

MINUTES
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING
December 9, 2020

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, December 9, 2020, 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, Planning and Zoning Administrator Susan Hauver, Retiring Public Works Director Bob DePaola and Public Works Director Joseph Birch, Town Manager Sean Williams, and 7 citizens. The meeting was also streamed on Facebook Live.

The meeting was called to order with the Pledge of Allegiance and a moment of silence was made for the victims of COVID.

1. MINUTES

Commissioner Michael McNiesh made a motion, seconded by Commissioner Mary Ann Brodie-Ennis to approve the Town meeting minutes with corrections of November 18, 2020. The motion passed by a vote of 5-0.

2. YARD WASTE CONTRACT RENEWAL

Town staff provided a renewal contract for J&J Services to continue to provide Yard Waste removal for the Town with a 2% increase in cost each year over the next 5 years.

Commissioner Michael Bailey made a motion, seconded by Commissioner Tom Gilbert to approve the contract for J&J Services to continue Yard Waste Pickup for the next 5 years. The motion passed 5-0.

3. PARKS MOWING CONTRACT RENEWAL

There was a discussion of renewing the Parks mowing contract with current vendor Turf Management for \$74,500 or \$32.50 hour for mowing done outside contract (No extra hours were charged this year). The option was to renew the contract up to five years.

Commissioner Mary Ann Brodie-Ennis made a motion, seconded by John Zimmerman to award Turf Management the Parks mowing contract for five years. The motion passed 4-1, with Commissioner Michael Bailey in opposition.

4. REAPPOINTMENT OF JAY LOCHNER TO PARKS COMMISSION

Commissioner Michael McNiesh and Commissioner Mary Ann Brodie-Ennis had positive comments about Mr. Lochner's role on the Parks Commission.

Commissioner Michael McNiesh made a motion, seconded by Commissioner Michael Bailey to reappoint Jay Lochner to the Parks Commission. The motion passed by a vote of 5-0.

5. LETTERS OF CREDIT UPDATE – LONGLEY GREEN

Planning and Zoning Administrator Susan Hauver discussed the request from Longley Green developer to move the Letter of Credit to United Bank in the amount of \$371,329.78. The Town has worked with United Bank in the past.

Commissioner Tom Gilbert made a motion, seconded by Commissioner Mary Ann Brodie-Ennis to allow Longley Green to update their Letter of Credit with United Bank. The motion passed 5-0.

6. PLANNING COMMISSION APPOINTMENT

Burgess Chad Weddle recommended the appointment of Michelle Doster for appointment to the Planning Commission. Burgess Weddle advised there were numerous candidates, but Ms. Doster was the most qualified candidate for the position.

Commissioner Michael Bailey made a motion, seconded by Commissioner Michael McNiesh to accept Burgess Weddle's recommendation to appoint Ms. Michelle Doster to the Planning Commission. The motion passed 5-0.

7. MARYLAND STATE HIGHWAY CODE AND IT'S APPLICATION TO WALKERSVILLE

Commissioner Michael Bailey was contacted by a resident regarding sidewalks built by the State Highway and the potential responsibility of the Town to fix those specific sidewalks. The State code does not directly relate to sidewalks within the Town limits, but this led to a discussion about the need to address the concerns of sidewalk conditions within the Town.

8. TOWN HALL SERVER UPDATE

Town Manager Sean Williams discussed the previously provided estimate for a new server to be installed at Town Hall by vendor CES at the cost of \$14,105.07. One additional local company was contacted and provided an estimate of approximately \$10,000 based on the equipment, but that did not include the cost to install and maintain the equipment. Additional requests were still outstanding. Resident Damon Oberdorf also assisted Mr. Williams with providing good suggestions and additional questions to CES.

Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Michael McNiesh to approve the purchase of a new Town server at the cost of the provided estimate but allow potential changes up to \$18,000. The motion passed 5-0.

9. PUBLIC COMMENTS AND CONCERNS / WATERSHED UPDATE

There were no public comments made at this time.

10. RECOGNITION OF RETIRING PUBLIC WORKS DIRECTOR / WATER SUPERINTENDENT

Burgess Weddle read Resolution 2020-05 to recognize the accomplishments of retiring Public Works Director / Water Superintendent Bob DePaola. Mr. DePaola was presented with gifts and there was a short break in the meeting for refreshments.

11. GVAA USAGE AGREEMENT

Burgess Chad Weddle suggested the original usage agreement that had been presented to the Commissioner have all suggested edits added and then be reviewed for discussion at the January Town Meeting. There was general agreement to wait to discuss the usage agreement.

12. HERITAGE PARK UPDATES – FENCING AT OLD YARD WASTE SITE

There was a discussion about keeping the fencing up at Heritage Park in the hopes of preventing anyone from dumping yard waste at the site. The Parks Commission wanted to consider the use of the paved surface for a potential future project (tennis court, basketball court, etc.) and removing some of the fencing to allow for additional parking. Public Works will look in to the potential of removing the barbed wire from the top of the fencing. Additionally, the fencing is owned by the Town and will eventually be repurposed at the Public Works facility.

13. HERITAGE PARK UPDATES – WALKING BRIDGE

One of the bridges at Heritage Park is damaged and could potentially be repaired per the recommendation of the Town engineer Wilson T. Ballard, but the costs are unknown. There was a discussion about the various options to test/repair the bridge offered by Wilson T. Ballard and the potential of removing the bridge. There was general agreement to inquire about the costs of the various recommendations before making a decision.

14. ACCOUNTS PAYABLE

Commissioner Tom Gilbert made a motion, seconded by Commissioner Mary Ann Brodie-Ennis to accept the unaudited financial statements and pay the attached bills. Motion passes 5-0.

15. COMMISSIONERS' CONCERNS

Burgess Weddle advised the railroad crossing at Glade Road will be repaired starting Monday, December 14th. Public Works Director Joseph Birch advised he would confirm the appropriate signage is placed by the contractors on Glade Road.

Director Birch advised the Crum Road water tower should be back on line the week of the 14th.

Director Birch advised the repaving of Biggs Ford Road will not be able to start until the spring due to the cold weather.

Commissioner Tom Gilbert thanked the Parks Commission for adding the portable toilet to Community Park as the standard bathroom is closed in cold weather.

Commissioner Tom Gilbert inquired about the possibility of having the fencing removed in front of the Walkersville Middle School.

Commissioner John Zimmerman thanked Bob DePaola for his years of service. This statement was repeated by all the Commissioner during the remainder of the meeting.

Commissioner Mary Ann Brodie-Ennis discussed the great success of this year's Toy Drive through the Glade Valley Community Services.

Commissioner Brodie-Ennis discussed the Light Up Walkersville contest and requested residents participate in the event.

Town Manager Sean Williams advised Town Hall will be closed to the public starting Thursday, December 10th in the hopes of preventing the spread of COVID.

Commissioner Michael Bailey advised he had questions regarding MS4 and planting trees, but would email Town Manager regarding those questions.

Commissioner Bailey thanked the Walkersville residents for all the decorations in Town this year.

Commissioner Bailey discussed the current sidewalk code and discussed the efforts made to address those concerns. Commissioner Bailey requested a potential survey be sent out to residents and the results discussed at a February Town Meeting. There was discussion about how best to survey the Town and obtain the results. Commissioner Bailey advised he would work on the questions and offer them for review.

Burgess Chad Weddle advised the Fire and Rescue Companies would be having the Santa Parade on Sunday, December 20th starting at 1:30 P.M.

Burgess Weddle reminded residents that if snowfall does occur and totals more than 2 inches, vehicles need to be moved off the roadways to allow for plowing.

Commissioner Michael McNiesh read a statement discussing his employment, his temporary relocation to Texas for additional training while serving in the Air National Guard, his request to reallocate his Commissioner salary during the time he will be gone and his desire to run again as Commissioner next September.

Burgess Chad Weddle thanked the Frederick County Department of Economic Development for presenting Walkersville with the Frederick County Impact Award 2019 for infrastructure and large projects tied to the building of the new water plant and work at Heritage Parks.

Town Manager Sean Williams advised the recent street sweeping costs were under the original estimate totaling just over \$3,700.

Burgess Weddle expressed his hope that everyone has a wonderful upcoming holiday season and a safe New Year.

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

- Fri., Dec. 25 – Merry Christmas! – OFFICE CLOSED
- Fri., Jan. 1, 2021 – Happy New Year! – OFFICE CLOSED
- Tues., Jan 5, 7:30 – Board of Appeals (if needed)
- Weds., Jan. 6, 7:30 – Parks Meeting
- Tues., Jan. 12, 7:30 – Planning Workshop
- Weds., Jan 13, 7:30 – Town Meeting
- Tues., Jan. 26, 7:30 – Planning Commission
- Weds., Jan. 27, 7:30 – Town Meeting

Burgess Weddle requested a closed meeting regarding potential contract issues.

Commissioner Michael Bailey motioned seconded by Commissioner Mary Ann Brodie-Ennis to have a closed meeting. The motion passed 4-1, with Commissioner Michael McNiesh in opposition.

Meeting adjourned at 8:55 p.m.

Sean Williams, Town Manager