

Donnie L. Souders, Mayor  
Tracey Knight-Simane, Vice President



David Dan, Councilmember  
Jim Fritsch, Councilmember  
Roberto Gonzalez, Councilmember  
Jon Snyder, Councilmember

**TOWN OF SMITHSBURG  
MAYOR & COUNCIL  
SPECIAL SESSION / WORK SESSION AGENDA  
Tuesday, July 26, 2022; 6:00pm**

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**Call Special Session to Order**

**Pledge of Allegiance**

**Approval of Agenda**

**Motion to Close Special Session Meeting and Move into Executive Session**

*Article 3-305 (b) of the Annotated Code of Maryland, Section (1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this elected body has jurisdiction; or any personnel matter that affects one or more specific individuals.*

**Consider Bid 2022-05: Meter Replacement Program (Installation)**

**Motion to Recess Special Session – *No Later than 6:55pm***

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**Call Public Hearing to Order**

**Public Hearing for Ordinance 2022-05 Amending and Revising Article VII of the Zoning Ordinance of the Town of Smithsburg, to add Section 405-48. Perpendicular Business Identification Signs – Town Center**

**Motion to Adjourn Public Hearing**

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**Reconvene Special Session**

**Consider Introduction of Ordinance 2022-05 Amending and Revising Article VII of the Zoning Ordinance of the Town of Smithsburg, to add Section 405-48. Perpendicular Business Identification Signs – Town Center**

**Motion to Adjourn Special Session**

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**Call Work Session to Order**

**Greenwill Consulting Group – Ivan Lanier**

**Smithsburg Emergency Medical Services – ARPA Funding Request**

**Steam & Craft Show – Hotel Revenue Funding Request**

**Modification of Subdivision Land Ordinance**

**Cinnamon Bun Fun Run – Chief Marker**

**Carlo Belella Memorial Tree Approval**

**Responsibility for Costs – Meetings, Dues, etc. for Mayor, Town Council, and Selected Employees**

**Camera System Upgrades**

**Veterans Park Alternative Exit**

**Utility Billing Policy**

**\* Ryan Clark, 117 Kevins Court**

**\* Siamack Moaveni, 10 Grove Creek Circle**

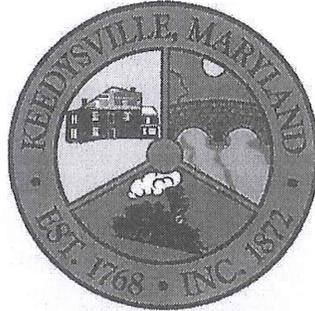
**Motion to Adjourn Work Session**

**Bid 2022-05: Meter Replacement Program  
(Installation)**

# TOWN OF KEEDYSVILLE, MARYLAND

*"Where Northern Thrift and Personality Blend with Southern Charm and Hospitality"*

P.O. Box 359  
19 South Main Street  
Keedysville, MD 21756  
301-432-5795  
townhall@keedysvillemd.com  
www.keedysvillemd.com



*Ken Lord, Mayor*  
*Brandon Sweeney, Assistant Mayor*  
*Judy Kerns, Council*  
*Matt Hull, Council*  
*Sarah Baker, Council*

July 22, 2022

Town of Smithsburg  
21 W Water St  
Smithsburg, MD 21783

Re: **Huntzberry Brothers Recommendation**

To Whom It May Concern,

This letter is to recommend Huntzberry Brothers for your upcoming meter replacement project. Huntzberry has done work on the Keedysville water system for many years. They have replaced many meters for the Town, as well as fixed leaks and installed water lines. The company does good work and is easy to work with. If you have any questions, please contact me at Town Hall at 301-432-5795, Monday-Friday from 8am-2pm.

Sincerely,

A handwritten signature in cursive script that reads "Lisa Riner".

Lisa Riner  
Town Administrator

## Chad Rooney

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**From:** Lisa Riner <lriner@keedysvillemd.com>  
**Sent:** Friday, July 22, 2022 12:32 PM  
**To:** Chad Rooney  
**Subject:** Huntzberry Recommendation  
**Attachments:** Huntzberry Rec.pdf

Hi Chad,

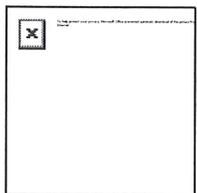
The recommendation for Huntzberry is attached. Let me know if you have any questions.

Have a great weekend!

--

Lisa Riner  
Town Administrator, Notary  
Town of Keedysville

19 S Main St, PO Box 359, Keedysville, MD 21756  
301-432-5795 (office), 240-313-8603 (cell)  
[lriner@keedysvillemd.com](mailto:lriner@keedysvillemd.com), [www.keedysvillemd.com](http://www.keedysvillemd.com)  
Town Hall Hours: Monday - Friday 8:00am - 2:00pm



## Chad Rooney

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**From:** Donnie Bowen <dbowen@northbeachmd.org>  
**Sent:** Friday, July 22, 2022 12:26 PM  
**To:** Chad Rooney  
**Subject:** RE: Introduction / VEPO Metering

Chad,

Great speaking with you also. The Town of North Beach did hire VEPO to complete a meter change out project for the town. This project was done in the fall of 2019. VEPO performed the work in a very professional manner and did not have any issues with on site crew that performed the install work. The town did have a preinstall meeting and voiced any concerns that we may have anticipated and VEPO was responsive and answer all concerns. DPW staff did work with meter installers on locations of various meters and issues that arose in the field, but minimum supervision was required for the most part. The town would have no problem hiring VEPO for future projects. Please feel free to contact me with questions or concerns.

Thanks

Don Bowen  
Town of North Beach  
Director of Public Works  
443-624-2161 cell  
[dbowen@northbeachmd.org](mailto:dbowen@northbeachmd.org)



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**From:** Chad Rooney <crooney@townofsmithsburg.org>  
**Sent:** Wednesday, July 20, 2022 11:50 AM  
**To:** Donnie Bowen <dbowen@northbeachmd.org>  
**Subject:** Introduction / VEPO Metering

Donnie,

Thank you for the good conversation a few minutes ago. I appreciate you sharing you experience with us.

**Chad P. Rooney, MBA, CBO**  
Town Manager

**Town of Smithsburg**  
21 West Water Street  
Smithsburg, MD 21783  
Phone: (301) 824-7234



[www.townofsmithsburg.org](http://www.townofsmithsburg.org)





**TOWN OF SMITHSBURG  
WATER METER REPLACEMENT PROGRAM – INSTALLATION  
BID PROPOSAL**

Bids are to be submitted as lump sum prices for materials and labor and for labor and equipment for all areas outlined in the bid described within this bid package and supplied addendum based on information discussed during the pre-bid meeting:

**MATERIALS & SUPPLIES**

**TOTAL LUMP SUM COST** \$ 15,000.00

**LABOR & EQUIPMENT –**

**TOTAL LUMP SUM COST** \$ 73,500.00 (1,050 5/8" - 1" Meters)

**TOTAL WATER METER REPLACEMENT  
PROGRAM (INSTALLATION) PROJECT COST**

\$ 88,500.00

**UNIT PRICE**

**REPLACEMENT OF METER PIT IN GRASS** \$ 75.00 Pit provided by Town

**REPLACEMENT OF METER PIT IN CONCRETE** \$ 400.00 Pit provided by Town

**REPLACEMENT OF METER PIT IN BLACKTOP** \$ 400.00 Pit provided by Town

**REPLACEMENT OF YOLK** \$ 100.00

BIDDERS NAME: VEPO Metering South, LLC

ADDRESS: 37-11 23rd Avenue, Astoria, NY 11105

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINTED NAME AND TITLE: VP of Marketing and Sales

PHONE NO.: 315-720-0671 DATE: 6/29/2022

E-MAIL ADDRESS: josh@veposolutions.com

## Chad Rooney

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**From:** William Luhn <WLuhn@hagerstownmd.org>  
**Sent:** Friday, July 22, 2022 8:27 AM  
**To:** Chad Rooney  
**Subject:** RE: Reference Request

Chad,

Most of my experience with Huntzberry is with street patching, they have had our patching contract for the last three years. They do a fine job with that, once in a while they need some prompting to complete these in the specified timeframe, but overall they do a good job and we have a nice relationship with them.

I do know that one of their foremen, Randy Hixon, retired from the City of Hagerstown's Water Distribution Department; therefore, I am sure that Randy has knowledge of all aspects of meter replacement/installation.

Hope this helps.

William Luhn  
Water Operations Manager  
City of Hagerstown  
51 W. Memorial Blvd  
Hagerstown, MD 21740  
Phone: 301-739-8577 ext. 654  
Email: wluhn@hagerstownmd.org



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**From:** Chad Rooney <crooney@townofsmithsburg.org>  
**Sent:** Wednesday, July 20, 2022 2:28 PM  
**To:** William Luhn <WLuhn@hagerstownmd.org>  
**Subject:** Reference Request

**ATTENTION!** This message originated from an **external source**. Please use proper judgment and caution when opening **attachments, clicking links, or responding** to this email. Any claims of being a City official or employee **should be verified** and not assumed to be true. Please contact the IT department if you have any questions or concerns about this email or its contents.

Bill,

Would you please provide a written summary of your experiences working with Huntzberry Brothers. They have submitted a bid to the Town and I have been tasked with providing references for consideration by the Mayor & Town Council. If someone with the City has experience working with them to replace water meters or similar tasks, I would welcome their summary as well.

**Chad P. Rooney, MBA, CBO**

Town Manager



***Town of Smithsburg***

*21 West Water Street*

*Smithsburg, MD 21783*

*Phone: (301) 824-7234*

[www.townofsmithsburg.org](http://www.townofsmithsburg.org)

**Consider Introduction of Ordinance 2022-05  
Amending and Revising Article VII of the Zoning  
Ordinance of the Town of Smithsburg, to add Section  
405-48. Perpendicular Business Identification Signs –  
Town Center**

AN ORDINANCE AMENDING AND REVISING  
ARTICLE VII OF THE ZONING ORDINANCE OF THE TOWN OF SMITHSBURG, TO  
ADD *Section 405-48. Perpendicular Business Identification Signs – Town Center*

Recital

Pursuant to the *Zoning Ordinance for the Town of Smithsburg*, the Mayor and Council through the Zoning Administrator, Economic Development Commission and Planning Commission initiated Amendments to *The Zoning Ordinance TO AMEND ARTICLE VII OF THE ZONING ORDINANCE OF THE TOWN OF SMITHSBURG, TO ADD §405-48 Perpendicular Business Identification Signs – Town Center*, as more specifically set forth in **Attachment A** which is incorporated herein by reference. The various agencies, including the Planning Commission and the Mayor and Council, being the duly constituted legislative body of the Town of Smithsburg, have complied with all of the provisions of the aforementioned *Zoning Ordinance*. The Mayor and Council, as it's duly constituted legislative body, for the Town of Smithsburg, Maryland, held a Public Hearing in compliance with the *Zoning Ordinance* on \*\*\*\*\* \_\_\_\_, 2022.

The Mayor and Council do find, based on the testimony and evidence presented at the Public Hearing, and having considered all of the criteria set forth by the Laws of the State of Maryland and the *Zoning Ordinance*, that the proposed text amendment to the *Zoning Ordinance* would be appropriate and logical.

The Mayor and Council did make Findings of Fact which are attached hereto and incorporated herein as Attachment "B" and entitled, *Opinion and Findings of Fact*. The Mayor and Council further find as a matter of fact, and a matter of law, that the Amendments to the text of the *Zoning Ordinance* as requested would be consistent with the *Comprehensive Plan of the Town of Smithsburg* and not contrary to proper planning and/or the purpose and intent of the *Zoning Ordinance* for the Town of Smithsburg, Maryland.

NOW, THEREFORE, be it RESOLVED, ENACTED, and ORDAINED that in accordance with the Findings set forth herein and the aforementioned *Opinion and Findings of Fact*, THE ZONING ORDINANCE OF THE TOWN OF SMITHSBURG, ARTICLE VII, *Sign Regulations* is hereby amended to add §405-48 as more specifically set for in **Attachment A** which is incorporated herein by reference; and be it further

RESOLVED, ENACTED and ORDAINED that all other provisions of said *Zoning Ordinance* shall remain in full force and effect.

AN ORDINANCE AMENDING AND REVISING  
ARTICLE VII OF THE ZONING ORDINANCE OF THE TOWN OF SMITHSBURG, TO  
ADD *Section 405-48. Perpendicular Business Identification Signs – Town Center*

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RESOLVED, ENACTED and ORDAINED that all other provisions of said *Zoning Ordinance* shall remain in full force and effect.

MAYOR AND COUNCIL OF THE TOWN  
OF SMITHSBURG, MARYLAND

Witness and Attest as to  
Corporate Seal

By: \_\_\_\_\_  
Donald Souders, Mayor

\_\_\_\_\_  
Chad Rooney, Town Manager

Date of Introduction:           \*\*\*\*\*

Date of Passage:               \*\*\*\*\*

Effective Date:               \*\*\*\*\*

Record and Return to:

Mr. Chad Rooney  
Town Manager  
Town of Smithsburg  
21 West Water Street  
Smithsburg, MD 21783

## Chapter 405. Zoning

### Article VII. Sign Regulations

#### §405-48. Perpendicular Business Identification Signs – Town Center

##### Definitions

**Projecting Business Identification Sign** – A building mounted, double-sided sign with two faces generally perpendicular to the building wall which projects more than twelve (12) inches from the building that identifies a business located within a building located in any Town Center Zoning District; not to include signs located on a canopy, awning or marques.

**Abandoned Business Identification Sign** – Any Projecting Business Identification Sign that is not removed from the building/premises within one hundred eighty (180) days (consecutive) after the businesses or enterprise to which it was accessory ceases operation on the premises on which the sign is located.

##### Applicability

This Section of the Zoning Ordinance shall only apply to buildings, businesses and signs located within Town Center (TC) zoning districts as specified in the *Zoning Ordinance of the Town of Smithsburg* as it currently exists and/or may be subsequently amended.

**Design Standards and Specifications** – All Projecting Business Identification Signs permitted hereunder shall comply with the following Standards and Specifications:

- A. Subject to the Standards and Specifications set forth herein, one (1) Projecting Business Identification Sign as defined in this section shall be permitted for each business located in any Town Center Zoning District.
- B. A Projecting Business Identification Sign shall not exceed twelve (12) square feet (6 square feet per side with a vertical and/or horizontal dimension not to exceed 2 feet by 3 feet).
- C. The square footage and/or placement of a Projecting Business Identification Sign shall be in addition to any other signage that may be permitted by right and/or special exception pursuant to Article VII of the *Zoning Ordinance of the Town of Smithsburg*.
- D. A Projecting Business Identification Sign shall be placed in such a way that the bottom edge of the sign is at least eight (8) feet from grade (i.e. – the sidewalk).
- E. A Projecting Business Identification Sign outside edge shall at least six (6) inches from the outside edge of the curb-line or shoulder of the road, whichever is applicable.
- F. Projecting Business Identification Signs shall not be illuminated internally.
- G. All Projecting Business Identification signs shall be securely and permanently affixed to the building and shall comply with any applicable Building Codes. The Permittee, upon installation a Projecting Business Identification Sign, shall submit to the Zoning

Administrator a written statement from an architect and/or structural engineer certifying that the permitted sign has been properly secured in accordance with normally accepted building standards and any applicable Building Code.

- H. The owner of the building upon which the Projecting Business Identification Sign is affixed shall be responsible for the removal of a Projecting Business Identification Sign once it would be deemed abandoned pursuant to this Ordinance and shall remove any abandoned Projecting Business Identification Sign within thirty (30) days of abandonment as defined herein.
- I. The Permittee and/or the Owner of the building shall be responsible for the maintenance and upkeep of any Projecting Business Identification Sign allowed pursuant to this section of the *Zoning Ordinance*. If the Town is required to repair, stabilize, remove and/or replace any Projecting Business Identification Sign, the owner of the premises and the Permittee shall be assessed any cost associated therewith.
- J. No Projecting Business Identification Sign shall be placed and/or installed in such a way that it endangers pedestrians on any public sidewalk or other walkway.
- K. No Projecting Business Identification Sign shall be placed and/or installed in such a way that interferes with vehicular passage/visibility or pedestrian passage/visibility.
- L. The content of a Projecting Business Identification Sign is limited to graphic and/or written identification of the business operated by the Permittee within the building.

#### Existing Signs

Any projecting sign in existence before the Effective Date of this added Section to the *Zoning Ordinance* shall be deemed permitted, whether it comports with the Standards and Specifications set forth above, until it is removed permanently and/or abandoned as defined herein.

#### Permit Required

No Projecting Business Identification Sign shall be installed by any person, business or entity in Town Center Zoning until a Permit is issued by the Zoning Administrator upon written application. Any application to install a Projecting Business Identification Sign shall include the name, address, phone number and email address of the Applicant together with a graphic rendering of the proposed sign which shall include a description of the proposed location. If the Applicant is not the Owner of the building, the Owner shall provide written consent pertaining to the installation of the requested sign.

If the Zoning Administrator would determine that the proposed Projecting Business Identification Sign shall represent a threat to the public safety of pedestrians and/or vehicular traffic and/or otherwise pose an unreasonable risk of harm, the Zoning Administrator may deny the issuance of the Permit. If the Applicant would disagree with the Zoning Administrator's adverse determination, the Applicant shall have the right to appeal said determination to the Board of Zoning Appeals within thirty (30) days in accordance with the procedures set forth in the *Zoning Ordinance of the Town of Smithsburg*.

### Enforcement

If an Applicant, Permittee, Business Owner and/or Property Owner fail(s) to comply with this Ordinance, the Zoning Administrator shall have the authority to revoke the issued Permit and order the removal of the Projecting Business Identification Sign and/or other reasonable corrective action. If the Applicant, Permittee, Business Owner and/or Property Owner fail to comply the revocation and/or corrective order within thirty (30) days of same, the Town shall have the right to take any action available under the *Zoning Ordinance of the Town of Smithsburg* and/or Maryland Law to remedy the issue. In the event any civil action would be come necessary, the Applicant, Permittee, Business Owner and/or Property, as applicable, shall be responsible for all costs of said proceedings, including reasonable attorney's fees and court costs.

### Conflict

In the event this Section, as added and/or subsequently amended, conflicts with and/or is inconsistent with any requirements, specifications and/or regulations specified in *Article VII, Signs* of the *Zoning Ordinance of the Town of Smithsburg*, the provisions of this Section shall control.

Date of Introduction: \_\_\_\_\_

Date of Passage: \_\_\_\_\_

Effective Date: \_\_\_\_\_

## ATTACHMENT "A"

## Chapter 405. Zoning

### Article VII. Sign Regulations

#### §405-48. Perpendicular Business Identification Signs – Town Center

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In the event this Section, as added and/or subsequently amended, conflicts with and/or is inconsistent with any requirements, specifications and/or regulations specified in *Article VII, Signs* of the *Zoning Ordinance of the Town of Smithsburg*, the provisions of this Section shall control.

Date of Introduction: \_\_\_\_\_

Date of Passage: \_\_\_\_\_

Effective Date: \_\_\_\_\_



**Smithsburg Emergency Medical Services –  
ARPA Funding Request**



Town of Smithsburg  
Non-Profit Recovery Grant Application Form

Section 1 – Applicant Information

Applicant Name: Smithsburg Emergency Medical Services  
Representative: Dave Fishack, Chief  
Applicant Address: 8 N. Maple Ave  
Smithsburg, MD 21783

Section 2: Eligibility Verification

1. In good standing with the IRS: Yes \_\_\_ No \_\_\_
2. In good standing with MD Secretary of State Charitable Division: Yes \_\_\_ No \_\_\_
3. In good standing with MD Dept of Taxation Personal Property Division: Yes \_\_\_ No \_\_\_
4. Includes non-discrimination clause in the Organization's articles? Yes \_\_\_ No \_\_\_
5. Established prior to September 2019? Yes \_\_\_ No \_\_\_
6. Has a demonstrated need for economic relief as a result of COVID 19? Yes \_\_\_ No \_\_\_

Section 3: Required Documentation (Attach with Application)

1. Description of the organization's mission and financial ability to continue operations.
2. Basic organizational information, including the number of employees at the time of application.
3. Budget information for 2019 – 2020, and 2021 estimated revenue and expenses.
4. Latest financial statement for the most recent fiscal year (preferably 2020).
5. Statement of financial need and description of impact of grant on 2022 budget.
6. Itemization of all COVID or other relief grants received.
7. IRS determination of non-profit status and/or most recent Form 990.
8. Certificate of Good Standing from the MD State Department of Assessments and Taxation.

## Town of Smithsburg Non-Profit Recovery Grant

The Town of Smithsburg is accepting applications from eligible nonprofit organizations for a new grant program made possible with funding from the Federal American Rescue Plan Act Fund.

The grant program will provide awards to eligible nonprofit organizations who complete an application following submission guidelines. Priority will be given those nonprofit organizations that did not receive a Maryland Nonprofit Recovery Initiative (NORI) award or other similar COVID related financial relief.

### Eligible uses of funds

- You may request reimbursement to address the revenue reductions and/or operating expense increases since March 1, 2020 due to COVID -19 and the related coronavirus emergency. Expenses eligible for reimbursement include (but are not necessarily limited to): salary and wages, inventory, rent and utilities, marketing, technology, contracted services, insurance, program expenses, and COVID related items such as PPE, and for which the replacement is critical to the nonprofit's continuity of operations.
- You may request funding for ongoing activities and programs dedicated to assisting Town of Smithsburg residents through December 31, 2021.

### Minimum and Maximum Grant Results

Individual grant amounts may be reduced or increased relative to requests if demand either exceeds or does not meet available funding.

### Eligibility Criteria

An organization is eligible for consideration of an award if it:

- Has a physical location/address in the Town of Smithsburg and provides services primarily within the Smithsburg community.
- Is in good standing with the IRS, the Maryland Secretary of State's charitable division, and the Department of Assessment and Taxation's Maryland Personal Property tax division, by providing the appropriate verification documentation.
- Is in compliance with Federal, State, and local human rights laws (by self-attestation); and
- Was established prior to September 1, 2019, and is a financially viable nonprofit whose operations will continue forward.
- Has demonstrated an economic need for funding resulting from revenue gaps/shortfalls and/or expense increases as a result of COVID-19 during the period of the coronavirus emergency.

## **Required Documents and Information**

Basic application information and documents needed will include the following:

- Brief description of the organization's mission, activities, and financial ability to continue operations.
- Basic organizational information, including the number of employees at the time of application (this will be a self-attestation item).
- Budget information for 2019 and 2020 (planned and actuals), and 2021 estimated revenue and expenses.
- Latest financial statement for the most recent fiscal year (preferably 2020). This may be in the form of an annual financial statement generated through regular record keeping and must be signed by the Treasurer or other key financial officer and include a board resolution approving the same.
- Demonstrate and substantiate financial need through budget documentation, and describe how the requested funding would affect the 2022 budget.
- Itemization of all COVID or other relief grants received, as well as a verification of any NORI or comparable award received.

The applicant will be asked to provide the following:

1. IRS determination of nonprofit status and/or most recent Form 990
2. Certificate of Good Standing from the Maryland State Department of Assessments and Taxation

## **Contact Information**

Questions about the grant program may be directed by to: Chad Rooney, Town Manager, at [crooney@townofsmithsburg.org](mailto:crooney@townofsmithsburg.org) or via phone at 301-824-7234.

The Smithsburg Emergency Medical Services has been providing emergency based ambulance transport services to the Smithsburg Community since 1981. The company currently operates two advance life support transport units and one advance life support chase unit. One transport unit is staffed by corporation career personnel 24 hrs a day 365 days a year the remaining units are staffed by volunteers. Personnel respond on average approximately 110 calls monthly and approximately 1200 calls annually.

Covid 19 place a financial and staffing burden on our agency as many additional supplies need to be purchased to continue our operation and to protect our employees, volunteers, and the citizens served. Protective equipment needed to be purchased such as N95 masks, cleaning supplies, additional gloves, and gown. Along with several station adjustments to assure that personnel could social distance while working. Also during this time the opportunity for fund raising beside our mailing fund drive was suspended.

As a result we are requesting funds from the Non-Profit Grant Recovery Program.

During the COVID 19 pandemic it was realized that several adjustments and upgrades were needed to the station to continue to work through the pandemic and to prepare for the next pandemic. These include separate sleeping facilities to enable staff who use cpap machines while sleeping to not contaminate co-workers. Upgrades to kitchen area with new counter tops that are not damaged and abled to be cleaned. Fans for air movement in the apparatus bay to ensure fresh air is brought into the bay and circulated to help move stale air out the bays that house the ambulances and chase unit.

During this evaluation of the station it was decided that an upgrade to the flooring was needed due to several damaged tiles and the in ability to clean and disinfect this area. The continued evaluation identified a cost saving to our energy foot print by switching to a more energy efficient lighting and adding motion censored light switches. These light switches will also help with the spread of germs as they are not needed to be touched to turn on and off as standard light switches. And finally switching out the required old water fountain to a bottle filling station again another upgrade to preventing the spread of germs.

**Steam & Craft Show –  
Hotel Revenue Funding Request**

# Town of Smithsburg Request for Funds Application



Organization/Agency: Smithsburg Athletic Booster Club Date: July 10, 2022

Primary Contact: Mark Barnhart Title: President

Address: 66 N. Main St. Smithsburg, MD 21783

Phone Number: 301-331-1420 Tax ID/Federal ID: 52-2083999

Project Classification:  Tourism/Attraction  Economic Development  
 Cultural  Recreation  Other

Project Name: Steam & Craft Show

Start Date: 9/24/2022 End Date: 9/25/2022

Describe the Benefit/Impact to the Town Visitor Industry:

The Steam & Craft Show (S&C) is in its 48<sup>th</sup> year  
and runs SAT & Sunday every Sept. The event is held  
on the Smithsburg Firehall & High School grounds which  
brings ~ 10,000 people per day into the town. Many  
stay in town or close by all weekend which brings  
foot traffic to many town businesses, ie. Dixie Landry met,  
Wolfes Den, etc. During Covid 2020 & 2021 Event was  
held at Sharpsburg Ag Center which brought in many new  
families to event that could now travel to Smithsburg in  
2023.

Amount Requested: ~\$15,000

Anticipated Attendance: 15,000-20,000

Description of project's purpose, outline of procedures, intended results, and any other information to be considered which supports this projects merit and how it will benefit the Town:

The S&C show purpose is to hold this community  
event where profits go directly to Student Athletes and  
programs at Smithsburg High School. The 47 year  
history of this event has clearly demonstrated great  
impact to the Town of Smithsburg. The steam &  
tractors, craft vendors and concessions drive  
attendance which further includes a parade through  
town bringing residents together

### **Certification**

We certify the information contained in this application is complete, accurate, and fully discloses the scope and intent of the request for funds. I/We agree to comply with the Town's requests for information regarding the use of awarded funds and to provide access to accounting records related to these funds.

We acknowledge that, if expenditures for funding is approved, such approval will be for line item by line item, which must be adhered to within the maximum 10% line item deviation.

We further acknowledge any deviations beyond the 10% allowable amount will be require a Use of Funds Request Addendum which must be approved by the Town Manager prior to any further expenditures.

By signing this application, we accept and agree to be bound by the terms and conditions of the Request for Funding Policy as administered by the Town of Smithsburg in compliance with current state laws.

**Town of Smithsburg  
Use of Funds Request**

**Applicant #1**

Mark Barnhart  
Print Name

President  
Title

  
Signature

July 10, 2022  
Date

**Applicant #2**

Valen Meadows  
Print Name

Steam & Craft Committee Head  
Title

\_\_\_\_\_  
Signature

July 10, 2022  
Date

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**FOR TOWN ADMINISTRATION USE ONLY**

Received: \_\_\_\_\_

Date Presented: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Authorized Fund

- Hotel Rental Tax     Speed Camera Fund     Excise Tax     Highway User Fund

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

# **Modification of Land Subdivision Ordinance**

**14 July, 2022**

**Topic for consideration from the Planning and Zoning Commission: Modification of Land Subdivision Ordinance - Article X Section 1014**

At the 12 July, 2022 meeting of the Planning and Zoning Commission a discussion was conducted under the old business topic "Cloverly Design Standards Review 1014 B. Pathways and Bikeways".

Two letters were forwarded to the Commission members ahead of the meeting. One was from the applicant dated 1 July, 2022 and the other from the applicants legal counsel dated 11 July, 2022. (attached)

After the matter was discussed with the full Commission, Town Planner, and the Zoning Enforcement Officer a motion was made by Ms. Rachel Frick, and seconded by Evonne (Bonnie) Renard.

The motion reads:

Motion to accept the request of Cloverly Hill, LLC that Article X (Design Standards & Required Improvements), Section 1014 (Sidewalks, Pathways and Driveways Aprons), Section 107 (Modifications and Exceptions) Part A, and 107 Part B.2, B.3 to request a modification to allow a mulch surface five foot wide Nature Trail to be accepted in lieu of a paved surface in the context of the Cloverly MXD. Reasoning for modification to allow trails to traverse forest conservation areas and connect throughout the entire MXD development to provide a better environmental solution. Motion passed six votes in favor and one recusal.

It should be noted that these trails will be maintained by the HOA and there are sidewalks adjacent to streets already shown on the Development Concept Plans and Phase One Preliminary Site Plans under consideration.

The Planning and Zoning Commission requests the Mayor and Council approve this proposed modification for the Cloverly MXD.

107. MODIFICATIONS AND EXCEPTIONS.

- A. An applicant seeking a modification or exception to this Ordinance shall submit to the Town staff a request in writing that states: a) the specific Ordinance section(s) involved and b) the reasons for the request. The staff shall provide the request to the Planning Commission for a recommendation. Town Council may, in writing, grant a waiver or modifications to the specific requirements of this Ordinance.
- B. The applicant must prove that the request will meet one or more of the following conditions:
  - 1. Avoid an undue hardship that was not self-created and that results from the peculiar and uncommon conditions of the property, or
  - 2. Avoid an unreasonable or unnecessary requirement that would not serve any valid public purpose, or
  - 3. Allow an alternative standard that is clearly proven by the applicant to provide equal or better results, or
  - 4. Allow a layout or improvements that would clearly be more in the public interest than what would occur if the modification were not granted or
  - 5. Remove a requirement that is not applicable, ie. a small subdivision or land development.

108. FEES.

- A. Town Council has established a written schedule of fees for all applications and other matters pertaining to this Ordinance.
- B. The applicant is also required to pay any review fees required by the County Planning Commission and the Washington County Soil Conservation District (WCSCD), and any other applicable agencies.
- C. Plans shall not be considered filed until all fees are paid and the applications are properly signed as required.
- D. If the expenses of the Town for reviews of a subdivision or land development exceed the total fees that have been paid or placed in escrow by an applicant, such excess expenses shall be paid by the applicant prior to release of the Final Plans by the Town for recording.

109. REVISIONS, ALTERNATE PLANS AND RESUBDIVISIONS.

- A. Alternate Plans. Only one plan concerning any one area shall be before the Town for review at any one moment in time, unless the Planning Commission specifically permits simultaneous review of alternative plans. When an alternative plan is permitted, a new submission fee shall be required, unless

# **Carlo Belella Memorial Tree Approval**





# **Camera System Upgrades**



Town of Smithsburg  
Attn: Town Council  
21 West Water Street  
Smithsburg, MD 21783

Trinity Security Integrators is the premier provider of Integrated services in the Mid-Atlantic region. The ownership of our company has a combined 30+ years of experience in the security and integration field

Trinity Security Integrators is an acclaimed firm with a reputation for both effective security solutions and the use of innovative technology in the protection of life and property. We have a portfolio of completed and on-going projects and feel that your project is well suited to our strengths and aspirations.

Why choose our security services over others? As noted above we have extensive experience in the commercial, industrial, and residential marketplace.

We are pleased to submit this proposal for your review and final approval. I will be the primary point of contact in setting up your account, for additional information or questions please contact me at the number or email address listed below.

Thank you for your consideration and for putting your trust in Trinity Security Integrators.

Sincerely,

Mark Solomon  
Partner

Trinity Security Integrators  
550 Highland St Suite 425 Frederick, MD  
21701  
833-987-4648  
1-833-9TRINITY

# TRINITY VIDEO SURVEILLANCE HD IP SOLUTION

## (1) High Definition 16 Network Video Recorder Hardware TB Storage & Software – City Hall

## (2) High Definition 8 Network Video Recorder Hardware TB Storage & Software – (1) in Each Park

Install an HD Video Recorder in the office, which will provide up to 90 days of surveillance recording depending on activity. Our Hybrid HD Recorder hosts high-definition IP Cameras. The recorder also can easily create permanent copies of camera footage.

High definition video recorder provides a powerful processor that offers excellent performance and high-quality recording, up to 8K resolution for HD video surveillance where details are critical for identification. This professional NVR features built-in intelligent video analytics (IVS), with the ability to detect and analyze moving objects for improved video surveillance. The IVS supports Tripwire analytics, allowing the camera to detect when a pre-determined line has been crossed, People Counting, ideal for business intelligence, Face Detection, and multiple object behaviors such as Abandoned or Missing Objects. Remote management and control are included with the system software and remote software.

- 8 Terabytes of Video Storage
- Password Protected with Multi-User Log in
- USB Ports for Video Backup on External Drives Display and Record up to 30 FPS per Camera Audio Recording Available
- HD Recorder Software – Full License
- Smart Tracking and Intelligent Video Analytics (IVS) with Notification via Push or Email
- Remote View and Playback using a Smartphone, Tablet, PC or Mac



### System Software Included

- Live viewing, Recording and Save Video
- Footage Digital Pan, Tilt and Zoom for All Video Channels Snapshot Tool – to collect images of selected events
- Smart Search - allows for searching an area for movement during a specific time
- Easy Video Backup and Copying to External Storage
- Devices Frame Rate Recording of up to 30fps for Each Camera Recording Sensitivity Settings to Maximize True Event Recording



### Remote Software Included (unlimited

- users) Compatible with Windows or Mac Computers
- Mobile App for iOS and Android Smartphones and Tablets Live viewing, Recording and Downloading Video
- Digital Pan, Tilt, Zoom
- Snapshot Tool – to collect images of selected events View Multiple Locations on One Screen Remote Connect Settings for Lower Bandwidth Connection



**(25)** 4k Exterior / Interior camera features starlight smart IR technology, intelligent image analysis techniques, fully protected from dust and water, certified to IP67 and vandal resistant to IK10 standard. The included upgraded H.265 encoding technology brings high efficient video compression capabilities, saving bandwidth and storage. The camera achieves vivid images, even in the most intense contrast lighting conditions, using industry-leading wide dynamic range (WDR) technology.

- Vandal-proof
- 4k Resolution (3840 x 2160)
- Starlight Technology Provides Color in Low Lighting Conditions
- Infrared Night Vision for Pitch Darkness
- Onboard analytics (IVS) for user-set rules and notifications
- Capturing Up to 30 Frames per Second
- Triple-stream Encoding
- Smart H.265+ and H.264 Dual
- Codecs True Wide Dynamic Range (120 dB) TrueDay/Night
- IR Cut Filter



**(2) 8MP HD IP Long Range License Plate Camera with 5X Optical zoom and 100X Digital/Night Vision**

8MP LPR camera features a 5x optical zoom lens for capturing mid to long-distance video surveillance. Smart H.265+ video compression, reducing bandwidth and storage requirements without sacrificing video quality. As a result, high-quality video is maintained without straining the network. The camera is equipped with quick-A and accurate pan/tilt/zoom control and True WDR for applications with direct sunlight or glare. The camera's true day/night IR cut filter, Smart IR, and defog, images are crisp and clear in both day and nighttime applications. For a more efficient surveillance system, the camera features onboard analytics (IVS) so that violations to user-set rules can be quickly identified. The camera's Smart IR technology adjusts the intensity of the camera's infrared LEDs to compensate for the distance of an object, preventing the IR LEDs from whitening out images as they come closer to the camera. This series is suitable for indoor or outdoor applications.

- Powerful 5x Optical
- Zoom 8 Megapixel Resolution
- Smart H.265+ and H.264 Video Compression Encoding
- True Wide Dynamic Range
- Auto tracking and Intelligent Video System (IVS)
- Night Vision IR distance up to 100 m (328 ft)
- IP66 Ingress Protection
- PoE+ Support
- Up to 30 Frames per Second
- Triple-stream Encoding
- Smart H.265+ and H.264 Dual
- Codecs True Wide Dynamic Range (120 dB) TrueDay/Night
- IR Cut Filter



**(3) TSI SECURE IP Transmission Stations with POE Power Supplies**

**(8) 4 Port Gigabit Network Switches (Included)**

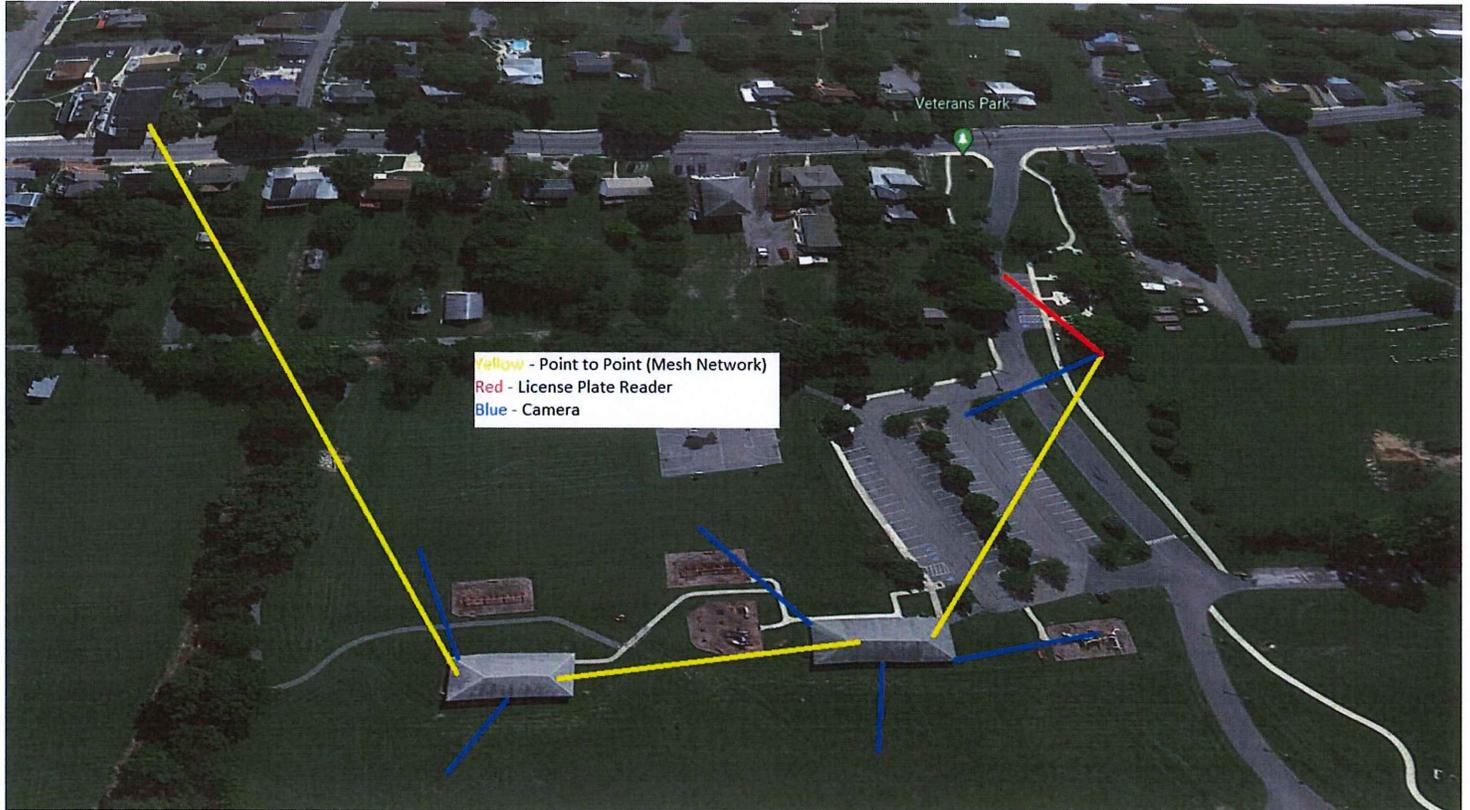
- Provides power and data connection for PoE network devices
- 10/100/1000 auto-sensing ports automatically detect optimal network speeds
- IEEE 802.3at/af-compliant RJ45 PoE/PoE+ output ports
- Supports IEEE 802.3at/af-compliant PoE devices (IP cameras, wireless access points, etc).



**(1) Remote PSS/DSS software for PC/Mac/Android Access remotely and onsite**

**TSI will also provide the following:**

- Interior & Exterior Conduit as necessary
- Any Lift or Bucket Truck Required
- Complete Installation including Networking
- Full Training on your new security system
- PSS Remote Connection Software





## Trinity Security Integrators Complete Care Service Agreement

Protect your investment and save time and money.

Our service agreement covers normal wear-and-tear on your equipment and includes parts and labor.

However, our service policy goes beyond an extended warranty to also include the following:

TPP Service Agreement Benefits:



- Easy remote connection for viewing cameras via Internet to eliminate the need for static IP address
- Cleaning and focusing of cameras twice a year at no charge
- One free location change per camera to another location on-site
  - \* Trenching and overhead wiring are not included.
- Free telephone/ Remote IT technical support including remote connection
- 10% Discount on future upgrades at current location
- **FUTURE PROOF PROGRAM.** Free NVR software, Network, and Camera upgrades as industry standards dictate. Ensures your facility always has the most up to date equipment.
- 100% coverage of all parts and labor for the term of the service policy



## **INVESTMENT INFORMATION**

**TSI offers several payment options. Choose the one that is best fit for you.**

**Investment Total: \$9,995.00**

**Veterans Park – Donated**

**50% down and Balance due upon completion.**

**SERVICE POLICY: =Required for all integrated products to support warranty**

\$999.99 Monthly NVR Solution Full parts and labor warranty as well as all software and video retrieval service.

### **Proposal Terms**

This price is valid for 30 days from the date of this proposal. We invite you to join our list of satisfied customers and look forward to providing you with the highest quality security products and services available. Should you have any questions concerning any aspect of this proposal please do not hesitate to contact us at your convenience.

## **Veterans Park Alternative Exit**

## MEMORANDUM

**TO:** Mayor Souders & Town Council

**CC:** Dave Haller; Mike Hicks, Parks Commission

**FROM:** C. Rooney, Town Manager; John Renard, Public Works Supervisor

**DATE:** July 21, 2022

**RE:** Veterans Park Alternative Exit



---

Mayor, Town Council, and Parks Commission Members;

We have all discussed options for a second exit leaving Veterans Park and I was directed by the Mayor & Town Council to explore three of them. Currently, we have money secured through Program Open Space to construct a road to Cave Hill Road and have been intermittently working with the County to complete this project. I have discussed with Washington County changing the scope of the approved project to determine if using this money in a different way would be acceptable. I have been informed that the Town would need to submit a change to the approved project and a decision would then be made. It seemed promising a change would be approved, especially if it leaves open, green space in a public park undisturbed.

I was directed to research three options being presented; the first option is to continue with previously approved plans to construct roadway from the area of the maintenance building to Cave Hill Road. This plan would direct the Town Engineer to continue working with Washington County to obtain permits and work through forestation concerns to determine a cost of “payment-in-lieu-of” or identify an area in Town to create a forestation area. This option would provide access for future development to the western-most part of Veterans Park, but would cause significant disruption to those areas.

The second option is to continue the road next to the gazebo in Veterans Park out to West Water Street. This option would require approximately 575 feet of new road to be constructed between the cemetery and the Maintenance building and exiting the park onto West Water Street adjacent to the property at 100 West Water Street. The width of the road is a concern for myself, the Public Works Supervisor, and Town Engineer. The width nearest the Maintenance building is 12’ and 7’6” at the exit point onto West Water Street. It is the thought of myself and the Public Works Supervisor, the construction of the road in this location would require stabilization using a retaining wall for approximately 250 feet on the west side of the road. At the exit site onto West Water Street, which the Maryland State Highway Administration is the controlling authority; the Town would be required to seek permission and follow all of their guidance in order to construct the exit; this will include signage, proper sight distances, and pavement markings.

The final option would utilize the construction road currently in place to complete the Veterans Park Grading Project, commonly referred to as the 2½ acres. The current roadbed, which would become the sub-bed with a blacktop overlay, would require minimal work to stabilize. Several trees next to the roadbed would need to be removed and small shrubs would be placed as a border between the road and walking trail which is parallel to the road; a 10’ to 15’ buffer separates the two currently. This option will require minimal landscaping work to the rear of West Water Street homes as a result of nearly 900 trucks which used the construction road to access the grading

project area. After consulting with the Zoning Administrator and Dave Haller, a certified surveyor and contracted employee of the Town, an issue with easements does not exist as all work to improve the current blacktop and improvements needed to overlay the stone construction road will either be completed within Town-owned roadway or on Town property at the edge of the park. This option would require approximately 687' of blacktop overlay including the construction road and existing blacktop. Additionally, this option would allow for future access to the field created by the completion of the Veterans Park Grading Project, should development of this area become a desire of the Parks Commission and Town Council in the future. Both I and the Public Works Supervisor are in agreeance with the "cons" outlined by the Town Engineer in his submission. It is of note, this option was recommended by the Parks Commission.

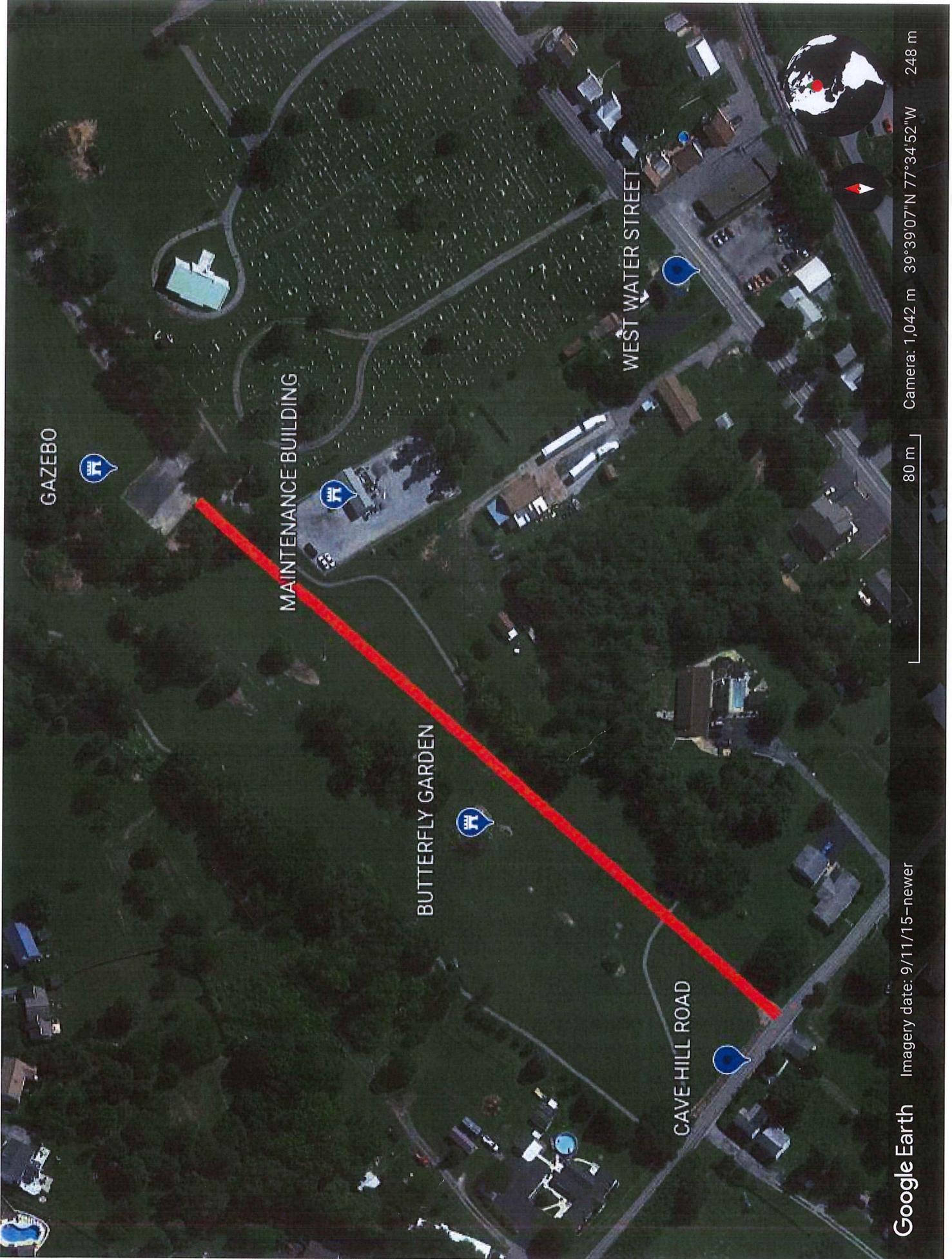
Each of these options has its benefits and disadvantages; there is no formal recommendation from either the Public Works Supervisor or myself. Town Council will need to fully evaluate these options, or determine additional alternatives to these options, and make the decision which is in the best interest of the Town.

Respectfully Submitted,

Chad Rooney  
Town Manager

John Renard  
Public Works Supervisor

**Veterans Park Alternative Exit  
Option 1**



GAZEBO

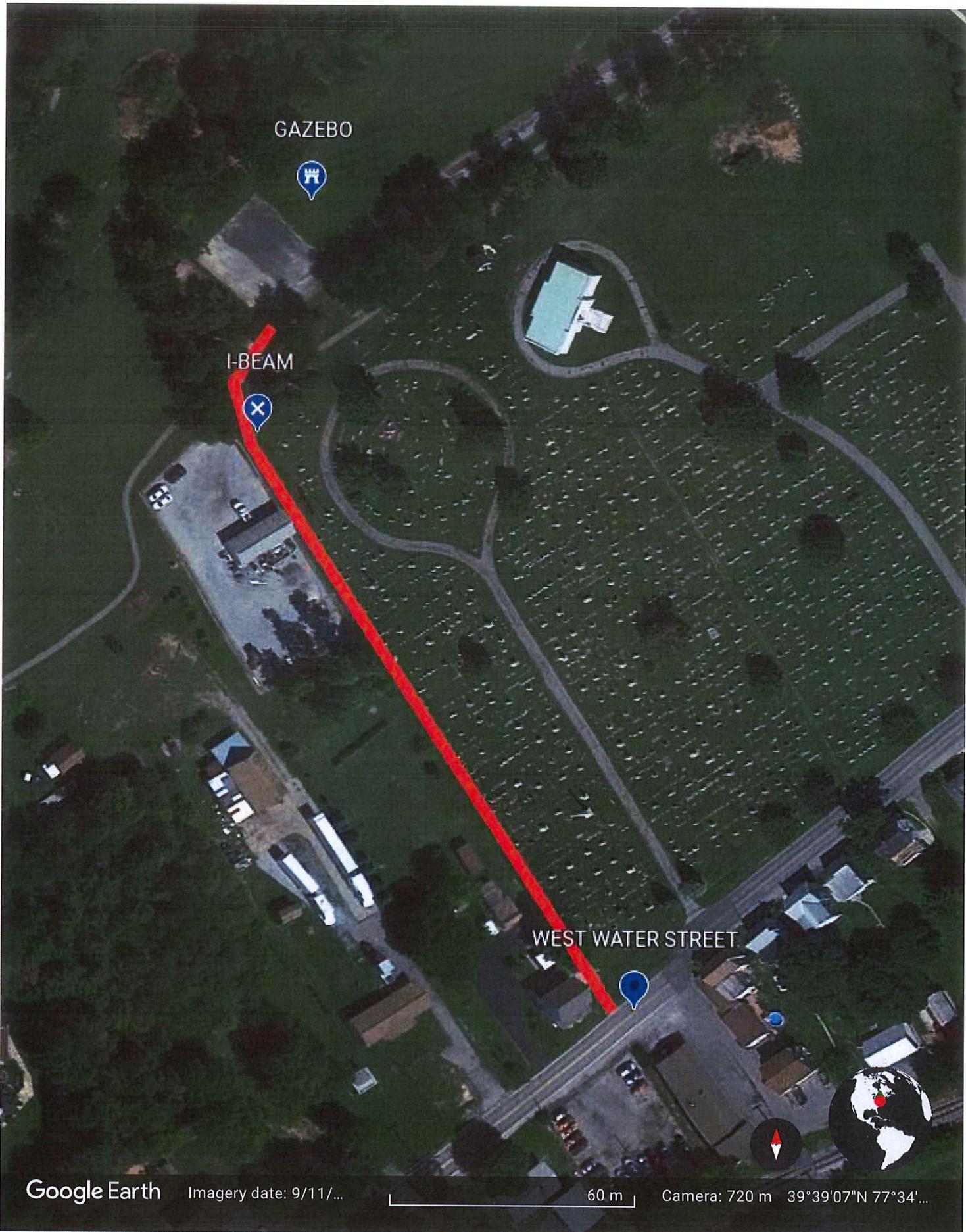
MAINTENANCE BUILDING

BUTTERFLY GARDEN

WEST WATER STREET

CAVE HILL ROAD

**Veterans Park Alternative Exit  
Option 2**



Google Earth

Imagery date: 9/11/...

60 m

Camera: 720 m 39°39'07"N 77°34'...

**Veterans Park Alternative Exit  
Option 3**

VETERANS PARK GRADING PROJECT (COMPLETED)

BASKETBALL COURT

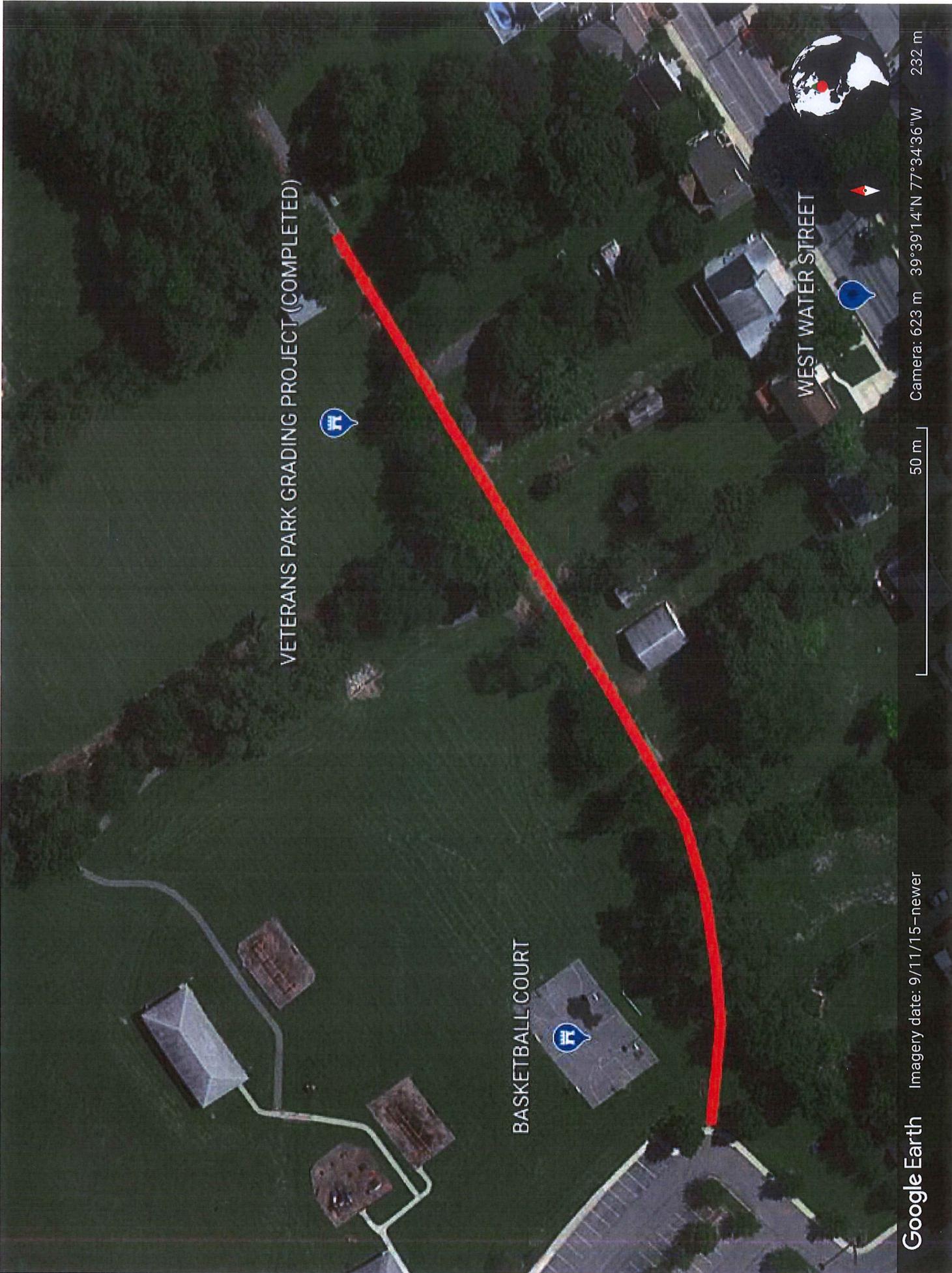
WEST WATER STREET

Camera: 623 m 39°39'14"N 77°34'36"W 232 m

50 m

Imagery date: 9/11/15 - newer

Google Earth





**civiller**

People-centered  
civil engineering services

11854 Two Top Rd.  
Mercersburg, PA 17236

717-360-2159  
civiller-pa@outlook.com

June 13<sup>th</sup> 2022

ATTN: Chad Rooney, Town Manager

Smithsburg Veteran's Park Alternative Exit Options

This summary will discuss the pros and cons of each alternate exit option for Veteran's Park.

1. The existing gravel driveway from Veteran's Park parking lot uphill to and past the Smithsburg Maintenance Building
  - a. Pro-This site is the best option. continuing the existing drive and extending it to Cave Hill Road intersection does the least amount of damage to existing facilities. The design for this was previously completed and construction could start quickly if this option is accepted.
  - b. Pro-Additional pro for this option is that there would be a chain across the existing gravel entrance that is already in place and Washington County, MD has approved the site for a left and a right turn onto Cave Hill Road.
  - c. Pro-One more pro is that improvement of the access road would provide better operational area to the Maintenance Building.
  - d. Con-The con is that Cave Hill Road runoff is significant and there would be an increase of runoff from this development. There are also mitigating BMP's proposed to minimize impact.
  
2. Exit Drive 2 is the proposal to run a gravel driveway from the Maintenance Building to West Water Street along the property line between the Maintenance Building and the property line of the cemetery.
  - a. Con-Running the road beside the cemetery has many cons. The first being that the area where roadway would be built is not graded well for this purpose and would require excavation and grading in areas that are close to existing gravesites.
  - b. Con-At the location of the Maintenance Building where the gravel road would start, there is a large steel I beam. This I beam sticks out of the ground 2-3 feet and would not be visible at night for people driving in that area.
  - c. Con-People driving in that same corridor would not be able to see the gravesites clearly when trying to drive out from the site.
  - d. Con-The width from the Maintenance Building to the edge of gravestones is roughly 12 feet, barely enough to get a vehicle through when well lit. Nighttime driving would exasperate a dangerous situation.
  - e. Con-Without doing a boundary survey, the exact location of property lines for cemetery and town building would be unknown.

- f. Con-If you were able to drive the corridor, the roadway would be uneven. Vehicles would be driving on a slope unless a lot of earthworks was done to level the area. Permission would need to be obtained from cemetery to level the ground to avoid ownership and maintenance concerns into the future.
- g. Con-The Town of Smithsburg would have to take ownership of the gravel roadway to Water Street and any problems or accidents occurring would be responsibility for Town of Smithsburg as owners of this driveway.

3. West Fire Company Lane-This exit is an existing alley.

- a. Con – The alley is wide enough for one vehicle so this exit should be designated one way. It appears that the direction of the one way traffic should be from the parking area at Veterans Park to North Main Street.

It is my opinion that the driveway beside the cemetery is not a feasible design because of the cons listed in this letter.

My professional engineering opinion is the alternate exit from Veteran's Park should be the gravel driveway from the Smithsburg Maintenance Building to Cave Hill Road. This location should have a chain across the entrance at all times. When the exit is to be used there should be Fire police or Flagman onsite to control traffic.

## **Utility Billing Policy**

**TOWN OF SMITHSBURG, MD  
RESIDENTIAL UTILITY BILLING POLICY**

PROVIDING FOR THE MANNER IN WHICH TOWN PROVIDED UTILITIES ARE BILLED AND COLLECTED.

**BILLING.** Quarterly bills are mailed each January, April, July and October. All accounts are established in the property owner's name and are billed to the property owner. (The Town does not mail utility bills or notices to tenants of rental properties.)

All users of the Town's water supply system, including owners of unoccupied dwellings, shall be billed the quarterly minimum rates for water and/or sewer.

Owners of all established residential units, including unoccupied dwellings, shall be billed the quarterly fee for sanitation collection.

**\*All payments are due by midnight on the last business day of the billing month and includes online payments.** Checks are to be made payable to the "Town of Smithsburg". Personal checks cannot be post-dated, and are not held for a future deposit date. **Envelopes post marked on or before the due date will be accepted as though they were paid on time. ~~and post-marked envelopes are also not accepted~~ (Recommended by Councilman Dan).** After this time, an interest penalty charge of 10% (ten per cent) will be added to the overdue bill. Checks having to be returned for non-signatures or incomplete information are also subject to late fees. **The Town is not responsible for the non-receipt of invoices or payments due to post office related matters (Recommendation By Councilperson Knight-Simane to omit).**

**Requests to waive late fees, to remove disconnection fees, or to lessen or remove any other fees will be made in writing to the Town Manager. The Town Manager will make a case-by-case decision of each submission and will present each decision to the Mayor and Town Council for informational purposes. (Recommended by Councilman Snyder). ~~The request and recommendation will be presented to the Mayor for decision.~~ (Recommendation by the Town Manager).**

After the billing due date, a disconnection notice – including the deadline for payment and the date and time of the disconnection of water services – will be mailed. (Disconnection notices are the final notification for payment mailed to property owners prior to disconnection of services.) Disconnection will occur on the third Wednesday following the utility bill due date.

If services are disconnected, a reconnection fee of \$100.00 will be added to the overdue bill; the reconnection fee must be paid in full prior to reconnection of services.

**DISCONNECTION POLICY.** On the day of disconnection, a notice that service has been terminated will be left on the premises or will be presented to the property owner, if present. (Public Works personnel are not permitted to accept any form of payment.)

**RETURNED CHECKS.** An additional \$35.00 fee will be added to the utility bill for a check returned for any reason. If payment is received by check on the day of or just prior to disconnection and the check is later returned for insufficient funds, services will be terminated immediately.

**PAYMENT PLANS.** If a leak has occurred on the property which results in the quarterly bill at least doubling the average of the last four quarters, payment arrangements may be made to pay the overage over a six-month period. The second quarterly bill that is distributed during the payment plan period must be paid in full by its due date.

**METER READING.** A property owner, whose water meter cannot be accessed by a meter reader, due to weeds or other impediments, will be in violation of the Town's Property Maintenance Code and subject to a fine of \$100 each day the violation remains.

**REPLACEMENT METERS.** If a customer requests a water meter to be tested or calibrated by the manufacturer after the Town's Public Works staff has determined the meter to be in working order, the customer will be billed an additional \$50, unless the manufacturer deems the meter to be faulty. If the manufacturer deems the meter faulty, the meter will be repaired/replaced by Public Works Staff and the customer will be notified.

**TAMPERING WITH WATER METERS.** The Public Works Department is the ONLY authorized agency permitted to access a meter vault. Anyone found to have accessed a meter vault, tampered with a water meter, or turned a meter on or off; will be subject to fines, termination of service and all applicable penalties under the law.

**UNUSUALLY EXCESSIVE WATER USE.** In the event that a meter reading reflects an unusually high water usage which is due to a broken pipe or leak in the plumbing on the property, then the town will allow, for a first such occurrence during a five (5) year period, a reduction in the amount of the water bill. In order to be granted the reduction, the property owner must submit a written request to the Town for the reduction and state the nature of the cause of the high water usage and the action taken to correct and resolve the problem. The revised bill will be established as based upon two (2) times the average of the water usage for the property for the four (4) quarters immediately preceding the high water reading. In the event that there is a second occurrence within five (5) years of an unusually high meter reading for a same property, then the property owner shall be responsible for the entire water bill; provided, however, that if it can be demonstrated to the satisfaction of the Town that the leaking water did not empty into the Town's sanitary sewer system, then the Town may, but is not required to, waive all or some of the sewer bill.

**Effective July 1, 2016**

**Amended February 7, 2017**

**Amended July 9, 2019**

**Amended November 5, 2019**

**Amended April 2021**