

**Mayor and Council of Smithsburg, MD**  
**Regular Meeting Minutes**  
**Tuesday, May 1, 2018**

The regular meeting of the Smithsburg Mayor and Council was held on Tuesday, May 1, 2018 at 7:00 PM with Mayor Mildred Myers, Council Members Richard Hetherington, Dennis Wenthe, Donald Souders and Cassandra Weaver present. Also in attendance were Town Manager Debra Smith, Clerk/Treasurer Justine Keadle, Chief George Knight and Crew Leader Jeff Long. The meeting was opened with the Pledge of Allegiance led by Council Member Souders.

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

**Consent Approval of Minutes:** On a motion by Council Member Souders, to approve the minutes of the April 3, 2018 Mayor and Council meeting, April 10, 2018 Budget Work Session, April 24, 2018 Special Session and the April 30, 2018 Budget Session minutes as submitted. Motion carried by a unanimous vote of Council.

**On a motion** by Council Member Souders, to approve the Executive minutes of April 10, 2018 Mayor and Council Executive Session and leave them closed. Motion carried by a majority vote of Council.

**On a motion** by Council Member Souders, to amend the agenda to add the April 30, 2018 Executive Session minutes for consent approval. Motion carried by a unanimous vote of Council.

**On a motion** by Council Member Hetherington, to approve the Executive minutes of April 30, 2018 Mayor and Council Executive Session and leave them open. Motion carried by a unanimous vote of Council.

**Introduction of Guests:** Alisha Smith and Jordan Kimmel from the Criminal Justice Program with the Tech High attended the meeting to put in a request for donations to attend their National event in Kentucky. Chief Knight would like to donate \$500 from the police budget towards their trip. **On a motion** by Council Member Souders, to approve a \$500 donation from the police budget towards the Criminal Justice Program national event. Motion carried by a unanimous vote of Council.

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

**TOWN CLERK REPORT:** The general election will be held next Tuesday, May 8, 2018 from 7am to 8pm in the council chambers. The candidates are Lowell "Jack" Kesselring for Mayor and Cassandra Weaver and Richard Hetherington for Council Members. The petition for referendum of the Cloverly Hill LLC annexation will not be on the ballot due to the petition being overturned. Reminder that Spring Clean-Up is this weekend from 7AM to 12PM behind SEMS.

**MAYOR'S REPORT:** Mayor Myers reported on the following: (1) Majority of my time was spent on making sure the process of reviewing the annexation referendum withdrawal forms were accurate as to the comparing them to the referendum signatures. (2) Budget time also claimed much of my time. (3) Thanks to Council Member McCleaf whom recently resigned for his service to the town.

**TOWN MANAGER'S REPORT:** Debra Smith, Town Manager, reported the following: (1) Attended the road repair and Veterans Park pathways project mandatory pre-bid meeting held on Friday, April 6<sup>th</sup> and bids were received Monday, April 16<sup>th</sup>. Will be awarded this evening. (2) Several budget meetings held in April. (3) Submitted USDA grant request to conduct and Economic Development Feasibility Study. Received a letter from the MD Dept of Planning that it is under review with the State Clearing House. (4) Conducted the annexation withdrawal review. (5) Worked with DHCD and Bond Counsel on the funding documents for the police department property acquisition. (6) Met with town engineer Mike Hicks to review the draft MS4 permit. (7) Working ARRO Engineering and MDE on the water transmission line permitting and project dates. Update will be provided under old business.

## **DEPARTMENTAL REPORTS**

**Police Chief Report:** Chief Knight submitted the following report: (1) There were 99 calls for service during the month of April with 3 juvenile arrests. (2) A total of 15 premise checks were conducted. (3) The Department patrolled a total of 1,556 miles this month and did 14 hours 30 minutes of foot patrol. (4) The Department assisted Washington County Sheriff's Dept. 11 times, Maryland State Police 3 times, Smithburg Fire Dept. 1 time and Berkeley County Sheriff's Office 1 time. (5) There were 68 Park checks. (6) Chief Knight and Officer Morales attended Active Shooter Training at Smithsburg High School

**Public Works Report:** Jeff Long submitted the following report: (1) Attended the pre-bid conference and walkthrough for street repairs and Veterans Park walking trail extension. (2) Attended the bid openings for street repairs and Veterans Park walking trail extension. (3) Along with Mike Hicks, inspected the storm swale repairs in Whispering Hills. (4) Installed 2 picnic tables in Veterans Park. (5) Installed the post for the Grandparents swing in Veterans Park. (6) Dragged and cleaned the baseball fields in Lions and Veterans Park. (7) Repaired the Town Square clock from fire and power outage. (8) Sent in renewal for waste water operator's license to M.D.E. (9) Pressure washed the large pavilions in both parks. (10) Prepared all pumping stations for summer. (11) Conducted the first mowing of the season. (12) Installed new wet well assess ladder to W.W.P.S #1. (High School) (13) Met with M.R.W.A representative on scheduling smoke testing of sewer lines. (14) Submitted monthly operating reports to M.D.E. (15) Water usage for the month is 6,788,420 gallons. (16) Sewer usage for the month is 7,618,000 million gallons.

**Zoning Administrators Report:** Randy Dick, Zoning Administrator submitted the following: (1) Next Planning Commission meeting will be held on May 15, 2018 and a Public Hearing for the Zoning Appeals Board will be held on May 17, 2018. (2) Planning project; Cloverly traffic study. (3) Assisted Public Works with weight limit for E. Fire Company Lane and MS-4 permitting.

**On a Motion** by Council Member Hetherington to approve all departmental reports. Motion carried by a unanimous vote of Council.

## **COMMISSION REPORTS**

**Smithsburg Community Activities Commission**-No report submitted. Town Manager stated the group needs to meet in open session and provide minutes from their meeting.

**Parks and Improvement Commission**-Kevin Jeter stated the next meeting will be held on Monday, May 14<sup>th</sup>. Council Member Wenthe stated the Memorial Day Ceremony will be on May 30<sup>th</sup> at 6 PM in Veterans Park.

**Planning Commission** -Council Member Souders stated the meeting will be on May 15<sup>th</sup>. Encouraged people to attend upcoming meetings to discuss the Cloverly Hill LLC development.

## **COMMUNITY ORGANIZATION REPORTS**

**Smithsburg Fire Co-** The following report was submitted by Dale Fishack (1) There were 43 calls for service in the month of April. (2) Apparatus response for the month; Brush 7 times, Engine #71 11 times, Engine #74 4 times, Engine tanker 11 times, Rescue engine 12 times, Support #77 13 time, Support #70 10 times and Car #7 0 times. (3) Top call volume for the month were; 8 medic assists, motor vehicle crashes 6, structure fires 5 and outside/brush 4. Two major incidents in town were the structure fire at Smithsburg Auto and the building at the square with roof damage. The junior members of the fire station helped the residents of the square building move their belongings at the apartments. (4) Had a very successful fund raiser Gun Bonanza, all tickets were sold out. Pump testing was successful.

**SEMS Report** -The following report was submitted by Ward Fleger (1) 121 Calls for April 2018. Of these there were: 21 Sick Person/Diabetic Emergency/Abdominal Pain, 23 Ground level falls and traumatic injuries, 9 Chest Pain/Cardiac events, 12 Motor Vehicle Crashes, 12 Respiratory Distress, 15 Unconscious/Fainting/Syncope, 6 Overdose/Psychiatric, 5 Strokes, 6 Event Standby, 6 Seizure/Convulsions, 3 Cardiac Arrest, 3 Life Line Alarms (2) Of the 121 calls, there were 96 calls in Smithsburg, Leitersburg, Mount Aetna, Hagerstown and Cascade/Pen Mar, 16 calls in Franklin County and 9 calls in Frederick County. (3) Spring Clean-Up is this Saturday, May 5<sup>th</sup>, Mock Prom crash on May 18<sup>th</sup> at Smithsburg High School and Fund Raiser Event for SEMS Sponsored by the Dixie Diner on May 27<sup>th</sup>. Great work to Company 7 for the work on the auto body fire. Also, thanked the mayor for all her work to the town.

### **CITIZENS COMMENTS/CONCERNS:**

Donny Ravas who is currently running for County Commissioner introduced himself. He would like to see a commissioner attend meetings quarterly in addition to the annual meeting that is currently held.

### **OLD BUSINESS:**

**Water Transmission Line Project Update**-MDE has completed the review and is ready to issue the permit. Will advertise the bid on May 8<sup>th</sup> and the mandatory pre-bid meeting will be held on May 23<sup>rd</sup>. MDE will review bids and contract to awarded in September.

**FY18 Road Repairs and Veterans Park Walkway Bid Awards**-Roadway bid awarded to Huntzberry LLC with a bid of \$136,445 with work to be done by June 15. **On a motion** by Council Member Souders, to award the bid for the FY18 road repairs to Huntsberry LLC. Motion carried by a unanimous vote of Council.

Veterans Park walkway low bidder was again Huntzberry LLC in the amount of \$18,995. **On a motion** by Council Member Souders, to approve the bid for the Veterans Park walkway by Huntzberry LLC. Motion carried by a unanimous vote of Council.

### **NEW BUSINESS:**

**Recommendation to Payoff Loan Balance on Town Vehicles**-Town Manager Debra Smith stated the payoff of the four police cruisers is \$61,225, which leaves a remaining balance of the cashed CD of \$31,333. The current payoff for the Public Works truck is \$31,303 and it is her recommendation to use the remaining balance to payoff the truck. **On a motion** by Council Member Hetherington to pay off all town vehicles. Motion carried by a unanimous vote of Council.

**Introduction of Ordinance 2018-01 – DHCD Property Acquisition Financing Bonds**-Town Manager Smith requested approval for the introduction of Ordinance 2018-01 for the DHCD Bond financing for the purchase of the Vespel building for the relocation of the police department at \$275,000. The public hearing will be held on June 5<sup>th</sup>. **On a motion** by Council Member Weaver to introduce Ordinance 2018-01 as recommended. Motion carried by a unanimous vote of Council.

**Appointment to Council Vacancy**-Mayor Myers announced that Nathaniel “Niel” Smith was chosen by Council to fill the council vacancy and Mayor Myers administered his oath. Council Member Smith thanked mayor and council for the opportunity. He stated he has lived in this community for seven years and takes great pride in where he lives.

### **MAY 22<sup>ND</sup>:**

Mayor and Council Organizational Meeting

### **COUNCIL MEMBER REMARKS:**

**Council Member Wenthe**-Thanked Chief Knight for his donation to the Criminal Justice Program and welcomed new Council Member Smith.

**Council Member Weaver**-Welcomed Council Member Smith. Thanked SEMS and the fire company for the services and all that they do. Also thanked the police department and public works for all they do. Asked citizens to recognize Mayor Myers for her faithful service to the town and thanked her for her time.

**Council Member Souders**-Welcomed Council Member Smith and that he will be a great addition to Council. Reminded everyone to take advantage of the Spring Clean-Up event this Saturday and that the election is next Tuesday and that even though all are running un-opposed doesn't mean you shouldn't vote. Thanked Donny Ravas for attending the meeting.

**Council Member Smith**-No additional comments.

**Council Member Hetherington**-Was impressed to see the youth come in from the Criminal Justice Program. Welcomed Council Member Smith. Thanked the fire company, SEMS and the police department.

The meeting was adjourned at 7:50 PM

Respectfully submitted,  
Justine Keadle, Clerk/Treasurer