

MINUTES
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING
February 12, 2020

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, February 12, 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, and 7 citizens. Also in attendance was Ken Kellar of the Woodsboro Times, Ms. Joy Schaefer, Government Affairs and Public Policy Director for Frederick County, and TFC Mike Meyers, Walkersville Resident Trooper.

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

1. MINUTES

Commissioner Michael Bailey made a motion, seconded by Commissioner Tom Gilbert, to approve the Town meeting minutes of January 22, 2020, with 2 corrections. The motion passed by a vote of 4-0-1, with Commissioner Michael McNiesh abstaining.

2. RESOLUTION 2020-02 – SUPPORT FOR RENAMING ROCK CREEK SCHOOL TO FOUNTAIN ROCK SCHOOL

Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Michael Bailey, to adopt Resolution 2020-02 Supporting the name change of Rock Creek School to Fountain Rock School. The motion passed by a vote of 5-0.

The Board of Education will hold a meeting on February 26th and several town representatives will attend.

3. APPROVAL OF LETTER OF CREDIT REDUCTION - RUTTERS

Ms. Hauver reviewed the letter of credit being held for stormwater management and sediment and erosion control improvements in the amount of \$ 976,125.52. Frederick County inspections reports that the as-built drawings have been accepted and all funds can be released. Town staff recommends the entire letter of credit, including the Town's larger required contingency funds, be released, in accordance with the recommendation of Frederick County staff.

Commissioner Tom Gilbert made a motion, seconded by Commissioner Michael Bailey, to release the entire Rutters letter of credit in the amount of \$ 976,125.52. The motion passed by a vote of 5-0.

4. ETHICS COMMISSION APPOINTMENTS

The Town advertised for Ethics Commission members through February 7, 2020. Applicants were Gary Baker and Ralph Whitmore. Burgess Weddle recommended reappointing Ronald Layman to the Commission, appointing Ralph Whitmore and Gary Baker to replace Suzan Thompson and Jayme Eaves.

Commissioner Tom Gilbert made a motion, seconded by Commissioner John Zimmerman, to reappoint Ronald Layman to the Ethics Commission, and appoint Ralph Whitmore and Gary Baker as members of the Ethics Commission. The motion passed by a vote of 5-0.

The Town will advertise for applicants for an Alternate member of the Ethics Commission, to step in and perform member duties should one of the members have a conflict of interest.

5. PARKS COMMITTEE APPOINTMENT

The Town advertised for Parks Committee members through January 21, 2020. One application was received from current member Kitty Baker. Burgess Weddle recommended reappointment of Ms. Baker and the Town continues to advertise for members through February 17, 2020.

Commissioner Michael Bailey made a motion, seconded by Commissioner Michael McNiesh, to reappoint Kitty Baker to the Parks Committee. The motion passed by a vote of 5-0.

The Burgess and Commissioners will appoint the 2 positions vacated in February on the Parks Committee at the February 26, 2020 Town meeting after the February 17, 2020 closing date.

6. PLANNING COMMISSION VACANCY

The Town will advertise the open position, vacated by Tim Pollak, on the Planning Commission.

7. BARN STABILIZATION PROJECT – AWARD AND DISCUSSION

Discussion ensued regarding the 3 proposals for the HFP barn stabilization project. Prices ranged from \$ 32,947 to \$ 149,815. Fitzgerald Heavy Timber price did not include the cost of tongue in groove flooring, which would be \$ 28,535 added to the \$ 149,815 for a total of \$ 169,811.89.

Commissioner Michael Bailey made a motion, seconded by Commissioner Michael McNiesh, to accept the Fitzgerald Heavy Timber proposal including the tongue in groove flooring, for a total of \$ 169,811.89 and to insure there will be no conflict with the HFP Building construction. The motion passed by a vote of 4-1, with Commissioner John Zimmerman in opposition.

Discussion included that we need a contract with terms, timeframe for the work, bird netting to be added/included, insurance specifics, and HFP Building scheduling.

8. YARD WASTE DECISION

Bids were opened Thursday, February 6, 2020 for the Yard Waste Collection contract. Two bids were received: Ecology Services for \$48,953 with service on Fridays; J and J Trash for \$ 68,370 with service on Tuesdays per the contract.

Commissioner Michael McNiesh made a motion, seconded by Commissioner Michael Bailey, to award the Yard Waste pick up contract to J and J Trash in the amount of \$ 68,370. The motion passed by a vote of 5-0.

9. UPDATE ON THE WALKERSVILLE WIRE

Commissioner Michael McNiesh updated everyone on the status and success of The Walkersville Wire. Currently, 170 users are on the site. He recommended checking email settings if notices have not been received, apparently some mail is going to junk mail. Commissioner McNiesh is a main contact and can help folks set up their accounts. He will visit the Senior Citizens group and will generate a hand out with instructions on how to set up. There will be a link for sign up on the town's website, www.walkersvillemd.gov. The site graphic is supposed to be completed soon and Commissioner McNiesh plans to demo the site in the meeting room at an upcoming meeting.

10. UPDATE ON HFP BUILDING PERC TEST

The perc test performed on January 23, 2020 passed the Frederick County Health Department requirements. Hopefully, the contractor will get permits needed to begin construction on the building soon.

11. ACCOUNTS PAYABLE AND JANUARY 2020 FINANCIAL STATEMENTS

Commissioner Tom Gilbert made a motion, seconded by Commissioner Michael McNiesh to pay the attached bills and to accept the General Fund and Water Fund financial statements for January 2020. The motion passed by a vote of 5-0.

12. COMMISSIONERS' CONCERNS

Commissioner Michael Bailey reported that he has a quote from a company for online water bill payments. The \$ 20,000 annual fee will include replacement of all financial software and ebill and online payment software.

Commissioner Bailey asked for status on the new position, Communications Specialist, to be hired. The position has been posted on Indeed.com.

Commissioner Bailey would like to develop a social media user guide with rules for posting on social media and the Town's Facebook page comment section. The Town, as a municipal government is not allowed to delete, not allow comments, or monitor comments in any way on the Facebook page. The new hire will be charged with developing policies and procedures, in accordance with governmental requirements.

Commissioner Bailey reported that the next Town meeting will include 4 public hearings. He plans to prepare a list of amendments needed for Ordinances 2020-01, 2020-02, and 2020-03. Ms. Hauver noted that there will also be a public hearing for a Planning Commission decision.

Commissioner Bailey reported that the new Farmers' Market will launch in May or early June. He would like a line item in the budget for vouchers for tax paying town residents who utilize the food bank to use at the Farmers' Market.

Commissioner Michael McNiesh reported that he attended the All County Chorus and Band concert this past weekend and it was great. He reported that on February 18, 2020, from 7:00 – 8:30 p.m., there will be a meeting at Walkersville Middle School with the Superintendent of Frederick County Public Schools. He plans to attend.

Commissioner McNiesh commented on the traffic notice posted on Facebook and the comments it caused. He asked if we could request that the contractor change their delivery schedule so as not to cause traffic issues on Frederick Street. He noted that in the interest of safety that they change their schedule for dropping off and picking up construction equipment. It was noted that FCPS should address this issue. Discussion ensued with Commissioner Bailey insisting that it is the Commissioners' job to advocate for their constituents. Commissioner McNiesh plans to officially contact FCPS. Commissioner Gilbert stressed that the Principal of Walkersville Middle School needs to be responsible for the traffic and construction schedule. Commissioner Brodie-Ennis stated that request/complaints need to come from the parents of the students at the school. The parents have the clout to get action. Burgess Weddle will write the official letter from the Town requesting the change.

Commissioner Mary Ann Brodie-Ennis reported that the Parks Committee will be meeting with Girl Scouts at their March meeting. The Scouts are planning on doing an MS4 project for the Town.

Commissioner Brodie-Ennis presented a Hit the Trail pamphlet and she is hoping to get Heritage Farm Park and Community Park added to the brochure as a destination. Permission and approval is needed from Frederick County Parks and Recreation.

Commissioner John Zimmerman reported that buses and traffic were backed up on Frederick Street on Friday due to the tornado watch/warnings. Buses were grounded and had to stop wherever they were, hence causing a traffic backup.

Commissioner Brodie-Ennis congratulated the WMS Math Counts team that placed 3rd in the regional competition and is now headed to the State competition.

Commissioner Tom Gilbert would like to hold 2 budget workshops for the FY 2021 budget. He reviewed the budget schedule provided by Ms. Rollins and asked that the draft budget be ready by the 2nd meeting in March rather than the 2nd meeting in April as scheduled. Burgess Weddle suggested the following dates for workshops: Wed., April 29, Wed., May 5, Sat., May 11, or Wed., May 20. No dates have been scheduled for workshops to date.

Mr. Bob DePaola reported that due to a leak, severe damage has occurred on Park Court. He has contacted CJ Miller and they will repair the street in emergency mode for \$49,380.

Commissioner Michael Bailey made a motion, seconded by Commissioner Mary Ann Brodie-Ennis, to authorize an emergency repair to Park Court by CJ Miller up to \$50,000. The motion passed by a vote of 5-0.

Burgess Weddle read the following announcements:

- Tues., Feb. 25, 7:30 – Planning Commission
- Weds., Feb. 26, 7:30 – Town Meeting including 4 public hearings
- Tues., Mar. 3, 7:30 – Boards of Appeals
- Weds., Mar. 4, 7:30 - Parks Committee
- Tues., Mar. 10, 7:30 – Planning Commission Workshop
- Weds., Mar. 11, 7:30 – Town Meeting
- Tues., Mar. 24, 7:30 – Planning Commission
- Weds., Mar. 25, 7:30 – Town Meeting

13. PUBLIC COMMENTS

Ms. Joy Schaefer, Government Affairs and Public Policy Director for Frederick County, introduced herself to the Burgess and Commissioners.

David Ennis, 118 Challedon Drive, Planning Commission member, reported that the Planning Commission required WMS to insure that sidewalks and crosswalks remain open and accessible during the construction phase of Rock Creek School. He also reported that hours of operations were established during the planning process. He also reported that the school controls all aspects of construction on school property.

Penny Rife, 1 Pennsylvania Drive, who lives next to the railroad depot, thanked the Burgess and Commissioners for the paving of her street (a result of her previous complaint). She noted that whenever she calls the number listed for the resident troopers, the 301-845-0200 number she can only leave a message. She further reported that the troopers cannot retrieve their messages due to not knowing the code. She would like a better way to contact them. Burgess Weddle explained that for emergency she should dial 911 and call the Barrack for non-emergency 301-600-4152. We will remove the resident trooper phone number as it is useless.

Gayle Andriani, 25 East Pennsylvania Avenue, asked for the speed limit radar sign to be placed on East Pennsylvania Avenue or Glade Road at the 3-way stop.

The next Town meeting will be Wednesday, February 26, 2020 at 7:30 p.m.
Meeting adjourned at 8:55 p.m.

Gloria Long Rollins, Town Manager