

MINUTES
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING
January 10, 2018

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, January 10, 2018, 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, Public Works Director Bob DePaola, 10 citizens, TFC Kyle Knowles, and Nancy Lavin of the Frederick News Post. Planning and Zoning Administrator Susan Hauver 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 December 13, 2017. The motion passed by a vote of 5-0.

2. HOLIDAY DECORATING RESULTS AND AWARDS

The holiday decorating judging committee arrived at the following winners:

- 1st Place – Jan and Tim Dinterman, 8716 Biggs Ford Road
- Runner up - Jeffrey and Susan Glaspell, 58 N. Main Street
- Runner up – Lawrence and Lynda Huber, 211 Cramer Avenue
- Runner up – Katherine Walters, 71 W. Frederick Street
- Runner up – Frank and Suzanne Kelly, 205 Tylerton Court

3. PUBLIC RIGHT OF WAY ORDINANCE

Commissioners briefly reviewed the proposed new ordinance offered by consultants Center for Municipal Solutions. Commissioner Russell Winch offered suggestions for amending the ordinance. It was decided that changes would be inserted, reviewed, and brought back to a later meeting for introduction.

4. REPORT ON NEW WATER PLANT BID OPENING

Ms. Rollins reported that there were 7 bid submissions for construction of the new water plant. Commissioner Russell Winch reviewed each amount and reported his findings on the viability of each bid. The timeline for a recommendation from the reviewing engineering firm is 60 days from the due date of the bids.

5. MARKER FOR KENNETH KROM IN MEMORIAL PARK

Commissioner Donald Schildt reported that the cost to install a memorial in Memorial Park for Kenneth Krom would be \$1,500 - \$2,000.

6. 125th ANNIVERSARY TIME CAPSULE

Burgess Weddle reviewed his plan to bury a time capsule in April (1 year after the start of the 125th Anniversary celebration). Commissioner Mary Ann Brodie-Ennis will put an announcement on Facebook asking for citizen input as to the contents of the capsule.

7. LETTER OF CREDIT RELEASE REQUEST – BELL PROPERTY

The Town received a request from Woodsboro Pike, LLC, developer of the Bell property, to release a letter of credit we are holding for creating a temporary stockpile on the property. The creation of the stockpile and associated grading has been ongoing for the last two years. The amount of the letter of credit (BB&T, #9551102200-00001) is \$40,943.77. The Town has since accepted another letter of credit for grading associated with installation of utilities, and will continue to hold it until the infrastructure is installed and the warranty period is over. That letter of credit covers the grading associated with the temporary stockpile. Staff agrees with the applicant's request and Frederick County's recommendation for release.

Commissioner Russell Winch made a motion, seconded by Commissioner Donald Schildt, to release the letter of credit in the amount of \$40,943.77 as per staff approval of the applicant request and Frederick County recommendation. The motion passed on a vote of 5-0.

8. LETTER OF CREDIT REDUCTION REQUEST - SHEETZ

The Town received a notice from Frederick County that the letter of credit being held for public improvements at Sheetz (the construction of the new store) can be reduced. The project is complete. The amount of the recommended reduction covers the grading work that was completed during construction. The \$26, 021.76 would be reduced from the \$152,416 letter of credit being held as a guarantee for the improvements to the site (Wells Fargo, #IS046242U0. Staff concurs with the Frederick County recommendation.

Commissioner Russell Winch made a motion, seconded by Commissioner Donald Schildt, to reduce the letter of credit by \$26,021.76 per staff and Frederick County recommendation. The motion passed on a vote of 5-0.

9. RELEASE AND ABANDONMENT OF EASEMENT – RUTTER'S PLAT

Vacation of Utility Easement:

Rutter's has been working through the process to record the approved addition plat combining the two lots they have now purchased from 9210 Woodsboro Pike LLC. When the property was developed with the Exxon station, a drainage and utility easement was shown crossing the property. Consultations with Frederick County staff and a title search have not uncovered any purpose for the easement and an easement document was not recorded granting anyone the use of it. No utilities were ever located within the easement area.

The Town Attorney has advised that the Town can approve the plat and vacation of the easement as long as a note is added to the plat indicating that "the easement was dedicated to but never accepted by Frederick County or the Town of Walkersville and no public or private utilities were installed in the easement per County DUSWM on 12/13/2017 and the Town of Walkersville Burgess and Commissioners on 1/10/2018."

Water Line Easement:

The Town has received a draft water line easement to be located on the property. Staff requests approval subject to the approval by the Town Attorney.

Commissioner Russell Winch made a motion, seconded by Commissioner Debbie Zimmerman, to approve by adding the note to the plat following the Town Attorney's verbiage, revise all the documents, have M&G Realty revise all the legal documents, and final review by the Town Attorney. The motion passed by a vote of 5-0.

10. ACCOUNTS PAYABLE AND DECEMBER FINANCIAL STATEMENTS

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

11. COMMISSIONERS' CONCERNS

Commissioner Debbie Zimmerman requested that commissioners approve the expenditure of \$5,200 for shredded rubber mulch for use in the park playground areas.

Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Russell Winch, to approve \$5,200 for shredded rubber mulch. The motion passed by a vote of 5-0.

Commissioner Debbie Zimmerman and the Parks Committee would like to install a pole light at the entrance to Heritage Farm Park near the crosswalk on Devilbiss Bridge Road. Maintenance staff will get prices and specifics of installing a light.

Commissioner Mary Ann Brodie-Ennis acknowledged and thanked Ms. Elaine Morthorst on her continuing dedication to collecting donations and mailing care packages to our military.

Commissioner Mary Ann Brodie-Ennis acknowledged notification in the change from Trout's Restaurant to Trout's Market in providing the meals for the senior citizens who meet Tuesday and Thursday in Town Hall. Total cost of the meals is \$6.00 each, for which the seniors pay \$4.00 and the Town of Walkersville subsidizes the difference.

Ms. Brodie-Ennis asked if the security cameras were up and running. After a visit from CIA maintenance staff the cameras are recording and working. We have been unable to schedule the final demonstration of the cameras.

Ms. Brodie-Ennis expressed an interest in the Town pursuing the old library building and asked if others were in support and ideas for the use of the building. Commissioners Winch and Zimmerman suggested it be torn down to accommodate a new entrance and parking for the Rock Creek and Walkersville Middle schools. Burgess Weddle noted that he will be meeting with County Executive and will discuss the possibilities with her.

The new Walkersville branch of Frederick County Public Library is scheduled to open on March 12!!!!

Commissioner Donald Schildt noted that there are two upcoming term expirations on the Parks Committee and he would like to see the positions advertised. He noted that there are lots of people who would like to serve but never get the chance as the incumbents continue to be reappointed.

Commissioner Donald Schildt made a motion, seconded by Commissioner Mary Ann Brodie-Ennis, to advertise the two Parks Committee positions. The motion passed by a vote of 4-1, with Commissioner Debbie Zimmerman in opposition.

Commissioner Donald Schildt noted that he is not in favor of a kitchen in the new Heritage Park building as is being planned.

Burgess Weddle read his notes from the Joint workshop between the Planning Commission, the Burgess and Commissioners, and the representatives from Frederick County Public Schools, Elizabeth Pasierb, Brad Young, and Paul Lebo. He expressed gratitude to Ms. Hauver for organizing the workshop.

TFC Kyle Knowles reported that this is the time of year that is perfect for tax fraud and scam calls. He reminds everyone that the IRS will not call you and request a \$3,500 payment on Target gift cards. The electric and cable companies will not either. He noted the IRS contact people by certified mail. Don't fall for phone calls that request payment even if they know a lot of personal information. Staff will post this information on Facebook and the troopers will specifically notify the senior citizens who meet in Town Hall.

Burgess Weddle reviewed the current announcements.

12. CITIZENS' QUESTIONS AND CONCERNS

Mr. David Ennis, 118 Challedon Drive, noted that he would be expressing his personal comments and not those of the Planning Commission or Frederick County. He believes we should look long and hard at a

use for the soon to be abandoned library building. He noted that the County is waiting for someone to make them an offer for the building. He noted that the building is in good shape, having been rehabbed within the past 5 years and that the State Police are getting rather cramped in the headquarters in the basement of the Town Hall.

Ms. Rollins read a memo from Sherrie Kline, outlining complaints received about the service of the trash collection company. They have missed several streets and failed to respond and return to pick it up. We will start a log of missed locations and submit to the Town Attorney for resolution.

Mr. Robert DePaola reported that he received a phone call from Dave Olney of Frederick County roads to see if the Town would be interested in lowering the speed limit to 25 mph on Devilbiss Bridge Road.

Burgess Weddle thanked the maintenance staff for their hard work on the recent water main break and in advance for the snow plowing and deicing of the streets that is in our future.

Mr. Charles Nicodemus, 27 Fulton Avenue, suggested that the old library building be donated to the Walkersville Historical Society to be used for a museum.

The meeting adjourned at 8:20 p.m.

Respectfully submitted,

Gloria Long Rollins
Town Manager