

MINUTES
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING
April 25, 2018

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, April 25, 2018, at 7:30 p.m. Presiding over the meeting was Commissioner Donald Schildt, with those in attendance included Commissioners Gary Baker, Mary Ann Brodie-Ennis, Russell Winch, and Debbie Zimmerman, Planning and Zoning Administrator Susan Hauver, Public Works Director Bob DePaola, Town Manager Gloria Long Rollins, 10 citizens, and Nancy Lavin of the Frederick News Post. Burgess Chad Weddle was away.

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 April 11, 2018. The motion passed by a vote of 5-0.

2. PREVIEW OF FY 2019 GENERAL FUND BUDGET

Ms. Rollins reviewed the preliminary budget figures for the Town's General Fund. She reviewed all the sources of the Town's revenue and noted any substantial changes in any of the categories. Using the projected assessable base as provided by the Maryland State Department of Assessments and Taxation, she applied the current tax rate of 16¢ per \$100 of assessed value to arrive at the projected \$965,367 of real property tax revenue. Ms. Rollins averaged the past 3 years to estimate revenue from business personal property taxes and income taxes – county shared. Highway User Revenue figures were provided by Maryland Department of Transportation in 2 amounts – HUR formula \$53,284 and FY 2019 Capital Grant \$145,701, for the total of \$198,986. The Police Protection amount of \$39,740 was provided by the GOCCP (Governor's Office of Crime Control and Prevention). She calculated the 90% reimbursement to be received upon completion of the Heritage Farm Park Building to be \$189,925. She noted that interest income rates have been steadily increasing and have topped 1.5%, making that category in the \$80,000 range on Town investments. On the expenditures, she noted that she had included a slight increase in the Burgess and Commissioners salaries, which would need to be introduced and passed a month prior to the Town election. By consensus, commissioners instructed these increases in their salaries be removed. She informed them that office salaries were down slightly due to the retirement of our beloved accountant and her replacement at a lower salary. Ms. Rollins explained that for budgeting purposes 5% was included in the projection for salary increases. Election expenses of \$2,000 were added to the budget as there is an election September 10th. Planning and Zoning budget is up due to the full time employment of our Planning and Zoning Administrator and the new influx of development work and fees. The Maryland State Police contract estimate came in at \$969,260 with 5 Resident troopers. This is down slightly due to it being in the second year of the contract for 5 troopers and the implementation of the start- up costs such as cars, etc. has already been taken care of. She noted the code enforcement budget of \$20,000, continuing our policy of pro-active enforcement and our annual donations of \$12,500 each to the Walkersville Fire and Rescue companies. Trash collection shows an increase due to commissioners' direction to go out to bid, and the assumption that a new contract will be more expensive than the extension of the old amount. Maintenance salaries includes the hiring of an additional maintenance technician with a starting salary of \$35,000 and family benefits, retirement, and payroll taxes categories increases associated with the hiring. Program Open Space reflects the estimated cost of the new building in the amount of \$266,584. Discussion ensued regarding the increase in Health, dental, and life insurance of 3% + the new hire assumptions. Capital outlay for equipment includes a new truck for \$45,000, a Zero-turn mower for \$15,000, and a Sidearm mower for \$12,000 for the total \$72,000. Capital project of Paving Glade Village in the amount of \$131,500 based on cost estimate received by Mr. DePaola. A balance available of \$49,526 was noted, and could be used for sidewalk repairs/maintenance. Commissioner Mary Ann Brodie-Ennis asked if adding new office staff should be considered, and Ms. Rollins explained her plan to add staff in the next fiscal year when certain office staff are planning to retire. Ms. Brodie-Ennis would also like to see funds allocated to another electronics e-cycle and a paper shred event. Ms. Rollins was confident there were funds available within the Trash collection budget line item in the amount of \$275,000, even with an upcoming new contract on the horizon.

Commissioner Donald Schildt noted he would, once again, like to cap staff salaries at 3%. Commissioner Russell Winch is against capping and the morale issues associated with it. Commissioner Gary Baker noted that raises are awarded based on staff performance evaluations by Ms. Rollins and Mr. DePaola and that just because there is 5% in the budget does not mean that all staff will receive it. Commissioner Debbie Zimmerman pointed out that bonuses, funding the health insurance deductible, and raises should all be considered when evaluating staff compensation.

Discussion moved to the Water Fund budget, where Ms. Rollins explained the estimated water usage fees were based on FY 2018 actual billings of November 2017 and May 2018. Wireless telecommunications income is a calculation of the contracts of the 5 carriers on the water towers. There is no income showing from Developers Water Tap agreements as those funds are not for operations but for keeping the water treatment plant up to date. Designated from surplus are the funds that are available from savings above the \$500,000 reserved amount. Building maintenance and repair includes \$30,000 for roof replacement on the clear well. Water salaries include a 5% increase to ½ of the Water superintendent, 2 water operators, and 1 office staff supported by the Water Fund. Capital outlay includes \$750,000 for the Glade Village Water line replacement as estimated by Mr. DePaola. Ms. Rollins noted that there is a \$213,128 deficit even while utilizing \$209,952 from savings to meet expenses. Water treatment plant costs of \$7,512,375 and MDE loan amount of \$8,400,000 are not included in the operating budget and consideration needs to be given to the loan payment schedule that will be commencing after the water plant is constructed.

3. BID OPENING RESULTS – PARK TREE REMOVAL

Commissioners reviewed the bid results for removal of trees in Town parks that have been afflicted by the ash borer. Two bids were received, one from Baker Tree Services and one from Patrick Musser Tree Service.

Commissioner Debbie Zimmerman made a motion, seconded by Commissioner Russell Winch, to award the tree removal and pruning bid to the low bidder, Patrick Musser Tree Service, Inc. in the amount of \$15,000, with an hourly rate of \$188 and estimated hours of 120. The motion passed by a vote of 5-0.

4. BELL PROPERTY WATER TAP AGREEMENT REVISIONS (LOC)

Ms. Hauver reviewed the commissioners' vote to allow the developer of the Bell property to reserve water taps with a financial guarantee (letter of credit) instead of cash payment. The revised tap agreement was reviewed by the Town attorney with the changes included from the March 28 meeting; (7 year period, with possible 5 year extension). The applicant is proposing to use United Bank for the letter of credit. The bank has offices in Hagerstown and Gaithersburg and the LOC could be presented for redemption at the Gaithersburg branch. Staff has no objection to the proposed bank, and recommends that the policy be changed to allow letters of credit from banks within the region to be considered on a case-by-case basis. The Project Manager from the development introduced himself, Dan Fryer, and noted that they are in agreement with the Town Attorney revisions of the tap agreement.

Commissioner Gary Baker made a motion, seconded by Commissioner Debbie Zimmerman, to accept the terms of the Letter of Credit as presented, and revised by the Town Attorney. The motion passed by a vote of 4-1, with Commissioner Russell Winch in opposition.

5. WATER TREATMENT PLANT BOND COUNSEL ISSUES

Ms. Rollins informed commissioners that we received notification that our Town Attorney would not be our bond counsel for the loan we are expecting from MDE. Ms. Rollins and Ms. Morales-Matias are working with the Town Attorney to devise an RFP (Request for Proposal) to distribute to capable law firms that handle bond counseling. We expect to continue working on this issue and hope to have candidates to choose from and award the work at the May 23rd Town meeting.

6. FARMERS' MARKET

Ms. Rollins notified commissioners that she had discussed questions regarding the implementation of the Farmers' Market this year with Burgess Weddle, and we will not be sponsoring a farmers' market this summer.

7. 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 4-1, with Commissioner Mary Ann Brodie-Ennis in opposition.

8. COMMISSIONERS' CONCERNS

Commissioner Gary Baker expressed his concern for middle school children in the crosswalk by WMS and asked that troopers be notified to possibly present a presence during the after-school rush. He suggested parking on Nicodemus Road to monitor.

Commissioner Mary Ann Brodie-Ennis reiterated our need to revisit our water tap fees, noting ours are \$4,000, Brunswick's \$7,102, Middletown's \$25,000, and Emmitsburg \$8,200. She would like to know how to arrive at what should be charged for a water tap and suggested calling other towns to find out their process for calculating.

Commissioner Debbie Zimmerman asked the status of the Heritage Farm Park building. Ms. Rollins and Ms. Hauver had received information from the design engineering firm with a few final questions before the plans are completed. They could not estimate when the package would go out to bid. Commissioners reiterated that materials for the building should be American-made.

Ms. Rollins reported that TFC Gary Conklin has been promoted to Corporal and is to remain as supervisor of the Walkersville Resident troopers. TFC Matthew Baum has been promoted and will be transferred to Rockville. Our new trooper replacing Trooper Baum is TFC Dave Miller.

Mr. DePaola reported that maintenance staff would be working on the paving of Challedon Drive this week, and that work at Biggs Ford Road would require the water to be shut down on 14 houses.

Commissioner Donald Schildt reported that the veterans' bus trip to the Washington, DC memorials was a success, with 53 attendees.

Commissioner Schildt reported that next Saturday and Sunday, May 5th and 6th, the Town will be participating in the AGAR 23 Memorial Dedication Ceremony at 10:00 a.m. at Heritage Farm Park. The park will be closed to GVAA activities until after 12 noon and there will be a fly-over on Sunday at the exact time of the crash. The AGAR 23 Memorial Gathering Dinner will be held Saturday, May 5th, at 6:00 p.m. at the Walkersville Volunteer Fire Department at a cost of \$15 per person.

Commissioner Schildt reported that Ethics Commission has been meeting and reviewing the Financial Disclosure forms as required by the Town's Ethics ordinance, Chapter 26 of the Town Code.

Commissioner Schildt announced that on May 3rd there will be National Prayer Day and he is trying to encourage all of the Walkersville schools to participate.

Commissioner Schildt noted that there has been one complaint on the Rutters' construction truck traffic, that includes a litany of issues from the viewpoint of the citizen.

Commissioner Schildt reported that closure of the park on Sunday, May 6th, during the memorial ceremony, will be enforced by resident troopers.

Commissioner Schildt directed commissioners to the Frederick County Opioid Overdose Cases report, noting that the Maryland State Police numbers reported are not broken down showing Walkersville-only numbers.

Ms. Rollins notified commissioners that their direction has been followed for advertising positions for Election Judges and Ethics Commission members, noting copies of the ads were included in the meeting packets.

9. CITIZENS' QUESTIONS AND CONCERNS

There were no citizens expressing concerns.

Dates to remember:

- May 5, 6:00 – AGAR 23 Memorial Gathering Dinner
- May 6, 10:00 – AGAR 23 Memorial Dedication Ceremony
- May 8, 7:30 – Planning workshop
- May 9, 7:30 – Town meeting
- May 19 – Walkersville Day
- May 22, 7:30 – Planning Commission
- May 23, 7:30 – Town meeting
- May 28 – Memorial Day observed – Office closed
- June 9 – Bulk Trash Pick-up
- August 13, 4:30 – Deadline to file Certificate of Candidacy
- September 10 – Town Election

The meeting adjourned at 8:30 p.m. Next meeting will be May 9th.

Respectfully submitted,

Gloria Long Rollins
Town Manager