

MINUTES
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING
November 10, 2021

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, November 10, 2021, at 7:30 p.m. Those in attendance included Burgess Chad Weddle, Commissioners Mary Ann Brodie-Ennis, Tom Gilbert, Michael McNiesh, Michael Bailey and Gary Baker, Planning and Zoning Administrator Susan Hauver, Public Works Director Joseph Birch, Town Manager Sean Williams, and a total of 5 citizens. 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 Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Tom Gilbert to approve the Town meeting minutes of October 27, 2021. The motion passed by a vote of 4-0, with Commissioner Michael McNiesh abstaining.

2. AUDIT REVIEW – SEK, CPA & ADVISORS – ERIN CLARK

Erin Clark discussed highlights from the FY2021 Audit. She additionally answered questions generated during conversation. Copies of the reports were provided.

3. MANDATED BRIDGE REPAIR

Public Works Director Joe Birch informed the Burgess and Commissioners of a recent inspection conducted by Wilson T. Ballard for Frederick County involving two bridges within Walkersville that need repair. Some of the repairs are mandated requiring immediate attention. The estimated amount to fix both bridges totals \$58,000

Commissioner Tom Gilbert made a motion, seconded by Commissioner Michael Bailey to put the entire repair project for both bridges out to bid. The motion passed by a vote of 5-0.

4. WATER CUSTOMER APPEAL

Town resident Vaughn Zimmerman of 20 W. Frederick Street read a previously submitted letter regarding a water leak that occurred at his home earlier in the year and led to a high water bill. Mr. Zimmerman requested he be issued an estimated bill based on an average use of 18,000 gallons.

Commissioner Michael Bailey made a motion, seconded by Commissioner Mary Ann Brodie-Ennis to provide Mr. Zimmerman an estimated bill based on 18,000 gallons plus the assessment fee. There were several questions regarding water meters and the request for residents to contact our Water Administrator immediately if they are having trouble paying a bill. The motion passed by a vote of 5-0.

5. ACCOUNTS PAYABLE

Commissioner Tom Gilbert inquired about one payment from the general fund which paid for snow birds being added to the Whitmore Zimmerman building and one payment from the water fund covering the cost of refund to a citizen for overpaying their water bill.

Commissioner Tom Gilbert made a motion, seconded by Commissioner Michael Bailey to pay the bills submitted for the time period. The motion passed 5-0.

6. CHAD UPDATES, STAFF COMMENTS AND COMMISSIONER CONCERNS

Burgess Chad Weddle thanked the Veterans Committee and all the groups that participated in the successful Veterans Ceremony.

Town Hall will be closed tomorrow for Veterans Day

Public Works Director Joseph Birch provided updates on various projects.

1. The CL17 parts have been delayed. Once received, work will be coordinated with Control Systems 21 and PALL on the installation.
2. The Pennsylvania Drive water main replacement pre-bid meeting to be held 16th of November at 0900 at town hall.
3. The Spring Gardens Water Main projected estimate of work is 75% completed with prints being forwarded to Frederick County and Soil Conservation District for review, comments and signature.
4. Snow Bird installation at the Whitmore Zimmerman Building has been completed.
5. The two Large Metro Matrix display message boards have been ordered.
6. Dir. Birch continues working on pricing of a message board for Town Hall.
7. The two portable pole mounted Speed Limit indicators have been ordered.
8. The Community Garden plot work has been completed.
9. Director Birch received a quote for street sweeping the entire Town for \$4760.00 which would be 4 trucks and 2 days. This price does not include dump fees which are estimated to be around \$2000.00, but may not be needed. Burgess Weddle advised of scheduled yard waste dates, approved having the street sweeping occur, and requested the dates be close to the final yard waste pick up.
10. The concrete barriers at the end of Maryland Ave are the property of contractor. The contractors are waiting on material to complete the pole gate installation. There is no date as of yet for completion.
11. A Memorial Park upgrade drawing was provided to the Commissioners. Conversations have occurred with Don Schildt confirming what work needs to be completed at the park to extend the brick memorial.
12. 85 tons of salt was ordered to fill the salt bin at DPW.
13. Street signs were ordered for the Glade Town and Deerfield communities totaling approximately \$13,000 with plans to continue replacing all signs in the coming years.

Planning and Zoning Administrator Susan Hauver advised there will be a Board of Appeals case regarding a shed on December 7th at 7:30 PM.

Town Manager Sean Williams advised there will be interviews for Communications Specialist being held next week.

The HVAC plans for the Town Hall renovation should be completed by mid-December. Renovations will not occur until the start of 2022.

Bulk Trash will occur Saturday, November 20th and the list of unapproved items will be posted on social media as a reminder. Items that are not permitted will not be removed by Town Staff.

Commissioner Michael McNiesh had positive comments to make about the audit, mentioning the Town came in under budget during COVID and with lower taxes.

Commissioner McNiesh thanked the Veterans Committee

Commissioner McNiesh inquired if Code Enforcement has the ability to write parking tickets pointing out issues with vehicles parking on the grass at Heritage. It was agreed to have Code Enforcement cite the vehicles if the violations occur inside the Town park.

Commissioner McNiesh asked if GVAA has signed the building use agreement for the Whitmore Zimmerman building. Commissioner Brodie-Ennis advised GVAA has been given until December 1st to sign the agreement.

Commissioner McNiesh reminded citizens that door-to-door solicitors are required to have a peddlers permit and if they do not provide one, please call Town Hall or State Police after hours.

Commissioner Gary Baker requested the street sweepers be spot checked by public works, making sure the roads are being cleaned.

Commissioner Baker discussed the desire to have Town Meetings changed to 7:00 PM starting in January.

Commissioner Gary Baker made a motion, seconded by Commissioner Michael Bailey to have Town Meetings start at 7 PM starting in January. Other boards will make their own decision on start times. The motion passed 5-0.

Commissioner Mary Ann Brodie-Ennis discussed the Annual Tree Lighting at Creamery Park, December 1st but informed everyone that there will not be any cookies or hot chocolate this year.

Commissioner Brodie-Ennis advised she attended the Glade Towne HOA meeting and residents of Glade Blvd are requesting a speed bump be installed.

Commissioner Brodie-Ennis inquired if a porta potty had been placed at Community Park. It was confirmed that one has been installed at the park earlier in the week.

Commissioner Michael Bailey discussed a request from Sun Meadow to connect new street lights to existing Town street lights for an HOA managed park with the electric to be paid for by the Town. The request was met with resistance, but the suggestion of having the HOA install solar lights was suggested. Commissioner Michael McNiesh will obtain the solar light information from Public Works Dir. Birch for continued discussion with Sun Meadow.

Commissioner Bailey discussed the continued vandalism at Gilmore Trout Park, mentioned that part of the playground equipment is damaged, and requested additional surveillance of the park.

Commissioner Bailey had requests from users of the community gardens at Heritage Park to add additional spigots. There was a discussion of checking the amount of water used for the garden plots and possibly adding rain barrels.

Commissioner Bailey requested communications with GVAA and posting on social media rules about not parking on the grass at Heritage before towing vehicles.

Commissioner Tom Gilbert thanked the Veterans Committee for their work and Ron Layman for speaking at the Veterans Day Ceremony.

Commissioner Gilbert is irritated with the lack of coverage at the Frederick News Post.

Commissioner Gilbert requested the Town begin promoting the no left turn at Sandstone and MD 194 as Dollar General is getting close to opening.

Commissioner Gilbert mentioned that in the Parks minutes there was a statement that all meetings would begin at 7 PM and suggested removing the statement since that may not be the case.

7. PUBLIC COMMENTS AND CONCERNS/WATERSHED UPDATE

David Ennis of 118 Challedon Drive stated that Glade Town has street lights that were installed and are maintained by the HOA. A flat monthly fee is paid to Potomac Edision without assistance from the Town.

Ray Santullo of 139 Polaris Drive also recommended the use of solar lights to include motion sensors so they are not constantly on.

Mr. Santullo also expressed concern for individuals that park on the grass at Heritage Park because of potential contamination issues with the Town's water supply.

Shannon Amos of the Woodsboro/Walkersville News Journal thanked the Veterans Committee for the Veterans Day Ceremony and advised it will be covered in the upcoming printing.

Ron Layman of 24 W. Frederick Street advised the Scouts will be collecting food this Saturday for the Frederick County food banks.

Mr. Layman advised there will be an opportunity to take pictures with Santa on December 5th at the Manor House from 4-6 PM.

There is also a leak in the roof at the Manor House. Town Manager Williams was made aware and has a roofing company coming to look at the damage.

Commissioner Michael McNiesh asked if there is a water ban in effect during the day for new construction. Burgess Weddle confirmed that there is an exception for watering seeding at new construction locations.

Commissioner McNiesh inquired about the parking spots that were required to be built before Dollar General opened. Those required spots will need to be installed along with the no left turn on to Sandstone before the Town will approve the opening of the store.

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

- Thurs., Nov. 11 – Veterans Day – OFFICE CLOSED
- Thurs., Nov 25 and Fri., Nov 26 – Thanksgiving Holiday – OFFICE CLOSED
- Weds., Dec. 1, 7:00 – Tree Lighting at Creamery Park
- Sat., Dec. 4, 10:00am – 3:00pm – Christkindlmarket
- Tues., Dec. 7, 7:30 – Board of Appeals (if needed)
- Weds., Dec. 8, 7:30 – Town Meeting
- Tues., Dec. 14, 7:30 – Planning Meeting
- Fri., Dec. 24 – Christmas Holiday – OFFICE CLOSED

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

Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Michael Bailey for a closed meeting. The motion passed 4-1 with Commissioner Michael McNiesh in opposition.

Meeting adjourned at 9:25 PM.

Sean Williams, Town Manager