

**TOWN OF SMITHSBURG, MD
MAYOR AND COUNCIL
WORK SESSION MINUTES
MAY 25, 2021**

The Mayor and Council of Smithsburg, MD held a Work Session beginning at 7:00 PM on Tuesday, May 25, 2021 in the Council Chambers. In attendance were Mayor Hetherington, Council members David Dan, Tracey Knight-Simane, Cassandra Weaver, Donald Souders and James Fritsch. Also in attendance was Town Manager Chad Rooney, Clerk/Treasurer Jenni House, and Public Works Supervisor John Renard.

Final Review of Proposed IDDE Ordinance- Town engineer, Mike Hicks stated him and the previous Town Manager worked with Washington County to develop the IDDE ordinance for the Town of Smithsburg. Mr. Hicks stated the ordinance is a MS4 requirement and the verbiage in the Town of Smithsburg ordinance was taken from the ordinance that Washington County has already had approved. Mr. Hicks stated that during the summer months at least 8 checks or the inlets and outlets need to be performed for illicit discharge. The Public Works staff has put together a map of where the inlets and outlets are in town, this will show them where they need to check for the illicit discharge. If a contaminant is found the person responsible for causing the contamination will be responsible for determining who to fix it. Mike Hicks ask if Mayor and Council had any questions. Council member Dan wanted to make sure the towns IDDE ordinance was satisfactory for Washington County, and Mick Hicks stated that it was. Consensus of Council to place this matter on the agenda as new business for the June 8th meeting.

Sewer Flow Study- Town engineer, Mike Hicks stated that he is using a CAD program to enter the sewer flows that were measured by MES. Mr. Hicks is entering the measurements of pipes, including slopes and elevations and adding a buffer that is required by MDE in case there is a problem. Once everything is entered into the program Mr. Hicks will be able to predict the I&I. Once this has been done for the town as it currently is he will be able to add the Cloverly Development predict flows to see how it will affect the current system once developed. Council member Souders requested to have Mr. Hicks submit something in writing to council before the final information is submitted to the public, Mr. Hicks agreed. Consensus of Council to place this matter on the agenda as new business for the June 8th Meeting.

General Fund Budget FY22- Town Manager, Chad Rooney presented the Mayor and Council with the proposed FY22 General Fund Budget, stating that revenues are proposed at \$1,491,376.00 with the following:

- Real Estate Property taxes will increase to \$705,000.00.
- Ordinary business corp. to remain at \$28,000
- Local income tax to remain at \$250,000
- Trader's license to remain at \$300
- HUR increased to \$127,428.00 from \$100,000 for the FY21 Budget
- Hotel/Motel to remain at \$15,000
- Park Revenue to remain at \$2,500
- Speed camera revenues to remain at \$16,000
- Estimated trash collection fees of \$224,574.00

The following recommendations were made for Expenses:

- Increase salaries by 3%
- Increase expenses in Planning and Zoning by \$12,500.00 to cover the Town Planner
- Increase the Public Works Department operating expenses by \$5,000.00
- Increase Snow Removal Budget by \$7,500.00
- Waste collection increased from \$220,000 to \$224,574.00. This will not be increase to the residents.

- Group Health Insurance will increase from \$58,000 to \$62,500.00

Councilmember Fritsch ask if the Mountain Shadows new homes were calculated into the new proposed revenue for real estate taxes, the town manager stated they were not included. Councilmember Dan stated the town should have some idea of the value of the homes in Mountain Shadows and they should be included in the revenue amount for real estate. Mayor Hetherington stated we can amend the budget after July 1, 2021, if need be to include the revenue amounts for the new homes.

Town Manager, Chad Rooney, stated the License and permits were left as a low number even though the actual FY 2021 YTD was high. The increased revenue was due to the development of Mountain Shadows and now that it is fully development the permitting will decrease.

Town Manager, Chad Rooney, stated that Grant Revenue was left at zero due to the fact that we have not received approval for any grant applications that have been submitted. If grant applications are approved the budget will need to be amended at that time.

Councilmember Dan stated we should have a more accurate number for the Hotel/ Motel revenue, once a more accurate number is available the budget will be amended to reflect the increase or decrease in revenue.

Councilmember Fritsch ask why the speed camera was much less than the actual YTD for FY21, and Councilmember Weaver stated that hopefully because people will learn their lesson and not speed through the area. Mayor Hetherington stated that it is better to remain conservative since this is revenue the town has no control over.

Councilmember Dan then ask about having a line item for surplus funds from the previous fiscal.

Councilmember Dan stated for transparency reasons and because it is listed this was in the Charter there are really no other options. Mayor Hetherington stated this would be a major change and would need to be added to a future work session for further discussion.

Commission Budgets:

- EDC Commission budget was presented by Bill Kellogg. The EDC is requesting \$30,000.00 for their FY22 Budget. Mr. Kellogg stated this included funds for ads, community service, ribbon cuttings, yard signs, website marketing and other Smithsburg artwork.

Councilmember Fritsch stated that he thinks the EDC is doing very well and being very aggressive in their work for the community.

Councilmember Dan wanted to make sure the EDC understood that once the FY21 Budget year is over the funds they have will go away. Mr. Kellogg stated he understood that and most of those funds would go towards the website now that the mayor has signed the agreement with Pearljade.

Councilmember Souders stated a joint meeting with Mayor, Council and EDC is needed. He feels that everyone should be using the website set up.

- SCAC Committee budget was presented by Laura Hendrix. Mrs. Hendrix stated that the SCAC does NNO, Halloween, Tree Lighting, Christmas Party and Easter. Mrs. Hendrix stated the committee's budget request hasn't changed much from the previous year, except for the addition of \$1,000.00. The increase was added as the committee hopes of do something special for the children on Valentine's Day. Mrs. Hendrix stated she would like to have a Valentines dinner for the children to enjoy and maybe music in the park. She also stated that any surplus from the budget is used for Christmas decorations.

Councilmember Knight-Simane ask if they should have budgeted funds for the joint website that Councilmember Souders spoke of previously. Councilmember Dan stated he thought that should be a discussion for another work session, he doesn't agree with Councilmember Souders on the combined website and feels it needs further discussion.

- Parks Commission budget was presented by Janette Dan. Mrs. Dan stated that the commission would like \$1,000.00 budgeted for mulch. She stated the playground area really needs mulch and they are concerned a child may be hurt. Mrs. Dan also stated that they would like to purchase shade trees for the park and that John Renard told her about a program that is run by the DNR and they may be able to get shade trees at a really good price. The Parks Commission will be looking into this program. The Commission would also like \$6,000.00 for maintenance and upkeep of the park, some picnic tables need to be redone and the backboards on the basketball nets need to be repainted. The commission would also like to have the path around the pond at Lions Park completed. The Commission is working on a grant for new playground equipment. Mrs. Dan stated the Commission could fill out as much of the grant paperwork as possible for the grant and Mayor Hetherington told her that would be great and to turn it over to Town Manager Rooney for completion.

Councilmember Knight-Simane ask where the town was in obtaining the fill dirt for the 2.5 acres in Veteran's Park, Public Works Supervisor, John Renard told her that he is working with sources to try and obtain that, however will need some time to work on that. Councilmember Knight-Simane then inquired if the fill needed to be done by a certain timeframe because of a grant. John Renard stated the grant money that was received for the park project had been used and the money for any fill dirt was not coming from a grant. Councilmember Dan stated he thought the 2.5 acres was to be graded to make it look more presentable and John stated that everything has been done to satisfy MDE we just need to find the fill dirt to finish filling it in.

FY22 Proposed Rate Increase:

Town Manager Chad Rooney stated that the town is proposing only to pass on to its customers the 3% rate increase from the City of Hagerstown for water and the 3% rate increase for sewer from Washington County for FY22.

FY21 Water Fund Budget Review:

- Water Service charges proposed for \$618,000.00.
- Projected revenues of \$622,500.00.
- The water purchase fee to the City of Hagerstown \$272,950.00.
- A surplus of \$202,765.00 is projected.

FY22 Sewer Fund Budget Final Review:

- Projected revenues of \$669,500.00.
- Of the \$669,500.00 in projected revenues, \$515,000 is expected to be paid to the County in sewer treatment fees.
- A surplus of \$100,000.00 is projected.

Park Commission Bylaws Review – Councilmember Knight-Simane stated the Bylaws need to state council liaison should not be counted as a member of the commission. Councilmember Dan stated the Bylaws need clearer language. Mayor Hetherington stated that the bylaws will be reviewed at another time, however the time being it is to be understood that the council liaison is not considered a member of the Commission as they are unable to vote.

Commission Member Applications Review: The EDC Commission would like to add 2 new members. Liz Farmer and Angie Griffin.

The Park Commission would like to add 1 new member Matt Lynch.

Consensus of Council to place this matter on the agenda as new business for the June 8th Meeting for approval.

Mayor Hetherington wanted to let everyone know about the issue with barricades on E. Bishop Lane. New Direction purchased the Oswald property and has barricaded the entrance to E. Bishop Lane. With this being done he has made it impossible for any traffic to get through. The town has utilities that run under that road and is currently working to come up with a resolution with the property owner.

On a motion by Councilmember Fritsch, seconded by Councilmember Dan to adjourn at 9:11 PM. **Motion carried.**

Respectfully submitted,

Jenni House
Clerk/Treasurer