

MINUTES  
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING  
May 25, 2022

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, May 25, 2022, at 7:00 p.m. Those in attendance included Burgess Chad Weddle, Commissioners Mary Ann Brodie-Ennis, Tom Gilbert and Gary Baker, Planning and Zoning Administrator Susan Hauver, Public Works Director Joseph Birch, Communications Specialist Ashley Bailey and a total of 9 citizens. Commissioner Michael Bailey arrived during Commissioner Concerns; Commissioner Michael McNiesh and Town Manager Sean Williams were absent. Town Manager Williams joined the meeting via telephone. 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 Gary Baker made a motion, seconded by Commissioner Mary Ann Brodie Ennis to approve the Closed meeting minutes of May 11, 2022 with corrections, and the Town meeting minutes of May 11, 2022. The motion passed by a vote of 3-0.*

2. PUBLIC HEARING ORDINANCE 2022-02 – GENERAL FUND BUDGET

Burgess Chad Weddle summarized the proposed general budget. There were no public comments.

*Commissioner Tom Gilbert made a motion, seconded by Commissioner Mary Ann Brodie-Ennis to adopt Ordinance 2022-02 General Fund Budget. There was no discussion. The motion passed 3-0.*

3. PUBLIC HEARING ORDINANCE 2022-03 – WATER FUND BUDGET

Burgess Chad Weddle summarized the proposed water budget. There were no public comments.

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

4. FREDERICK COUNTY ADEQUATE PUBLIC FACILITIES ORDINANCE (APFO) AMENDMENT

Planning and Zoning Administrator Susan Hauver said that Frederick County is required to refer proposed changes to their APFO to municipalities that have an APFO. The proposed changes involve tightening traffic standards by establishing a stricter standards of adequacy for intersections, and by limiting the types of plans that are exempt from traffic studies. The Planning Commission suggested sending a letter of support for the proposed changes.

*Commissioner Tom Gilbert made a motion, seconded by Commissioner Gary Baker to send a letter of support to Frederick County on the APFO amendments. There was no discussion. The motion passed 3-0.*

5. KENNETH DRIVE SPEED DISCUSSION

Town Manager Sean Williams discussed the request to revisit potential speed bumps at Kenneth Drive. Patrick Isenock of 11 Kenneth Drive thanked the Town for placing the speed camera on Kenneth Drive and registered concerns with not only speed, but distracted drivers at the entrance to Community Park. Director of Public Works Joseph Birch provided estimates for speed bumps of \$7,500 for two temporary speed bumps and \$4,000-5,000 for permanent asphalt speed bumps.

*Commissioner Gary Baker made a motion, seconded by Commissioner Tom Gilbert to purchase two temporary speed bumps spending up to \$8,000. There was discussion over being able to potentially move the temporary speed bumps to other locations throughout Town. The motion passed 3-0.*

## 6. DISCUSSION OF EDC RECOMMENDATIONS FOR NON-PROFIT RELIEF

Burgess Weddle briefly discussed guidelines developed by the EDC for Non-Profit organizations in Town to obtain relief using the American Rescue Funds.

## 7. ACCOUNTS PAYABLE

*Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Gary Baker to pay the bills submitted for the time period. Commissioner Tom Gilbert inquired about a payment of \$17,130 to A. Morton Thomas and Associates; the payment was made to AMT for work on the Maple and Maryland Avenue engineering project. The motion passed 3-0.*

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

Burgess Chad Weddle read all upcoming announcements and alerted citizens that the front entrance to Town Hall would be moved to the side of the building because of renovations.

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

1. A Spring Gardens Water Main Replacement meeting was held at Town Hall for the residents of Spring Gardens on May 23rd 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 continue in phases until completed.
2. AMT Engineering firm completed the Maple and Maryland Ave survey, and the estimated cost of the project is \$920,000. The project will need to go out to bid. Work will likely not begin until the Spring of 2023.
3. The Community Park foot bridge was completed over the weekend, with Public Works completing all asphalt work Tuesday and Wednesday.
4. The initial installation equipment for the Advanced Metering Reading (AMR) has been ordered by LB Water and will be installed when once it arrives. 192 of 750 water meters have been delivered.
5. With regard to gateway signage, 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.
6. A Cross Connection Control Plan (CCCP) for the Town water system has been completed. The next step is to introduce an ordinance/policy.
7. We are still in the process of ordering and receiving spare parts/equipment for the water plant.
8. 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.
9. Director Birch met with the Walkersville RR on the May 13<sup>th</sup> regarding sidewalk installation at the crossing at Glade Road. Public Works is planning on installing a storm drain to remove the ponding on the road.
10. The citizens on Water Street that would like to be removed from Town Water have signed letters of intent to install wells. Those letters were forwarded to Frederick County to continue this process.
11. Four trees at Trout Park were planted (redbuds).
12. The new illuminated crosswalk signs have been received and will be installed in the near future.

13. New fencing for DPW has been scheduled (8-12 weeks). Access to the yard will be with key cards or pin codes. The RFID access would have cost an additional \$15,000.

14. The transformer at the Heritage Football field has been removed.

Planning and Zoning Administrator Susan Hauver discussed a signage complaint at 47 W. Frederick Street. The Planning Commission considered the request for the signage which had been installed without approval, and required that the signage be brought into compliance with the zoning regulations.

Administrator Hauver has not received a response from the developer of Parkside regarding the progress of sidewalks along Biggs Ford Road.

Town Manager Sean Williams advised the new Town website is operational, but if there are any errors to notify Town Hall. Meetings are streaming live, but recent videos are currently not available. If any citizens want a recording of a meeting, notify Town Hall and it can be emailed directly to you.

The Manor House roof bid is currently out and five companies attended a meeting today at Heritage Park to view the site and ask questions.

Bids for the Road and Sidewalk Study are due tomorrow and the contract will be awarded at the next Town Meeting.

The bid package for the Creamery Park project will be going out shortly. The sidewalk, half-court basketball court and new driveway will be completed using the County contract.

The bid package for MS4 projects will be going out in the next week.

Commissioner Tom Gilbert expressed concern regarding vendors going door-to-door and discussed requirements for obtaining a license from the Town.

Commissioner Gilbert requested removing the Welcome to Walkersville sign on E. Frederick Street once the new Gateway signs are installed.

Commissioner Mary Ann Brodie-Ennis thanked GVAA for allowing the Walkersville Library to hang banners on fencing at Heritage Farm Park promoting the summer reading program.

Commissioner Brodie-Ennis thanked the Scouts for the work on the bridge at Community Park.

Commissioner Brodie-Ennis thanked Director Birch and Ryan Knott for their work Monday night involving the Spring Garden Water Main Replacement.

Commissioner Brodie-Ennis discussed a future Parks survey allowing citizens to suggest future projects in our parks and potential new parks in Town.

Burgess Chad Weddle discussed the need to advertise for a Park Commission vacancy.

Commissioner Michael Bailey discussed EDC guideline recommendations for Covid-19 relief for non-profit organizations. Relief for businesses within the Town will be discussed at the June EDC meeting.

Commissioner Bailey discussed a new EDC Facebook page that will be launched in the near future.

Commissioner Bailey thanked Code Enforcement for work on Cobble Way with high grass concerns.

GVAA thanked Commissioner Bailey and he wanted to mention the thanks for the new porta potty installed near the t-ball field at Heritage Farm Park.

Commissioner Gary Baker suggested a ribbon cutting for the new bridge at Community Park.

Commissioner Baker thanked the Woodsboro/Walkersville reporter for attending the meeting and reporting on Town news.

Woodsboro Burgess Heath Barnes who is running for State Delegate introduced himself and advised he is visiting all local municipalities.

## 9. PUBLIC COMMENTS AND CONCERNS/WATERSHED UPDATE

Donald Schildt of 1 Glade Road advised the Veteran brick orders will be extended until Friday, June 3<sup>rd</sup>. He also expressed interest in obtaining bricks from the old cannery building.

Mr. Schildt discussed concerns with some residents not being able to obtain information on tax breaks and requested a possible committee to inform residents of the tax break benefits.

Patrick Isenock of 11 Kenneth Drive asked if the Town could provide a letter or award to the Scout that built the bridge at Community Park.

John Matthews of Thurmont and board member of the Frederick Ballroom Dance Group and requested a discussion occur before a decision is made on renting the second floor of Town Hall. Burgess Chad Weddle advised a discussion could occur once renovations are completed.

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

- Fri., May 27 – OFFICE CLOSED for Renovations
- Mon., May 30 – Memorial Day Observed – OFFICE CLOSED
- Tues., May 31, OFFICE CLOSED for Renovations
- 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 – Juneteenth – OFFICE CLOSED
- Weds., June 22, 7:00 – Town Meeting
- Mons., June 27, 7:00 – EDC Meeting

Meeting adjourned at 8:08 PM.

Sean Williams, Town Manager