

MINUTES  
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING  
January 8, 2020

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, January 8, 2020, 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, Code Enforcement Officer Donny Strawsburg, and 21 citizens.

The meeting was called to order with the Pledge of Allegiance, a moment of silence on the death of Mrs. Josephine Gilbert, mother of Commissioner Tom Gilbert and well loved WHS retired English teacher, and a prayer.

1. MINUTES

*Commissioner Michael Bailey made a motion, seconded by Commissioner Michael McNiesh, to approve both the Closed Legal Personnel Security minutes and the Town meeting minutes of December 11, 2019. The motion passed by a vote of 5-0.*

Burgess Weddle reported that a closed legal personnel security meeting (under §10-508(a)(1) and 10-508(a)(10) of the State Government Article) was held on December 11, 2019 and that those in attendance were Burgess Chad Weddle, Commissioners Michael Bailey, Mary Ann Brodie-Ennis, Tom Gilbert, Michael McNiesh, and John Zimmerman, Planning and Zoning Administrator Susan Hauver, and Town Manager Gloria Long Rollins. No motions were made regarding personnel or security camera issues and the meeting adjourned at 9:35 p.m.

2. PUBLIC HEARING ON GENERAL FUND BUDGET AMENDMENT

There were no comments from the public during the hearing. The budget amendment includes the stormwater study of the Town for \$126,000, the EZ Communicator/The Walkersville Wire \$6,000, the Water Tap fee to be donated to the CTC House on Fulton Avenue paid by the General Fund \$ 6,000, and gym memberships for employees to be covered in the current health insurance budget of \$164,660.

*Commissioner Michael McNiesh made a motion, seconded by Commissioner Tom Gilbert, to amend the FY 2020 budget in the amount of \$138,000 to be funded from Town savings for the items listed above. The motion passed by a vote of 5-0.*

3. PRESENTATION TO JOHN GRIMES – VETERANS CEREMONY COMMITTEE

Rhonda Ramsburg, representing the Veterans Ceremony Committee, thanked John Grimes, on behalf of the committee and the Town for his work on the Veterans Ceremony. His time, talent, and equipment are very much appreciated and important. This year's video of the entire event was posted on the Town's Facebook page.

4. EZ COMMUNICATOR UPDATE – THE WALKERSVILLE WIRE

Commissioner Michael McNiesh updated everyone on the Town's EZ Communicator tool to be called "The Walkersville Wire". Decisions made as follows:

- Levels of administrators: Admin w/change rights, Commissioner McNiesh, Burgess Weddle, Gloria, Susan, and Yunellis. Publishing rights, all Commissioners, Diane, Sherrie, Bob, and Kelly.
- No preloading of individuals or organizations – totally voluntary sign on.
- News groups: General announcements, Messages from the Burgess and Commissioners, Emergency/Weather/Fire, Health and Safety, Town Meetings – Agenda and Minutes, Planning Commission – Agenda and Minutes, Parks Committee – Agenda and Minutes, Social/Entertainment/Events, and Senior Citizens Information. List can be added to or modified in the future.

Staff training date will be set at the end of January as plans for a February 1 launch are in effect. The graphic selected is the lion laying on the word Walkersville. Suggestions for edit include having the lion sit up a bit and change in the transition from the "W" to the "i", in the cursive written word "Wire".

5. EMPLOYEE GYM MEMBERSHIP - DECISION

Commissioner McNiesh reported that there was not enough staff interest in gym memberships to qualify for the corporate rate at One Life. He would like to reimburse \$34.99 per month to any staff person for any gym membership. They will present their payment information for reimbursement.

*Commissioner Michael McNiesh made a motion, seconded by Commissioner Tom Gilbert, to reimburse employee gym memberships as a benefit in the amount of \$34.99 per month. The motion passed by a vote of 3-2, with Commissioners Mary Ann Brodie-Ennis and John Zimmerman in opposition.*

6. SANDSTONE DRIVE/RT 194 INTERSECTION - DISCUSSION

Ms. Hauver recapped the traffic study conducted by MD State Highway Administration, and their concern expressed regarding the left turn out movement. They recommended a restriction on the left turn out activity from Sandstone Drive. Discussion ensued regarding the triangular barrier that would be required to limit the turns out, but not the turns in from Rt. 194. This will be included on the site plan for the businesses going into the strip of businesses in front of Victoria Park. Businesses will need to pay their share of the facility used to restrict the turning.

*Commissioner Michael Bailey made a motion, seconded by Commissioner Tom Gilbert, to restrict left hand turns from Sandstone Drive onto Rt. 194 and make it a condition on the site plan for the strip mall, and get options from the applicant's traffic engineer. The motion passed by a vote of 4-1, with Commissioner Michael McNiesh in opposition.*

7. AWARD PARK MOWING CONTRACT

Bids were received from 3 companies: MC Lawn Care, LLC for \$ 125,000/\$ 55.00 per hour, C. Nichols Landscaping, Inc. for \$ 108,780/\$ 45.00 per hour, and Turf Management, Inc. for \$ 74,500/\$ 32.20 per hour. Discussion ensued, with Commissioner Mary Ann Brodie-Ennis relating employee Kelly Woods' recommendation. Town staff had called references and recommended low bidder, Turf Management.

*Commissioner Tom Gilbert made a motion, seconded by Commissioner John Zimmerman, to award the parks mowing contract to the low bidder, Turf Management, in the amount of \$ 74,500 and \$ 32.20 per hour. The motion passed by a vote of 5-0.*

8. CURBSIDE YARD WASTE PICKUP – NO BIDS

Discussion ensued regarding reopening the bidding on the curbside yard waste pick up as no bids were received on bid opening day. Commissioner McNiesh stated that twice a month pick up is not sufficient and discussed bags or containers specifying yard waste. Commissioner Gilbert reported on Woodsboro and Frederick pickups that utilize the same contractor as trash pickup, providing 2 separate trucks on the same day. He also would like to consider the Town taking it on and buying a trash truck staffed by 2 employees to pick up the yard waste. Commissioner Brodie-Ennis also checked with other towns in the county and how they provide the service. It was agreed to rebid the service at once per week pick up with citizens providing their own yard waste bags or container marked yard waste.

9. SIDEWALK REPAIR SPECIFICATIONS

Burgess Weddle handed out sidewalk code wording obtained from the City of Annapolis and the City of Frederick. These will be discussed at the next Town meeting.

10. RUTTERS OVERNIGHT PARKING – COMPLAINTS AND DISCUSSION

There have been a few documented occasions when trucks have been parked and left running overnight. Code Enforcement Officer Donny Strawsburg has been to Rutters 3 times, talking with managers and letting them know that the practice is not allowed on the property. The property is also posted that there is no overnight parking allowed. Resident troopers will be notified to enforce signage and the Town will continue to document the incidents.

11. APPROVE BID FOR RUBBER MULCH

Annually, the parks playground equipment is replenished with fresh mulch for safety and per the Town’s insurance inspector. Prices were obtained for rubber mulch delivery.

*Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Michael Bailey, to purchase rubber mulch from Taylor Sports & Recreation at a cost of \$ 5,720. The motion passed by a vote of 5-0.*

12. PART TIME COMMUNICATION SPECIALIST – JOB DESCRIPTION

Ms. Rollins passed out the proposed job description for a part-time communications specialist to handle all town media and communications. Commissioners will have a chance to review and edit it for approval at the next town meeting.

Burgess Weddle announced the upcoming retirement of Mr. Bob DePaola and Ms. Gloria Rollins and would like to advertise for their positions in the March-May timeframe in order to get staff on board for several months of training for the positions.

13. 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.*

14. COMMISSIONERS’ CONCERNS

Commissioner Tom Gilbert reported complaints about the condition of Biggs Ford Road and would like its repaving to be planned for future budgets.

Commissioner John Zimmerman asked Bob about the complications with fixing the 12” water line that runs through the Safeway property. Mr. DePaola plans on putting 4 new valves in the water fund budget FY 2021 to be able to shut the water down when there’s a leak. 2 valves will go on the 12” line from Crum Road to Challedon Drive and 2 valves will go at the storm water pond by the jewelry store.

Commissioner Mary Ann Brodie-Ennis reported that the new playground equipment is in process and the contractor wants to install as soon as weather permits.

Commissioner Brodie-Ennis would like to celebrate Jim Beard’s retirement from the Parks Committee at an upcoming Town meeting.

Commissioner Brodie-Ennis would like Mr. DePaola to check on the feasibility of adding solar panels to the new water plant, town hall, and any other buildings available.

Commissioner Michael McNiesh expressed his appreciation for the Public Works department and their hard work on the recent water main break.

Commissioner McNiesh would like Certificates of Appreciation for the girls who designed the graphics for The Walkersville Wire.

Commissioner Michael Bailey will be meeting on January 18<sup>th</sup> with vendors for the Farmers Market. He will check with the Walkersville Fire Company for the availability of their parking lot for the market.

Commissioner Bailey asked Ms. Hauver regarding the Planning Commission work on the Comprehensive Plan. They will start in February.

Commissioner Bailey would like town roads to be added to the Adequate Public Facilities Ordinance. The ordinance currently only addresses school overcrowding and water availability.

Commissioner Bailey expressed his concern that he received complaints about the construction noises emanating from the Rock Creek School site at 7:00 a.m. on a Saturday. He is researching MD State law on the issue and plans to consider changing the Town Code to 8:30 a.m. on weekends.

Mr. DePaola reported that the new water treatment plant completion has been delayed until May or June. He noted that there are 3 more change orders in process. Mr. DePaola reported that the new backhoe has been delivered. Approximately 300 Christmas trees were picked up on January 6<sup>th</sup> and chipped into mulch with a town-rented chipper.

Ms. Rollins reported that open Parks Committee positions have been advertised and 2 positions will be appointed in January and 1 position will be appointed in February. The barn stabilization project has been advertised and individual invitations to bid have been issued to 5 contactors. An update on the perk test required to be redone by the Frederick County Health Department: Ms. Colby Hubble called and recommended that the perk test scheduled for January 3<sup>rd</sup> be rescheduled to January 23<sup>rd</sup>, due to the wetness of the area allowed for the perk test.

Burgess Weddle reported that the cleaning contract for the Town Hall will be put out to bid. He also reported that the fencing at the mulch pile is in process and cameras for the mulch pile are in process.

Burgess Weddle read the following announcements:

- Tues., Jan. 14, 7:30 – Planning Workshop
- Weds., Jan. 22, 7:30 – Town Meeting
- Tues., Jan. 28, 7:30 – Planning Meeting
- Weds., Feb. 5, 7:30 – Parks Committee
- Tues., Feb. 11, 7:30 – Planning Workshop
- Weds., Feb. 12, 7:30 – Town Meeting
- Tues., Feb. 25, 7:30 – Planning Commission
- Weds., Feb. 26, 7:30 – Town Meeting

#### 15. PUBLIC COMMENTS

Kathy Troupe, of Polaris Drive, registered her complaint regarding Rutters parking lot housing running trucks between 2-3 a.m. She doesn't want to call 911 or the MD State Police. She noted that she has visited the parking lot in her fuzzy slippers, pounded on doors and windows of running trucks, and engaged in an altercation with a trucker. Commissioner McNiesh recommended that she call authorities when this happens, rather than engaging personally with sleepy truck drivers.

Bill Butler, representing the Walkersville Veterans Committee, thanked the Town for its concern, kindness, and assistance with the November Veterans Ceremony. He noted that the upcoming bus trip, scheduled for June 10<sup>th</sup>, already has one full bus, and requests a second bus be paid for by the Town at an approximate cost of \$1,500. General consensus from the Commissioners was yes.

*Commissioner Michael Bailey made a motion, seconded by Commissioner Michael McNiesh, to hold a closed personnel and legal meeting. The motion passed by a vote of 5-0.*

The next Town meeting will be Wednesday, January 22, 2020 at 7:30 p.m.  
Meeting adjourned at 9:00 p.m.

Gloria Long Rollins, Town Manager