

MINUTES
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING
November 18, 2020

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, November 18, 2020, at 7:30 p.m. Those in attendance included Burgess Chad Weddle, Commissioners Mary Ann Brodie-Ennis, Tom Gilbert, John Zimmerman and Michael McNiesh, Planning and Zoning Administrator Susan Hauver, Retiring Public Works Director Bob DePaola and Public Works Director Joseph Birch, Town Manager Sean Williams, and 9 citizens. Commissioner Michael Bailey joined the meeting via telephone. 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 victims of COVID and Communication Specialist Samantha Fowle.

1. MINUTES

Commissioner Michael McNiesh made a motion, seconded by Commissioner Mary Ann Brodie-Ennis to approve the Town meeting minutes and Closed meeting minutes of October 28, 2020. The motion passed by a vote of 3-0, with Commissioner John Zimmerman abstaining.

2. AUDIT REVIEW – SEK, CPA's and ADVISORS – ERIN CLARK

Erin Clark discussed highlights from the FY2020 Audit. She additionally answered specific questions previously provided by Commissioner Gilbert and various additional questions that were generated during conversation. Copies of the reports were provided.

3. CROSSBOW HUNTING AT WATERSHED

There was a brief discussion regarding the use of crossbows at the Watershed. It was agreed to follow the Maryland State law and allow crossbow in addition to standard bows for hunting at the Watershed. Non-Resident Ron Schattenberg answered several questions about the positives of using a crossbow.

4. WATERSHED SURVEY ESTIMATES

It was previously suggested that a survey be completed of the Watershed property. There were three estimates obtained from Fox and Associates, MHG, and Vanmar Associates. Vanmar had the lowest estimate at \$22,500 and previously completed survey work on an adjoining property.

Commissioner Tom Gilbert made a motion, seconded by Commissioner Michael McNiesh to accept the survey estimate from Vanmar Associates to survey the Walkersville Watershed. The motion passed by a vote of 4-0.

5. VETERAN COMMITTEE UPDATE

Donald Schildt discussed the recent Veterans Day ceremony and thanked the Burgess and Commissioners for the support. Mr. Schildt requested a potential increase to their budget as the price for the hats has increased. Burgess Chad Weddle also wanted to thank the Fire and Rescue Companies for helping block streets during the November 8th event.

6. PUBLIC COMMENTS AND CONCERNS / WATERSHED UPDATE

There were no public comments or concerns brought forward by those attending.

7. INTRODUCTION OF JOSEPH BIRCH – PUBLIC WORKS DIRECTOR / WATER SUPERINTENDENT

Burgess Chad Weddle introduced Joseph Birch who will be replacing retiring Public Works Director and Water Superintendent, Bob DePaola January 1st. Mr. Birch thanked the Burgess and Commissioners for the opportunity to work for the Town.

8. CODE ENFORCEMENT UPDATE

Burgess Chad Weddle advised Officer Donny Strawsburg gave notice to leave as the Town Code Enforcement Officer. Mr. Strawsburg will remain on call and assist the Town until a replacement officer can be found. Burgess Weddle advised the Town may look to find two part-time enforcement officers and could include closing Heritage Farm Park as one of the job duties.

9. TOWN HALL SERVER

There was a discussion about having the Town Hall server replaced by CES at the cost of \$14,105.07. Commissioner Michael McNiesh requested additional estimates are obtained for the recommended hardware.

10. COVID UPDATE

Burgess Chad Weddle advised the Town is trying to avoid closing Town Hall to residents and requested bills be paid via the drop box outside the front door when possible. Those wishing to pay by credit card will still need to come to Town Hall and pay in person. The Town staff is also discussing the potential need to stagger the maintenance and water operator shifts, if needed.

11. 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 4-0.

12. COMMISSIONERS' CONCERNS

Commissioner Michael McNiesh requested an updated budget report for current fiscal year spending

Commissioner Mary Ann Brodie-Ennis discussed change orders #3 and #4 from Fitzgerald Heavy Timber Construction for restoration work on the Barn at Heritage Park. Change Order #3 dealt with repairing the cantilevered floor joists and totaled \$14,450.75. Change Order #4 was for replacing the old gutters and totaled \$3,844.62. This order was approved by Burgess Weddle prior to the meeting.

Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Michael McNiesh to approve the Change Order and pay Fitzgerald Heavy Timber Construction \$14,450.75. The motion passed by a vote of 3-1, with Commissioner John Zimmerman in opposition.

Commissioner Brodie-Ennis announced the Parks Commission will be having a "Light Up Walkersville" contest for Walkersville residents and businesses to decorate for the holidays. There will be ballot locations for residents to vote for their favorite displays.

Commissioner Brodie-Ennis requested a discussion of the GVAA Facilities Agreement at the December Town Meeting.

Commissioner John Zimmerman asked Public Works Director Bob DePaola when the plastic would be removed from the storm drains at the Parkside development.

Commissioner Zimmerman also asked Dir. DePaola about the upcoming meeting with ECM regarding the paving project that will be completed on Biggs Ford Road. That meeting is scheduled for November 19th.

Commissioner Tom Gilbert inquired when ECM would begin working on Biggs Ford Road. The start date will be a discussion at the November 19th meeting.

Commissioner Gilbert wanted to remind the Town that the final Yard Waste pickup will be extended until December 10th.

Commissioner Gilbert wanted to remind the Town that Bingo at the Fire Hall will be cancelled for the remainder of 2020.

Burgess Weddle advised the Town that Yard Waste will be picked up on Friday, November 27th instead of Thursday, November 26th due to Thanksgiving.

Town Manager Sean Williams explained Bulk Recycling will NOT be occurring on November 25th due to the holidays.

Manager Williams advised all Town staff, Burgess and Commissioners will be receiving new email addresses ending in @walkersvillemd.gov.

Manager Williams reminded everyone that street sweeping will occur (barring any weather-related delays) on Monday, November 23rd and Tuesday, November 24th. A map of the streets being covered was shared on the Walkersville Facebook page. There was a request made to keep vehicles off the street, pick up the leaves from your yard, and keep the storm drains clear.

Commissioner Michael Bailey addressed the concern of two street lights on Sandstone Drive near Rutters are not working. Public Works Director Bob DePaola advised the Town is aware of the damage, that it was caused by an outside agency, and they are working on fixing the issue.

Commissioner Bailey requested the Town repost on social media the information provided by Frederick County for Business Grants due to COVID.

Planning and Zoning Administrator Susan Hauver advised the Dunkin Donuts plans have been signed by Frederick County and are currently in signature review with the Town.

Administrator Hauver also advised the Dollar General's site plan has been received and will be reviewed by the Planning Commission in January.

Public Works Director Bob DePaola advised work was completed on Well Pump #2.

Director DePaola advised Crum Water Tower was drained. It will be cleaned and painted over the next two weeks.

New Public Works Director Joe Birch advised there were several items discarded during the Bulk Trash event that needed to be removed by Town Staff.

Commissioner Michael McNiesh requested Code Enforcement look at leaf removal / blown grass in the street violations prior to the street sweeping next week.

Commissioner McNiesh requested a future discussion about the fencing at Heritage Park.

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

- Thurs., Nov. 26 and Fri., Nov 27 – Thanksgiving – OFFICE CLOSED
- Weds., Dec. 2, 7:30 – Parks Meeting
- Tues., Dec. 8, 7:30 – Planning Commission
- Weds., Dec. 9, 7:30 – Town Meeting
- Fri., Dec. 25 – Merry Christmas! – OFFICE CLOSED
- Fri., Jan. 1, 2021 – Happy New Year! – OFFICE CLOSED
- Tues., Jan 5, 7:30 – Board of Appeals (if needed)
- Weds., Jan. 6, 7:30 – Parks Meeting
- Tues., Jan. 12, 7:30 – Planning Workshop
- Weds., Jan 13, 7:30 – Town Meeting

- Tues., Jan. 26, 7:30 – Planning Commission
- Weds., Jan. 27, 7:30 – Town Meeting

Meeting adjourned at 8:43 p.m.

Sean Williams, Town Manager