

MINUTES
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING
October 27, 2021

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, October 27, 2021, at 7:30 p.m. Those in attendance included Burgess Chad Weddle, Commissioners Mary Ann Brodie-Ennis, Tom Gilbert, Michael Bailey and Gary Baker, Planning and Zoning Administrator Susan Hauver, Public Works Director Joseph Birch, Town Manager Sean Williams, and a total of 6 citizens. The meeting was streamed on the Town's website. Commissioner Michael McNiesh was not able to attend the meeting.

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 Michael Bailey to approve the Town meeting minutes with corrections and the Closed meeting minutes of October 13, 2021. The motion passed by a vote of 4-0.

2. ONLINE CODE UPDATE

Town Manager Sean Williams discussed the most recent yearly hosting cost, yearly maintenance pricing, and product duration options for Municode and General Code.

Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Michael Bailey to select General Code for hosting the Town's online Code. The motion passed by a vote of 4-0.

3. WALKERSVILLE HISTORICAL SOCIETY

Burgess Chad Weddle discussed the previous night's event at the new home of the Walkersville Historical Society and requested the Town consider making a donation to the group.

Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Michael Bailey to designate \$1800 per year to the Walkersville Historical Society to go towards their building rent. The motion passed by a vote of 4-0.

4. TOWN HALL RENOVATION UPDATE

Manager Williams discussed three engineering estimates obtained for replacing the HVAC system with options of replacing just the air conditioning or installing a VRF system that would provide both air conditioning and heat. CJL (\$7,805, \$12,755) had the lowest estimate over L.S. Grim (\$8,025, \$18,530) and Kibart (\$37,505, \$51,530).

Commissioner Tom Gilbert made a motion, seconded by Commissioner Mary Ann Brodie-Ennis to accept the estimate from CJL for \$12,755. The motion passed by a vote of 4-0.

5. SPRING VIEW ESTATES LETTER OF CREDIT REDUCTION

Planning and Zoning Administrator Susan Hauver discussed the request from the Spring View Estates developer, Woodsboro Pike LLC to reduce their letter of credit. As homes have been built, the developer has been purchasing water taps from the Town and is requesting a reduction to \$210,000.

Commissioner Michael Bailey made a motion, seconded by Commissioner Tom Gilbert to reduce the Woodsboro Pike LLC letter of credit to \$210,000. The motion passed by a vote of 4-0.

6. 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 4-0.

7. PUBLIC COMMENTS

Donald Schildt of 1 Glade Road requested funds for the Veterans Wall at Memorial Park be extended.

Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Michael Bailey to approve extending the Veterans Wall at Memorial Park spending up to \$5,000. The motion passed 4-0.

Mr. Schildt inquired about purchasing new street banners. There was a brief discussion about some potential options.

Mr. Schildt asked if the Town would consider partnering with the Walkersville High School to conduct an anti-drug informational program.

David Ennis of 118 Challedon Drive discussed concerns with proposed increases to salaries for Maryland State Troopers and the potential financial implications to the Town.

Mr. Ennis also mentioned the recent passing of former Town Commissioner Wanda Heurich.

Burgess Weddle and Mr. Ennis discussed the Frederick County Hazard Mitigation Plan virtual meeting Thursday night.

John Schaening of 70 Sherwood Drive requested an exemption to park his new 45 ft trailer on the street, providing him time to move belongings from the home to the trailer. Mr. Schaening advised there are no local storage facilities that can accommodate the trailer, but he could park the trailer in front of his neighbor's home (68 Sherwood) where he has obtained permission. There was an extended conversation and questions involving safety concerns, other parking options, Code concerns, conversations with his neighbor, and the number of days it would require Mr. Schaening to load the trailer for moving.

Commissioner Michael Bailey made a motion, seconded by Commissioner Gary Baker to provide Mr. Schaening an exemption requiring a truck to be attached to the fifth wheel trailer, parked by the gate every night, with the consent of the homeowner of 68 Sherwood Drive, and it must be removed by November 29, 2021. There was continued discussion and a request made to have his neighbor at 68 Sherwood Drive provide written approval for parking of the trailer in front of her house. The motion passed 4-0.

Shannon Amos of the Woodsboro-Walkersville News Journal thanked everyone for providing information for the paper and advised the News Journal's second paper would be available soon.

8. CHAD UPDATES, STAFF COMMENTS AND COMMISSIONER CONCERNS

Burgess Chad Weddle read a list of upcoming events including Trunk or Treat on October 31st at the Walkersville Library, the Veterans Service on November 7th, and the Scout Food Drive November 13th.

A letter from a Parkside resident was discussed involving the lack of sidewalks on Biggs Ford Road and replacing the bridge at Community Park. Public Works Director Joe Birch advised the decorative bridge was damaged and will not be replaced. One of the bridge footers will need to be fixed and then a bridge could be constructed, hopefully with the help of local Scouts. Dir. Birch suggested construction of a five-foot wide, 220-foot-long asphalt path totaling \$3,000 that would connect the existing path to the entrance of Community Park. There was continued discussion over other options, using different materials for the proposed path, ADA compliance and additional options for Parkside residents to enter Community Park. No immediate action was motioned.

Public Works Director Joe Birch provided a Public Works update.

1. Parts for the CL17 have begun arriving, once received work will be coordinated with Control Systems 21 and PALL on the installation.

2. Water tanks installation of the new transducers has been completed; elevations were off by about a foot.
3. Leak Detection company contacted me two weeks ago, have not provided a start date.
4. Pennsylvania Drive water main replacement bid will be beginning this Friday with a pre-bid meeting to be held mid-November.
5. The Spring Gardens Water Main project remains 75% completed, prints have been forwarded to Frederick County and Soil Conservation District for review, comments and signature.
6. 750 water meters have been ordered. There is a 4–6-month turnaround time on receiving them.
7. Snow Bird installation at Heritage should start tomorrow.
8. Four patio propane heaters were purchased and will be available for the tree lighting ceremony.
9. We had a hydrant valve blow apart on Capricorn Drive last week. It has been repaired.
10. Street Lights in Sun Meadows are working, but there have been issues with breakers.
11. Quotes were obtained for 2 Large Metro Matrix Display Boards 5-year warranty on electronics is \$29,730.72. A demonstration can be set up. Used message boards are \$3000.00 cheaper with a 6-month warranty on the electronics.

Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Michael Bailey to purchase 2 large Metro Matrix display boards for \$29,730.72. The motion passed 4-0.

12. Still working on pricing of a message board for Town Hall.
13. Two portable speed cameras were recently purchased.
14. Community Garden plot work to begin the week of 8th November by town staff.
15. There was a brief discussion over Town wide street sweeping, requesting feedback from the Commissioners. There was a request to obtain pricing for sweeping the Town.
16. Only one engineering firm bid on the engineering of resurfacing the road and replacing sidewalks for Maple Avenue. The bid was \$98,000, which would only allow us \$350,000 to complete the project. The original cost estimate was based on a 2" mill & overlay not full depth reconstruction. Based on the core samples, the project cost would increase if we proceed with full depth reconstruction. It was agreed to wait and see if a federal infrastructure bill passes.

Commissioner Gary Baker inquired about Maryland Avenue asking if the concrete barriers are going to remain there. Dir. Birch advised the barriers will be removed and a gate will be installed in the future.

Planning and Zoning Administrator Susan Hauver discussed the status of the Comprehensive Plan and hopefully have a draft ready for public comment by the end of the year.

Town Manager Sean Williams advised of some progress on the new website. Videos of all Town meetings will appear on the website soon, but only remain on Twitch for a few weeks. The meetings have been recorded and are not lost.

A full time Communications Specialist position is available with the Town, candidates can apply on Indeed.

By January 1st 2022, all Commissioners will be using Town email addresses.

Commissioner Gary Baker suggested changing meeting time to 7 PM.

Commissioner Baker asked where the new Town signs are going to be placed. There was discussion on potential final locations for the three signs.

Commissioner Michael Bailey requested the opportunity to view the new Town website mock up.

Commissioner Bailey has been researching how other municipalities allow residents to request street closures.

Commissioner Bailey is looking to research sidewalk costs with the goal of having the previously proposed policy in place by April 2022.

Commissioner Tom Gilbert inquired for the date of the final yard waste pick up for 2021.

Commissioner Gilbert requested the Mill Run HOA be contacted regarding safety concerns involving juveniles in the area.

9. OPEN COMMISSION POSITION UPDATE

The Town was advertising for open positions on the Board of Appeals, Ethics Commission, and Economic Development Commission. After receiving letters of interest, Burgess Chad Weddle recommended Arthur Russell to the Board of Appeals as an alternate and Linda Thane-Morgan, Bob McNally, Leanne Tennant, and Ryan Csajko to the Economic Development Commission.

Commissioner Michael Bailey made a motion, seconded by Commissioner Mary Ann Brodie-Ennis to approve the appointment of Linda Thane-Morgan, Bob McNally, Leanne Tennant, and Ryan Csajko to the Economic Development Commission and Arthur Russell as an alternate to the Board of Appeals. There was no discussion. The motion passed 4-0.

Burgess Weddle also announced changes to the Commissioners assignments. Commissioner Gary Baker will cover Colony Village HOA, Glade Manor II HOA, and Heritage HOA. Commissioner Michael McNiesh will become the liaison with the Planning Commission, Deerfield HOA, and Sun Meadow HOA. Commissioner Tom Gilbert will work with the Winter Brook HOA and Creekside HOA. Commissioner Mary Ann Brodie-Ennis will remain as the liaison with the Parks Commission, Glade Towne HOA, and Glade Towne Condo HOA. Commissioner Michael Bailey will be the liaison for the Economic Development Commission, Ft. Rock Manor HOA, and Mill Run HOA.

10. PUBLIC COMMENTS AND CONCERNS/WATERSHED UPDATE

Ron Layman advised there have been no issues at the watershed and work is being completed at the Manor House.

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

- 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 9:25 PM.

Sean Williams, Town Manager