

**TOWN OF SMITHSBURG, MD  
MAYOR AND COUNCIL  
REGULAR MEETING MINUTES  
May 7, 2024**

The regular meeting of the Smithsburg Mayor and Council was held on Tuesday, May 7, 2024 at 7:01 PM with Mayor Donald Souders, Councilmembers David Dan, Roberto Gonzalez and Jon Snyder. Councilmember James Fritsch was absent. Also in attendance was Town Manager Brian Brandt, Clerk/Treasurer Jenni House, and Town Attorney Edward Kuczynski. The meeting was opened with the Pledge of Allegiance led by Councilmember Gonzalez.

**Approval of Agenda:** On a motion by Councilmember Dan, second by Councilmember Snyder to approve the agenda as submitted. For discussion, Councilmember Snyder stated more items are being left out of the packet and placed on desk, would like to see if there is a conscience that if the documents are not turned in on time, the item is dropped from the agenda. **Motion carried.**

**Approval of Meeting Minutes:**

- Regular Meeting Minutes – April 2, 2024
- Special Session Minutes – April 16, 2024
- Special Session Minutes – April 23, 2024
- Executive Session Minutes – April 16, 2024

**On a motion** by Councilmember Dan, second by Councilmember Snyder to approve the minutes from all open meetings as presented. **Motion carried.**

**On a motion** by Councilmember Snyder, second by Councilmember Dan to approve the executive session minutes from April 16, 2024 as presented. **Motion carried.**

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

**COMMUNITY ORGANIZATION REPORTS:**

**SEMS Report:** Dale Fishack submitted the following report for April 2024: Total calls for service were 140 calls with 31 calls out of county, with 16 calls in Franklin County and 15 in Frederick County.

**Smithsburg Fire Co-** The following report for April 2024 was submitted: Total number of calls 53. Mutual aid given, Frederick County 5, Franklin County 6.

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

- Would like to thank the Washington County Board of County Commissioners for visiting the town on Tuesday, April 23, 2024 discussing several projects, and opportunities that will impact our community. We look forward continuing to work with them on these vital projects that jointly will benefit residents of the County as well as here in Smithsburg.
- Attended the Council Chambers dedication for former Mayor Myers. It was an honor to attend and bestow this recognition for her commitment to our town.
- Continued to meet with town staff and Erin Clark from SEK to discuss the water/ sewer budgets and our general fund budgets.
- Attended the first “Third in the Burg” event. It was a huge success and I received numerous compliments on the event and I would like to thank our staff, our volunteers and all of those who supported this event.

- Finished the essay contest for the “If I Were Mayor” contest at Smithsburg Elementary School. The selected essay winner is Miss Taylor Clark from Ms. Lowery’s 4<sup>th</sup> grade class at SES. She will be in attendance at the June 4<sup>th</sup> Mayor and Council Meeting. I want to thank the administration, teachers and students at both schools who participated this year and looking forward to another successful contest next year. This year we had the highest level of participation to date.
- Participated in the Opening of the Smithsburg Little Sluggers season. I want to wish all the players a successful season and thanks to all the coaches, volunteers, sponsors and parents that keep this organization thriving year after year.
- Would like to thank all of those who participated in ribbon cutting ceremony at Veterans and Lions Club parks for our newest playground equipment and the upgraded pavilion. Thank you to the Park Commission for their efforts in continuing to make our parks an enjoyable experience for all those who visit our community.
- April 24, 2024 was Administrative Professional Day, I would like to thank Clerk-Treasurer Jenni Houe and Assistant Clerk Charlotte Zies and Nancy Steel for their hard work and dedication to the residents of the town. I would also like to thank Town Manager Brian Brandt for his leadership with our staff and plenty of work is being completed for our citizens.
- Town Election is Tuesday, May 14<sup>th</sup> at the SCVFC Fire Hall from 7 AM to 8 PM.

**TOWN MANAGER’S REPORT:** Town Manager; Brian Brandt reports the following:

- Completed inspections & registration for “new” to us, Explorer Interceptor gifted to the Town by the Washington County Sheriff’s Department.
- Meeting with Flume representatives.
- Attended multiple meetings with Planning Commission and Daniel Cross.
- Multiple HR meetings with Laura from SEK.
- Interviews with Jenni House for temporary office help to fill Charlottes position until she can return, we selected Nancy Steel, and she has done an exception job for us.
- Meeting with RK&K, Councilmen Dan and Parks Commission Chair Jeanette Dan, to go over the required scope of work and preliminary design criteria for the Lions pond project.
- Attended EDC check in meeting with Mayor Souders, Liz Famer Bedard, and Cathie McCormick.
- Meeting with Danielle from RK&K.
- Attended County Commissioner Meeting and Council Chamber dedication to Mayor Myers.
- Attended meeting with RK&K to discuss current and proposed grants and what is expected moving forward.
- Meeting with Erin from SEK and filed ARPA reports with the Federal Government.
- Attended Ribbon Cutting for all-inclusive playground at Veterans Park.
- Worked on budgetary items with Mayor Souders
- Attended benefits meeting with Jenni House, we are staying with Care First cost differences are minor.

Councilmember Dan stated he noticed the I&I was up a good bit. Town Manager, Briand Brandt stated RK&K was televising the lines on Stevenson Road & Grove Creek Circle. The Town Manager stated he believes some of the problem is sump pumps. The Town Manager was ask how would we know if it was sump pumps; and replied at the County they had a camera truck and could see in the lines. Councilmember Snyder ask what the cost of a camera truck would be; Town Manager Brian Brandt replied the last one he purchased at the City of Hagerstown was \$485,000.00. Councilmember Snyder requested the Town Manager contact other municipalities and see if they would be willing to go together and purchase a camera truck to share.

Town Manager Brian Brandt requested Council approval for the purchase of a new air conditioning unit for the police station. The cost of the unit, \$13,822.00, would come from ARPA funding. **On a motion** by Councilmember Dan, second by Councilmember Gonzales to approve the purchase of the AC unit for \$13,822.00, with the funding coming from ARPA. **Motion carried.**

## **APPROVAL OF DEPARTMENTAL REPORTS:**

Circuit Rider/ Grant Writer  
Planning & Zoning Department  
Police Department

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

## **Citizen Comments:**

Jenny Bakos, Executive Director, Washington County Free Library talked about what was going on in the library and ask what Council would like to see. Ms. Bakos stated Outside of Hagerstown, Smithsburg Library is the most productive when it comes to circulation and visits. Councilmember Dan stated the library here is fantastic. A lot of Community Organizations use the Community Room. Mayor Souders stated the library was a great partner with the Smithsburg Farmers Market. Councilmember Snyder stated kids recognize the library as a safe spot.

## **OLD BUSINESS:**

**Discuss/ Consider Traffic Control Plan/ Barriers at Veterans Park:** Town Manager Brian Brandt stated the Parks Commission decided to go with the 3-rail fence. The low bidder was MC Fence and Deck, with a bid of \$5,695.00. **On a motion** by Councilmember Snyder, second by Councilmember Gonzalez to go with MC Fence and Deck for \$5,695.00, with the funds coming from the contingency line item. **Motion carried.**

**Discuss/ Consider Flume Water Home Monitor Program:** Mayor Souders stated there was updated quotes in the Council packets. Councilmember Gonzalez stated the residents could purchase and install the Flume Water Home Monitor System themselves. Councilmember Dan stated he agreed with part of that, but thinks the Public Works Department should do the installation. Councilmember Snyder stated he would like to see a rebate program where the customer would receive a \$150.00 rebate for purchasing and installing the Flume Water Monitoring System. Councilmember Dan stated he spoke to residents that don't use the minimum and they would be willing to pay the \$250.00. **On a motion** by Councilmember Snyder, second by Councilmember Dan to have staff provide Flume with whatever they need to do their advertising through our customer base. **Motion carried.**

## **NEW BUSINESS:**

**Introduce Ordinance 2024-03 FY25 General/ Water/ Sewer Fund Budgets:** **On a motion** by Councilmember Snyder, second by Councilmember Gonzalez to introduce Ordinance 2024-03. **Motion carried.**

Councilmember Dan requested better totals for the General Fund Budget. Mayor Souders stated he would need to make an adjustment to the ARPA expenditures, taking out the \$13,844 for the air conditioning unit at the Police Department.

**Introduce Ordinance 2024-04 FY25 Water/ Sewer Rates: On a motion** by Councilmember Snyder, second by Councilmember Gonzalez to introduce Ordinance 2024-04 with an increase of 3% for the sewer rate and 7% for the water rate. **Motion carried.**

**Discuss/ Consider Softball Field Improvements:** Town Manager Brian Brandt stated he was shocked at the condition of the field. The Town Manager obtained a quote from Capital & Sports Fields, piggy backing off of St. Mary's County Contract, for \$37,384.60 to improve the softball field. **On a motion** by Councilmember Snyder, second by Councilmember Gonzalez to accept the quote from Capital & Sports Fields for \$37,384.60, with the funds coming from ARPA. **Motion carried.**

**Discuss/ Consider SCVFC Funding Request:** Mayor Souders stated the Fire Department is requesting \$7,467.00 for an express mount washing machine and extractor. **On a motion** by Councilmember Snyder, second by Councilmember Dan to approve the request for \$7,467.00 for an express mount washing machine and extractor, with funds coming from speed camera. **Motion carried.**

**Discuss/ Consider Adoption of Washington County Hazard Mitigation Plan:** Councilmember Dan stated a lot of stuff outdated. Town Manager Brian Brandt stated he would get back to Cody Scott at the County and see about the updates. Councilmember Dan stated the resolution talks about the Washington County multi hazard mitigation plan, and ask what are the goals and what does that mean for the town. Attorney Edward Kuczynski stated you could ask for those plans and they will send them to you. Councilmember Snyder ask if we could have Cody Scott attend a meeting. Mayor Souders stated the Town Manager would contact Mr. Scott for the link and ask if he could come to a meeting. This item was tabled until the May 21, 2024 Special Session.

#### **Councilmember Remarks:**

**Councilmember Dan:** Thanked the County Commissioners and the City of Hagerstown, we are facing challenges and especially on the water side we are all going to have to work together on and find the economy of scales that Councilmember Aleshire referenced. Great month for a lot of events, 3<sup>rd</sup> in the Burg was a great event, great turnout. Reminded him of what he heard about activities in down town and how great they were. Election is next week, you get to vote twice, the State Primary and the Town Election.

**Councilmember Gonzalez:** Thanked Parks.

**Councilmember Snyder:** Don't usually get to attend events during the day, was off work the day of the Grand Opening in the Parks. It was a nice showing for those involved. Thanks Parks.

- Next Mayor & Council Special Session: Tuesday, May 21, 2024, 7:00 PM, Council Chambers
- Mayor & Council Organizational Meeting: Tuesday, May 28, 2024, 5:00 PM Council Chambers
- Next Regular Mayor & Council Meeting: Tuesday, June 4, 2024 7:00 PM, Council Chambers

#### **Next Commission Meetings:**

- Economic Development Commission: Thursday, May 30, 2024, 7:00 PM, 1<sup>st</sup> Floor Conference Room
- Smithsburg Community Activities Commission: Tuesday, May 14, 2024, 7:00 PM, SCAC Meeting Room.
- Parks Commission: Monday, May 13, 2024, 7:00 PM, 1<sup>st</sup> Floor Conference Room
- Planning Commission: Tuesday, May 14, 2024, 7:00 PM, 1<sup>st</sup> Floor Planning Room

**MOTION TO ADJOURN**

**On a motion** by Councilmember Snyder, second by Councilmember Dan to adjourn the meeting at 8:31 PM,  
**motion carried**

Respectfully submitted,

Jenni House  
Clerk/ Treasurer