

**COMMISSIONERS OF POOLESVILLE
MEETING OF FEBRUARY 7, 2011**

PRESENT: LINK HOEWING, CHUCK STUMP, JIM BROWN, JERRY KLOBUKOWSKI AND EDDIE KUHLMAN. ALSO PRESENT WAS TOWN MANAGER, WADE YOST, TOWN ATTORNEY, JAY GULLO, AND TOWN ENGINEER, JOHN STRONG.

Call to Order

Mr. Kuhlman: Good evening ladies and gentlemen we will call the February 7, 2011 Commissioners Meeting to order. For the record all Commissioners are present as well as Town Staff, Mr. Yost, Mr. Gullo and Mr. Strong. First order of business will be the Pledge of Allegiance if you will please rise, Jerry.

Pledge of Allegiance

All: I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible with liberty and justice for all.

Announcements

Mr. Kuhlman: All right thank you very much. All right under announcements first our next meeting will be on February 22, which is a Tuesday because Monday is President's Day. And we have, we need to approve the minutes first I guess, anybody else have any other announcements.

Mr. Hoewing: I would just note for the record that the 22nd is the day before my birthday so I hope there is an appropriate recognition of that fact that night.

Mr. Kuhlman: That is all right the last Commissioners Meeting was on mine.

Approval of Minutes

Mr. Kuhlman: All right we have the minutes for December 6 is there a motion for approval?

Mr. Brown: I make a motion to approve the minutes of December 6, 2010.

Mr. Kuhlman: Is there a second?

Mr. Hoewing: Second.

Mr. Kuhlman: All in favor?

All: Aye.

Mr. Kuhlman: All right and the minutes for the State of the Town are not done but the Executive Session minutes are done for January 24, present at that meeting were all the Commissioners and the Town Manager Mr. Yost, we adjourned to interview Jennifer Kasten for an appointment and we made a decision to appoint her to the vacancy on the Ethics Commission, is there a motion for approval of those minutes?

Mr. Klobukowski: So moved.

Mr. Hoewing: Second.

Mr. Kuhlman: All right all in favor?

All: Aye.

Mr. Kuhlman: Motion carries unanimously. Back to announcements real quick in minutes already approved we had made the decision to appoint Harald Ehrentraut to the Planning Commission for a 4 year term, that will expire in 4/15 and we also

appointed Jennifer Kasten to the Ethics Commission and that will expire in 4/16 and we thank both of them very much for their volunteering to serve and we look forward to working with you. All right any further announcements.

Open Forum & Citizen's Comments on Agenda Items

Mr. Kuhlman: All right hearing none we will move on to open forum and citizen's comments on the agenda items. Anybody have anything in general, all right seeing no hands anybody have any comments on the we will hear a request from the Poolesville Day Committee tonight, anybody have any comments there? We will be looking at amending Ordinance No. 122 the Forest Conservation Ordinance, any comments? And we will be receiving from Staff Mr. Yost tonight the Wastewater Treatment Plant Capacity Report, any comments? Seeing none all right we will move on to, oh before we do, Congratulations Green Bay, Cathy.

Ms. Bupp: That is wrong.

Mr. Kuhlman: I want to see your face when you type out those minutes. All right we have no old business so we will move on to the Poolesville Day Committee request and we have Brice Halbrook and Bridget Burke if you can come forward.

New Business

Mr. Halbrook: I guess what we are here for is to talk about the appropriations from the Town for the event this year. And I have a budget that I prepared last year at the end of the year I don't know if you guys want to see this or not but it might be helpful. We keep pretty good tabs on what we spend for the event, the wildcard is our fundraising so last year if you drop down, I don't have these labeled, but if you drop down to the bottom line you see we spent about \$26,000.00 funding the event last year, included in that is last years Town's expense down in the lower left corner and I have itemized what we spent the Town's generous donation on which was the tents, the kids rides, john rentals and the license for the movie that we showed at the end of the night. And there was about \$16,000.00 of other stuff, so we budget every year, included in this budget were two bands that we hired for the year because it was the 20th Anniversary, the plan this year probably is to cut that back to one because it is not the 20th Anniversary. Other than that I mean we really don't have anything we plan on cutting so in our coffers we have about \$7,000.00 which we have accumulated over the last 4 years since Jake passed away so we have a little bit of a war chest there in a rainy day fund, so anyway that is kind of it, I mean if there are questions that you all have about some of the expenses.

Mr. Brown: So just to make sure we have it straight Brice then although the Town contributes \$10,000.00 you all manage to raise \$16,000.00 roughly through all your various activities to contribute as well.

Mr. Halbrook: Yeah.

Mr. Brown: So even though you are a private group basically the Town pays 35% roughly of the overall cost and then this private group of individuals puts together everything else in order to make it happen, that is pretty crazy.

Mr. Halbrook: Yeah the sponsors that we have been able to count on every year thanks to guys like John his company and others Winchester, Kettler, we had a good year last year and we raised \$5700.00 if you look at the top right, I don't know if we can count on that this year, we never know in a tough economy that is sort of the

wild card along with the vendors who pay a booth fee and that has ranged from \$7,000.00 to \$8,400.00 I guess, is that about right?

Ms. Burke: That is about right and last year we had more vendors, I think that is because of the 20th Anniversary, we are not too sure about it this year the date is going back to the third Saturday of the month which is originally what we had wanted to establish except when the Jewish holidays come about, so we never really know exactly how much we are going to get from the exhibitors but the past 4 years since we have been on board we've definitely had over 100 exhibitors, which is more than the 70 or 80 that we had when we first started.

Mr. Halbrook: Yeah I think we were at 130 some last year.

Ms. Burke: Yeah. And the other big thing from last year that we raised money on which was great thanks to the people was the Friends of the Festival T-Shirt, individuals and families that wanted to donate money they got their shirt and their names were listed on banners so that actually helped you can see over \$2,000.00 was raised just from that, and it was the first year that we did that.

Mr. Halbrook: And the idea with that, Link your dad had a lot to do with that program, he kind of ran it, the idea with that was to have an ongoing program each year that would help fund in case we had sponsors that dropped out or a shortfall and so forth.

Mr. Hoewing: Yeah I was hit early and often.

Mr. Brown: So would you guys say that the Town's contribution pays for the basic of Poolesville Day you know the minimum things that you need to do to have run and I see it looks like the biggest chunk of change is on the Talk of the Town?

Mr. Halbrook: Yeah the kids rides.

Mr. Brown: Right and did you say Wade we went through a competitive bid or we talked to people to try and make sure we were getting the best prices on that.

Mr. Halbrook: Well we shopped on that and I thought about this today not to pile anything else on Cathy but if you all wanted to bid those out to various people.

Mr. Brown: I don't have an issue with how it is done at all right now.

Mr. Halbrook: Talk of the Town, we did do some, we didn't do a lot of competitive stuff because to be honest with you they know the event, they know when to get here, how to make it happen, when to set up, when to break down, all that.

Mr. Brown: It's critical can't be messed up.

Mr. Halbrook: And it really is and to get somebody else involved, the same as with the tent guys, the john rentals Rande actually did do that, he did a good job and it went from like \$1,100.00 down to \$800.00 so he did a good job last year, so we have done some of that but the Talk of the Town is so many logistics involved that we are a little bit reluctant to venture out just to save a couple bucks and have something fall flat literally.

Ms. Burke: There have been a couple companies now since we have established the festival over the last couple of years that have emailed us wanting to put bids in, so I have a list of 3 or 4 different companies outside of Talk of the Town you know that if we wanted to see if we could decrease the cost we could try and bid it out this year to them because they are coming out of the woodwork now because they are seeing that 10,000 people come to the festival and that it is a big deal now. But I think in my opinion the kids rides and the agricultural tent honestly are the big hits, I mean

people love seeing the exhibitors, it is also the food and just having these inflatable's or these games that we choose we are not just picking them just for the kids to do, we are picking the ones that adults can do with the kids, the adults also have something to do so that is why we have added a couple more over the years, also we added a couple more because the lines were too long and people were complaining especially with the heat and everything so that is one reason why that is one of the more expensive of the costs of the festival, but I mean if we didn't have those it would be kind of boring for the kids.

Mr. Klobukowski: Does that include the train?

Mr. Halbrook: Did you ride on the train?

Mr. Klobukowski: No I wanted to though but I said I better not.

Ms. Burke: The year we didn't have the train we got a lot of people who complained wanting the train, it wasn't available that date because that was the year we had to change the date.

Mr. Brown: Well I was going to suggest this on email but I will go ahead and say it now, I say that we rent and I did this once, one of the oversized boxing rings where the people wear the huge boxing gloves and basically you throw three punches and you can't lift your arms anymore and then establish bouts throughout the day featuring celebrities and I would gladly fight several people in this room, but it would be an interesting way to set it up.

Mr. Halbrook: Do you know about the rule on our Committee?

Mr. Brown: What no violence?

Mr. Halbrook: You own it.

Mr. Brown: Well if someone else could run the car show I would do it in a minute, I think it would be a lot of fun.

Ms. Burke: Car show is a big deal too though.

Mr. Kuhlman: And who are these ones you want to pick on Jim?

Mr. Brown: Not you, you are in a different weight class.

Mr. Kuhlman: Ok anything else there, Committee Chair Person.

Mr. Halbrook: Yeah who is that? No I think that gives you the overview I mean we haven't had our first meeting this year so we are not sure what kind of new ideas will spring up or new additions but I think that we are pretty optimistic about the year, about the sponsorships but that remains to be seen, the vendors and so forth is always kind of a challenge getting new vendors, in fact I enlist anybody to help find new vendors for us because that is the one thing that year after year we get feedback on is it's the same old people, the same stuff you are selling, we would love to get a Blacksmith, a person that makes cheese, you know there are different things so if you guys know of anything like that please.

Mr. Klobukowski: There is a Blacksmith up in Gettysburg, he works at that Teddy Bear store where you make your own Teddy Bear.

Mr. Halbrook: Sounds like you need to make a call Jerry.

Mr. Brown: There you go.

Mr. Klobukowski: I can call that is not a problem and the other thing is I have been talking to some people and one family in particular they have got an old dollhouse that they are refurbishing and they are going to fix it up for an auction, a silent auction at St. Mary's for support a school in Haiti but I think that is going to happen

this spring but what I was thinking of is there is a lot of people who are in to the dollhouse stuff and I know the guy up here up at the corner of 109 and 28 he is in to selling dollhouse stuff so if he had something out there too that might attract some people.

Mr. Halbrook: Well that is what we are looking for, that is where we are lacking each year just finding people, we love having people return but adding vendors is a big challenge and my wife and I have actually gone and to a couple of trade shows in February and March and gone around and handed out cards and saying call us we've got this great thing and 10,000 people and so forth. But what will keep the thing going is that kind of thing, new and different craft vendors, people making stuff.

Ms. Burke: Yeah more so along those lines than maybe and I won't get too into detail about it, more than the commercial businesses from out of town and we have talked about this before, it is a challenge to keep the small town feel of the festival and not letting tons and tons of outside exhibitors come in like an auto dealer or whatever from out of town, keeping the festival going is very, very challenging and it is tough when certain people like myself are on the phone trying to convince these people as to why we don't necessarily let some of them in, you know we are not a juried show but it is a challenge and whoever does end up taking this over later, hopefully they will still stick with the layout we have created because it is working and if they do change it up a lot it is going to be a totally different day, different dynamic, which is fine if that is what people want but so we are looking for more craft vendors and demonstrators like wood turning like he was saying, those types more so than just any other businesses to fill spots and make money so it is more for our Town.

Mr. Halbrook: We were full last year.

Mr. Brown: But that is the 1 consistent feedback is new exciting (inaudible) everybody loves it but that is what they want, something different.

Mr. Klobukowski: I guess this year would be the year too to start with respect to the Civil War have reenactors come out.

Mr. Halbrook: We had some of that last year.

Mr. Klobukowski: I can't remember if you did last year or not.

Mr. Halbrook: I don't know if it went over as well as we wanted it to but get them a little more front and center because of the 150 anniversary.

Ms. Burke: The challenge has been though that we can't do all the work even though we have talked to other organizations, other people they say they are going to put together a reenactment or whatever, they don't always follow through, that is a lot of the reasons why we don't have some of these things. I mean we have great ideas but we can't do it all and thank god you stepped up for the car show and what's his name does the agricultural display, I mean we wouldn't have those because our committee is small we would not be able to do all of those extra features unless more people step up to the plate.

Mr. Halbrook: As you can imagine it is an enormous management issue every year, Bridget probably put in I'll say this until I am blue in the face, 5 or 600 hours on the thing, she will say 300 I know it was more.

Ms. Burke: We all did.

Mr. Brown: The whole committee has been nothing but outstanding, the way you have taken the concept from the days of Jake who did a heck of a job as a one man show plus and putting it into committee format and getting everybody fired up about it and holding the regular meetings and setting the direction and the scope of it I mean we all know that it is the single greatest day in Poolesville every single year and it is almost like you guys but the committee itself and us have been entrusted to do this thing right because it is such a big deal now that if you screw it up.

Mr. Halbrook: And we don't want to make it so it is not manageable for somebody else.

Mr. Brown: No it has got to be manageable absolutely so it is the right combination of everything you guys and Town Staff have done an unbelievable job.

Mr. Halbrook: I must say Cathy has done an outstanding job and Rande I mean we have got a lot of people, but Cathy has been a huge help.

Ms. Burke: It is a great day for everyone and it is great for the town, bringing people to the Town.

Mr. Brown: And it's great when it is over.

Ms. Burke: Great when it is over? You don't want a whole weekend like a 2 day festival.

Mr. Brown: Well you know if you guys are up for that.

Mr. Halbrook: No thanks. But thanks for the offer.

Mr. Brown: Well I didn't bring it up just so I could do it don't worry.

Ms. Burke: Thank you for the money though because these specific things that this money goes toward are the foundation.

Mr. Kuhlman: Ok when is the first meeting?

Mr. Halbrook: The 17th.

Mr. Kuhlman: The 17th that will be here at Town Hall at 7:30. Very good any further questions for them?

Mr. Halbrook: Thanks again.

Mr. Brown: Thank you very much.

Mr. Hoewing: Thanks for your help.

Mr. Kuhlman: All right Forest Conservation, Mr. Yost.

Mr. Yost: Yes you have in front of you a Forest Conservation amendment and this Ordinance is actually 2 different amendments, one is to update our law to match State law and then the 2nd portion is to create guidelines or standards for the formation of a Forest Bank. It went to the Planning Commission a couple weeks ago and they reviewed it and they have been looking at a Forest Bank to be set up here in Town so for us to be able to approve a Forest Bank we have to have guideline standards in place so that is what you have before you this evening. Mr. Gullo has taken a look at it and John actually met with the State forester to come up with the language that was required.

Mr. Kuhlman: Ok so the Planning Commission supports this?

Mr. Yost: Yes.

Mr. Kuhlman: And Mr. Gullo has no problems with it legally, and John you are all right with it from an engineering standpoint. All right any questions or comments from the Commissioners?

Mr. Klobukowski: I thought we did this last year.

Mr. Kuhlman: No.

Mr. Yost: We did an amendment last year yes, the State law changed again.

Mr. Kuhlman: But it wasn't for this.

Mr. Klobukowski: This in no way changes anything we did last year?

Mr. Yost: No.

Mr. Kuhlman: Do we need a motion to set this for a public hearing what on March 7?

Mr. Yost: That is what I am thinking, March 7 is the best date.

Mr. Kuhlman: Ok. All right is there a motion to set Ordinance 122 the amendment to a public hearing on March 7.

Mr. Brown: So moved.

Mr. Kuhlman: Is there a second?

Mr. Klobukowski: Second.

Mr. Kuhlman: Any discussion? Hearing none call for question on the motion all in favor?

All: Aye.

Mr. Kuhlman: Carries unanimously, set that. All right our Capacity Report, Wade.

Mr. Yost: Ok in front of you guys in your packet you were delivered the Poolesville Annual Sewage Capacity Report that I put together each January, which contains the 3 year rolling average, the number of taps that have been given out or online and then the balance of the capacity, also this evening I placed in front of you another sheet that kind of shows where we are as far as plans being approved, the allocations for each one of those and ones we are likely to see this year and then there has been several extensions until 2016 a request that the Planning Commission has approved. So as we go through this basically a 3 year rolling average comes out to 628,000 gallons per day and we are permitted for 750,000 gallons per day. So with that and the allocations we have granted if everything was to be built of the 400 homes we would be short about 14,000 gallons at this time. And that is why I put together the other sheet you can see really we have given out 77,000 gallons to plans being approved so we are still ahead, we actually have 121,000 gallon capacity today and that is on an annual average. So the Planning Commission will look at this as each plan comes forward to make sure we don't approve any plans and over allocate ourselves and again it is the I&I that keeps up the flows at the wastewater plant certainly not the homes but it doesn't matter to the State your water allocation is your allocation and that is it.

Mr. Kuhlman: Ok any questions?

Mr. Hoewing: So we have been using because of the I&I the 325 figure, so this figure you got here though is using the State's allocation numbers.

Mr. Yost: No we still use our own so it is a conservative...

Mr. Hoewing: Ok it is ok.

Mr. Yost: In 2008 you can see where the flows were 584,000 and that year we actually had 38.7 inches of rain. 2009 it went up and we had 49 inches of rain and it was back down in 2010 to the 621,000 gallons per day on the annual average and we had 41.2 inches this year so rain is certainly a factor in how these flows go.

Mr. Hoewing: So next year it would change because you are going to take out 2008 and add 2011 it could be higher.

Mr. Yost: It could be higher correct. And we are going to be coming to you with some I&I fixes actually at the next meeting John is going to have a presentation and we need to talk about gallons per day we expect to reduce the I&I.

Mr. Kuhlman: All right anymore questions?

Mr. Hoewing: So if we get all the way down Wade to the Jamison townhouses and then Jamison Westerly which they are actively considering both of those we are still going to be fine as soon as we start the onsies, twosies that we did, just make judgments at some point maybe possibly.

Mr. Yost: Possibly.

Mr. Hoewing: And that doesn't include well Donogan, well there is Donogan and ok so Donogan is in there too potentially at some point, who is this guy Brown?

Mr. Brown: Land baron. I already recused.

Mr. Hoewing: We should take him off the list actually.

Mr. Yost: Wow.

Committee Reports

Mr. Kuhlman: Further questions? Hearing none we will move on Planning Commission Report.

Mr. Stump: I'm trying to remember I am mixing up my Planning Commission Meetings and my work sessions. We have had several work sessions on the Master Plan, we have another one Wednesday this week.

Mr. Yost: At the last meeting we did the Wastewater Capacity and the Forest Conservation.

Mr. Stump: Yes the next big topics up for us are the land use section and the wait what was the other one?

Mr. Yost: Growth Management Plan.

Mr. Stump: Right so it is all the land use items which are up for some serious restructuring in the Master Plan, let me rephrase that we want to do some serious rewriting so I think we will have a better feel either after this Wednesday's meeting or probably more likely after George is back next week, exactly how much more work we have to go yet on the Master Plan updates, it is dragging out longer than we had thought it would, not that that is necessarily a bad thing yet because most of the comments have been good but the meaty stuff is yet to come, and the fact that the meaty stuff is yet to come is a little worrisome so we want to see what George has to say he has been gone for 6 weeks.

Mr. Kuhlman: All right any questions? Parks Board Mr. Brown.

Mr. Brown: The Parks Board actually meets on Wednesday night and the prior Parks Board meeting that we had just consisted of a presentation from a high school student so not much happening but this week a little more on our plate.

Mr. Kuhlman: Very good. Any questions? CEDC Mr. Hoewing.

Mr. Hoewing: Two major things we spent quite a bit of time on the spring activity we have coming up and I think it is coming along well but they just want to make sure all their bases are covered on that and then quite a bit of time too on this idea of reaching out to the various mall managers and owners and trying to begin to do some work with them. What I think the plan is now is Karen has actually sent a note out asking for another meeting to go over what the structure of these meetings would look like so we actually know what we are going to ask them and we will

certainly share that with you and if you guys have thoughts that would be great. But the intent is in part to talk about some of the things we have talked about like what kinds of challenges we have got economically here and are there things we could do to try to promote more growth and fill in these malls. So it was a good meeting.

Mr. Kuhlman: Any other questions? Town Manager's Report.

Town Manager's Report

Mr. Yost: I want to just expand on what Jim was saying about the young lady from the Global Ecology, Kelly Stottlemeyer, she is a resident here in Poolesville and she is a global student and her project is supposed to be for a senior project is to have recycling set up in the parks, most of the trash that we get at these ball fields is bottles and Gatorade bottles and such things and recyclable so we always switch out cans all the time, we have a bunch of them in stock, she will be painting the cans and she is making up a stencil that will be a recycling symbol specific to Poolesville and she will stencil it on the cans and we are going to fabricate some lids and put them on them so it is kind of a neat thing, we did --- for many years to start a recycling program in the park system and so that is what we are doing, that is what her project is.

Mr. Kuhlman: Good.

Mr. Yost: Lets see we are advertising currently for the Road Rehab Project for the Spates Hill subdivision to be paid and we have bid openings on March 7 for that, the alternative prices we are looking for would be to pave Dr. Dill, some speed humps, what else was there, we have a couple different alternatives we can look at once we get going for other items. We haven't decided where, a lot of people have requested speed humps since they've seen them go in over on Wootton and Hoskinson, so we will see what the bids come in and see if we can put them in other places. The last thing since the last time we met which was quite a while ago actually not counting the work sessions the last storm we had some trees go down in some of the parks, a lot of residents had tree limbs especially the Cypresses and things like that, right now we don't plan on doing a pickup, some people have requested it a special one like we did before maybe when it thaws out we can do a spring one and maybe this is something we want to look at once --- the Beauty Spot for people to you know going to the dump, just one week that people have to have it out on that certain day so we aren't going back and forth.

Mr. Brown: I think we are going to need one in the spring.

Mr. Yost: I think we are too. Because Titus Trash won't start doing their until April 1 start doing the yard waste pickup, so I was thinking sometime in the later part of March we could have a spring clean up and special pickup.

Mr. Kuhlman: All right we will discuss that as we get closer.

Mr. Yost: Ok.

Mr. Kuhlman: All right anything else?

Citizens Forum

Mr. Kuhlman: All right Citizen's Forum anybody have anything? Seeing no hands entertain a motion to adjourn to a budget work session.

Adjournment

Mr. Brown: I would like to make a motion that we adjourn to a budget work session.

Mr. Kuhlman: Is there a second?

Mr. Klobukowski: Second.

Mr. Kuhlman: All in favor?

All: Aye.

Mr. Kuhlman: We are adjourned.