

MINUTES
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING
December 8, 2021

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, December 8, 2021, at 7:30 p.m. Those in attendance included Burgess Chad Weddle, Commissioners Mary Ann Brodie-Ennis, Tom Gilbert, Michael McNiesh, Michael Bailey and Gary Baker, Planning and Zoning Administrator Susan Hauver, Public Works Director Joseph Birch, Town Manager Sean Williams, and a total of 8 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 Michael Bailey to approve the Town meeting minutes with corrections of November 10, 2021. The motion passed by a vote of 5-0.

Burgess Chad Weddle summarized the Closed Meeting Minutes of November 10, 2021.

Commissioner Michael Bailey made a motion, seconded by Commissioner Mary Ann Brodie-Ennis to approve the Closed Town meeting minutes of November 10, 2021. The motion passed by a vote of 5-0.

2. STATE POLICE STAFFING UPDATE

Burgess Chad Weddle read a letter from Superintendent Woodrow W. Jones III of the Maryland State Police explaining why Walkersville will not be receiving the previously requested sixth Resident Trooper. The additional Trooper will be requested once again in the future.

3. AWARD PENNSYLVANIA DRIVE WATER MAIN REPLACEMENT

Public Works Director Joe Birch discussed the Pennsylvania Drive Water Main Replacement pre-bid meeting, the six bid packages obtained ranging in price from \$41,000 up to \$76,685, and the recommendation to award the bid to W.F. Delauter in the amount of \$41,670.

Commissioner Tom Gilbert made a motion, seconded by Commissioner Michael McNiesh to award the Pennsylvania Drive water main replacement to W.F. Delauter in the amount of \$41,670. There was discussion of previous concerns with work completed by W.F. Delauter in addition to the lowest bidder, ECM Corporation. The motion passed by a vote of 3-2 with Commissioners Mary Ann Brodie-Ennis and Michael Bailey in opposition.

4. HONOR SERVICE RENDERED THE TOWN BY ELAINE MORTHORST

Elaine Morthorst was honored by the Town for her years of service sending care packages and letters to Walkersville residents that are serving in the United State Military. The Town's Veterans Committee will be taking over the duty of sending future packages/letters.

5. COMMUNICATIONS SPECIALIST UPDATE

Ashley Bailey was introduced as the Town's new full-time Communications Specialist starting December 13th.

6. BOARD OF APPEALS APPOINTMENTS

Burgess Chad Weddle recommended reappointing both Dave Albertson and Jason Bryant to the Board of Appeals. The terms will be for three years.

Commissioner Michael Bailey made a motion, seconded by Commissioner Gary Baker to reappoint Dave Albertson and Jason Bryant to the Board of Appeals. There was discussion for the need to advertise for the positions and starting to compile a list of interested candidates for future vacancies on all Town Commissions. The motion passed by a vote of 5-0.

7. ACCOUNTS PAYABLE

Commissioner Gary Baker inquired about the two annual payments made to the Maryland State Retirement, one payment to National Capital Industries in the amount of \$31,548.72 for the recently purchased electronic information boards, and one payment to Warner Construction for renovations.

Commissioner Tom Gilbert made a motion, seconded by Commissioner Mary Ann Brodie-Ennis to pay the bills submitted for the time period. The motion passed 5-0.

8. CHAD UPDATES, STAFF COMMENTS AND COMMISSIONER CONCERNS

Public Works Director Joe Birch updated the Burgess and Commissioners with the following items:

1. The parts for the CL17 have arrived and installation will occur with coordinated assistance from Control Systems 21 and PALL.
2. The engineering firm has completed the plans for the Spring Gardens Water Main project. Plans have been forwarded to Frederick County and Soil Conservation District for **Final** review and signatures. Once that is completed, we will place the project out for bid for 30 days and set up the pre-proposal meeting.
3. The two Large Metro Matrix Message Display Boards have arrived and staff has been using them since being delivered.
4. A possible message board for Town Hall is still being investigated.
5. Two portable pole mounted Speed Limit indicators have been ordered, but there is no delivery date yet.
6. Leak detection by Fluid Pinpointing projected start date will be on the 13th of December 2021.
7. Street Sweeping was completed on the 2nd and 3rd of December 2021. A total 126 cubic yards of material was collected.
8. Regarding the Memorial Park upgrades to the brick wall monument, town staff will dig the footers and prepare the area for brick work to be completed by Frederick Brick Works. The projected start date will be mid-March.
9. Town Staff is prepared for Winter Operations. Town staff did pre-treat the town with the new brine machine for practice and to work out any issues.
10. The new Chevy Truck should be delivered late December, early January.
11. Street Name Signage for Deerfield and Glade Towne have been ordered to replace all street names, stop signs and posts. A projected start date will be based on weather.
12. There was a leak repaired at Heritage Farm Park Manor house roof. It was completed on the 8th of December by PJ's roofing at the cost \$400.00.
13. Town is moving forward with the Advanced Metering Infrastructure (AMI) Study at the cost of \$700.00. AMI is a Sensus Flex-net network that would allow the town to transmit water meter reads from water meters directly to a computer at Town Hall for billing needs, meter reads for property transfers, it can also be used to detect homeowner leaks early, potentially eliminating high water bills. The system could also provide a customer portal that would allow residents access to their water meter to track usage and set alerts.
14. Biggs Ford and Devilbiss Bridge Road bridges still working on putting out the Guardrail work and Asphalt work using the SHA and County contracts. Asphalt work won't be completed until the Spring. Town staff can address some of the issues.
15. There was a water main break on Kenneth Drive. Road repairs will be completed in the near future. Temperature was the likely cause of the break.

Burgess Chad Weddle thanked the Parks Commission for their work on the recent Tree Lighting Ceremony and to all those that participated in the event.

Burgess Weddle provided the Commissioners with information on speed camera and some of the limitations that come with those projects.

Burgess Weddle thanked the Economic Development Commission for having their first meeting.

Burgess Weddle discussed the Fire Company's new engine 111 and thanked the community for all their support. The new engine will replace a 1994 engine, has enhanced safety features, and cost just over \$750,000.

Burgess Weddle discussed a joint workshop with the Parks Commission and Burgess and Commissioners regarding concerns over park hours, lighting, and the Whitmore Zimmerman building that will be held in January. The meeting will be open to the public, but no public comments will be taken.

Planning and Zoning Administrator Susan Hauver advised the Board of Appeals will also begin meeting at 7:00 PM for future meetings.

Administrator Hauver discussed a recent Board of Appeals case involving issues of foot traffic/activity caused by a berm to the rear of Sun Meadow HOA property, Colony Village and the Library parking area. There was a request made to consider options to rectify the issue with possible landscaping and increased police presence.

Town Manager Sean Williams advised of the completion of the Watershed survey by VanMar Associates.

Results for the HVAC study have not been completed and that is stalling the Town Hall renovation project.

Commissioner Tom Gilbert discussed his concerns with the Town still not receiving any coverage from The Frederick News Post but noted they have reached out via email to potentially set up a future meeting. Commissioner Gilbert thanked the recent coverage from the Woodsboro/Walkersville News Journal.

Commissioner Gilbert thanked Burgess Weddle and the members of the Planning Commission for his time as liaison. Next week will be Commissioner Gilbert's final Planning meeting with Commissioner Michael McNiesh taking over that position.

Commissioner Gilbert wished everyone a Merry Christmas and Happy New Year.

Commissioner Mary Ann Brodie-Ennis thanked the Parks Commission for their work at the Tree Lighting Ceremony. AN estimated 300 people were at the event.

Commissioner Brodie-Ennis visited the Christkindl market and is hopeful event will continue.

Commissioner Brodie-Ennis was thankful for the recent street sweeping.

On Tuesday there will be a meeting at Community Park 10:30 AM regarding a reforestation plan.

Commissioner Tom Gilbert provided Commissioner Brodie-Ennis information on future Parks grant funds.

Commissioner Michael Bailey wished everyone Merry Christmas.

Commissioner Bailey was also thankful for the street sweeping.

Commissioner Bailey discussed an introductory meeting of the EDC Commission on Monday. There was a general introduction, with the initial goals of revamping the business directory on the Town's website, establishing a liaison relationship with the Walkersville Professional Business Association and Frederick County Office of Business Development, and a few other ideas. Meetings will take place on the third Monday of each month with officers being sworn in on the January 12th. The first meeting of the EDC will occur on January 24th due to Martin Luther King Jr. Day occurring on January 17th.

Commissioner Bailey discussed a Maryland Municipal League article focused on reforestation funded and maintained by Maryland State. Commissioner Bailey discussed concerns over park equity within the Town and would like to consider creating a park at the Walker Farm.

Commissioner Gary Baker commended the street sweeping, noting the trucks were driving 30 mph.

Commissioner Baker mentioned how quickly the no left turn was created off Sandstone Drive and MD 194. There was a discussion over concerns with drivers not adhering to the new traffic pattern and other ways to safely turn on to MD 194.

Commissioner Michael McNiesh congratulated local winners of the Frederick County Best of the Best, Walkersville Volunteer Fire company for Best Bingo, Twelve West Detail for Best Detailing and Abloom Floors for Best Floral shop.

Commissioner McNiesh reached out to Joe Kelley at Frederick County regarding a proposed sidewalk connecting Solar Drive and Glade Elementary.

Commissioner McNiesh requested future bid memos include a ranking of the companies that applied.

Commissioner McNiesh inquired about the status of the sidewalk along Biggs Ford Road. Planning Administrator Susan Hauver advised the developer is currently working with Verizon to have the telephone poles moved. Commissioner McNiesh expressed concerns over the lack of expediency in which the developer is moving.

Commissioner McNiesh requested Code Enforcement keep an eye on trash, boxes, and pallets being left outside the Dollar General.

Commissioner McNiesh requested targeted code enforcement next year prior to street sweeping as some citizens still placed leaves in the street.

Commissioner McNiesh thanked Tom Gilbert for being on the Planning Commission and is looking forward to working with the group.

9. PUBLIC COMMENTS AND CONCERNS/WATERSHED UPDATE

David Ennis of 118 Challedon Drive thanked Commissioner Tom Gilbert for his work on the Planning Commission.

David Goemare of Victoria Park discussed his concerns with the new no left turn on to MD 194 from Sandstone Drive and pointed out a lack of signage. Mr. Goemare suggested signage explaining the possibility of turning South on MD 194, getting off at Frederick Street, immediately turning left and then making the left hand turn Northbound onto MD 194 as a viable option. There was discussion concerning possible fixes and the limitations of adding signage without a traffic engineering study.

Bill Butler of 114 Challedon Drive and the Veterans Committee thanked the Burgess and Commissioners for all their support. Mr. Butler listed proposed events the Veterans Committee will hold in the upcoming year.

Don Schildt of 1 Glade Road discussed his concerns over sidewalks and the potential cost to the Town. Commissioner Michael McNiesh advised Mr. Schildt that the Burgess and Commissioners are working on a plan to address the sidewalks.

Mr. Schildt advised citizens have a right to a referendum if there are issues when the Comprehensive Plan is passed.

Mr. Schildt advised he notified the Town of a Code Violation in August of 2019 that has still not been corrected.

Mr. Schildt asked if the GVAA agreement had been signed. Commissioner Mary Ann Brodie-Ennis advised the agreement has been signed.

Ron Layman of 24 W. Frederick Street is thankful of the Manor House being fixed.

Mr. Layman advised there was a successful Pictures with Santa event at the Manor House on Sunday.

Mr. Layman inquired and was advised that he would need to speak with the Parks Commission regarding events and plans for the Manor House, but funding requested would need to be made to the Burgess and Commissioners. Commissioner Brodie-Ennis advised the February Parks Commission could meet at the Manor House.

Mr. Layman was thankful of the survey being completed and advised the site plan is being completed at no cost.

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

- Thurs., Dec. 9 – **FINAL** Yard Waste Pickup for 2021
- Tues., Dec. 14, 7:30 – Planning Meeting
- Fri., Dec. 24 – Christmas Holiday – OFFICE CLOSED
- Fri., Dec. 31 - New Year Holiday – OFFICE CLOSED
- Tues., Jan. 4, 2022, TBD – Board of Appeals (if needed)
- Weds., Jan 5, **7:00 (note time change)** – Parks Meeting
- Tues., Jan. 11, TBD – Planning Workshop
- Weds., Jan 12, **7:00 (note time change)** – Town Meeting
- Tues., Jan 25, TBD – Planning Meeting
- Weds., Jan 26, 7:00 – Town Meeting

Burgess Weddle requested a closed meeting to consult with staff about pending or potential litigation and security matters within the Town.

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

Meeting adjourned at 8:50 PM.

Sean Williams, Town Manager