

**Mayor and Council of Smithsburg, MD**  
**Work Session Minutes**  
**Tuesday, October 24, 2017**

The Mayor and Council of Smithsburg, MD held a Work Session meeting at 7:00 PM on Tuesday, October 24, 2017 in the Town Hall Council Chambers. In attendance were Mayor Mildred Myers, Council Members Dennis Wenthe, Richard Hetherington, Donald Souders, Craig McCleaf and Cassandra Weaver. Also in attendance was Town Manager Debra Smith, Chief George Knight, Zoning Administrator Randy Dick and Clerk/Treasurer Justine Keadle.

**Color the World Orange Awareness** - Shannon Schildt-Leidig of Sharpsburg, MD is requesting to place Orange Ribbons on the light poles in the town of Smithsburg to call attention to Reflex Sympathetic Dystrophy which is now known as Complex Regional Pain Syndrome from Saturday, November 11 and remove them Saturday, November 25, 2017. Council gave unanimous consensus to the request with the ribbons to be placed on the light poles in the town square.

**FY17 Audit Review** – Tracey Whitehouse and Mike Bucci of RSM presented the Mayor and Council with an overview of the FY17 financial audit of the town. Those items highlighted were: the assets of the Town exceeded its liabilities by \$5,700,599 (net position). Of this amount, \$2,479,438 (unrestricted net position) may be used to meet the Town's ongoing obligation to citizens and creditors. The total net position increased by \$141,066. At the close of the current fiscal year, The Town's general fund reported a fund balance of \$1,789,838 or 130.7% of total general fund expenditures, which is an increase of \$38,965 in comparison to the prior year. The net assets for business type activities (Water and Sewage disposal) decreased by \$82,216. The towns Water Fund reported an operating loss of (\$24,614) while the Sewage Disposal Fund reported a gain of \$184,506 for a combined year ending balance of \$1,982,954.

**FY17 Audit Adjustment-** Town Manager Debra Smith stated that the FY17 General Fund Highway and Streets and Debt Service expenditure line items exceeded the budgeted amount as of yearend requiring the following budget line item transfers;

From: General Government – Annexations	\$4,000
From: Public Safety – Police – Operating	\$10,000
From: Waste Collection and Disposal Collection Services	\$5,000
From: Recreation and Culture – Parks – Capital Outlay	\$26,000
From: Recreation and Culture – Parks – Operating	\$12,000
From: Recreation and Culture – SCAC	\$3,000
From: Miscellaneous – Retirement Plan	\$5,000
To: Highway and Streets – Public Works – Capital Outlay	\$53,000
To: Debt Service - Principal	\$7,000
To: Debt Service – Interest	\$5,000

Unanimous consensus to approve the audit adjustment as recommended.

**Fire Department Concerns** – Smithsburg Volunteer Fire Department Chief Dale Fishack stated that the fire department will be making some changes in the way they deliver fire protection services to include the following;

- Addition of part-time paid career staffing expected to begin in December/January with \$25,000 received annually from Washington County towards the cost.
- Issuing a Statement of Services to insurance companies for services rendered.
- Annual Carnival will be held this year over July 4<sup>th</sup> and include fireworks at an anticipated cost of \$15,000.
- In 2019; 20 sets of turn-out gear will expire and will cost \$50,000 to replace. May need to come before the Council to request funding assistance.
- Stated that he would be contacting Town Manager Smith in the spring to begin working on hydrant flow testing with the Public Works Department.

**School Emergency Access Road Discussion** – High School Principal Mike Chilcutt attended the meeting to discuss the purpose and usage of the Emergency Access Road behind the Smithsburg High School. Stating that the access road is utilized for access to the cafeteria, gym and teachers meet and greets as well as maintenance staff. Randy Dick stated that it was originally a construction access road as shown on the site plans then to be used for emergency access only (for fire, rescue, etc.) Chief Knight added that a few teachers have been using it as a personal road and parking behind the school. Randy added that a change in the use should go back to the Planning Commission, otherwise, the town assumes no liability. Councilman Hetherington stated that Mr. Chilcutt should be permitted to monitor their personnel rather than the town, and the school would assume any and all liability by leaving the access road open. Final conclusion was to allow the school to assume responsibility for monitoring and limiting access to certain individuals, with no parking on a daily basis and usage not to occur during the morning and afternoon peak school traffic times. Councilman Souders encouraged Principal Chilcutt to work with the Board of Education to build on the towns E. School Lane improvement plan that would create safer access to the rear of the school.

**Proposed Location of New Play Equipment in Veteran's Park**-Town Manager Debra Smith met with the Park Commission on the relocation of the proposed site of the new rock climbing wall in Veteran's Park, to be located between the 5-12 age group equipment and the driveway to the library with the addition of a safety barrier. Members voted unanimously to approve the first recommended location between pavilion #1 and the 5-12 age group equipment with the parent swing to be relocated to the opposite corner of the play area for safety reasons. Council concurred.

**Proposed Town Facebook Page** – Council and staff discussed the pros and cons of having a town Facebook page. Councilmembers Souders and Hetherington stated that the intent is to share information with those that do not monitor the website. Town Manager Smith agreed with the intent by being able to send out notices for events, meetings and weather, but was concerned about her and staff having to monitor and address comments on a routine basis. Councilmember Hetherington stated that he was confident that it could be set up to send out information only, but would look further into the matter and bring information back at the November work session.

Meeting was adjourned at 8:50 PM.

Respectfully submitted,

Debra A. Smith, Town Manager for  
Justine Keadle, Clerk/Treasurer