

MINUTES  
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING  
February 28, 2018

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, February 28, 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, Planning and Zoning Administrator Susan Hauver, Public Works Director Bob DePaola, Town Manager Gloria Long Rollins, and 13 citizens.

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 February 14, 2018. The motion passed by a vote of 4-0-1, with Commissioner Donald Schildt abstaining.*

2. ARRO CONTRACT FOR HFP BUILDING SUPPLEMENTAL DESIGN

Ms. Rollins and Ms. Hauver reviewed their meeting with the ARRO Engineer Scott Longstreth and answered questions regarding the completion of previous contract. Contract 1 for site plan is completed for \$4,751.96 of the \$14,850, not-to-exceed total, leaving an unexpended amount of \$10,098.04. Amendment #1 for staking out the septic area, \$650, has not yet been completed. Contract #2 in the amount of \$44,781.76 for Supplemental Design Services and Forest Conservation, Bidding Services, and Construction Services has utilized \$11,498.63, leaving a balance of \$33,283.13 of work to be completed. The Proposed Contract #3 is to include supplemental design of the interior of the building, including electrical, HVAC, architectural, plumbing plans and specs and additional bidding services, not to exceed \$29,894. We are hoping to complete the work for less than the potential \$80,077.72. The agreement needs to be signed in order to proceed with the completion of the design of the building, specs, advertising, bidding, awarding contract, and construction! The timeline puts us in late summer to be ready to break ground. Commissioner Russell Winch pointed out that the \$80,000, when broken down into engineering increments, amounted to 800 hours @\$100 per hour, for 5 engineers would be only 160 hours each putting work into the building.

*Commissioner Gary Baker made a motion, seconded by Commissioner Mary Ann Brodie-Ennis, to enter into the agreement with ARRO in an amount not-to-exceed \$29,894. The motion passed by a vote of 4-1, with Commissioner Donald Schildt in opposition.*

3. CHANGES TO CHARTER REGARDING ELECTIONS

Burgess Chad Weddle presented a list of items in the Town Charter and Code that need to be updated to reflect current MD State laws regarding elections. In particular, he is proposing the following:

- Charter Article III – Officers
- Add to C3-2B. Each elected official may not miss more than two consecutive regular scheduled meetings unless excused by the Burgess and Commissioners for health reasons.
- Change C3-4 Qualifications – Change 3 years to 1 years pursuant to Court decisions in Young v. Dougherty (Frederick MD case on 3 year requirement being unconstitutional).
- C3-13 – consider advertising requirements – could posting Fair Summary on the website meet the requirements rather than paying for newspaper advertising of ordinances.
- Change C3-18 – Change 5 years to 1 year.
  
- Charter Article VII – Elections
  
- C7-2 Board of Supervisors of Elections – Change February to June for appointing members. Add the possibility of appointing 2 alternate supervisors.

- C7-5 Revision of Registration Records – Change February to June. Acknowledge that staff receives the registered voter list from Frederick County Board of Elections, Stuart Harvey. This entire section and C7-6 should be deleted, it is not what happens.
- C7-9 Elections; Terms of Office – consider changing poll time, currently 1-8 p.m.
- Chapter 22 Elections.  
 §22-1 – add A person may not file a certificate for more than one elected position.  
 Update Certificates of Candidacy on pgs. 2202-2203 to reflect adopted changes.

Burgess Weddle will receive further suggestions from the commissioners and write these changes up as a resolution.

#### 4. OATH OF OFFICE – MITCHELL BRANNEN, PARKS COMMITTEE

Burgess Weddle administered the Oath of Office to Mr. Mitch Brannen who will be fulfilling the Parks Committee term vacated previously by Cliff Quicksell.

#### 5. LIVABLE FREDERICK COMMENTS

Ms. Hauver reported that there will be a public hearing at the Frederick County Planning Commission on their Livable Frederick plan. They are accepting comments and input from our Planning Commission so she will be submitting their minutes for the hearing. She also noted that the plan is consistent with the Town of Walkersville plan.

#### 6. ACCOUNTS PAYABLE

*Commissioner Russell Winch made a motion, seconded by Commissioner Debbie Zimmerman, to pay the attached bills.* The motion passed on a vote of 5-0.

#### 7. COMMISSIONERS' CONCERNS

Commissioner Donald Schildt had several concerns:

- A man called the Town office and was told there were no openings on Parks Committee. He expressed his displeasure and surprise at the appointment of Mr. Brannen being done in his absence as he wanted the Parks positions advertised to the public. Commissioner Mary Ann Brodie-Ennis pointed out that this was to fill a vacated position and that the two terms expiring in April have been advertised. Letters of interest are due by March 8<sup>th</sup>. No one knows who or why a man was told there were no openings.
- Mr. Schildt noted that with no troopers at the meeting, we need to look at the crosswalk at the new library and Liberty Street, possibly paint a no-parking spot so that sight distance is not obstructed. Commissioners will look and Mr. DePaola will evaluate the need.
- Lori Himes asks Commissioner Schildt if the Town is interested in buying back the 250<sup>th</sup> anniversary memorabilia.
- Mr. Schildt asked that a check for \$300 be issued for Stauffer Funeral Home to be reimbursed by the ARIA. He noted that tickets for \$10 for dinner at the Fire Company on Sunday, May 6 are available for sale.

Commissioner Gary Baker reported that the new library grand opening to the public is on Saturday, March 10<sup>th</sup> at 10:00 a.m.

Commissioner Baker also thanked the resident troopers for their response to one of his neighbors on Greene Street.

Commissioner Mary Ann Brodie-Ennis suggested that the Unified Bocce Ball State Championship be added to the Walkersville sign, along with the Unified Tennis status.

Commissioner Russell Winch reported that he had attended the MML event in Annapolis with representatives trying to get the municipal portion of the State Highway User Revenues reinstated. He

noted that there were at least 70 people packed into the sub-committee room and thanked Ms. Rollins for information provided on the history of amounts of HUR received and percentage of applicable budget. March 7<sup>th</sup> will be the next presentation at the State House. He asked that the template letter be sent to all of our representatives.

TFC Matthew Baum entered the meeting and Commissioner Baker again thanked troopers for beating the ambulance to the citizen in need.

Mr. Bob DePaola reported that a significant leak has been found on Challedon Drive. The leak was 12' deep and ran along the storm drain system so it was difficult to detect as it did not surface as leaks often do. Staff members Matthew Orndorff and Ryan Knott were out picking up the loggers when they heard water running. They went to the storm drain and took a sample and found that it was chlorinated. The maintenance staff closed the road and worked on the leak and valve for days. Mr. DePaola noted that he will be able to determine if this is the cause for the discrepancies noted in the water audit. Mr. Orndorff reported this morning, a difference of 200,000 gallons in treated water from the previous day! It seems that this could be the leak we were looking for.

Mr. DePaola reported that everything is completed on Richard Winn Lane. All signs, painting and striping are done and it's ready to go.

## 8. CITIZENS' QUESTIONS AND CONCERNS

As citizens were making their way to the podium, Burgess Weddle reviewed the dates of the upcoming meetings and events, including:

- March 7, 7:30 – Parks Committee
- March 13, 7:30 – Board of Appeals – Walkers Village Center Sign Variance Request
- March 14, 7:30 – Town meeting
- March 21 all day – Water Disconnects
- March 27, 7:30 – Planning Commission
- March 28, 7:30 – Town meeting
- March 30 – Good Friday, office closed
- May 5, 6:00 – AGAR 23 Memorial Gathering Dinner
- May 6, 10:00 – AGAR 23 Memorial Dedication Ceremony
- May 19 – Walkersville Day
- August 13, 4:30 – Deadline to file Certificate of Candidacy
- September 10 – Town Election, times TBD

Ron Layman, 24 W. Frederick Street, manager of the watershed, announced that May 7, the Scouts will be working on a Forestry Merit Badge, and planting 200 trees. He also noted that they have found an old foundation on the Town's property and requested permission to research and rebuild it. He noted they will research the history of the building and they have a volunteer archeologist involved.

Wade Milyard, 44 Georgetown Road, reported that the Glade Village neighborhood needs to be repaved. The roadway is very worn and lots of old patches are sinking, the cul-de-sacs are damaged, he estimates about a half mile of paving is needed. Mr. DePaola will get pricing on the project and evaluate the need.

The meeting adjourned at 8:25 p.m. Next meeting will be March 14<sup>th</sup>.

Respectfully submitted,

Gloria Long Rollins  
Town Manager