

MINUTES  
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING  
November 9, 2022

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, November 9, 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 15 citizens. The meeting was streamed on the Town's website.

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

1. MINUTES

*Commissioner Tom Gilbert made a motion, seconded by Commissioner Mary Ann Brodie-Ennis to approve the Town meeting minutes and Public Hearing minutes of October 26, 2022. The motion passed by a vote of 4-0.*

2. VETERANS COMMITTEE UPDATE

Bill Butler of the Veterans Committee discussed the Veterans Day Ceremony and thanked the Burgess and Commissioners and Town Staff for all the support.

3. PUBLIC HEARING RESOLUTION 2022-02, ADOPTING FREDERICK COUNTY HAZARD MITIGATION PLAN

There were no public comments. Burgess Weddle closed the hearing and read through the resolution. There was a difference in the copies distributed to the group. No vote was taken and the resolution will be voted on at the Town Meeting in December.

4. COMMISSIONER VACANCY DISCUSSION

Burgess Weddle discussed Charter C6-3 that would allow Commissioner the opportunity to appoint a commissioner. No action was taken.

5. WATER BILLING, SPECIAL ASSESMENT DISCUSSION

Burgess Weddle discussed the special assessment on water bills and the fact that it will sunset in December of 2023 and a future discussion regarding water rates will occur. No immediate action was taken. Town Manager Sean Williams discussed online bill payments will be made available by the end of the month.

6. CODE AND CHARTER UPDATE SUGGESTIONS

Burgess Weddle read a list of suggested changes to the Code and Charter during a recent meeting with citizens.

1. Candidates should be permitted to witness ballot counting or have someone appointed by the candidate to review the ballot counting.
2. The current code should be examined and updated to prevent current commissioners from being the judges of another.
3. The current code should be updated to include the ability to recall votes for elected officials.
4. The Charter should be updated to clarify specifically what constitutes "attendance" at a meeting.
5. The Charter should be updated to include that "if a board member meets residency requirements and is able to attend meetings physically, virtually or by teleconference that those board members are permitted to vote."
6. Board and Committee appointments of family members should not be made by sitting board members when there are other applicants available to fill those positions.

7. Board members and Planning & Zoning Commission members who, themselves own or who have immediate family members who own an amount of land which can be subdivided into more than one parcel providing for more than one dwelling unit or which is currently or has the potential to be classified as R-1, R-2, R-3, or R-4 zoning should be considered to have a conflict of interest and not be permitted a seat on either of these boards.
  - If this is not possible due to State laws then recusal shall take place by same aforementioned members and be duly noted in meeting minutes containing such eligible topics requiring votes.
8. Voting records should be made available and accessible on the town website with titles to include date of passage and legislative topic heading. Sifting through each record of meeting minutes for vote results is not optimal and is outdated.
9. If an appointment of a vacant seat is to be made, it should be a requirement that appointment openings are advertised to seek applicants for the position.

No immediate action was taken.

## 7. WATERSHED HUNTING REQUEST

Burgess Weddle and Manager Williams discussed the previous request for slug guns to be used at the Watershed and the fact that the Town has only allowed muzzleloading and bow hunting on the property. Commissioners Michael Bailey and Mary Ann Brodie-Ennis both expressed interest in not making any changes to hunting at the Watershed for this year. Ron Schattenberg of Dublin Road discussed the previous use of slug guns on the property and being able to restrict the use of certain firearms on the property. No motions were made regarding the request.

## 8. ACCOUNTS PAYABLE

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

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

Burgess Chad Weddle announced the promotions of Robbie Norwood to Water Operator and Matthew Orndorff to Water Superintendent. The Town is currently looking to hire a Maintenance Technician.

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

1. The Spring Gardens water main installation is complete and only some asphalt patches remain. The Town message board will be removed next week.
2. The Maple/Maryland Ave project is projected to go out for bid in November of 2022 with work to start in the spring of 2023. Dir. Birch requested to spend up to \$35,000 using American Rescue Funds to replace all the water valves along Maryland and Maple Avenue.

*Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Michael Bailey to authorize spending up to \$35,000 for bolt and valve replacement on the water main along Maryland and Maple Avenue. The motion passed 4-0.*

3. The Advanced Metering Reading (AMR), base station and antenna have been installed at the Crum Tank. The Town is now coordinating with CUSI and LB Water on getting the billing information correct. Public Works has received 600 water meters and replacement of old meters will begin in the future.
4. The Walkersville RR work at Devilbiss Bridge Road has been approved and permission to proceed granted. Notice will be given prior to the work starting.
5. The new DPW front gate has been installed, but still waiting for the electrical work to be completed in next few weeks.

6. New Gateway Signage is scheduled to be installed in December.
7. The Discovery Water Tank will be back online next week.
8. New street name signage for Creek Side, Kenneth Drive and Glade Village is in stock and will be installed as time allows.
9. Memorial Park upgrades have been completed.
10. Residents on town water off Water Street have completed their well installations and will be removed from town water and the water main in Deerfield will be eliminated.
11. A utility Maintenance position is still open.
12. The rain garden installations at Heritage Park will be completed next week. A split rail fence was installed to prevent vehicles parking in the rain garden.
13. Public Works is waiting on price quotes for running electricity to Heritage Farm barn, but there could be additional impact costs from Potomac Edison up to \$8,000.
14. The previously discussed sidewalk concerns on Cobble Way are the property owner's responsibility. Six sections are raised and a trip hazard.
15. The Kubota ATV with plow has been ordered and is approximately 10 months out for delivery.
16. Town staff met with Parkside contractor, pavement company and Frederick County regarding completing the sidewalk, curb and gutters, and widening Biggs Ford Road. They are looking to get started shortly.

Commissioner Tom Gilbert expressed concerns with completing the MS4 projects in time. Director Birch and Manager Williams discussed the progress and advised the Town is still on pace to be completed in time.

Communications Specialist Ashley Bailey discussed the upcoming ribbon cutting at Corn Crib Boutique and that the phot contest award winners will be announced tomorrow.

Planning and Zoning Administrator Susan Hauver advised there will not be a meeting of the Planning Commission meeting on November 22<sup>nd</sup>.

Administrator Hauver is hoping to make good progress on the Comprehensive Plan and have a draft ready soon.

Town Manager Sean Williams advised the HVAC work started this week and all five AC units were replaced on the roof earlier in the week.

Manager Williams advised that the State of Maryland approved the Town's POS projects today for replacing the bathroom roofs at Community and Heritage Farm Park, along with improving the walking paths at Heritage Farm Park.

Burgess Weddle read the announcements.

Burgess Weddle requested a closed legal meeting pursuant to General Provisions Article §3-305(b) to consult with staff about pending or potential litigation and to consult with council to obtain legal advice.

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

Commissioner Mary Ann Brodie-Ennis discussed the possibility of GVAA football paying for the installation of solar lighting in the upper parking lot of Heritage Farm Park.

Commissioner Brodie-Ennis discussed the tree lighting ceremony scheduled for December 7<sup>th</sup>.

Commissioner Brodie-Ennis discussed an initial meeting with a parks planning company to discuss future potential growth of the Town's parks and a possible feasibility study.

Commissioner Brodie-Ennis attended a ghost tour presented by the Walkersville Historical Society.

Commissioner Michael Bailey discussed the next EDC meeting may be a zoom meeting. He also thanked Ashley Bailey for her work with the EDC.

Commissioner Bailey discussed a few thank you emails for the actions taken by the Commissioners at last meeting to provide funds for the school lunch programs.

Commissioner Bailey thanked the Veterans Committee for their work at the Veterans Ceremony.

Commissioner Gary Baker thanked Public Works for addressing a telephone pole on Green Street and making it safer.

Commissioner Baker noted that his family is not associated with the Stone property as previously suggested.

Commissioner Tom Gilbert requested the Town try to use Channel 99 as a way to communicate with citizens. Manager Williams advised the Town's IT company will be contacted to address the issue.

Commissioner Gilbert expressed concerns with the funds previously allocated to the Walkersville Middle School and High School because it is Frederick County Public School budget issue.

Burgess Weddle read the names of individuals that submitted emails to the Burgess and Commissioners. Those individuals were Douglas Sass, Andria Estridge, Karen Watson, Samuel Watson, Janice Smith, Arthur Kaufmann, Anne Rhodes, Roderick Ros, Daniel Rice, John Moldenhauer, Ann Moldenhauer, Lisa Tucker, Cynthia Diamondstone, Karen Miller, Peggy Schildt, Lu Ann Bankert, Kathryn Troupe, Cori Toms, Diane Lord, Jim Watson, Nina Berry, Tim Dodd, Mark Zewe, and Dale Troupe.

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

Janice Smith of 215 Heritage Court expressed concerns about not have multiple bid requests for the valve replacements of Maryland and Maple Avenue. There was a discussion regarding using the County contract for projects and obtaining multiple bids for projects.

Ms. Smith also asked the Commissioners if a decision to appoint someone to the open Commissioner seat had been made. Burgess Weddle noted that the appeal process is still in effect and comments regarding a potential special election would not occur until after November 28<sup>th</sup>.

Karen Watson of 231 Deerfield Drive thanked the Burgess and Commissioners for their work. Mrs. Watson expressed the need for good communication with citizens. There was a discussion on various types of communications and the challenges of providing information to various groups.

Mrs. Watson also inquired about the Frederick County Hazard Mitigation Plan. The plan is on the Town website for review.

Ann Moldenhauer of 258 Deer Run Drive expressed concerns over the agenda, listing Commissioner Vacancy Discussion.

Mrs. Moldenhauer agreed with the Code and Charter suggestions.

Mrs. Moldenhauer asked why the Town was paying for some sidewalk repairs. There was a discussion about the Maryland/Maple Avenue road, curb and gutter and sidewalk replacement project and some sidewalk repair would be paid for by the Town based on age.

Mrs. Moldenhauer expressed concerns over the Commissioners allocating funds to the school without more research and suggested a wait period before making a decision.

David Delisio of 311 Silver Crest Drive discussed recent changes the Town of Brunswick made to address abandoned properties and expressed concerns over blighted Town properties. There was a discussion on possible ways to address those concerns.

Don Schildt of 1 Glade Road provided a list of potential donations for groups that participated in the Veterans Ceremony.

Mr. Schildt expressed concerns over the amount of time it is taking for the Comprehensive Plan to get completed.

Mr. Schildt was disappointed with the lack of response from the Frederick News Post regarding the Veterans Ceremony.

Mr. Schildt had concerns with the sidewalk at Creamery Park on Glade Road.

Mr. Schildt discussed concerns with potential rezoning of properties and having time to dispute any such actions.

Thomas Gumphrey of 9 Georgetown Road expressed his desire for a potential skate park in Walkersville. There was a discussion about positive aspects of adding a skate park to the area.

Ron Layman of 24 W. Frederick Street noted that Santa Clause will be at the Manor House on November 27<sup>th</sup> and December 4<sup>th</sup> for pictures.

Commissioner Michael Bailey agreed there should be a “grace period” when allocating funds and read lunch program eligibility requirements for Frederick County Public schools. Commissioner Tom Gilbert disagreed with Commissioner Bailey.

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

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| • Fri., November 11, 2022       | <b>Town Office Closed</b> – Veterans Day       |
| • Mon., November 21, 2022, 7pm  | Economic Development Commission                |
| • Tues., November 22, 2022, 7pm | Planning Commission meeting?                   |
| • Wed., November 23, 2022       | NO Town meeting                                |
| • Thurs./Fri. Nov 24/25, 2022   | <b>Town Office Closed</b> - Thanksgiving       |
| • Tues., December 6, 2022, 7pm  | Board of Appeals, variance, 207 Zinnia Terrace |
| • Wed., December 7, 2022, 7pm   | Christmas Tree lighting, Creamery Park         |
| • Tues., December 13, 2022, 7pm | Planning Commission meeting                    |
| • Wed., December 14, 2022, 7pm  | Town Meeting                                   |
| • Mon., December 26, 2022       | <b>Town Office Closed</b> - Christmas          |
| • Tues. December 27, 2022       | NO Planning Commission meeting                 |
| • Wed. December 28, 2022        | NO Town Meeting                                |

Meeting adjourned at 8:45 PM.

Sean Williams, Town Manager