

MINUTES  
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING  
March 23, 2022

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, March 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 9 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 of March 9, 2022. The motion passed by a vote of 4-0-1 with Commissioner Michael McNiesh abstaining.*

2. TIP ME FREDERICK

Angela Brittain and Barbara Wratten discussed their non-profit organization, the challenges of caring for feral cats in the area and the benefits of Trap-Neuter-Return-Manage.

3. PLANNING COMMISSION APPOINTMENT

Burgess Chad Weddle introduced and requested Nathan Shatto be appointed to the Planning Commission.

*Commissioner Michael Bailey made a motion, seconded by Commissioner Mary Ann Brodie-Ennis to appoint Nathan Shatto to the Planning Commission. The motion passed 5-0.*

4. WATER CUSTOMER APPEAL

A citizen discussed a high-water bill received by the Town contending the reason for the loss of water is unknown. There was an extended conversation regarding possible causes of the leak, plumbing fixes that occurred inside the home, concerns over the treatment to Town staff, and that the meter is in working condition.

*Commissioner Michael Bailey made a motion, seconded by Commissioner Tom Gilbert to offer the citizen the corporate rate deduction totaling \$3,301.13 in addition to the new bill that will be generated to be paid over twelve months with no interest. The motion passed 5-0.*

5. AWARD SPRING GARDENS CONSTRUCTION BID

Director of Public Works Joe Birch discussed the bid tabulation sheet and suggested awarding the Spring Gardens water main replacement project to the lowest bidder, JHG Construction. Dir. Birch also warned that the project will likely be delayed because of limited materials. There was discussion over potential price increases due to the lack of materials and delay in starting right away.

*Commissioner Michael Bailey made a motion, seconded by Commissioner Tom Gilbert to award the Spring Gardens water main replacement to JHG Construction for a total of \$907,075.40. The motion passed by a vote of 5-0.*

6. CONSTANT YIELD TAX RATE DISCUSSION

Burgess Chad Weddle discussed the Town's current tax rate of \$0.14 per \$100 of assessed value and the need to advertise if the Town wants to have the rate remain at \$0.14 or increase it above the constant yield tax rate of \$0.1352. There was discussion over possibly increasing that amount to \$0.16 with upcoming budget concerns or having the amount remain at \$0.14 and potentially raise water rates. It was

agreed to advertise a potential increase to \$0.16 per \$100 of assessed value for next year, but the decision would be made during budget hearings.

## 7. ROAD/SIDEWALK STUDY DISCUSSION

Burgess Weddle discussed a guestimate provided by Wilson T. Ballard for a road and sidewalk study of the entire Town would total \$81,000. The extent of the study was described. It was agreed to move forward, advertise and obtain bids for completing the study.

## 8. ACCOUNTS PAYABLE

*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.*

## 9. CHAD UPDATES, STAFF COMMENTS AND COMMISSIONER CONCERNS

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

1. CL17 installation is almost complete with a few minor issues they are working on to resolve.
2. The Maple Ave and Maryland Ave project will not be ready to go out for bid until November. We also would not have a cost estimate for the project until after bids come back in December of 2022. The project cost amount will need to be increased for the next budget year.
3. The two portable pole mounted Speed Limit indicators have been installed. One is located on Biggs Ford Road coming in to town, just past Dublin Road. The other is located at Longley Green on Glade Road between the 2 entrances. We will have the first data information in the next commissioner packets for the next town meeting.
4. The Memorial Park upgrades to the brick wall monument will hopefully start in the next few weeks.
5. The street name signage for Deerfield/Glade Towne has been completed and new stop signs have been installed at Glade Road and Crum Road. This is now a 3 way stop. We still have the led message boards out stating new traffic pattern ahead.
6. We are meeting with LB Water on the Advanced Metering Infrastructure (AMI) Study and they will be providing a cost estimate shortly. Their study was completed and we would only have to install 1 antenna to get town wide coverage to include Discovery.
7. Concrete work still needs to be completed on Biggs Ford Road and Devilbiss Bridge Road bridges once weather allows.
8. No updates on the new gateway signage, easements may be necessary if installation sites are approved by SHA.
9. MDE conducted a water plant inspection including all tanks and wells on March 18<sup>th</sup>. A few minor deficiencies were found and will have to be corrected, including backflow inspection at the plant and a new ordnance on backflow prevention. MDE will be in contact with Dir. Birch.
10. We are still in the process of ordering spare parts/equipment for the water plant. Total spending will be provided once completed.
11. The Garden plots at Heritage Farm Park were tilled.

12. Dir. Birch supported the idea of dedicated Park hours and how it could assist the new Park Attendants.

Planning and Zoning Administrator Susan Hauver discussed the progress of the Comprehensive Plan and posted an informational schedule on Facebook earlier in the day.

Town Manager Sean Williams discussed a resident request for an additional porta potty be added to the Heritage Farm Park by the T-Ball field. There was a long discussion regarding the number of porta potties at the park, the costs involved, and a request to have GVAA assist paying for the cost.

*Commissioner Michael Bailey made a motion, seconded by Commissioner Tom Gilbert to place a new porta potty near the T-Ball field at Heritage Farm Park. The motion passed 3-2 with Commissioners Mary Ann Brodie-Ennis and Gary Baker in opposition.*

Manager Williams discussed the recent MS4 meeting held at Town Hall. A letter is being drafted to Colony Village, Glade Towne, and Deerfield to allow a survey be conducted on those properties in order to determine what type of projects could be completed.

Manager Williams provided information on a state mandated Ethics Code update to be formally introduced at the next Town Meeting.

Manager Williams provided an updated pricing increase for the J&J Trash service contract renewal of 25% this coming year and 13% next year instead of increasing the entire amount this coming year. It was agreed to stay with J&J Trash Service and not seek additional bids for the coming year.

Commissioner Michael McNiesh requested the Parks Commission begin posting an agenda for future meetings. Chairman Jay Lochner will be notified of the request.

Commissioner Gary Baker requested Maryland State Police make more of a presence at the middle school when students are let out of school.

Burgess Chad Weddle advised the Town will have a budget workshop at the end of April or beginning of May.

Commissioner Michael Bailey thanked Planning and Zoning Administrator Susan Hauver for posting the Comprehensive Plan schedule.

Commissioner Bailey discussed future EDC meeting topics and is hoping for workshop in April and May.

Commissioner Bailey requested damage to playground equipment at Gilmore Trout Park be fixed and registered concerns with possibly needing to replace the swing set at the park.

Commissioner Tom Gilbert discussed a senior tax credit workshop to be held at the Walkersville Library on April 13<sup>th</sup> at 10 AM.

Commissioner Gilbert thanked GVAA for providing their yearly financial report.

Commissioner Gilbert noted several motorized scooters being used throughout Town and registered safety concerns.

Commissioner Gilbert also requested the possibility of having an open house at the new Water Plant. There was a discussion over safety concerns with having such an event.

Commissioner Mary Ann Brodie-Ennis thanked Town staff for the MS4 meeting.

Commissioner Brodie-Ennis discussed the progress of Eagle Scout bridge project that will be added to Community Park.

## 10. PUBLIC COMMENTS AND CONCERNS/WATERSHED UPDATE

Chontelle Borden thanked the Commissioner for the additional porta potty being added to Heritage Farm Park.

Chris Harrison, President of the Frederick Ballroom Dance Club, expressed concerns with the group not being able to use the second floor of Town Hall. Ms. Harrison was advised to speak with Manager Williams regarding any future inquires. Burgess Weddle cited security concerns with reason the hall is not currently being rented and no decision will be made until renovations are complete.

Ron Layman of 24 W. Frederick Street advised there are no issues at the watershed and the well has received another clear test.

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

- Beginning April 1 – Public Works will be reading water meters
- Tues., April 5, 7:00 – Board of Appeals (if needed)
- Weds., April 6, 7:00 – Parks Meeting
- Tues., April 12 7:00 – Planning Workshop
- Weds., April 13, 7:00 – Town Meeting
- Fri., April 15 – Good Friday – OFFICE CLOSED
- Mon., April 18, 7:00 – EDC Meeting
- Tues., April 26, 7:00 – Planning Meeting
- Weds., April 27, 7:00 – Town Meeting

Meeting adjourned at 9:10 PM.

Sean Williams, Town Manager