

MINUTES
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING
September 11, 2019

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, September 11, 2019, at 7:30 p.m. Those in attendance included Burgess Chad Weddle, Commissioners Michel Bailey, Mary Ann Brodie-Ennis, Tom Gilbert, Michael McNiesh, and John Zimmerman, Town Manager Gloria Long Rollins, Planning and Zoning Administrator Susan Hauver, Public Works Director Bob DePaola, 8 citizens, and Ken Kellar from the Walkersville Woodsboro Times.

The meeting was called to order with the Pledge of Allegiance and a prayer. Burgess Weddle read the Presidential Proclamation about Patriots Day.

1. MINUTES

Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Tom Gilbert, to approve both the Town meeting minutes and the Closed Legal meeting minutes of August 28, 2019, with a correction made to the vote to hold a closed legal meeting, with Commissioner Michael Bailey voting no. The motion passed by a vote of 5-0.

Burgess Chad Weddle disclosed the nature of the closed meeting, closed under §10-508(a)(8) to consult with staff, consultants, or other individuals about pending or potential litigation; and §10-508(a)(4) to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State (our jurisdiction). He noted that there were no motions or decisions made.

2. PUBLIC HEARING ON SCHEDULE OF PLANNING AND ZONING FEE INCREASES

Ms. Hauver reviewed the legally advertised proposal of increases in Planning and Zoning fees, noting it had been 6 years since any of the fees had been increased. The proposed increases are as follows:

Zoning Certificate Fees	Current	Proposed
Single family dwellings	\$40	\$100
Multi-family dwellings	\$40	\$100
Accessory Buildings		
Under 150 square feet	\$10	\$25
Over 150 square feet	\$20	\$40
Business, commercial and industrial Buildings (new or renovations)	\$40	\$100
Residential remodeling, repairs, alterations (no change to building footprint)	\$20	\$40
Residential additions	\$20	\$40
Residential decks	\$20	\$40
Swimming pools	\$20	\$40
Home occupations	\$20	\$40
Signs (permanent)	\$20	\$40
Churches and institutional	\$20	\$40
Change of use	\$20	\$40
Propane tanks	\$20	\$40
Fences	\$10	\$25
Solar panels	\$20	\$40

Dick Brady, 13 Kenneth Drive, Planning and Zoning Chair, supports the increases to the fees, in particular, due to the voluminous requirements that staff deal with in issuing the zoning certificates for the projects. Commissioner Mike McNiesh inquired if the fees are now comparable to the fees of other municipalities. Fee structures vary from municipality to municipality but the proposed are more in line with the needs to process the documents.

Commissioner Michael Bailey made a motion, seconded by Commissioner Michael McNiesh, to adopt the fee increases as presented, and effective October 1, 2019. The motion passed by a vote of 5-0.

3. FINAL REVIEW OF POLICY DOCUMENT FOR REQUESTS FOR RECALCULATION OF WATER BILLS

Commissioners reviewed and discussed the staff-designed documents for use when water customers desire to request a one-time recalculation of their water bill to the Industrial rate. Commissioner Bailey requested that the Attestation of Understanding be revised as follows:

2. THIS IS A ONE-TIME REQUEST. (delete "I may not request another reduction of my water bill for a period of ten years.)
4. No interest will be accrued on this bill for the current period.

4. SUCCESSION AND RETIRMENT POLICY DOCUMENTS

Commissioner Tom Gilbert noted that after review of the documents, he would recommend changing the \$250 for at least a 6 month notice of intent to retire to \$500.

Commissioner Michael McNiesh made a motion, seconded by Commissioner Tom Gilbert, to adopt the Succession and Retirement Agreement Policy and the Succession Agreement, with the change of \$250 to \$500 for at least a 6 month notice of intent to retire, with the policy to be effective today, 9/11/2019. The motion passed by a vote of 4-1, with Commissioner John Zimmerman in opposition.

5. AWARD BID FOR GLADE VILLAGE ROAD RESURFACING

The bid opening for the repaving of Georgetown Road, Sherwood Drive, and Hampton Place in Glade Village occurred on Friday, August 30, 2019 with the following results:

- CJ Miller \$138,633
- American Asphalt Paving Co. \$147,165
- ECM Corporation \$140,151

Mr. DePaola reviewed the bids and presented his satisfaction with and recommendation of the low bidder, CJ Miller in the amount of \$138,633.

Commissioner Michael Bailey made a motion, seconded by Commissioner Mary Ann Brodie-Ennis, to award the bid for the repaving of Glade Village to CJ Miller in the amount of \$138,633. The motion passed by a vote of 5-0.

6. PRESS BOX AT HFP – PARKS RECOMMENDATION

Commissioner Mary Ann Brodie-Ennis reported on the request for a press box to be built at the football field at HFP by stacking 2 shipping containers on top of each other. Discussion ensued regarding the plans for the press box and eventually, a gentleman in the audience arose and said he had the plans right there. Ms. Hauver will scan the plans and email them to the Burgess & Commissioners for review. They will decide whether this is a structure that they want to have at HFP.

7. SCHEDULING AMERICAN RED CROSS TRAINING FOR FIRST AID, CPR, AND AED

Ms. Rollins reported that the cost for providing CPR training to 8 people is \$970. Previously, when the training has been scheduled, only 2 employees signed up, and therefore the training had to be cancelled due to the minimums required to hold it. She asked that she be allowed to open the training to others if 8 employees did not sign up. By consensus, the Burgess & Commissioners decreed that the training is mandatory for all employees.

8. ACCOUNTS PAYABLE

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

9. COMMISSIONERS' CONCERNS

Burgess Weddle put on his purple "Frederick County Goes Purple" shirt and spoke about the destigmatization of opioid use and overdose. Many have been prescribed opioids for pain and then had to resort to illegal substances when the prescription ran out. He noted the huge settlement agreed to by a drug company this day. He urged everyone to support those afflicted by the opioid epidemic.

Commissioner Tom Gilbert reported that during a walk on the new pathway between Mill Run and the Walkersville Middle School, he noticed newly erected signs along the path and in the neighborhood that indicated "No Trespassing". He suggested this is not the message the Town of Walkersville wants to send and requested that Code Enforcement check it out. Commissioner Michael Bailey, as the liaison to the Mill Run neighborhood, agreed that he would contact the HOA President and notify them that the sign is not appropriate, as it is a community path and a town street, and not for the exclusive use of Mill Run.

Commissioner Gilbert asked if changing camera companies is still in the works and staff will work on it soon.

Commissioner John Zimmerman reported that the patching job on Biggs Ford Road is unacceptable. Mr. DePaola agreed that it was sub-standard.

Commissioner Zimmerman thanked Mr. Ken Kellar, of the Walkersville Woodsboro Times, for his reporting and concerns at the last meeting.

Commissioner Mary Ann Brodie-Ennis reported that she has received her first proposal for playground equipment for the 5-12 age group to be installed at Community Park. Ms. Rollins has notified commissioners that the need for proposals will need to be advertised to the public so that all playground equipment companies have the chance to participate if they choose.

Commissioner Brodie-Ennis also reported that the Parks Committee is planning to hold a movie night at Heritage Farm Park, utilizing a huge blow up screen, next April/May or May/June 2020.

Commissioner Brodie-Ennis will be discussing the increase in the cost of pavilion rentals with the Parks Committee in October. She hopes that they will recommend raising the rental fees from \$40 to \$50 per use.

Commissioner Brodie-Ennis reminded commissioners of the notification for a website review and demonstration to be scheduled with the Revize website development company. Date TBD

Commissioner Michael Bailey, sporting his purple shirt, emphasized the Frederick County Goes Purple initiative and suggested folks go to the website to learn more, www.FrederickCountyGoesPurple.com.

Commissioner Bailey reported that he will be meeting with Ms. Katie Stevens of Frederick County, to discuss the needs of the Town and benefits offered by the County when we start up our Farmers' Market.

Commissioner Bailey thanked the Parks Committee for their hard work, and particularly Commissioner Brodie-Ennis, and notified that he is willing to again do his Maple Syrup Making demonstration. He does not have time, however, to organize the entire Spring Festival.

Commissioner Bailey reported that he and Commissioner McNiesh will present their sidewalk proposal at the first meeting in October.

Ms. Rollins reported the following items to the commissioners:

- Spoke with John Delaplaine for update on status of progress on Heritage Farm Park building – Mr. Delaplaine reported his company is very busy but will start site work within 10 days, i.e. by September 23rd.
- Pages adopted for Succession planning and uniform allowance policy will be updated and new pages will be provided to all employees and the Burgess & Commissioners for updating each person's Personnel Manual.
- T-Mobile is working with the Center for Municipal Solutions to have an upgrade approved for the Crum Road water tower. Details for Commissioners approval will be at a future meeting.

- A budget amendment will be prepared for adoption to include the new Parks equipment planned for Community Park. It will also include backhoe equipment purchase as approved later in the meeting.
- Ms. Morales-Matias is continuing to seek price estimates to pick up brush either once or twice per month at citizens' curbsides. For their information, Ms. Rollins included the agreement between the Town and the County for the mulch pile site and a copy of a newer agreement that was proposed by the County, but not agreed to by the Town.
- The new License Plate Reader that the Town purchased for \$14,500 has arrived and will be installed on one of our marked cruisers.
- A new trooper has replaced TFC David Miller, TFC Keith Preston.
- Ms. Hauver has report on Frederick County's approval of the Water and Sewer amendment she prepared.

Ms. Hauver reported that Water and Sewer amendment she prepared for a property on Biggs Ford Road was approved at the Frederick County Planning Commission today.

Ms. Hauver reported that a water tap agreement needs to be entered into with Frederick County as the plan, in conjunction with the construction of Spring View Estates, is to hook up the Fountainrock Park and the 2 houses they supply with water, onto the Town's water system. *Commissioner Michael Bailey made a motion, seconded by Commissioner Tom Gilbert, to move forward with negotiating a water tap agreement with Frederick County. The motion passed by a vote of 4-0-1, with Commissioner Mary Ann Brodie-Ennis abstaining due to her position on the Frederick County Parks & Recreation Commission.*

Mr. Bob DePaola reported that the status of Parkside is still the same, i.e. still no street lights on.

Mr. DePaola reported that the new generator has been installed at the water plant. He also plans to provide a tour of the work on the new plant as soon as the painting is completed and it's not so messy at the site.

Burgess Weddle reported that the age of the current backhoe is 16+ years and that employee Kelly Woods is concerned about the safety of the equipment. He presented a proposal for purchase of a new backhoe in the amount of \$101,794.20. Discussion ensued among the commissioners. *Commissioner Michael McNiesh made a motion, seconded by Commissioner Mary Ann Brodie-Ennis to purchase the backhoe from Town surplus in the amount of \$101,794.20. The motion passed by a vote of 5-0.*

Burgess Weddle read the announcements:

- Tues., September 24, 7:30 – Planning Meeting and Water Disconnect Day
- Weds., September 25, 7:30 – Town Meeting
- Tues., Oct. 1, 7:30 – Board of Appeals (if needed)
- Weds., Oct. 2, 7:30 – Parks Meeting
- Tues., Oct. 8, 7:30 – Planning Workshop
- Weds., Oct. 9, 7:30 – Town Meeting
- Tues., Oct. 22, 7:30 – Planning Meeting
- Weds., Oct. 23, 7:30 – Town Meeting

10. CITIZENS' QUESTIONS AND CONCERNS

Ron Layman, unpaid watershed manager and resident of 24 West Frederick Street, reported that the well is now functioning at the watershed. The Health Department has pulled a sample and the results will be in next week as to the safety of the water for use by the Scouts. There are two events scheduled in the next few weeks and the hope is to be able to utilize the well.

John Buschman, of 9351 Devilbiss Bridge Road, reported that he has been suspended from attending a GVAA football game under the Code of Conduct. He posted a GIF that he made of a controversial play during the game, and was suspended due to the posting of said GIF. He asked if GVAA has the authority to do this.

Mr. Mike Rice, President of GVAA, reported that GVAA has a Code of Conduct that each parent signs on to when they register a child for a sport. Consequences of violating the Code of Conduct can include suspension for a game, a number of games, or an entire season. Commissioners discussed the events and staff will provide them a copy of the agreement between the Town and GVAA, which states that "complaints brought by the public, parents, or coaches are referred to GVAA for internal resolution. Complainant may also appeal to the GVAA Grievance Committee." Mr. Rice will provide a copy of the Code of Conduct to the commissioners. He respectfully requested that commissioners allow GVAA to continue with their current procedures.

The next Town meeting will be held Wednesday, September, 25, 2019 at 7:30 p.m.

Meeting adjourned at 8:45 p.m.

Respectfully submitted,

Gloria Long Rollins
Town Manager