

MINUTES
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING
August 23, 2017

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, August 23, 2017, at 7:30 p.m. Those in attendance included Burgess Chad Weddle, Commissioners Gary Baker, Donald Schildt, Debbie Zimmerman, and Russell Winch, Town Manager Gloria Long Rollins, Planning and Zoning Administrator Susan Hauver, Public Works Director Bob DePaola, and 5 citizens. Commissioner Mary Ann Brodie-Ennis 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 August 9, 2017. The motion passed by a vote of 3-0-1, with Commissioner Donald Schildt abstaining.

Commissioner Debbie Zimmerman made a motion, seconded by Commissioner Russell Winch, to approve the Closed legal meeting minutes of August 9, 2017. The motion passed by a vote of 3-0-1, with Commissioner Donald Schildt abstaining.

Burgess Chad Weddle disclosed that a Closed legal meeting was held on August 9, 2017 for the purpose of discussing purchase of a parcel of land from the Walkersville Fire Company to be used to accommodate the construction of the new water plant.

2. CITIZENS' QUESTIONS AND CONCERNS

Due to the distraction of a child climbing over the chairs in the meeting room, Burgess Weddle addressed the mother and allowed her to come forward to express her concern.

Tanya Wiles, 8817 Eureka Lane, mentioned Frederick Management Company (FMC), and explained she had had a water leak that resulted in a water bill of \$600. Burgess Weddle explained the town's policy of recalculating a user's bill on a one-time basis, to the Industrial rate. He directed Ms. Wiles to contact the office and obtain the recalculated amount.

3. AGENDA BACK IN ORDER – STRUCTURAL REPORT ON DISCOVERY TOWER FOR VERIZON MODIFICATIONS – CMS RECOMMENDATION LETTER

Commissioner Russell Winch commented that this was a good report and that we need to receive this every time there is a modification. He noted that our towers were not designed to handle seismic loads. Mr. DePaola reported that the foundation, anchor bolts, and the structure is inspected every year as part of our Utility Services contracts. Commissioner Winch asked that the inspections and the structural engineers be put into contact together in our processes.

Commissioner Russell Winch made a motion, seconded by Commissioner Debbie Zimmerman, to approve the Center for Municipal Solutions recommendation letter. The motion passed by a vote of 4-0.

4. UPDATE ON CIA WORKING SECURITY CAMERAS

Burgess Weddle reported that representatives of CIA had reviewed our system and noted that there is still an issue with the viewing of the various cameras. Technicians will continue to address it. The cameras continue to work and the dvrs are recording, even if they cannot be viewed on the office computer. Cameras were installed for viewing of Memorial Park and the Five Points area of the Town last Thursday. A demonstration on the operations of the cameras will be scheduled for September 27th or the October 11th Town meeting. A crime meeting will be held on November 8th with the Maryland State Police with a report on the status of the town's 5 resident troopers.

5. COMMUNITY PARK POND

Public Works Director Bob DePaola reported that he had met with representatives of MDE and Mr. Bill Dyke to evaluate the need of the pond to be dredged. He noted it is going to be more involved than initially planned. MDE requires a Joint Application for Federal and State agencies and an Environmental Consultant will need to be hired to complete the application. Names of local firms were provided with the advice that the work could run upwards of \$30,000. Discussion ensued regarding the need or necessity of this versus the cost. It was suggested that Mr. DePaola proceed to get a cost estimate, to which Commissioner Schildt vehemently disagreed. It was decided to postpone a vote on the decision and place the matter on the next meeting's agenda in order to have all 5 commissioners available.

6. AUDIT UPDATE

Ms. Rollins reported that auditors had arrived for their fieldwork this week and that an issue discussed was raising the capitalization threshold for Town assets. The current level for capitalizing assets is \$500, which is very low. The Internal Revenue Service simplified the paperwork and recordkeeping requirements for small businesses by raising from \$500 to \$2,500 the safe harbor threshold for deducting certain capital items in 2015.

Commissioner Donald Schildt made a motion, seconded by Commissioner Russell Winch, to raise the capitalization threshold for the Town to \$2,500. The motion passed by a vote of 4-0.

7. ACCOUNTS PAYABLE

Commissioner Russell Winch made a motion, seconded by Commissioner Gary Baker, to pay the attached bills. The motion passed by a vote of 4-0.

8. COMMISSIONERS' CONCERNS

Commissioner Donald Schildt reminded everyone of the program on addiction entitled "An Introduction to the Enemy" to take place tomorrow night at 6:30 p.m. at the Walkersville High School auditorium. He noted that Sheriff Chuck Jenkins will be present and there will be a prayer at the flag pole outside the school.

Commissioner Donald Schildt reported that the Veterans' Day speaker has been lined up by Ron Layman. The ceremony at Memorial Park is planned for Sunday, November 12th at 1:00 p.m.

Commissioner Donald Schildt reported his plans to organize a Corn Hole Tournament to raise money for another bus trip to the memorials in Washington, DC.

Commissioner Russell Winch apologized that he will be unable to attend "An Introduction to the Enemy" as he will be attending the MML meeting and receiving his Academy of Excellence fellowship, having completed the required classes.

Commissioner Debbie Zimmerman began discussion about the Heritage Farm Park building plans, noting that it was not on the Planning Commission agenda last night. She's hoping to get it on the agenda of a September meeting and suggested a meeting with engineering company ARRO and Thom Beckley, Parks representative for the building. The meeting with ARRO is scheduled for Monday, August 28th.

Mr. DePaola reported that the new utility truck was delivered this week. Purchase of a mini-excavator is in process.

Burgess Weddle noted that September 17th-23rd is Constitution Week and we will be proclaiming it at the insistence of the DAR.

Burgess Weddle read a thank you from LGIT, the Town's insurance trust.

Burgess Weddle read a request from GVAA to donate an anniversary throw to the group for a fundraiser. Unanimous consent.

Burgess Weddle reviewed the announcements at the bottom of the agenda.

9. CITIZENS' QUESTIONS AND CONCERNS

Ron Layman, 24 West Frederick Street, reported that 4 new gates have been installed at the watershed, due to the vandalism and theft of the town's previous structures. The cement and steel was donated. He also noted that 4 ATVs were accosted on the property and the drivers were not responsive to the fact that they were trespassing. The Town will try to notify all adjoining property owners that the watershed is not their private playground and that trespassing laws will be enforced when possible. Mr. Layman also asked Commissioners for approval to allow the Boy Scouts to work on their Surveying merit badge. This would involve working with certified surveyors to survey the watershed and put up markers, preferably filled with cement to discourage trespassers. The adjoining property owners will also be notified that the survey will be taking place.

Commissioner Russell Winch made a motion, seconded by Commissioner Donald Schildt, to allow \$1,000 for the Boy Scout survey and marking endeavor of the watershed property. The motion passed by a vote of 4-0.

Ms. Hauver reported that Lonza is working on plans for expansion of their site and they are coming to the Planning Commission with site plans. Commissioners Russell Winch and Gary Baker, along with Burgess Chad Weddle expressed the Town's support and accommodation of the Town's largest employer.

Burgess Weddle wished everyone a great Labor Day holiday.

The meeting adjourned at 8:20 p.m.

Respectfully submitted,

Gloria Long Rollins
Town Manager