

MINUTES  
WALKERSVILLE BURGESS & COMMISSIONERS TOWN MEETING  
June 10, 2020

The Town meeting of the Walkersville Burgess & Commissioners was called to order on Wednesday, June 10, 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 Communications Specialist Samantha Fowle. The meeting was streamed on Facebook Live.

The meeting was called to order with the Pledge of Allegiance, and a prayer of thanksgiving for our blessings, despite the pandemic and recent protests around the country. Prayers for the uplifting of those with birthdays, Mrs. Ellie Gilbert and Commissioners Mary Ann Brodie-Ennis and Michael McNiesh, and for the uplifting of all 2020 graduates, and town staff responding to needs during this crisis.

1. MINUTES

*Commissioner Tom Gilbert made a motion, seconded by Commissioner Mary Ann Brodie-Ennis, to approve the Town meeting minutes of May 27, 2020, with an addition of information to pg. 2 regarding the trash options and costs. The motion passed by a vote of 5-0.*

2. DISABILITY OPTIONS AND INFORMATION

Ms. Rollins reported on options received for short-term and long-term disability, along with dental insurance and life insurance coverage and costs. Commissioners will review their packets of information and decide at the next meeting if any additions or changes will be made to employee coverages.

3. AWARD EQUIPMENT PURCHASED BY SEALED BID

Ms. Rollins reviewed bids for the 1998 GMC 3500HD (Dump bed), noting high bidder was Barrick & Sons in the amount of \$5,000.

*Commissioner John Zimmerman made a motion, seconded by Commissioner Tom Gilbert, to sell the 1998 GMC 3500 HD to Barrick & Sons in the amount of \$ 5,000. The motion passed by a vote of 5-0.*

Ms. Rollins reviewed the bids for the 1990 GMC C3500 (Flat bed), noting high bidder was Barrick \$ Sons in the amount of \$ 2,500.

*Commissioner Mary Ann Brodie-Ennis made a motion, seconded by Commissioner Michael McNiesh, to sell the 1990 GMC C3500 to Barrick & Sons in the amount of \$ 2,500. The motion passed by a vote of 5-0.*

Ms. Rollins reviewed the bids for the 1994 JCB 214 Sitemaster Backhoe, noting the high bidder was David Coblentz in the amount of \$ 9,000.

*Commissioner Michael Bailey made a motion, seconded by Commissioner Mary Ann Brodie-Ennis, to sell the 1994 JCB 214 Sitemaster Backhoe to David Coblentz for \$ 9,000. The motion passed by a vote of 5-0.*

4. COST ESTIMATE FOR FIXING BIGGS FORD ROAD

Mr. Bob DePaola reported that he had contacted CJ Miller and they are willing to complete the work within the budgeted amount of \$210,000 in July.

5. RENOVATION OF TOWN HALL PLANS

Burgess Weddle went over the current temporary renovation made for protection against the COVID-19 virus, including Plexiglas screens at front desk, chain gates blocking entrance to the office area, podium placed 6 feet from front desk, door locked and entry only by appointment, disposable masks purchased and available for citizens trying to enter without a mask. We are currently seeking prices on a new front door with a buzzer system. Ms. Hauver reported that staff is moving forward with plans to renovate the first floor of Town Hall. The goals of the project include the development of a plan to be implemented in three phases:

- Phase 1 – Front Office:
  1. Provide a safe place for employees and visitors to Town Hall in light of current public health concerns and requirements.
  2. Redesign work spaces to accommodate three employees (two administrative assistants and code enforcement officer) with appropriate barriers to air flow.
  3. Modernize office furniture (for example, front office space was designed for typewriters, not computers).
  4. Improve security in the front office by enclosing all work spaces with glass, walls, and lockable doors.
  
- Phase 2 – Meeting Room
  1. Improve handicapped accessibility to public areas including the elevator, bathrooms, and meeting rooms.
  2. Modernize meeting room with new furniture and accessibility to the dais.
  3. Replace the audio-visual equipment in the meeting room, add monitors visible to board members and the public, and add permanent equipment to record the meetings.
  
- Phase 3 – Interior offices, conference room, and kitchen:
  1. Re-apportion office spaces to accommodate an additional employee or employees (office for Burgess, Town Manager, Planner, Accountant, Water System Administrator, and Communications Specialist). The Public Works Director and Water Superintendent will have offices in the Town shop or water plant.
  2. Modernize system for storing and managing old paper files, including a plan to convert some files to a digital format.
  3. Modernize and update facilities to improve appearance, comfort and efficiency.

#### 6. UPCOMING PLANNING COMMISSION AND BOARD OF APPEALS MEETINGS

Ms. Hauver reported that she will be scheduling Planning Commission and the Board of Appeals meetings/hearing in either July or August.

#### 7. ACCOUNTS PAYABLE AND MAY 2020 FINANCIAL STATEMENTS

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

In reference to the General Fund Financial Statements, Commissioner Tom Gilbert suggested that the Town pay Lonza the amount held in escrow and get it off the books. Typically the Town returns escrow amounts when requested by the depositor, however staff will send them the money back unrequested.

#### 8. PLANNING COMMISSION AND BOARD OF APPEALS APPOINTMENTS

The Planning Commission and Board of Appeals appointments are scheduled for the next town meeting.

#### 9. COMMISSIONERS' CONCERNS

Commissioner Tom Gilbert asked that when the street sweeper works, a notice go out on The Walkersville Wire so that affected citizens can move their cars off the streets.

Commissioner Gilbert asked that weeds along Frederick Street be sprayed/killed.

Commissioner Gilbert reported that Dwain Remsberg has offered to provide tents for the outside of restaurants, the Fire Co stage for a concert, etc., at town expense. Commissioner John Zimmerman reported that he is working with him regarding tents at the Fire Company, including issues with restrooms and liquor consumption. Burgess Weddle reported that Governor Hogan is allowing indoor seating in restaurants at 50% starting June 12.

Commissioner Michael Bailey wants to support the food truck business with a percentage of the proceeds going to the Fire and Rescue companies.

Commissioner Tom Gilbert asked when we are advertising the Town Manager position. The ad will be posted Friday and/or Monday.

Commissioner John Zimmerman reported that he is happy that the Biggs Ford Road project is scheduled.

Commissioner Mary Ann Brodie-Ennis asked Mr. DePaola to meet with her to look at the entrance of Wyndale Court, noting that there are holes that need patching.

Commissioner Brodie-Ennis would like to support Restaurant Week, now that outside seating is allowed and Frederick City will be closing Market Street to allow tables to be outside. She proposed providing a listing of restaurants and their food specialties.

Commissioner Michael Bailey reported that the 2020 Farmers' Market may start in late summer.

Commissioner Michael McNiesh made the following Veterans' Committee announcements:

- 8/18/2020 – Bridge dedication for Kenneth Krom, they are requesting \$300 from the Town.
- 9/16/2020 – Bus trip to the war memorials in Washington, DC has been rescheduled.
- 11/8/2020 – Veterans' Day ceremony at 1:00 p.m. – speaker has been secured.

Commissioner Michael McNiesh also noted that the Veterans' Committee would like to Adopt A Highway. He also received two citizen complaints: 1) overgrowth of the retention pond at Frederick Street and Rt. 194, and 2) Victoria Park wants a marked sidewalk directly to Rutters, and Mr. DePaola will look into the possibility.

Burgess Chad Weddle reviewed the following reminders:

- Sign up for The Walkersville Wire in order to receive updates on meetings, road closures, and water leaks.
- Yard Waste pickup - Changing from Tuesday to Thursday - the last Tuesday pickup will be 6/23/2020, then 7/2/2020 will be the first Thursday pickup.
- Bulk trash – this Saturday, 6/13/2020, put out stuff starting now.
- Encourages everyone to complete and mail in their 2020 Census forms, as it is important to the Town representation and funding.
- Noting that we continue to cover the Town meetings on FacebookLive, and hopefully will have a YouTube channel up and running by 9/1/2020.
- Burgess Weddle noted that TFC Keith Preston worked his last day as a Walkersville Resident trooper yesterday and has been assigned to the Western MD barrack.
- The next Town meeting will be held 6/24/2020 and the public will be allowed in the building to the meeting, wearing masks and social distancing.
- Wednesday, July 8, 2020 will be the one meeting held in July. Other committees and commissions will start meeting in July.
- Regarding the email about replacing a citizen's sidewalk, Burgess Weddle noted that the street prioritization list will be utilized and sidewalks will be redone when the street is redone.

Mr. DePaola reported that the MS4 stormwater program requires a designated week for clean up of the Town materials that make their way to the stormwater system. The week of 6/21/2020 has been designated for residents to clean up around their homes and town streets and email us photos to be posted on Facebook.

Mr. DePaola reported that the new water plant is getting ready for the installation of the membrane filters. He is asking for help with this process and will let us know details.

The next Town meeting will be Wednesday, June 10, 2020 at 7:30 p.m.

Meeting adjourned at 8:15 p.m.

Gloria Long Rollins, Town Manager