

MINUTES  
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING  
March 22, 2017

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, March 22, 2017, 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, Public Works Director Bob DePaola, Town Manager Gloria Long Rollins, Ken Kellar of the Woodsboro Times, and 5 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 Russell Winch, to approve the Town meeting minutes of March 8, 2017. The motion passed by a vote of 4-0-1, with Commissioner Donald Schildt abstaining.*

2. ARRO PROPOSAL FOR HFP BUILDING

Ms. Rollins reviewed the proposal for management of the HFP building project. ARRO proposes professional services for 3 tasks as follows:

- A. Supplement Design Services & Forest Conservation \$22,721.19
- B. Bidding Services \$ 4,996.44
- C. Construction Services \$17,064.13

The proposal is a time and expense not to exceed fee in lieu of a lump sum fee and each task is separately authorized.

*Commissioner Debbie Zimmerman made a motion, seconded by Commissioner Russell Winch, to enter into the agreement per the ARRO proposal. The motion passed by a vote of 5-0.*

3. UPDATE ON COMCAST MEETING

Ms. Rollins reported on working with Comcast to get service to the shop and water plant that supports the new security cameras. In addition, Comcast is preparing a proposal to install new office phones and service at the Town Hall.

4. PLANNING PROJECTS UPDATE

Ms. Hauver presented the status of all the development projects in the Town of Walkersville as follows:

**The Glades—Staley, plan for 21 townhouses submitted (needs to be reduced to 20)**

Staff comments sent to applicant, 2/2017

**Mill Run—Ausherman, 22 single family lots**

Plats recorded, road, utilities in place. House construction underway.

Permits issued on 4 lots, including model home/office

Guarantees in place, easements recorded

**Bell Property—Woodsboro Pike LLC (Pleasants), 103 single family lots**

Preliminary subdivision plan signed: 11/18/14 Extension granted 11/22/16

Improvement plans approved and signed

To do: Submit PWA, letters of credit, easement documents for approval by B&C

Purchase water taps

Submit final plats for review, approval and recordation

Agreement with Frederick County to extend water/sewer across Fountain Rock Park & provide water to the park & 2 houses (Completed, signed?)

Entrance agreement with BOE

**Parkside—Graham/Verdant Development, 24 single family lots;**

Preliminary subdivision plan signed: 5/7/15 Expires: 5/7/17

Improvement plans: Approved, signed 6/8/16; Revised plans approved 10/25/16 to accommodate lot line changes (to preserve the existing farmhouse)

Plats approved, 10/25/16

To do: PWA, water tap purchase agreement, and deed for Outlot C conditionally approved 10/12/16, need to be signed.

Purchase water taps

HOA documents reviewed by PC, need revisions

Need easement documents submitted, reviewed, recorded before plats are recorded

**Century Center—Currently owned by United Bank (No. Va), 29 industrial lots**

Issues:

Subdivision plan must be revised—lots cannot have any part of the 100-yr floodplain. A couple of the lots need to be re-sized to meet minimum 2 acre in accordance with Code (lots in industrial subdivisions with open section streets)

Annexation agreement requires road improvements to be complete within 7 years of agreement—September 2017.

May want to re-negotiate required water improvements (connection to Frederick City across the Monocacy) in light of plans to construct water treatment plant

Required to build Richard Winn Way, but Town might want it done in conjunction with Sheetz re-build. Sheetz will contribute, currently under discussion.

**Sheetz Store Replacement**

Currently under construction. New store to open this summer, gas pump replacement to follow.

**Sheetz/CSI – development of Lot behind Sheetz store for office building and parking of 3 trucks**

Concept plan submitted. PC 11/22/16

*Issue: Richard Winn Lane, Fountain Rock Rd entrance right-turn-in/right-turn-out*

**Walkersville Library**

Currently under construction. Need permit for construction trailer.

Tap fee paid. SWM easement obtained and recorded.

**Calvary Assembly of God accessory building & daycare**

No recent activity.

Need more detailed site plan for accessory building, per PC 5/16.

Church is investigating feasibility of opening a daycare

**Walkers Village Shopping Center – possible subdivision**

Preliminary plan and plat submitted to subdivide the 2 story retail/office building.

Conditional approval granted, 2/28/17.

Cross access agreement currently under review by Town attorney.

**Heritage Farm Park Building**

Agreement to have ARRO complete the site plan and prepare the forest conservation plan needs to be signed. FRO plan is for this project as well as the Water Treatment Plant site plan.

**Walkersville Water Treatment Plant Addition Plat**

Plat approved. Chad is getting Town and Fire Co signatures, plat recordation and deed preparation to follow by Town engineer.

**Walkersville Water Treatment Plant Site plan**

Plans submitted for review. Staff comments sent to applicant.

Needs to be reviewed and approved by the Planning Commission.

**Walkers Overlook**

Site plan submitted. Need trip generation numbers for SHA/Town engineer review.

Phase 1 site plan on PC agenda 3/28/17.

**Rutter's Store/gas station (site of former Exxon)**

Concept plan submitted. Reviewed by PC on 2/28/17.

Traffic study submitted, March 2017.

**Former Walkersville Market**

Wine vendor vacated. Whysall Photography approved as new tenant, 2/28/17.

**Walkersville Self Storage** Site plan to expand?—no recent activity.

**Richard Winn Lane**

Construction in association with Sheetz development currently under discussion.

**Monocacy Scenic River Plan**

Currently being revised. Final draft will be forwarded by the Town for consideration.

**Livable Frederick (County vision statement/plan)**

County staff preparing, holding preliminary meetings/presentations. Draft to be forwarded to Town.

**Design Manual Update**

Need to set up meeting with Public Works Director Depaola, Commissioner Winch, PC Rep Ennis, ARRO

5. UPDATE ON 125<sup>th</sup> ANNIVERSARY

Burgess Weddle reviewed the upcoming events for the Town's 125<sup>th</sup> Anniversary celebration as follows:

April 4 (Tues.) 7:30pm – Reenactment of Charter signing at Town Hall with government officials

May 13 (Sat.) – Town Cleanup day

May 20 (Sat.) – Walkersville Day 8:00 – 4:00/ Walking Tours 9:00 – 3:00

May 27 (Sat.) Noon – 4:00 – Youth Day at Community Park w/Cub Mudder

June TBA – Ecumenical Service

July 3 (Mon.) 9:30pm – Fireworks at carnival grounds (20-25 minute show)- Rain Date Weds., July 5

July 4 (Tues.) 4:00pm – Parade

July TBA – Decorated house contest

August (month-long) – Geocaching

Sept. 9 (Sat.) 3:00-7:00pm – Family Picnic at HFP – kids tractor pull, DJ, ice cream, food trucks/vendors, decorated bikes, water balloons

Oct. 28 (Sat.) – Scary Walkersville history at Walkersville United Methodist Church

Nov. 12 (Sun.) – Veterans Day at Memorial Park

Nov. 18 (Sat.) 3:00 – Women's Period Costume Contest and Men's Beard Contest at Town Hall

Dec. 2 (Sat.) 2:00-6:00pm – Christkindlemarket. Churches participating: Walkersville United Methodist Church, Glade United Church of Christ, St. Paul's Lutheran Church

7:30pm -Tree lighting at Creamery Park

6. ACCOUNTS PAYABLE AND FEBRUARY FINANCIAL STATEMENTS

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

7. COMMITTEE APPOINTMENTS

Burgess Chad Weddle reported that several committees have members whose terms have expired. Planning and Zoning members Tim Pollak and Dick Brady need reappointment.

*Commissioner Debbie Zimmerman made a motion, seconded by Commissioner Russell Winch, to reappoint Planning Commission members Tim Pollak and Dick Brady for a five-year term. The motion passed by a vote of 5-0.*

Board of Appeals members Daniel Yeeles and Vaughn Zimmerman need reappointment.

*Commissioner Russell Winch made a motion, seconded by Commissioner Mary Ann Brodie-Ennis, to reappoint Board of Appeals members Daniel Yeeles and Vaughn Zimmerman for a three-year term. The motion passed by a vote of 5-0.*

Parks Committee members Thom Beckley and Artie Fauble need reappointment.

*Commissioner Debbie Zimmerman made a motion, seconded by Commissioner Russell Winch, to reappoint Parks Committee members Thom Beckley and Artie Fauble for a two-year term. The motion passed by a vote of 5-0.*

It was decided to contact member Cliff Quicksell to see if he wants to remain on the Parks Committee.

#### 8. COMMISSIONERS' CONCERNS

Commissioner Donald Schildt reported he was approached by a Vietnam Veterans group requesting a bus trip to the DC memorial. He will work on organizing this with funds raised from selling memorial bricks.

Commissioner Gary Baker reported his concern that a resident trooper is running radar on Devilbiss Bridge Road, as it is outside of town limits.

Burgess Weddle reported that the brick fence in front of Heritage Manor House has been power-washed and looks good.

Commissioner Mary Ann Brodie-Ennis reported that Dawn Hipsley will be attending the next Green Team meeting to report on the Farmers' Market.

*Commissioner Russell Winch made a motion, seconded by Commissioner Mary Ann Brodie-Ennis, to hold a closed legal meeting to discuss the status of the Century Center default and its effect on the annexation agreement obligations. The motion passed by a vote of 4-1, with Commissioner Donald Schildt in opposition.*

Mr. Bob DePaola reported that the guys did a good job with snow removal. He also noted he will be going to 113 Bedrock to check on reports of low pressure and read the newly installed pressure monitor devices.

#### 9. CITIZENS' QUESTIONS AND CONCERNS

George Rudy, 8701 Opossumtown Pike, reported on the "What's Next" restructuring of all the county solid waste programs. The Phase II study has been issued. In his opinion, the substance of the report is sound but there is a total lack of knowledge on emergency management processes. He noted that the public comment section of the County Exec's page of the Frederick County website should be accesses and that there is a public hearing on April 20<sup>th</sup>. He promised to forward information to Ms. Rollins so that it can be put on an upcoming agenda.

Glen Rosevear, 101 Challedon Drive, expressed his concern at the influx of high speed vehicles on Challedon Drive. He noted that the speed sign was set up there for 4-5 days, but now that it is gone, the speed issues continue. He asked if a 3-way stop could be installed at Spring Drive and Challedon. Commissioners acknowledged that speed is an issue all over town. We will report this to the resident troopers to make them aware that the time of 5-8 p.m. is especially dangerous for speed. The Manual on Uniform Traffic Control Devices will need to be consulted to determine if a stop sign would be warranted.

The meeting adjourned at 8:05 p.m.

Respectfully submitted,

Gloria Long Rollins  
Town Manager