

MINUTES
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING
November 14, 2018

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, November 14, 2018, at 7:30 p.m. Those in attendance included Burgess Chad Weddle, Commissioners Michael Bailey, Mary Ann Brodie-Ennis, Tom Gilbert, Michael McNiesh, and John Zimmerman, Planning and Zoning Administrator Susan Hauver, Public Works Director Bob DePaola, Town Manager Gloria Long Rollins, Wyatt Massey of the Frederick News-Post, Ken Kellar of the Woodsboro Times, and 20 citizens.

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 Michael McNiesh, to approve the Town meeting minutes of October 24, 2018. The motion passed by a vote of 5-0.

2. UPDATE ON HFP BUILDING FROM ARRO CONSULTING

An email from Nate Merkel, of ARRO Consulting, was reviewed for the commissioners. ARRO has received a comment letter from Frederick County regarding the stormwater calculations. Frederick County has requested that ARRO submit manual calculations for their review. They will address the comments by November 12th. ARRO recommends that once the final approval is granted, that we advertise mid-January to early February for a 30-day advertisement period. The project could then commence in spring, early April, a tentative timeline.

3. DRUG DROP OFF DAY INFORMATION – RHONDA RAMSBURG

Ms. Rhonda Ramsburg, of Walkersville United Methodist Church, is proposing a Drug Drop Off Day that provides a safe space provided by the Town. She asked if the commissioners are interested in her exploring the process and procedures to set this up. There are currently 4 locations in Frederick County to drop off unused prescriptions. She is proposing a one day event. Commissioners expressed unanimous interest and Ms. Ramsburg will come back with details.

4. APPOINT MATTHEW LUBOLD TO BOARD OF APPEALS

Commissioner Tom Gilbert made a motion, seconded by Commissioner Michael McNiesh, to appoint Matthew Lubold to the Board of Appeals. The motion passed by a vote of 5-0.

5. APPOINT RUSSELL WINCH TO PLANNING AND ZONING COMMISSION

Commissioner Tom Gilbert made a motion, seconded by Commissioner Michael Bailey, to appoint Russell Winch to the Planning Commission. The motion passed by a vote of 5-0.

6. APPOINT JAY LOCHNER TO PARKS COMMITTEE

Commissioner Mary Ann Brodie-Ennis reported that the Parks Committee would like to readvertise the position on the Parks Committee until December 5. Parks Committee member Mitch Brannen reported that at the time the position was advertised, Mr. Bill Dykes had not officially submitted a letter resigning his position in writing.

Commissioner Tom Gilbert made a motion, seconded by Commissioner Michael McNiesh, to delay the appointment to the Parks Committee until adequate advertising and then make the appointment. The motion did not pass by a vote of 2-3, with Commissioners Mary Ann Brodie-Ennis, John Zimmerman, and Michael Bailey in opposition.

Commissioners all noted that they had no objection to the appointee, but were concerned about the advertising dates as compared to the resignation date. (Position was advertised Saturday, October 20,

2018 with letters of interest due October 31, 2018). To date, no official resignation letter has been received from Mr. Dyke.

Commissioner Michael Bailey made a motion, seconded by Commissioner Michael McNiesh, to appoint Jay Lochner to the Parks Committee. The motion passed by a vote of 5-0.

Burgess Weddle swore in the new appointees to their positions as follows:
Matthew Lubold to Board of Appeals
Russell Winch to Planning Commission
Jay Lochner to Parks Committee

7. COMMISSIONER ASSIGNMENTS / AREAS OF RESPONSIBILITY

Burgess Weddle presented his tentative commissioner assignments and areas of responsibility to be confirmed at the December 12, 2018 Town Meeting.

8. ACCOUNTS PAYABLE and OCTOBER 2018 FINANCIAL STATEMENTS

Commissioner Tom Gilbert made a motion, seconded by Commissioner John Zimmerman, to approve the payment of the attached bills and the October 2018 financial statements. The motion passed by a vote of 5-0.

9. COMMISSIONERS' CONCERNS

Commissioner Tom Gilbert asked for clarification on the administrative fees on the MDE amortization schedule for the water treatment plant loan. He noted that the 5% fee calculated on the loan amount is higher than it should be.

Commissioner Tom Gilbert asked the status of the following:

- Conway meter, calculations requiring checking the meter – usage will be checked monthly to monitor leak
- Senior citizens meeting only on Tuesday – no, they continue to meet on Tuesday and Thursday
- Noticed that park restrooms were not open over the weekend – park restrooms are closed and winterized every November 1.
- He would like a list of names of resident troopers – will be provided
- He would like a formal thank you sent to former Commissioner Donald Schildt
- He asked Bob DePaola for an update on the Glade Village water line replacement – Mr. DePaola reported on his meeting and changes to the design
- Is Walkersville a corporation? – yes

Commissioner John Zimmerman asked if the telephone poles need to be moved on Biggs Ford Road by the Parkside development. Ms. Hauver noted that Verizon is working with the developer to get the pole moved and she will report on the status when it is available.

Commissioner Zimmerman noted that the paving is complete on Devilbiss Bridge Road as requested at the last meeting.

Burgess Weddle thanked Commissioner Zimmerman for his help with traffic control and blocking the streets for the Veterans' Day Ceremony at Memorial Park.

Commissioner Mary Ann Brodie-Ennis asked about the storm drain behind 120 Challedon Drive and who's responsible for its maintenance and upkeep. The question arose at the HOA meeting for GladeTowne. Mr. DePaola reported that the swales, drainage and discharge area are the GladeTowne HOA responsibility.

Commissioner Brodie-Ennis also asked that Memorial Park be placed under the responsibilities of the Parks Committee, but hoped that the volunteers who care for it would continue to do so. Ms. Brodie-Ennis noted that the swamp oak located in Heritage Farm Park is the oldest swamp oak in the State of Maryland.

Commissioner Brodie-Ennis reported that on December 1st there will be a Christkindlmarket at several of the churches in Walkersville, from 12-6 p.m. Also, the Town's annual Christmas tree lighting will take place on December 5th with cookies, hot chocolate, choir singing, and a special visitor.

Commissioner Michael McNiesh asked if it was appropriate for a Frederick County Deputy Sheriff to be running radar while parked in the Walkers' Overlook driveway. Yes – Cpl Gary Conklin reported that the county sheriffs have jurisdiction all over the county, even though Walkersville has resident troopers.

Commissioner McNiesh congratulated Cpl. Conklin on his paternity leave and also congratulated all the winners in the November election. He also thanked the 3 new appointees to Town committees and commissions. He reported that there will be an 8K race starting at the Walkersville Fire Hall, to benefit "Blessings in a Backpack". He told the sponsors that they need permission for street closings and park usage if that is their plan.

Commissioner McNiesh requested that we ask the State to put in drainage in the jewelry store parking lot where the water runoff pools. Mr. DePaola noted that this has been requested before to no avail but that he would try again.

Commissioner Michael Bailey asked if Memorial Park came under the purview of Parks, what would be the process for the Veterans' Day Ceremony. Staff is currently working on a list of duties to accomplish the event.

Commissioner Bailey reported that he will be reaching out to local farmers to garner their participation in the Farmers Market that he is hoping to implement.

Commissioner Bailey reviewed the handout he prepared for establishing a Sidewalk Task Force.

Mr. Bob DePaola reported that the Walkersville Self Storage water line is now complete for their fire suppression requirements. He also noted that the top coat of the streets in Mill Run has been completed so the Town will salt and plow them during snow events. The streets in Mill Run must still meet the one-year warranty period before they are accepted as Town streets, and the responsibility of the Town. He reported that there will be a meeting on Friday regarding the Mill Run flooding issues. Mr. DePaola reported that the maintenance staff is prepared for the impending snow storm and will be ready to salt and plow snow as needed.

Cpl. Gary Conklin reported that an arrest has been made in the recent rash of thefts from vehicles that parts of the Town have experienced. He reported that troopers are recommending the installation of "No Loitering" signs at McDonalds. This will give the troopers the ability to disperse the juveniles who congregate in the vicinity. Cpl. Conklin reported that the troopers will be participating in the Toys for Tots collection and will be installing a drop off box for toys in the Town Hall. Cpl. Conklin will be taking off for his baby leave starting next Friday, until early January, and Cpl. Ciccarella will be covering his duties while he is off.

TFC. Kyle Knowles reported the arrest made in the September thefts from vehicles, and that individual arrested is from another area. He also reported that often the presence of a trooper at McDonalds disperses the loitering individuals.

Commissioner Mary Ann Brodie-Ennis reported that Glade Valley Community Services operates the food bank in the basement of Town Hall, will be holding the annual Toy Shoppe on December 5th on the 3rd floor of Town Hall, and helps with emergency needs.

Burgess Weddle read the following announcements:

- Thurs., Nov. 22 and Fri., Nov. 23 – Thanksgiving Holiday – Office Closed
- Tues., Nov. 27, 7:30 p.m. – Planning Commission
- Tues., Dec. 4, 7:30 p.m. – Board of Appeals (if needed)
- Wed., Dec. 5, 7:30 p.m. – Tree lighting at Creamery Park
- Tues., Dec. 11, 7:30 p.m. – Planning Commission
- Wed., Dec. 12, 7:30 p.m. – Town Meeting
- Fri., Dec. 14 – Employee, Burgess, and Commissioners Christmas Party
- Mon., Dec. 24 – Office closed at noon

- Tues., Dec. 25 – Merry Christmas !!! – Office Closed

10. CITIZENS' QUESTIONS AND CONCERNS

Ron Layman, 24 W. Frederick Street, reported that a camporee was held at the watershed a month ago, and that there would be a Klondike Derby camporee held in January 2019. He reported that the well is in and the concrete pad is down. He expressed his complaint that the lighting at the Manor House in Heritage Farm Park is poor, and would like the Town to see to installing a dusk to dawn light. He also recommended that recent discussions to rehab the barn be redirected to fixing up the house instead. Our understanding was that when the HFP Building is complete and GVAA is moved there, that Boy Scouts would take on the Manor House for various Eagle Scout projects, rehabbing it and establishing a sort of Boy Scout Museum. This plan needs to be reconfirmed.

Matthew Lubold, 113 Port Circle, reported that many cars come down their dead end street, then turn around and speed out. He requests the Town put up a "NOT A THRU STREET" sign to prevent this. He also asked if anyone has considered the impact of the Rock Creek School on the flooding issues of Mill Run and Parkside? Ms. Hauver answered that the process is beginning with a meeting with the design team regarding the site plan and stormwater issues.

Burgess Weddle reported that the Assistant Code Enforcement position has been readvertised as the first round resulted in no one taking the position. He expressed his thanks to former Commissioner Schildt on the Veterans' Day Ceremony and former Commissioner Winch on his excellent photos of the event.

No decisions were made on the 2 requests for water bill reductions.

The next meeting is Wednesday, December 12th at 7:30 p.m.

Meeting adjourned at 8:45 p.m.

Respectfully submitted,

Gloria Long Rollins
Town Manager