

MINUTES  
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING  
April 27, 2022

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, April 27, 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 16 citizens. The meeting was streamed on the Town's website.

The meeting was called to order with the Pledge of Allegiance and a prayer and moment of silence were held for the passing of Burgess Orley Bourland and Nikole Morfessis.

1. MINUTES

*Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Tom Gilbert to approve the Town meeting minutes of April 13, 2022. The motion passed by a vote of 4-0-1 with Commissioner Michael McNiesh abstaining.*

2. PUBLIC HEARING ORDINANCE 2022-01 UPDATE CHAPTER 26, CODE OF ETHICS

There were no comments made by the public.

*Commissioner Michael Bailey made a motion, seconded by Commissioner Mary Ann Brodie-Ennis to adopt Ordinance 2022-01 amending Chapter 26, Code of Ethics. There was no discussion. The motion passed 5-0.*

3. PUBLIC HEARING PROPOSED REAL PROPERTY TAX INCREASE

Burgess Chad Weddle discussed the proposed real property tax and indicated no interest in having the tax rate raised for the upcoming fiscal year, but suggested a potential need to raise the rate in the future. There were no public comments made during the meeting, but Burgess Weddle read David Baldwin's email requesting the tax rate remain at \$.1400 per \$100 of assessment for the coming year. No vote was made on the proposed real property tax rate.

4. LETTER OF CREDIT REDUCTION REQUEST – DOLLAR GENERAL

Planning and Zoning Administrator Susan Hauver discussed the request from Dollar General for release of funds as a guarantee for public improvements. Administrator Hauver requested funds be reduced by \$5113.50, leaving \$2557.00 to remain held until November.

*Commissioner Michael McNiesh made a motion, seconded by Commissioner Tom Gilbert to release \$5113.50 to Dollar General. The motion passed 5-0.*

5. KENNETH DRIVE SPEEDING DISCUSSION

Patrick Isenock of 11 Kenneth Drive thanked Town Staff for the additional speed limit sign installed to Kenneth Drive earlier in the week. Dick Brady of 13 Kenneth Drive expressed concern over speed involving visitors to Community Park. Gary Wilson of 1 Challedon Court mentioned the previous use of portable speed bumps in Glade Towne. There was discussion over increased state police patrols, the use of the portable Town speed camera, and the potential of installing a permanent or temporary speed bump on Kenneth Drive. It was agreed to develop estimates for permanent and temporary speed bumps, place the portable speed camera on Kenneth Drive, and reevaluate the concern during the second Town Meeting in May.

There was agreement that when Maryland Avenue is repaved, the existing speed bump can be removed since the road no longer directly accesses the school parking lot.

6. WATER STREET RD/GREENBRIER LANE WATER LINE

Public Works Director Joseph Birch supported the request of two residents requesting to be removed from the Town water supply, discussing the existing concerns with the water line. If the wells are installed, the water line will be capped and the two existing fire hydrants will be removed. There was discussion over the steps that would need to be taken to allow both residents be removed from the service, ensuring both residents come off the service line, once removed the residents would not be allowed to return to the service, and the need to pay any outstanding water invoices to the Town.

*Commissioner Michael Bailey made a motion, seconded by Commissioner Mary Ann Brodie-Ennis to allow the two residents to come off of Town Water upon meeting the requirements of Public Works and Town Attorney, both residents must agree to be removed, any outstanding water bills to the Town are paid, and they will not be allowed to return to Town Water. It was suggested to ensure the Fire Department is notified of the change. The motion passed 5-0.*

## 7. WHITMORE ZIMMERMAN USAGE AGREEMENT

Commissioner Mary Ann Brodie-Ennis discussed potential items to add to a future usage agreement for the Whitmore Zimmerman Building prior to the upcoming May Parks Commission Meeting. There was discussion over possible public usage, potential fees for use, potentially waiving fees for non-profit groups, cleaning concerns, the number of rentals that could occur during one day, and the potential need to hire a part-time employee to handle multiple rentals on the same day.

After much discussion, Burgess Weddle suggested allowing public use of the building during the week (Monday through Friday) until 3:30 PM and Sunday until November 1<sup>st</sup>. This would give the Town time to evaluate the amount of usage of the building and to develop a more specific usage agreement. The cost of utilities including water, electric and cleaning would be compiled for future discussion.

## 8. ACCOUNTS PAYABLE

*Commissioner Tom Gilbert made a motion, seconded by Commissioner Michael McNiesh to pay the bills submitted for the time period. The motion passed 5-0.*

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

Burgess Chad Weddle announced the opening of Rosie Cheeks Distillery and advised of their grand opening on Saturday, April 30<sup>th</sup> at 2 PM.

A drug disposal event will be held by Frederick County Health Department on Saturday from 10 AM – 2 PM in various locations throughout the County.

Burgess Weddle announced The Walkersville Volunteer Fire Company had five winners of the County Volunteer Fire and Rescue Companies awards this year. Sgt Josh Barrett was the recipient of the Firefighter Medal of Valor Award, Linda Grossnickle received the Robert Renner Departmental Service Award, Firefighter Dalen Hahn was awarded the Winnie Crum Rookie of the Year Award, Joanne Baum received the Mumma Outstanding Service Award, and Asst Chief Alan Staley received the Mick Mastrino Instructor and Safety Award

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

1. 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.
2. AMT Engineering completed soil/asphalt borings along Maple and Maryland Ave, along with a traffic study
3. The Memorial Park upgrades to the brick wall monument was completed by staff. The brick layers will work on completing the project in late May.

4. 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.
5. The contract for the Advanced Meter Reading has been submitted to LB Water and installation equipment has been ordered. We are still waiting to have the full order of water meters to be delivered to the Town, 287 of 750 are currently available.
6. The concrete work on Biggs Ford bridge will be completed once weather allows.
7. Public Works was notified of some progress for the Gateway signage paperwork, but are still waiting on additional guidance from the State regarding installation.
8. A Cross Connection Control Plan (CCCP) for the Town has been completed. An ordinance will need to be introduced and examples of other municipalities will be reviewed.
9. We are still in the process of ordering spare parts/equipment for the water plant.
10. New signage for the parks has been ordered with the establishment of set hours.
11. Community Park cleanup has occurred and six loads of debris were removed from the creek.
12. GVAA is working on improvements to the football field. Grading permits were received and a preconstruction meeting will be held in May.
13. The bathroom at Heritage Farm Park needed to be locked after blocking issues. The septic tank will be cleaned annually to avoid future issues.

Planning and Zoning Administrator Susan Hauver discussed the Planning Commission approval to allow Lonza to demolish several structures on their property, but agreed to a sixty day stay to allow the Town and members of the Walkersville Historical Society to document the Cannery Building.

Town Manager Sean Williams advised the Road and Sidewalk survey bid advertising will be in the paper Friday.

The MS4 survey and design bid advertising will be out in the next few weeks.

Manager Williams advised progress to Town Hall is good, phase 1 is almost complete. Total completion date could be July 1<sup>st</sup>.

The Online Code project is progressing well with a preliminary review possible by May.

The Town Website is delayed because of online streaming availability. There was discussion over the need to retain meetings, the ability to stream safely, and issues with the website company vs. the Town IT company.

Commissioner Michael McNiesh advised of a Food Truck event at Heritage Farm Park on May 1<sup>st</sup> to benefit the PTA.

Commissioner McNiesh noted potential removal of buildings at Lonza could help with MS4 credit. Public Works had been notified of the potential savings.

Commissioner McNiesh requested GVAA replant grass around the GVAA sign at Heritage following the use of weed killer last year. It was requested that any work in the park be approved by Public Works.

Commissioner Gary Baker discussed a new Maryland Low Income Assistance Program to help residents with water bills. Information will be shared via social media.

Commissioner Michael Bailey discussed the EDC's zoom workshop last week. Planner Susan Hauver attended and discussed the steps needed to open a business in Town. Future zoom workshops will be available to the public.

Commissioner Bailey advised the EDC would be present at the ribbon cutting at Rosie Cheeks Distillery this weekend.

Commissioner Bailey advised a proposal will be generated by the end of May for non-profits to apply for Rescue Funds.

Commissioner Tom Gilbert discussed receiving the power point presentation from the County Treasury Office. The presentation will be available at Town Hall and posted on social media and the Town Website.

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

Paul Johnson of Scout Troop 1998 discussed his attempts to raise money for the new bridge at Community Park. Mr. Johnson has raised \$350 towards his \$2,000 goal and requested a donation from the Town. It was agreed to give Mr. Johnson additional time to raise funds, that the Town would be interested in a possible donation, and possibly having the Town pay for upgrades from wood to more permanent Trex lumber with funds coming from the Parks budget.

Donald Schildt of 1 Glade Road expressed concern over possible future housing development in Town.

Dick Brady of 13 Kenneth Drive expressed interest in the Town having conversations with Lonza to consider solar power on their property.

Maryanne Schouw, Community Manager of Glade Towne, discussed complaints of sidewalk conditions in Glade Towne and inquired about possible sidewalk cost sharing that may be included in the upcoming budget. There was an extended discussion involving the current Town Code, the payment plan, costs of replacing sidewalks, the need to report dangerous sidewalks to the Town, and possible improvements to the current Town Code.

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

- Tues., May 3, 7:00 – Board of Appeals (if needed)
- Weds., May 4, 7:00 – Parks Meeting
- Tues., May 10, 7:00 – Planning Workshop
- Weds., May 11, 7:00 – Town Meeting
- Mon., May 16, 7:00 – EDC Meeting
- Sat., May 21 – Walkersville Day
- Tues., May 24, 7:00 – Planning Meeting
- Weds., May 25, 7:00 – Town Meeting
- Mon., May 31 – Memorial Day Observed – OFFICE CLOSED

Meeting adjourned at 9:15 PM.

Sean Williams, Town Manager