

MINUTES
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING
October 26, 2016

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, October 26, 2016, at 7:30 p.m. Those in attendance included Burgess Chad Weddle, Commissioners Gary Baker, Mary Ann Brodie-Ennis, Donald Schildt, Russell Winch, and Debbie Zimmerman, Planning and Zoning Administrator Susan Hauver, Town Manager Gloria Long Rollins, Public Works Director Bob DePaola, Code Enforcement Officer Andy Dewese, Kelsi Loos of the Frederick News Post, auditors from Smith, Elliott, & Co., and 10 citizens.

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

1. MINUTES

Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Gary Baker, to approve the Town meeting minutes of October 12, 2016. The motion passed by a vote of 4-0-1, with Commissioner Debbie Zimmerman abstaining.

2. DELEGATE VISIT

Burgess Weddle welcomed Delegate Kathy Afzali to share a few minutes with the citizens and officials at the Town meeting. Ms. Afzali handed out information from the Governor's budget affecting Walkersville, which included Highway User Revenue in the amount of \$53,148 and a Capital Grant in the amount of \$136,604. In addition, the report included reference to the Walkersville Library construction funding to Frederick County in the amount of \$1,000,000. She is our delegate and the Frederick County Delegation Chair. She invited all to attend the delegation public hearing at Winchester Hall on December 3rd, 10:00 a.m. She is here to help and to listen. She encouraged people of local non-profits to call her for information on matching grants.

3. VERIZON PRESENTATION/APPROVAL OF REPLACEMENTS

Ms. Cee Cee Middlebrooks, Advantage Engineers, contractor for Verizon, reviewed the plan to swap out the 12 antennas and 3 radio heads on the Crum Road water tower. Structural and mapping was done and approved by engineer Robert Newman and consultant Jackie Hicks with Center for Municipal Solutions. Center for Municipal Solution's recommendation letter was reviewed by the commissioners.

Commissioner Russell Winch made a motion, seconded by Commissioner Donald Schildt, to approve the consultants' recommendation with considerations and conditions for the Verizon modification on the Crum Road water tower. The motion passed by a vote of 5-0.

4. AUDITED FINANCIAL STATEMENT PRESENTATION BY AUDITORS

Ms. Erin Clark, audit supervisor at Smith, Elliott, & Co., reviewed the Town's audited financial statements and noted the auditors have issued a clean opinion, which is the best you can get. She reviewed the Management Discussion and Analysis and highlighted several of the statements. She referenced page numbers as she went through the pages as follows: pgs. 1 & 2 – Independent Auditors report with management and auditor responsibilities explained, pgs. 3-17 – the MD&A written by management for your reading enjoyment, pg. 18 – Statement of Net Position, divided into Governmental Activities and Business-type Activities and Total, showing total assets of \$21,144,688, total liabilities of \$1,239,962, with a total net position of \$19,845,269. Of that amount, the Governmental Activities comprises \$14,812,099 and the Water Fund shows \$5,033,170, with the unrestricted amounts being \$7,493,813 in the General Fund and \$1,090,007 in the Water Fund for a total unrestricted of \$8,583,820. Pg. 19 is the Statement of Activities, essentially and income statement. Ms. Clark reviewed the expenses and revenues, in detail, resulting in positive Change in net position in the General Fund of \$787,174 and the Water Fund of \$152,967. She then reviewed the modified accrual statements supporting the previously reviewed numbers. Notes to the Financial Statements continue for pages 28-48, noting there are no new implemented requirements such as GASB 68 from last year. Then Statement of Revenues and Expenditures Budget to Actual for the General Fund and the Water Fund are presented as supplementary

information and are the most informational when reviewing the town's financial position. Copies of the audit and recording of the presentation are available for any interested citizens to review upon request.

5. DECISION ON BROCHURE

The Burgess and Commissioners reviewed the layout of the Experience Walkersville Businesses and Areas of Interest brochure. The Town invested \$2,000 for the preparation of the brochure as a project of the Economic Development Committee. Commissioner Donald Schildt would like to see all the businesses on the brochure, not just the walk in type businesses for visitors. Commissioner Mary Ann Brodie-Ennis would like to have no repetition of numbering, even though they are different colors. They also questioned if this was the actual size of the brochure and if the map of the entire town could be included. Sounds like someone is going to have quite a chore revamping this. Burgess Weddle asked commissioners to take the brochure home and review and come back to a November meeting with their input as to how they would like to modify it.

6. 125th ANNIVERSARY AND FIREWORKS FUNDING

Burgess Weddle reviewed the preliminary schedule of events for the 2017 celebration of the Town's 125th Anniversary:

- April 4, actual date of the Walkersville Charter signing, with Charter reenactment at Town Hall
- Writing contest and poster contest for Walkersville schools
- May 13, Town clean up day before Walkersville Day
- May 20, Walkersville Day with special events at Town Hall, including Historical Society offering walking tours of the Town
- May 27, rain date for Walkersville Day
- June, Ecumenical church events
- July 3, in conjunction with Walkersville Firemen's Carnival, Town Parade
- July 4, rain date for parade
- Fireworks in conjunction with Firemen's carnival
- July, Best Decorated House in Red, White, and Blue contest
- August, scavenger hunt and geo-caching activities
- September 9, Heritage Farm Park family event, with decorated bike contest, vendors, picnic
- October 28, Ghost Tours, scary Walkersville history
- November 12 – Veterans' Day ceremony
- November 18, period costume contest and beard contest
- December 1, Annual Christmas tree lightening
- December 2, Christkindlesmart
- December 9, rain date for Christkindlesmart

Vaughn Zimmerman, representing the Walkersville Fire Company, reported the 4th of July, 2017 is on a Tuesday, so we will be scheduling our parade and fireworks so as not to conflict with the activities in Frederick. Details will be forthcoming. There will be major floats and participation, if the 100th is an indicator. They will need some additional prize money to entice good bands to participate. They plan to start early and get a good turnout.

Commissioner Donald Schildt mad a motion, seconded by Commissioner Debbie Zimmerman, to authorize \$10,000 be budgeted to be spent between the parade and the fireworks at the discretion of the 125th Anniversary committee. (Prior to the vote, Burgess Weddle disclosed the relationship and membership of each commissioner and himself, to the Walkersville Volunteer Fire Company, in accordance with any conflicts perceived) The motion passed by a vote of 5-0.

The next meeting of the 125th Anniversary committee is November 19th at 9:00 a.m. The committee is taking off the month of December and holding the next meeting on January 21st at 9:00 a.m.

7. ACCOUNTS PAYABLE

Commissioner Debbie Zimmerman made a motion, seconded by Commissioner Gary Baker, to pay the attached bills. The motion passed by a vote of 5-0.

8. COMMISSIONERS' CONCERNS

Commissioner Donald Schildt reported that the Veterans' Day program is done. 240 bricks have been placed in the memorial and he will be calling all the purchasers to remind them to attend on Sunday, November 13th at 1:00 p.m.

Commissioner Donald Schildt announced the horse farm has been sold and asked should we consider asking them to be annexed into the Town. There was no response.

Commissioner Mary Ann Brodie-Ennis reported the town's Green Team meeting was held Monday, October 24th, at 6:30 p.m. and Mike Hunninghake, Program Manager, Sustainable Maryland, attended to give input and direction to the committee. The next meeting will be held Monday, November 7th at 6:30 p.m. at the Town Hall small conference room.

Ms. Brodie-Ennis asked the status of the Hoke Rope vs. speed bump status. Nothing reported.

Ms. Hauver gave an update on the HFP building FRO (Forest Resource Ordinance) options: 1) pay a fee in lieu of planting of \$2,005, 2) negotiate a fee with an existing approved Forest Bank, estimated fee \$1,900., or 3) plant trees (forest) to achieve the required acreage with these requirements: record an easement in the park or offsite around the new forest established, minimum easement 0.35 acres, develop, submit and have approved by the County a Forest Stand delineation/Preliminary Forest Conservation Plan and Final Forest Conservation Plan, submit a Forest Improvement and Protection Agreement, record a deed of Easement/Maintenance Covenants and Agreement with metes and bounds of the forest easement, provide a financial guarantee (\$3,357.45), and plant the trees, fencing, signs, etc. at an estimated cost of \$7,357.45.

Commissioner Debbie Zimmerman expressed her intense opposition to Option 3 which makes a huge mess in the park and looks terrible and is the most expensive option. *Commissioner Debbie Zimmerman made a motion to go with Option 1, pay a fee of \$2,005, in lieu of planting a forest. The motion died for lack of a second.*

Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Russell Winch, to go with Option 3, in the amount of \$7,357.45, with these requirements: record an easement in the park or offsite around the new forest established, minimum easement 0.35 acres, develop, submit and have approved by the County a Forest Stand delineation/Preliminary Forest Conservation Plan and Final Forest Conservation Plan, submit a Forest Improvement and Protection Agreement, record a deed of Easement/Maintenance Covenants and Agreement with metes and bounds of the forest easement, provide a financial guarantee (\$3,357.45), and plant the trees, fencing, signs, etc. The motion passed by a vote of 4-1, with Commissioner Debbie Zimmerman in opposition.

Mr. DePaola reported the price obtained on a speed sign on a trailer with 15" numbers and a strobe is \$8,160 from Tapco and \$11,563 from Speed Alert. He is still researching the cost of the Hoke Rope. *Commissioner Donald Schildt made a motion, seconded by Commissioner Gary Baker, to purchase the speed sign from Tapco for \$8,160. The motion passed by a vote of 5-0.*

Burgess Weddle reviewed upcoming dates and announcements.

9. CITIZENS' QUESTIONS AND CONCERNS

Ron Layman, 24 W. Frederick Street, introduced Eagle Scout presentation by Gage Solano. Scout Solano proposes to drill a well at Walkersville Watershed for use by the Scouts when they camp there. He stressed the need for running water and estimates the cost to implement it at \$5-8K. He plans to apply for a grant from the Delaplaine Center, and explore State, church, and health department funding.

Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Russell Winch, to approve the concept of drilling a well at the watershed, with the understanding that further exploration of the legal requirements to do so would be completed by the Scout. The motion passed by a vote of 5-0.

It was also noted that a formal agreement with the Boy Scouts of America needs to be devised for their continued use of the watershed for their camping and scouting projects.

Delegate Kathy Afzali noted that MD State Highway is planting trees in road right of ways all over Frederick County and perhaps they could provide the Town trees needed for their forestry planting. She will help with whatever she can. She also intimated that the funding for the Boy Scout well may qualify for State funding as well, it will be explored.

No further business, so the meeting adjourned at 8:45 p.m.

Respectfully submitted,

Gloria Long Rollins
Town Manager