

MINUTES  
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING  
February 14, 2018

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, February 14, 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, Planning and Zoning Administrator Susan Hauver, Public Works Director Bob DePaola, Nancy Lavin of the Frederick News-Post, Ken Kellar of the Woodsboro-Walkersville Times, TFC Myers and 6 citizens. Commissioner Donald Schildt and Town Manager Gloria Long Rollins were absent.

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

1. MINUTES

*Commissioner Russell Winch made a motion, seconded by Commissioner Debbie Zimmerman, to approve the Town meeting minutes of January 24, 2018. The motion passed by a vote of 4-0.*

2. ORDINANCE 2018-01 ABOVEGROUND WORK IN PUBLIC RIGHTS-OF-WAY AND ORDINANCE 2018-02 WIRELESS FACILITIES SITING (CHAPTER 86)

Commissioner Winch noted that he had commented on the ordinances and that they had been amended accordingly. He is satisfied with the documents.

*Commissioner Russell Winch made a motion, seconded by Commissioner Gary Baker, to re-introduce Ordinance 2018-01 and Ordinance 2018-02, as amended per Commissioner comments. The motion passed by a vote of 4-0.*

Burgess Weddle said that a public hearing on the ordinances would be held on March 14.

3. GIS PROFESSIONAL SERVICES AGREEMENT-- ARRO

Planner Hauver presented a proposed professional services agreement with ARRO, the Town engineering consultant, for support, training and database development for the Town Geographic Information System. ARRO has begun this work by updating the Town storm drain features as part of the MS4 permit. The data can be accessed through apps on phones and tablets. Town staff would like to purchase tablets for the water operators to use in the field.

Commissioner Winch asked if some of the services could be provided by or piggybacked on work done for or by Frederick County. Planner Hauver said that the proposed work would be very specific to the Town and its system, but is willing to check with Frederick County to see what might be available.

*Commissioner Russell Winch made a motion, seconded by Commissioner Mary Ann Brodie-Ennis, to approve the professional services agreement with ARRO. The motion passed by a vote of 4-0.*

4. RECOMMENDED EQUIPMENT PURCHASES FOR WATER SYSTEM

Public Works Director Bob DePaola explained that the percentage of the treated water that is unaccounted for has been increasing over the past two years, from 5% in 2015 to 17% in 2016 to 26% in 2017. The water operators have been trying to discover why an average of 200,000 gallons of water per day cannot be accounted for through water meter reads, water leaks, backwashing, and use at Town parks and facilities. They have not discovered any leaks in the system through use of leak detection equipment. Mr. DePaola suspects that the finished water flow meter is faulty and would like to replace it. It is too old to be recalibrated. The new meter could also be used in the new water treatment plant.

Mr. DePaola presented two options, one for \$4,500 from a California company and the other for \$5,500 from a local vendor (Kershner) who would also install it. The Town has used Kershner before and has been satisfied with their services.

*Commissioner Russell Winch made a motion, seconded by Commissioner Mary Ann Brodie-Ennis, to purchase the flow meter from Kershner and report back findings three or four weeks after installation. The motion passed by a vote of 4-0.*

#### 5. HERITAGE FARM PARK BUILDING UPDATE

Ms. Hauver said that the independent engineering review of the Heritage Farm Park building site plan had been completed and the minor comments had been forwarded to ARRO.

Ms. Hauver also noted that the Town has several open contracts with ARRO for the site plan and design of the building, and has received a new one for the building design and construction. The amount billed is much less than the amount of the contracts. Therefore, she feels the Town needs to clarify with ARRO what is left on the old contracts.

Commissioner Winch suggested that the old contracts be closed out before opening a new one. Commissioners took no action on the proposed contract, pending staff discussion with ARRO on the previously signed contracts.

#### 6. RICHARD WINN LANE—MD 194 & FOUNTAIN ROCK ROAD INTERSECTION

Burgess Weddle said that the Town should draft a letter to the Maryland State Highway Administration to officially notify them of the town's support of the intersection of MD 194 and Fountain Rock Road being limited to right turns in and right turns out. Commission Winch noted that modifications to the intersection's design would be required.

*Commissioner Russell Winch made a motion, seconded by Commissioner Gary Baker, to send a letter to State Highway stating the Town's support of restricting the intersection of Fountain Rock Road and MD 194 to right turns in-right turns out. The motion passed on a vote of 4-0.*

Mr. DePaola said that Richard Winn Lane is finished, except for street signs, stop signs, stop bars and double yellow lines. The Town can install signs and paint the stop bars. They will need to hire someone to paint the lines.

Ms. Brodie-Ennis suggested the Town hold a ribbon-cutting ceremony to mark the road opening.

#### 7. PARKS COMMITTEE APPOINTMENT

Commissioner Debbie Zimmerman nominated Mitch Brannen to fill the vacancy left by Cliff Quicksell on the Parks Committee. Mr. Brannen responded to questions from the Commissioners, noting his military service and interest in serving the community.

*Commissioner Debbie Zimmerman made a motion, seconded by Commissioner Mary Ann Brodie-Ennis to appoint Mitch Brannen to take Cliff Quicksell's place on the Parks Committee. The vote on the motion was 3-0-1 (Winch abstained).*

Commissioner Zimmerman said she would like terms of the two members of the Parks Committee whose terms are expiring to be re-appointed to the Committee. The positions are currently being advertised and the appointments will be made at a later meeting.

#### 8. ACCOUNTS PAYABLE AND JANUARY FINANCIAL STATEMENTS

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

#### 9. COMMISSIONERS' CONCERNS

Commissioner Gary Baker noted that the Walkersville High School unified bocce team won their second State championship and he offered his congratulations.

Commissioner Russell Winch noted the potholes in Pennsylvania Avenue near the train tracks. Mr. DePaola said that the Town can work with the contractor finishing Ports Circle to get them fixed.

Commissioner Winch also noted that the property owners at the corner of Kenneth Drive and Biggs Ford Road are accessing their property from Biggs Ford Road, which is a code violation.

Commissioner Winch said that he would be attending a meeting with MML and the Frederick County delegation to push for legislation restoring full disbursement of Highway User Funds to local governments. Governor Hogan supports it, but the General Assembly has blocked it.

Burgess Weddle reviewed his notes from the Planning Commission's workshop on Livable Frederick. Planner Hauver noted the date of the public hearing before the Frederick County Planning Commission.

Burgess Weddle invited Mr. Ken Kellar, publisher of the Woodsboro-Walkersville Times, to speak. Mr. Kellar described his idea for a contest to be held on Walkersville Day in May. He plans to use social media to get contestants to take selfie photos in front of designated landmarks in Town. He will handle the details and find sponsors for the prizes.

Burgess Weddle invited Mr. Roger Wilson, Frederick County Director of Government Affairs to speak. He sent greetings from the County Executive and noted that the new library would be opening on March 10. He echoed Mr. Winch's comments on the Highway User Revenue.

Burgess Weddle announced that Walkersville High School would be competing in the County academic tournament on Friday, February 23 at Frederick High School. The team from WHS is top ranked but will face stiff competition from Linganore and Urbana.

TFC Myers noted his willingness to receive questions/comments/concerns from the public. Commissioner Baker noted that the citizens like to see the troopers driving around the neighborhoods. A concern about speeding on East Pennsylvania Avenue was noted.

#### 10. CITIZEN QUESTIONS AND CONCERNS

Mr. Tom Gilbert noted a nice newspaper article about Charles and Kathryn Nicodemus' 65<sup>th</sup> wedding anniversary. He feels they should be recognized by the Town. He also asked whether a new bright light had been installed in Community Park. He also noted that the Town's unaccounted water amounts to an annual loss of 73 million gallons.

The meeting adjourned at 8:25 p.m. Next meeting will be February 28<sup>th</sup>.

Respectfully submitted,

Susan Hauver  
Planning & Zoning Administrator