

MINUTES  
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING  
October 25, 2017

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, October 25, 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, Town Manager Gloria Long Rollins, Planning and Zoning Administrator Susan Hauver, Public Works Director Bob DePaola, Water Operator Louis Keepers, 8 citizens, TFC Mike Myers, and Nancy Lavin of the Frederick News Post.

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

1. MINUTES

*Commissioner Debbie Zimmerman made a motion, seconded by Commissioner Russell Winch, to approve the Town meeting minutes of October 11, 2017. The motion passed by a vote of 5-0.*

2. AUDITORS' REPORT ON TOWN FINANCIAL STATEMENTS FY 2017

Ms. Erin Clark and Ms. Charli Heilmann, auditors from Smith, Elliott, Kearns and Company, were present to review the Town's audit results. Ms. Clark directed the Commissioners to pages 1 and 2 that comprise the auditor's opinion that the financial statements present fairly the financial position of the Town of Walkersville. She further directed their attention to pages 3-17 which is the Management Discussion and Analysis of the financial statements prepared by the Town Manager. She noted on page 18 the strong total net position in the amount of \$20,812,322, and reviewed the Statement of Activities and detail of Primary Government and Business-type Activities, noting the Change in net position of \$771,672 in governmental activities and \$195,381 in business-type activities. Ms. Clark reviewed the Governmental Fund Balance Sheet noting the Unassigned portion \$8,635,772 of the total fund balance of \$8,987,786 emphasizing the availability for use for town projects. She reviewed the Statement of Cash Flows for the Proprietary Fund noting the slight net increase in cash and cash equivalents in the amount of \$4,348. Ms. Clark briefly mentioned the slew of footnotes (pages 28-48) required for the statements and the new requirement on page 37, Note 5, disclosing the amount of property taxes abated by the 1978 annexation resolution in the amount of \$7,219. She further directed the Burgess and Commissioners to the unaudited General Fund and Water Fund statements as compared to their budgets, as these numbers were probably the most valuable to them. Ms. Clark closed her presentation reiterating the pleasant experience in working with town staff and the excellent and accurate condition of the town records.

The Burgess and Commissioners thanked Ms. Clark for her presentation and thanked town staff for their efforts in meeting their high standards and expectations.

3. UPDATE ON MS4 PERMITTING PROCESS AND AMENDMENTS TO ORDINANCE 2017-03

Ms. Rollins and Mr. DePaola reported on a meeting with ARRO engineer Jennifer Williams, along with Ms. Hauver and Mr. Louis Keepers. The Illicit Discharge ordinance has been introduced and amended and a public hearing will be held at the November 8<sup>th</sup> town meeting. The ordinance will be adopted by the end of the calendar year. We reviewed the list of approximately 12 items that need to be complete by year end, and Mr. DePaola reported we are about 80% there. Mapping of the Town's stormwater system is in process, ideas for an information brochure are welcomed, and best practices and procedures are being developed.

4. UPDATE ON RESIDENT TROOPERS

Two new resident troopers introduced themselves. TFC Mike Myers and TFC Will Barry transferred from the Mt. Airy resident trooper program to Walkersville. They are appreciative of the small town atmosphere and are enjoying meeting residents and business owners in the town.

#### 5. UPDATE ON NEW HIRE AND APPOINTMENT AS RETIREMENT COORDINATOR

Ms. Rollins reported that Ms. Yunellis Morales-Matias has started in the Accountant position and will be training with Ms. Martha Bush until she retires at the end of the year. Ms. Rollins requested that Ms. Morales-Matias be designated as a Retirement Coordinator with the Maryland State Retirement Agency so that she can be certified to sign and submit paperwork to the State.

*Commissioners Russell Winch made a motion, seconded by Commissioner Debbie Zimmerman, to complete the designation of Ms. Morales-Matias as a Retirement Coordinator for the Town. The motion passed by a vote of 5-0.*

#### 6. ROCK CREEK SCHOOL SITE

The Town received notification that Walkersville Middle School is one of the potential sites for the Rock Creek School. There will be a public question and answer session at 191 Waverly Drive, Frederick, MD on Wednesday, November 1, from 7-8 p.m. The design team will be present to discuss the process for selecting a site.

#### 7. AWARD INDEPENDENT ENGINEERING CONTRACT

The Burgess and Commissioners reviewed two proposals received for the review of the Heritage Farm Park building site plan.

*Commissioner Russell Winch made a motion, seconded by Commissioner Debbie Zimmerman, to accept the proposal of William J. Holtzinger, P.E. for a flat fee of \$960 for the review and the hourly rate schedule for additional work requested. The motion passed by a vote of 5-0.*

#### 8. WATER PLANT – MTA AGREEMENT UPDATE

Ms. Rollins reported that the design for the new plant is ready to go out to bid. There is still an impasse between the Maryland Transit Authority and the Local Government Insurance Trust and lawyers involved as to the wording of insurance amounts required and who is to be covered. We plan to go out to bid on the project as soon as the construction permit is received from MDE and hope to work out the insurance issues as the project is awarded. Fingers crossed.

#### 9. SEPTEMBER 2017 FINANCIAL STATEMENTS AND ACCOUNTS PAYABLE

*Commissioner Russell Winch made a motion, seconded by Commissioner Gary Baker, that in light of the excellent auditors' report, to accept the September 2017 financial statements and to pay the attached bills. The motion passed by a vote of 5-0.*

#### 10. COMMISSIONERS' CONCERNS

In response to a request from Michael and Cindy Culpepper, *Commissioner Debbie Zimmerman made a motion, seconded by Commissioner Russell Winch, to approve placement of a dumpster at 203 Oakmanor Way for 30 days for the removal of debris due to the fire on their property. The motion passed by a vote of 5-0.*

Commissioner Mary Ann Brodie-Ennis reported that Scary Ghost Stories will be a 125<sup>th</sup> Anniversary event this Saturday, October 28<sup>th</sup>, from 12-3:00 p.m. at the Walkersville United Methodist Church. Participants will work with the Walkersville Historical Society to try to solve the murder that took place in Walkersville so long ago.

Commissioner Brodie-Ennis announced that the Green Team will meet on Monday, November 6<sup>th</sup> at 6:30 p.m.

Commissioner Gary Baker asked if any notification had been received regarding the Homecoming Parade or if the Town had just approved the route for all time?

Commissioner Donald Schildt asked commissioners to consider building another brick wall to expand the memorial at Memorial Park.

Commissioner Donald Schildt reminded everyone of the Veterans' Day Remembrance at Memorial Park on Sunday, November 12<sup>th</sup>, at 1:00 p.m.

Commissioner Russell Winch announced the MML Dinner at the Deleplaine Center on Wednesday, December 6<sup>th</sup>.

Mr. DePaola reported that crack sealing has been completed in Creekside. Also, Sheetz is starting the construction of Richard Winn Lane and the Parkside water, sewer, and stormwater structures are in process.

#### 11. CITIZENS' QUESTIONS AND CONCERNS

Mary Miller, working on her Girl Scout Gold Award, requested that she be allowed to design and locate a food donation box outside and around the Town Hall building. She has contacted Ms. Swanson and Ms. Haines of the Walkersville Food Bank to gain support for her idea. This will help prevent the waste of food that is allowed to sit outside unprotected from weather.

*Commissioner Russell Winch made a motion, seconded by Commissioner Gary Baker, to approve Ms. Miller's project concept, and to allow her to collaborate with the food bank and town staff to determine an appropriate location for a food donation box. The motion passed by a vote of 5-0.*

Regina Smith, 204 Winterbrook Court, asked for relief from her upcoming 103,000 gallon water bill. She had received a high consumption letter from the Town although water bills for November 1<sup>st</sup> have not yet been mailed. Burgess Weddle explained the Town process of allowing a one-time recalculation of the bill to the Town's industrial rates. Ms. Fauble, in the Town office will be notified to recalculate the bill.

Burgess Weddle went over the announcements at the bottom of the agenda, and Ms. Rollins noted that the paper shred event on November 11<sup>th</sup> will be from 9 a.m. – 12 noon.

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Gloria Long Rollins  
Town Manager