commission. (4) Reviewed the budget with Town Manager Debra Smith. (4) Discussed next phases for park projects. (5) Would like to designate some spots in the park for future tree plantings. (6) Thanked Councilman Wenthe and Mr. Fishack for the Memorial Day Ceremony. (6) SCAC upcoming events will be National Night Out on August 1<sup>st</sup> and Trunk or Treat on October 13<sup>th</sup>. (7) The next Parks and Improvements meeting will be held on June 12<sup>th</sup> at Veterans Park.

Councilman Wenthe stated that there may be three names added to the WWII monument in Memorial Gardens.

**Planning Commission** – No additional report.

**Library Advisory Board** – The Board met at the library at 5:30 on Wednesday, May 17.

Topics of discussion included:

- The summer schedule for our landscape interns from Smithsburg High School.
- The launch of a fundraising campaign for the next phase of the landscape project, which is the installation of a retaining wall and accompanying garden just outside the library. For a \$150 donation to the project, patrons will be able to have an engraved nameplate installed on the wall. Details will be forthcoming.
- The use of the new media drop, which was funded by the Board and has been very well-received by the community.
- The library's semi-annual book sale at our booth at Pride Days.

The summer reading program launches on Thursday, June 1, which also happens to be the last day of school! Stopping by the library to sign up for summer reading is a great way to kick off vacation. Smithsburg's event begins at noon and goes until the library closes at 7 p.m.

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

- Thursday, June 2 – Summer Reading Club kickoff, 12:00 p.m. (for all kids)
- Tuesday, June 6 – Basics of Financial Planning, 7:00 p.m. (for adults)
- Saturday, June 10 – BOOK SALE! 10 a.m. to 4 p.m. at Pride Days (for all ages)
- Tuesday, June 13 – Solar Energy for Kids, 7:00 p.m. (for ages 14 and under)
- Tuesday, June 20 – Free Movie Night! *Moana*, 7:00 p.m. (for all ages)
- Friday, June 23 – Authentic Community Theatre, 11:00 a.m. (for preschool and elementary school ages)
- Wednesday, June 28 – Teen Green Screen, 6:00 p.m. (for teens)
- Thursday, June 29 – Minecraft, 6:00 p.m. (for elementary and middle school ages)

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

**SEMS Report** -The following was reported by Ward Fleger (1) 124 Calls for May 2017. Of these there were: 28 Sick Person/Diabetic Emergency/Abdominal Pain, 21 Ground level falls and traumatic injuries, 7 Chest Pain/Cardiac events, 20 Motor Vehicle Crashes, 12 Respiratory Distress, 4 Unconscious/Fainting/Syncope, 8 Overdose/Psychiatric, 4 Strokes, 6 Event Standby/Structure Fire, 8 Seizure/Convulsions, 3 Life Line Alarms (2) Of the 124 calls, there were 98 Calls in Smithsburg, Leitersburg, Mount Aetna, Hagerstown and Cascade/Pen Mar, 10 calls in Franklin County and 16 calls in Frederick County. (3) Ready for Smithsburg Pride Days and summer events. (4) Participated in the Spring Clean-Up. (5) Participated in the Kids Alive at Children's Village May 20<sup>th</sup>. (6) Provided EMS coverage for the Fort Richie Swim May 27<sup>th</sup>. (7) Attended Washington County Meeting: Co-Chair EMS Committee, Emergency Services Operational Planning (ESOP), Emergency Services Advisory Council (ESAP0. Participated in the Boonsboro carnival and Memorial Day Ceremony.

**Smithsburg Fire Co**-Dale Fishack submitted the following report: (1) 34 calls for May 2017. Of these there were: 11 Medical Assist and 4 Structure fires. (2) Hosting the Washington County Volunteer Fire and Rescue Association meeting. Members updated their Emergency Medical Technician certifications with protocol updates. Collin Kissner graduated from Washington County Tech High in the Fire and Rescue academy program. (3) Upcoming for the month of June; Pride Day's fireworks standby, Pride Day's fundraiser and Maryland State Fireman's Convention in Ocean City Maryland. (4) Fundraiser's; Pride Day's food stand on June 10<sup>th</sup>, Car Show on July 1<sup>st</sup> and Carnival July 31<sup>st</sup> – August 5<sup>th</sup>.

**CITIZENS COMMENTS/CONCERNS**-Joe Lane of Hippan Hill Road inquired about the county owned property for sale on Federal Lookout Road and any historical relevance it may have. He stated he would like to see it become a park. He also stated his concerns about possible development and annexations in the Town and what impact it would have on water/sewer rates.

## OLD BUSINESS

**Ordinance 2017-01 – Approval of the FY18 General, Water and Sewer Fund Budgets-**Ordinance 2017-01 was read into adoption for the 2018 Fiscal Year Budget by Town Manager Debra Smith. **On a motion** by Councilman Souders, to adopt Ordinance 2017-01 for the 2018 Fiscal Year Budget. Motion carried by a unanimous vote of Council.

#### **NEW BUSINESS-**

**Resolution 2017-02-Amend the Name and Provisions of the Parks and Improvements Commission-**Town Manager Debra Smith presented changes to the Parks and Improvements Commission. The commission name will be amended to Parks Commission. The commission is to act as an advisory board for park related items and make recommendations to the Mayor and Council. The Smithsburg Community Activities Committee will become a subcommittee to the Parks Commission. **On a motion** by Councilman Souders, to approve Resolution 2017-02. Motion carried by a unanimous vote of Council.

**Resolution 2017-03-To Dissolve the Smithsburg Community Activities Commission and Create the Smithsburg Community Activities Committee-**Town Manager Debra Smith presented changes to the SCAC. The commission name will be amended to the Smithsburg Community Activities Committee and will become a subcommittee to the Parks Commission. The committee will meet quarterly. **On a motion** by Councilman Souders, to approve Resolution 2017-03. Motion carried by a unanimous vote of Council.

**Commission Appointments and Re-appointments-**Planning Commission 5 year term re-appointments are for Jon Snyder and Ken Carpenter. **On a motion** by Councilman Souders, to re-appoint Jon Snyder and Ken Carpenter to 5 year terms on the Planning Commission. Motion carried by a unanimous vote of Council. Zoning Appeals Board 3 year term re-appoints are for Brian Rice and Dave Muldoon. Mark Barnhart and Diana O'Meara have both resigned from the board. **On a motion** by Councilman Souders, to re-appoint Brian Rice and Dave Muldoon to 3 year terms on the Zoning Appeals Board. Motion carried by a unanimous vote of Council. Two recommendations were made by the Parks Commission. Recommendation to appoint Mary McCleaf to a 4 year term on the Parks Commission. **On a motion** by Councilman Wenthe, to appoint Mary McCleaf to a 4 year term on the Parks Commission. Motion carried by a majority vote of Council with Councilman McCleaf abstaining. Recommendation to appoint Chris Babylon to a 4 year term on the Parks Commission. **On a motion** by Councilman Souders, to appoint Chris Babylon to a 4 year term on the Parks Commission. Motion carried by a unanimous vote of Council. Smithsburg Community and Activities Committee 3 year term re-appointments are for Tunya Pack and Laura Hendrix. **On a motion** by Councilman Souders, to re-appoint Tunya Pack and Laura Hendrix to 3 year terms on the Smithsburg Community and Activities Committee. Motion carried by a unanimous vote of Council. Lauren Potter will not be re-appointed and Victor James has resigned from the committee. Election Board 4 year term re-appointment for Carrie Dayhoff. **On a motion** by Councilman Souders, to re-appoint Carrie Dayhoff to a 4 year term on the Election Board. Heidi Geraci has resigned and Dawn McKinnon will not be re-appointed.

Councilman Souders reminded the Mayor and Town Manager of the recommendation of having a joint meeting with the Election Board to go over election procedures.

#### **JUNE 27, 2017 MAYOR AND COUNCIL WORK SESSION**

Driveway Entrance Permitting-Ordinance Review  
Town/County Floodplain Ordinance

#### **COUNCILMEMBER REMARKS:**

**Councilman McCleaf-**Laid the wreath for Mayor and Council at the Memorial Day Ceremony in Veterans Park. Travis Neuman did an excellent job on his speech. Thanked the Fire Company for their work on the recent fire.

**Councilman Hetherington-**Have a happy and safe summer.

**Councilman Wenthe-**Attended Spring Clean-Up day. Participated in the Memorial Day Ceremony. Thanked Justine Keadle for preparing the programs for the event.

**Councilman Souders**-Thanked the Fire Company for their work on the fire and SEMS for using the space for the Spring Clean-Up. Be safe this summer. Thanked Mayor, Council and staff for all the work in preparing the budget. Would like to see more people attend the meetings especially during budget time. Thanked everyone who attended tonight's meeting.

The meeting was adjourned at 8:30 PM

Respectfully submitted,

Justine Keadle  
Clerk/Treasurer