

MINUTES  
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING  
March 28, 2018

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, March 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, 23 citizens, TFC Matthew Baum, and Nancy Lavin of the Frederick News Post.

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 both the Town meeting minutes and the Closed legal minutes of March 14, 2018. The motion passed by a vote of 4-0-1, with Commissioner Donald Schildt abstaining.*

2. RESOLUTION 2018-01 ELECTION CHARTER

Discussion ensued on the ramifications of the changes to sections C3 of the Town Charter as follows:

- C3-2 C. *Each elected official may not miss more than two consecutive regular scheduled meetings unless excused by vote of the Burgess & Commissioners for health or other personal issues. If an elected official misses more than three regular scheduled meetings within a calendar year of October 1<sup>st</sup> to September 30<sup>th</sup>, then that elected official would not receive compensation for the month(s) when the fourth or more absence occurs.*
  
- C3-4 *Qualifications (Change from 3 years to 1 year) Each Commissioner shall have resided in the town for at least (1) one year immediately preceding the date to file a certificate of candidacy,*  
...
- C3-18 *(Change 5 years to 1 year) ... and shall have resided in the town for at least (1) one year immediately preceding the date to file a certificate of candidacy.*
  
- *Charter Article VII*
- C7-2 *Board of Supervisors of Elections (Change February to June, add word election prior to year) ...on or before the first Tuesday of the month of June of an election year*
- C7-5 *change February to June, add word election prior to year, delete language regarding 1977. In every election year, on the last Tuesday of the month of June, the Board of Supervisors...*
- C7-9 *change time from 1 p.m. to 8 p.m. to 7 a.m. to 8 p.m. ... the polls open from 7:00 a.m. to 8:00 p.m.*

Further suggestions regarding the number of Board of Supervisors of Election members will be incorporated. The resolution was not introduced and will reappear on the April 11<sup>th</sup> agenda.

3. ORDINANCE 2018-03- CHAPTER 22 - ELECTIONS

There was no discussion on the ordinance with proposed changes to Chapter 22 as follows:

- *Ch22-1 (add new language at the end of current section). A person may not file a certificate of candidacy for more than one elected position.*
- *Pages 2202 and 2203 amend Certificate of Candidacy (changes 5 and 3 years and election to date of filing certificate). (1) One year immediately preceding the filing of this certificate.*

The ordinance was not introduced and will reappear on the April 11<sup>th</sup> agenda.

4. WALKERSVILLE LEO CLUB PRESENTATION

Claire Smith, President, Martina Tsimba, Paige Nyberg, Lauren Anderson, and Colton Miller, Vice-president of the Walkersville Middle School Leo Club presented details of their upcoming fundraiser for Leader Dogs for the Blind. They are sponsoring Dinner in the Dark at Holly Hills Country Club on May

11<sup>th</sup> at 6:00 p.m. Tickets are available to participate in the event and the Town will post the flyer on its Facebook page.

#### 5. WALKERSVILLE ANNIVERSARY TIME CAPSULE UPDATE

Mr. Joel Herman updated the commissioners on the status of the Town's time capsule project in celebration of the 125<sup>th</sup> Anniversary. He noted that we have the tomb and a stainless steel capsule 20"x6". Space is limited in the capsule but he is hoping to include a letter from each commissioner along with a flash drive containing photos and documents of historic interest to the future generations. He stated that CDs will not fit. He's placing a light bulb and flash drive, even though there has been discussion that the future technology may be far advanced and not capable of handling a flash drive. Commissioner Winch would like to include photos on photo paper in case the flash drive photos cannot be accessed and is waiting for a calm day to take up his drone and get aerial photos of the Town. It was noted that the capsule will be placed at the back of the Town Hall parking lot on the corner property that the Town owns, and decisions will be made as to whether there will be a ceremony or not, whether there will be a sign on the capsule location, and when it will be opened in the future. Burgess Weddle will be in contact with Mr. Herman and the Historical Society to determine the answers to these issues.

#### 6. CITIZENS' QUESTIONS AND CONCERNS

Mr. David O'Mare of 105 Sandstone Street, Apt. 200, Victoria Park, reported that there is a problem with the Rutters' construction and the sidewalk/crosswalk at the intersection of Glade Blvd. and Route 194. There is a sediment and control fence blocking the sidewalk and access to the crosswalk over to the Safeway shopping center. Ms. Hauver will take care of contacting Rutters to insure that the fence is relocated so as not to impede the sidewalk and crosswalk.

Mr. David Ennis of 118 Challedon Drive reported his concerns regarding the trash company. He said they failed to pick up a bi-fold door during bulk trash pickup and also did not pick it up during regular trash pickup and further, placed the item in his driveway where he proceeded to drive over it. He has emailed his complaint to the Town as documentation of it.

#### 7. WATER TAP PROCEDURES

Ms. Hauver reviewed the Town's current water tap agreements: the standard agreement, under which all the taps are purchased up front, and the multi-year agreement, under which the developer agrees to purchase a set number of taps per year. The developer of the Bell property, Woodsboro Pike LLC, has requested that the Town allow him to secure taps with a letter of credit instead of cash payment. The agreements were developed in the early 2000's, when analysis of our water capacity indicated that the town was extremely limited in capacity. Since then, the Town's average water consumption has declined, most likely due to a number of factors, such as use of more water efficient appliances, replacement of old water lines in the old town area, and lawn watering restrictions. The Town has capacity now to serve all the new developments currently in the pipeline. Several other water systems, i.e. Middletown, Myersville, and Frederick County do not require upfront payment. Frederick County sells taps on a first come, first served basis, at the time of building permit, and Middletown charges a \$25,000 per tap fee.

Dan Snyder, of Pleasants Development, answered commissioners' questions as they discussed the requirements of our agreements. Commissioner Russ Winch was in favor of keeping the agreements as they stand, and reiterated the risks of the development business. Commissioner Mary Ann Brodie-Ennis was in favor of being flexible utilizing the Letter of Credit option.

*Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Donald Schildt, to authorize the Town Attorney to review the proposed changes to the process/tap agreements, including payment of current cost of tap fee as it increases, amending agreement from 10 years to 7 years, with a 5 year extension option. The motion passed by a vote of 4-1, with Commissioner Russell Winch in opposition.*

It is noted that the Town's tap fee is \$4,000 in town, and \$5,500 for out of town customers, and is expected to rise due to the construction of a new water plant and the costs associated with it.

## 8. ACCOUNTS PAYABLE

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

## 9. COMMISSIONERS' CONCERNS

Commissioner Donald Schildt reported that 30 people have signed up for the Veterans' Bus Trip to Washington, DC on April 24, 2018. He also reported that the memorial monument for the ARIA plane has been installed at Heritage Farm Park. He asked for ideas regarding an additional brick wall for Memorial Park. Mr. Schildt reported that Ms. Joan Johnson contacted him to report that she was blocked into her driveway due to parking on South Glade Road for the new library. She requests that there be no parking allowed in front of her house. Commissioner Schildt asked Ms. Rollins if tax tables have been updated to reflect the new tax law changes and noted that everyone should be receiving a raise. He again apologized to the citizens for the confusion on the appointments to the Parks Committee.

Commissioner Gary Baker reported that the meeting with the Maryland State Police barracks commander, First Sergeant, and TFC Gary Conklin went well.

Commissioner Mary Ann Brodie-Ennis noted that she wanted to bring up the issue of the sidewalk at Rutters but it has already been resolved.

Commissioner Russell Winch reported feedback on his concern about parking and curb cut out on Polaris Drive and leading to the library. He noted that the sidewalk was not shoveled amidst the recent snow storm and that a crosswalk and parking are needed on that side of the street in Sun Meadow for library patrons. Ms. Hauver reiterated that Frederick County has been totally cooperative in implementing any changes to the conditions that we feel would enhance accessibility to the facility.

Commissioner Debbie Zimmerman announced that opening day for baseball at Heritage Farm Park is April 7<sup>th</sup>! She also reported the estimate to install a light on the pole at the entrance of the park would cost \$2,364 to install plus about \$13 per month for electricity. *Commissioner Debbie Zimmerman made a motion, seconded by Commissioner Russell Winch, to add the light to the pole at the entrance to the park. The motion passed by a vote of 5-0.*

Burgess Weddle reviewed the dates of the upcoming meetings and events, including:

- March 30 – Good Friday, office closed
- April 3, 7:30 – Board of Appeals
- April 4, 7:30 – Parks meeting
- April 10, 7:30 – Planning Commission workshop
- April 11, 7:30 – Town meeting
- April 24, 7:30 – Planning Commission
- April 25, 7:30 – Town meeting
- 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

There were no citizens' questions and concerns.

The meeting adjourned at 8:30 p.m. Next meeting will be April 11<sup>th</sup>.

Respectfully submitted,

Gloria Long Rollins  
Town Manager