

MINUTES  
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING  
August 24, 2022

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, August 24, 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, Director of Public Works Joseph Birch, Communications Specialist Ashley Bailey and a total of 7 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 and a prayer.

1. MINUTES

*Commissioner Michael Bailey made a motion, seconded by Commissioner Mary Ann Brodie-Ennis to approve the Town meeting minutes of August 10, 2022. The motion passed by a vote of 3-0-1 with Commissioner Tom Gilbert abstaining.*

2. AWARD CLEANING CONTRACT TOWN HALL/WHITEMORE ZIMMERMAN BUILDING

There was a discussion regarding the cleaning contract of Town Hall and the Whitmore Zimmerman building. A total of three bids were received, Busy Bees Maid Service, Inc (\$1,588/month), Monarch Cleaning Services (\$3,000/month), and Thrashers Cleaning Services (\$2,350/month).

*Commissioner Tom Gilbert made a motion, seconded by Commissioner Michael Bailey to award the Town Hall and Whitmore Zimmerman cleaning contract to Busy Bees Maid Services, Inc in the amount of \$1,588 per month. The motion passed 4-0.*

3. POTATO PATCH AGREEMENT WITH WALKERSVILLE SOUTHERN RAILROAD

Burgess Chad Weddle requested a delay in discussing the potato patch agreement until a future Town Meeting due to a scheduled meeting for Thursday involving Town staff, the Walkersville Southern Railroad, and the Maryland Department of Transportation. It was agreed to postpone the discussion until a future meeting.

4. ZONING CERTIFICATE FEES

Planning and Zoning Administrator Susan Hauver discussed the current zoning fee schedule (\$25 for fence and small sheds, \$40 everything else) and the desire to move to single fee of \$40 for simplicity's sake and the fact that all zoning reviews now have a similar process and take the same time for review. It was agreed to raise the fee to \$40 for all zoning reviews.

5. CHRISTKINDLMARKET PARADE STREET CLOSURES

Burgess Chad Weddle discussed a street diagram and described the route the parade will take for the Christkindlmarket to be held on December 3<sup>rd</sup> starting at 9:00 AM. Burgess Weddle requested the road closures to accommodate the parade.

*Commissioner Michael Bailey made a motion, seconded by Commissioner Tom Gilbert to close the requested roads for the Christkindlmarket on December 3<sup>rd</sup>. The motion passed 4-0.*

6. ACCOUNTS PAYABLE

*Commissioner Tom Gilbert made a motion, seconded by Commissioner Gary Baker to pay the bills submitted for the time period. Commissioner Baker asked if the JHG payment was the final payment for the Water Main project in Spring Gardens. The payment is not the final payment. Commissioner Michael Bailey inquired about the Civic Plus charge for the Water Fund. Both funds split the website payment equally to Civic Plus totaling \$2100. The motion passed 4-0.*

## 7. PUBLIC COMMENTS

Brittany Sanders of Glade Valley Community Services invited the Burgess and Commissioners to the Glade Valley Community Show September 27<sup>th</sup> through September 29<sup>th</sup>. The popular cake auction will occur on September 28<sup>th</sup> and Commissioners were invited to participate in a “Shake it Up” Milk Shake contest on the 29<sup>th</sup>.

Laura Britt, Sherwood Drive, along with her husband Kermit, thanked the Burgess and Commissioners for placing the speed camera on Sherwood drive and read a letter from another concerned resident over the tow trucks being parked at 82 Sherwood Drive. She expressed continued concerns over the blind curb on Sherwood and requested an update on the situation. Burgess Chad Weddle advised the Town attorney has been contacted, a letter has been sent to the homeowner, and additional steps may be taken. Burgess Weddle also discussed potential civil litigation be considered by residents in regards to convenience of quiet enjoyment. Mrs. Britt expressed the potential of changing the Town Code regarding 10,000lb vehicles parking in residential areas.

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

Communications Specialist Ashley Bailey announced a fall photo contest starting September 1<sup>st</sup>, winning photos will be added to the Town Website.

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

1. Spring Gardens Water Main Replacement JHG has completed installation of Phase 1 & 2 which is Wildwood Ct and Hickory Hill Drive and a portion of Antietam Drive. The placement of Water main is temporarily on hold, waiting on material to complete phase 3. Town has a message board positioned on site to advise the residents of any issues and progress.
2. The Town received the design plans from AMT Engineering firm for review. The final plan will be developed after receiving any changes and or comments from the Town. The road and sidewalk project will go out for bid in November of 2022, with work to start in the spring of 2023. A future meeting with citizens will be held to answer questions about the project.
3. The base station and antenna for the Advanced Meter Reading has been installed at the Crum Tank and the Town is in the process of coordinating with CUSI and LB Water on getting the billing information correct.
4. The Walkersville Railroad work at Devilbiss Bridge Road has been approved. Public Works will be notifying me as soon as they have a projected start date. Devilbiss Bridge Road will be closed from Heritage Park to the railroad crossing for a period of time. There was a discussion regarding the need to inform the school district and emergency services once the date is selected for the work to begin.
5. The pavilions at Community Park need work completed on some of the posts. All bathrooms at the parks have been painted and the baby changing stations have been installed.
6. The installation of the new fence for DPW was started today.
7. Kits to convert the speed warning signs on Biggs Ford and Glade Road to solar have been received and Public Works hopes to have them re-installed next week.
8. Public Works is working on street light issues for some lights in the Deerfield community.
9. Gateway signage placement is being reviewed and installation will be started soon.

Planning and Zoning Administrator Susan Hauver discussed the approval of the site plan for Frederick Kitchen and Bathrooms for storage containers to be placed on the property along with landscaping.

The Town is hoping to meet with Calvary Assembly and State Highway regarding potential changes to the church entrance.

There are no updates on Dunkin Donuts.

Administrator Hauver will be meeting with Walkersville Southern Railroad to potentially obtain some grant money for improvements in the area of the railroad station.

Commissioner Gary Baker inquired about the telephone poles on Biggs Ford Road at Parkside and where the sidewalk will go once it gets to the bridge. A brief discussion of future construction was discussed.

Town Manager Sean Williams advised that Town Hall renovation is nearing completion and the main entrance may open by Labor Day.

The recycling dumpster will be relocated to behind Town Hall starting September 14<sup>th</sup>.

The in-house review for the yearly audit was bumped to a future date, but Commissioners were provided with a letter from SEK reviewing the steps that will be taken for this year's audit.

J & J Trash Services made the Town aware of a billing issue they discovered and have not been billing the Town disposal fees since October of 2020. The total amount of money being requested is just under \$300,000. More information will be obtained and an update will be provided.

Town staff has discussed with CUSI the option of finally moving to online bill pay. CUSI can set up an online portal at a cost of \$140 every two years. Customers will pay a 2.25% fee per transaction to pay their bill online. Payments for additional services like pavilion rentals, zoning fees will be made available in the future. Future quarterly billing and changes to late fees will need to be discussed once those changes are put in to effect. Email billing and billing portal questions were discussed. There was agreement to move forward with allowing online bill pay.

Commissioner Tom Gilbert inquired about the status of having the Parkside developer trim the grass berm along Biggs Ford Road. The developer has been advised and will be contacted again tomorrow to cut the grass.

Burgess Chad Weddle read announcements. There was a discussion about changing the Town Meeting from Wednesday, September 28<sup>th</sup> until Thursday, September 29<sup>th</sup> to allow members to attend the cake auction at the Community Show.

Commissioner Gary Baker inquired about concerns of the guardrail on Biggs Ford Road across from the Lonza driveway entrance. Director of Public Works advised he would look at the guardrails and potentially attach new markers.

Commissioner Michael Bailey discussed the EDC's finalization of an application for non-profit ARPA funding. Applications can be completed during the month of September for later review by the Burgess and Commissioners. There will be a listening session on September 19<sup>th</sup> for business effected by COVID.

Commissioner Bailey announced a ribbon cutting event on September 22<sup>nd</sup> for Abloom's 30<sup>th</sup> anniversary.

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

There were no additional public comments

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

- Mon., September 5 – **Town Office Closed** – Labor Day
- Tues., September 6, 7:00 – Board of Appeals
- Wed., September 7, 7:00 – Parks Commission Meeting
- Tues., September 13, 7:00 – Planning Workshop
- Wed., September 14, 7:00 – Town Meeting
- Thurs., September 19, 7:00 – EDC Meeting
- Tues., September 27, 7:00 – Planning Commission Meeting
- Wed., September 28, 7:00 – Town Meeting

Meeting adjourned at 7:55 PM.

Sean Williams, Town Manager