

MINUTES
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING
September 29, 2022

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Thursday, September 29, 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 6 citizens. The meeting was streamed on the Town's website. Commissioner Michael McNiesh was absent, but joined the meeting via telephone.

The meeting was called to order with the Pledge of Allegiance, a prayer, and a moment of silence for individuals in the path of Hurricane Ian and those families dealing with addiction and in recovery.

1. MINUTES

Commissioner Tom Gilbert made a motion, seconded by Commissioner Mary Ann Brodie-Ennis to approve the Town meeting minutes of September 14, 2022. The motion passed by a vote of 4-0.

2. POTATO PATCH AGREEMENT REVIEW

Burgess Chad Weddle presented an updated agreement with the Walkersville Southern Railroad to allow the use of the potato patch for \$1 until December 31, 2027. The Walkersville Southern Railroad will also supply a copy of general liability coverage with specific requirements documented in the agreement. There was no motion made, but approval to move forward with the agreement.

3. STREET SWEEPING

Director of Public Works discussed preliminary dates of November 7th and 8th to perform street sweeping throughout the Town. Town Manager Sean Williams discussed previous years discussions involving street sweeping and that it is typically not budgeted for, but approved by the Burgess and Commissioners. There were no objections. Citizens will be notified of the areas the street sweeping will be taking place once we get closer to the dates.

4. PARKS – LPPI GRANT UPDATE

Commissioner Mary Ann Brodie-Ennis discussed the outcome of a recent Frederick County MML meeting regarding LPPI Grant funds. Commissioner Brodie-Ennis and Burgess Chad Weddle represented the Town at the meeting. The Town received \$237,635 to go towards improving and expanding the parking lot at Community Park, expanding the walking paths at Heritage Farm Park, and install sun shades near the playgrounds at Heritage Farm Park. A previous request for shades at Trout Park will need to be investigated with future grants.

5. FREDERICK COUNTY HAZARD MITIGATION PLAN

Burgess Weddle presented a draft resolution to adopt the Frederick County Hazard Mitigation Plan. The plan was previously emailed to the Burgess and Commissioners for review. The resolution will be introduced at a future meeting. There were no questions regarding the plan.

6. ACCOUNTS PAYABLE

Commissioner Michael Bailey made a motion, seconded by Commissioner Tom Gilbert to pay the bills submitted for the time period. The motion passed 4-0.

7. CHAD UPDATES, STAFF COMMENTS AND COMMISSIONER CONCERNS

Burgess Chad Weddle read upcoming event dates

Burgess Weddle discussed the nearing completion of the Town Hall Renovation. The HVAC system still needs to be replaced over the coming weeks. There will be an open house likely in the Spring.

Burgess Weddle discussed the success of the previous night's Community Show. Several cakes were purchased for enjoyment after the meeting. Funds raised will assist with scholarships and FFA trips later in the year.

Planning and Zoning Administrator Susan Hauver discussed the Dunkin Donuts plans, noting the Town engineer requested an updated traffic plan since the Dollar General has since been opened near the location.

Administrator Hauver continues to wait on an updated plan from Calvary Assembly Church.

The Comprehensive Plan continues to move forward with a draft to be ready soon.

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

1. The final phase of the Spring Gardens Water Main Replacement has begun. Town has a message board positioned on site to advise the residents of any issues and progress.
2. The Town is waiting for the final design plans for Maple and Maryland Avenue from AMT Engineering firm for review. The road and sidewalk project will go out for bid in November of 2022, with work to start in the spring of 2023. A meeting with residents of Maple and Maryland Avenue will be held October 19th at 7:00 PM.
3. There is a scheduled meeting with CUSI and LB Water to complete the Advanced Meter Reading installation.
4. Top coat asphalt has been completed at Spring View Estates. Striping is being worked on and two new Stop signs were installed. The Town will likely be plowing the community this year.
5. No update on the railroad crossing work at Devilbiss Bridge Road. The Walkersville Railroad was reminded for the need to inform the school district and central alarm once the date is selected for the work to begin.
6. The posts at Pavilion 3 at Community Park have been replaced.
7. The pickle ball courts at Community will be repainted and new nets will be installed.
8. The new fence for DPW is only waiting on the new front gate to be installed.
9. Gateway signage may be installed by the end of October. White stakes have been installed in the proposed locations.
10. Annual scheduled maintenance of the water tank is Discovery is scheduled for mid-October. The tank will be down for four to six weeks to rehabilitate the interior.
11. New street name signage has arrived for Creek Side, Kenneth Drive and Glade Village. Installation will begin once new posts are received.
12. The new roof at the Manor House will be installed starting soon based on the weather.
13. Work at Memorial Park began yesterday, dates will be finalized for installation of new bricks.
14. Road salt has been ordered.
15. The residents on Water Street will be moving to well water soon. Once completed, public works will cut off the line to the homes and remove two fire hydrants in the area.

Commissioner Tom Gilbert inquired about how often the water tanks are rehabilitated. Dir Birch noted that typically the tanks need to be rehabilitated three to five years.

Commissioner Gilbert expressed concerns to ensure proper notification of the fire and ambulance company once the railroad crossing at Devilbiss Bridge Road are shut down for improvements.

Burgess Weddle inquired on the number of water service shut offs that occurred. Dir. Birch noted over 150 notices were distributed, but only 15 services needed to be shut off.

Town Manager Sean Williams thanked Town staff for completing another round of water billing. New bills will be mailed out by November 1st. The Town is hoping to have online bill pay available by that point or close to it.

Manager Williams noted the annual audit report presentation is scheduled for October 26th.

The disposal portion of the contract with J&J Trash has been amended and will begin paying Frederick County directly for disposal fees starting in October.

The Town will be notified of future firework displays at the Walker's Overlook and the Volunteer Fire Department. There will be fireworks next week at the high school for Homecoming.

Burgess Chad Weddle notified everyone that Town Hall will close at 3 PM to allow the high school band and teams to stage in the parking lot for the Homecoming parade.

Andrew Tuleya from ARRO is the Town's MS4 rep requested to speak at an upcoming Town meeting regarding the Town's stormwater permit. There was a discussion about having a separate MS4 meeting or having Ryan Knott present the stormwater update. It was agreed to have Mr. Tuleya present at a future Town meeting with time limit based on limited agenda items.

Manager Williams provided an email concern regarding a second speed hump on Kenneth Drive. During the May 25th meeting, there was agreement to install one speed bump at the entrance to Community Park but not to install a second speed bump at that time. It was agreed to place it on the next Town agenda.

Commissioner Michael McNiesh apologized for not being present but is planning on being present for the October 12th meeting before starting the next phase of training.

Commissioner McNiesh was contacted by a citizen regarding funding shortages for Blessings in a Backpack and inquired if the program could qualify for ARPA Funding for non-profit organizations. Commissioner Michael Bailey suggested the individual contact him directly.

Commissioner Gary Baker advised that he would not be present for the October 12th meeting.

Commissioner Baker noted that the GVAA signage at Heritage Farm Park has been removed. He inquired if they were asked to remove it.

Commissioner Michael Bailey discussed the Community Show, FFA nominees Jacob Inskeep, Maddie Peterson, Abbey Dinterman, Kaley Matthews and congratulated winner Abbey Dinterman.

Commissioner Bailey noted the EDC will be having a listening session next month along with a workshop to discuss ARPA Funding relief for non-profits.

Abloom will be holding a ribbon cutting on October 20th.

Commissioner Bailey announced the desire to add two additional members of the EDC. Announcements will be made in January to fill the positions.

An overview will be presented of the EDC's first year's accomplishments.

Commissioner Bailey is "super pumped" for online bill pay.

Commissioner Mary Ann Brodie-Ennis thanked Town Staff for working through the Town Hall Renovation. She also thanked everyone that supported the Community Show.

Commissioner Brodie-Ennis has an upcoming meeting for an EV charging station.

Commissioner Brodie-Ennis met with John Grimes to discuss future electrical needs and acoustics of having a music venue at the Heritage Farm Barn. There was also a discussion of, in the future, joining with the EDC and planning an event at the Barn. Director Birch will obtain estimates for installing electric.

Commissioner Brodie-Ennis discussed the upgrades to Community Park. Town Manager Williams advised that the target start date may be the Spring of 2023 due to the delays in shipping the playground equipment.

There was a request made to have the EDC help promote the advertising for the GVCS December Toy Shop.

Commissioner Brodie-Ennis discussed the process for purchasing a Memorial Tree request and some upcoming requests that will be discussed at the next Park's Commission Meeting.

Commissioner Brodie-Ennis inquired about the potential of allowing individuals to view the renovated Heritage Farm Park Barn.

There was a discussion about meeting with a park designer to discuss future needs in the Walkersville Parks. The discussion involved developing a long-term plan, possible changes to the Heritage golf course, ideas for the Walker Farm, and the need to learn about future costs for a designer. There was agreement to make contact with the company and inquire about cost of services. There is also a potential need to put a contract out to bid for the future services.

Commissioner Tom Gilbert advised he will not be present for the October 12th Town Meeting. There was a discussion about potentially cancelling the October 12th meeting, Commissioner Michael McNiesh stated he intended to be present.

Town Manager confirmed with the Commissioners that they were comfortable with the concrete pad estimate previously provided for Adolf Gardner's request at the last Town Meeting. Mr. Gardner would be required to pay \$500 towards the total estimate of \$1276.22. There were no concerns raised by the Commissioners.

8. PUBLIC COMMENTS AND CONCERNS/WATERSHED UPDATE

Ron Schattenberg of 9507 Dublin Road inquired about using a slug gun to hunt at the Watershed. He was denied last year, but raised the question this year since the gun is similar to a muzzleloader. It was agreed more research would be done and Mr. Schattenberg would be advised at a future Town Meeting.

Peter McElwain of 35 W. Frederick Street inquired about plans for the upcoming road and sidewalk work on Maple Avenue. Mr. McElwain expressed concerns with ensuring the shrubs on his property be taken out completely to allow for a fence to be installed. Mr. McElwain was advised of the upcoming meeting with citizens on October 19th, but he also expressed interest in speaking with Town staff at his property.

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

- Wed., October 5, 7:00 – Parks Meeting
- Tues., October 11, 7:00 – Planning Commission Workshop
- Wed., October 12, 7:00 – Town Meeting
- Mon., October 17, 7:00 – EDC Workshop
- Mon., October 24, 5:00 – EDC Listening Session
- Tues., October 25, 7:00 – Planning Commission Meeting
- Wed., October 26, 7:00 – Town Meeting

Burgess Weddle requested a closed meeting to consult with staff about pending or potential litigation, to consult with council to obtain legal advice, and to discuss personnel matters.

Commissioner Gary Baker made a motion, seconded by Commissioner Tom Gilbert for a closed meeting. The motion passed 4-0.

Meeting adjourned at 8:15 PM.

Sean Williams, Town Manager