

MINUTES  
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING  
January 24, 2018

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, January 24, 2018, at 7:30 p.m. Those in attendance included Burgess Chad Weddle, Commissioners Gary Baker, Mary Ann Brodie-Ennis, Russell Winch, and Debbie Zimmerman, Town Manager Gloria Long Rollins, Planning and Zoning Administrator Susan Hauver, Public Works Director Bob DePaola, and 8 citizens. Commissioner Donald Schildt was absent.

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 Russell Winch, to approve the Town meeting minutes of January 10, 2018. The motion passed by a vote of 4-0.*

2. AWARD WATER TREATMENT PLANT CONSTRUCTION BID

Whitman, Requardt & Associates, LLP reviewed the bid documents and provided a tabulation of the 7 bids received in response to the Town's water treatment plant construction project. In their professional opinion, M2 Construction, LLC, the apparent low bidder at \$7,512,375 represents the lowest responsive responsible bid under the terms of the invitation to bid.

*Commissioner Russell Winch made a motion, seconded by Commissioner Gary Baker, to award the water treatment plant construction to M2 Construction, LLC in the amount of \$7,512,375 base bid. The motion passed by a vote of 4-0.*

3. INTRODUCTION OF ORDINANCE 2018-01 – AN ORDINANCE REGULATING THE AUTHORIZATION FOR ABOVE GROUND WORK WITHIN PUBLIC RIGHTS-OF-WAY

Commissioners reviewed the proposed new ordinance offered by consultants Center for Municipal Solutions. The ordinance will be further amended and a public hearing will be held. It will be adopted as Chapter 87 of the Town Code.

*Commissioner Russell Winch made a motion, seconded by Commissioner Debbie Zimmerman, to introduce Ordinance 2018-01 regulating the authorization for above ground work within public rights-of-way. The motion passed by a vote of 4-0.*

4. INTRODUCTION OF ORDINANCE 2018-02 – WIRELESS TELECOMMUNICATIONS SITING

Commissioners reviewed the proposed new ordinance that will be adopted to replace the Town Code's Chapter 86 Wireless Telecommunications Siting Ordinance. Work will continue to implement all the amendments and suggestions for wording of the ordinance, and a public hearing will be held before adoption.

*Commissioner Russell Winch made a motion, seconded by Commissioner Debbie Zimmerman, to introduce Ordinance 2018-02 and continue incorporating comments and amendments. The motion passed by a vote of 4-0.*

5. INSTALLATION OF WELL AT WALKERSVILLE WATERSHED – GAGE SOLANO

Mr. Gage Solano, working on his Eagle Scout project, has been approved to install a hand pumped well at the Scout camp located at the Walkersville watershed. He reported that he doesn't have legal permission to apply for the permit with the Frederick Health Department.

*Commissioner Russell Winch made a motion, seconded by Commissioner Mary Ann Brodie-Ennis, to designate Mr. Ronald Layman, Scout liaison and watershed manager, as legal agent to apply for permit needed to install well at the Walkersville watershed. The motion passed by a vote of 4-0.*

Burgess Weddle will draft a letter of legal permission for Mr. Layman to apply for the well permit at the watershed.

## 6. MILL RUN REQUEST TO REDUCE LETTER OF CREDIT

Ms. Hauver reviewed a request to reduce the letter of credit being held for public improvements associated with the Mill Run development. The \$932,837.00 letter of credit is being held for the following improvements:

- Storm drains: \$104,923.10
- Water: \$162,950.00
- Roads: \$248,030.32
- Sediment Control: \$47,497.06
- Stormwater Management: \$58,490.88
- 50% Contingency: \$310,945.68

Frederick County inspectors have recommended a \$40,002.13 reduction for sediment control and a \$20,346.84 reduction for stormwater management. Walkersville public works staff is responsible for all other inspections.

The applicant has requested the following reductions for completed work:

- Storm drains: \$104,923.10 (100%)
- Water: \$162,950.00 (100%)
- Roads: \$199,108.63 (80% - surface course and sidewalks on vacant lots incomplete)
- Sediment Control: \$40,002.13 (84%)
- Stormwater Management: \$20,346.84 (35%)
- 50% Contingency: \$263,665.35 (84%)
- Total reduction request: \$685,529.91

Staff recommends that the requested reductions for storm drains, water, roads, sediment control and stormwater management be approved, subject to approval by the Town Public Works Director. The recommended reduction is \$527,330.70. Staff recommends that all contingency funds be held for the 1 year warranty period, consistent with reductions granted in the past for other projects.

*Commissioner Russell Winch made a motion, seconded by Commissioner Debbie Zimmerman, to accept the Frederick County and staff recommendation to reduce the Mill Run letter of credit by \$527,330.70 as outlined in the above categories. The motion passed by a vote of 4-0.*

## 7. ACCOUNTS PAYABLE

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

## 8. COMMISSIONERS' CONCERNS

Commissioners reviewed a letter of concern from water office staff on accounts that have disallowed replacement of defective meters, disrepair of damaged connections, and limited access to meter reading by covering a meter with drywall. Legal remedies will be pursued to bring the accounts into compliance.

Burgess Weddle reviewed the dates and locations of the upcoming Livable Frederick presentations.

Commissioner Mary Ann Brodie-Ennis noted that there will be no Green Team meeting next Monday due to the lack of enough members to sustain the committee. She will continue to try to recruit new members.

Ms. Hauver reviewed a gathering at the Heritage Farm bank barn. Commissioners Gary Baker and Mary Ann Brodie-Ennis along with Dick Brady, Kelly Woods, Dean Fitzgerald and Joe Lubozynski of Fitzgerald's Heavy Timber Construction met at the bank barn to discuss the following:

- Restoring/renovating the building for year-round use with HVAC would be high. Restoring the building for 3 season use would be much less costly ( hopefully in the \$150,000-\$250,000 range).
- Improvements might include replacing the doors with sliding doors, replace summer beam, add bracing/bolts as needed, rebuild lofts with compliant stairs, add dry standing sprinklers, bird/bat abatement, add rails for side doors to open, install concrete floor, and overall cleaning.
- Fitzgerald's proposed \$2,500 for them to assess the building and give the town a list of repairs and costs.

*Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Russell Winch, to accept the proposal for \$2,500 to assess the bank barn for repairs needed for agricultural use. The motion passed by a vote of 4-0.*

Mr. Bob DePaola noted that he has contacted Potomac Edison for a work estimate for installing a light at the Heritage Farm Park entrance.

Mr. DePaola reported that Richard Winn Lane is complete.

## 9. CITIZENS' QUESTIONS AND CONCERNS

Ron Layman, 24 W. Frederick Street, manager of the Walkersville watershed, brought in a bag of spent shot gun shells and 30 Aut 6 shells that he found at the watershed. He noted that hunting season is over but some are still are trespassing and firing illegal weapons on the town's property. He wishes we would disallow hunting on the property. Something the Burgess & Commissioners need to ponder.

Burgess Weddle reviewed the announcements and upcoming meetings, noting the cancellation of the Green Team meeting.

Commissioner Debbie Zimmerman asked the status of the Heritage building. Ms. Rollins noted that there is another proposed agreement from ARRO Engineering that needs to be evaluated before signature. Ms. Hauver reported that she will contact the independent engineer that is performing the review of the plans prepared by ARRO to get an update and email the commissioners with the results.

Ms. Regina Williams, candidate for Frederick County Executive, addressed the Burgess & Commissioners and citizens attending the meeting. She noted that Frederick County municipalities and towns are what make Frederick County special. She is making visits to the county municipalities to learn about their issues and experiences with the county. She hopes to learn how the county can help with town issues. She noted that is refreshing to witness the civility, communication, and cooperation of municipal officials working together for their town.

The meeting adjourned at 8:20 p.m. Next meeting will be February 14<sup>th</sup>, Valentine's Day and Ash Wednesday, uh oh.

Respectfully submitted,

Gloria Long Rollins  
Town Manager