

MINUTES
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING
February 9, 2022

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, February 9, 2022, at 7:00 p.m. Those in attendance included Burgess Chad Weddle, Commissioners Mary Ann Brodie-Ennis, Tom Gilbert, Michael McNiesh, and Gary Baker, Planning and Zoning Administrator Susan Hauver, Public Works Director Joseph Birch, Town Manager Sean Williams, Communications Specialist Ashley Bailey and a total of 5 citizens. Commissioner Michael Bailey joined the meeting via telephone. The meeting was streamed on the Town's website.

The meeting was called to order with the Pledge of Allegiance and a prayer.

1. MINUTES

Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Michael McNiesh to approve the Town meeting minutes of January 26, 2022. The motion passed by a vote of 4-0.

2. PARKS COMMISSION APPOINTMENT

Burgess Chad Weddle recommended Kitty Baker be reappointed to the Parks Commission for another two-year term.

Commissioner Michael McNiesh made a motion, seconded by Commissioner Tom Gilbert to reappoint Kitty Baker to the Parks Commission. The motion passed by a vote of 3-0-1 with Commissioner Gary Baker abstaining.

3. FREDERICK SUMMER SOLSTICE 8K

Alex Young, Vice President for Blessings in a Backpack and former Summer Solstice race director discussed the request to close sections of Frederick Street, Glade Road, the Heritage Park loop and Devilbiss Bridge Road on June 18th this summer. More traffic control officers will be present for the race. The race should start at 7:30 and last until 8:45 PM. The goal will be to limit local road impact. The new Town information signs will be used to notify citizens of the event.

Commissioner Michael McNiesh made a motion, seconded by Commissioner Gary Baker to host the Frederick Summer Solstice on June 18th, using the mobile signs, and closing the requested roads. The motion passed by a vote of 4-0.

4. LETTER OF CREDIT REDUCTION REQUEST – SPRING VIEW ESTATES

Planning and Zoning Administrator Susan Hauver advised Spring View Estates has requested reductions in letters of credit for phases 2 and 3 of the development. Staff suggested reducing Phase 2 a total of \$402,189.50 and Phase 3 a total of \$310,277.00.

Commissioner Tom Gilbert made a motion, seconded by Commissioner Michael McNiesh to reduce the letters of credit for Phase 2 totaling \$402,189.50 and Phase 3 for a total of \$310,277.00. Commissioner Gary Baker inquired on the total number of phases left in the development. Administrator Hauver confirmed there were only three phases to the development. The motion passed by a vote of 4-0.

5. UPDATE ON TOWN HALL RENOVATION

Town Manager Sean Williams advised that the Town Hall Renovation project may be started March 1st. Town staff will begin the moving process immediately. It is an estimated ten-week project.

6. AWARD AUDIO/VIDEO REPLACEMENT AT TOWN HALL

Manager Williams discussed the two bids received for the Town Hall audio/video system replacement. Audio Designs Solutions, Inc provided a bid of \$65,184.10 and Avitecture Systems provided a bid of

\$81,765.07. Town staff recommended Audio Design Solutions based on cost and previous positive work history.

Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Tom Gilbert to award Audio Design Solutions, Inc. the audio/video replacement bid for a total of up to \$65,184.10.

Commissioner Gary Baker inquired about training and teaching additional individuals how to use the equipment. Commissioner Michael McNiesh inquired if televisions could be purchased by the Town to save cost. The motion passed 4-0.

7. CRITICAL WATER PLANT ITEMS

Public Works Director Joseph Birch discussed the need to purchase critical water plant items in the wake of a microfilter currently being offline. Current shipping issues have caused concerns for being able to easily repair water plant issues. The Burgess and Commissioners were presented with a list of critical items totaling \$41,557.05. Burgess Weddle requested Commissioners allow spending up to \$70,000 if ordering multiple parts would generate a discount in cost.

Commissioner Tom Gilbert made a motion, seconded by Commissioner Mary Ann Brodie-Ennis to spend \$41,557.05 towards critical plant items but spend up to \$70,000 if discounts can be obtained. The motion passed 4-0.

8. AWARD MAPLE AND MARYLAND AVENUE ENGINEERING BID

Director Birch requested the lone bid obtained for the Maple Avenue and Maple Avenue engineering bid be accepted. The bid was originally obtained last year, but the plans were put on hold. A. Morton Thomas and Assoc. Inc (AMT) bid \$98,000. The survey could begin shortly after being notified. There was discussion regarding the scope of the project and questions about the engineering company.

Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Gary Baker to \$98,000 to AMT for the engineering study of Maple and Maryland Avenue. The motion passed 4-0.

9. FEE DISCUSSION

Commissioner Mary Ann Brodie-Ennis summarized a recent Parks Commission discussion regarding Parks fees. There was agreement to charge pavilion rental prices based on "in Town" and "out of Town", remove the security deposit and no longer allow alcohol by permit in the Parks. There was discussion involving "in Town" and "out of Town" rates.

Commissioner Tom Gilbert made a motion, seconded by Commissioner Gary Baker to increase the pavilion rental fees to \$75 for a small pavilion, \$100 for a large pavilion, remove the security deposit and no longer allow alcohol permits in the parks. There was discussion regarding the alcohol permit removal, increasing the price of an alcohol permit, and the desire to have an "in Town" and "out of Town" fees. The motion failed in a vote of 2-2 with Commissioners Brodie-Ennis and McNiesh in opposition.

Garden plot fees were also discussed. Security deposit removal, a possible rental increase, penalties for not properly clearing the lot at the end of the season and ensuring Walkersville citizens have priority in obtaining open plots were topics discussed.

Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Gary Baker to increase the 25x50 plots to \$40 and the 25x100 plots to \$50, negate the security deposit, and Walkersville residents are given priority for renting plots. After continued discussion, the motion was withdrawn for future discussion.

10. ACCOUNTS PAYABLE

Commissioner Tom Gilbert made a motion, seconded by Commissioner Gary Baker to pay the bills submitted for the time period. The motion passed 4-0.

11. CHAD UPDATES, STAFF COMMENTS AND COMMISSIONER CONCERNS

Burgess Chad Weddle discussed a proposal for hiring two part-time Park Attendants throughout the year, discussing the position and tasks that could be completed throughout the year, and potential pay rates.

Commissioner Michael McNiesh made a motion, seconded by Commissioner Mary Ann Brodie-Ennis to authorize spending up to \$30,000 to hire two part-time Park attendants. The motion passed 4-0.

Burgess Weddle advised the annual clean up week would be moved to coincide with Earth Day in April.

Public Works Director Joe Birch provided an update on the follow items:

1. The CL17 has been installed, but work still needs to be completed by PALL to complete the installation.
2. The Pennsylvania Drive water main replacement work should start on the 14th of February.
3. The Spring Gardens Water Main Pre-Bid Meeting will be held on February 15th. Bids will need to be submitted by March 15th. Hopefully staff will have recommendations by the 2nd meeting in March with spreadsheet of grading for review to award the bid contract.
4. Public Works is still waiting on an electrical quote for the Message board for Town Hall.
5. The two portable pole mounted Speed Limit indicators have not been installed yet, but may be installed in the next week or two.
6. The Memorial Park upgrades will occur in mid-March.
7. New street name signage for Deerfield/Glade Towne has arrived, locates have been called in, and installation will start as weather allows.
8. There is no update on the Advanced Metering Infrastructure (AMI) Study.
9. The Biggs Ford and Devilbiss Bridge Road bridges installation of guardrail is complete. Concrete work will be done once weather allows.
10. Gateway signage paperwork has been submitted to SHA for approval. Once approved, easements will have to be obtained.
11. The additional parking at the Whitmore Zimmerman Building has been completed, bur additional spots will be created. The cable has been installed on the left-side entering park and rocks have been placed.
12. The Doggie Pot for Longley Green has been installed and keys were dropped off to HOA President.

Commissioner Mary Ann Brodie-Ennis requested the lines at Community Park be repainted in the future.

Planning and Zoning Administrator Susan Hauver advised there is additional progress being made for the sidewalk installation on Biggs Ford Road.

Administrator Hauver also mentioned that terms of the Planning Commission and Board of Appeals is determined by state law.

Communications Specialist Ashley Bailey advised winners for the website photo contest will be announced soon and another contest will occur in the Spring.

Mary Ann Brodie-Ennis made Trooper Blumenauer aware of graffiti on the sign and building at the Safeway Plaza. Trooper Blumenauer advised he would check the area and speak with the owner.

Commissioner Michael McNiesh (speaking for Commissioner Michael Bailey because of technical difficulties) noted there is green box on the East side of MD 194 and East Frederick Street that may be open and needs securing.

Commissioner Gary Baker attended the Parks Meeting at the Manor House and stated it looks very nice.

Commissioner Mary Ann Brodie-Ennis spoke with Emmitsburg regarding their three electric charging stations. Emmitsburg is not charging for people to use their stations. Commissioner Tom Gilbert also contacted Middletown and advised they have one charging station and it was installed at no cost.

Commissioner Tom Gilbert asked about the Manor House Agreement and it was agreed it would be discussed at a later meeting.

Commissioner Michael Bailey (via Commissioner McNiesh) advised the sidewalk at Dollar General still needs to be replaced. Town staff was not aware of the damage but would investigate the concern.

Commissioner Michael McNiesh advised he attended the County Honors Band and Chorus Concert. Several Walkersville residents participated.

Commissioner Mary Ann Brodie-Ennis noted that Donald Boos recently passed. Mr. Boos volunteered with Glade Valley Community Services and was active in the community.

Town Manager Sean Williams advised the bill for the damaged fire hydrant and stop sign at Dollar General was received.

The new website will be going live in the next few weeks.

Document scanning options are being researched by Town staff; funds will be requested in the next budget.

An MS4 meeting will occur next week with potential projects occurring in Deer Field and Glade Towne.

A cost estimate was requested for a street, sidewalk, and ADA ramp study for the entire Town in the hopes of obtaining grant funds in the future.

There were some internet issues during the meeting. The audio of the entire meeting will be posted on Facebook tomorrow.

12. PUBLIC COMMENTS AND CONCERNS/WATERSHED UPDATE

No public comments were made.

ANNOUNCEMENTS (unless changed/cancelled due to Gov. Hogan/CDC recommendations):

- Mon., Feb. 21 – President’s Day – OFFICE CLOSED
- Tues., Feb. 22, 7:00 – Planning Meeting
- Weds., Feb. 23, 7:00 – Town Meeting
- Tues., March 1, 7:00 – Board of Appeals (if needed)
- Weds., March 2, 7:00 – Parks Meeting
- Tues., March 8, 7:00 – Planning Workshop
- Weds., March 9, 7:00 – Town Meeting
- Mon., March 21, 7:00 – EDC Meeting
- Tues., March 22, 7:00 – Planning Meeting
- Weds., March 23, 7:00 – Town Meeting

Meeting adjourned at 8:28 PM.

Sean Williams, Town Manager