

**TOWN OF SMITHSBURG, MD
MAYOR AND COUNCIL
REGULAR MEETING MINUTES
January 3, 2023**

The regular meeting of the Smithsburg Mayor and Council was held on Tuesday, January 3, 2023 at 7:00 PM with Mayor Donald Souders, Councilmembers Tracey Knight-Simane, David Dan, James Fritsch, Roberto Gonzalez. and Jon Snyder. 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 Dan

Approval of Agenda: On a motion by Councilmember Fritsch, second by Councilmember Dan to approve the agenda. **Motion carried.**

Approval of Meeting Minutes:

- Regular Meeting Minutes – December 6, 2022
- Executive Session Minutes – December 6, 2022

On a motion by Councilmember Dan, second by Councilmember Gonzalez to approve the Regular Meeting Minutes, changing Charter 41 to Chapter 41. **Motion carried.**

Executive Session Minutes: On a motion by Councilmember Gonzalez, second by Councilmember Dan to accept the Executive Session Minutes as presented. **Motion carried.**

Approval of Treasurers Reports: On a motion, by Councilmember Knight-Simane, second by Councilmember Fritsch to approve the Treasurers Report as presented. **Motion carried.**

COMMUNITY ORGANIZATION REPORTS:

SEMS Report: Dale Fishack submitted the following report, Total calls for service was 124 calls with 14 calls out of county, with 9 calls in Franklin County and 5 in Frederick County.

Smithsburg Fire Co- Dave Yankey submitted the following report: Total number of calls 59. Mutual aid given, Frederick County 2, Franklin County 10.

MAYOR'S REPORT: Mayor Souders reported the following:

Met with Representatives from RK&K to discuss the various projects needing to be scoped and/ or prepared for the bidding process. Discussed the scheduling of a zoom call for the purpose of discussing the water line project and SHA project.

Along with Mr. Haller, Town Manager Brandt and representatives from RK&K, participated in a zoom call to discuss the SHA Water Street project and the Mountain Shadow's Waterline Replacement projects.

Participated in the Shop with the Cop event. I want to thank all those that sponsored, volunteered, participated and worked to make this a wonderful town event.

TOWN MANAGER'S REPORT:

Prepared RFP for new SCADA system

Completed drawdowns of Waste Water Lift stations

Completed Purchasing request and packet for Muffin Monster for SHS lift station

Secured Tank cleaning contract with Southern Corrosion to begin Spring 2023.

Continued multiple meetings with RKK for complete replacement of all three Wastewater lift stations, Street Scape project, as well as loop of Water line for Mountain Shadows.
Water meters, we are still waiting on delivery and installation of 12 meters.
Met with Veterans Park lighting contractor to discuss placement of poles, contacted RKK to do stake out.
Set up meeting with Michelle MDE and RKK to go over Towns MS4 reporting.
Met with Brian Semler to make needed repairs to the swale area at Veterans Park, as well drywall and trim repairs in tower room at Town Hall.
Myself, Mayor Souders and Jenni House met with representatives of Middletown Valley Bank, about potentially moving some our Accounts.
Met with Parks Jeanette Dan as well as Councilman Gonzalez to discuss future projects with the Parks.
Continued communications with Vendors to acquire bids for Generator service, pipe lining, as well as manhole lining.
Reviewed Washington County Inclement Weather policy, revised for submission to be adopted by the Town.
Discussed with Council the purchase of 2 vehicles for the Town. **On a motion** by Councilmember Snyder, second by Councilmember Fritsch to add this time to the agenda. **Motion carried.**

APPROVAL OF DEPARTMENTAL REPORTS:

Police Department
Public Works Department
Planning & Zoning Department

On a motion by Councilmember Snyder, second by Councilmember Dan to accept the Departmental reports as presented. **Motion carried.**

Town Manager, Brian Brandt, stated Chief Marker would like to change all, except 3 of the 1-hour parking spots on the south side of S. Main St to regular parking spots. **On a motion** by Councilmember Snyder, second by Councilmember Dan for Police Chief, Robert Marker to use his discretion in changing the parking spots from 1 hour parking to regular parking. Motion carried, with Councilmember Gonzalez abstaining.

APPROVAL OF COMMISSION REPORTS:

Smithsburg Community Activities Commission
Parks Commission
Planning Commission
Library Advisory Board
Economic Development Commission

On a motion by Councilmember Gonzalez, second by Councilmember Snyder to accept the Commission reports as presented. **Motion carried.**

CITIZENS COMMENTS/CONCERNS:

John Schrenk – Came to Council to discuss lowering the speed limit; and having more speed enforcement on W. Water St. Mr. Schrenk stated a lot of motorists do not observe the speed limit and recently 2 cats were struck and killed on W. Water St and he believes more speed limit enforcement would help the issue.

Ben Rodriguez – Came to Council to advocate for Middletown Valley Bank. Mr. Rodriguez stated he used to work for MVB and his wife currently works there. Mr. Rodriguez believes MVB has commitment to the town.

OLD BUSINESS:

Vote on Ordinance 2023-01: FY23 Budget Amendments: On a motion by Councilmember Snyder, Second by Councilmember Dan to postpone the vote until after the discussion on vehicle purchases. **Motion carried.**

Discuss/ Consider Upgrade of Copier at Town Hall: Mayor and Council were provided 3 written quotes for an upgraded copier for Town Hall. On a motion from Councilmember Gonzalez, second by Councilmember Snyder to purchase a Kyocera TASKalfa 5052ci System from Automated Office Equipment, Inc for \$6,490.00 from ARPA funds. The monthly service of \$184.00 will come from Office Supplies.

NEW BUSINESS:

Discuss/ Consider Moving Accounts from Truist to Middletown Valley Bank: Ryan Lampton, Kathy Stevens and Dawn Scofield from Middletown Valley Bank spoke to Mayor and Council regarding the benefits of switching to Middletown Valley Bank. **On a motion** by Councilmember Gonzalez, second by Councilmember Dan to move accounts currently with Truist to Middletown Valley Bank. **Motion carried.**

Employee Liberal Leave Policy – Personnel Manual Update: Town Manager, Brian Brandt stated he would like to adopt the County Liberal Leave Policy for the Town. **On a motion** by Councilmember Snyder, second by Councilmember Fritsch to update the Town Policy. **Motion carried.**

Discuss/ Consider parks – Park P/T Position: Mayor Souders stated this position is not in the current budget and would need to move money around in the Park's budget for the employee's salary. Councilmember Gonzalez stated this should be a year-round position and not seasonal. Town Manager, Brian Brandt is going to work on the job description and bring the description back to Mayor and Council at the January 24, 2023 meeting.

Discuss/ Consider Chair Lift Maintenance & Upgrade: Town Manager, Brian Brandt provided a quote from KONE to finish the chair lift to the 3rd floor of Town Hall. Councilmember Snyder stated he would like to see bids for this upgrade. Mr. Brandt was ask to prepare an RFP and bring it back before Mayor and Council.

Discuss/ Consider Purchase of Muffin Monster: Town Manager, Brian Brandt provided information on the Muffin Monster to Mayor and Council and stated he would like to put one at the High School Pump Station. On a motion by Councilmember Snyder, second by Councilmember Dan to purchase a 10K Series Muffin Monster for \$31,415.00 using ARPA funds.

Discuss/ Consider RFP for SCADA System: Town Manager, Brian Brandt stated he had a RFP for the SCADA System ready to go. Council made some recommendations for a change to the RFP. **On a motion** by Councilmember Snyder, second by Councilmember Gonzalez to put out the RFP with Council suggested amendments. **Motion carried.**

Discuss/ Consider Fishing Rodeo at Lions Park: Park Commission Member, Melissa Hargreaves stated the Parks Commission would like to host a fishing rodeo at Lions Park in the spring. Mrs. Hargreaves stated in order to have the rodeo in the spring they would need to submit the application by January 15, 2023. On a motion from Councilmember Gonzalez, second by Councilmember Snyder to submit the application to host a fishing rodeo to DNR.

Discuss/ Consider Purchasing 2 vehicles: Town Manager, Brian Brandt, stated the opportunity to purchase 2 used vehicles for the Town was presented to him today. **On a motion** by Councilmember Snyder, second by Councilmember Gonzalez not to exceed an addition \$20,000.00 from ARPA funds to purchase these vehicles. **Motion carried.** The original \$40,000.00 from ARPA that was budgeted for a new Kubota will be used to purchase these vehicles.

Vote on Ordinance 2023-01: FY23 Budget Amendments: **On a motion** by Councilmember Dan, second by Councilmember Snyder to approve Ordinance 2023-01 with the amendment to take an addition \$32,000 from

ARPA for the Muffin Monster, and an addition \$20,000.00 from APRA for the purchase of the 2 vehicles.

Motion carried.

Councilmember Remarks:

Councilmember Dan: Shop with a cop was an awesome event. Thanked the police department and all other organizations that made it possible. Thanked the Fire Department and other businesses for helping people out over the bitter cold spell we had.

Councilmember Fritsch: Good start to the New Year, hope it continues. Happy New Year to everybody.

Councilmember Knight-Simane: Condolences to the Reid family on the loss of Louie, Coach Reid's oldest son. Shop with a cop, what a great event. Not so happy with Walmart, so next year thinks we should take it to Target.

Councilmember Gonzalez: Thanked the Fire Department for opening the doors during the bitter cold. Is excited for Parks Commission to do the fishing rodeo. Thinks the meetings was pretty productive, excited to work with everyone. What a great town we have. Happy New Year to everyone.

Councilmember Snyder: Excited to see the way Council is coming together. Made so good choices and laid some good ground work to keep the momentum. Thanked Council and Commissions for all they have done.

Next Meeting Date: January 24, 2023

Next Mayor & Council Meeting: February 7, 2023

Next Commission Meetings:

- Economic Development Commission – Monday, January 23, 2023 @ 6:00 PM, Conference Room, 1st Floor.
- Smithsburg Community Activities Commission – Tuesday, January 17, 2023 @ 7:00 PM, Conference Room, 1st Floor.
- Parks Commission – Monday, January 9, 2023 @ 7:00 PM, Conference Room 1st Floor.
- Planning Commission – Tuesday, January 10, 2023 @ 7:00 PM, Conference Room 1st Floor.

MOTION TO ADJOURN

On a motion by Councilmember Fritsch, second by Councilmember Knight-Simane to adjourn the meeting at 9:14 PM, **motion carried**

Respectfully submitted,

Jenni House
Clerk/ Treasurer