

MINUTES  
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING  
September 27, 2017

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, September 27, 2017, at 7:30 p.m. Those in attendance included Burgess Chad Weddle, Commissioners Gary Baker, Mary Ann Brodie-Ennis, Donald Schildt, and Debbie Zimmerman, Town Manager Gloria Long Rollins, Planning and Zoning Administrator Susan Hauver, Public Works Director Bob DePaola, Town Water Operator Louis Keepers, 8 citizens, and Nancy Lavin of the Frederick News Post. Commissioner Russell Winch was absent.

The meeting was called to order with the Pledge of Allegiance and a prayer for victims of recent hurricanes Harvey, Irma, and Maria, the earthquake in Mexico, and storm devastation in Puerto Rico. Thanks was given to God for the civility in the Planning Commission meeting last night and blessings were asked for the Walkersville Community Show this coming weekend.

1. MINUTES

*Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Gary Baker, to approve the Town meeting minutes of September 13, 2017. The motion passed by a vote of 4-0.*

2. RESOLUTION 2017-01 - ADOPT POLICY FOR COMPETITIVE BIDDING AND SEALED BIDS

Ms. Rollins presented Resolution 2017-01 which puts in writing the Town's policies and procedures for competitive bidding and sealed bids. The Town will be allowed to utilize the work done by Sheetz for obtaining bids on the construction of Richard Winn Lane. Along with the adoption of Resolution 2017-01 is a Cost Sharing Agreement with Sheets for the costs of constructing Richard Winn Lane. Sheetz has agreed to pay 1/3 of the cost up to \$80,000 for the road and the Town will pay 2/3 of the cost. This is the most efficient way to get the road built since the entity that had agreed to build it is no longer in existence. Burgess Weddle amended the wording of the last paragraph by changing the work "shall" to "may".

*Commissioner Gary Baker made a motion, seconded by Commissioner Donald Schildt, to adopt Resolution 2017-01 with the amendment and the Cost Sharing Agreement with Sheets to construct Richard Winn Lane. The motion passed by a vote of 4-0.*

3. RESOLUTION 2017-02 - ADOPT THE 2016 FREDERICK COUNTY HAZARD MITIGATION PLAN UPDATE

Ms. Rollins reviewed the history of the Town being a participant in Frederick County's Hazard Mitigation Plan. The plan has been approved by the Maryland Emergency Management Agency and the Federal Emergency Management Agency pending the adoption of the plan by each jurisdiction participating in the plan. Addressing the Town's major hazards and setting goals for mitigation projects is mandatory for being included in disaster funding should the need arise.

The following projects for the Town of Walkersville are included in the plan:

- Review and update Town Design Manual
- Build new water plant with micro-filtration and ion exchange to replace aging plant. Due to karst geology, the town's water supply (groundwater) is vulnerable to contamination.
- Conduct a study to assess flooding on Biggs Ford Road from Glade Creek to Kenneth Drive. Develop alternatives to reduce flooding impacts.
- Develop a plan and procedure for inspecting and cleaning out storm drains before storm events.

*Commissioner Debbie Zimmerman made a motion, seconded by Commissioner Mary Ann Brodie-Ennis, to adopt Resolution 2017-02, the Frederick County Hazard Mitigation Plan update. The motion passed by a vote of 4-0.*

#### 4. DEED OF EASEMENT, PARKSIDE DEVELOPMENT, SEWER CONNECTION IN WALKERSVILLE COMMUNITY PARK

Ms. Hauver reviewed the documents needed for the Parkside development to proceed. She presented photos of trees and a fence in Community Park that will need to be removed in order for the sewer connection to be installed from Kenneth Drive to the Parkside Development. Commissioners questioned Mr. Tom Poss relentlessly regarding his intentions to replant trees and reinstall the fence after the sewer line is complete. Commissioner Donald Schildt expressed his concern about the blasting that has been taking place since mid-September. Mr. Poss will notify the residents on Biggs Ford Road about the blasting needs and hopes that the blasting is almost complete.

*Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Debbie Zimmerman, to grant the Deed of Easement with the condition that a written agreement be made to replace the trees and fence at completion of the sewer installation. The motion passed by a vote of 4-0.*

#### 5. PREVIEW OF ILLICIT DISCHARGE AND CONNECTION ORDINANCE

Ms. Rollins reviewed the ordinance being developed for the Town's MS4 permit requirements. Staff met with ARRO and came up with many revisions and questions regarding the ordinance. Staff member Louis Keepers was at the meeting and informed the commissioners of some of the illicit discharge scenarios, as anything that does not fall out of the sky is considered illicit discharge. The Town needs to determine how they will identify, document, investigate, and resolve illicit discharge events in the town. Burgess Weddle directed commissioners to study the wording and ramifications of the proposed ordinance, develop questions of their own, and postponed the introduction of the ordinance until a future meeting.

#### 6. MARYLAND STATE POLICE RESIDENT TROOPER PROGRAM UPDATE

Ms. Rollins reported that Trooper Gary Conklin has been appointed Acting Supervisor of the Resident troopers in Walkersville. Beginning October 1<sup>st</sup>, the Town will welcome 2 additional Resident Troopers, Trooper Michael Myers and Trooper Will Barry.

#### 7. ACCOUNTS PAYABLE

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

#### 8. COMMISSIONERS' CONCERNS

Commissioner Debbie Zimmerman reminded everyone of the Community Show this Friday, September 29<sup>th</sup>, and the dinner that is served 4:30 – 7:00 p.m. She also encouraged everyone to get their baked goods entered into the show.

Upon questioning by the commissioners, Mr. DePaola reported that no more complaints have been received regarding the lighting at Memorial Park.

Commissioner Donald Schildt asked if anyone had contacted Ralph Whitmore, owner of the impending solar farm on Biggs Ford Road, regarding the property being annexed into Town. Burgess Weddle stated that Mr. Whitmore had agreed to bring his property into the Town with an R3 zoning. There were no more comments about the proposal.

Commissioner Donald Schildt reiterated his concerns about the blasting and blasting reports from Mr. Tom Poss at Parkside.

Commissioner Donald Schildt noted that many of the sidewalks in town are in bad shape and tree limbs are hanging low and wondered aloud what our Code Enforcement Officer is doing. Burgess Weddle reiterated that sidewalk repairs and replacements are the responsibility of the abutting homeowner and that the Town will not be pro-actively searching for non-compliant sidewalks. The Code Enforcement Officer will continue to respond to complaints about any code violations.

Commissioner Donald Schildt thanked Frederick News Post reporter Nancy Lavin for her excellent coverage of the AGAR Memorial activities at Heritage Farm Park on Saturday, September 23<sup>rd</sup>. He also noted that the park should be closed to GVAA activities on Sunday, May 6<sup>th</sup>, 2018 for the dedication of the memorial. Mr. Mike Rice, GVAA President, was in the audience and agreed it would be done.

Commissioner Mary Ann Brodie-Ennis noted her disappointment that although it had been requested that no activities take place at the park on September 9<sup>th</sup>, there were soccer games during the Community Picnic.

Commissioner Brodie-Ennis also clarified that when she spoke at the Planning Commission meeting last night, she was speaking as a citizen, and not as a Town Commissioner representing the Town.

Commissioner Brodie-Ennis suggested that committee members and the Burgess and Commissioners be provided a tablet to access all the documents needed to prepare for a committee meeting or Town meeting. This would save lots of paper/trees and be a Green Team victory!!

Burgess Weddle reviewed the upcoming dates and meeting announcements.

Ms. Rollins updated the commissioners on the hiring process for the Accountant position. 160 resumes have been received to date. Commissioner Gary Baker has been helpful in sitting in on the 8 interviews so far. We are getting close to narrowing our candidates and making an offer.

Burgess Weddle expressed his appreciation to Mr. and Mrs. Charlie and Kathryn Nicodemus for their participation in the 125<sup>th</sup> Anniversary Parade as Grand Marshalls. He thanked them for their promotion of Walkersville throughout their entire lives.

#### 9. CITIZENS' QUESTIONS AND CONCERNS

None

The meeting adjourned at 8:20 p.m.

Respectfully submitted,

Gloria Long Rollins  
Town Manager