



## Town Council Minutes 39 W. Main Street

June 12, 2013 – 7:00 p.m.

---

The regular meeting of the Mayor and Council of the Town of New Market was held June 12, 2013 in the Town Hall, 39 West Main Street, New Market, MD, with Mayor Winslow Burhans presiding. Members of the Council present were Jake Romanell, Michael Davies, Rita Mueller, and Shane Rossman. Dennis Kimble was absent.

**CALL TO ORDER:** The meeting was called to order at 7:05 p.m.

### **APPROVAL OF MINUTES**

**Decision:** Councilmember Romanell made a motion to approve the minutes of May 8 and May 23, 2013 as written.

**Second:** Councilmember Rossman

**Discussion:** None

**Vote:** **For** – 4 (Rossman, Romanell, Davies, Mueller) **Against** – 0. **Abstain** – 0  
The motion passed.

### **Mayor & Liaison Reports:**

**Councilman Rossman:** Councilman Rossman attended his first HDC/ARC meeting as liaison. There were three applications discussed: a movable hen house, a fence, and a home addition. An Eagle Scout contacted Councilman Rossman about installing a sign down at the Community Park and will bring the information and present to the council at a future meeting.

**Councilwoman Mueller:** Renovations have been completed at Messanelle Park. Larger plants (18”) were installed instead of those originally planned (12”). The new plants grow to about three feet and are low maintenance. Councilwoman Mueller is going to see about possibly putting in some additional 18” plants.

### **Old Business**

1. **Royal Oaks Road Dedication** - The correction plats and resolutions had not been received at the time of the meeting. This item will be considered once the items have been completed.

### **New Business**

2. **“Second Sunday”**

Steve Pippin is involved in the organization and planning of “Second Sunday” where merchants and restaurants will be involved with special events on the second Sunday of the month. The first one will be in July and will feature classes and demonstrations at Artworks. There will also be antique valuations at the New Market Volunteer Fire Department. In August they are hoping to invite local vendors for a Farmer’s Market and wood sculpturing in September. With these events they hope to increase the foot traffic in town.

There were two requests from the Second Sunday group to the town. (1) In order to use the school parking lot they need a Certificate of Insurance, and (2) funds to pay for the use of: the school parking lot, revisions to the walking map, printing of the walking map, and advertisement in Frederick News Post "72 Hours" section. Councilman Rossman will arrange for the Certificate of Insurance from LGIT and will send Mr. Pippin the Walking Map as well as application forms that we have used for other events such as New Market Days and Christmas in New Market.

**Decision:** Councilmember Romanell made a motion to make "Second Sunday" a town sponsored event for July and August 2013.

**Second:** Councilmember Rossman

**Discussion:** None

**Vote:** *For* – 4 (Rossman, Romanell, Davies, Mueller) *Against* – 0. *Abstain* – 0  
The motion passed.

3. **National Night Out** – Deputy Hatcher from the Frederick County Sheriff's Office presented information on the "National Night Out" event that is scheduled for Tuesday, August 6, 2013 from 6 pm to 9 pm. National Night Out is a nationwide event designed to build strong community partnerships that promote safe neighborhoods. There are 37 million participants across 15,000 communities nationwide. The local event is held in a different location each year. This year's event will be held at the newly renovated New Market Fire Department. There will be members of both the fire and police present for this event. Deputy Hatcher will send info/flyer to the town to be incorporated into the upcoming newsletter and the website.
4. **Amendment to LOUYAA Lease** – The attorney for the LOUYAA organization prepared an amendment to the original lease agreement. Town attorney, William Wantz, reviewed the amendment and has no objections to the language therein. The amendment to the original lease extends the term of the lease from September 10, 2023 to September 10, 2058. There are no changes other than the extension of the term of the lease.

**Decision:** Councilmember Mueller made a motion to execute the amendment to the LOUYAA lease extending the term to September 10, 2058.

**Second:** Councilmember Davies

**Discussion:** None.

**Vote:** *For* – 4 (Rossman, Romanell, Davies, Mueller) *Against* – 0. *Abstain* – 0  
The motion passed.

5. **Public Hearing on Ordinance 13-01 – FY14 Operating Budget** – Ordinance 13-01 was introduced at the May 8 meeting with an unappropriated reserve of \$193,162. Changes were made to the budget as follows: 1) Add Line Item – Name Tags & Flags - \$1,000, 2) Add Line Item - Second Sunday - \$2,000, 3) Remove Line Item – NMES Community Track. The new unappropriated reserve is \$190,162. There was no public comment on Ordinance 13-01.

**Decision:** Councilman Rossman made a motion to adopt Ordinance 13-01 – FY14 Operating Budget with an unappropriated reserve of \$190,162.

**Second:** Councilmember Romanell

**Discussion:** None.

**Vote:** *For* – 4 (Rossman, Romanell, Davies, Mueller) *Against* – 0. *Abstain* – 0  
The motion passed.

**6. Public Hearing on Ordinance 13-02 – FY14 Capital Improvement (CIP)**

**Budget** – Ordinance 13-02 was introduced at the May 8 meeting with a total expenditures of \$787,496. Changes were made to the budget as follows: 1) Change Line Item – 6<sup>th</sup> Alley Realignment - \$4,300, 2) Line Item for 1<sup>st</sup> Alley Repaving - \$25,819, 3) Line Item – 2<sup>nd</sup> Alley Repaving - \$19,663. The new total expenditure amount for the CIP is \$798,453. There was no public comment on Ordinance 13-02.

**Decision:** Councilman Romanell made a motion to adopt Ordinance 13-02 – FY14 CIP Budget with a total expenditure of \$798,453.

**Second:** Councilmember Mueller

**Discussion:** None.

**Vote:** *For* – 4 (Rossman, Romanell, Davies, Mueller) *Against* – 0. *Abstain* – 0  
The motion passed.

**7. Budget Adjustments for FY13** – The following changes were proposed to correct variances in the FY13 budget:

**a. Revenues**

- i.* Real Property – increase by \$15,443
- ii.* New Construction – increase by \$7,850
- iii.* Renovation & HDC Fees – increase by \$1,500

**b. Expenditures**

- i.* Code Enforcement – decrease by \$500
- ii.* Permits & Inspections – decrease by \$500
- iii.* Planning Commission Planner – decrease by \$1,792
- iv.* Advertising – increase by \$3,000
- v.* Dues & Subscriptions – increase by \$2,250
- vi.* Legal Council – increase by \$12,031
- vii.* Social Security & Medicare – increase by \$600
- viii.* Waste Collection – increase by \$14,000
- ix.* Unappropriated Reserve – decrease by \$4,296

**Decision:** Councilman Romanell made a motion to approve the FY13 Operating Budget reappropriations as discussed, with a new unappropriated reserve of \$103,998.

**Second:** Councilmember Davies

**Discussion:** None.

**Vote:** *For* – 4 (Rossman, Romanell, Davies, Mueller) *Against* – 0. *Abstain* – 0  
The motion passed

**8. Proclamations for Rev. Sherman Mason and Adventure Park**

**Decision:** Councilwoman Mueller made a motion to approve proclamations for the 1) the 8th Anniversary of Adventure Park and 2) for Rev. Sherman Mason upon his retirement, for his years of service and dedication to the Simpson Community Church and the New Market community.

**Second:** Councilmember Rossman

**Discussion:** None.

**Vote: For** – 4 (Rossman, Romanell, Davies, Mueller) **Against** – 0. **Abstain** – 0  
The motion passed.

**ADJOURNMENT:** Motion made by Councilmember Davies to adjourn the meeting.

**Second:** Councilmember Mueller

**Discussion:** None.

**Vote: For** – 4 (Romanell, Davies, Rossman, Mueller) **Against** – 0. **Abstain** – 0.  
The motion passed.

**The meeting adjourned at 8:05 p.m.**

Respectfully submitted,

Debra Butler  
Clerk to Council