

MINUTES  
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING  
February 13, 2019

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, February 13, 2019, at 7:30 p.m. Those in attendance included Burgess Chad Weddle, Commissioners Michael Bailey, Michael McNiesh, Mary Ann Brodie-Ennis, Tom Gilbert, and John Zimmerman, Planning and Zoning Administrator Susan Hauver, Public Works Director Bob DePaola, Town Manager Gloria Long Rollins. Also in attendance were Ken Kellar of the Woodsboro Times, and Wyatt Massey of the Frederick News-Post, and 8 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 January 23, 2019. The motion passed by a vote of 5-0.*

2. DRUG DROP OFF DAY – RHONDA RAMSBURG

Ms. Rhonda Ramsburg gave Commissioners an update on her plans for holding a Drug Drop Off Day in Walkersville. She has been in contact with Mr. Todd Crum, of the Frederick County Health Department, and the Maryland State Police, and the Frederick County Division of Fire and Rescue Services. She noted that these groups were already doing 4 additional drug drop off programs around the county but are willing to assist with the event in Walkersville. The Maryland State Police will handle all the custody issues and the paperwork associated with the drug drop off. Ms. Ramsburg is looking for an appropriate date to hold the event, possible Walkersville Day (May 18<sup>th</sup>). Commissioner Brodie-Ennis noted that there is a 5K scheduled on Walkersville Day at HFP and that National Night Out in August could be a possibility.

It was decided that June 8<sup>th</sup> would be the day that the Town would sponsor the All-Shred truck, a volunteer trash pickup day throughout the Town, and the Drug Drop Off day. Ms. Ramsburg plans to have youth handing out literature/brochures on the problems of unused prescription drugs. (It was later discovered that June 8<sup>th</sup> is already scheduled as Bulk Trash Day, so it will be a huge clean up day in all areas of the Town).

3. INTRODUCTION OF RESOLUTION 2019-01 – CHANGE THE TOWN CHARTER REGARDING MEETINGS OF THE COMMISSIONERS

Discussion ensued on the amendments needed to the Town Charter to allow commissioners to participate in meetings that they are unable to attend. Reasons for missing the meetings were discussed, i.e. primary employment, vacation, health issues, etc. Excused absences and the process to participate or vote were discussed. Skype, Facetime, and telephone were a few of the possibilities discussed. Several changes were suggested to the wording of the proposed resolution and Burgess Weddle will implement the changes and bring the document back to the next meeting, February 27<sup>th</sup>, for introduction. A public hearing on the Resolution will be held on March 13<sup>th</sup>, 2019.

4. ACCOUNTS PAYABLE

*Commissioner Tom Gilbert made a motion, seconded by Commissioner Michael McNiesh, to pay the February 13, 2019 bills. The motion passed by a vote of 5-0.*

5. COMMISSIONERS' CONCERNS

Commissioner Michael Bailey asked for permission to tap the Maple trees at Community Park to do a demonstration for citizens on how to make Maple syrup. He noted that he needs to tap the trees within the next 3 weeks in order to be successful and that Parks Committee does not meet in time to ask their permission. Commissioner Mary Ann Brodie-Ennis, Parks liaison, will email Mr. Jim Beard, Parks chairperson, to gain a consensus for permission for Commissioner Bailey.

Commissioner Michael McNiesh reported that a citizen requested left turn only signs be installed at the Rutters intersection, as she was almost in an accident there. We will evaluate our street and contact

Maryland State Highway Administration to determine if further signage is needed/required since the opening of Rutters.

Commissioner Mary Ann Brodie-Ennis reported that the Parks Committee approved the installation of 2 new generational swings, one at Heritage Farm Park and one at Community Park. She also noted that they approved a 5K Run on Walkersville Day, however the run is on Sunday, May 19, 2019. Parks also approved the 8K Solstice Run that will commence at the Walkersville Fire Company and run through town to Heritage Farm Park and back. Commissioner Brodie-Ennis also reported that discussion is beginning on the rules for usage of the new building once it is constructed. Discussion included the possible installation of a code locking system.

Commissioner Mary Ann Brodie-Ennis recommended that we hire the Town engineer for overseeing the site development of the new building. After much discussion and clarification and explanation to staff, *Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Michael McNiesh, to hire the Town engineer to be the on-site representative of the Town during the construction of the building. The motion passed by a vote of 4-1, with Commissioner John Zimmerman in opposition.*

Commissioner John Zimmerman reported to Mr. DePaola that there is an area in Biggs Ford Road that is sinking near the storm drain at Parkside. He also reported that notification needs to go to the developers of the Bell property regarding traffic control when they stop in the road to load and unload equipment.

Commissioner John Zimmerman also thanked Mr. DePaola for the maintenance crew's work in pushing snow and throwing or not throwing salt on the roads during the recent snow events.

Commissioner Tom Gilbert asked if there had been any complaints received at Town Hall during the recent snowfalls. There had not. He also reviewed the 2018 summary of complaints submitted by Andy Dewese, Code Enforcement Officer. Questions arose regarding some of the abbreviations used in the report, i.e. "VIS", "GOA", and "LS". Staff will confirm what the abbreviations mean and get back to the commissioners.

Ms. Rollins reported on the upcoming trash pick up day, whereby the town utilizes volunteer citizens who would like to pick up trash in their designated and assigned areas. It turns out that June 8<sup>th</sup>, 2019 is the special day when the Town will sponsor Bulk Trash Pickup, All-Shred document shredding, Volunteer trash pick up, AND the Drug Drop Off Day as presented earlier in the meeting by Ms. Rhonda Ramsburg.

Ms. Rollins reported that an Earth Day activity is being planned whereby the Town will hand out wildflower seed packets to those citizens who would like to support the environment by planting a packet of seeds. It was decided that the month of April, in honor of Earth Day on April 22, will be when the Town promotes the seed planting and hands them out to folks who request them.

Ms. Rollins reported that there will be a pinwheel garden planted in Town hall by the [Child Advocacy Center of Frederick County](#) in honor of Child Abuse Awareness Month. Resolution 2019-02 will be on the March 27, 2019 meeting agenda.

Ms. Hauver directed the Burgess & Commissioners to the list of projects within the Town and the report on their status as follows:

1. Walkersville Middle School lot consolidation plat: Middle School straddles two lots. Plat to consolidate approved by the PC 1/22/19, subject to conditions. Easements need to be accurately depicted. Need recorded agreement between Frederick County and FCPS for FCPS to access the middle school property through the old library lot (which could change ownership). **Approved with conditions.**
2. Rock Creek School: Site plan went before PC 1/22/19. Voted to continue consideration. Noted concerns include flooding and stormwater management, traffic, screening, lighting, landscaping & specimen trees, bus parking, amount of parking provide for middle school, and open space on property. **Expect resubmission and back to PC 3/26/19.**
3. Dunkin Donuts/strip center: Site plan received. To be located on one of two commercial lots in front of Victoria Park (lot closest to Colony Village). PC agenda 2/26/19 (tentatively). **Need traffic study, now scheduled tentatively 3/26/19**

4. Spring View Estates (Bell property): Phases 2 and 3 plat should be recorded 1/24/19. Still waiting for plat showing transfer of land to FCPS for soccer fields. Ryan Homes is the builder, might be applying for permits soon. **Plats of home sites recorded. Waiting on plats of open space and the addition to FCPS.**
5. Parkside: Waiting for utility poles to be moved by Verizon. Town still needs to acquire right-of-way from Guillen-Escobar to allow road widening along whole frontage of the development. Town Attorney Ian Bartman is working on it. Still need to finalize transfer of land to be added to Community Park (deed has been submitted. **Appraisal of Escobar property nearly complete.**
6. 7-11, Discovery Crossing: Hearing before Frederick County Planning Commission scheduled 2/13/19 (daytime). Watch on FCG TV. **Town reviewing utility pages of improvement plans for water.**
7. Biggs Ford Solar Center: Rezoning application recommended for denial by Frederick County Planning Commission. Hearing before Frederick County Council pending. FcPc also recommended that the standards set forth in the zoning code be re-evaluated/amended. **On County Council agenda 2/19/19.**
8. Longley Green: Easements need to be finalized, then plat will be ready for Health Department signature, PC signature and recordation. **Easements recorded, need to be indicated on plat, then signatures and recording.**
9. Walkers Village Center lot subdivision: Plat approved to divide off the two story building near Glade Boulevard. Water easement document submitted. **Easement recorded.**
10. Fountain Rock Road/MD 194 intersection: Need help with bid documents (traffic engineer for project or Town engineer). **No update.**
11. Walkers Village sign: Possible zoning text amendment, **nothing submitted. Shopping center owner blames the Town(!?).**
12. Mehring Aq preservation application: Working through Frederick County approval process. No update.
13. Draft floodplain maps: Public information meeting pending. Need to notify affected property owners first. **No update**
14. Century Center cricket facility: No update.
15. Staley farm development proposal from Tom Poss: No update.
16. Water Connection to Fountain Rock Park: Need an agreement document with Frederick County with terms. Tap fee?
17. Water Capacity Management Plan: Drafted to satisfy Health Dept request (received by HD without comments). Staff concern about water usage that is unaccounted for. Wait to see what happens with new plant?
18. Design Manual update: Town engineer working on streets and roads section.
19. Board of Appeals: no pending cases. Need to schedule organizational meeting to orient newest board member. **Meeting scheduled for 3/5/19**
20. Comprehensive Plan update: Due in 2021; Dick Brady would like to start soon.
21. Livable Frederick: Informational meetings on second draft to be held around the County in February, hearing March 6.
22. Flooding on Pennsylvania Drive: **Ausherman/Fox & Associates (Mill Run developer) submitted a map showing contours and elevations.**

Mr. DePaola reported on his meeting with Joe Cici regarding the plans for the Glade Village water line, noting that the awarding of the bid to the successful bidder will occur at the March 27, 2019 town meeting.

Mr. DePaola reported that he met with Jim Barto regarding the Rock Creek School water line and that the lines will connect to Mill Run and the Walkersville Middle School and will create one continuous loop. Rock Creek School hopes to commence construction in the early Fall of 2019.

Burgess Weddle reported that on March 9, 2019 the Burgess & Commissioners and staff members DePaola, Hauver, Rollins, and Woods will embark on a Tour of Walkersville, to familiarize new commission members on the town properties and projects. They will tour Town Hall, the Food Bank, MD State Police Resident Troopers office, then head off to the Maintenance buildings and water plant, to the old Rotorex property, Community Park and the town wells, Creamery and Trout Parks, Heritage Farm Park, including the Manor House, bank barn and loop road, time permitting the Town watershed property on Chestnut Grove Road. The group will then return to the Town Hall to review the budget process and the Open Meetings Act.

## 6. CITIZENS' QUESTIONS AND CONCERNS

Mitchell Brannen, 56 Maple Avenue, asked that the resolution to amend the charter to allow commissioners to participate in meetings when they are absent, be expanded to include allowing citizens not present to make public comments via telephone.

Burgess Weddle reviewed the announcement:

- Tues., Feb. 26, 7:30 – Planning Meeting
- Wed., Feb. 27, 7:30 – Town Meeting
- Tues., March 5, 7:30 – Board of Appeals (if needed)
- Wed., March 6, 7:30 – Parks Committee
- Tues., March 12, 7:30 – Planning Workshop
- Wed., March 13, 7:30 – Town Meeting
- Tues., March 26, 7:30 – Planning Meeting
- Wed., March 27, 7:30 – Town Meeting
- Sat., May 18 – Walkersville Day

Burgess Weddle reported that Commissioner Tom Gilbert will be fulfilling his duties while he is out of the country.

Burgess Weddle reported that at the County Executive meeting on the dualization of Rt. 194, it was noted that this project is ranked 3<sup>rd</sup> on the priority list and will probably commence around the year 2040 range.

The Burgess noted the MML meeting is Thursday, February 28<sup>th</sup> and he asked if any of the commissioners can attend.

Commissioner Bailey asked if there is a liaison from the Town who attends the GVAA meetings as stipulated in the agreement – there is not. He also discussed the possibility of a separate email box for citizens to submit public comments to. It was noted that the [townofwalkersville@comcast.net](mailto:townofwalkersville@comcast.net) box is monitored and any public comments will be printed and placed into the records.

The next meeting is Wednesday, February 27<sup>th</sup>, 2019 at 7:30 p.m.

Meeting adjourned at 8:45 p.m.

Respectfully submitted,

Gloria Long Rollins  
Town Manager