

MINUTES
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING
October 23, 2019

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, October 23, 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, Planning and Zoning Administrator Susan Hauver, Public Works Director Bob DePaola, Town Manager Gloria Long Rollins, and 10 citizens, Erin Clark, CPA, Auditor from Smith, Elliott, Kearns & Co., and Steve Bohnel of the Frederick News-Post.

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

1. MINUTES

Commissioner Michael McNiesh offered a correction to the October 9, 2019 minutes.

Commissioner Michael Bailey made a motion, seconded by Commissioner Tom Gilbert, to approve the Town meeting minutes, with a correction and the Closed meeting minutes of October 9, 2019. The motion passed by a vote of 5-0.

2. FY 2019 AUDITED FINANCIAL STATEMENTS PRESENTATION

Ms. Erin Clark, CPA, of the auditing firm Smith, Elliott, and Kearns, presented the audited financial statements for FY 2019 noting the following:

- Since the incurrence of debt for the construction of the water plant, the audit requires meeting Federal government audit procedures.
- The auditors have issued a clean opinion; the financial statements are fairly presented in all material respects.
- The Town has adopted GASB 89 and the required footnote explaining that interest on the water plant loan is expensed rather than capitalized.
- Ms. Clark noted that the MD&A on the Walkersville financial statements is the best of all her firm's clients.
- Review of pg. 20 – Statement of Net Position – 24.3 million net position, total liabilities 3.9 million, bond payable \$ 2,039,123, increase in accounts payable.
- Review of pg. 21 – Statement of Activities – 1.3 million change in net position.
- Review of pg. 22-25 – General fund – current economic resources
- Review of pg. 24 – General fund income statement – change \$ 743,329
- Review of pg. 26 & 27 – Water fund – proprietary fund on full accrual basis, treated like a business, income from operations \$ 47,729, sewer capacity fees (\$ 1,983,068)
- Review of pg. 28 – Cash flows for water fund
- Review of pg. 30 – Notes explaining policies, etc.
- Pg. 42 – Note 8 – new this year, explains bonds payable for the water fund
- Pg. 49 – Note 17 – Interfund loan from General fund to Water fund in the amount of \$ 1.9 million
- Pg. 50 – Note 19 – Commitments
- Pg. 53 & 54 – Budget to actual – General fund
- Pg. 55 – Budget to actual – Water fund
- 2 page letter regarding Internal Control
- Letter reporting adjusting journal entries made.

3. ADOPT ORDINANCE 2019-05 – GENERAL FUND BUDGET AMENDMENT

Commissioner Michael Bailey made a motion, seconded by Commissioner Michael McNiesh, to adopt Ordinance 2019-05, General Fund budget amendment increasing budget from savings to include \$250K for capital improvements in Parks and \$110K for a new backhoe and snow plow in Capital equipment. The motion passed by a vote of 4-1, with Commissioner John Zimmerman in opposition.

4. REQUEST IN CHANGE TO WATER BILLING PROCEDURES

Ms. Rollins reviewed the memo describing the water billing procedure, noting that close to 60% of the certified disconnection notices are not picked up at the post office and are returned to the Town. She

requests discontinuing the practice of sending certified disconnection notices that take several staff members several days to prepare for mailing. She also requested discontinuation of the practice of posting a door notice on the doors of delinquent customers notifying them of disconnection. This process takes an office staff person a day to prepare the notices and public works staff one to two days to post on doors. She noted that she knows of no other utility that goes to such measures to encourage customers to pay the bill.

Commissioner Michael Bailey made a motion, seconded by Commissioner Tom Gilbert, to discontinue sending the disconnection notices by certified mail, to insure that that the bill states "failure to pay this bill by the posted due date will result in discontinuation of service", and to discontinue the practice of posting a notice on the door of a delinquent customer. The motion passed by a vote of 5-0.

5. UPDATE ON MULCH PILE CLOSURE

Burgess Weddle discussed the timeline of our notification of the closure of the mulch pile, as follows:

- 10/3/2019 the County notified us of their decision to close the mulch pile on 11/29/2019.
- Burgess Weddle sent an email to County officials expressing his displeasure at their unilateral decision, with no discussion or input from the Town.
- Burgess Weddle received a call from Mike Marschner explaining that the County will work with us and help with the expenses of closing the pile, getting citizens' Christmas trees to the recycling site on Reich's Ford Road.
- The Town will seek bids for curbside pickup of yard waste within the Town. The County will assist the Town in the first year of conversion/closure of the site.
- Commissioner McNiesh suggested contacting Silver Spring to learn about their process
- Burgess Weddle noted that the site will be fenced, including the water tank area, and trail cameras will be placed. He also reported that the December 31st date is negotiable for removing all materials from the site.

6. ACCOUNTS PAYABLE AND SEPTEMBER 2019 FINANCIAL STATEMENTS

Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Michael Bailey, to pay the attached bills and approve the September 2019 financial statements. The motion passed by a vote of 5-0.

7. COMMISSIONERS' CONCERNS

Commissioner Michael Bailey asked staff if the townofwalkersville@comcast.net was monitored by staff, as that's where the FCPS invitation to the Rock Creek groundbreaking was sent. Staff checks the email every day, also checking the date, the spam, and the deleted file and did not locate the invitation. He would like to explore the use of Google drive for public communications between the Burgess & Commissioners, staff, and citizens.

Commissioner Michael Bailey will meet with the homeowners' association of Mill Run regarding their perceived speed issues and their installation of illegal signs in the neighborhood.

Commissioner Michael McNiesh reminded everyone of the demonstration of the EZCommunicator, scheduled for Tuesday, November 5th at 3:30 p.m. He noted that this is the system that FCPS uses, called Find Out First, and would like to call our system the Walkersville Wire.

Commissioner McNiesh reminded everyone of the Veterans' Day Ceremony, November 10th at 1:00 p.m. noting that he will be unable to attend due to a previous work commitment. He also expressed gratitude that his microphone was operational.

Commissioner Mary Ann Brodie-Ennis reminded everyone of the Town Tree Lighting that will take place on December 4th at 7:30 p.m. at Creamery Park. The Friends of the Walkersville Library will have a program from 6:00 -7:30. The Tree Lighting will feature church choirs, WHS band, hot chocolate and cookies, and fire barrels.

Commissioner Brodie-Ennis reported that she has received a request for a dog park in the Town. She is encouraging people to come and make this wish known at a Parks Committee meeting.

Commissioner John Zimmerman announced that the Fire Company Santa Parade will be held December 15th at 1:30 p.m.

Commissioner Tom Gilbert noted that there will be a public hearing at the November 13th Town meeting regarding the text amendment Ordinance 2019-06, amendment to §69-17 Maintenance and Responsibility of Abutting Property Owners to Perform Certain Work. He suggested that the Town prepare a list of vetted sidewalk contractors to provide to those who need to make sidewalk repairs.

Commissioner Gilbert questioned the stormwater culvert that crosses the CTC property on Fulton Avenue, and was notified it has been removed.

Ms. Hauver reported the upcoming meeting schedule for the Planning Commission meetings – one meeting each in November and December.

Ms. Hauver reviewed a proposed ordinance for the revamping of the Planning Commission from a 7 member board to a 5 member board. *Commissioner Michael McNiesh made a motion, seconded by Commissioner Michael Bailey, to introduce Ordinance 2019-07 to revamp the Planning Commission and include recommendations made by Commissioner Bailey, i.e. members must live in the Town of Walkersville, the Burgess recommends the appointee and the Commissioners confirm the appointment, and all gender references be changed to his/her and/or their as appropriate. The motion passed by a vote of 4-1, with Commissioner Mary Ann Brodie-Ennis abstaining.*

Ms. Hauver reported that the shopping center will be proposing a signage text amendment. The Planning Commission will review it, hold a public hearing, and make a recommendation to the Burgess & Commissioners. The Burgess & Commissioners will hold a public hearing on the amendment and possibly adopt the amendment in the future.

Mr. DePaola reported that the speed sign has been placed in Mill Run as of Monday. The bio-retention pond has been installed at the water plant and the water and sewer lines are in process in Longley Green.

Burgess Weddle read the following announcements:

- Tues., Nov. 5, 7:30 – Board of Appeals (if needed)
- Weds., Nov. 6, 7:30 – Parks Meeting
- Sat., Nov. 9 – Bulk Trash Pickup
- Sun., Nov. 10, 1:00 – Veterans' Day Ceremony
- Mon., Nov. 11 – Veterans' Day Holiday – Office Closed
- Tues., Nov. 12, 7:30 – Planning Meeting
- Weds., Nov. 13, 7:30 – Town Meeting
- Thurs., Nov.28-29 – Thanksgiving Holiday – Office Closed
- Weds., Dec. 4, 7:30 – Town Holiday Tree Lighting – Creamery Park
- Tues., Dec. 10, 7:30 – Planning Meeting
- Weds., Dec. 11, 7:30 – Town Meeting

Burgess Weddle reported the following information:

- There will be yellow curb painted from Sandalwood Court entrance on Glade Blvd. to Rt. 194, to prevent parking along the street.
- There will be a meeting scheduled between the contractor JCS Communications, the Frederick County Health Department, Engineer from Wilson T. Ballard, and concerned town staff to work out details of the HFP building permitting process.
- The ad for a maintenance company for the security camera system has been placed.
- Staff have been directed to re-bid the mowing contract for next year.
- The Rescue Company banquet will be held November 15th.

- The Walkersville branch of the Frederick County Public Library will be holding a Trunk or Treat for Halloween 6:00-7:30 p.m.
- Burgess Weddle congratulated Mr. Ron Layman on his Wertheimer Award, for excellence in volunteerism, bestowed upon him by the Community Foundation of Frederick County.

8. PUBLIC COMMENTS

Mr. Ron Layman, 24 West Frederick Street, reported that 289 Scouts had participated at the watershed Cook-eree event. He also reported that there continue to be issues with the newly installed well, i.e. sometimes it passes the water testing requirements and sometimes it does not. They may need to install an ultra-violet light on the system, which will require electricity to somehow be run to the property.

Burgess Weddle announced the Fire and Rescue companies are in need of volunteers and are advertising to recruit interested citizens. The Rescue company currently has two paid staff positions during the day, utilizing volunteers for the evening calls. The Fire company is requesting some paid positions be funded through Frederick County through the recently acquired SAFER grant. The training class for the recruits is anticipated to start in March 2020.

Gundars Osvalds, 108 Challedon Drive, again reviewed his concerns regarding the Rock Creek School to be built in Walkersville. He noted there are various areas where water lays around the school site. He noted that several homes on Maryland Avenue and Maple Avenue have reported recent flooding issues. He reported that the engineers on the project claim it is not their responsibility. He suggests that the Town needs to re-engineer the culvert, since standing water may pond in areas around the school. He noted that, "under duress", FCPS has agreed to install a pump to pump the stormwater.

It was announced that the groundbreaking of the CTC built house at 12 Fulton Avenue is to take place Friday, November 1, at 2:30 a.m. with all elected officials invited.

Craig Bonney, of 104 Glade Blvd., expressed his complaint that the mulch pile is closing. He called it a recycling "dump" with good service and would like clarification on what the Town is doing. He would like the Town to manage the site, noting that an unmanaged site is intolerable. His main complaint was that the site is a source for his firewood for heating his home, and the closure will result in no access to large wood that is illegally placed at the site. Both Commissioners Bailey and McNiesh noted that it was not beyond the realm of possibility for the Town to someday operate the site, but for now the option of curbside yard waste pickup is being explored.

The next Town meeting will be held Wednesday, November 13, 2019 at 7:30 p.m.

Meeting adjourned at 9:05 p.m.

Respectfully submitted,

Gloria Long Rollins
Town Manager