

MINUTES
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING
November 12, 2014

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, November 12, 2014, at 7:30 p.m. Those in attendance included Burgess Ralph Whitmore, Commissioners Gary Baker, Debbie Zimmerman, Chad Weddle, and Russ Winch; Planning and Zoning Administrator Susan Hauver, Public Works Director Robert DePaola, Town Manager Gloria Long Rollins, 4 citizens, Kelsey Loos of the Frederick News-Post, and Ken Kellar of the Woodsboro Times. Commissioner Donald Schildt was absent.

The meeting was called to order with the Pledge of Allegiance and a prayer.

1. MINUTES

Commissioner Debbie Zimmerman made a motion, seconded by Commissioner Russell Winch, to approve the Town meeting minutes of October 22, 2014. The motion passed by a vote of 4-0.

2. AUDIT REPORT

Ms. Terri Shoemaker-Kreit, CPA, representing the audit firm of Smith, Elliott, Kearns & Co., reviewed the Town's audited financial statements with the Burgess & Commissioners and citizens. She reported that the auditors' opinion is clean and unmodified, that the financial statements present the Town's financial position fairly. She reviewed various pages of the report, pointing out the strong financial position of the Town as follows:

- Pg. 19, noted the Balance Sheet is very strong with Total Assets in the amount of \$19,105,264, Total Liabilities of \$440,966, and an Unrestricted Net Position in the amount of \$7,564,185.
- Pg. 20, Statement of Activities shows a Change in net position of \$679,943.
- Pg. 47, General Fund – Statement of Revenues and Expenditures – Budget and Actual, indicates a positive variance of revenues over budget in the amount of \$67,587.
- Pg. 48 and 49, General Fund – Statement of Revenues and Expenditures – Budget and Actual, indicates a positive variance of Total Expenditures under budget in the amount of \$925,215. Also included on pg. 49 is the Excess of Revenues over Expenditures in the amount of \$992,802.
- Pg. 50, Water Fund – Statement of Revenues and Expenditures – Budget and Actual, a Net (Loss) on the Budgetary basis in the amount of \$218,219. When the loss is adjusted for depreciation in the amount of \$151,725, and Capital outlay of \$401,240, Net income GAAP basis in the amount of \$31,296 results.

3. CONSIDER NEW ORDINANCE FOR WIRELESS TELECOMMUNICATIONS

Burgess and Commissioners received an ordinance template sent by our telecommunications consultants for their review. Technology and the telecommunications industry has been through many changes since Chapter 86, Wireless Telecommunications Siting Ordinance was adopted in April 2002. More research and review of the changes is needed before decision to introduce a new ordinance.

4. ACCOUNTS PAYABLE AND SEPTEMBER 2014 FINANCIAL STATEMENTS

Commissioner Chad Weddle made a motion, seconded by Commissioner Russell Winch, to pay the attached bills and accept the September financial statements. The motion passed by a vote of 4-0.

5. COMMISSIONERS' CONCERNS

Commissioner Chad Weddle thanked Commissioner Donald Schildt, in absentia, for all of his hard work on the Veterans Day ceremony. Burgess Whitmore thanked Sherrie Kline for all of her behind-the-scenes contribution to the day.

Burgess Whitmore passed out a sample ordinance from the city of Parkersburg, WV, provided by Parkersburg Planner Jack Whitmore. It is an ordinance that provides a process for fining property owners who neglect and leave their properties vacant. More consideration and research will be done on the Maryland legalities of enacting a similar ordinance for Walkersville.

Burgess Whitmore proposed altering the regular holiday schedule to provide for the Friday after Christmas as an additional holiday for staff.

Commissioner Debbie Zimmerman made a motion, seconded by Commissioner Russ Winch, to dismiss the staff at noon on Wednesday, Christmas Eve and adding Friday, the day after Christmas as an additional holiday. She also proposed dismissing staff at noon on Wednesday, New Year's Eve as well, but January 2nd remains a regular work day. The motion passed by a vote of 4-0.

Commissioner Debbie Zimmerman reminded everyone of the Town's tree lighting festivities on Wednesday, December 3rd at 7:30 p.m. in Creamery Park.

Commissioner Debbie Zimmerman noted that the Parks Committee will meet on November 19th and the meeting will include a presentation by Eagle Scout Nick Winch.

Susan Hauver announced that the Planning Commission meeting schedule will be November 18th and December 16th, earlier than normally scheduled due to the holidays.

6. CITIZENS' QUESTIONS AND CONCERNS

Mark Simmons, of Sun Meadow, requested some relief from his 110K gallon water bill. Burgess Whitmore explained the Town's policy of offering a one-time recalculation of high bills at the industrial rate, which reduces the bill by about 1/3. Mr. Simmons agreed to the policy and the bill will be recalculated.

The meeting adjourned at 8:05 p.m.

Respectfully submitted,

Gloria Long Rollins
Town Manager