

The Town of New Market



Town Council Minutes
40 South Alley, New Market, MD 21774
General Session
June 12, 2025 – 7:00 p.m.

The Mayor and Council of the Town of New Market met in person and virtually via Zoom on Thursday, June 12, 2025, with Mayor Winslow Burhans presiding. The councilmembers present were Kevin DeLany, Nicole Moravy, Michaela Mueller, Kristina Trunnell (via Zoom), and Howard Wilson. Pat Faux, Zoning Administrator and Town Planner (via Zoom), and Steve Pippin, President of NMCP, were also present.

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

ADMINISTRATIVE BUSINESS

Motion: Councilmember Mueller made a Motion to approve the May 22, 2025, minutes
Second: Councilmember DeLany
Public Comment: None
Vote: For –5 (DeLany, Moravy, Mueller, Trunnell, Wilson)
Against – 0
Abstain – 0
Absent – 0
The Motion passed.

No motion was made on the minutes from the May 8, 2025, meeting due to the new council. The minutes will be posted unsigned.

PUBLIC HEARING

On May 8, 2025, Mayor Burhans introduced Ordinance 2025-01: *An Ordinance Making Appropriations and Adopting the Operating Budget for the Town of New Market for the Fiscal Year ending June 30, 2026, and Ordinance 2025-02: An Ordinance Making Appropriations and Adopting the Capital Budget for the Town of New Market for the Fiscal Year ending June 30, 2026.* The public hearing was posted in the Frederick News Post on May 21, 2025. The notice was also posted on the website, emailed town-wide, and shared on Facebook on May 22, 2025.

Mayoral Initials: _____

A handwritten signature in blue ink is written over the line for the Mayoral Initials. The signature is stylized and appears to be the initials of the Mayor.

Town Council Minutes

June 12, 2025

Page 2 of 4

Motion: Councilmember DeLany made a Motion to approve the amended FY26 budget (Ordinances 2025-01 and 2025-02) with the parking lot and amended to authorize Ms. Faux to pursue the grant opportunities presented

Second: Councilmember Moravy

Public Comment: Phil Gamble, Caitlin Moroney

Vote: For –5 (DeLany, Moravy, Mueller, Trunnell, Wilson)
Against – 0
Abstain – 0
Absent – 0

The Motion passed.

NEW BUSINESS

Permit #2043 – NM District Volunteer Fire Company Request for Parking at Town Hall

On behalf of the NM District Volunteer Fire Company, Wayne Harris requested parking on Town Hall property for the Fire Department’s event on August 16, 2025.

Motion: Councilmember Mueller made a Motion to approve the request with the following conditions: submit a COI, no parking if raining, NMVFD to move picnic tables, and the Fire Police to direct parking and traffic.

Second: Councilmember Moravy

Public Comment: None

Vote: For –5 (DeLany, Moravy, Mueller, Trunnell, Wilson)
Against – 0
Abstain – 0
Absent – 0

The Motion passed.

Main Street LOA

Councilmember Mueller and Ms. Faux reported that a decision was needed regarding the Main Street Program. Maryland Main Street informed the staff that a change is required, that we are no longer eligible to be a “Designated Main Street.” For further information, please refer to the Staff Report dated June 12, 2025.

Motion: Councilmember Wilson made a Motion that we notify the Maryland DHCD that, for now, the Town would go to the Connected Tier

Second: Councilmember Mueller

Public Comment: None

Vote: For –5 (DeLany, Moravy, Mueller, Trunnell, Wilson)
Against – 0
Abstain – 0
Absent – 0

Mayoral Initials: _____



The Motion passed.

FY26 State Revitalization Programs Funding Opportunities

Staff is requesting that Council authorize the Mayor to sign the grants for: 1) Façade Improvement Grant and 2) Town Hall Parking Lot Expansion¹. NM Civic Partnership President, Steve Pippin provided an overview of the façade program. For further information, please refer to the Staff Report dated June 12, 2025.

Motion: Councilmember Moravy made a Motion authorizing the Mayor to sign the façade grant application
Second: Councilmember
Public Comment: None
Public Comment: None
Vote: For –4 (DeLany, Moravy, Mueller, Trunnell)
Against – 0
Abstain – 1 (Wilson)
Absent – 0
The Motion passed.

FY25 Budget Amendment

Mayor Burhans presented a list of amendments to the FY25 budget.

Motion: Councilmember DeLany made a Motion to approve the FY25 budget amendments
Second: Councilmember Wilson
Public Comment: None
Vote: For –5 (DeLany, Moravy, Mueller, Trunnell, Wilson)
Against – 0
Abstain – 0
Absent – 0
The Motion passed.

¹ The parking lot expansion grant opportunity was discussed before voting on Ordinances 2025-01 and 2025-02.

Mayoral Initials: 

Council Liaison Assignments

The Council discussed the various liaison positions, and by unanimous consent, the following assignments were made:

- Community Liaison – Councilmember Moravy
 - Schools
 - LOUYAA
 - NMVFD
 - Civic Organizations (i.e., NM Grange, churches, etc.)
- LGIT – Councilmember Trunnell
- Parks/Program Open Space – Councilmembers Mueller & Moravy
- Special Events Resource Officers/Event Barn – Councilmembers Mueller & Trunnell
- Business Liaison – Councilmember Moravy
- Snow Removal – Councilmember DeLany
- Mowing Contract Mgr. – Councilmember Wilson
- Building Maintenance – Mayor Burhans, Councilmembers Delany & Wilson
- P&Z Liaison – Councilmember DeLany
- MML Representative – Councilmember Mueller
- HDC Liaison – Councilmember Wilson
- Trees – Councilmember Mueller
- Roads, Streets, and Sidewalks – Councilmember DeLany
- Green Team – Councilmember Trunnell

ADJOURNMENT

Motion: Councilmember Mueller made a Motion to adjourn
Second: Councilmember DeLany
Public Comment: Phil Gamble, Brooke Donahue
Vote: For – 5 (DeLany, Moravy, Mueller, Trunnell, Wilson)
Against – 0
Abstain – 0
Absent – 0
The Motion passed.

The meeting was adjourned at 9:16 p.m.

Respectfully submitted,

Michelle Mitchell
Clerk to Mayor and Town Council

Mayoral Initials: 