

MINUTES  
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING  
May 11, 2022

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, May 11, 2022, at 7:00 p.m. Those in attendance included Burgess Chad Weddle, Commissioners Mary Ann Brodie-Ennis, 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 8 citizens. Commissioners Michael Bailey and Tom Gilbert were absent. 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 Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Michael McNiesh to approve the Budget Workshop minutes of May 3, 2022 and Town meeting minutes of April 27, 2022. The motion passed by a vote of 3-0.*

2. INTRODUCE ORDINANCE 2022-02 – GENERAL FUND BUDGET

Burgess Chad Weddle summarized the proposed general budget.

*Commissioner Michael McNiesh made a motion, seconded by Commissioner Gary Baker to introduce Ordinance 2022-02 General Fund Budget. There was no discussion. The motion passed 3-0.*

3. INTRODUCE ORDINANCE 2022-03 – WATER FUND BUDGET

Burgess Chad Weddle summarized the proposed water budget.

*Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Gary Baker to introduce Ordinance 2022-03 Water Fund Budget. There was no discussion. The motion passed 3-0.*

4. CELEBRATING HARRY SCYPHERS

Burgess Weddle read a proclamation celebrating Harry Scyphers' 98<sup>th</sup> birthday and thanking him for his service to the Country.

5. REAL PROPERTY TAX RATE

Burgess Chad Weddle discussed the proposed real property tax rate and requested the tax rate remain at \$.1400 per \$100 of assessment for the coming year.

*Commissioner Michael McNiesh made a motion, seconded by Commissioner Mary Ann Brodie-Ennis to maintain the current real property tax rate of \$.1400 per \$100 of assessment for the coming year. There was no discussion. The motion passed 3-0.*

6. PARKS COMMISSION APPOINTMENT

Burgess Weddle expressed interested in reappointing Anna Newman to the Parks Commission.

*Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Michael McNiesh to reappoint Anna Newman to the Parks Commission. The motion passed 3-0.*

7. ACCOUNTS PAYABLE

*Commissioner Gary Baker made a motion, seconded by Commissioner Mary Ann Brodie-Ennis to pay the bills submitted for the time period. There was a question for payments made to TelePlus for the Town-wide camera system, checks cut to Public Works staff for clothing allowances, and a request to alter the way the report is printed. The motion passed 3-0.*

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

Burgess Chad Weddle discussed lighted crosswalk signs that Thurmont recently installed. Director Joseph Birch obtained an estimate for three sets of flashing LED crosswalk signs to be placed at the Library, McDonalds, and Walkersville middle school with a total cost of \$9,137.25. There was discussion over possible sign options.

*Commissioner Michael McNiesh made a motion, seconded by Commissioner Gary Baker to purchase three sets of blinking crosswalk signs at a total cost of \$9,137.25. The motion passed 3-0.*

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

1. A Spring Gardens Water Main Replacement kick-off meeting was held on the May 9th with JHG, and our engineering firm. A pre-construction meeting with Frederick County and SCD will be held on May 17th. There will be a meeting at town hall for the residents of Spring Gardens on May 23rd at 7:00pm to answer any questions or concerns. 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 and it will start in phases until completed.
2. AMT Engineering firm completed the Maple and Maryland Ave survey and they should have a projected analysis and design recommendations shortly.
3. The Memorial Park upgrades will occur in the future.
4. The mobile Speed Limit sign is on Kenneth Drive as requested, quotes for speed bumps have been requested.
5. Footer work for Community Park Foot Bridge is completed. Boy Scouts will be completing their part of the project.
6. The initial installation equipment for the Advanced Metering Reading (AMR) has been ordered by LB Water. 287 out of the 750 water meters are available through LB Water and we are going to have them delivered on Friday. Once we receive them, we will develop a meter replacement plan to change out the old meters.
7. The concrete work at Biggs Ford Road has been completed.
8. Public Works is still waiting on the Memorandum of Understanding to be returned with all signatures and any other additional guidance from the SHA, once received we will have a better understanding of moving forward with the installation of the signage.
9. A Cross Connection Control Plan (CCCP) for the town has been completed. The next step is to introduce an ordinance/policy.
10. We are still in the process of ordering and receiving spare parts/equipment for the water plant.
11. New signage for the Parks with Summer and Winter hours has been installed.
12. No update on a start date for RR work at Devilbiss Bridge Road yet, they will notify Public Works as soon as they have a projected start date.
13. Meeting with Walkersville RR on the May 13<sup>th</sup> regarding sidewalk installation at the crossing at Glade Road and Public Works is planning on installing a storm drain to remove the ponding on the road.
14. No updates on Water Street well issue.
15. A sewer lateral repair was performed by staff at Heritage Bathroom.
16. Trees at Trout Park are being replaced with 4 new ones installed (Red Buds).

Planning and Zoning Administrator Susan Hauver advised the Planning Commission continues to work on the Comprehensive Plan. Commissioner Michael McNiesh inquired about any status updates on the sidewalk for Biggs Ford Road. Planner Hauver advised there have been limited updates from the developer, but that she would reach out to check the status.

Town Manager Sean Williams advised the new Town website may be operational by Monday, May 16<sup>th</sup>.

Manager Williams discussed the need for Town Hall to be closed due to renovation work for a few days at the end of May. The side Meeting Room door will temporarily be used as the main door for a period of time. Additional information will be provided via social media, the Wire.

Burgess Chad Weddle read highlights from Talk of Town involving meeting times starting at 7:00 PM, the new park hours, bulk Trash is June 4<sup>th</sup>, yard waste is every Thursday (please put it out Wednesday evening), Veteran Memorial bricks are \$50 and can be purchased using a form on the website.

Commissioner Mary Ann Brodie-Ennis discussed the working Whitmore Zimmerman rental usage form. Alcohol usage will not be allowed in the building. There was discussion regarding the length of time for canceling the usage and forfeiting the fee (one week).

Commissioner Brodie-Ennis will be meeting with public works to locate 40-50 trees at Heritage Park on Friday.

Commissioner Brodie-Ennis will be meeting with a Library representative to discuss locating a summer reading banner at a Walkersville park(s).

Burgess Weddle discussed the bench and other items donated by Orley Bourland that are now located at Town Hall.

Commissioner Gary Baker inquired about the poor conditions of the lower-level doors at Town Hall. Manager Williams advised the doors will be replaced with the renovation project.

Commissioner Michael McNiesh inquired about an emergency call at Heritage the previous night. Burgess Weddle advised it was not the fault of park equipment.

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

Donald Schildt of 1 Glade Road thanked everyone for attending the Aria Memorial the previous week. Next year's ceremony will be on a Saturday and there is potentially a picnic.

Mr. Schildt advised the Memorial Wall may not be able to be completed until August or September once the bricks are ready. He also inquired about the potential of obtaining some bricks from the old cannery building.

Ron Layman of 24 W. Frederick Street requested the Burgess and Commissioners consider replacing the roof and gutters at the Manor House. Manager Williams advised a previous estimate had been obtained to replace the roof, gutters, and downspouts. There was a request to put the project out to bid.

David Young, Scoutmaster of Scout Troop 1998 discussed the status of donations obtained for replacing the Community Park bridge from the Town. The Troop raised the majority of the funds needed and would be in contact with the Town to cover the previously agreed to difference.

Bill Butler of 114 Challedon Drive and the Veterans Committee discussed the Aria Memorial event and future events planned this year. The Veterans Committee was advised to attend the next Parks Meeting to request use of the Park for an upcoming event.

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

- 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
- Weds., June 1, 7:00 – Parks Meeting
- Tues., June 7, 7:00 - Board of Appeals Meeting (if needed)
- Weds., June 8, 7:00 – Town Meeting
- Tues., June 14, 7:00 – Planning Workshop
- Mon., June 20, 7:00 – EDC Meeting
- Weds., June 22, 7:00 – Town Meeting

Meeting adjourned at 8:03 PM.

Sean Williams, Town Manager