

**TOWN OF SMITHSBURG, MD
MAYOR AND COUNCIL
REGULAR MEETING MINUTES
March 5, 2024**

The regular meeting of the Smithsburg Mayor and Council was held on Tuesday, February 6, 2024 at 7:01 PM with Mayor Donald Souders, David Dan, James Fritsch, Roberto Gonzalez and Councilmember Jon Snyder. Councilmember Tracey Knight-Simane listened in via ZOOM, however did not participate. Also in attendance was Town Manager Brian Brandt, Clerk/Treasurer Jenni House, Police Chief Robert Marker, and Town Attorney Edward Kuczynski. The meeting was opened with the Pledge of Allegiance led by Councilmember Gonzalez.

Mayor Souders stated that he along with Town Manager, Brain Brandt and Scargent Brian Munson attended the Smithsburg Volunteer Fire Department banquet on February 24, 2024. Mayor Souders stated that the Fire Department honored the Town and the Police Department with plaques. Mayor Souders read the plaque presented to the Town.

Approval of Agenda: On a motion by Councilmember Snyder, second by Councilmember Dan to approve the agenda adding the resignation of Dennis Sickman from the EDC Commission. **Motion carried.**

Approval of Meeting Minutes:

- Regular Meeting Minutes – February 6, 2024
- Special Session Minutes – February 20, 2024
- Executive Session Minutes – February 6, 2024
- Executive Session Minutes – February 20, 2024

On a motion by Councilmember Snyder, second by Councilmember Fritsch to approve the minutes from all open meetings with the correction to the tax rate in the regular meeting minutes. **Motion carried.**

On a motion by Councilmember Snyder, second by Councilmember Fritsch to approve the executive session minutes from February 6, 2024 as presented. **Motion carried.**

On a motion by Councilmember Dan, second by Councilmember Gonzalez to approve the executive session minutes from February 20, 2024 as presented. **Motion carried.**

Approval of Treasurers Reports: On a motion, by Councilmember Snyder, second by Councilmember Dan to approve the Treasurers Report as presented. **Motion carried.**

COMMUNITY ORGANIZATION REPORTS:

SEMS Report: No Report Provided.

Smithsburg Fire Co- The following report was submitted: Total number of calls 34. Mutual aid given, Frederick County 2, Franklin County 3, Adams County 1.

MAYOR'S REPORT: Mayor, Donald Souders presented the following report:

- Attended along with Town Manager Brian Brandt the Washington County Day events in Annapolis hosted by the Great Hagerstown Coalition.
- Conducted a variety of meetings with Greenwill Consulting and members of our Washington County Delegation to discuss current projects as well as provide an update on the project cost for the FY25 infrastructure project (rebuilding of the towns pump stations)

- Participated with the HR Compliance review with a representative from SEK. Laura Stover will be in attendance at the March 19, 2024 meeting to discuss their findings and discuss the next steps.
- Participated in a ZOOM call with Town Manager Brian Brandt, Scott Nicewarner, City of Hagerstown Administrator and Director of Utilities (Water) about the town's current and future allocation needs and gathered information on the potential wholesale cost for the town's water purchases for FY25. Members of the City of Hagerstown Council and staff will be in attendance at our April 2, 2024 meeting.
- Met with members of the EDC to discuss the Economic Development Coordinator/ Event Planner and Main Street Manager position and finalizing a job description. Also reviewed their planned events and followed up on the Business Leaders Meet and Greet scheduled for March 18, 2024.
- Collected several "If I Were Mayor" essays from Old Forge Elementary School. Very thankful to Principal Kaetzel and the 4th grade teachers for encouraging students to participate. Still working with staff at Smithsburg Elementary School to schedule the visit to speak to their 4th grade classes.
- Please note on your calendars, there will be a joint Board of County Commissioners and Town Council meeting on Tuesday, April 23, 2024. Meeting to begin at 7:00 PM with a special presentation to begin at 6:00 PM.

TOWN MANAGER'S REPORT: Town Manager Brian Brandt reports the following:

- Multiple teleconference meetings with Greenwill Consulting for Lift Station project.
- Multiple training classes thru Maryland Rural Water.
- Numerous meetins with citizens to discuss concerns throughout Town ranging from drainage issues, sidewalk repairs, tree removal, neighboring properties, etc..
- Made contact with RK&K for pricing for Grant Writer and Planner Service, as well as The Maryland Grant Writers Association, waiting on responses for both.
- Inventoried and restocked Wayer System supplies.
- Began gathering quotes for fencing at Veterans Park.
- Completed compliance review meeting with Mayor Souders, and Laura from SEK.
- Meeting with Nancy and Scott from The City of Hagerstown to discuss upcoming rate increases, EDU increases going forward with inclusion of all current projects on the books as well as leaving some on hand for yet unseen projects.
- Attended Smithsburg Community Volunteer Fire Company Banquet with Mayor Soudes.
- Attended SCADA meeting for Cloverly Booster Pump Station with McCrone and STH.
- Meeting with LGIT for appraisal review of Town Hall.
- Continued working on water and waste water budget.

APPROVAL OF DEPARTMENTAL REPORTS:

Circuit Rider/ Grant Writer
 Planning & Zoning Department
 Police Department

On a motion by Councilmember Snyder, second by Councilmember Fritsch to approve the departmental reports as presented. **Motion carried.**

APPROVAL OF COMMISSION REPORTS/ MINUTES:

Economic Development Commission
 Parks Commission
 Planning Commission
 SCAC
 Library Advisory Board

On a motion by Councilmember Dan, second by Councilmember Snyder to approve the commission reports, as presented. **Motion carried.**

CITIZENS COMMENTS/CONCERNS:

Daniel Cross, Principal Broker for Cross and Company and the owner of Cloverly Development. Mr. Cross wanted to provide an update to Mayor and Council regarding the progress and timeline for things happening with Cloverly Development.

OLD BUSINESS:

Discuss/ Consider traffic control plan/ barriers at Veterans Park (Update Only): Town Manager, Brian Brandt is getting quotes and once all of the quotes are received, he will give them to the Parks Commission to review.

NEW BUSINESS:

Discuss/ Review FY24 Budget Reconciliations (SEK): Erin Clark, Accountant from SEK provided an update on budget numbers for mid-year.

Discuss/ Consider FY25 Façade Grant Application Program: Councilmember Dan, stated that this year if the Town goes to \$5,000.00 and keep the 50% match project can be a minimum of \$10,000.00, maybe there will be bigger projects, with roughly the same number of participants. On a motion by Councilmember Dan, second by Councilmember Fritsch to keep the grant at 50%, not exceeding \$5,000.00. Motion carried, with a 3-0. Councilmember Snyder was not present for the vote.

Discuss/ Consider Maryland Small Business Grant (Project Store 2.0 Program): Mayor Souders stated Governor Moore announced \$10 million for small business grant. Grant Writer, Katheryn Gratton stated the grant would be \$8 million and they are looking for them to encourage all Main Street Communities and all Art and Entertainment Districts. Other than that, they want to make sure it is open to anyone that is a Sustainable Community. Awards will happen in June; operation must be open by December of 2025. There is a grant for \$2 Million that the Town could advertise, however the business owner would be responsible for submitting the information. On a motion by Councilmember Snyder, second by Councilmember Fritsch to defer to EDC for their recommendation. Motion carried.

Discuss/ Review FY25 Mayor & Council Misc. Operating Expenses: Council was provided a hand out with the proposed FY25 Mayor & Council Misc. Operating Expenses budget. Mayor Souders discussed the proposed budget.

Discuss/ Consider Resignation of Dennis Sickman from the EDC Commission: On a motion by Councilmember Snyder, second by Councilmember Dan to accept the resignation of Dennis Sickman from the EDC Commission. **Motion carried.**

On a motion by Councilmember Snyder, second by Councilmember Dan to close the regular session at 8:21 PM and move into executive session under:

Article 3-305 (b) of the Annotated Code of Maryland, 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 personnel matter that affects one or more specific individuals". **Motion carried.**

In attendance was Mayor Donald Souders, Roberto Gonzalez, James Fritsch, Jon Snyder and David Dan. Councilmember Tracey Knight-Simane listened in via phone. Also in attendance was Town Manager Brian Brandt, Clerk Treasurer Jenni House, Police Chief Robert Marker and Town Attorney Edward Kuczynski.

On a motion by Councilmember Snyder, Second by Councilmember Dan to close the executive session at 8:41 PM and return to open session. **Motion carried.**

Discuss/ Consider action discussed in the Executive Session: On a motion by Councilmember Dan, second by Councilmember Fritsch to accept the termination with MRDC effective 2/29/2024. **Motion carried.**

Attorney Edward Kuczynski to draft a letter to be sent to MRDC.

Councilmember Remarks:

Councilmember Dan: Would like to reiterate that he thinks it is important for Council to be kept in the loop from start to finish, if anything happens with grant Council should be notified. Knows there has been some discussion about an Ad Hoc committee to discuss the property the town is in the process of purchasing, and thinks it's a good idea. Should probably discuss what that is going to look like and get that moving forward, so we can hit the ground running as soon as the property is purchased.

Councilmember Fritsch: No Comment.

Councilmember Gonzalez: No Comment.

Councilmember Snyder: Continue to wish Tracey well and a speedy recovery and Charlotte as well.

- Next Mayor & Council Special Session: Tuesday, February 20, 2024, 2nd Floor Council Chambers
- Next Regular Mayor & Council Meeting: Tuesday, March 5, 2024 7:00 PM, 2nd Floor Council Chambers

Next Commission Meetings:

- Economic Development Commission: Thursday, March 28, 2024, 7:00 PM, 1st Floor Conference Room
- Smithsburg Community Activities Commission: Tuesday, March 19, 2024, 2nd Floor behind Council Chambers.
- Parks Commission: Monday, March 11, 2024, 7:00 PM, 1st Floor Conference Room
- Planning Commission: Tuesday, March 12, 2024, 7:00 PM, 1st Floor Planning Room

MOTION TO ADJOURN

On a motion by Councilmember Snyder, second by Councilmember Fritsch to adjourn the meeting at 8:46 PM, **motion carried**

Respectfully submitted,

Jenni House
Clerk/ Treasurer