

TOWN MEETING

615 East Main Street
Thurmont, Maryland

7:00 P.M

JUNE 2, 2015

- 1. PLEDGE OF ALLEGIANCE**
- 2. APPROVAL OF 5/26/15 MEETING MINUTES**
- 3. PUBLIC HEARING – PROPOSED FY2015-16 BUDGET**
- 4. INTRODUCTION OF ORDINANCE 2015-02 – ADOPTION OF FY2015-16 BUDGET**
- 5. PUBLIC HEARING – COMMUNITY DEVELOPMENT BLOCK GRANT**
- 6. DISCUSSION ITEM – MOSER ROAD BRIDGE**
- 7. COMMISSIONERS' COMMENTS**
 - a. Commissioner Buehrer**
 - b. Commissioner Hooper**
 - c. Commissioner Hamrick**
 - d. Commissioner Burns**
 - e. Jim Humerick**
 - f. Mayor Kinnaird**
- 8. PUBLIC COMMENTS**
- 9. CLOSED SESSION - BEFORE A CONTRACT IS AWARDED OR BIDS ARE OPENED, TO DISCUSS A MATTER DIRECTLY RELATED TO A NEGOTIATION STRATEGY OR THE CONTENTS OF A BID OR PROPOSAL, IF PUBLIC DISCUSSION OR DISCLOSURE WOULD ADVERSELY IMPACT THE ABILITY OF THE PUBLIC BODY TO PARTICIPATE IN THE COMPETITIVE BIDDING OR PROPOSAL PROCESS.**

Additional Information

Minutes from June 2, 2015 Town Meeting

A Town Meeting of the Thurmont Board of Commissioners was held on Tuesday, June 2, 2015 at 7:00 p.m. The following were present: Mayor Kinnaird, Commissioners Buehrer, Hooper and Burns; CAO, Jim Humerick; Sr. Administrative Officer, Becky Long; Ed Waters (FNP), Dick Lee, Jim Wilkins, Ed Hutson and Carol Hutson. Commissioner Hamrick was absent.

Commissioner Hooper led the Pledge of Allegiance.

Approval of 5/26/15 Meeting Minutes

Commissioner Hooper made a motion to approve the 5/26/15 Meeting Minutes. Commissioner Burns seconded the motion. Vote – all for. Motion carried.

Public Hearing – Proposed FY2015-16 Budget

The Board had no comments, so the item was then opened to the public. There were no public comments. Mayor Kinnaird went over the highlights from the summary sheet of the proposed FY2015-16 budget (see attached). The proposed budget for Operating Revenues total \$15,484,139 and the Operating Expenditures total \$12,402,819 and the Capital Improvements total \$897,235 and the Escrows total \$1,694,651. After the expenditures, capital improvements and escrows that leaves us with a revenue balance of \$489,434. Mayor Kinnaird asked again for any public comments. Commissioner Burns wanted to remind everyone that they had adopted the constant yield tax rate, so the property tax rate will remain unchanged and you should not see any increase in your property tax bills for this year based on this budget. No other comments were received. Commissioner Burns noted that the silence shows that the public is really appreciative and realizes how much time and effort the Mayor, Board and Staff put into working out this budget. And he commended the Mayor, Tracy and Staff for putting this budget together. Mayor Kinnaird closed the Public Hearing for the Proposed Budget for FY2015-16.

Introduction of Ordinance 2015-02 – Adoption of FY2015-16 Budget

Mayor Kinnaird read Ordinance 2015-02 – The Adoption of FY2015-16 Budget into the meeting (see attached). At this June 2nd meeting the Ordinance is being introduced and is scheduled for adoption at the regular meeting on June 9th. If adopted, this budget will become effective July 1, 2015.

Commissioner Buehrer noted that he and Commissioner Hamrick would not be at the June 9th meeting. Mayor Kinnaird stated that they were aware of this and the scheduling is unfortunate, but if there are any comments or concerns to please express them now. Commissioner Buehrer said he had none.

Commissioner Burns made a motion to approve the Introduction of Ordinance 2015-02 for the FY2015-16 Budget. Commissioner Hooper seconded the motion. Vote – all for. Motion carried.

Public Hearing – Community Development Block Grant

Jim Humerick read into record the Community Development Block Grant Program, also called CDBG. A Public Hearing at a regularly scheduled Town Meeting is a stipulation of the Program before an application can be submitted. He stated to the audience that if anyone wanted to see the 40 page application, he has it here tonight. The Mayor and Board of Commissioners enacted Resolution Ordinance 2015-03 enacting us to move forward with the CDBG Grant Application on May 19, 2015.

Mayor Kinnaird asked Mr. Humerick to give a brief description of what the Grant would be funding. Mr. Humerick said the \$125k would be used to fund the replacement of the sidewalks, curb and gutter and handicap accessible ramps and accessibility options for Water Street. Since the State Highway has redone the streets in the downtown area, we wanted to secure funding to complete it with redoing Water Street and making the entire downtown area ADA accessible.

Mayor Kinnaird asked if there were any Commissioner comments before opening up for Public comments. There were none.

Carol Hutson asked if this was only for sidewalks or would any houses along Water Street be revitalized. She also wanted to know if HUD would be coming into any of the housing. Mayor Kinnaird stated that this has nothing to do with housing; it is just to bring the sidewalks up to ADA compliance, which is the primary reason the State has redone the other 3 streets in the downtown area. Commissioner Buehrer said you can look in 3 directions and see the improvements and they are beyond our expectations. We have that last leg which is not a State Highway, so it is up to this Board and we think it should match the other 3 legs. We already have the lighting. Mayor Kinnaird stated that they could have already installed the new lights, but they wanted to wait and apply for funding for the sidewalks and do everything at the same time.

Commissioner Buehrer asked Mr. Humerick how long it would be if we are successful in getting the grant. Mr. Humerick said as part of the application they submitted a proposed completion date of December 2015. We should find out shortly after July 1st if we get the grant or any portion of it and we can move forward with the project. Mayor Kinnaird asked if this was a refundable grant, where we encumber the funds for the project and then we apply for a refund. Mr. Humerick said yes, this is non-matchable, reimbursable.

Without further comments, Mayor Kinnaird closed the Public Hearing on the CDBG.

Discussion Item – Moser Road Bridge

Mayor Kinnaird handed out a Bridge Inspection Report received from Mike Metz, of the Office of Transportation and Engineering, Public Works Division of Frederick County Government (see attached). This report is finding some critical issues again with the Moser Road Bridge. What they now are requesting us to do is to close off a 2 foot section of the North side of the Bridge, which we are going to do with barrels as we did with the Southern section. We are going to adjust the weight limits on the Bridge and we will post signage for that. That will satisfy their requirements at this time. They are also talking about doing some shoring and we are going to do that. So, we are basically doing everything they are asking us to do on the bridge. The beauty of it this time is that Jim Humerick is currently

working up a request for bid, so that we can actually bid the job this year. He said that with the money proposed in this year's budget and with the money already in escrow, there should be sufficient funds to move ahead and commit to getting this done this year or as quickly as possible and get a Bridge that will pass inspections.

Commissioner Burns ask that since we own the Bridge, what would prevent us from having steel plates welded in there temporarily to alleviate the problems and understanding that this is only temporary to eliminate having to close it down and have it re-inspected. Mayor Kinnaird said he didn't think that would be successful, just adding steel to defective beams. They would probably allow us to replace the beams. We went thru that a year and a half ago and that wasn't a viable option. You could probably weld it on there, but without an engineering study they would probably just ignore the repair. And at some point they will probably just require us to shut the Bridge down.

Mayor Kinnaird said the Bridge will be narrowed to one lane and they will still have the yield to opposing traffic signs up. It will be narrowed so that the possibility of more than one vehicle going thru at a time will not be there anymore. It will also cut down on the truck traffic because of the weight restriction. Commissioner Burns asked about the signage for the trucks. Mayor Kinnaird said they would be out at Frederick Road at the entrance onto Moser Road and at Jimtown, coming the other direction. Mr. Humerick said that according to Mr. Metz the signs may already be up, the County was going to put them up for us. Mr. Humerick has met with the Fire and Ambulance Companies and let them know. There is still a question about school buses, whether they will be allowed to go across. The consultant in the e-mail he received today from Mr. Metz stated that they would consider granting a waiver for school buses, if the Town demonstrates we are moving forward in getting this problem resolved and we are.

Commissioner Buehrer said when they narrowed that bridge, he crossed it every day and it is an accident waiting to happen. He doesn't know what the answer is, but they have got to do better than they have. But they need to forewarn from both directions, maybe with a battery operated flasher. Commissioner Burns said maybe instead of yielding traffic they should consider thinking about stopping traffic one way, either coming into town or going out of town. Commissioner Buehrer said that yielding both ways is not working. Mr. Humerick said he would look into that. Mayor Kinnaird will have a discussion with the County and the Chief of Police.

Mayor Kinnaird wanted everyone to understand that for now the Bridge will be narrowed to one lane, signs will be put up and we have asked our Police Officers to diligently enforce the truck issues for a little while so that everyone understands that the Bridge is basically closed to truck traffic. We are working on a request for bids and after July 1st we will be able to execute on a contract and get it going.

Commissioner Buehrer asked that the Mayor request from the Police Chief to also set up some radar on both ends north and south. He thinks that if some tickets are given it will get people's attention real quick and hopefully they will slow down. Mayor Kinnaird said he would get with the Police Chief on our side and with the County Sheriff for the other side of the Bridge.

Commissioner Hooper said something that might help when they narrow the bridge, was to take out the center line. Everyone agreed that would be a good thing to do. Mayor Kinnaird then asked if there were any Public comments on this.

Dick Lee stated he thought the stop traffic one way would be good, because with the trees out the visibility is really bad right now and you can't tell either way if anyone is coming. Mayor Kinnaird asked if he had a preference as to which way the traffic was stopped. He said he did not. Commissioner Buehrer said he thought there was more traffic coming from the Library into the neighborhoods than there is coming from Creagerstown. Mr. Lee said he is concerned about the Ambulance service, since it seems to come to his area frequently. Mayor Kinnaird said he doesn't think they will see an impact on response times at all.

Mayor Kinnaird said if anyone would like to take a look at the Engineers Report they were welcome to after the meeting.

Jim Wilkins stated he is for safety in traffic and asked if there have been inspections on the bridge over the years to let them know the condition of it. Commissioner Hooper said there were repairs made to the bridge some years back. Commissioner Burns stated about 10 years ago they got a report that the Bridge was failing and they did some repairs then and started putting money back, but the bridge is deteriorating quicker than we really anticipated. The good news is that we just put enough money in the Budget to address the Bridge, so we don't have to go into debt and finance the Bridge Project. So in answer to your question, yes, they did inspections every couple of years and what happened is we just got this new inspection after we had talked about the budget and after we had already decided to put the money towards the Bridge.

Mr. Wilkins stated he knows there are a lot of bridges in this country that are just waiting to collapse. If concrete is done properly it can last forever, but too much salt is being used in the winter and the excess salt is being allowed to sit and deteriorate the concrete and steel on the bridges. It needs to be cleaned up or they need to use less salt. He said that when rebar starts to rust, it will swell to 2 times its size and will cause the concrete to bust.

Mayor Kinnaird wanted to assure everyone that the weight limits they have specified and the actions that they are asking us to take are well within the safety limits of the Bridge as it stands today. So we are going to follow their recommendations and requests and we are going to move forward with getting a contract on a replacement bridge. So he doesn't think anyone needs to worry about the bridge falling down when they drive across it.

Commissioner Comments

Commissioner Buehrer:

- Handed out a sheet listing disposal of yard waste for 7 neighboring Municipalities as well as Thurmont. Thurmont is the only one that allows plastic bags to be used. And he is prepared to

make a motion that Thurmont begin accepting yard waste in only paper bags. He asked that it be put on the agenda for the June 16th meeting to discuss this.

- He and Mr. Humerick attended the Main Street meeting this morning and most of the furniture is in and the wall board is up and he thinks it looks wonderful
- Reminder that the Farmers Market is now going to be located in the Municipal Parking Lot at Center Street

Commissioner Hooper:

- June 14th the Clustered Spires Brass Band will perform at Memorial Park beginning at 5 p.m. and will be followed by the Flag Day Ceremony at 6 p.m.
- July 26th the Westminster Municipal Band will perform at Memorial Park beginning at 6 p.m.
- Had a meeting today concerning the parking issues for Halloween in the Park

Commissioner Burns:

- He also did some research on the yard waste disposal and in comparing the cost of the labor needed when plastic bags are used and the cost of paper bags would just about equal out. And if it isn't cost neutral and we do have to charge something for the bags, it still will save our Staff time and allow them to do other things.
- He found out that Middletown does pick up business trash, with certain limitations, they don't do industrial or food businesses and they don't charge anything extra for it. They consider it as part of the general fund tax structure. But that is just one Municipality; he is going to get with some others to get an idea of what everyone else is doing.

Mayor Kinnaird:

- Received an invitation today from the Town of Mt. Airy inviting them to the joint Carroll and Frederick County MML dinner and meeting, June 15th
- Attended the Memorial Day Service at Memorial Park on Saturday afternoon, it was a really nice event put on by the American Legion Post 168 with the assistance of the Amvets Post 7 and he was proud to represent the Town of Thurmont and he was honored to be asked to place a wreath at the Memorial at the center of the Park. He thanked the Boy Scout and Girl Scout Troops that were there and did a fantastic job of raising and lowering the flags, they also put some wreaths on the Memorial. The Honor Guard did a great job. He encouraged everyone to keep May 30th in mind next year. It is always on the traditional Memorial Day not the observed one every year in Thurmont. He thanks everyone who serves in the Military and Commissioner Burns.
- Friday night and Saturday morning he attended the Thurmont Heritage Days Covered Wagon Train, there was an early 1800's Conestoga wagon. On Saturday they rode out thru the Roddy Road Covered Bridge on their way to Harney.
- There was a lightning strike Sunday afternoon around 4:30 at 7 Eleven that rendered the electric inoperable and our Crew found it was such a catastrophic failure, they were unable to repair it

that evening, so they came back in Monday morning at 5 a.m. and worked until 8:20 p.m. getting the service reinstalled and getting the businesses back up and running. He wanted to thank the entire Staff, not only the Electric Crew.

Public Comments

Dick Lee suggested they get a good solar flashing light for the bridge project that would probably hold a charge for the entire night. Then after that comes down, it could be used for other road projects. The second thing, you mentioned about Middletown spending \$9k for paper bags a year. I did a little math and it's about \$350 a week, so if we can figure on saving \$350 on labor and time, then the cost of the bags might be well worth it, even if it comes close to breaking even. Commissioner Buehrer said his point is there are two hardware stores in town and he thinks they could use our support. He stated that we supply electricity to people, but we don't buy the light bulbs for them. Mr. Lee said he wasn't saying the Town should buy the bags, but at the most they should sell them, if they are going to give them out. He was just saying what might be spent each week on the bags and what could be saved by using them.

Closed Session – Before a Contract is awarded or bids are opened, to discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

Closed session was not held per Mayor Kinnaird.

Commissioner Buehrer made a motion to adjourn. Commissioner Hooper seconded the motion. Vote – all for. Motion carried.

Without further discussion the meeting adjourned at 7:50 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Robin Clem', with a long horizontal flourish extending to the right.

Robin Clem
Recording Secretary

SUMMARY FY 2015-16 BUDGET

COMMISSIONERS OF THURMONT

	Operating Revenues	Operating Expenditures	Revenue Versus Expenditures	Capital Improvements	Escrow	Grand Total
General Fund	\$4,542,745	\$3,689,711	\$853,035	\$300,135	\$452,900	\$100,000
Wastewater Fund	\$2,282,492	\$1,448,850	\$833,642	\$312,500	\$420,997	\$100,145
Water Fund	\$1,271,656	\$802,911	\$468,745	\$59,600	\$368,280	\$40,866
Electric Fund	\$7,387,246	\$6,461,348	\$925,898	\$225,000	\$452,475	\$248,423
Total	\$15,484,139	\$12,402,819	\$3,081,320	\$897,235	\$1,694,651	\$489,434

GENERAL FUND FY 2015-16

COMMISSIONERS OF THURMONT

Proposed FY 15-16

REVENUE

Tax Billing	\$1,572,380
Admission Tax	\$15,000
Income Tax	\$625,000
Franchise	\$0
Highway User	\$58,536
Anticipated Highway User	\$157,900
Trader's License	\$2,000
Building Permit	\$2,000
Police Grant	\$64,000
Tax Equity	\$848,838
Fines	\$1,500
Parking Meter	\$8,000
Rent from other Funds	\$37,560
Cable TV Franchise	\$56,000
Interest Earned	\$5,000
Misc Income	\$10,000
Retirement	\$0
Change in Net 06-30-2014	\$673,704
Due from Wastewater Fund 06-30-2014	\$382,730
Due from Water Fund 06-30-2014	\$22,597
	\$4,542,745

Proposed FY 15-16

EXPENSE

Due to Electric Fund	\$241,613
Reconcile Fund Balance 06-30-2014	\$405,327
Commissioners Salaries	\$22,000
Office Salaries	\$75,000
2 1/2% Cola Office	\$7,672
Election Expense	\$3,500
Hospital/Life/Long Term Expense	\$267,614
Insurance	\$70,000
Office Expense/Bldg Main.	\$110,000
Legal	\$10,000
Audit	\$35,000
Professional Services	\$30,000
Payroll Taxes & Unemployment	\$95,000
Fire/Ambulance Donation	\$15,000
Senior Center Donation	\$20,000
Senior Tax Credit	\$1,500
CHS Safe & Sane	\$500
Food Bank Donation	\$6,000
Convention	\$1,500
Main Street Donation Electric	\$4,500
Main Street Donation	\$10,000
Main Street	\$28,000
2 1/2% COLA Main Street	\$530
Planning & Zoning	\$85,000
PT Economic Development Personnel	\$15,000
Emergency Fund	\$50,000
Police Salaries Actual	\$824,000
2 1/2% Cola Police	\$20,600
Police Supplies & Equipment	\$27,700
Administrative Supplies	\$8,600
Police Vehicle Expense	\$74,000
Police Insurance	\$38,010
Police Communication	\$21,000
Police Building Maintenance	\$23,000
ITT Costs	\$6,766
Police Building Payment	\$154,000
Police Building Interest Loan	\$20,634
Police Dog	\$5,000
Haul Rubbish	\$265,000
Streets Labor & Supervision	\$140,000
Streets & Labor Overtime	\$2,000
2 1/2% Cola Streets	\$5,645
Street Supplies	\$60,000
Street Lighting	\$55,000
Parks Labor & Supervision	\$64,000
Park Labor Overtime	\$8,000
Parks Supplies	\$29,000
Snow Removal Overtime	\$20,000
Mowing	\$44,000
Retirement	\$161,000
Special Activities	\$2,500
	\$3,689,711

CAPITAL IMPROVEMENTS 2015-16

COMMISSIONERS OF THURMONT

Budget

POLICE	
Vehicle Lease/Explorer 3rd year	\$10,000
Vehicle Lease/Explorer 2nd year	\$28,000
In Car camera	\$7,000
Mobile Data Terminals w/docking station	\$7,000
Ballistic Vests	\$4,000
Radio: Shoulder Mic/Portable Radio	\$2,000
Rubber Training Mats (Defensive Tactics)	\$900
File Cabinets	\$375
	\$59,275

OFFICE

New Siding	
Replace All Original Windows	
Stone work on Foundation	\$20,571
Flat Screen Projection System Meeting Room	\$17,689
Renovation for Municipal Office	\$3,000
Upgrade Parking Lot Lighting Municipal Office	\$6,000
Scanning System for documents & plans	\$7,500
New Analog Encoder for Granicus System	\$3,000
Computer	\$1,600
	\$59,360

STREET

Overlay Tippin Drive	\$35,000
Overlay Tippin Court	\$16,500
Unscheduled Asphalt Repairs	40,000
Gator Utility Vehicle	15,000
	\$106,500

PARKS

Eyler Road Park	
Football & Lacrosse	
Field	\$75,000
	\$75,000

ESCROW 2015-16

COMMISSIONERS OF THURMONT

Budget

General Fund Escrow 45% of CIN	\$303,167
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STREET

Replace Truck #11	\$45,000
Moser Road Bridge	\$225,000
Highway User Revenue	\$157,900
	\$427,900

POLICE

Vehicle Escrow	\$15,000
Mobile/Portable Radios	\$5,000
Body Cameras	\$5,000
	\$25,000

GENERAL FUND SUMMARY

COMMISSIONERS OF THURMONT

Revenue	\$4,542,745
Expenditures	\$3,689,711
	\$853,035
Capital Improvements	\$300,135
Escrow	\$452,900
Grand Total	\$100,000

WASTEWATER FY 2015-16

COMMISSIONERS OF THURMONT

Proposed FY 15-16

REVENUE

User Charges	\$1,590,000
Late Fee Charges	\$13,500
Interest on Savings	\$1,500
Retirement	\$0
Change in net position 06-30-2014	\$677,492
	<u>\$2,282,492</u>

Proposed FY 15-16

EXPENSE

Due to General Fund	\$382,730
Labor & Supervision	\$222,500
Labor Overtime	\$23,500
2 1/2% COLA	\$5,134
Meter Reading	\$12,000
Materials & Supplies	\$185,000
Electric	\$120,000
Commissioner Salaries	\$4,000
Office Salaries	\$15,000
Hospital/Life/Long Term Insurance	\$80,284
General Insurance	\$25,000
Office/General Expense	\$25,000
Payroll Taxes & Unemployment	\$21,500
Legal	\$2,000
Audit	\$7,000
Professional Services	\$6,000
Telephone	\$5,000
Contribution-Fire/Ambulance	\$15,000
Convention	\$1,500
Bond Interest Paid	\$54,853
Debt Payment	\$186,849
Retirement	\$49,000
	<u>\$1,448,850</u>

CAPITAL IMPROVEMENTS 2015-16

COMMISSIONERS OF THURMONT

	Budget
Truck with plow to replace #27	\$40,000
High Pressure Truck Lease to own.	\$50,000
Engineering & Project Mgmt Srv Phase 3	\$100,000
Methanol Tank	\$23,500
McDonald's Pumping	\$90,000
Additional Asphalt @ plant	<u>\$9,000</u>
	<u>\$312,500</u>
Phase III I&I will be reimbursed by MDE	\$2,177,681

ESCROW 2015-16

COMMISSIONERS OF THURMONT

	Budget
Wastewater Fund Escrow 40% of CIN	\$270,997
Plant Equipment	\$75,000
Lab Escrow	\$5,000
Replace CCTV Truck	\$20,000
Engineering Costs Phase IV I&I	<u>\$50,000</u>
	<u>\$420,997</u>

WASTEWATER SUMMARY

COMMISSIONERS OF THURMONT

Revenue	\$2,282,492
Expenditures	<u>\$1,448,850</u>
	\$833,642
Capital Improvements	\$312,500
Escrow	<u>\$420,997</u>
Grand Total	<u>\$100,145</u>

WATER FY 2015-16

COMMISSIONERS OF THURMONT

Proposed FY 15-16

REVENUE

Water Revenue	\$950,000
Late Fee Charges	\$9,000
Lease Income	\$33,500
Met Life	\$0
Change in Net 06-30-2014	\$279,156
	<u>\$1,271,656</u>

Proposed FY 15-16

EXPENSE

Due to General fund 06-30-2014	\$22,597
Labor & Supervision	\$150,000
2 1/2% COLA	\$3,552
Water Overtime	\$25,000
Materials & Supplies	\$70,000
Electric	\$52,000
Meter Reading	\$12,000
Commissioners Salaries	\$4,000
Office Salaries	\$25,000
Hospital/Life/Long Term Insurance	\$80,284
Insurance	\$22,000
Office Expense	\$20,000
Payroll Taxes & Unemployment	\$17,500
Legal	\$2,000
Audit	\$7,000
Professional Services	\$6,000
Telephone	\$5,000
Hydrant Maintenance	\$0
Contribution Fire/Ambulance	\$15,000
Convention	\$1,500
Bond- Interest Paid	\$21,994
Debt Service	\$183,484
Retirement	\$57,000
	<u>\$802,911</u>

CAPITAL IMPROVEMENTS 2015-16

COMMISSIONERS OF THURMONT

	Budget
Contract Fee Tank Maintenance	\$29,000
Engineering Services Distribution System	\$25,000
Service Line Replacement Moser Road	\$1,600
VFD Stripping Tower Noise Reduction #7	<u>\$4,000</u>
	<u>\$59,600</u>

ESCROW 2015-16

COMMISSIONERS OF THURMONT

	Budget
Water Fund Escrow 50% of CIN	\$128,280
Lombard Street Main Replacement	\$100,000
Treatment Plant Equipment Repair & Replacement Fund	\$25,000
Distribution System- Repair & Replacement Fund	\$100,000
Replace Truck #17	<u>\$15,000</u>
	<u>\$368,280</u>

WATER SUMMARY

COMMISSIONERS OF THURMONT

Revenue	\$1,271,656
Expenditures	<u>\$802,911</u>
	<u>\$468,745</u>
Capital Improvements	\$59,600
Escrow	<u>\$368,280</u>
Grand Total	<u>\$40,866</u>

ELECTRIC FY 2015-16

COMMISSIONERS OF THURMONT

Proposed FY 15-16

REVENUE:

Electric Sales	\$6,800,000
Late Fee Charges	\$22,000
Misc	\$7,000
Retirement	\$0
Change in net position 06-30-2014	\$316,633
Due from General Fund 06-30-2014	<u>\$241,613</u>
	<u>\$7,387,246</u>

Proposed FY 15-16

EXPENSE:

Reconcile fund balance 06-30-2014	\$241,613
Labor & Supervision	\$203,000
Electric Overtime	\$7,000
2 1/2% Cola	\$4,409
Materials & Supplies	\$100,000
Meter Reading	\$23,000
Commissioners Salaries	\$14,000
Office Salaries	\$194,300
Hospital/Life/Long Term Insurance	\$107,045
Insurance	\$50,000
Office Expense	\$130,000
Payroll Taxes & Unemployment	\$29,000
Legal	\$100,000
Audit	\$25,000
Professional Services	\$130,000
Contribution Fire/Ambulance	\$15,000
Convention	\$1,500
Phone	\$4,000
Rent	\$36,000
Int Customer Deposit	\$1,000
Bond- Interest Paid	\$84,881
Purchase Power	\$4,500,000
Debt Service	\$323,599
Retirement	\$137,000
	<u>\$6,461,348</u>

CAPITAL IMPROVEMENTS 2015-16

COMMISSIONERS OF THURMONT

	Budget
Air Switches	\$25,000
Cable (Replenish inventory)	\$75,000
New Street Lights & Poles	\$30,000
New Transformers	\$25,000
Street Lights Water Street Revitalization	<u>\$70,000</u>
	<u>\$225,000</u>

ESCROW 2015-16

COMMISSIONERS OF THURMONT

Electric	Budget
Electric General Escrow 75% of CIN	\$237,475
Tree Trimming	\$15,000
Escrow Small Bucket Truck	\$50,000
Escrow Engineering Relocate Main St Substation	\$25,000
Escrow Replace Digger/Derrick Truck	<u>\$125,000</u>
	<u>\$452,475</u>

ELECTRIC SUMMARY

COMMISSIONERS OF THURMONT

Revenue	\$7,387,246
Expenditures	<u>\$6,461,348</u>
	\$925,898
Capital Improvements	\$225,000
Escrow	<u>\$452,475</u>
Grand Total	<u>\$248,423</u>

ESCROW FUNDS			
<u>GENERAL FUND</u>	<u>PROPOSED 2015-16</u>	<u>GOAL</u>	<u>CURRENT ESCROW</u>
MOSER ROAD BRIDGE	\$ 232,900	\$ 500,000	\$ 366,523
FOOTBALL/LACROSSE FIELD/3RD FIELD-EYLER ROAD	\$ -	\$ 280,000	\$ 78,163
DUMP TRUCK #11	\$ 45,000	\$ 110,000	\$ 54,000
EMERGENCY FUND	\$ -		\$ 250,000
LITTLE LEAGUE LAND	\$ -		\$ 3,000
POLICE VEHICLE	\$ 15,000		\$ 28,000
BODY CAMERA	\$ 5,000		
GENERAL FUND ESCROW 50% OF CIN	\$ 336,852		
TOTAL ESCROW	\$ 634,752		
<u>WASTEWATER UTILITY</u>	<u>PROPOSED 2015-16</u>	<u>GOAL</u>	<u>CURRENT ESCROW</u>
PLANT EQUIPMENT	\$ 75,000		\$ 150,000
REACTOR TANK MIXERS	\$ -		\$ 20,000
COLLECTION SYSTEM REHAB	\$ -		\$ 100,000
LAB	\$ 5,000		\$ 5,000
ENGINEERING	\$ 50,000		\$ 100,000
TRUCK WITH PLOW TO REPLACE #27	\$ 20,000	\$ 40,000	
REPLACE HIGH PRESSURE TRUCK	\$ 25,000	\$ 50,000	
REPLACE CCTV TRUCK	\$ 20,000	\$ 300,000	
WASTEWATER ESCROW 75% OF CIN	\$ 221,072		
TOTAL ESCROW	\$ 416,072		
<u>WATER UTILITY</u>	<u>PROPOSED 2015-16</u>	<u>GOAL</u>	<u>CURRENT ESCROW</u>
EMERGENCY GENERATOR	\$ -		\$ 50,000
WATER SOFTENER - WELL 3	\$ -		\$ 60,000
REPLACE S. PUMPING STATION	\$ -		\$ 75,000
LOMBARD STREET MAIN REPLACEMENT	\$ 100,000	\$ 250,000	
TREATMENT PLANT EQUIP MENT, REPAIR & REPLACEMENT	\$ 25,000		
DISTRIBUTION SYSTEM REPAIR & REPLACEMENT	\$ 50,000		
TRUCK WITH PLOW TO REPLACE #17	\$ 15,000	\$ 40,000	
WATER GENERAL ESCROW 75% OF CIN	\$ 192,419		
TOTAL ESCROW	\$ 382,419		
<u>ELECTRIC UTILITY</u>	<u>PROPOSED 2015-16</u>	<u>GOAL</u>	<u>CURRENT ESCROW</u>
TREE TRIMMING	\$ 15,000		\$ 15,000
SMALL BUCKET TRUCK	\$ 50,000	\$ 150,000	\$ 25,000
ENGINEERING RELOCATE MAIN ST. SUB.	\$ 25,000	\$ 140,000	\$ 25,000
ESCROW REPLACE DIGGER/DERRICK TRUCK	\$ 50,000	\$ 210,000	
Electric General Escrow 75% of CIN	\$ 237,475		
TOTAL ESCROW	\$ 377,475		



THE COMMISSIONERS OF THURMONT

10 Frederick Road
P.O. Box 17
Thurmont, Maryland 21788
301-271-7313
Fax: 301-271-2155

ORDINANCE 2015-02

AN ORDINANCE TO ADOPT THE FISCAL YEAR 2015-2016 BUDGET OF THE TOWN OF THURMONT

WHEREAS, the Charter of the Town of Thurmont requires the budget of the Town of Thurmont be adopted in the form of an ordinance;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF THURMONT:

Section 1. That the Fiscal Year 2015 – 2016 Budget beginning July 1, 2015, a copy of which is attached is hereby adopted this 9th day of June, 2015 at a regularly scheduled town meeting.

Introduced: June 2, 2015
Adopted: June 9, 2015
Effective: July 1, 2015

ATTEST:

THE COMMISSIONERS OF THURMONT

James C. Humerick, Jr.
Chief Administrative Officer

John A. Kinnaird
Mayor, Town of Thurmont



June 1, 2015

Mr. Mike Metz
Office of Transportation Engineering
Public Works Division
Frederick County Government
118 North Market St.
Frederick MD 21701

ATTN: Mr. Mike Metz

RE: Frederick County Bridge Inspections and Load Ratings
SHA Consultant Contract No. BCS 2010-16H
FMIS No. AT010M9A
WBCM Project No.: 20100398.14

SUBJECT: Critical Findings – Bridge No. F-T-01 (Moser Road over Hunting Creek)

Dear Mr. Metz:

This letter is a follow-up to my email on May 19th, 2015 regarding the critical defects discovered at F-T-01 on the same date. During the 2015 inspection the following critical defects were discovered:

- Beam 2 has a 2" L x 1" H area of 100% section loss in the web at the West Abutment (Photo 1, Appendix A). Beam 2 also has a 10" L x 1" H area of 100% section loss in the web located 9" from the face of the West Abutment (Photo 2, Appendix A).
- Beam 6 has an 18" L x 3" H area of 100% section loss in the web at the East Abutment (Photo 3, Appendix A).
- Beam 11 has two (2) areas of 100% section loss in the web at the East Abutment. They measure 16" L x 4" H and 3" in diam. (Photo 4, Appendix A). Beam 11 also has a 7" L x 3" H area of 100% section loss in the web at the Pier in Span 2 (Photo 5, Appendix A). Note: Temporary barrier has been installed on the south side of the bridge to keep traffic off the beam.

These defects are located at the supports where shear forces are highest and could result in localized failures. Therefore; the superstructure is now considered to be a "3", serious condition. This is a downgrade from the previous condition rating of "4".

In addition to the defects above, there is severe section loss in the web of Beam 2 at Mid-Span 1. This was documented in a Letter of Concern following the January 2014 inspection by WBCM. Since the 2014 inspection, the section loss in the web has increased over an area 2'-4" L x up to Full Height (Photos 6, Appendix A). Previously the area was noted over a 1'-6" length.

Due to the critical nature of the defects, it is recommended to immediately place temporary barriers along the north side of the bridge (similar to the south barrier). This will reduce the structure to a One-Lane bridge. A traffic analysis should be performed to determine if additional signalization is warranted. It is also recommended to immediately install blocking on either side of Beam 6 at the East Abutment and to reduce the current load posting signs to 12,000 lbs. for Single Unit and 21,000 lbs. for Combination Unit. This is based on the Operating Rating from the March 2014 rating. In lieu of re-rating the structure, it is recommended to increase the inspection frequency from 12 months to 6 months or less until the structure is rehabilitated or replaced. The bridge is currently posted for 25,000 lbs. (Single) and 46,000 lbs. (Combo).

BALTIMORE PHILADELPHIA HARRISBURG PITTSBURGH

849 Fairmount Avenue, Suite 100, Baltimore, Maryland 21286, Office: 410-512-4500, Fax: 410-324-4100, www.wbcm.com



ATTN: Mike Metz

RE: Critical Findings – Bridge No. F-T-01 (Moser Road over Hunting Creek)

May 19, 2015

Page 2

These recommendations are meant to be temporary until the superstructure is rehabilitated or replaced. It is recommended to rehabilitate or replace the superstructure as soon as possible. Consideration should also be given to complete replacement of the structure.

Should you have any questions or concerns, please feel free to contact me at 410-512-4620 or jrogers@wbcm.com.

Sincerely,

WHITNEY BAILEY COX & MAGNANI, LLC

Jason Rogers, PE
Project Manager, Bridge

APPENDIX A

PHOTOGRAPHS



Photo 1 – 2" L x 1" H area of 100% Section Loss in Web of Beam 2 at West Abutment

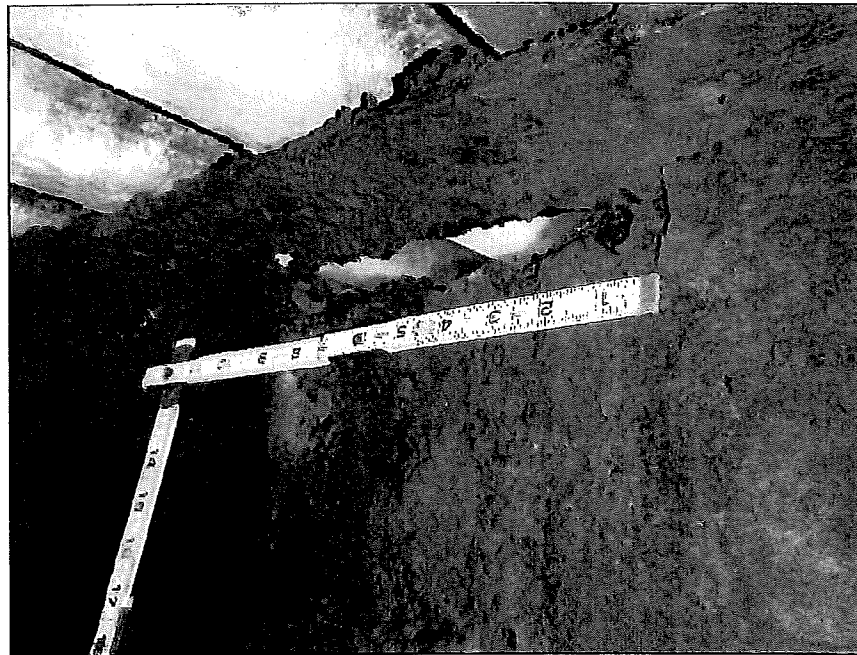


Photo 2 – 10" L x 1" H area of 100% Section Loss in Web of Beam 2 adjacent to West Abutment

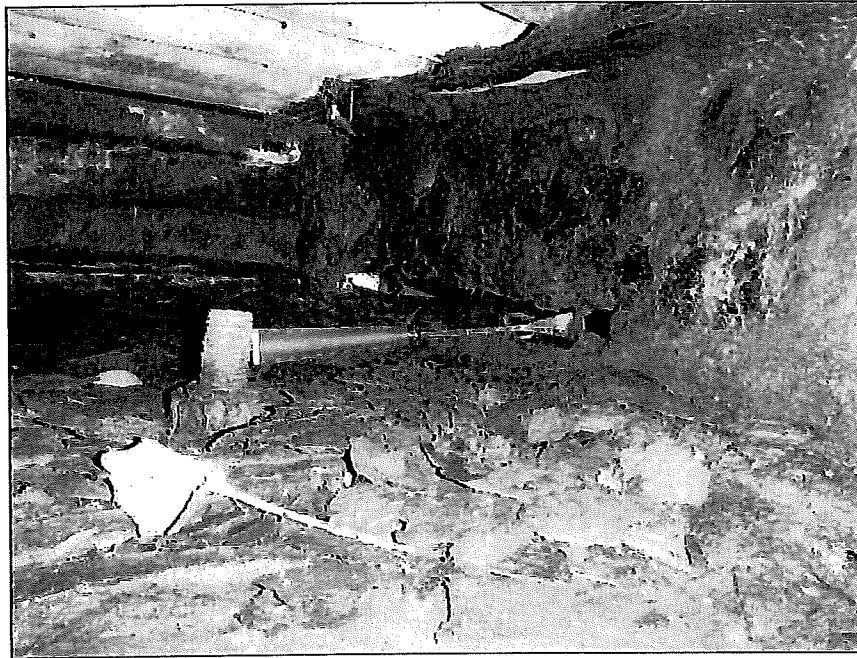


Photo 3 – 18" L x 3" H area of 100% Section Loss in Web of Beam 6 at East Abutment

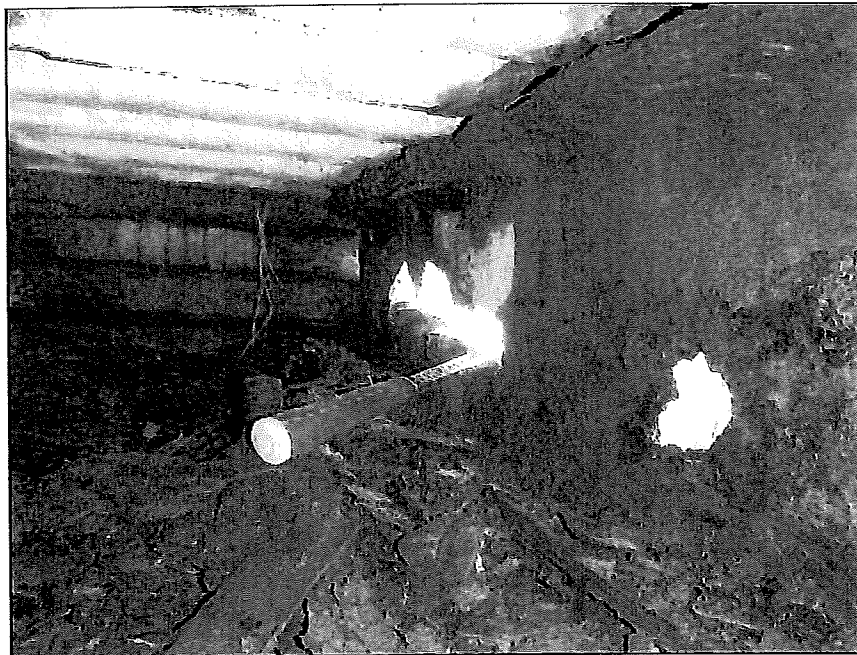


Photo 4 – 16" L x 4" H and 3" diam. Area of 100% Section Loss in Web of Beam 11 at East Abutment

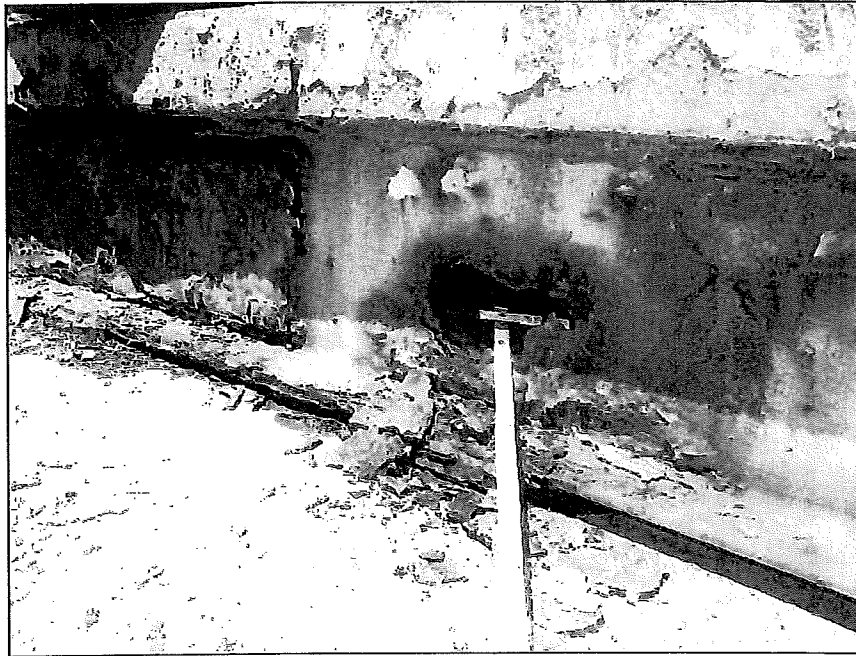


Photo 5 – 7" L x 3" H Area of 100% Section Loss in Web of Beam 11 at Pier, Span 2

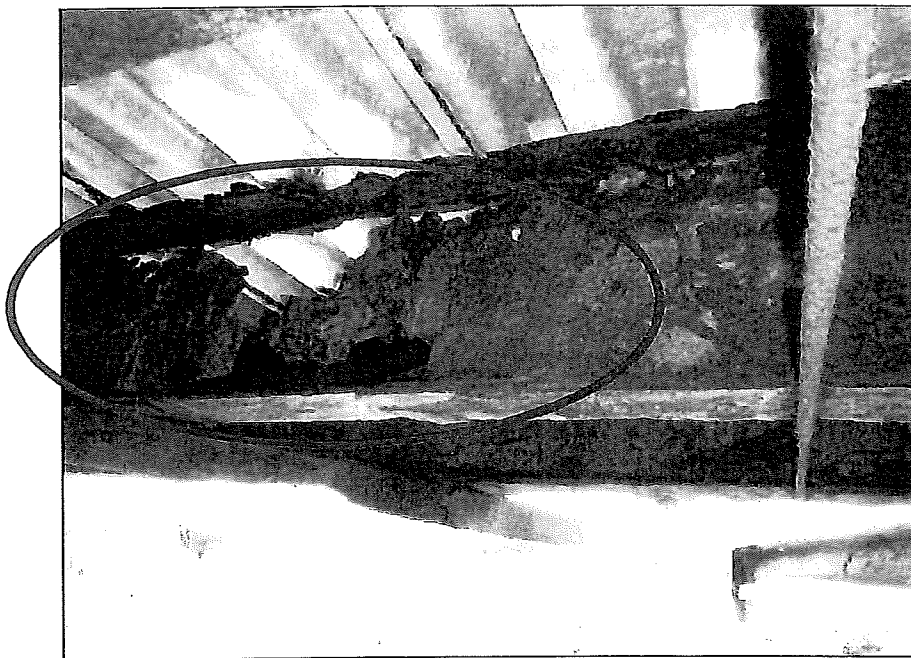


Photo 6 – Area of 100% Section Loss in Beam 2 at Mid-Span 1

DISPOSAL OF YARD WASTE

Brunswick	Drop Off / Paper Bags Only
Emmitsburg	Drop Off / Paper Bags Only
Hagerstown	Weekly Pick Up / Paper Bags Only
Middletown	Weekly Pick Up / Paper Bags Only Town provides bags free (\$9,612.00)
Mt. Airy	Drop Off / Paper Bags Only
Taneytown	Weekly Pick Up / Paper Bags Only
Thurmont	Weekly Pick Up / Plastic or Paper Bag
Walkersville	Drop Off / Paper Only

I am going to make a motion that beginning July 1, 2015, Thurmont town crew will continue to pick up yard waste every Monday from in front of your residence. All yard waste must be placed in a paper bag to receive this service. Yard waste that is placed in plastic will remain in front of your residence and will not be picked up. We will continue to provide access to disposal of yard waste behind the Thurmont Library on Moser Rd. on a monthly basis. If the waste is in plastic bags, the waste will be dumped and the bag given back to you for proper disposal.