

MINUTES
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING
May 23, 2018

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, May 23, 2018, at 7:30 p.m. Those in attendance included Burgess Chad Weddle, Commissioners Gary Baker, Mary Ann Brodie-Ennis, Donald Schildt, and Debbie Zimmerman, Planning and Zoning Administrator Susan Hauver, Town Manager Gloria Long Rollins, Public Works Director Bob DePaola, 18 citizens, and Nancy Lavin of the Frederick News Post. Commissioner Russell Winch was absent.

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 Mary Ann Brodie-Ennis, to approve the Town meeting minutes of May 9, 2018. The motion passed by a vote of 4-0.

2. PUBLIC HEARING AND ADOPTION OF FY 2019 TAX RATE

There were no public comments.

Commissioner Debbie Zimmerman made a motion, seconded by Commissioner Gary Baker, to adopt the tax rate of 16¢ per \$100 of assessed real property value. The motion passed by a vote of 4-0.

3. PUBLIC HEARING ON ORDINANCE 2018-04 – GENERAL FUND BUDGET

There were no public comments on the General Fund budget.

Commissioner Debbie Zimmerman made a motion, seconded by Commissioner Donald Schildt, to adopt Ordinance 2018-04, the FY 2019 General Fund budget. The motion passed by a vote of 4-0.

4. PUBLIC HEARING ON ORDINANCE 2018-05 – WATER FUND BUDGET

There were no public comments regarding Ordinance 2018-05, Water Fund budget.

Commissioner Debbie Zimmerman made a motion, seconded by Commissioner Mary Ann Brodie-Ennis, to adopt Ordinance 2018-05, the FY 2019 Water Fund budget. The motion passed by a vote of 4-0.

5. PERPETUAL CARE OF THE AGAR 23 MEMORIAL

Mr. Van Adams and Ms. Kathy Gauthier thanked the Town for location for the AGAR 23 Memorial. They explained that the project to honor the 21 souls lost on the aircraft that crashed on May 6, 1981 was now "Mission Complete". In order to move on, and remember them in perpetuity, they presented the Town a generous check in order to maintain the memorial site.

6. WATER TAP RATE FOR SELF STORAGE FIRE SUPPRESSION

Ms. Hauver asked for guidance in the amount to charge a water customer for expansion of their water line in order to accommodate the required fire suppression system. As the Town has no standard policy, but has addressed it customer by customer in the past, she reported that Middletown and Frederick do not charge additional fees for upsizing lines to support fire suppression. The Town did not charge the new library building or St. Timothy's Catholic Church for their fire suppression needs. Todd Samperton, representing Walkersville Self Storage, reported that they would be connecting to an 8" waterline that is already existing on the property and that will sprinkle the new building.

Commissioner Donald Schildt made a motion, seconded by Commissioner Debbie Zimmerman, to charge Walkersville Self Storage \$3,000 to utilize the increased size in the water line for fire suppression, and to add this to the Town's water rate/fee schedule as a standard fee for accommodating increased line size for fire suppression. The motion passed by a vote of 4-0.

7. PUBLIC HEARING ON WATER TAP INCREASES BY \$2,000 PER CATEGORY

There were no comments from the public.

Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Gary Baker, to increase tap fees by \$2,000 across the board effective immediately. The motion passed by a vote of 4-0.

8. REVIEW OF RFPs AND AWARD BOND COUNSEL CONTRACT

Two bids were received for Town's bond counsel to serve in loan closing proceedings for the MWQFA loan for construction for the new water treatment plant.

Commissioner Debbie Zimmerman made a motion, seconded by Commissioner Donald Schildt, to award the bond counsel contract to McGuire Woods LLP based on the estimated fee of \$9,500 - \$15,000, with an hourly rate of \$350 for overages. The motion passed by a vote of 4-0.

9. REVIEW APPLICANTS AND APPOINT BOARD OF SUPERVISORS OF ELECTIONS

Ms. Rollins presented 3 letters of interest for the Board of Supervisors of Elections. 5 supervisors are needed to serve at the September 10, 2018 election.

Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Debbie Zimmerman, to appoint Ms. Brenda Davis, Mr. F. Ridgely Cramer, and Mr. David Goemaere as Supervisors of Elections and to continue to advertise the open positions for the upcoming election. The motion passed by a vote of 4-0.

10. HERITAGE FARM PARK BANK BARN RENOVATION COST ESTIMATE

Ms. Hauver presented the report on the condition assessment of the Heritage Farm Park bank barn. Fitzgerald's Heavy Timber Construction evaluated, photographed, inspected, and recommended repairs to the barn. Commissioner Brodie-Ennis asked the Town's priorities for the barn. Commissioners decided to invite Mr. Joseph A. Lubozynski, author of the report, to a Town meeting to discuss the report. Mr. Dick Brady, chair of the Planning Commission, would like the Town to be stimulated to do something with the barn and to answer the questions, "why do we own it?", "what are we going to do with it?".

11. UPDATE ON DEVILBISS BRIDGE ROAD CROSSWALK IMPROVEMENTS

Burgess Weddle reported on changes made on Devilbiss Bridge Road to the crosswalk area between Glade Elementary and Heritage Farm Park as follows:

- Speed limit lowered to 25 mph on Town section of Devilbiss Bridge Road
- 2 – Pedestrian in the Crosswalk signs installed
- Orange flags posted on speed limit signs
- Reduced Speed Ahead signs on order, to be installed when received

Staff noted that a joint meeting between the Town, Frederick County, and Frederick County Public Schools is scheduled for Thursday, May 24th. Cooperation to arrive at the best solution for the safety of the crosswalk is anticipated.

Commissioner Donald Schildt commented that due to Glade Elementary's overcrowding with special events and their need to park at Heritage Farm Park, they should give the Town, GVAA, and the resident troopers at least 2 weeks notice to prepare.

Commissioner Mary Ann Brodie-Ennis added that Glade Elementary needs to follow the procedure to use the park, same as everyone else, i.e. go before the Parks Committee for approval, completing the same documents as required for park usage.

Glade Elementary Principal Mr. O'Hare reported that speeding has always been a problem on Devilbiss Bridge Road. He reported that Moms and Muffins event had over 700 people attend, but they had not all responded to attend, so the School Resource Officer Holland was overwhelmed. He stated that they will come to Parks Committee in the future to be granted approval to park overflow cars in the park.

Ms. Patricia Rowley thanked the Town for its responsiveness to her concerns and suggested flashing speed limit signs. It was noted that Frederick County Sheriff had been seen pulling over speeders and issuing tickets and Town resident troopers have been alerted to the issue.

12. UPDATE ON FOUNTAIN ROCK ROAD RIGHT TURN IN, RIGHT TURN OUT

Ms. Hauver reported that she has been working with State Highway Administration on the Fountain Rock Road/Rt. 194 intersection and the right turn in, right turn out design and installation that we hope to unveil at the same time as the opening of Richard Winn Lane. We are awaiting a proposal from Lenhart Traffic Consulting for preparation of the plans for improvements and obtaining permits from State Highway Administration. Then the Town can engage a contractor to complete the project.

13. M2 CONSTRUCTION UPDATE – COST OF WATER PLANT

Staff reviewed letter from M2 Construction noting increase in cost on their water plant bid, due to delays by MDE in the Notice to Proceed. They noted steel pricing has increased 15% so far this year, and while all increases are difficult to quantify, they will ask for reimbursement of increases if the project is delayed beyond June 1, 2018.

14. PUBLIC WORKS DEPT. REPORT

Mr. Bob DePaola presented the commissioners with the following update on public works activities:

- Parkside, Bell property, and Rutters projects have all been at a standstill for the past 2 weeks due to the rainy weather.
- Mill Run is constructing their last 2 houses and a top coat still needs to be installed for road completion.
- Installation of the wet-tap valve on Biggs Ford Road is scheduled for May 29th, after 2 delays due to rain.
- Speed lowered on Town portion of Devilbiss Bridge Road and signage installed and meeting scheduled for tomorrow 1:00.
- Richard Winn Lane is ready for opening, depending on schedule of right turn in, right turn out.
- After go ahead from MDE on the water plant, construction trailers and materials need to be located properly.
- Town Hall basement got wet due to clogged drain at stairwell, and was pumped out by the Fire company.

15. ACCOUNTS PAYABLE

Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Debbie Zimmerman, to pay the attached bills. The motion passed by a vote of 4-0.

16. COMMISSIONERS' CONCERNS

Commissioner Debbie Zimmerman asked for an update on the Heritage Farm Park building. Staff reported that yet another list of questions and decisions to be made had been received from ARRO Engineering. It is unknown when we can proceed to bid the project.

Commissioner Mary Ann Brodie-Ennis thanked Public Works for the good work completed on Challedon Drive.

Commissioner Gary Baker asked the whereabouts of the Town's electronic speed sign. Mr. DePaola reported that it was down at the shop and would soon be directed out to Devilbiss Bridge Road. Commissioner Baker asked when the concrete barriers would be removed from Richard Winn Lane – as discussed, plan is to remove barriers and open Richard Winn Lane if the right turn in, right turn out project is completed in a timely manner at Fountain Rock Road and Rt. 194.

Commissioner Donald Schildt reported that he and Mr. DePaola have looked at the wall at Memorial Park and are pondering where to put another wall of memorial bricks.

Commissioner Mary Ann Brodie-Ennis reported that she was working with Yunellis on implementing LED streetlights in some areas of Town.

17. CITIZENS' QUESTIONS AND CONCERNS

Memorial Day, Sunday 1:30 p.m., Woodsboro Parade and Ceremony at the American Legion.

Tom Gilbert, 56 Hampton Place, brought thanks from his neighbors for the bids to pave Glade Village. He also noted that light Pole #5 is hollow and public works needs to check it out on Georgetown Road.

Penny Rife, 1 Pennsylvania Drive, reported that she lives on the only gravel road in Walkersville. She would like it to be paved. Mr. DePaola will get an estimate to pave Pennsylvania Drive.

Burgess Weddle reviewed upcoming dates to remember:

- May 28 – Memorial Day observed – Office closed
- June 6 – Parks Meeting
- June 9 – Bulk Trash Pick-up for in-town residents
- June 13 – Town Meeting
- June 26 – Planning Meeting
- June 27 – Town Meeting
- August 13, 4:30 – Deadline to file Certificate of Candidacy
- September 10 – Town Election

Andrew Toms, 211 Stauffer Court, asked the time frame on opening Richard Winn Lane. The plan is to open it simultaneously with the right turn in, right turn out at Fountain Rock Road and Rt. 194, if that project can be completed in a timely manner, i.e. within 2 months.

The meeting adjourned at 8:40 p.m. Next meeting will be June 13th.

Respectfully submitted,

Gloria Long Rollins
Town Manager