

MINUTES  
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING  
March 11, 2020

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, March 11, 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 (arrived 8:00 p.m.), Planning and Zoning Administrator Susan Hauver, Public Works Director Bob DePaola, Town Manager Gloria Long Rollins, Town Water Operator Louis Keepers, Cpl. Gary Conklin, TFC Mike Meyers, and 11 citizens.

The meeting was called to order with the Pledge of Allegiance, and a prayer. The Fire Company was holding a meeting and John Zimmerman was still at the meeting.

1. MINUTES

*Commissioner Tom Gilbert made a motion, seconded by Commissioner Michael Bailey, to approve the Town meeting minutes of February 26, 2020, with a correction adding the word "Board" to pg. 3, 11. The motion passed by a vote of 4-0.*

2. U.S. CENSUS PRESENTATION

The presenter for the 2020 Census did not show up for the meeting.

3. POLICE CRIME MEETING

Cpl. Gary Conklin passed out an incident map and crime statistics for 2019 Town of Walkersville. He reiterated that traffic enforcement requests and patrol checks continue to be a big part of what the resident troopers do. They will attend HOA meetings upon request. Commissioner Michael McNiesh asked if Cpl. Conklin felt that 2 more troopers were needed for the Town. Cpl. Conklin noted if the Town continues to grow with the current building going on, i.e. Spring View Estates, Longley Green, Mill Run, and Parkside, then yes, more troopers would be beneficial.

4. DEMO OF THE WALKERSVILLE WIRE

Commissioner Michael McNiesh utilized the laptop, projector, and screen to walk everyone through how to sign up for The Walkersville Wire.

5. INTRODUCE ORDINANCE 2020-04 – SIGN TEXT AMENDMENT

Ms. Hauver reviewed the zoning text amendment for Town Code sign code. A public hearing was held at the last meeting as the Burgess and Commissioners reviewed the Planning Commission recommendations for the increased sign size for the Walkersville Shopping Center. The recommended language to insert in §88-14 is:

*If located along a Major Arterial, the sign area may be increased one square foot for each 321 square feet of gross floor area over 73,500 square feet. In no case shall a Shopping Center sign exceed 229 square feet in area per face and 29 feet 8 inches in overall height.*

*Identification signs: Shopping center floor area = 0 – 73,500 sf: 100 sf sign size; 25 ft maximum height. Shopping center floor area > 73,500 sf: 1sf of sign per 321 sf of floor area, up to 229 sf in size; 29 feet, 8 inches maximum height.*

*Commissioner Michael Bailey made a motion, seconded by Commissioner Michael McNiesh, to introduce Ordinance 2020-04. The motion passed by a vote of 4-0.*

6. PARKS COMMITTEE APPOINTMENTS

Commissioner Mary Ann Brodie-Ennis reviewed the applicants for membership on the Parks Committee. The committee recommended appointment of Mr. David Toohey of 113 Hibiscus Court, and Ms. Anna G. Newman of 8016 Woodsboro Pike. Burgess Weddle recommended appointment of the individuals as presented after review by the Parks Committee.

*Commissioner Michael Bailey made a motion, seconded by Commissioner Mary Ann Brodie-Ennis, to appoint Mr. David Toohey and Mrs. Anna G. Newman as members of the Parks Committee. The motion passed by a vote of 4-0.*

#### 7. APPOINT ALTERNATE TO BOARD OF APPEALS

Burgess Weddle recommended appointing Mr. Tim Pollak as alternate to the Board of Appeals. Mr. Pollak recently retired from the Planning Commission and has agreed to serve as alternate to the Board of Appeals.

*Commissioner Michael McNiesh made a motion, seconded by Commissioner Mary Ann Brodie-Ennis, to approve the appointment of Mr. Tim Pollak as alternate to the Board of Appeals. The motion passed by a vote of 4-0.*

#### 8. AWARD CLEANING CONTRACT – TOWN HALL BUILDING AND HFP MANOR HOUSE

Two bids were received to clean the Town Hall building and the first floor of the HFP Manor house. They were received from Mitchell's Property Service Co. in the amount of \$1,054.75 and Rachel Matthews in the amount of \$3,750.00.

*Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Tom Gilbert, to award the cleaning contract to Mitchell's Property Service Co., in the amount of \$1,054.75 per month. The motion passed by a vote of 4-0.*

#### 9. REQUEST FOR RELEASE OF LETTER OF CREDIT – AUSERMAN- MILL RUN

Ms. Hauver reported that the Town has received a request from Ausherman Development to release the letters of credit being held to cover the warranty period for public improvements and forestation. The Town is currently holding \$279,702.54 for public improvements and \$21,196.85 for forestation. The \$279,702.54 represents contingency funds for storm drains, water, roads and stormwater management. Frederick County is responsible for stormwater management and they have recommended all funds be released. Town Public Works Director Bob DePaola has indicated that storm drains, water, and roads have passed the one year inspection period and that all funds can be released. Frederick County is responsible for forestation inspections and they have notified the Town that the letter of credit for forestation can be released. Ms. Hauver recommended both letters of credit be released.

*Commissioner Michael Bailey made a motion, seconded by Commissioner Michael McNiesh, to release both letters of credit, \$279,702.54 for public improvements and \$21,196.85 for forestation. The motion passed by a vote of 4-0.*

#### 10. WATER TAP AGREEMENT – 7-11 – DISCOVERY CROSSING SHOPPING CENTER

Ms. Hauver reviewed that the 7-11 being built at Discovery Crossing will need to purchase a 2" water tap connection at out-of-town rates. The water tap agreement has not been submitted to date. Commissioners will wait until a future date, to see the formal agreement submitted for approval.

#### 11. ACCOUNTS PAYABLE AND FEBRUARY 2020 FINANCIAL STATEMENTS

*Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Tom Gilbert, to pay the attached bills and approve the February 2020 financial statements. The motion passed by a vote of 5-0.*

#### 12. COMMISSIONERS' CONCERNS

Mr. Stockdale, representing the Veterans' Day Committee, reported that they would like the bridge on Biggs Ford Road named after Sgt. Krom. Sgt. Krom was a local soldier killed in the Viet Nam conflict in 1968. He would like the Town to send a letter to County Executive Jan Gardner, requesting the naming.

Commissioner Mary Ann Brodie-Ennis reported that the Parks Committee approved the 8K Summer Solstice Run. The run will raise funds for the Blessings in a Backpack project. She also noted that the Parks Committee is working with several individuals on their Eagle Scout projects. The new playground equipment will be installed at Community Park when the weather permits.

Commissioner John Zimmerman asked Mr. DePaola about the sale of the old backhoe, which will go to auction at the Frederick Fairgrounds in May.

Commissioner Tom Gilbert asked Mr. DePaola about the water pressure issues at Spring Gardens, to which Mr. DePaola reported he is still working on it.

Burgess Weddle went over the Yard Waste Pickup specs for the newly instituted Tuesday yard waste pick up.

Mr. DePaola reported that the motor control center for the new water plant has been delivered and we are getting close to having installation.

Burgess Weddle instructed citizens to take care of themselves in preventing exposure to the coronavirus. He directed everyone to the website [www.cdc.gov](http://www.cdc.gov). While he is not sure of the impact of the virus on our world, he reiterated that the Town will follow the directives and rules issued by Governor Hogan.

Burgess Weddle read the following announcements:

- Friday, Mar. 20, 4:30 – Applications due for Alternate Ethics Commission member, Board of Appeals member, and Planning Commission member.
- Tues., Mar. 24, 7:30 – Planning Commission
- Weds., Mar. 25 – Water Disconnect Day
- Weds., Mar. 25, 7:30 – Town Meeting
- Tues., Mar. 31, 7:30 – Tentative Board of Appeals Hearing on Dollar General variance request
- Weds., April 1, 7:30 – Parks Committee
- Weds., April 8, 7:30 – Town Meeting
- Fri., April 10 – Good Friday – OFFICE CLOSED
- Tues., April 14, 7:30 – Planning Workshop
- Weds., April 22, 7:30 – Town Meeting
- Tues., April 28, 7:30 – Planning Meeting

### 13. PUBLIC COMMENTS

None

The next Town meeting will be Wednesday, March 25, 2020 at 7:30 p.m.

Meeting adjourned at 8:15 p.m.

Gloria Long Rollins, Town Manager