

MINUTES
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING
May 8, 2019

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, May 8, 2019, 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, Public Works Director Bob DePaola, Planning and Zoning Administrator Susan Hauver, Town Manager Gloria Long Rollins, and 13 citizens.

The meeting was called to order with the Pledge of Allegiance and a prayer.

1. MINUTES

Commissioner Michael McNiesh made a motion, seconded by Commissioner Michael Bailey, to approve the Town meeting minutes of April 24, 2019. The motion passed by a vote of 5-0.

2. CITIZENS' QUESTIONS AND CONCERNS

Burgess Weddle changed the order of the agenda to hear citizen concerns about high water bills.

The following individuals requested and were granted one-time recalculations of their May 1st water bills from the residential to the Town's industrial water billing rate:

Robert McNally, 254 Deer Run Dr. – Original bill of \$1,405.92 recalculated to \$1,097.15.

Jeanette Krote, 8800 Utopia Pl. – Original bill of \$1,346.51 recalculated to \$692.68.

Tenant Valentina, 8788 Inspiration Ct. – Original bill of \$3,236.27 recalculated to \$1,677.72.

Total Water Fund revenue reduction granted \$2,521.15.

3. VETERANS' DAY AND ARIA MEMORIAL REPORT

Donald Schildt, former Commissioner, 1 Glade Road, reported that he is considering planning the Veterans' bus trip to the Vietnam Memorial wall in Washington, DC, on request of Commissioner Mary Ann Brodie-Ennis. He also expressed his disappointment that the Town had not done anything to remember the ARIA crash as he had promised. He noted that he and 8 others were there to lay a wreath at a cost of \$30. He said he is willing to chair the Veterans' Day Ceremony for another couple of years. He will have a few veterans who have volunteered to be on a committee to plan the events. Bus trip will be planned for mid-June. Funds may be needed for the lunch provided on the bus trip. Commissioner Michael McNiesh will provide oversight to the committee.

4. WALKER HOUSE LLC – MARK LYNCH – REQUEST FOR WATER TAP

Ms. Hauver reviewed the water tap purchase agreement submitted by Mark Lynch, owner of Walkers Overlook at 8939 Woodsboro Pike. He will need a 1 ½ inch water tap to serve his facility that currently utilizes private wells, septic and portable toilets. Frederick County has approved a Water and Sewerage Plan amendment adding the property to the service area for the systems serving the Town. Mr. Lynch has been encouraged by the Frederick County Health Department to connect to public facilities.

Commissioner Tom Gilbert made a motion, seconded by Commissioner John Zimmerman, to grant a 1 ½ inch water tap to Mark Lynch, Walkers Overlook, LLC at a cost of \$6,650. The motion passed by a vote of 5-0.

5. SPRING VIEW ESTATES (BELL PROPERTY) – REQUEST OF LOC REDUCTION

Ms. Hauver reviewed the Woodsboro Pike LLC two requests to reduce the letter of credit held for stormwater management and sediment and erosion control on the Bell property. The LOC covers sediment and erosion control for the development, as well as the construction of stormwater management (SWM) ponds #1 (\$130,936.05), #2 (\$825,361.95) and #3 (\$704,727.30). The LOC was reduced by \$151,812.78 in October 2018 for grading work that had been completed and approved by County inspectors.

The first request for \$412,680.98 is for work completed on SWM pond #2. This represents half of the funds being held. This is the amount recommended for release by County inspectors.

The second request for \$270,145.46 is for work completed on SWM pond #3, also representing half of the funds being held. This amount is recommended for release by County inspectors. Concurrence has been received from Mr. Bob DePaola and staff recommends that LOC No. 9551102200-00004 – BB&T be reduced by a total of \$682,826.44 as recommended by County staff.

Commissioner Michael Bailey made a motion, seconded by Commissioner Tom Gilbert, to reduce Letter of Credit No. 9551102200-00004-BB&T by \$682,826.44 as recommended by Frederick County and Walkersville town staff. The motion passed by a vote of 5-0.

6. COLONY VILLAGE DOG POOP STATION RECOMMENDATION

At a previous meeting, a request was received from Colony Village HOA President Bob Sussman, for 3 additional dog poop stations in Colony Village. The map and request was reviewed by Town public works staff and it was determined that 2 of the requested locations already have poop stations. Therefore, the recommended site for installation of 1 new dog poop station is at the corner of Edinburgh Court and Colony Drive.

Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Michael Bailey, to install one (1) new dog poop station at the recommended site, Edinburgh Court and Colony Drive. The motion passed by a vote of 5-0.

7. DONATION OF POLICE CAR TO FCC CAREER TECH

Ms. Rollins reported that the Crown Victoria inherited police car is in need of several thousand dollars worth of work. Town maintenance staff recommend that it be donated to the career tech division at FCC for students to practice auto mechanics.

Commissioner Tom Gilbert made a motion, seconded by Commissioner John Zimmerman, to donate the 2009 blue Crown Victoria to Frederick Community College Career Tech division. The motion passed by a vote of 5-0.

8. SUPPORT LETTER FOR PEDESTRIAN/BICYCLE TRAILS GRANT FUNDING

Commissioners reviewed the letter of support for the Pedestrian/Bicycle trails grant funding and unanimously approved it for mailing to Mr. Joe Kelley.

9. PARKS COMMITTEE RECOMMENDATION FOR MEMBER APPOINTMENT

The Parks Committee has recommended appointment of Ms. Karalyn Lubold to the committee.

Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Michael Bailey, to appoint Ms. Karalyn Lubold to the Parks Committee, per committee recommendation. The motion passed by a vote of 5-0.

Burgess Weddle swore Ms. Lubold into the 2-year position on the Parks Committee.

10. AWARD BID ON HERITAGE FARM PARK BUILDING

Commissioner Mary Ann Brodie-Ennis reported that she confirmed with Mr. Mike Rice, GVAA President, the need for storage for the GVAA sports and a wrestling practice venue. She reported that GVAA would agree to pay for utilities, electricity, heat and air conditioning, and cleaning of the new building. A security lock with entry codes will be installed to track usage of the building. Two bids were received in response to the advertisement and extension for bids. JCS Communications, Inc. and Dutchman Contracting, LLC responded in the amounts of \$459,250 and \$675,513, respectively. Engineering firm ARRO reviewed the bids and recommended awarding to the low bidder.

Commissioner Michael Bailey made a motion, seconded by Commissioner Michael McNiesh, to award the bid to the low bidder, JCS Communications, Inc., in the amount of the base bid of \$454,000. The motion passed by a vote of 5-0.

11. ACCOUNTS PAYABLE

Commissioner Michael Bailey made a motion, seconded by Commissioner Mary Ann Brodie-Ennis, to pay the attached bills. The motion passed by a vote of 5-0.

12. INTRODUCE GENERAL FUND BUDGET – ORDINANCE 2019-03

Amendments discussed and recommended for the General Fund are as follows:

- Change Income Taxes-County Shared from \$851,513, average of 3 previous years, to \$910,446, actual for FY 2018.
- Add line item to pay for balance of HFP Building designated from Parks-Accrual in the amount of \$192,666.
- Increase amount expected from Interest & Dividends from \$150,000 to \$172,000. In notes to budget, make the 2.4% earnings a consistent % in both the General Fund and Water Fund.
- Add \$750 to the Computer Expenses budget to plan for 2 TVs, improvements to the meeting room sound system, and adding podcasts, Spotify, and YouTube to the Town website.
- Change expense for Uniforms/Boots to include \$600 for all maintenance staff.
- Add Retirement Incentive category for \$5,000, policy to be determined for rewards for proper retirement notice given.
- Increase cost of HFP Building to awarded amount - \$459,250, an increase of \$192,666 included above.
- Add line item for Business Development in the amount of \$1,000 (advertising and Restaurant Week).
- Change Electronic Signs to Gateway Signs and reduce amount to \$35,000.
- Change amount available for Capital projects to reflect above changes, and arrive at a balanced budget.

Commissioner Michael Bailey made a motion, seconded by Commissioner Mary Ann Brodie-Ennis, to introduce Ordinance 2019-03, General Fund budget with the above amendments as discussed. The motion passed by a vote of 5-0.

13. INTRODUCE WATER FUND BUDGET – ORDINANCE 2019-04

Amendments discussed and recommended for the Water Fund are as follows:

- Reserves total added to budgeted revenue in an amount to cover deficit \$561,672
- Uniforms/Boots include \$600 clothing allowance for maintenance staff \$1,800
- Added Retirement Incentive category \$3,000
- Include entire cost of Glade Village water line replacement \$848,000

Commissioner Tom Gilbert made a motion, seconded by Commissioner John Zimmerman, to introduce Ordinance 2019-04, Water Fund budget with the above amendments as discussed. The motion passed by a vote of 5-0.

14. ANNOUNCEMENTS

Burgess Weddle reviewed the announcements:

- Tues., May 14, 7:30 – Planning Workshop
- Sat., May 18 – Walkersville Day
- Weds., May 22, 7:30 – Town Meeting
- Mon., May 27 – Memorial Day Observed – OFFICE CLOSED
- Tues., May 28, 7:30 – Planning Commission
- Sat., June 8 – Bulk trash pickup for Town of Walkersville (in town) residents
 - Shred Day behind Town Hall 9:00 a.m. – 12 noon
 - Clean up Day 9-12
 - Drug Take Back Day at the Fire Hall 9-12

15. COMMISSIONERS' CONCERNS

Commissioner Michael Bailey asked that staff look into the culvert situation at Mill Run under the railroad tracks and see who has jurisdiction over it and the associated storm water management. He would like to propose a Saturday budget workshop in future years, and require all groups and entities benefitting financially from the Town to come, report on their activities for the year, and make their request for the upcoming budget to include their funding. This would be advertised and held as a public meeting in compliance with the Open Meetings Act. Commissioner Bailey would also like to hold quarterly workshops to talk about ways to spend down the Town's surplus.

Commissioner Michael McNiesh reported a citizen's suggestion to connect the Solar Drive sidewalk to Glade Elementary School. He contacted Mr. Burns of Frederick County and noted that he was very receptive. It will serve the function of connecting a school with a subdivision. He would like to expand the recordings of meetings to include the Parks Committee and the Planning & Zoning Commission meeting.

Commissioner Michael McNiesh made a motion, seconded by Commissioner Michael Bailey, to record the meetings of the Parks Committee so that they are available for podcasts. The motion passed by a vote of 5-0.

Commissioner McNiesh reported receiving a noise complaint regarding street sweeping in the Safeway parking lot. The citizen will follow up with the Code Enforcement officer with details of the time and decibel level of the noise and the contractor for Safeway.

Commissioner McNiesh asked the difference of citing people for grass that's too high and for blighted property. He noted that snow removal is a safety issue and Commissioner Mary Ann Brodie-Ennis noted that tall grass is a safety issue also, due to insects and varmints taking up residence in the tall grass. Commissioner McNiesh reported several complaints regarding blighted, eyesore properties.

Commissioner Mary Ann Brodie-Ennis met with Rick Baum regarding the Gateway signs to Walkersville and he will update his proposal of 4 years ago. He will put together a bid package.

Commissioner John Zimmerman noted that Tom Poss has still not fixed Biggs Ford Road. Mr. DePaola reported that Mr. Poss is waiting for the right a way issues to be resolved.

Commissioner Tom Gilbert reported a delightful lunch with the senior citizen group. He asked that the slides on Channel 99 be slowed down in order for people to fully read them. He also reported the used appliance store and the renovation of the Horine hardware store property is well lit and developing nicely and being worked on steadily.

Public Works Director Mr. DePaola reported that about 600 feet of the new water line in Glade Village has been completed.

The next meeting is Wednesday, May 22, 2019 at 7:30 p.m.

Meeting adjourned at 10:05 p.m.

Respectfully submitted,

Gloria Long Rollins
Town Manager