



Town Council Minutes
39 W. Main Street

January 11, 2018 – 7:00 p.m.

The regular meeting of the Mayor and Council of the Town of New Market was held on Thursday, January 11, 2018 in the Town Hall, 39 West Main Street, New Market, MD with Mayor Winslow Burhans presiding. Members of the Council present were Shane Rossman, Mike Davies, Scott Robertson, and Jake Romanell. Dennis Kimble was absent. The Town Planner Pat Faux was also present.

CALL TO ORDER: The meeting was called to order at 7:01p.m.

APPROVAL OF MINUTES:

December 19, 2017

Decision: Councilman Robertson made a motion to approve the minutes as written.

Second: Councilman Romanell

Discussion: None

Vote: For – 3 (Davies, Robertson, Romanell) Against – 0, Abstain – 1 (Rossman), Absent – 1 (Kimble)

The motion passed

Mayor & Liaison Reports:

Mayor Burhans did not have anything to report on.

Councilman Rossman:

Councilman Rossman informed the Mayor and Council on a database program that he and the office staff have done a demonstration on called Constituent On. The software will allow us to have a streamline database for all of the town resident addresses, emails and can breakdown into individual neighborhoods if correspondences are needed. The price for the software is \$1,500 per year.

Decision: Councilman Robertson made a motion to acquire the software for \$1500.

Second: Councilman Romanell

Discussion: None

Vote: For – 4 (Rossman, Davies, Robertson, Romanell) Against – 0, Abstain – 0 Absent – 1 (Kimble)

The motion passed

Councilman Rossman also gave a Streetscape update and said that SHA is working on the punch list and they are getting closer to fixing the problems with the lights. They have agreed to give the town 13 new bulbs as a warranty and Councilman Rossman and Shawn

Burnett were satisfied with that. They also are addressing drainage problems and are working on talking with the county about fixing the water main covers. SHA has given the Town ADA waivers.

Councilman Davies:

Councilman Davies presented the details for the annual town dinner that will be held at Vintage Restaurant on February 21, 2018. The quote is for 50 people that were invited and the total cost will be \$1,920.00. As of now, there are 45 people confirmed going, which is a total of \$1,728.00.

Decision: Councilman Romanell made a motion to make a line item called “Annual Town Dinner” for an amount of \$1,920.00 and take it from the unappropriated reserve.

Second: Councilman Davies

Discussion: None

Vote: For – 4 (Rossman, Davies, Robertson, Romanell) *Against – 0, Abstain – 0*

Absent – 1 (Kimble)

The motion passed

Councilman Robertson:

Councilman Robertson reported that he is going to attend the next events committee and discuss having a “Fighter Run” walk/run event this October for breast cancer awareness. He would like to come up with a logo for shirts and have the walk/run start and end at the community park. He will report back with more information at the next meeting.

Public Hearing: Forest Conservation Ordinance #2017-05

Shawn Burnett with Wilson T. Ballard gave an overview of the Forest Conservation Ordinance # 2017-05 which was introduced at last month’s council meeting.

Mayor Burhans opened the public hearing. The public hearing was advertised in the Frederick New Post on December 20, 2017 and December 27, 2017.

Public Comment: There were no public comments.

Mayor Burhans closed the public hearing.

Decision: Councilman Rossman made a motion to adopt the Forest Conservation Ordinance # 2017-05.


Second: Councilman Davies

Discussion: None

Vote: For – 4 (Rossman, Davies, Robertson, Romanell) *Against – 0, Abstain – 0*

Absent – 1 (Kimble)

The motion passed



Public Hearing: Royal Oaks Flood Plain Ordinance # 2017-06

Town Planner Pat Faux gave an overview of the Royal Oaks Flood Plain Ordinance # 2017-06 which was introduced at last month's council meeting.

Mayor Burhans opened the public hearing. The public hearing was advertised in the Frederick New Post on December 20, 2017 and December 27, 2017.

Public Comment: There were no public comments.

Mayor Burhans closed the public hearing.

Decision: Councilman Romanell made a motion to adopt the Royal Oaks Flood Plain Ordinance # 2017-06.

Second: Councilman Rossman

Discussion: None

Vote: For – 4 (*Rossman, Davies, Robertson, Romanell*) *Against – 0, Abstain – 0*
Absent – 1 (Kimble)

The motion passed

Bid Opening: 40 S. Alley Construction

There were three bids received for the 40 S. Alley Construction project. All bids were received before the 11:00am deadline on January 10, 2018. The bids are as follows:

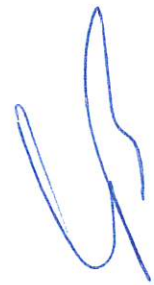
- High Performance Home: \$97,438.00
- James E. Summers Enterprises, Inc.: \$88,500.00
- Wormald Commercial Construction, LLC: \$132,619.00

Mayor Burhans announced that there should be a review committee to go over the bid details and report back at next month's council meeting for a recommendation to award the contract. The Mayor and Council agreed to the recommendation committee consisting of Chris Goettge, Shane Rossman, Dennis Kimble, and Karen Durbin as substitute for Dennis if he's unable to attend.

New Business:

1. Town Charter Amendment: Amending Article VII, Section 23-64 Purchasing and Contracts

Mayor Burhans gave an overview of the proposed amendment to the Town Charter. Currently since 2001, anything over \$5,000.00 has to be sent out to bid. The amendment will change that dollar amount to anything over \$15,000.00 to be sent out for bid. The Resolution # 2018-01 has been reviewed by Town Attorney, Bill Wantz.



Decision: Councilman Romanell made a motion to approve Charter Amendment Resolution No. 2018-01, Amending Article VII, Section 23-64 of the Charter of the Town of New Market providing for the manner of contracting for certain expenditures as amended by Resolution No. 01-02 (Charter Amendment No. 01-01).

Second: Councilman Rossman

Discussion: None

Vote: For – 4 (*Rossman, Davies, Robertson, Romanell*) **Against – 0, Abstain – 0**
Absent – 1 (Kimble)
The motion passed

Public Comment: None

ADJOURNMENT:

Decision: Councilman Romanell made a motion to adjourn the meeting.

Second: Councilman Davies

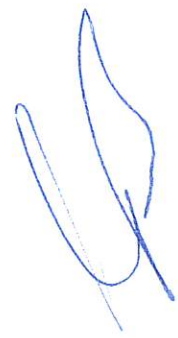
Discussion: None

Public Comment: None

Vote: For – 4 (*Rossman, Davies, Robertson, Romanell*) **Against – 0, Abstain – 0,**
Absent – 1 (Kimble)
The motion passed

Respectfully submitted,

Karen Durbin
Clerk to Council





BUDGET AMENDMENTS January 11, 2018 – FY18

Budget Line Item: Annual Town Dinner

Current Amount: \$0

Increase: \$1,920

Decrease: \$0

Final Amount: \$1,920

Budget Line Item: Unappropriated Reserve

Current Amount: \$183,564

Increase: \$0

Decrease: \$1,920

Final Amount: \$181,644

Motion by: Councilman Romanell

Seconded by: Councilman Davies

Vote: FOR: 4 AGAINST: 0 ABSENT: 1 ABSTAIN : 0

Mayor Winslow Burhans III

Date

Budget Revised:

Copy Sent to: Karen
Mayor