

MINUTES  
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING  
January 26, 2022

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, January 26, 2022, at 7:00 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, Communications Specialist Ashley Bailey and a total of 3 citizens. The meeting was streamed on the Town's website.

The meeting was called to order with the Pledge of Allegiance and a moment of silence for the passing of Hyattsville Mayor Kevin Ward, the passing of Baltimore fire fighters Lt. Paul Butrim, Kenny Lacayo, and Kelsey Sadler, and fire fighter John McMaster in shock trauma.

1. MINUTES

*Commissioner Michael Bailey made a motion, seconded by Commissioner Tom Gilbert to approve the Joint Workshop Meeting minutes and Town meeting minutes of January 12, 2022. The motion passed by a vote of 5-0.*

2. PLANNING COMMISSION APPOINTMENT

Burgess Chad Weddle advised that Dick Brady's term on the Planning Commission is expiring, the Town will be advertising for a separate open position on the Planning Commission and an article was written for the Woodsboro/Walkersville News Journal inviting individuals to apply for the open Planning Commission and Ethics positions. Burgess Weddle recommended Dick Brady's reappointment to the Planning Commission.

*Commissioner Tom Gilbert made a motion, seconded by Commissioner Mary Ann Brodie-Ennis to reappoint Dick Brady to the Planning Commission. Commissioner Michael McNiesh advised he would dissent on voting for Mr. Brady, discussed his concerns with Mr. Brady's views on the current comprehensive plan and previous comments made by Mr. Brady. The motion passed by a vote of 4-1 with Commissioner McNiesh in opposition.*

3. UPDATE ON TOWN HALL RENOVATION

Town Manager Sean Williams discussed the audio pre-bid meeting held the previous day. Two companies attended the meeting and bids will be available to discuss at the first Town Meeting in February.

Additional information was also presented to the Commissioners regarding the options for replacing the HVAC system. The basic upgrade would cost \$177,248 bringing the total cost of renovation to \$581,248 or a VRF system at the cost of \$585,379, bringing the total cost of renovation to \$989,379. There was discussion regarding the pros and cons of both systems, concerns with the building, and the unlikelihood of the VRF system being able to pay for itself over a reasonable amount of time.

*Commissioner Michael Bailey made a motion, seconded by Commissioner Michael McNiesh select the in-kind HVAC replacement at a cost of \$177,248. The motion passed 5-0.*

4. ACCOUNTS PAYABLE

*Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Gary Baker to pay the bills submitted for the time period. Commissioner Tom Gilbert inquired if the Insurance costs from a previous financial statement was a one-time payment. Manager Williams confirmed they were one-time payments in both funds. The motion passed 5-0.*

5. CHAD UPDATES, STAFF COMMENTS AND COMMISSIONER CONCERNS

Burgess Chad Weddle read a thank you note from the Walkersville Historical Society for providing them with a donation.

The yard waste contract was signed and will begin March 3<sup>rd</sup> until December 8<sup>th</sup> for 2022. There will also be two bulk trash pickups, as well.

Burgess Weddle advised of a future discussion involving the possibility of hiring two part time Park Rangers to be salaried. One of the employees may stay on year-round.

Burgess Weddle and Director Joe Birch discussed the new installation of the gates at Heritage and inquired about the need to install either fencing, rocks, or telephone poles with wire. It was agreed to place rocks as a barrier to keep vehicles from driving on to the grass and in to the park after hours. GVAA will be notified that they can begin parking at the Whitmore Zimmerman building starting Thursday and the upper parking lot would be locked.

Public Works Director Joe Birch provided an update on the follow items:

1. The CL17 analyzer has been installed but work still needs to be completed by PALL to complete the installation.
2. The Pennsylvania Drive water main replacement may begin the first or second week of February, but they are starting to stage equipment.
3. The Spring Gardens Water Main plans have been approved. Advertising will occur on January 28<sup>th</sup> and 29<sup>th</sup> with a pre-bid meeting to be held February 15<sup>th</sup>. Bids will be due by March 15<sup>th</sup> and hopefully recommendations can be made during the second Town Meeting in March.
4. A new message board for Town Hall was discussed and a quote for adding electric needs to be obtained. Commissioner Tom Gilbert registered his concerns with the need for the sign and the overall cost. There was a discussion for the need to identify Town Hall and it will be placed on a future agenda once the total cost is obtained.
5. The two portable pole mounted Speed Limit indicators have arrived and should be installed in the next few weeks.
6. The upgrades to Memorial Park are projected to start mid-March.
7. The street name signage for Deerfield/Glade Towne has arrived. DPW will start replacing street signage as weather allows.
8. There are no updates from LB Water on the Advanced Metering Infrastructure (AMI) Study.
9. The installation of the guard rail and concrete work on Biggs Ford Road and Devilbiss Bridge Road has been scheduled to start in four to six weeks.
10. Gateway signage will be delivered by Shannon-Baum Signs. There was discussion on placement along Biggs Ford Road for the smaller sign and preferred locations at the Stone Property and near the Walkersville United Methodist Church cemetery on MD 194. There was agreement to move forward with contacting State Highway Administration to investigate if placements of the signs are possible at the desired locations. Commissioner Mary Ann Brodie-Ennis expressed interest in placing new signage at Community and Creamery Park similar to the new gateway signs.
11. The dog waste station was ordered and will be installed at Longley Green once it arrives.

Planning and Zoning Administrator Susan Hauver advised the owners of Premier Fire Protection attended the previous night's Planning workshop and discussed possibility of developing property along MD 194 at Crum Road. There was discussion about the property and current zoning.

The Comprehensive Plan continues to be worked on.

Changes to some zoning fees are being discussed on a staff level and will be brought to the Commissioners in the future.

Town Manager Sean Williams discussed the signed agreement with Longley Green HOA regarding the new dog waste station to be installed by Public Works. A map of Mill Run and Colony Village were provided noting the locations of the waste stations in those communities. There was discussion about maintaining waste stations in Town right of ways, but turning those on HOA properties to those communities. The request to obtain costs for supplies was requested.

Manager Williams provided an estimate from TelePlus to install a security and smoke alarm system for the Manor House totaling \$7,690.41. There was discussion over the need for alarming the Manor House and a request from Commissioner Michael McNiesh to obtain additional estimates from other companies.

*Commissioner Michael Bailey made a motion, seconded by Commissioner Mary Ann Brodie-Ennis to spend up to \$7,690.41 to install security at the Heritage Manor House. There was discussion about obtaining additional estimates and positive working relationship with TelePlus thus far. The motion passed 3-2 with Commissioners Michael McNiesh and Tom Gilbert in opposition.*

Burgess and Commissioners were provided with a draft version of the Manor House Usage Agreement for future discussion.

Manager Williams advised Channel 99 has been contacted about upgrading equipment at Town Hall so Channel 99 can be utilized in the future.

Commissioner Tom Gilbert inquired about the gates at the end of Maryland Avenue and asked if contact had been made with the Rock Creek School Contractor. Director Joe Birch advised he would review the plans with Administrator Susan Hauver. There was further discussion with Commissioner Gary Baker regarding the fencing beyond the gate.

Commissioner Mary Ann Brodie Ennis advised of a presentation at the Parks meeting to discuss the costs for memorial benches. Communications Specialist Ashley Bailey will assist Commissioner Brodie-Ennis with an informational flyer.

Commissioner Brodie-Ennis inquired about the possibility of installing an electric car charging station in Town. Commissioner Michael McNiesh advised of a possible future business that may include charging stations at no cost to the Town. There was discussion over future possibilities of different locations for a charging station and reaching out to the public to gauge interest.

Commissioner Brodie-Ennis inquired why Heritage Park was plowed after the recent snow. Director Birch advised he made the decision to plow the park to allow GVAA use of the Whitmore Zimmerman building. Burgess Weddle advised plowing the roads is top priority and Parks are secondary.

Commissioner Michael Bailey inquired if there was a Maryland statutory requirement for the term length of Planning commission members. Administrator Susan Hauver advised there is not.

Commissioner Bailey discussed the first meeting of the Economic Development Commission and the initial goals of the Commission.

Commissioner Michael McNiesh requested an update on Rescue Fund Spending.

Commissioner McNiesh followed up with possible code enforcement concerns discussed at the previous night's Planning workshop. Those concerns were discussed with staff. It was agreed that most of the concerns would be addressed once the sidewalk is installed along Biggs Ford Road.

Commissioner McNiesh inquired about Rock Creek School making recreational facilities open to the public. The school does have facilities available to special needs children.

Commissioner McNiesh asked where Walkersville Middle School and High School fall in the County's long term plans. Administrative Hauver noted that the Frederick County master plan does not rank Walkersville very highly for upgrades, but staff could reach out for additional information.

#### 6. PUBLIC COMMENTS AND CONCERNS/WATERSHED UPDATE

David Ennis of 118 Challedon Drive advised he did not agree with Commissioner Michael McNiesh's comments opposing Dick Brady's appointment to the Planning Commission. He discussed his support for Mr. Brady and the Planning Commission's job to provide the best Comprehensive Plan possible for review by the Burgess and Commissioners. Commissioner McNiesh advised he felt the obligation to voice the dissent.

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

- Weds., Feb. 2, 7:00 – Parks Meeting at Heritage Manor House
- Tues., Feb. 8, 7:00 – Planning Workshop
- Weds., Feb. 9, 7:00 – Town Meeting
- Mon., Feb. 21 – President's Day – OFFICE CLOSED
- Tues., Feb. 22, 7:00 – Planning Meeting
- Weds., Feb. 23, 7:00 – Town Meeting

Meeting adjourned at 8:27 PM.

Sean Williams, Town Manager