

**Mayor and Council of Smithsburg, MD**  
**Regular Meeting Minutes**  
**Tuesday, March 7, 2017**

The regular meeting of the Smithsburg Mayor and Council was held on Tuesday, March 7, 2017 at 7:00 PM with Mayor Mildred Myers, Councilmen Richard Hetherington, Craig McCleaf, Donald Souders, Benjamin Buss and Dennis Wenthe present. Also in attendance were Town Manager Debra Smith, Clerk/Treasurer Justine Keadle, Chief George Knight, Zoning Administrator Randy Dick, and Public Works Crew Leader Jeff Long.

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

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

**Approval of Minutes:** On a motion by Councilman Wenthe, to approve the minutes of the February 7, 2017 Mayor and Council meeting as submitted. Motion carried by a majority vote of Council. Councilman Souders abstained. On a motion by Councilman Hetherington, the minutes of the February 7, 2017 Executive Session Meeting were approved as submitted and to be left closed. Motion carried by a unanimous vote of Council. On a motion by Councilman Buss, the minutes of the February 28, 2017 Work Session were approved as submitted. Motion carried by a majority vote of Council. Councilman Souders abstained. On a motion by Councilman Hetherington, the minutes of the February 28, 2017 Executive Session Meeting were approved as submitted and to be left open. Motion carried by a unanimous vote of Council.

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

**MAYOR'S REPORT:** Mayor Myers reported on the following: (1) Assisted Justine Keadle with the spring sports meeting to schedule park field usage. (2) Attended the Annual Smithsburg Community Volunteer Fire Banquet. Congratulations to all the Firemen that were award recipients. (3) Participated in several phone conferences as they relate to future Town projects. (4) Due to questions received concerning Pride Days Committee, the following information is provided: Pride Days Committee is an all volunteer group. They have recently applied for and received their 501C(3) status. This allows them to solicit and receive contributions. The Mayor and Council no longer provides fiduciary oversight over their funds. However, the Mayor and Council supports Pride Days with the following: 1-Use of Veterans Park, 2-Police Protection, 3-Budgeted money for fireworks and 4-Volunteers and assist with activities. We strongly ask citizens to continue supporting this annual activity.

**INTRODUCTION/RECOGNITION OF GUESTS:** In attendance were Sam Bono, Jack Brown, Nick Bono and Connor Callahan all from Scout Troop 62 to obtain their Citizenship in the Community Merit Badge.

**TOWN MANAGER'S REPORT:** Debra Smith, Town Manager, reported the following: (1) Presented FY18 POS proposal to the County on February 2<sup>nd</sup> for \$54,000 of the \$60,000 walking trail extension in the 2.5 acre parcel. (2) MDE Project Funding Meeting/phone conference call on February 15<sup>th</sup>. Further review will be held with the Mayor and Council at the March work session. (3) Working with Cris Newcomer to finalize the new website detail to get it up and running this month. (4) Will be advertising for the vacant position in the Public Works Department this month. (5) Spent most of the month gathering and preparing the preliminary budget information for FY18.

#### **DEPARTMENTAL REPORTS**

**Clerk/Treasurer Report:** Justine Keadle, Clerk/Treasurer presented the following report: (1) Mailed out 19 delinquent real estate tax notices. (2) Mailed out 130 past due water/sewer bill letters. (3) Held the Spring Sports filed meeting on February 8<sup>th</sup>. (4) Spring Clean-Up is set for May 6<sup>th</sup> and have confirmed attendance from Republic Services, Conservit and Goodwill.

**Police Chief Report:** Chief Knight submitted the following report: (1) There were 81 calls for service during the month of February with 0 arrests. (2) A total of 41 premise checks were conducted. (3) The Department patrolled a total of 2,446 miles this month and did 17 hours and 35 minutes of foot patrol. (4) The Department assisted Washington County

Sheriff's Dept. 15 times, Maryland State Police 4 times, Smithsburg Emergency Medical Services 1 time, Smithsburg Fire Company 1 time, Washington County Detention Center 1 time and Thurmont Police Department 1 time. (5) Corporal Witmer, Officer Morales, Officer Munson and Chief Knight all attended Inservice Training at WCSO. (6) Officer Morales attended Narcan training at WCHD. (7) Chief Knight met with school personnel regarding traffic concerns. (7) A \$500 donation was made by E & J Contractors for Shop with a Cop.

**Public Works Report:** Jeff Long presented the following report: (1) Collected quarterly water samples as required by M.D.E. Sent samples to the lab. (2) Repaired pump #1 at W.W.P.S #2 and replaced all piping to that pump. (3) Attended a meeting with the Town Manager and current mowing contractor. (4) Continued with tree trimming in both parks. (5) Cleaned dead wood and branches along the walking trail and throughout Veteran's Park (6) Met with the property owner of two vacant lots on Geiser Way to discuss possible hook up and tapping. (7) Repaired the sidewalk at 19 N. Main St. (8) Replaced the starter on the 2008 F-350. (9) Met with the City of Hagerstown on coordinating the replacement of the town's master meter. (10) Met with the electrical contractor on upgrading lighting at the pump stations and the reservoir. (11) Sent out monthly operating reports to the City and M.D.E. (12) Serviced the 2008 F-350. (13) Replaced check valves on both pumps at W.W.P.S #2. (14) Water usage for the month was 5.90 million gallons. (15) Sewer usage for the month was 4.60 million gallons.

Jeff Long stated letters were given to residents of the Chips Meadow pump station area in regards to recent damage to the pump.

**Zoning Administrators Report:** Randy Dick, Zoning Administrator reported the following: (1) Zoning Appeals meeting held on February 21<sup>st</sup>. (2) Planning Commission meeting held on February 25<sup>th</sup>. (3) Planning Commission worked on FY18 budget. Next meeting will be on March 15<sup>th</sup>. (4) Assisted Public Works with the following: Water/sewer information for two empty lots on Geiser Way, Plats and information concerning drainage easements for Johnson Terrace, Stanley Hauver Drive and Blue Mountain Estates and assisted with Phase 4 MS4 permit information.

Councilman Souders stated he was glad to see progress is being made with the current property maintenance issues.

## **COMMISSION REPORTS**

**Smithsburg Community Activities Commission** – Councilman Souders reported that SCAC will be having a movie night on June 2<sup>nd</sup>.

**Parks and Improvement Commission** – Councilman Wenthe reported the next meeting will be held on March 13, 2017.

**Planning Commission** – No additional report.

**Library Advisory Board** – The following report was submitted: The Board met on February 21. Discussion included the following:

- Purchase and installation of a new media drop, making it possible to return CDs and DVDs when the library is closed. The Board voted to approve this and it should be completed within the next few months.
- The library's new signage, which has been installed on the side of the building that is visible from Veterans' Park. Banners for the light poles have also arrived and will be installed as soon as the weather permits.
- Refinishing of the pergola outside the library, which was completed by the county.
- A local Cub Scout troop that is working with our landscape contractor to plant a tree as part of the landscape plan this spring.
- Smithsburg Pride Days has changed organizers and locations. Following the meeting, the Board voted by email to rent a vendor space in order to hold our book sale as usual. However, because Pride Days will not be in Veterans Park, the library will not be open extended hours that weekend.

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

- Saturday, March 4 – Happy Birthday Dr. Seuss, 11:30 a.m. (for preschool ages)
- Monday, March 6 – Saturday, March 11 – Teen Tech Week (for teens)

- Tuesday, March 7 – Pencil and Ink Landscape Drawing, 6:30 p.m. (for middle school, teens, and adults)
- Wednesday, March 8 – Recycled CD Art, 6:00 p.m. (for teens)
- Friday, March 10 – Free Movie Night, *Dr. Strange*, 7:00 p.m. (for all ages)
- Monday, March 13 – Legos at the Library, 5:30 p.m. (for preschool, elementary, and middle school ages)
- Tuesday, March 14 – Embryology Program, 6:30 p.m. (for elementary and middle school ages)
- Tuesday, March 28 – Pencil and Ink Landscape Drawing, 6:30 p.m. (for middle school, teens, and adults)

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-** Dale Fishack reported the following: (1) 36 calls for February 2017. (2) Back to back house fires on February 4<sup>th</sup>. The first was an assist in Waynesboro, PA and the second on Military Road in Cascade. (3) On February 21<sup>st</sup> there was a 15 acre mountain fire off of Mt Aetna Road. Thanked the volunteers who took time off from their jobs to dedicate their time. (4) Held the Awards Banquet.

Mayor expressed the Town's gratitude to the Fire Department and the work they do.

**SEMS Report** - The following was reported by Ward Fleger (1) 95 Calls for February 2017. Of these there were: 23 Sick Person/Diabetic Emergency/Abdominal Pain, 15 Ground level falls and traumatic injuries, 7 Chest Pain/Cardiac events, 8 Motor Vehicle Crashes, 12 Respiratory Distress, 6 Unconscious/Fainting/Syncope, 2 Overdose/Psychiatric, 5 Strokes, 4 Event Standby/Structure Fire, 4 Seizure/Convulsions, 2 Assault, 2 Life Line Alarms (2) Of the 95 calls, there were 72 Calls in Smithsburg, Leitersburg, and Mount Aetna, Hagerstown, 5 calls in Cascade/Pen Ma7, 4 calls in Franklin County and 11 calls in Frederick County. (3) Participated in the Night to Shine at Smithsburg Valley Church on February 10<sup>th</sup>. (4) Attended the Company 7 Banquet. (5) Attended Washington County meetings: Co-Chair EMS Committee, Emergency Services Operational Planning (ESOP), Emergency Services Advisory Council (ESAP).

Ward Fleger expressed his appreciation to Company 7 and the relationship that they have built and how it benefits the citizens. He also expressed his appreciation to Officer Munson for assisting on calls.

**CITIZENS COMMENTS/CONCERNS:** No comments.

**OLD BUSINESS-**No old business.

## NEW BUSINESS

**Spring Clean-Up Event Proposal-** Town Manager Debra Smith proposed including a paper shredding service into the Town's Spring Clean-Up event. The cost would be \$150.00 an hour for a total of four hours. This would also include the shredding of multiple boxes of documents from the Town Office. Councilman Buss asked about the possibility of signs being posted for the event. Debra Smith stated the information will be posted on the Town's website and signs will be handed out to local businesses. **On a motion** by Councilman Hetherington, to approve the addition of All-Shred shredding service in amount of \$150 an hour to this year's Spring Clean-Up event. Motion carried by a unanimous vote of Council.

**Town Hall Security System Proposal-**Town Manager Debra Smith presented quotes previously obtained from Spicher's Security in the amount of \$18,911 and Glessner in the amount of \$22,597 in regards to updating security at Town Hall. Debra Smith's recommendation is to use Spicher's Security. Spicher's Security has already completed the existing security for the parks and are also the lower quote. Chief Knight stated this will secure all exterior and interior doors of the building and allow the Town to keep log of all employees that enter and exit the building. **On a motion** by Councilman Wenthe, to approve the use of Spicher's Security in install the Town's new security system in the amount of \$18,911. Motion carried by a unanimous vote of Council.

**Amendment to Optotraffic Service Agreement**-Chief George Knight presented the information for the new agreement. The only proposed changes are those that have been made at the legislative level. There will now be a flat fee for each citation. This fee will only be charged if Chief Knight approves the issuing of the citation. The Town would have also been responsible for half of the payment on the lockbox but Chief Knight was able to negotiate that out of the amended agreement. The new contract will be for five years and includes the installation of the new Silverhawk pole mounted camera that will eliminate the need for the trailer the current camera is mounted on. The Silverhawk also has a camera to monitor the crosswalk at the schools. Councilman Souders asked when the speed camera is in use. Chief Knight stated the camera runs Monday thru Friday from 6 AM to 8 PM. **On a motion** by Councilman Souders, to approve the amended agreement as presented. Motion carried by a unanimous vote of Council.

**FY18 ARC Grant Project Proposal**-Town Manager Debra Smith presented information on an upcoming grant that would not require a monetary match value. The proposed project would be for the access road of E. School Lane. **On a motion** by Councilman Souders, to approve the submittal of the proposed grant for E. School Lane. Motion carried by a unanimous vote of Council.

**Mowing Contract for 2017-2018**-Town Manager Debra Smith presented information on the renewal of the current mowing contract with J & M Lawn Service, which allows for a two-year renewal if terms are met between the contractor and the Mayor and Council. The 2016 contract was for \$445 per mow. With the exceptional service provided by J & M Lawn Service, the 2017 and 2018 contract will be locked in at \$545 per mow with possible consideration of a fuel surcharge in 2018. **On a motion** by Councilman Souders, to approve the two year extension as presented by the Town Manager with a later review of the fuel increase. Motion carried by a unanimous vote of Council.

### **MARCH 28, 2017 PROPOSED WORK SESSION AGENDA**

FY18 Constant Yield Tax Rate

MDE Water Transmission Line Project Funding Requirements

Water Rate Proposal Review

Park Access

### **COUNCILMEMBER REMARKS:**

**Councilman Wenthe**-Attended the revealing of the tree sculpture at the Senior Center. They now have over 2500 members. Also attended the Firemen's banquet and went to the new barbershop in Town.

**Councilman Buss**-Welcomed the scouts and encourage them to keep being involved in the community. Reminded everyone that the Spring Clean-Up is May 6<sup>th</sup> for in Town residents. Congratulations to Pride Days for obtaining their 501C(3).

**Councilman Souders**-Welcomed the scouts. Thanked the Police Department, Fire Department and SEMS for doing a great job. Reminded everyone that we have commission vacancies and the community needs volunteers.

**Councilman McCleaf**-Welcomed the scouts. Attended the Firemen's banquet.

**Councilman Hetherington**-Welcomed the scouts. Acknowledged and congratulated scout Sam Bono on moving on to the County competition for History Day.

The meeting was adjourned at 8:07 PM

Respectfully submitted,

Justine Keadle  
Clerk/Treasurer