

MINUTES
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING
June 14, 2017

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, June 14, 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, Town Manager Gloria Long Rollins, Public Works Director Bob DePaola, and 7 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 May 24, 2017. The motion passed by a vote of 3-0-2, with Commissioners Russell Winch and Debbie Zimmerman abstaining.

2. MEMORIAL PARK CAMERA INSTALLATION – MATTHEW BRYANT

Mr. Matthew Bryant, of Crime Intervention Alarms, presented a proposal for 2 cameras to cover activities at Memorial Park. He noted that the proposal includes the cost for one camera, with CIA donating the second camera. Commissioner Schildt expressed his displeasure at the lack of communication for the scheduling of the installation, noting there was no call and no show on the scheduled date. Mr. Bryant stated he has been unable to contact residents but will continue trying to do so. No decision was made regarding the proposal.

3. RECOMMENDED ORDINANCE FOR WORK IN PUBLIC RIGHT OF WAY

Ms. Rollins notified commissioners and provided copies of an ordinance recommended by CMS (Center for Municipal Solutions), the town's wireless communications consultant. As they reviewed it and noted some of the changes and references needed, it was decided to pass the ordinance to the Town Attorney for review before further discussion or adoption.

4. GASB 77 – NEW AUDIT REQUIREMENT

Ms. Rollins reviewed GASB 77, a new audit requirement, which involves disclosing the amount of real estate taxes abated by the annexation agreement of 1979. This year's audited financial statements will feature a footnote disclosing the information.

5. PARKSIDE LETTER OF CREDIT

Parkside requested that the Town accept a letter of credit guaranteeing their public improvements from Ameriserv Financial, a bank based in Johnstown, PA. The standard Public Works agreement form specifies that the bank issuing the letter of credit must have a branch office in Frederick County at which sight drafts may be presented and honored. Consensus among the Burgess and Commissioners was to not approve the request for a letter of credit from a non-Frederick County bank.

6. ARRO AGREEMENTS FOR WORK ON MS4 PERMIT REQUIREMENTS

Ms. Rollins, Ms. Hauver, and Mr. DePaola reviewed 2 agreements for work needed in the town to meet requirements for the impending MS4 permit process. Arro Engineers will be helping the town draft an ordinance, update the storm drain information in the GIS mapping software, develop community information brochures and information to be accessed on the town's website, inspection procedures, and implementation, documentation, and enforcement procedures as required by the new regulations. Work will need to be done for FY 2017 and FY 2018.

7. WALKERS OVERLOOK – EXTENSION OF WATER SERVICE

Ms. Hauver reviewed a request from Mark Lynch, owner of Walkers Overlook, for the town to extend water service to the property even though the property is currently designated “No Planned Service” on Frederick County’s Water and Sewerage Plan. The Walkersville Planning Commission has approved an updated site plan for the wedding venue that currently uses portable toilets. If the amendment is approved by Frederick County, and Walkersville agrees to provide water, they would be able to build bathrooms and a permanent building for events. If approved, Town staff will draft a letter of support for the Water and Sewerage Plan amendment to Frederick County.

Commissioner Russell Winch made a motion, seconded by Commissioner Gary Baker, to approve support of the extension of service to the Walkers Overlook property and authorize a letter to Frederick County. The motion passed by a vote of 5-0.

8. MAY 2017 FINANCIAL STATEMENTS AND ACCOUNTS PAYABLE

Commissioner Russell Winch made a motion, seconded by Commissioner Gary Baker, to approve the May 2017 financial statements and pay the attached bills. The motion passed by a vote of 5-0.

9. COMMISSIONERS’ CONCERNS

A water bill request carried over from a previous meeting was approved for recalculation at the Industrial rate, for the Hays family of 201 Cobble Way. The recalculation of the \$317.66 bill results in a revised amount of \$257.55 for water charges for the six-month period.

Proposed location for the forest resource requirements at Community Park were not approved by Frederick County. They are recommending the plantings be along the creek rather than over on the 32 acre adjoining parcel, as proposed. Commissioners will take a field trip to the area to determine the most aesthetic location.

Ms. Hauver reported on a meeting with Arro and more information is needed on the Heritage Farm Park building specifications. Commissioners authorized Arro to contact Thom Beckley, member of the Parks Committee.

Commissioners and Parks Committee members met on Wednesday, June 7th, to scout out the best area for locating the ARIA Memorial.

Burgess Weddle noted a letter from the Cub Scouts thanking the Town for the use of Community Park for their successful Cub-Mudder.

Burgess Weddle announced that the new resident trooper police car will be picked up next Thursday and the Town is planning to keep the unmarked car that it will be replacing, for town business.

Commissioner Debbie Zimmerman expressed her hope that the Heritage Farm Park building will be completed before she goes out of office.

Commissioner Russell Winch announced that one of his former GVAA ball players, Chase Sherrard, will be deployed with the 82nd Airborne to Afghanistan. He suggested Commissioner Schildt get in touch with his family to especially invite them to our Veterans Day ceremony.

Commissioner Mary-Ann Brodie-Ennis noted that the Town needs to issue a check for \$25 to the Walkersville Fire Company for rental for the Farmers’ Market season. This is to come out of the Green Team budget.

Discussion ensued regarding the recent GVAA baseball tournament and the trashing of the park. Dumpster was overflowing and Kelly and Ray had to load and transport multiple loads of trash from the site. Questions regarding whether to charge GVAA for the costs of cleanup and whether outside groups pay any fees for utilizing the park lingered into the night.

Commissioner Russell Winch announced that the Town was allocated an additional \$89,000 towards the cost of the Heritage Farm Park building from the Frederick County chapter of the MML.

Commissioner Mary Ann Brodie-Ennis reported that the Green Team would like to have a sign installed in the split rail fence delineating the community gardens at Heritage Farm Park. One idea was to have the Middle School art classes design the sign.

Commissioner Gary Baker expressed his joy at the successful bulk trash pickup and gratitude that town staff, i.e. Code Enforcement Officer Andy Dewese had arranged for the eviction mess on Pennsylvania Avenue to be picked up and billed separately. A lien will be placed on the property to recoup the expense.

Commissioner Baker is also glad to see the town speed monitoring sign being moved around, noting its location on Maple and Frederick Streets.

Commissioner Donald Schildt reported that we currently have enough brick orders to fill the existing memorial wall and we will need another wall.

Commissioner Donald Schildt would also like to see a police report at least once per month at the town meeting. He noted they have been stepping up patrols since school let out.

Commissioner Schildt asked GVAA President Mike Rice if they have received any money for rental of the athletic fields at the park – the answer is no. Commissioner Mary Ann Brodie-Ennis asked how much teams are charged to enter a tournament – exact amount not known but hundreds of dollars. Commissioner Russ Winch confirmed it is very expensive to cover the costs of running a tournament.

Commissioner Winch also reported that thought needs to be given to setting aside maintenance funds for Memorial Park, citing the Ocean City, MD dilemma of not having funds and now, charging after the fact or removing the brick for non-payment.

Burgess Weddle reviewed the announcements and upcoming events.

10. CITIZENS' QUESTIONS AND CONCERNS

None

The meeting adjourned at 8:35 p.m.

Respectfully submitted,

Gloria Long Rollins
Town Manager