

MINUTES  
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING  
August 8, 2018

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, August 8, 2018, at 7:30 p.m. Those in attendance included Burgess Chad Weddle, Commissioners Gary Baker, Donald Schildt, and Russell Winch, and Debbie Zimmerman, Planning and Zoning Administrator Susan Hauver, Public Works Director Bob DePaola, Town Manager Gloria Long Rollins, 17 citizens, TFC Jeremy Wills, and Anna Horevay of McGuire Woods. Commissioner Mary Ann Brodie-Ennis 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 Russell Winch, to approve the Town meeting minutes of July 11, 2018. The motion passed by a vote of 3-0-1, with Commissioner Gary Baker abstaining.*

2. INTRODUCE AND ADOPT RESOLUTION 2018-02 FOR WATER TREATMENT PLANT LOANS

Anna Horevay, of McGuire Woods, the Town's bond counsel for the construction of the new water plant presented the specifics of Resolution 2018-02. This resolution is needed to apply for 2 loans totaling \$8,775,000 with 1 (one) tax-exempt in the amount of \$7,275,000 and 1 (one) forgivable grant in the amount of \$1,500,000. There is a 20 day referendum period, which is not required, but will be observed before the resolution becomes effective on August 28, 2018.

*Commissioner Donald Schildt made a motion, seconded by Commissioner Russell Winch, to adopt Resolution 2018-02 as needed to receive loans from the Maryland Water Quality Financing Administration and will be effective in 20 days. The motion passed by a vote 4-0.*

3. PROFESSIONAL SERVICES AGREEMENT – MS4 (MUNICIPAL SEPARATE STORM SEWER SYSTEMS)

Mr. Bob DePaola reviewed the requirement for the MS4 permitting and the need for assistance from ARRO Engineering to complete the permit requirements reporting.

*Commissioner Russell Winch made a motion, seconded by Commissioner Gary Baker, to approve the Professional Services Agreement with ARRO Consulting, Inc in the amount of \$23,000. The motion passed by a vote of 4-0.*

4. MILL RUN – TRANSFER OF LETTERS OF CREDIT TO MORGAN STANLEY BANK

Ms. Hauver explained that Mayfair Properties, LLC, developer of Mill Run, would like to switch banks that hold their letters of credit. PNC Bank currently holds the letters of credit and they are proposing Morgan Stanley Bank. Our Town Attorney has approved the wording of the new letters of credit and it can be redeemed at an office in Baltimore.

*Commissioner Russell Winch made a motion, seconded by Commissioner Debbie Zimmerman to allow Mayfair Properties, LLC to transfer their letters of credit to Morgan Stanley Bank from PNC Bank and release the originals once that is complete. The motion passed on a vote of 4-0.*

5. SHEETZ – REQUEST FOR REDUCTION OF LETTER OF CREDIT

Sheetz has requested that the letter of credit being held for public improvements associated with the development of the CLI building behind the store be released. Frederick County has conducted their inspections and recommended approval and staff recommends release of \$42,970 be released and that the Town hold the \$21,485 contingency funds until the one year warranty period has ended.

*Commissioner Debbie Zimmerman made a motion, seconded by Commissioner Russell Winch, to reduce the Sheetz letter of credit by \$42,970 and hold the remaining \$21,485 until the one year warranty period is ended. The motion passed by a vote of 4-0.*

6. WALKERSVILLE SELF STORAGE EXPANSION – PUBLIC WORKS AGREEMENT AND WATER AGREEMENT

Ms. Hauver presented the public works agreement for the expansion of the Walkersville Self Storage, limited to sediment and erosion control. The owner plans to post the guarantee in the form of cash to be held in escrow. The water service agreement is for the \$3,000 being charged to allow them to provide fire flow to the new buildings.

*Commissioner Russell Winch made a motion, seconded by Commissioner Debbie Zimmerman, to approve both the Public Works Agreement and the Water service agreement. The motion passed by a vote of 4-0.*

7. BELL PROPERTY – STREET LIGHT PROPOSAL BY POTOMAC EDISON

Commissioners reviewed a proposal by Potomac Edison whereby they would install LED street lights and be responsible for the maintenance of them. The Town would be responsible for the poles only. Mr. Morgan Edders was present to answer any questions. Commissioner Winch noted it would be efficient to allow Potomac Edison to maintain the street lights in the new development and also mentioned the revision/update of the Town's Design Manual should include the specifications for these types of light fixtures and the option for Potomac Edison to own.

*Commissioner Russell Winch made a motion, seconded by Commissioner Gary Baker, to select Option 1 of the agreement with Potomac Edison, allowing them to own and maintain the LED street lights and the Town to be responsible for the poles. The motion passed by a vote of 4-0.*

8. PARKSIDE – REQUEST FOR REDUCTION OF LETTER OF CREDIT

The developer of the Parkside development has requested that their letter of credit be reduced. Staff recommends release of \$123,056 from the letter of credit for the water lines that have been installed to the satisfaction of Public Works Director Bob DePaola. The storm drains and roads have not been inspected by Frederick County and we will need to get our new town engineer involved before other funds can be released.

*Commissioner Russell Winch made a motion, seconded by Commissioner Debbie Zimmerman, to not reduce the letter of credit just yet, to wait until new engineer can review all aspects of the infrastructure before release. The motion passed by a vote of 4-0.*

9. LONGLEY GREEN – LETTER OF CREDIT APPROVAL

Longley Green developer is proposing a letter of credit with Ameriserv Bank, a Pennsylvania bank. The bank is planning an opening of a branch in Hagerstown, MD, which would comply with the Town standards for letters of credit.

*Commissioner Donald Schildt made a motion, seconded by Commissioner Russell Winch, to allow Longley Greens developer to obtain their letter of credit from Ameriserv Bank, with the condition that the Hagerstown branch office is available by November 15, 2018. The motion passed by a vote of 4-0.*

10. APPOINT ELECTION SUPERVISORS

The Town has received letters of interest from Mrs. Pat Yoinco and Mr. Adolph Gardner, to be appointed as Election Supervisors. There have been 4 appointed supervisors, with one more needed for the official number of 5. We are also hoping for alternate supervisors to be appointed in case any of the supervisors are unable to fulfill their responsibilities.

*Commissioner Russell Winch made a motion, seconded by Commissioner Gary Baker, to appoint Mrs. Pat Yoingco as an Election Supervisor, and Mr. Adolph Gardner as an alternate Election Supervisor. The motion passed by a vote of 4-0.*

#### 11. 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 4-0.*

#### 12. COMMISSIONERS' CONCERNS

Commissioner Donald Schildt said that in the Parkside development, the weeds are overrunning the trees. Ms. Hauver will check if the complaint is regarding the forestation area where mowing is forbidden and it is supposed to be left alone to grow into a natural area. She will also contact the developer to insure that they are complying with Town Code in regards to grass height.

Commissioner Schildt reported that 42 bricks have been ordered so far for the 2<sup>nd</sup> memorial project. He noted that any veteran or family member or friend can purchase a brick in honor of a veteran for \$50.

Commissioner Gary Baker reported he may miss the next meeting due to his scheduled knee surgery.

Commissioner Russell Winch reported on the next MML Meeting to be held August 23<sup>rd</sup>, noting the new president is Brunswick Mayor Jeff Snoots.

Commissioner Debbie Zimmerman asked Parks Committee member Mitchell Brannen to come forward and read the minutes of the August 1<sup>st</sup> meeting citing the reasons that foot golf has been denied as a project in Heritage Farm Park. Mr. Brannen noted that upon investigation of the particulars of installing a foot golf course it was discovered that: 1) cost is \$2,054 for installation and does not include ongoing maintenance, 2) the holes are closer together than the current golf course holes so they would not be able to share the current holes, 3) vandalism is an issue, 4) the course at McDaniel College has a hired person to remove the hole covers in the morning and replace them in the evening. It was discussed that the honor system of removing a cover and then returning to replace the cover as the course is used would probably not work out. This is because users can be counted on to be inconsiderate persons with no concern for leaving the course playable for the next person.

Ms. Rollins asked commissioners to set the time for the opening of Richard Winn Lane. It is scheduled for 6:30 p.m. on August 22, the next town meeting date.

Ms. Rollins asked if the Burgess and Commissioners would like to hold a Meet the Candidates event after the filing due date for the Certificates of Candidacy and prior to the election. Feelings were mixed on the suggestion, so it's a maybe.

Ms. Rollins asked if the time capsule burial is to be rescheduled and relocated. Burgess Weddle will contact Mr. Joel Herman for suggestions on the rescheduling.

Ms. Rollins also directed commissioners to reading material in their packets regarding installation of a crosswalk as warranted in the Manual of Uniform Traffic Devices. She noted that some people want a crosswalk installed on Polaris Drive, in the Sun Meadow neighborhood, at the end of the sidewalk coming from the library.

Ms. Hauver reported that she has received a cost estimate from the engineering firm for the option selected for the right turn in/right turn out entrance at Fountainrock Road and Rt. 194. She will contact commissioners shortly with the information.

Mr. DePaola reported that the construction company for the water plant is running into a scheduling difficulty due to receipt of their blasting permit.

Mr. DePaola expressed concern at the retrofitting project in the stormwater pond at the corner of Frederick Street, Rt. 194, near the jewelry store. He stated they are drilling 2 test wells to determine the depth of the Town's water line that runs through the pond.

Mr. DePaola reported that due to complaints from residents of Pennsylvania Drive, he and the developer of Mill Run have inspected the stormwater area and feel that this development is not the cause of the residents' water in basements – there has just been a lot of rain in a short period of time. Burgess Weddle reported that the National Night Out event planned by the Maryland State Police Walkersville Resident Troopers and supported by the Walkersville Fire and Rescue companies was a big turnout and a huge success. He asked TFC Jeremy Wills if he wanted to come up and speak.

Burgess Weddle reviewed the announcements as follows:

- Aug. 10 – Shred Day behind Town Hall, 8:00 a.m. – 12:00 noon
- Aug. 13 – Deadline to file Certificate of Candidacy, 4:30 p.m.
- Aug. 22 – Richard Winn Lane opening, 6:30 p.m.
- Aug. 22 – Town Meeting, 7:30 p.m.
- Aug. 28 – Planning Commission, 7:30 p.m.
- Sept. 3 – Labor Day – office closed
- Sept. 4 – Deadline to apply for absentee ballot
- Sept. 4 – Board of Appeals, if needed
- Sept. 5 – Parks meeting
- Sept. 10 – Town Election, 7:00 a.m. – 8:00 p.m.
- Sept. 11 – Planning Workshop
- Sept. 12 – Town meeting
- Sept. 25 – water disconnects
- Sept. 26 – Town meeting

### 13. CITIZENS' QUESTIONS AND CONCERNS

Mr. Lamar Estridge, 106 Mill Circle, expressed his concern with dog owners walking through the neighborhood and not picking up their dogs' crap. Burgess Weddle suggested that the Town install some of the Dog Poop Stations as installed on Glade Road. He directed Mr. DePaola to arrange for the installation in the neighborhood.

Mr. Estridge also expressed his concern with the size of the storm drains in the neighborhood, noting that the openings are large enough for a child to fall in while exploring. Mr. DePaola will check into a solution to make the openings safer while still performing their intended purpose of draining stormwater from the street.

Ms. Crystal Newman and Debbie, the manager of McDonalds, invited everyone to attend McDonalds grand reopening this Saturday, August 11<sup>th</sup> from 12 noon – 2:00 p.m. There will be a ribbon cutting ceremony and she asked any elected officials to let her know if they attend, so they could help with it. It was also reported that McDonalds would be making donations to the library, the WHS band, and the Community Action Agency.

Burgess Weddle announced the next meeting Wednesday, August 22<sup>nd</sup> at 7:30 p.m. after the opening of Richard Winn Lane at 6:30 p.m.

Meeting adjourned at 8:15 p.m.

Respectfully submitted,

Gloria Long Rollins  
Town Manager