

MINUTES
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING
July 13, 2022

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

The meeting was called to order with the Pledge of Allegiance, a moment of silence.

1. MINUTES

Commissioner Tom Gilbert made a motion, seconded by Commissioner Michael Bailey to approve the Town meeting minutes of June 8, 2022. The motion passed by a vote of 4-0.

2. AWARD MANOR HOUSE ROOF PROJECT

Town Manager Sean Williams discussed the Manor House Roof replacement project and the six bids that were received. Based on feedback and previously working with the company, staff recommended awarding the project to PJ's Roofing at a total cost of \$55,925.

Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Michael Bailey to award PJ's Roofing the Manor House roof replacement in the amount of \$55,925. The motion passed 4-0.

3. AWARD CREAMERY PLAYGROUND PROJECT

Commissioner Mary Ann Brodie-Ennis discussed the two playground quotes for replacing the playground equipment at Creamery Park and that the Parks Commission felt the plans submitted by Cunningham Recreation was the best fit. There was an extended conversation regarding potential changes to some of the equipment the quote included, poured in place surface, benches, and choice of colors.

Commissioner Tom Gilbert made a motion, seconded by Commissioner Mary Ann Brodie-Ennis to award Cunningham Recreation the job of replacing the playground at Creamery Park in the amount of up to \$325,000. The motion passed 4-0.

4. EYLER COURT COMPLAINT

Burgess Chad Weddle noted that no one was present to discuss the previous complaint involving Eyer Court. There was general agreement the owner would need to notify law enforcement with additional concerns based on the limited ownership of the right of way.

5. AWARD MS4 SURVEY PROJECT

Public Works Director Joe Birch and Town Manager Sean Williams discussed the two bids obtained for survey work in the Glade Towne, Colony Village and Deerfield communities. Including a fourth BMP retrofit that both companies suggested, ARRO's bid totaled \$105,392.59 while Bayland Consultants totaled \$235,600. Staff recommended ARRO based on the price and previous working relationship. There were questions regarding the additional BMP project in Deerfield.

Commissioner Michael Bailey made a motion, seconded by Commissioner Mary Ann Brodie-Ennis to award ARRO the MS4 Survey project in the amount up to \$105,392.59. Commissioner Tom Gilbert stated that it makes financial sense to address the additional BMP concerns sooner rather than later. The motion passed 4-0.

6. PARKS COMMISSION APPOINTMENT RECOMMENDATION

Burgess Chad Weddle said the Town received applications from two highly qualified candidates for the open Parks Commission positions. He nominated Kevin Conley.

Commissioner Michael Bailey made a motion, seconded by Commissioner Tom Gilbert to appoint Kevin Conley to the Parks Commission. There was no discussion. The motion passed 4-0.

7. ETHICS APPOINTMENT RECOMMENDATION

Burgess Chad Weddle made the recommendation to appoint Daniel Yeeles to the Ethics Commission.

Commissioner Tom Gilbert made a motion, seconded by Commissioner Gary Baker to appoint Daniel Yeeles to the Ethics Commission. There was no discussion. The motion passed 4-0.

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. Commissioner Gary Baker inquired about the final payment for the Water Plant received from the State of Maryland in the amount of \$767,857. That amount was originally deposited from the State into the General Fund, but needed to be moved to the Water Fund. The motion passed 4-0.

9. CHAD UPDATES, STAFF COMMENTS AND COMMISSIONER CONCERNS

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

1. JHG has completed Phase 1 of the Spring Gardens Water Main Replacement. Phase 2 has been started. The Town has a message board positioned on site to advise the residents of any issues and progress.
2. The parking lot at Creamery Park has been completed.
3. AMT Engineering firm has completed 70% of the design plans for Maple Avenue and Maryland Avenue. The Planning Commission will review the plans once completed. Currently the projected is scheduled to go out for bid in November of 2022 with work to start in the spring of 2023.
4. The Kenneth Drive temporary speed humps will be installed as time allows.
5. The Advanced Metering Reading (AMR) base station has been installed. Internet connection will be installed on July 28th. Once completed, software will be installed and training on the system will begin.
6. A Memorandum of Understanding has been returned from the State Highway Administration. Public Works is waiting on an updated right of way prior to installation of signs.
7. A Cross Connection Control Plan (CCCP) for the town has been completed and forwarded to MDE for review and comments. MDE reviewed and approved the plan. The Town will also need to introduce an ordinance/policy in the future.
8. No update on a start date for RR work at Devilbiss Bridge Road yet. Notification will be made once a projected start date has been determined. Commissioner Tom Gilbert later inquired on the amount of time it would take to complete this project and hoped it would be completed before the school year begins. Director Birch advised it is a three to five day project.
9. Frederick County does have concerns with the location of one of the new proposed wells on Water Street. The work is on hold until addressed.
10. The Illuminated Cross Walk Signage has been installed on Frederick Street near the school. The additional signs will be installed at McDonalds and near the library as time allows.
11. The installation of the new Fence for DPW has been scheduled for July.

12. Next Monday, work will begin in Colony Village and Glade Manor replacing water meter touch pads at no additional costs to residents.
13. MDE is requiring all Town Water Operators to obtain RO Certification. Training and testing will occur in the near future.

Director Birch advised he will be out of Town for the August 10th meeting, but Ryan Knott would represent him.

Planning and Zoning Administrator Susan Hauver discussed the upcoming Planning Meeting on July 26th which will include a proposed addition to Calvary Assembly of God's building and Frederick Kitchen and Bathrooms inquiring about installing up to two sea containers for storage and additional paving on the property.

Administrator Hauver advised there will be a Board of Appeals meeting on August 10th at 5:00 PM. The cases include a variance case and special exception to operate a barber shop.

Lonza has been invited to discuss future plans at an upcoming Planning Meeting.

Commissioner Michael Bailey inquired about the two Board of Appeals cases and asked about codes banning the use of sea containers in certain zoning areas.

Commissioner Tom Gilbert inquired about adequate parking at the Frederick Kitchen and Bath business. There was a discussion about parking at the business.

Town Manager Sean Williams discussed the termination of the cleaning contract with Mitchell Cleaning and advertising for bids for cleaning Town Hall and the Whitmore Zimmerman Building. Until awarded, Town Staff will take care of cleaning the buildings.

Town Hall Renovation is moving along, but there have been some delays. The project will likely not be complete until September.

There have been some technical issues with the meeting recording as a result of recent power outages in Town. Audio recordings of the meeting are available.

The Town is still searching for a Billing Clerk and the position has been reopened for a few more days to allow more candidates to apply. Manager Williams thanked Town Staff for all the hard work.

Manager Williams at the request of Commissioner Tom Gilbert obtained pricing for changing tables that could be installed in the bathrooms at Heritage and Community Park. A model was found costing \$250 and a total of 4 would be needed. Currently the bathrooms at Creamery Park remained locked at all times due to previous concerns and damage. There was agreement to purchase four changing tables at the cost of approximately \$1,000 that will be deducted from the Parks budget. There was additional discussion over potentially opening the bathroom at Creamery Park once the playground update is completed.

Commissioner Tom Gilbert thanked the Community, the Fire Department, and Vaughn Zimmerman for a very successful carnival week.

Commissioner Gilbert received a complaint about grass not being cut on the berm on Biggs Ford Road near the bowling alley. Town Manager Sean Williams had already contacted the contractor to address the issue.

Commissioner Gilbert advised he will be out of Town for the August 10th meeting.

Commissioner Mary Ann Brodie-Ennis thanked GVAA for communication involving the Whitmore Zimmerman Building.

Commissioner Brodie-Ennis thanked Ashley Bailey for her ability to communicate information quickly.

Commissioner Brodie-Ennis discussed the results of a recent survey for Parks. The survey will be discussed in more detail at the next Parks Meeting.

LPPI requests were completed by Manager Williams and Commissioner Brodie-Ennis and Burgess Weddle will attend an upcoming meeting in the hopes of obtaining funds for sun shades, fixing walking paths at Heritage, and expanding the parking lot at Community Park.

Commissioner Brodie-Ennis inquired about the possibility of allowing Commissioners to attend meetings virtually and hoped to have a discussion in the future.

Commissioner Michael Bailey also expressed interest in potentially allowing Commissioner to attend virtually but noted concerns with quorum issues and attendance with the Town Code. Commissioner Brodie-Ennis expressed concerns over the number of times that virtual attending should be allowed.

Commissioner Michael Bailey inquired about the potential of acquiring property near the bowling alley. Commissioner Brodie-Ennis advised that would be discussed at the Parks Meeting.

Commissioner Bailey inquired about potentially adding sun shades at Trout Park.

Commissioner Bailey discussed the upcoming June 27th EDC meeting. The EDC is planning on an upcoming listening session with local businesses, discuss relief funding for local businesses, and applications for non-profits in Town possibly occurring in August. There was a brief discussion about allowing Churches to apply for funding, additional information to follow.

Commissioner Gary Baker expressed concerns with potentially allowing Commissioner to attend meetings virtually and vote on issues.

Burgess Chad Weddle read upcoming announcements.

10. PUBLIC COMMENTS AND CONCERNS/WATERSHED UPDATE

Laura Britt of Glade Village expressed concerns with the Tow Trucks operating out of 82 Sherwood Drive. She also noted there are fifteen individuals living inside the home. Ms. Britt requested lowering the speed limit in the Glade Village, speed bumps be installed, and painting the curb across from 82 Sherwood Drive to restrict parking. Burgess Chad Weddle noted the speed limit could not be reduced below 25 MPH. Ms. Britt also noted there is a feral cat issue in the neighborhood. She was advised to contact Tip Me Frederick. Manager Williams noted the Town attorney has been contacted to discuss the potential issue of a business being run out of the home and the number of individuals living inside the home. Public Works will move the speed camera into the neighborhood in the near future. Commissioner Tom Gilbert made the point that the individuals living in the home are working for a tow company and not operating the business out of the home.

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

- Mon., July 18, 7:00 – EDC Meeting
- Tues., July 26, 7:00 – Planning Meeting
- Wed., August 3, 7:00 – Parks Meeting
- Tues., August 9, 7:00 – Planning Meeting
- Wed., August 10, 5:00 – Board of Appeals
- Wed., August 10, 7:00 – Town Meeting
- Mon., August 15, 7:00 – EDC Meeting
- Tues., August 23, 7:00 – Planning Meeting
- Wed., August 24, 7:00 – Town Meeting

Meeting adjourned at 8:20 PM.

Sean Williams, Town Manager