

MINUTES
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING
February 23, 2022

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, February 23, 2022, at 7:00 p.m. Those in attendance included Burgess Chad Weddle, Commissioners Michael Bailey, Mary Ann Brodie-Ennis, Tom Gilbert, Michael McNiesh, 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 4 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 of February 9, 2022. The motion passed by a vote of 4-0-1, with Commissioner Michael Bailey abstaining.

2. FEES DISCUSSION

Burgess Chad Weddle reminded everyone of the lengthy discussion regarding fees for pavilion rentals and garden plots at the previous meeting.

Commissioner Tom Gilbert made a motion, seconded by Commissioner Gary Baker to increase the pavilion rental fees to \$75 for a small pavilion, \$100 for a large pavilion, remove the security deposit and no longer allow alcohol permits in the parks. There was discussion regarding the alcohol permit removal, increasing the price of an alcohol permit, and the desire to have an "in Town" and "out of Town" fees. After continued discussion, Commissioner Gilbert amended the motion, seconded by Commissioner Baker to increase the pavilion rental fees to \$75 for a small pavilion, \$100 for a large pavilion, remove the security deposit, continue to allow alcohol permits in the parks, but monitor alcohol usage for any issues. The motion passed by a vote of 3-2 with Commissioners Mary Ann Brodie-Ennis and Michael McNiesh in opposition.

Garden plot fees were also discussed. Security deposit removal, a possible rental increase, penalties for not properly clearing the lot at the end of the season and ensuring Walkersville citizens have priority in obtaining open plots were topics discussed.

Commissioner Michael Bailey made a motion, seconded by Commissioner Michael McNiesh to increase the 25x50 plots to \$40 and the 25x100 plots to \$50, remove the security deposit, future preference for open plots is given to Walkersville residents and those current out of town residents that have a plot are "grandparented" in starting in 2023. The motion passed by a vote of 5-0.

3. PARKS COMMISSION APPOINTMENT

Burgess Weddle recommended David Toohey be reappointed to the Parks Commission for a new two-year term.

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

4. PLANNING COMMISSION APPOINTMENT

Burgess Weddle recommended Zachary Baldwin to be appointed for the Planning Commission.

Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Gary Baker to appoint Zachary Baldwin to the Planning Commission. There was discussion on the possibility to asking the candidate questions prior to confirmation, concerns over the candidate's qualifications, and a discussion of the process for some previous appointments. The motion passed by a vote of 3-2 with Commissioners Michael Bailey and Michael McNiesh in opposition.

5. ACCOUNTS PAYABLE

Commissioner Tom Gilbert made a motion, seconded by Commissioner Mary Ann Brodie Ennis to pay the bills submitted for the time period. Commissioner Gilbert inquired about an \$18,000 bill to Long Fence. That payment was part of the bridge restoration projects on Devilbiss Bridge Road and Biggs Ford Road. The motion passed 5-0.

6. CHAD UPDATES, STAFF COMMENTS AND COMMISSIONER CONCERNS

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

1. The CL17 has been installed, but work still needs to be completed by PALL to complete the installation.
2. The Pennsylvania Drive water main replacement has started and should be completed by the end of the week.
3. The Spring Gardens Water Main Pre-Bid Meeting was held on February 15th. Bids will need to be submitted by March 15th. Hopefully staff will have recommendations by the 2nd meeting in March with spreadsheet of grading for review to award the bid contract.
4. The Maple and Maryland Avenue engineering firm that was awarded the contract will be setting up a meeting to discuss the project and mobilize asphalt and survey crews.
5. Public Works received one electrical quote totaling \$5400 for a possible Message board for Town Hall.
6. The two portable pole mounted Speed Limit indicators have not been installed yet, but may be installed next week.
7. The Memorial Park upgrades will occur in mid-March.
8. Installation of the new street name signage for Deerfield/Glade Towne has begun, but there were some issues with the poles. New poles have been ordered.
9. There is no update on the Advanced Metering Infrastructure (AMI) Study.
10. The Biggs Ford and Devilbiss Bridge Road concrete work will be completed once weather improves.
11. Gateway signage paperwork has been submitted to SHA for approval. Once approved, easements will have to be obtained.
12. The additional parking at the Whitmore Zimmerman Building has been completed, barriers installed and grading and seeding completed.
13. Garden plots will be ready April 1st for planting.

Commissioner Michael Bailey inquired about final placement of the Gateway signs. Director Birch advised the signs to be placed on MD 194 are in the state right of way and in the previously requested locations.

Commissioner Michael Bailey inquired about the possibility of obtaining an electrical quote for providing electricity to the Heritage Barn.

Planning and Zoning Administrator Susan Hauver advised the Comprehensive Plan is making progress and hopefully a draft will be ready in the next month. Burgess Weddle advised once the plan has reached a certain level, the Town attorney may hold a meeting to discuss the general process for the public.

Town Manager Sean Williams advised the Park Attendant positions will be advertised later in the week or early next week.

Town Hall Renovations will begin Monday morning. Thanks to Town staff and Public Works for all the preparations made prior to the project start. Commissioner Michael McNiesh asked how Town staff will be impacted during renovation. Manager Williams discussed the phasing of the project and how residents will still be able to visit Town Hall during the process.

Manager Williams advised internet and phones may be interrupted for a short period Friday Morning.

The recycling dumpster behind Town Hall on the second and fourth Wednesday of the month will need to be moved during the renovation project. Residents will be notified of the move once the final location is confirmed.

The new Town website will be active shortly. Commissioner Bailey requested the EDC be provided with the new website link to discuss the business directory during their next meeting.

Commissioner Mary Ann Brodie-Ennis asked if a meeting was held with the Glade Towne and Deerfield HOA yet regarding MS4. Manager Williams advised the date will be mid-March and the public will be notified once the date is finalized. Possible work may occur in Glade Towne, Deerfield, and Colony Village.

Commissioner Michael Bailey addressed concerns over recent internet issues and inquired over the possibility of having hardwired backup phones. There was a discussion over security concerns and having hardwired lines for Town Hall and the new water plant.

Commissioner Bailey discussed the upcoming EDC meeting with recommendations of the new business directory and how to provide local businesses rescue funds relief.

Commissioner Bailey noted concerns with individuals continuing to turn left from Sandstone onto MD 194. There was a request to have MSP watch the area between 7:15 and 8:00 AM and potentially consider restricting left hand turns with a barrier in the future. Manager Williams advised MSP would be notified in the morning and requested Commissioner Bailey also notify MSP of the concern. Director Birch also advised he would price additional signage options.

Commissioner Mary Ann Brodie-Ennis requested Angela Brittain of Tip Me Frederick be added to the March 23rd agenda to discuss the service her company provides the community.

Commissioner Brodie-Ennis inquired about the Manor House agreement and holding a potential workshop in the future. Burgess Weddle advised Commissioner Brodie-Ennis to discuss it with Parks first, then there could be a potential workshop.

Commissioner Brodie-Ennis advised she has received emails regarding sidewalks in Glade Towne and she has responded to those emails with Town Code information. Burgess Weddle and Manager Williams discussed a proposed study cost guestimate being created by Wilson T. Ballard to review all the Town streets, sidewalks and ADA ramps. The study can be used later to obtain project grants. Sidewalk violations should be reported to Code Enforcement. There was discussion involving the future study, potential changes to the current code, the need to report dangerous sidewalks to the Town, and the ability to make "data-driven" decisions in the future.

Burgess Weddle advised yard waste pickup would begin on March 3rd.

Bulk trash will occur on June 4th and November 5th this year.

Walkersville Day will occur on Saturday, May 21st.

7. PUBLIC COMMENTS AND CONCERNS/WATERSHED UPDATE

Ronald Layman of 24 W. Frederick Street advised he received a complaint about numerous deer carcasses were left at Gate 3 of the Watershed. This is the first time it has occurred in 5 years according to Mr. Layman. MSP will be notified of the incident and special checks will be requested.

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

- Tues., March 1, 7:00 – Board of Appeals (if needed)
- Weds., March 2, 7:00 – Parks Meeting
- Tues., March 8, 7:00 – Planning Workshop
- Weds., March 9, 7:00 – Town Meeting
- Mon., March 21, 7:00 – EDC Meeting
- Tues., March 22, 7:00 – Planning Meeting
- Weds., March 23, 7:00 – Town Meeting

Burgess Weddle requested a closed meeting to consult with staff to discuss a security concern at the Parks.

Commissioner Michael McNiesh made a motion, seconded by Commissioner Mary Ann Brodie-Ennis for a closed meeting under Annotated Code of Maryland, State Government Article: §3-305(b)(10) to discuss public security. The motion passed 5-0.

Meeting adjourned at 8:10 PM.

Sean Williams, Town Manager