

MINUTES
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING
December 14, 2022

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, December 14, 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, Communications Specialist Ashley Bailey, and a total of 18 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 of November 29, 2022. The motion passed by a vote of 4-0.

2. FY2022 AUDIT REVIEW – SEK, CPAs & ADVISORS, ERIN CLARK

Erin Clark discussed highlights from the FY2022 Audit. She additionally answered questions generated during conversation. Copies of the reports were provided.

3. RESOLUTION 2022-02 FREDERICK COUNTY HAZARD MITIGATION PLAN

Burgess Chad Weddle discussed Resolution 2022-02 regarding the Frederick County Hazard Mitigation Plan. There was a minor grammatical change made to wording by Commissioner Gary Baker.

Commissioner Tom Gilbert made a motion, seconded by Commissioner Michael Bailey to adopt Resolution 2022-02 Frederick County Hazard Mitigation Plan with corrections. The motion passed 4-0.

4. ELECTION OF VICE PRESIDENT OF COMMISSIONERS

Commissioner Michael Bailey discussed a job opportunity that will result in the relocation of his family and need to resign his position as Town Commissioner effective January 31, 2023, but would be stepping down as Vice President of Commissioners immediately. Commissioner Bailey suggested appointing Mary Ann Brodie-Ennis as Vice President of Commissioners based on the vote totals from the 2021 election.

Commissioner Michael Bailey made a motion, seconded by Commissioner Gary Baker to appoint Mary Ann Brodie-Ennis Vice President of Commissioners. The motion passed by a vote of 3-0-1 with Commissioner Mary Ann Brodie-Ennis abstaining.

5. SPECIAL ELECTION UPDATE

Town Manager Sean Williams confirmed the proposed dates of the upcoming special election will occur on February 13, 2023 and Certificates of Candidacy will need to be submitted by January 17, 2023. There was additional discussion involving absentee ballots, certificates of candidacy and the great work by the Town's election supervisors.

6. RESOLUTION 2022-03 SPECIAL ELECTION TIMES

Burgess Chad Weddle read Resolution 2022-03 altering the times the polls will be open to 11:00 a.m. to 7:00 p.m. for any 2023 special elections

Commissioner Tom Gilbert made a motion, seconded by Commissioner Mary Ann Brodie-Ennis to introduce Resolution 2022-03 altering polling times. The motion passed 4-0.

7. DOLLAR GENERAL RELEASE OF FUNDS HELD IN ESCROW FOR PUBLIC IMPROVEMENTS

Planning and Zoning Administrator Susan Hauver noted the one-year warranty period is over for public improvements at Dollar General is over and recommended releasing \$2,556.75 being held in escrow. Public works is satisfied with the improvements.

Commissioner Michael Bailey made a motion, seconded by Commissioner Tom Gilbert to release \$2,556.75 in contingency funds to Dollar General. There was no discussion. The motion passed 4-0.

8. LETTER OF CREDIT REDUCTION AND ACCEPTANCE OF STREETS – LONGLEY GREEN

Planning and Zoning Administrator Susan Hauver discussed the completion of the Longley Green community and the request for the Town taking responsibility of the streets. Staff recommends taking responsibility of the roads and releasing \$287,139.03 in contingency funds.

Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Michael Bailey to release \$287,139.03 and hold \$84,190.75 in contingency funds for Longley Green. There was discussion for the need of a second motion to accept the streets, as well. The motion passed 4-0.

Commissioner Michael Bailey made a motion, seconded by Commissioner Tom Gilbert to conditionally accept the streets in Longley Green effective January 1, 2023. There was no additional discussion. The motion passed 4-0.

9. LETTER OF CREDIT REDUCTION AND ACCEPTANCE OF STREETS – SPRING VIEW ESTATES

Planning and Zoning Administrator Susan Hauver discussed the completion of the Spring View Estates community and the request for the Town taking responsibility of the streets. Staff recommends releasing a \$210,000 letter of credit for water taps, taking responsibility of the roads and releasing \$287,139.03 in contingency funds.

Commissioner Michael Bailey made a motion, seconded by Commissioner Mary Ann Brodie-Ennis to release \$210,000 to Spring View Estates for water taps. There was no additional discussion. The motion passed 4-0.

Commissioner Michael Bailey made a motion, seconded by Commissioner Gary Baker to conditionally accept the streets in Spring View Estates effective January 1, 2023. There was no additional discussion. The motion passed 4-0.

Planning and Zoning Administrator Susan Hauver discussed several additional letters of credit being held for Spring View Estate. There was no recommendation to reduce the \$333,281.10 being held for sediment and erosion control. There were recommendations to reduce Phase 1 by \$65,697 leaving \$27,336 in escrow, reducing Phase 2 by \$391,751.87 leaving \$23,558.84 in escrow, and reducing Phase 3 by \$330,895.45 leaving \$18,492.60 in escrow.

Commissioner Tom Gilbert made a motion, seconded by Michael Bailey to release \$65,697 for Phase 1 , \$391,751.87 for Phase 2, and \$330,895.45 for Phase 3 contingency funds for Spring View Estates. The motion passed 4-0.

10. EDC GRANT RECOMMENDATIONS REVIEW

Commissioner Michael Bailey discussed the four non-profit organization that applied for Rescue Fund grant money. Commissioner Bailey will provide copies of the recommendations to the Commissioners for review and future approval. The EDC is recommending \$10,000 for the Walkersville Highschool Boosters, \$20,749 for the Walkersville Rescue Company, and \$38,526.40 for the Walkersville Fire Company. Grant money may also be made available to local businesses in the future.

11. ACCOUNTS PAYABLE

Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Tom Gilbert to pay the bills submitted for the time period. The motion passed 4-0.

12. CHAD UPDATES, STAFF COMMENTS AND COMMISSIONER CONCERNS

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

1. The Spring Gardens water main installation is complete. Reseeding will occur in the Spring.
2. The new Vactron has been delivered and being used.
3. The Town is still waiting on the final plans for the Maple/Maryland Avenue project. Once received, bids will be requested after January 1st. There will be a pre-bid meeting scheduled two weeks after a notice and thirty days will be provided for submitting bids. Work to start in the spring of 2023.
4. Advanced Metering Reading (AMR), IT coordination is still needed between CUSI and LB Water. Once corrected, we can go live with the customer portal.
5. The Walkersville RR work at Devilbiss Bridge Road is now projected to start mid-April 2023 (School Spring Break).
6. The Town is waiting on Tele-Plus to install Key Pad and Key Card access for the new gate at Public Works. That work is currently scheduled for December 19th.
7. The new Gateway Signage will be installed by Shannon-Baum between Christmas and New Year's.
8. New Street Name Signage for Creek Side, Kenneth Drive and Glade Village is in, will install as weather and time allows.
9. Town staff completed the five Rain Gardens at Heritage Park
10. Roofs have been replaced at Heritage Park and Community Park Bathrooms.
11. The Maple Ave valve bolt replacement has been completed. A total of fourteen valves were replaced at a cost of \$23,872.00. The original cost estimate was \$35,000.00.
12. There has been no work on Biggs Ford Road since the week before Thanksgiving. No updates have been provided. There was a discussion over the lack of communication from the developer, what the rest of the project entails, and who will be responsible for the new sidewalks once installed.
13. Street Sweeping occurred on the 5th and 6th of December. An estimated 16 tons of material was removed by street sweepers.
14. There is a potential wintery mix event this Thursday. All roads will be sprayed with brine on Tuesday/Wednesday in preparation.

Planning and Zoning Administrator Susan Hauver noted FoodPro is looking at a property in Walkersville to potentially relocate, but noted it would require annexation. A joint meeting of the Planning Commission and Burgess and Commissioners will occur January 18th to discuss the topic.

Town Manager Sean Williams reminded citizens the Town is still looking to hire an Administrative Assistant and a Maintenance Technician.

Manager Williams discussed the continued renovation of Town Hall noting delays with the HVAC system along with a few other minor issues that will continue to delay renting out the second floor of Town Hall for activities.

Commissioner Gary Baker inquired if the senior group has used the Whitmore Zimmerman Building. Burgess Chad Weddle discussed concerns with the building and that the group would be waiting until the second floor of Town Hall was available.

Commissioner Gary Baker discussed sending out a letter to all homes in Town regarding the upcoming special election. Commissioner Baker also listed the various options available for filling Commissioner Bailey's upcoming vacancy; a special election, appointing a candidate from the last general Town election, appointing someone from Town, appoint the candidate that comes in second place at the special election, or elect a candidate from the special election.

Commissioner Mary Ann Brodie-Ennis thanked Town Staff and the Parks Commission for the Tree lighting event. She also thanked Town Staff regarding the audit, Burgess Weddle for suggesting the Town pay for hot chocolate at the tree lighting, and noted the Rain Garden look great.

Commissioner Michael Bailey thanked staff for the Tree Lighting ceremony.

Commissioner Bailey discussed next week's meeting of the EDC would focus on the potential of a Spring Festival to highlight Town businesses and trying to support businesses potentially trying to occupy blighted properties within Town.

Commissioner Bailey requested a letter be sent to Longley Green HOA to notify them during snow emergencies that vehicles may not remain parked on the street.

There was a discussion about advertising and expanding the EDC with two additional individuals.

Commissioner Tom Gilbert thanked Town Staff for work on the audit.

Burgess Chad Weddle read thank you letters to the Town from Walkersville High School and the Walkersville Historical Society.

Based on previous questions asked by citizens, Burgess Weddle advised the Town spent an average of \$900 over the last two general elections and \$7,197 in legal fees.

Burgess Weddle read through all announcements.

13. PUBLIC COMMENTS AND CONCERNS/WATERSHED UPDATE

Suzanne Koppanen of 210 Zinnia Terrace requested the Town consider purchase of the 12 acres for sale near Parkside and the bowling alley. The goal would be to keep the property as green space and possibly use the space for the future bike path.

Don Schildt of 1 Glade Road inquired about a possible drug program to be held at the schools. Commissioner Tom Gilbert explained the steps taken so far to hold such a program.

Mr. Schildt expressed concerns with absentee ballots as he will be out of Town. Manager Williams discussed absentee ballots and the ability to assign a designee if citizens are not able to physically vote at Town Hall.

Wayne Pan owner of 164 Polaris Drive discussed a water leak that resulted in an expensive water bill. Harvey Wilgus rents the property at 164 Polaris and paid the first high bill of \$470 but requested additional relief for the current high bill. The one-time reduction lowered the bill from \$2,160 to \$1,691. There was discussion on possible options. Manager Williams will obtain the exact amounts before a decision is made. There was a request by Commissioner Bailey for the last three regular water bills and the ability of Town Staff to provide a one-time reduction.

Ron Layman of 24 W. Frederick Street discussed upcoming Scout events at the Watershed. Mr. Layman requested additional parking at the Manor House due to the rain garden installation. There was also a discussion of use of the watershed by citizens and potential new signage to be placed at the Watershed.

David Toohey of 113 Hibiscus expressed a desire for the Town website to have email links for the various Commission chairs. There was a discussion on communication options and the Town will look in to email options.

Karen Watson of 249 Deer Run Drive inquired about the status of previous recommendations (removing elected officials, attendance) brought to the Burgess and Commissioners involving changes to the Town Charter and Code. Commissioner Mary Ann Brodie-Ennis discussed an interest in addressing those concerns in the coming year.

Mrs. Watson also discussed ranked voting and expressed a potential interest in appointing a candidate if ranked voting was used in the upcoming special election.

Ann Moldenhauer of 258 Deer Run Drive also discussed ranked voting and discussed the various options Commissioner Gary Baker previously discussed. She expressed interest in having a second election for Commissioner Bailey's seat when it becomes vacant.

Don Schildt expressed concerns with the Commissioners heavily discounting water bills.

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

- Mon., December 19, 2022 – 7pm EDC Meeting
- Mon., December 26, 2022 **Town Office Closed - Christmas**
- Tues., December 27, 2022 NO Planning Commission Meeting
- Wed., December 28, 2022 NO Town Meeting
- Mon., January 2, 2023 **Town Office Closed – New Year**
- Wed., January 4, 2023 – 7pm Parks Commission Meeting
- Tues., January 10, 2023 – 7pm Planning Commission Workshop
- Wed., January 11, 2023 – 7pm Town Meeting

Meeting adjourned at 9:06 p.m.

Sean Williams, Town Manager