

MINUTES
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING
April 13, 2022

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, April 13, 2022, at 7:00 p.m. Those in attendance included Burgess Chad Weddle, Commissioners Michael Bailey, Tom Gilbert, and Gary Baker, Planning and Zoning Administrator Susan Hauver, Public Works Director Joseph Birch, Communications Specialist Ashley Bailey and a total of 11 citizens. The meeting was streamed on the Town's website. Mary Ann Brodie-Ennis joined the meeting via telephone. Commissioner Michael McNiesh and Town Manager Sean Williams were absent.

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 23, 2022. The motion passed by a vote of 3-0.

2. CHILD ABUSE PREVENTION MONTH

Kristen Dunn and Jenna Moseman of the Frederick County Department of Social Services Child Advocacy Center discussed the services provided for assisting abused children in Frederick County. Burgess Chad Weddle read a Town proclamation recognizing April as National Child Abuse Prevention Month.

3. INTRODUCE ORDINANCE 2022-01 – UPDATE CHAPTER 26, CODE OF ETHICS

Burgess Chad Weddle discussed Ordinance 2022-01 that provides Maryland State mandated updates to Chapter 26, Code of Ethics.

Commissioner Michael Bailey made a motion, seconded by Commissioner Tom Gilbert to introduce Ordinance 2022-01 amending Chapter 26, Code of Ethics. The motion passed 3-0.

4. ADVANCED METERING INFRASTRUCTURE PROJECT

Public Works Director Joe Birch discussed the Advanced Metering Reading (AMR) Study that was recently completed and would require one antenna to be placed on Crum Road water tower to cover the entire Town and allow a central computer to read water meters in Town. Director Birch discussed the benefits of the reading system. The initial cost for the installation, equipment, customer portal, initial annual fee and training came to \$138,861. After the first year there would be an annual fee of around \$28,000 for upkeep of the equipment and the customer portal subscription. The initial cost of \$138,861 could be covered under the American Rescue Funds, but the Town would have to budget annually for the \$28,000 after the first year.

Commissioner Michael Bailey made a motion, seconded by Commissioner Tom Gilbert to move forward with installing the AMR at a cost of \$138,861. The motion passed 3-0.

5. ACCOUNTS PAYABLE

Commissioner Tom Gilbert made a motion, seconded by Commissioner Gary Baker to pay the bills submitted for the time period. The motion passed 3-0.

6. CHAD UPDATES, STAFF COMMENTS AND COMMISSIONER CONCERNS

Burgess Chad Weddle discussed a Maryland State mandate requiring the Town to appoint a resident agent and discussed Resolution 2022-01 naming Burgess Weddle as resident agent for the Town.

Commissioner Gary Baker made a motion, seconded by Commissioner Michael Bailey to adopt Resolution 2022-01 naming Chad Weddle resident agent for the Town of Walkersville. The motion passed 3-0.

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

1. Next week is Town cleanup week to coincide with Earth Day. Trash bags, gloves and vests are available at Town Hall for anyone who is interested in participating. Town Staff will be cleaning the creek at Community Park, weather dependent.
2. There will be a kick-off meeting for the Spring Gardens Water Main Replacement in near future with Frederick County and SCD. Contractor JHG is going to start the work in the easement area as soon as material is available. The main project will start as soon as material is available.
3. AMT Engineering firm conducted soil/asphalt borings along Maple and Maryland Ave. Survey crews have been working in the area surveying and completing topographical studies.
4. The Memorial Park upgrades to the brick wall monument was completed by staff. The brick layers will work on completing the project in May.
5. The footer work for Community Park Foot Bridge has been completed by staff. The Boy Scouts can start the bridge project. Once the bridge has been built, there will be some asphalt work required to complete the project.
6. Meter reading started on the 31st of March with radio reads and continued manual reading with re-reads until the 12th of April.
7. The concrete work on Biggs Ford bridge will be completed once weather allows.
8. There are no updates on Gateway signage paperwork which has been submitted to SHA for approval.
9. Public Works is currently working on a Cross Connection Control Plan (CCCP) for the Town, mandated by MDE. Once completed, we will need to generate an ordinance.
10. We are still in the process of ordering spare parts/equipment for the water plant.
11. Staff is asking that we establish set hours for Parks Summer and Winter, staff will install new signage with new hours at all 3 parks. Staff recommending summer hours of operation 7:00am-9:00pm 1 April- 31 October, Winter Hours of operation 7:00 am-5:00pm 1 November-31 March. There was further discussion regarding Park recommendations with changes to the start dates of the Summer Hours (March 15 until November 15).

Commissioner Michael Bailey made a motion, seconded by Commissioner Tom Gilbert to adopt new Park hours recommended by the Parks Commission defining Summer dates March 15 until November 14 with hours 7 AM – 9 PM and Winter dates November 15 until March 14 with hours 7 AM – 5 PM beginning once new signage is installed. The motion passed 3-0.

12. Railroad work at Devilbiss Bridge Road will be occurring in the near future and the road will be closed for a period of time.
13. Public Works is currently using a Vactron (trailer mounted) to clean out Storm Drain inlets and hydro excavation of utilities. The unit is 26 years old, it is continuously in need of repairs, and needs to be replaced. A new trailer mounted Vactron cost \$64,713.98. I am asking for approval to purchase a new one Vactron utilizing American Rescue Funds under Stormwater Management/MS4 upgrades.

Commissioner Tom Gilbert made a motion, seconded by Commissioner Michael Bailey to purchase a new Vactron at the cost of \$64,713.98. The motion passed 3-0.

14. Public Works will be asking for another truck for the next budget. The current bucket truck that we use for Street Lights needs to be replaced. A price quote for a new one was obtained totaling \$125,000.00 with a delivery time of 26 Months.

Planning and Zoning Administrator Susan Hauver discussed plans Lonza has submitted for removing old structures on their property. The plans will be reviewed by the Planning Commission. One of the buildings includes the old cannery building. The Walkersville Historical Society will be notified to potentially take pictures of the building prior to demolition.

Administrator Hauver also discussed plans for Calvary Church to add onto their facility. There was a discussion regarding requirements to address road access/safety concerns.

Commissioner Mary Ann Brodie-Ennis discussed the bridge plans proposed for Community Park to be completed as an Eagle Scout project.

Commissioner Brodie-Ennis advised of the extended exclusive use of the Whitmore Zimmerman Building by GVAA until June 1 to allow time to complete a new usage agreement.

The Parks Commission began working on a usage agreement for the Manor House.

A Heritage Park neighbor requested cleaning up, removing down trees that boarder his property and the park. His information will be provided to Town staff for discussion.

POS Grant applications are due May 7th. The Parks Commission requested extended walking paths in Community Park.

There was a request by the Scout completing the bridge at Community for a donation. It was agreed to wait for a total project cost prior to potentially donating towards the project and suggesting the Scout attend a Town meeting to make the formal request in person.

Commissioner Tom Gilbert discussed the Senior Tax Credit seminar put on by Frederick County Treasurer Diane Fox held at the Walkersville Library earlier in the day. Eighteen citizens attended the seminar. Commissioner Gilbert discussed numerous State and County credits that are available and the need to get the word out for future seminars.

Commissioner Michael Bailey requested HOA presidents be notified of the Walkersville Clean Up week.

Commissioner Bailey requested Code Enforcement check the grass in the vacant lot next to the Dollar General.

Commissioner Bailey reported receiving a complaint from a resident of Kenneth Drive regarding speeding on the street. Burgess Chad Weddle notified the individual that given Kenneth Drive is a dead-end road, a petition could be generated involving all neighbors requesting a potential speed bump be installed.

Commissioner Bailey discussed the next EDC meeting would be a zoom workshop meeting.

There was a discussion regarding exclusive/community use of the Whitmore/Zimmerman Building and being able to complete the usage agreement before June 1st.

Commissioner Gary Baker noted continued concerns with vehicles turning left onto MD 194 from Sandstone Drive.

Burgess Chad Weddle thanked Public Works for providing the Fire Company a walkthrough of the new water plant to ensure safety of the building.

Burgess Weddle reminded everyone that Town Hall will be closed on Good Friday, April 15th.

Burgess Weddle advised a change for reporting the American Rescue Funds, making it easier for smaller municipalities to report how the funds are utilized.

7. PUBLIC COMMENTS AND CONCERNS/WATERSHED UPDATE

Bill Butler of the Walkersville Veterans Committee thanked the Burgess and Commissioners for continued support. Mr. Butler discussed upcoming events to be held by the Veterans Committee.

Patrick Isenock and Erin Thompson of Kenneth Drive discussed speeding concerns on the street and drag racing that has occurred involving the church and Community Park parking lot. A petition for installing a speed bump was provided to the Burgess and Commissioners. There was also a requested a speed sign be installed heading out of Kenneth Drive.

Donald Schildt of 1 Glade Road requested the work at Memorial Park be halted until the bricks are completed in July. Mr. Schildt requested additional advertising for the memorial bricks. Mr. Schildt advised of a potential future anti-drug program. Mr. Schildt filed a zoning complaint in August of 2019 that has not been addressed. He requested the situation be addressed.

Jim Campbell of 9011 Water Street Road and Ann Barrows of 8995 Water Street Road both requested wells to be installed on their property and the Town water line be disconnected to their homes. There have been numerous leaks on the line, would prefer to be moved to well water, and requested being removed from Town water. Burgess Chad Weddle advised the matter would be added to the April 27th Town Meeting Agenda.

Charles Nicodemus of 27 Fulton Avenue reported new hours for the Walkersville Historical Society Saturdays until Noon.

Mr. Nicodemus also reported a sidewalk safety concern at 13 W. Frederick Street.

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 8:40 PM.

Sean Williams, Town Manager