

MINUTES
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING
August 25, 2021

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, August 25, 2021, at 7:00 p.m. Those in attendance included Burgess Chad Weddle, Commissioners Mary Ann Brodie-Ennis, Tom Gilbert, John Zimmerman, Michael McNiesh and Michael Bailey, Planning and Zoning Administrator Susan Hauver, Communications Specialist Samantha Fowle, Public Works Director Joseph Birch, Town Manager Sean Williams, and a total of 8 citizens. The meeting was also streamed on Facebook Live.

The meeting was called to order with the Pledge of Allegiance and a prayer. Commissioner Michael McNiesh was welcomed back.

1. MINUTES

Commissioner Michael Bailey made a motion, seconded by Commissioner Mary Ann Brodie-Ennis to approve the Town meeting minutes of July 14, 2021. The motion passed by a vote of 5-0.

2. INTRODUCTION OF ORDINANCE 2021-09 - ELECTIONS

Burgess Chad Weddle introduced Ordinance 2021-09 amending Chapter 22 adding 22-6 Election Standards. These standards determine the layout of the election ballot, the boundary line of 90 feet from the entrance of the meeting room in which electioneering or campaigning may not take place, the ability for election judges to verify/challenge an individual's right to vote, the various ways an individual may establish their identity, and overvoting.

Commissioner Tom Gilbert made a motion, seconded by Commissioner Michael McNiesh to introduce Ordinance 2021-09 amending Chapter 22, adding 22-6 Election Standards to the code. There was no discussion. The motion passed 5-0.

3. INTRODUCTION OF ORDINANCE 2021-10 - ROOSTER

Burgess Chad Weddle introduced Ordinance 2021-10 to amend Chapter 9 Animals, adding Section 9-1. This addition would prohibit roosters within Town Limits for properties that are not zoned agricultural.

Commissioner Michael Bailey made a motion, seconded by Commissioner Mary Ann Brodie-Ennis to introduce Ordinance 2021-10 banning roosters in Town. There was a discussion about the number of complaints and providing a grace period of 30 days if the ordinance is eventually adopted. The motion passed 5-0.

4. MANOR HOUSE PEST REMEDIATION

Town Manager Sean Williams discussed concerns with mouse and bat infestation at the Manor House. Home Paramount provided an estimate to remove all soiled insulation in the basement, deal with the dampness issues, install mouse traps, clean all levels of the house removing mouse and bat waste, and continue monthly treatments for a year at the cost of \$10,003. There was discussion regarding the contract, the need for holes in the roof to be repaired, the chimneys need capped, and a request to have the building tested for termites.

Commissioner Michael Bailey made a motion, seconded by Commissioner Tom Gilbert to approve the spending of \$10,003 to Home Paramount for one year pest remediation. The motion passed 5-0.

5. GLADE ROAD LINE STRIPING

Public Works Director Joseph Birch proposed a plan to shift the line striping on South Glade Road from Frederick Street to East Pennsylvania Avenue at Creamery Park. The yellow center line to be moved, allowing even width on both sides of the roadway, but would restrict parking on one side of the road. The entire curb on the one side of the road would also need to be repainted. Director Birch requested a total of \$7,500 for the project. There was discussion over concerns for no parking near the library, adding a

third stop sign on South Glade Road, and potentially having a traffic engineer offer additional options. It was agreed to have everyone look at the area and discuss the project at a later time.

6. TOWN HALL RENOVATION UPDATE

Manager Williams discussed the progress on the Town Hall Renovation project. Warner construction is still scheduled to begin construction on October 1 and believes they can complete the project in 8 weeks, but allow 10 weeks for Town Staff to move furniture between the project phases. One of the five air conditioning units in Town Hall failed earlier this summer. An estimate to replace all five units was requested and the cost obtained was \$50,000 – \$80,000. This amount added to Warner’s bid total of \$404,000 would still come in below the original \$500,000 budgeted for the project. Manager Williams also discussed a future amendment to the budget as only \$300,000 was provided towards the project for this fiscal year.

7. PUBLIC COMMENTS AND CONCERNS/WATERSHED UPDATE

Eric Davis of 82 Sherwood Drive advised he and two other members of their household are working for Mike’s Auto Body driving tow trucks. He requested an exemption for parking one of the trucks (over 10,000 lbs) on Sherwood Drive; the other two trucks are parking in the home driveway. Commissioners Tom Gilbert, Michael Bailey, Michael McNiesh, Mary Ann Brodie-Ennis and John Zimmerman asked Mr. Davis questions and registered concerns with his request. Mr. Davis advised he understood that his request would be denied, but stated the decision could result in long wait times for anyone needing their service.

Donald Schildt of 1 Glade Road provided an update with the Veterans Committee. He stated the brick orders were very successful. The bus trip scheduled for September 15 will fill one bus. The September 18th picnic generated some donations from local business and they are expecting 80-100 Veterans. Mr. Schildt requested some of the Heritage Park prints the Town has sold to be used as door prizes/gifts.

Mr. Schildt registered concerns with vehicles parking in his neighbor’s yard and requested Code Enforcement look in to the issue.

Mr. Schildt asked if the Town would consider a celebration for upcoming anniversary of September 11th.

Mr. Schildt asked if Memorial Park was officially named Veterans Park or Memorial Park. There was a brief discussion confirming the name is Memorial Park.

Ron Layman of 24 N. Frederick Street advised the Walkersville Watershed has been busy and there are two camporees coming up next month.

Shannon Amos future managing editor and reporter of the new Walkersville/Woodsboro News Journal introduced herself and provided some general information about the upcoming newspaper beginning distribution in October.

8. WATERSHED SURVEY UPDATE

Manager Williams advised the survey of the watershed awarded to VanMar Associates is taking longer than expected and while the job is a complicated one, there were hopes the survey would have been completed by now. Additional calls will be made to check progress on the project.

9. ONLINE CODE DISCUSSION

Manager Williams advised Burgess and Commissioners the Town’s code has not been printed since 2018 and updates have been sporadic. Three estimates were obtained from American Legal Publishing (\$10,895), General Code (\$8,388) and Municode (\$12,134). Yearly costs vary and will depend on the number of codes passed each year. Manager Williams requested potential feedback from Commissioners.

9. WEBSITE DISCUSSION

Manager Williams advised the original four website companies have been reduced to two options, Municode and Civic Plus. Feedback was requested of the Commissioners for a decision to be made in the near future. Commissioner Bailey asked if there was a discount if Municode was picked for both the website and online code; a discount of \$2400 was available. Commissioner McNiesh requested we place both topics on a future agenda to allow time for research.

10. AMERICAN RESCUE FUNDS UPDATE

Burgess Weddle advised the Town will be receiving a total of \$5,165,925 for the American Rescue Funds. \$2,582,962.50 was received earlier in the month with the second payment to be received within the year. A summary of items was presented with a request to immediately authorize payment for the Chlorine Analyzer for \$16,700 and Pressure Items and PLC's for the water towers for \$13,000. There was discussion on premium pay line items, assistance to local businesses and the Spring Gardens water main replacement.

Commissioner Tom Gilbert made a motion, seconded by Commissioner John Zimmerman to authorize purchasing the Chlorine Analyzer and Pressure Items and PLCs' for the Water Towers totaling \$29,700.

11. ACCOUNTS PAYABLE

Commissioner Tom Gilbert made a motion, seconded by Commissioner Michael Bailey to pay the bills submitted for the time period. The motion passed 5-0.

12. CHAD UPDATES, STAFF COMMENTS AND COMMISSIONER CONCERNS

Burgess Weddle reminded everyone of the Town election on Monday, September 13th 11 am – 7 pm.

The Community Show will occur on September 29th and 30th at the Walkers Overlook.

Burgess Weddle requested to have the Town sponsor Frederick Goes Purple at \$1,000.

Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Michael McNiesh to sponsor Frederick County Goes Purple in the amount of \$1,000. The motion passed 5-0.

The Election Forum will occur on Friday, September 10 at 7 pm. The event will be broadcast on gladevalley.net to avoid Facebook comments on the Town's page.

Communications Specialist Samantha Fowle advised the Commissioners that she would also be available for any website questions.

Maryland State Trooper Blumenhauer introduced himself and inquired if anyone was aware of any issues that needed to be addressed. Commissioner John Zimmerman noted traffic concerns with the opening of schools and requested Troopers check on vehicles on MD 194 driving on the shoulder. Commissioner Gilbert also noted he has received reports of an individual sleeping in their vehicle near Goodwill.

Public Works Director Joseph Birch mentioned that all three Water Towers need the transducers calibrated and that will be accomplished with the funds previously approved from the American Rescue Funds.

The leak detection bid proposal was posted on August 13th, a proposal meeting will be held on August 25th and all bids must be turned in by September 1st.

The Maple Avenue bid will go out later in the week. Core samples were taken, results were not good, but the project will still be put out to bid.

The rolled curb project at Town Hall was completed. Sidewalk work was completed in Glade Towne because of safety concerns.

The new brine applicator was ordered.

Hydrant flushing is 70% complete.

Most of the fencing at Heritage has been removed.

Cartridge filters have been replaced at the new water treatment plant.

There was another water leak on Pennsylvania Drive. This is the fourth leak since January, with three leaks prior. Director Birch is looking in to replacing that plastic line with American Rescue Funds money.

Spring Gardens Water main project is proceeding with the 20% review just being completed.

A new message board was installed at Heritage Park near the frisbee disk golf course.

A Storm inlet was rebuilt and new grate installed on Pennsylvania Avenue.

Planning and Zoning Administrator Susan Hauver announced a planning informational field trip to Kellerton homes in Frederick Thursday starting at 6:00 pm.

Administrator Hauver advised of a Board of Appeals case being heard Tuesday, August 31st at 7:30 pm. The case involves a variance at 10 Main Street.

Town Manager Williams discussed a speed camera report provided to the Commissioners from the various complaint sites throughout the summer months. Commissioner Bailey requested the camera be moved to Silver Crest Drive in the future. Per request from Commissioner McNiesh, the speed reports will be forwarded to the Resident Troopers.

Commissioner Michael McNiesh inquired about a potential issue with the flooring at the Whitmore Zimmerman building. The topic was shelved to be discussed in a closed meeting.

Commissioner McNiesh inquired about the status of the Dunkin Donuts. Administrator Hauver advised there has not been any progress. Commissioner McNiesh inquired if Dollar General is still required to build the shared spaces the two companies agreed to build; Administrator Hauver confirmed they will still be required to create the parking even if Dunkin is not built.

Commissioner McNiesh inquired if staff has ever received feedback surveys to grade the job management and elected officials are doing. He requested polling/survey take place.

Commissioner Michael Bailey requested the entire speed report for review.

Commissioner John Zimmerman asked Trooper Blumenauer if Trooper Wills had already been reassigned and if it was known who will be taking his place. Trooper Blumenauer advised Trooper Wills will not be leaving until September 21st and Trooper Silver will be his replacement.

Commissioner Tom Gilbert requested Public Works kill the grass growing up in the Town streets and along the curbs.

Commissioner Michael Bailey requested positions on the Economic Development Commission begin getting filled and the potential for having that Commission assist with issuing funds to local business from the American Rescue Funds grant.

Commissioner Mary Ann Brodie-Ennis advised the building agreement is nearing completion.

Commissioner Brodie-Ennis advised there will be a potential for free trees for planting in the parks. There were several ash trees that will be removed from Community Park in the near future.

Commissioner Brodie-Ennis thanked Public Works for all their work on clearing the paths at Heritage Park.

Commissioner Brodie-Ennis discussed the POS and State Park funds received this year. \$47,000 was received for POS and \$323,694 was received for additional infrastructure. Creamery Park will be

upgraded with new ADA compliant playground equipment, sidewalks, paved parking lot, repaving the basketball court and installing a new half basketball court. The Manor House will receive new roofing and gutters. Rain gardens will be installed near the Whitmore Zimmerman Building and Heritage Barn. Signs for Community and Creamery will also be built.

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

- Tues., Aug. 31, 7:30 – Board of Appeals
- Wed., Sept. 1, 7:30 – Parks Meeting
- Mon., Sept. 6 – Labor Day – Town Hall Closed
- Mon., Sept 6 – Sun., Sept. 12 – Annual Town Clean-Up Week for MS4
- Tues., Sept 7, 4:30 – Applications for Absentee Ballots Due
- Wed., Sept. 8, 7:30 – Town Meeting
- Mon., Sept. 13, 11:00am – 7:00pm – TOWN ELECTION
- Tues., Sept. 14, 7:30 – Planning Workshop
- Weds., Sept. 22, 7:30 – Town Meeting
- Tues., Sept. 28, 7:30 – Planning Meeting

Burgess Weddle requested a closed meeting to consult with staff about pending or potential litigation and to discuss personnel matters.

Commissioner Michael Bailey made a motion, seconded by Tom Gilbert for a closed meeting. The motion passed 5-0.

Meeting adjourned at 9:00 PM.

Sean Williams, Town Manager