

The Town of New Market



Town Council Minutes
40 South Alley, New Market, MD 21774
General Session
November 13, 2025 – 7:00 p.m.

The Mayor and Council of the Town of New Market met in person and virtually via Zoom on Thursday, November 13, 2025, with Mayor Winslow Burhans presiding. The council members present were Kevin DeLany (via Zoom), Nicole Moravy, Michaela Mueller, Kristina Trunnell, and Howard Wilson. Steve Pippin, President of NMCP, was also present.

The meeting was called to order at 7:02 p.m.

ADMINISTRATIVE BUSINESS

Motion: Councilmember Mueller made a Motion to approve the October 9, 2025, minutes.
Second: Councilmember Wilson
Public Comment: None
Vote: For –5 (DeLany, Moravy, Mueller, Trunnell, Wilson)
Against – 0
Abstain – 0
Absent – 0
The Motion passed.

PUBLIC HEARING

On October 9, 2025, Mayor Burhans introduced Resolution No. 2025-03/Charter Amendment 25-01: *Amendment 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 2018-01 (Charter Amendment No. 18-01)*. The public hearing notice was posted in the Frederick News Post on October 17, 2025. The notice was also posted on the website, emailed town-wide, and shared on Facebook on October 20, 2025.

Motion: Councilmember Wilson made a Motion to adopt Resolution No. 2025-03/Charter Amendment 25-01.
Second: Councilmember Moravy
Public Comment: None
Vote: For –5 (DeLany, Moravy, Mueller, Trunnell, Wilson)

Mayoral Initials:

Against – 0
Abstain – 0
Absent – 0
The Motion passed.

NEW BUSINESS

Human Resource Services

At the August 14, 2025, meeting, the Council voted to approve human resources services through BBSI. Due to the agreement being too onerous, Mayor Burhans and Deb Butler presented two options through Paychex, which we currently use for payroll. For further information, please refer to the Payroll Services Memorandum.

Motion: Councilmember Mueller made a Motion to approve PayChex Pro until the end of the fiscal year.
Second: Councilmember Wilson
Public Comment: None
Vote: For –5 (DeLany, Moravy, Mueller, Trunnell, Wilson)
Against – 0
Abstain – 0
Absent – 0
The Motion passed.

Discussion: Staffing for Special Events and Economic Development

Councilmembers Mueller and Moravy discussed possible roles and responsibilities for managing the open-air pavilion and events. Matter to be continued to the next meeting to formalize the position.

Liaison Reports

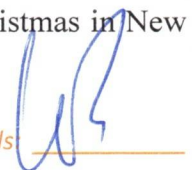
Mayor Burhans reported that the 5K event raised \$8,025 and that the LOUYAA clean-up on November 6, 2025, was successful.

Councilmember Wilson reported that he is scheduled to meet with Butler Tree Service next week and is working on new maps for the landscaping contract. He also noted that the final architectural plans for 27 townhomes at Lawson's were approved at the HDC/ARC meeting on October 14, 2025.

Councilmember Mueller presented the schedule for Christmas in New Market. The Council will participate in the parade.

Councilmember Trunnell commented on the great job done coordinating the Christmas in New Market schedule.

Mayoral Initials



Councilmembers Moravy and Mueller are working with the elementary school to tackle traffic issues. There was also discussion on background checks/fingerprinting for volunteers for the Youth Council and events.

Public Comment: Jimmy Azat, Katie Russell

Councilmember DeLany reported that the Planning and Zoning Commission met last week and approved Permit #1958B - West Main Street Improvement Plan, after consultation with the Town Attorney. Permit #1918B – 17 E Main Street Subdivision and Permit #2016B – Marley Commons Final Plat Plan were also approved. Ms. Faux also provided an update on the Master Plan Focus Group meeting held on October 21, 2025.


ADJOURNMENT

Motion: Councilmember Trunnell made a Motion to adjourn.
Second: Councilmember Moravy
Public Comment: None
Vote: For –5 (DeLany, Moravy, Mueller, Trunnell, Wilson)
Against – 0
Abstain – 0
Absent – 0
The Motion passed.

The meeting was adjourned at 8:27 p.m.

Respectfully submitted,

Michelle Mitchell
Clerk to Mayor and Town Council


Mayoral Initials: _____