

Mayor and Council of Smithsburg, MD
Regular Meeting Minutes
Thursday, February 5, 2019

The regular meeting of the Smithsburg Mayor and Council was held on Thursday, February 5, 2019 at 7:00 PM with Mayor Jack Kesselring and Council Members Nathaniel Smith, Dennis Wenthe, Cassandra Weaver and Richard Hetherington present. Council Member Donald Souders was absent. Also in attendance was Clerk/Treasurer Justine Keadle and Town Manager Debra Smith. The meeting was opened with the Pledge of Allegiance led by Council Member Wenthe.

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

Consent Approval of Minutes: On a motion by Council Member Hetherington, to approve the minutes of the January 2, 2019 Mayor and Council meeting, January 9, 2019 Economic Consultant meeting, January 14, 2019 Special Session and the January 22, 2019 Work Session as submitted. Motion carried by a majority vote of Council with Council Member Weaver abstaining from the January 22, 2019 Work Session minutes.

Approval of Executive Minutes: On a motion by Council Member Hetherington, to approve the minutes of the January 2, 2019 Executive Session and to leave the minutes closed. Motion carried by a unanimous vote of Council. On a motion by Council Member Hetherington, to approve the minutes of the January 14, 2019 Executive Session I. Motion carried by a majority vote of Council and to leave the minutes closed. Council Member Wenthe abstained. On a motion by Council Member Hetherington, to approve the minutes of the January 14, 2019 Executive Session II. Motion carried by a majority vote of Council and to leave the minutes closed. Council Member Wenthe abstained.

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

Guest: Tammy Gantz, Smithsburg Library Branch Manager- Invited everyone to the Longest Table Event on February 23 at 2PM in the library. The United Way and the library will be providing lunch for the event from the Smithsburg Market. The event is part of the choose civility movement and discussions will be held about the community and what people would like to see done.

Council Member Hetherington suggested that this would be a good event for the Economic Development group to attend.

MAYOR'S REPORT: (1) Worked on the expansion and development of Veterans Park and 2.5 acres. (2) Attended the inspection of the fire suppression system at Smithsburg Market.

DEPARTMENTAL REPORTS

Police Chief Report: Chief Knight submitted the following report: (1) There were 128 calls for service during the month of January with 1 adult arrest and 0 juvenile arrests. (2) A total of 27 premise checks were conducted. (3) The Department patrolled a total of 2,367 miles this month and did 20 hours and 50 minutes of foot patrol. (4) The Department assisted Washington County Sheriff's Dept. 9 times, Maryland State Police 1 time, Smithsburg EMS 1 time and Taneytown PD 1 time. (5) There were 78 Park checks. (6) 88 speed camera violations. (7) Chief Knight and Officers Dove, Munson and Morales attended Inservice Training at WCSO. Chief Knight attended GOCCP Training at MSP Barrack, Radio Meeting at WCSO and Radio Program Meeting at WCSO.

Council Member Weaver inquired about additional information requested from the police department from the last meeting. Town Manager Debra Smith stated a meeting with Chief Knight will be rescheduled and the information discussed at that time.

Public Works Report: Jeff Long submitted the following report: (1) Removed all Christmas decorations in Town with the exception of the large trees in Veterans Park. (2) Marked utilities in Veterans Park. (3) Cleaned up after a few small snow events. (4) Replaced a broken flange on Pump #2 at the Henrietta pumping station. (5) Marked utilities along the areas where the new transmission line is to be located. (6) Continued remodeling of the Planning Commission office and lunchroom. (7) Moving Planning Commission files from the second floor to the first floor of Town Hall. (8) Met with Mid-Atlantic Utilities on several occasions during the month. (9) Assisted Mid-Atlantic Utilities with a broken water service that occurred during test boring. (10) Completed the Re-Modeling of the Police Department Building. (11) Water usage for the month was 8,753,870 gallons and sewer flows were 11,890,000.

Zoning Administrators Report: Randy Dick, Zoning Administrator submitted the following: (1) Planning meeting held on January 15, 2019 (2) Next Planning Commission meeting will be on February 12, 2019. (3) Neighborhood Commercial Hearing postponed to March 7, 2019. (4) Assisted Public Works with Miss Utility notifications, Whispering Hills Storm Water Pond information and Veterans Park access for grading.

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

COMMISSION REPORTS

Smithsburg Community Activities Committee-Laura Hendrix stated the next SCAC meeting will be held on March 19th. The following dates have been scheduled for town events: Movie Night June 7th, National Night Out August 6th, Halloween October 19th and Christmas December 6th and 7th.

Parks Commission-Council Member Wenthe stated the next meeting will be February 11th.

Planning Commission –Debra Smith stated the Public Hearing for commercial area on Geiser was rescheduled for March 7th.

COMMUNITY ORGANIZATION REPORTS:

SEMS Report -The following report was submitted by Ward Fleger (1) 114 Calls for January 2019. Of these there were: 26 Sick Person/Diabetic Emergency/Abdominal Pain, 17 Ground level falls and traumatic injuries, 14 Chest Pain/Cardiac events, 10 Motor Vehicle Crashes, 19 Respiratory Distress, 9 Unconscious/Fainting/Syncope, 4 Overdose/Psychiatric, 3 Strokes, 2 Event Standby, 5 Seizure/Convulsions, 2 Cardiac Arrest, 3 Life Line Alarms (2) Of the 114 calls, there were 89 calls in Smithsburg, Leitersburg, Mount Aetna, Hagerstown and Cascade/Pen Mar, 11 calls in Franklin County and 14 calls in Frederick County. (3) Annual report had been sent to Mayor and Council. (4) Taught the Cub Scouts a first aid class on January 30th. (5) Would like to schedule a meeting with Mayor and Council to be hosted at SEMS.

Smithsburg Fire Co-The following report was submitted by Phil Rhorer (1) There were 18 calls for service in the month of January. (2) 4 structure fire's, 4 motor vehicle accidents, 2 fire alarms, 5 medical assist, 1 outside investigation, 1 burning complaint and 1 public service. (3) Annual banquet is this coming Saturday.

Ward Fleger thanked the fire department for their work on the fire on Bradbury Avenue.

CITIZENS COMMENTS/CONCERNS:

Mark Plumley of Amanda Drive inquired about the walkway that runs through the flood plain in Whispering Hills and if we could do something about the water covering the area such as a garden bridge. Mayor Kesselring stated the area is for water overflow and the walkway is there for use when passible. The Mayor stated we do not have the funding for a bridge and that a bridge would also pose a liability for the Town. Town Manager Debra Smith stated the walkway is there as a courtesy when the area is dry and that we had a meeting about two years ago with the Washington County Board of Ed to try and resolve the issues. An additional bus was put into place in Whispering Hills to reduce the need for children to cross the walkway.

OLD BUSINESS:

NEW BUSINESS:

Consent Approval of the following RFP's as detailed in the January 22nd work session:

Request to Approve RFP for Mowing Services for 2019 Season
Request to Approve RFP for Snow Removal Services for 2019-2020
Request to Approve RFP for Audit Services for FY20
Request to Approve RFP for Accounting Services for FY20
Request to Approve RFP for Sanitation Collection Services for FY20

Council Member Hetherington inquired when the bids will go out. Town Manager Debra Smith stated they will all go out tomorrow with the exception of snow removal. All bids will be returned by March. Snow removal will go out after the completion of this snow season.

On a motion by Council Member Hetherington, to approve the RFP for mowing services, snow removal, audit services, accounting services and sanitation collection services. Motion carried by a unanimous vote of Council.

Request to Approve Engineering Proposal to Perform Grading Plan of Veterans Park 2.5 Acre Parcel-

Mayor Kesselring presented two quotes for grading of the 2.5 acres in Veterans Park at the January work session for surveying, grading, sediment and erosion control and field design. Frederick Seibert Associates Inc also included an aerial survey at no charge. The quotes were; Frederick Seibert Associates Inc for \$2,785.75 and EcoLand Solutions for \$2,275.00. Mayor Kesselring's recommendation is to use Frederick Seibert Associates Inc due to the addition of the aerial survey that will provide the Town with a typographical map at no charge and will help with planning future planning in the park. **On a motion** by Council Member Wenthe to approve the engineering proposal to perform grading plan at Veterans Park. Motion carried by a majority vote of Council with Council Member Weaver abstaining.

Town Hall Tower Grant Agreement-Jefferson Boyer was present to answer questions regarding the grant agreement. Discussion was held regarding verbiage in the agreement that appears to hold the beneficiary, the Town, at the same terms as the grantee, The Historical Society. The verbiage also appears to not allow the Town to sell the building due to the addition of the tower. Council Member Weaver suggested we contact the town attorney for clarification. Council Member Hetherington inquired if we have added the tower to the insurance. Town Manager Debra Smith stated that Zoning Administrator Randy Dick was obtaining the information for us to add the addition to the insurance. Jefferson Boyer will do research on his end regarding the verbiage in the contract and get back with Debra Smith. **On a motion** by Council Member Hetherington to seek legal review by the town attorney for the grant agreement and for the grantee to provide any necessary required documents as requested. Motion carried by a unanimous vote of Council.

Proposed February 26, 2019 Work Session:

Smithsburg WWTP Upgrade Update-Dan DiVito, W.C. Director Environmental Management

TOWN MANAGER'S REPORT: Debra Smith reported the following: (1) Spent the majority of January preparing bid documents for the 5 RFP's proposed for bid approval this evening. (2) Dan DiVito of W.C. Dept. of Environmental Management has requested a meeting to provide an update on the upgrade of the Smithsburg WwTP. He has been scheduled for the February 26th work session. (3) Received final approval from the Board of Public Works approving the POS grant for the park Gazebo. Will have further information on the proposal at the February work session. (4) As part of the benefit review, the broker was asked to review the ancillary benefits (life, STD and AD&D) which is currently with MetLife and renews on 3/1. Of 6 providers 2 declined to provide quotes, one was 83% above the current cost and one was 5% above the current rate. The only company to provide a cost was SunLife. SunLife agreed to extend the rate guarantee to 7/1/2021, they provide the same benefits as Met Life and a 6% cost savings overall with the 28 month guarantee. Request approval to switch carriers. **On a motion** by Council Member Weaver, to approve the carrier switch. Motion carried by unanimous vote of Council.

Water Transmission Line Replacement Project Updates: the construction meeting scheduled for Wednesday January 30th was cancelled due to lack of progress based on the pending Soil and Conservation District review for the sediment and erosion control permitting. Final comments are being addressed and will be returned to the County and Soil Conservation District by the end of this week. Next scheduled construction meeting is Wednesday, February 27th at 9AM. The contractor did perform several test bores during January.

Economic Development Feasibility Study Update: Since the kick off meeting with the Mayor and Council in January, BAE Consultant Mary Burkholder has met with a few of the local business owners and was also provided with the names of a few individuals that have provided their names as being interested in taking part in the study. The second Task in the proposal is to conduct an Economic Conditions assessment in March.

COUNCIL MEMBER REMARKS:

Council Member Hetherington-Thanked everyone for coming out. Thanked SEMS and the Fire Company. Be safe in the warm weather.

Council Member Weaver-Thanked the Fire Department for coming to the meeting. Thanked SEMS and the Fire Dept for amount of calls they are able to manage. Was amazed at how well the fire on Bradbury was maintained. Thanked Justine Keadle for the time put into the minutes. Attended the Chamber of Commerce State of the County meeting today.

Mayor Kesselring-Thanked the Fire Company for coming out.

Council Member Smith-Thanked everyone for coming out. The citizens getting involved is what make things great. Thanked SEMS, Fire Co and town employees for their work.

Council Member Wenthe-Thanked the Police, Fire Co., and SEMS. Glad to see Officer Dove back on duty.

Mayor Kesselring-Thanked everyone for coming out.

Council Member Hetherington stated that funds are being raised for upgrades to the stadium at the High School. Some of the upgrades include locker rooms, redo of the concession stand and a room for the athletic trainer. If you have questions or would like to make a donation to contact him, the principal or athletic director.

The meeting was adjourned at 8:10 PM

Respectfully submitted,

Justine Keadle, Clerk/Treasurer