

The Town of New Market



Town Council Minutes
40 South Alley, New Market, MD 21774
General Session
August 14, 2025 – 7:00 p.m.

The Mayor and Council of the Town of New Market met in person and virtually via Zoom on Thursday, August 14, 2025, with Mayor Winslow Burhans presiding. The councilmembers present were Kevin DeLany (via Zoom), Michaela Mueller, Kristina Trunnell, and Howard Wilson. Councilmember Nicole Moravy was absent. Tim Rye, Town Engineer, and Steve Pippin, President of NMCP, were also present.

The meeting was called to order at 7:00 p.m.

ADMINISTRATIVE BUSINESS

Motion: Councilmember Wilson made a Motion to approve the July 10, 2025, minutes as written
Second: Councilmember Mueller
Vote: For –4 (DeLany, Mueller, Trunnell, Wilson)
Against – 0
Abstain – 0
Absent – 1 (Moravy)
The Motion passed.

NEW BUSINESS

Linganore High School Parade Request

Sydney Hall, Class of 2027, SGA President, and Anvi Nakka, Class of 2027, SGA Vice President, presented Linganore High School's Homecoming parade plans to the Council. The parade will be held on Saturday, September 20, 2025, at 10:00 a.m. Mayor Burhans offered to put up road signs and sawhorses.

Mayoral Initials: _____

A handwritten signature in blue ink, appearing to be "WB", written over a horizontal line.

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Motion: Councilmember Mueller made a Motion to approve the parade request as submitted

Second: Councilmember Trunnell

Public Comment: None

Vote: For –4 (DeLany, Mueller, Trunnell, Wilson)
Against – 0
Abstain – 0
Absent – 1 (Moravy)
The Motion passed.

Proposed HR Services

Deb Butler, Clerk-Treasurer, presented a proposal for human resources services through BBSI. Joyce Gallo, BBSI representative, provided an overview of services available through their company and answered questions. For further information, please refer to the Staff Report dated July 21, 2025.

Motion: Councilmember Mueller made a Motion to enter into a one-year agreement with BBSI according to the proposal submitted and move \$6,281 from the unappropriated reserve

Second: Councilmember Wilson

Public Comment: Nancy Lilly

Vote: For –4 (DeLany, Mueller, Trunnell, Wilson)
Against – 0
Abstain – 0
Absent – 1 (Moravy)
The Motion passed.

National Fish and Wildlife Foundation – Chesapeake Bay Small Watershed Grants, Planning and Technical Assistance.

Tim Rye, Town Engineer, delivered a presentation on community outreach and engagement activities funded by grants. The NPDES MS4 program mandates community involvement and education as part of its Stormwater Management (SWM) initiatives. For more details, see the Staff Report dated August 6, 2025.

Public Comment: Katie Russell, James Lilly, Nancy Lilly

NM Strong 5K Fighter Run

Councilmembers Trunnell and Mueller presented the NM STRONG 5K Fighter Run/Walk + Festival plans for the October 26, 2025, event.

Mayoral Initials: 

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Motion: Councilmember Wilson made a Motion that NM STRONG 5K Fighter Run be a Town event and approve the event plan as submitted

Second: Councilmember DeLany

Public Comment: None

Vote: For –4 (DeLany, Mueller, Trunnell, Wilson)
Against – 0
Abstain – 0
Absent – 1 (Moravy)
The Motion passed.

Christmas in New Market

Val Vinson, Heather Blanton, and Katie Malone presented the Christmas in New Market Parade plan scheduled for December 6, 2025.

Motion: Councilmember Trunnell made a Motion approving the Christmas in New Market as an official Town event and establishing the NM Christmas Committee consisting of Val Vinson, Heather Blanton, Katie Malone, and Kim Ragan.

Second: Councilmember DeLany

Public Comment: None

Vote: For –4 (DeLany, Mueller, Trunnell, Wilson)
Against – 0
Abstain – 0
Absent – 1 (Moravy)
The Motion passed.

FPO Off-Duty Contract

Mayor Burhans presented the FPO Off-Duty Contract for approval. The Town Attorney, William Wantz has reviewed it and, except for a small change, finds the language acceptable.

Motion: Councilmember Wilson made a Motion to approve the FOP Off-Duty Contract contingent upon making the provision suggested by the Town Attorney

Second: Councilmember Mueller

Public Comment: Nancy Lilly

Vote: For –4 (DeLany, Mueller, Trunnell, Wilson)
Against – 0
Abstain – 0
Absent – 1 (Moravy)
The Motion passed.

Mayoral Initials: 

Liaison Reports

Mayor Burhans reported that the amount approved for the Architectural Surveys discussed at the last meeting was allocated in the FY26 CIP budget. He also reported that the 39 W Main Street demolition has been completed.

Councilmember Wilson reported that he drove around with Jacob Morrow, Frederick Landscaping to view areas under the current contract.

Councilmember Mueller reported that she attended an MD 250th meeting at the library. There will be a meeting on Monday, August 18, 2025, at 4:00 pm at New Market Plains with Steve Pippin and Councilmember Wilson to discuss how the NM Civic Partnership can assist with plans and activities.

Councilmember Trunnell reported that there have been a few committee meetings about the event, and they are working on contacting vendors.

Councilman DeLany reported that the Planning and Zoning Commission did not meet this month.

ADJOURNMENT

- Motion:* Councilmember Trunnell made a Motion to adjourn
- Second:* Councilmember Mueller
- Public Comment:* Katie Russell, Nancy Lilly, James Lilly
- Vote:* For –4 (DeLany, Moravy, Mueller, Trunnell, Wilson)
Against – 0
Abstain – 0
Absent – 1 (Moravy)
The Motion passed.

The meeting was adjourned at 9:18 p.m.

Respectfully submitted,

Michelle Mitchell
Clerk to Mayor and Town Council

Mayoral Initials: 