

MINUTES
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING
August 12, 2020

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, August 12, 2020, at 7:30 p.m. Those in attendance included Burgess Chad Weddle, Commissioners Michael Bailey, Mary Ann Brodie-Ennis, Tom Gilbert, Michael McNiesh, and John Zimmerman, Planning and Zoning Administrator Susan Hauver, Public Works Director Bob DePaola, Town Manager Gloria Long Rollins, Communications Specialist Samantha Fowle, newly hired Town Manager Sean Williams, and 9 citizens. The meeting was also streamed on Facebook Live.

The meeting was called to order with the Pledge of Allegiance and a moment of silence for the victims of the gas explosion in Baltimore.

1. MINUTES

Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Tom Gilbert, to approve both the Town meeting minutes and the Closed meeting minutes of July 8, 2020. The motion passed by a vote of 5-0.

2. APPROVAL OF WMS AND ROCK CREEK SCHOOL LED SIGNS

Burgess Weddle reorganized the agenda to accommodate those in the audience. Ms. Hauver reported that the Board of Appeals has approved the size variance for the signage at the Walkersville Middle School and the Rock Creek School. Kori Purdum Matheis, President of Proffitt & Associates, requested the approval of the Burgess and Commissioners to have the signs be LED signs, each matching with the coloring and material of their respective school. The request is in reference to Zoning Ordinance § 88-14D (5) which states that *A flashing, blinking, or varying light intensity SIGN, or an animated SIGN involving motion or sound for INSTITUTIONAL USES is permitted with the approval of the Burgess and Commissioners.* Discussion ensued between Commissioners Bailey and McNiesh regarding the need for the signs to match the appearance of their respective buildings.

Commissioner Michael Bailey made a motion, seconded by Commissioner Mary Ann Brodie-Ennis, to approve the LED signs as presented for Walkersville Middle School and Rock Creek School. The motion passed by a vote of 5-0.

3. AWARD BID FOR DESIGN SERVICES FOR TOWN HALL OFFICE DESIGN

Ms. Hauver reviewed the memo from the Town Accountant. Commissioner Tom Gilbert compared the bids from the various bidders and noted that BFM Architects and Proffitt and Associates both come highly recommended.

Commissioner Tom Gilbert made a motion, seconded by Commissioner John Zimmerman, to award the bid for design services for the town hall office design to BFM Architects in the amount of \$46,046. The motion passed by a vote of 4-1, with Commissioner Michael Bailey opposed.

4. INTRODUCTION OF ORDINANCE 2020-08 CHANGES TO CHAPTER 51 PLANNING COMMISSION

Commissioner Michael Bailey reviewed the changes recommended to Chapter 51, Planning Commission. Wording and items as recommended by the Town Attorney were included. The ordinance, as introduced, will go back to the Planning Commission for their review. A public hearing will be held on the ordinance on September 9, 2020.

Commissioner Michael Bailey made a motion, seconded by Commissioner Michael McNiesh, to introduce Ordinance 2020-08 revising Chapter 51 of the Town Code, Planning Commission. The motion passed by a vote of 5-0.

5. INTRODUCTION OF ORDINANCE 2020-09- CHANGES TO CHAPTER 43 PARKS COMMITTEE

Commissioner Michael Bailey reviewed the changes recommended to Chapter 43 Parks Committee, changing the committee to a commission, defining roles and membership requirements. The ordinance, as introduced, will go back to the Parks Committee for their review. A public hearing will be held on the ordinance on September 9, 2020.

Commissioner Michael Bailey made a motion, seconded by Commissioner Michael McNiesh, to introduce Ordinance 2020-09 revising Chapter 43 of the Town Code, Parks Committee. The motion passed by a vote of 5-0.

6. INTRODUCTION OF ORDINANCE 2020-10 – CHANGES TO CHAPTER 26 CODE OF ETHICS

This ordinance was not introduced at this time.

7. UPDATE ON DESIGN OF SIDEWALK ALONG BIGGS FORD ROAD

Mr. Bob DePaola reported that the paving of Biggs Ford Road by Parkside is ready to go out to bid and he estimates it will be completed in 2 months. He also reported that the new water treatment has been operational for about a month, noting some slight problem with IT. Commissioner Bailey asked Mr. DePaola to please relay his thanks to Parks Maintenance Kelly Woods for the groundhog removal project.

8. PARK INFO AND DISCUSSION

Commissioner Mary Ann Brodie-Ennis reported the following discussions from the recent Parks Committee meeting:

- Community Park will have 3 new benches installed, thanks to 75% Program Open Space funds
- Parks Committee has gotten several requests for installation of a Pickleball Court. Discussion regarding if the court should be painted or taped on the existing tennis courts at Community Park. Ms. Brodie-Ennis also explained to the requestors that this is a beginning and we could possibly get POS funds for installation of courts in the future.
- Concerns discussed included a gentleman sleeping on the picnic tables at Creamery Park. She asked if the Resident Troopers could actively patrol the area more. There are trash issues, kids hanging out, and people entering the park after the hours that it is closed. Parks Committee decided that installing lockable gates would be a step to address the issues.
- Commissioner Brodie-Ennis reported that the new building at HFP is coming along and looking good. The bank barn stabilization project is under way. Discussion about using swipe cards for entry into the new building would track who enters and would be responsible for activities there.
- Commissioner Brodie-Ennis also expressed concern about the quality of the cameras at the park.
- She noted that the Bridge Dedication Ceremony for Kenneth Krom is scheduled for August 18, 2020 at 10:00 a.m. at the Walkersville Fire Company.
- Commissioner Brodie-Ennis noted that the Board of Appeals did an excellent, professional job last Tuesday.
- Ideas expressed regarding the shred event: since the event was full by 10 a.m., she suggested that the next one be held for Walkersville residents only and include those with the zip code 21793. She suggested moving it to the fire hall parking lot and checking id of people dropping off items to shred.

9. UPDATE ON TOWN MANAGER POSITION AND PUBLIC WORKS DIRECTOR POSITION

Mr. Sean Williams was introduced as the newly hired Town Manager. He will begin his position on August 17, 2020.

There was no update reported on the Public Works Director position.

10. COMMISSIONERS' CONCERNS

Commissioner Tom Gilbert reported a complaint from the fire hall that upon arrival in the Town Hall parking lot to utilize the recycling dumpster, it was not there. It was determined the individual came on the wrong Wednesday. The recycling takes place the 2nd and 4th Wednesdays of each month.

Commissioner Gilbert would like the Town to issue the budgeted donations to the Fire and Rescue companies immediately, rather than next June as has been the tradition.

Commissioner Gilbert would like to look into raising the review fees charged by the Town to those applying with plans that need to be reviewed by the Town engineers. Ms. Hauver will work on this.

Commissioner Michael Bailey, on behalf of a resident asking, would like to know the status of the crosswalk across Sandstone Drive. Staff will look into the requirements in the Uniform Traffic Control Devices manual to see if and where a crosswalk should be installed on Sandstone Drive.

Commissioner Bailey reported that people using the gardens at HFP have requested that J&J Trash be scheduled to come and pick up garden waste at the end of the season, in reference to the requirement that they clear their space then.

Commissioner Bailey asked if signs could be installed at HFP showing the distance of a loop and the name of the loop. Ms. Hauver will update the map of the paths of the park and the distances of each.

Commissioner Bailey requested that each commissioner, in advance of the next town meeting, drive their car at 25 mph on Port Circle and see if they feel this is a safe speed for that road.

Commissioner Michael McNiesh reported that a citizen has donated an Air Force flag to be flown beneath the US flag at the AGAR Memorial at HFP.

Commissioner McNiesh also expressed satisfaction at the good job done by the Board of Appeals last week.

11. ACCOUNTS PAYABLE AND UNAUDITED JUNE 2020 FINANCIAL STATEMENTS

Commissioner Tom Gilbert made a motion, seconded by Commissioner Michael Bailey, to pay the attached bills and approve the unaudited June 2020 financial statements.. The motion passed by a vote of 5-0.

12. COMMISSIONERS' CONCERNS (continued)

Burgess Weddle and Commissioner Brodie-Ennis reported on permission granted to a Mr. Gray to park his (medical transport) RV on the street in front of his house. Permission was granted several years ago but there was no time frame included in the permission. *Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner John Zimmerman, to allow Mr. Gray, resident of Gladetowne, to park his RV on the street in front of his house for as long as he resides there. The motion passed by a vote of 4-1, with Commissioner Michael Bailey opposed.*

Disability Insurance discussion:

Commissioner Tom Gilbert presented his research on the Long and Short-term disability proposal received unsolicited from one of the Town's insurance brokers. He recommended getting prices on short term policies for the 7/14 and 14/14 time periods. He would like to proceed with the Long-term disability insurance for employees now and then decide whether or not to provide Short term disability coverage.

Commissioner Michael McNiesh made a motion, seconded by Commissioner Tom Gilbert, to provide Long-term disability insurance for all employees at a cost of \$5,088 annually. The motion passed by a vote of 3-2, with Commissioners Mary Ann Brodie-Ennis and John Zimmerman in opposition.

Burgess Weddle read a thank you letter from the Walkersville Library Summer Lunch program, thanking the Town for their donation of funds to the program.

13. PUBLIC COMMENTS

Ron Layman, 24 W. Frederick Street, manager of the Town watershed, thanked the Town, on behalf of the Boy Scouts utilizing the property, for its support. He reminded everyone that the hearing at the Frederick County Board of Appeals will take place on Thursday, August 27, 2020.

Burgess Weddle reminded everyone of the following announcements:

- Bridge Dedication Ceremony in honor of Kenneth Krom, August 18, 2020, 10:00 a.m. at the Walkersville Fire Hall.
- Thurs., Aug. 27, 7:00 p.m. – Frederick County Board of Appeals hearing on the Walkersville watershed/Boy Scout camp
- Wed., Sept. 2, 7:30 p.m. – Parks Committee
- Tues., Sept. 8, 7:30 p.m. – Planning Commission
- Wed., Sept. 9, 7:30 p.m. – Town Meeting and Public Hearing on Ordinances 2020-08 and 09.
- Tues., Sept. 22, 7:30 p.m. – Planning Commission
- Wed., Sept. 23, 7:30 p.m. – Town Meeting

Commissioner Michael Bailey made a motion, seconded by Commissioner Michael McNiesh, to hold a closed legal meeting to discuss pending or potential litigation, the investment of public funds, and a personnel matter that affects one or more specific individuals. The motion passed by a vote of 5-0.

The next Town meeting will be Wednesday, August 26, 2020, 7:30 p.m.

Meeting adjourned at 8:45 p.m.

Gloria Long Rollins, Town Manager