

MINUTES
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING
October 13, 2021

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, October 13, 2021, at 7:30 p.m. Those in attendance included Burgess Chad Weddle, Commissioners Mary Ann Brodie-Ennis, Tom Gilbert, John Zimmerman, Michael Bailey and Michael McNiesh, Elected Commissioner Gary Baker, Planning and Zoning Administrator Susan Hauver, Public Works Director Joseph Birch, Town Manager Sean Williams, and a total of 21 citizens. 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 Tom Gilbert made a motion, seconded by Commissioner Mary Ann Brodie-Ennis to approve the Town meeting minutes with corrections of September 22, 2021. The motion passed by a vote of 5-0.

2. Oath of Office for Burgess Chad Weddle

Clerk of the Circuit Court Sandra Dalton administered the Oath of Office to Burgess Chad Weddle.

3. Oath of Office for Commissioners

Newly sworn in Burgess Chad Weddle administered the Oaths of Office to the newly elected Commissioners Michael Bailey, Mary Ann Brodie-Ennis, Tom Gilbert, Michael McNiesh, and Gary Baker.

4. Resolution 2021-04 Honoring Service of Outgoing Commissioner John Zimmerman, Jr.

Burgess Weddle read resolution 2021-04 honoring the service of John Zimmerman, Jr.

There was a brief break in the meeting to celebrate the swearing in of the Burgess, the Commissioners and recognizing John Zimmerman, Jr.

5. Election of Vice President of Commissioners

Traditionally the highest vote getter in an election is voted in as the Vice-president of the Commissioners. The duties would include being a signer on checks and running the Town meeting in the absence or unavailability of the Burgess.

Commissioner Michael McNiesh made a motion, seconded by Commissioner Tom Gilbert to elect Michael Bailey, highest vote getter, as Vice-president of the Commissioners. The motion passed by a vote of 4-0-1, with Commissioner Michael Bailey abstaining.

6. American Rescue Funds Update

Public Works Director Joe Birch requested funds to purchase 750 water meters with radio transmitters at the cost of \$268,275. There was a discussion of purchasing all needed water meters, potential cost savings, and issues with purchasing all meters at one time. There is currently a four to six month waiting period until the meters will be received.

Commissioner Tom Gilbert made a motion, seconded by Commissioner Michael Bailey to use American Rescue Funds to purchase 750 water meters at the cost of \$268,275. The motion passed 5-0.

7. Park Usage, GVAA

Commissioner Mary Ann Brodie-Ennis provided a brief summary of concerns that arose during the recent Parks Meeting involving GVAA Football practicing at Heritage Park after hours. The Parks Commission recommended allowing GVAA Football to continue practicing until 8 pm until this season ends in

November. There was an extended discussion regarding safety concerns, potential legal/liability concerns, lack of a signed park usage agreement and building agreement.

8. Town Hall Renovation Update

Town Manager Sean Williams discussed the updated engineering bid to replace the heating and air conditioning system in Town Hall while the renovation project is occurring. An engineering study was previously approved for \$9,500 for the air conditioning system, but an updated engineering study to include the heating system would total \$12,755.

Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Michael Bailey to spend \$12,755 for an engineering study. There were questions regarding the engineering company, overall costs involved, and requests to obtain more engineering bids for the heating and cooling system. The motion failed 0-5.

9. Speed Camera Discussion

Manager Williams discussed an email previously sent to the Burgess and Commissioners concerning the results of the Town's speed camera. There was a discussion about speed concerns in Town, purchasing additional speed devices, how best to use the data and putting the current unit in "stealth mode" that would not show the speed results as a vehicle passes, but would record the data.

10. Water Billing Update

Manager Williams advised the November Water Bills will display both the water usage billed along with the \$50 water assessment fee as separate line items. Town Staff is also working on options for future quarterly billing and online bill pay. The new Town Website is being developed and will be live in the next few months. Online bill pay is being worked on as the website is developed.

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 Chad Weddle requested any changes for Talk of the Town by Thursday.

Burgess Weddle advised the Town is seeking to appoint an alternate to Board of Appeals, one seat on the Ethics Commission, and at least four seats on the Economic Development Commission.

Burgess Weddle provided thank you letters from the Volunteer Fire Company and Volunteer Rescue Company for the donations from the Town.

Public Works is pricing out options for message boards as well as an electronic information sign for Town Hall.

The Walkersville High School is having a homecoming parade on Friday October 22. There are ongoing discussions on how long the parade route will be and where to stage the floats and bands.

The new Town SUV has arrived and is being used by Town Hall staff.

Burgess Weddle advised that the old Town Hall vehicle, a 16-year-old Chevy Blazer can be sold, but would first need to be deemed no longer needed for the Town. There was a discussion on potentially donating the vehicle to a family in need, selling the vehicle and making a donation or allowing the vehicle to be sold to Town staff.

Commissioner Michael Bailey motioned the Town Chevy Blazer is no longer needed and could be donated to a local family in need. The motion received no second.

Commissioner Gary Baker motioned, seconded by Commissioner Tom Gilbert to sell the Chevy Blazer to the public at a minimum of \$3,500 and have those funds returned to the General Fund. The motion passed 3-2, with Commissioner Michael Bailey and Mary Ann Brodie-Ennis in opposition.

Public Works Director Joe Birch advised the floor work at Whitmore/Zimmerman Building has been completed. Snow birds will also be installed on the roof in the coming weeks.

Tree trimming town wide, to include street lights and signage that was being blocked has been completed.

The 18 Ash trees have been removed from Community Park.

Installation of the CL17 is still in the works waiting on parts.

Water tanks installation of the new transducers has started. To date Discovery is complete working on Crum and Heritage next.

Leak Detection has been awarded, signed contract has been received I am waiting to hear back from contractor on setting up a preliminary meeting to determine a start date.

Gateway signage will be ready in next week or so, need to determine locations of signage installation, so we can work on obtaining any requirements for installation.

Proposal for Maple Ave engineering firm Pre-bid meeting - we had 1 engineering firm attend, we had 1 engineering firm apply. We are still in the review process.

Hydrant flushing should be completed by Wednesday.

Pennsylvania Drive - still working on the scope of the work for the water line replacement to put it out for bid.

Spring Gardens Water Main project - the engineering firm has completed 75% of the planning, prints have been forwarded to Frederick County and Soil Conservation District for review, comments and signatures.

Public Works conducted meter reading for November billing last week.

Commissioner Michael Bailey requested when replacement Ash trees would be installed to replace the trees removed from the Parks. Commissioner Mary Ann Brodie-Ennis advised the Memorial Tree program will start soon and trees will be placed in each of the parks.

Burgess Weddle advised the sinkhole reopened in Mill Run. It was fixed by Mill Run, but Public Works is keeping an eye on the area.

Frederick County advised there are two bridges that are within Town limits that will need to be repaired in the near future.

Burgess Weddle thanked Public Works for keeping a water operator remaining until 4:30 pm.

Planning and Zoning Administrator Susan Hauver advised the Board of Appeals is meeting tomorrow night to review a variance application for a setback for a shed at 8 Georgetown Road.

Administrative Hauver advised the Planning Commission continues to work on the Comprehensive Plan for future review.

Town Manager Sean Williams discussed the Town audit and the nearing of its completion. The hope is to have it completed by the end of October and possibly discuss the results at the Town Meeting in November.

Potomac Edison was contacted regarding the low hanging wire at the Manor House. They may be able to raise the wire or potentially need to bury the line to the Manor House.

Manager Williams discussed moving the meetings to the website, the need for an improved audio system and purchasing an additional camera input to allow maps/images be shared online. There was discussion over improved communications, the desire to obtain at least three quotes on the future audio equipment, the need for an additional sound system be purchased for the second floor, and improvements to the new meeting room.

Manager Williams proposed a potential Town wide photo contest for residents to provide photos for the new Town Website. Potential winners would have to sign a waiver and the photo will become property of the Town.

Commissioner Michael Bailey requested the group consider potentially explore "residential only" parking in the old town mixed-use locations of downtown. There was a discussion involving possible code change, enforcement, and how the Planning Commission may be involved in the process.

Commissioner Bailey discussed the sewer rates currently being a flat fee and sharing water meter readings with the Frederick County in the hopes of allowing sewer bills to be based on usage as opposed to a flat rate.

Commissioner Mary Ann Brodie-Ennis advised the Tree Lighting will occur on Wednesday, December 1st at 7 pm. Local churches and the schools will be contacted for participation.

Commissioner Brodie-Ennis congratulated everyone that participated at the Community Show.

Commissioner Brodie-Ennis thanked Public Works for the Town wide tree trimming.

Commissioner Brodie-Ennis requested support for the Walkersville PTAs holding another food truck event on November 7th at Heritage Park.

Commissioner Gary Baker stated it was nice to be back on the board.

Commissioner Michael McNiesh informed everyone of an email complaint that was received regarding a large tree on the corner of Silver Crest and that it was not a safety issue. There was general agreement from the group.

Commissioner McNiesh noted a public works employee was recently observed in a store and represented the Town well.

Burgess Weddle thanked everyone that attended and participated in the Community Show.

13. PUBLIC COMMENTS AND CONCERNS/WATERSHED UPDATE

Donald Schildt of 1 Glade Road advised the Veterans Wall may need to be extended as there is limited room left in the current wall.

Mr. Schildt advised there is a lack of communication regarding planning and zoning because of Channel 99 not working. He also asked for updated police and code enforcement reports.

Ron Layman advised there was road damage at the watershed because of recent flooding. The damage has been repaired.

Mr. Layman also advised there were three estimates obtained for refinishing flooring at the Manor House.

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

- Thurs., Oct. 14, 7:00 Board of Appeals
- Tues., Oct. 26, 7:30 – Planning Meeting
- Weds., Oct. 27, 7:30 – Town Meeting
- Mon., Nov. 1 – Water Bills are Mailed
- Weds., Nov. 3, 7:30 – Parks Meeting
- Sun., Nov. 7, 1:00 – Veterans Day Ceremony
- Tues., Nov. 9, 7:30 – Planning Meeting
- Weds., Nov 10, 7:30 – Town Meeting
- Thurs., Nov. 11 – Veterans Day – OFFICE CLOSED
- Thurs., Nov 25 and Fri., Nov 26 – Thanksgiving Holiday – OFFICE CLOSED

Meeting adjourned at 9:35 PM.

Sean Williams, Town Manager