

MINUTES  
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING  
October 14, 2020

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, October 14, 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 Sean Williams, Communications Specialist Samantha Fowle, and 8 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 was made for the Public Works employees.

1. MINUTES

*Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Tom Gilbert to approve the Town meeting minutes of September 23, 2020. The motion passed by a vote of 5-0.*

2. MS4 PRESENTATION

Andrew Tuleya of Arro Consulting discussed the upcoming annual report being submitted to the State of Maryland. Copies of the report will be made public and posted on the Town's website. There was a long discussion about the various ways to address water runoff. Future projects to address these concerns could total up to \$1.5 million dollars.

3. BOARD OF EDUCATION CANDIDATE / VOTING

Candidate David Bass accepted an offer to introduce himself. He is focused on the need to improve special education services in the county.

Burgess Chad Weddle discussed the need for voters to register, the location of early voting locations, ballot drop off locations, and in person voting on election day at Walkersville High School.

4. VETERANS COMMITTEE UPDATE

Donald Schildt discussed potential new future bridge dedications, the fixes made at Memorial Park, potential ideas for next years 9/11 event, and the Veterans Day Event. The event will still take place at Memorial Park at Five Points on November 8<sup>th</sup> beginning at 1 p.m.

5. PUBLIC COMMENTS AND CONCERNS / WATERSHED UPDATE

Donald Schildt requested the Town inquire about finical reports for any organization that is given a donation of \$1,000 or more, citing several recent cases in the news.

6. BIGGS FORD ROAD BID

Four companies submitted bids for the repaving of Biggs Ford Road. ECM Corporation provided the lowest bid of \$178,995.56. There was a discussion of potential concerns with ECM.

*Commissioner Tom Gilbert made a motion, seconded by Commissioner John Zimmerman award the paving of Boggs Ford Road to ECM. The motion passed by a vote of 4-1, with Commissioner Michael McNiesh in opposition.*

7. REQUEST FOR REDUCTION IN LETTER OF CREDIT – SPRING VIEW ESTATES

PHASE 1 - Susan Hauver Planning and Zoning Administrator discussed the request to reduce \$627,651.10 of the \$1,530,536.93 being held for storm drains, road surface courses, sidewalks, driveway aprons, light poles, and street trees.

*Commissioner Tom Gilbert made a motion, seconded by Commissioner Michael McNiesh to approve the request to reduce the funds for Phase 1. The motion passed by a vote of 5-0.*

PHASE 2 - Susan Hauver Planning and Zoning Administrator discussed the request to reduce \$682,275.88 of the \$1,499,973.09 being held for water lines, roads, curbs, gutters, sidewalks, driveway aprons, and street signs.

*Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Michael Bailey to approve the request to reduce the funds for Phase 2. The motion passed by a vote of 5-0.*

PHASE 3 - Susan Hauver Planning and Zoning Administrator discussed the request to reduce \$563,334.50 of the \$1,222,949.55 being held for water lines, roads, curbs, gutters, sidewalks, driveway aprons, and street signs.

*Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Michael Bailey to approve the request to reduce the funds for Phase 3. The motion passed by a vote of 5-0.*

#### 8. TREE STANDS AT WATERSHED

Previously discussed at last meeting, the verbiage on the Hunting Licenses does indicate that hunters using the Watershed property do so at their own risk. There was an additional discussion about the use of portable tree stands, but not artificial grounds blinds.

*Commissioner Michael McNiesh made a motion, seconded by Commissioner Michael Bailey to allow portable tree stands to be removed at the end of each day of hunting and artificial blinds are prohibited. The motion passed by a vote of 5-0.*

#### 9. SURVEY WATERSHED PROPERTY

Town Manager Sean Williams discussed two estimates for surveying the Watershed property in order to complete the needed site plan. One estimate was \$22,500, the other was \$36,200. There was a request to obtain at least one more estimate before making a decision to move forward.

#### 10. LONG TERM DISABILITY COST

Unum's previous long term life insurance estimate expired and they would no longer honor the price. Town Manager Sean Williams advised MetLife would honor the previously provided estimate of \$5088.

*Commissioner Tom Gilbert made a motion, seconded by Commissioner Michael McNiesh to spend up to \$5088 for long term health insurance for the Town's employees. The motion passed by a vote of 3-2, with Commissioner John Zimmerman and Commissioner Mary Ann Brodie-Ennis in opposition.*

#### 11. UPDATE ON PUBLIC WORKS DIRECTOR POSITION

Town Manager Sean Williams announced the hiring of Joseph Birch to become the new Publics Work Director / Water Superintendent. Mr. Birch is a Walkersville High graduate, spent time in the US Army, and has worked extensively for the City of Frederick. Mr. Birch will begin November 9<sup>th</sup>.

#### 12. ACCOUNTS PAYABLE

*Commissioner Tom Gilbert made a motion, seconded by Commissioner Mary Ann Brodie-Ennis, to pay the attached bills. The motion passed by a vote of 5-0.*

#### 13. LEASH LAW DISCUSSION

Burgess Chad Weddle discussed that Walkersville Code follows the Frederick County Animal Control Laws. Frederick County does not currently require dogs to be leashed. Burgess Weddle suggested signage placed at Town parks requiring dogs be kept on leash and persons can be removed by Town employees if not abiding by the park rules. Discussion continued, signage at the parks will be checked.

#### 14. COMMISSIONERS' CONCERNS

Public Works Director Bob DePaola discussed meeting with Walkersville Railroad company to discuss a future project involving the crossing at Fountain Rock next June. The funds to repair the crossing at Glade Road is no longer available.

Burgess Chad Weddle mentioned that Public Works will be completing the paths at Community park in the near future.

Planning and Zoning Administrator Susan Hauver advised the Board of Appeals will meet on November 3<sup>rd</sup> to review and adopt the minutes from the August hearings.

Planning and Zoning Administrator Susan Hauver advised the Planning Commission will only meet one time in November on the 17<sup>th</sup>.

Burgess Chad Weddle requested we consider altering the voting times back to the previous times for the upcoming election (2 p.m. - 7 p.m.)

Burgess Weddle requested we look at the Town Code of Frederick City and Frederick County and consider adopting that technology in the future. It will make searching and updating the Code easier, but will cost more.

Burgess Weddle advised that the Town Channel 99 is no longer functional due to technological issue. The Town can continue to explore other options, but will have to consider non-Comcast viewers.

Burgess Weddle suggested the Town consider government email for all Town employees and elected officials for security issues.

Burgess Weddle suggested a possible electric sign be placed in front of Town Hall for easier identification.

There was an extended conversation about potential ways to properly secure the new multi-use complex at Heritage Park. Electrical keypads, swipe technology and camera systems were all discussed. Research will be conducted and information shared.

Planning and Zoning Administrator Susan Hauver advised the need to advertise for an opening for the Planning Commission and possibly having an alternate.

Commissioner Mary Ann Brodie-Ennis discussed the work completed by Girl Scout Troop 81178 to improve the Chesapeake Bay. They picked up trash in the park and also painted trash cans that will be used next Spring. A certificate was presented to the Town in thanks for providing funds to complete the project.

Commissioner Michael McNiesh added a note about including Yard Waste pickup in the Talk of the Town until December 10<sup>th</sup>.

Commissioner Brodie-Ennis discussed the start of registration for the Holiday Toy Shoppe. Registration and donations can be made through the Glade Valley Community Services website.

Commissioner Michael Bailey thanks Town Staff for all the hard work.

Burgess Chad Weddle advised he would like to discuss personnel matters and potential future litigation in a closed meeting following the Town Meeting. Commissioner Michael McNiesh added that he would like to discuss a personal matter not for public information, as well.

*Commissioner Michael Bailey made a motion, seconded by Commissioner Mary Ann Brodie-Ennis, to have a closed meeting for the stated reasons. The motion passed by a vote of 5-0.*

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

- Tues., Oct. 27, 7:30 p.m. – Planning Commission
- Wed., Oct. 28, 7:30 p.m. – Town Meeting
- Wed., Nov. 4, 7:30 p.m. – Parks Commission
- Tues., Nov. 17, 7:30 p.m. – Planning Commission
- Wed., Nov. 18, 7:30 p.m. – Town Meeting

Meeting adjourned at 9:15 p.m.

Sean Williams, Town Manager