

# The Town of New Market



**Town Council Minutes**  
**40 South Alley, New Market, MD 21774**  
**General Session**  
**March 12, 2026 – 7:00 p.m.**

The Mayor and Council of the Town of New Market met in person and virtually via Zoom on Thursday, March 12, 2026, with Mayor Winslow Burhans presiding. The council members present were Kevin DeLany, Nicole Moravy, Michaela Mueller, Kristina Trunnell<sup>1</sup>, and Howard Wilson. Pat Faux, Town Planner/Zoning Administrator, and Tim Rye, Town Engineer (via Zoom) were also present.

**The meeting was called to order at 7:04 p.m.**

## **ADMINISTRATIVE BUSINESS**

*Motion:* Councilmember Mueller made a Motion to approve the February 12, 2026, minutes as revised.  
*Second:* Councilmember DeLany  
*Public Comment:* None  
*Vote:* For –4 (DeLany, Moravy, Mueller, Wilson)  
Against – 0  
Abstain – 0  
Absent – 1 (Trunnell)  
**The Motion passed.**

## **CONTINUED BUSINESS**

### **Roles and Responsibilities of Event Coordinator**

Councilmember Mueller presented the Event Coordinator job description for final approval.

*Motion:* Councilmember Moravy made a Motion to approve as written.  
*Second:* Councilmember DeLany  
*Public Comment:* None  
*Vote:* For –4 (DeLany, Moravy, Mueller, Wilson)  
Against – 0

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<sup>1</sup> Councilmember Trunnell entered the meeting at 7:37pm via Zoom.

Mayoral Initials: \_\_\_\_\_

A handwritten signature in blue ink, appearing to be "WB", is written over a horizontal line. The signature is stylized and cursive.

Abstain – 0  
Absent – 1 (Trunnell)  
**The Motion passed.**

### **Main Street Safety Projects Status/Funding**

Councilman DeLany presented a cost proposal from RFP, Inc. for crosswalk installation and striping refresh, which was approved at the January 8, 2026, Town Council meeting. For additional information, please see the Staff Report dated March 10, 2026.

*Motion:* Councilmember Mueller made a Motion to approve work in Phases 1 and 3 as presented, with \$21,617.08 coming out of unappropriated reserves and moved into street maintenance, and \$2,600.00 coming out of restricted funds for speed camera.

*Second:* Councilmember Moravy

*Public Comment:* Katie Russell, Claire Cawthon

*Vote:* For –5 (DeLany, Moravy, Mueller, Trunnell, Wilson)

Against – 0

Abstain – 0

Absent – 0

**The Motion passed.**

### **NEW BUSINESS**

#### **Request for Road Closure – NM Elementary School Bike to School Event – May 1, 2026**

Claire Cawthon and Katie Russell requested a road closure for the NM Elementary School Bike-to-School Event scheduled for May 1, 2026.

*Motion:* Councilmember Moravy made a Motion to approve with the caveat that the Council is involved in the messaging and that there is some type of law enforcement presence at the barricade, subject to any required Town permit.

*Second:* Councilmember Mueller

*Public Comment:* None

*Vote:* For –4 (DeLany, Moravy, Mueller, Trunnell)

Against – 1 (Wilson)

Abstain – 0

Absent – 0

**The Motion passed.**

#### **Trench Drain Repair**

Councilman DeLany presented a cost proposal from RFP, Inc. to repair the trench drain at 44 West Main Street. For more information, please see the Staff Report dated March 10, 2026.

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**Repair of Railing**

Councilman DeLany presented a cost proposal from RFP, Inc. to repair the metal railing located at 9 East Main Street. For further information, please see the Staff Report dated March 10, 2026.

The repairs of the trench drain, and railing were approved by unanimous consent.

**FY26 Budget Amendments**

Mayor Burhans presented budget amendments for FY26.

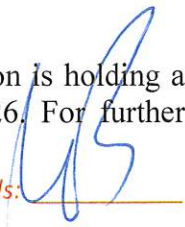
*Motion:* Councilmember Wilson made a Motion to approve the budget amendments as presented.  
*Second:* Councilmember DeLany  
*Public Comment:* None  
*Vote:* For –5 (DeLany, Moravy, Mueller, Trunnell, Wilson)  
Against – 0  
Abstain – 0  
Absent – 0  
**The Motion passed.**

**Liaison Reports**

Mayor Burhans reported that yard waste pickup begins April 1, and bulk trash pickup is scheduled for June 13. Staff was asked to move the bulk trash pick-up date due to the Garden Tour. The Mayor requested that we entertain having the Fire Department's request for speed camera funds at the next meeting. Councilmember Trunnell requested speed camera numbers for this meeting.

Councilmember Wilson reported that at the HDC/ARC meeting on March 10, 2026, there was a formal request made by the ARC to fill the open seat in accordance with the LDO. Councilmember DeLany has sent a notice to the Planning and Zoning Commission regarding the filling of this position. He also discussed the two (2) proposals received from Frederick Landscaping for ongoing maintenance and a one (1) time clean-up at 90 W Main Street. This will be presented at the next Town Council meeting. He also discussed trees at 90 West Main Street. He will contact Butlers Tree Service to provide an estimate on trimming/removing trees. He was called to Town Hall to fix a faucet and mentioned the sulfur smell. He requested a key to help with building maintenance. He attended the county meeting on plans for the 250<sup>th</sup> anniversary. There will be no county banners. He will work on getting a list of county-planned activities. He discussed school drop-off and pick-up and sees this as an immediate safety issue, especially with the Fire Department. Will Byrd contacted Councilmember Wilson, inviting the Mayor and the Council to stop by for pictures behind the Lighthouse Restaurant on Saturday at 10:00 a.m. for the New Market Cars and Coffee Club.

Councilmember DeLany reported that the Frederick County Planning Commission is holding a Public Hearing regarding the IW2 and I-70/MD 75 rezonings on April 8, 2026. For further

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information, please refer to the email from Pat Faux dated March 10, 2026. He plans on attending with Ms. Faux and Mayor Burhans. The Planning and Zoning Commission met on March 5, 2026. The Commission recommended approval to the Board of Appeals for a Special Exception, Permit #2084B/NM-B-26-01, for restaurant use at 78 W Main Street, and the Board approved Permit #2037B, Preliminary Forest Conservation Plan – New Market Parkway.

Councilmember Mueller reported that they are working on a closing date for the property at 90 West Main Street. Emails have been sent out to the historic district residents regarding the Virtual House Tour for the 250<sup>th</sup>. They have been receiving responses and are working to get it set up before the Garden Tour on June 13.

Councilmembers Mueller and Trunnell are working on a proposal for a security system at the Open-Air Pavilion to replace the digital locks. They are also working on getting cleaning cost quotes. They received a May 15th finish date for the Open-Air Pavilion.

Councilmember Trunnell reported that the 5K is moving along. Looking for volunteers to help keep this event moving forward. She also discussed banners for the 250<sup>th</sup> anniversary, a combination of the 250<sup>th</sup> anniversary and NM banners with our logo, that can be used year after year on the lamp posts throughout the Town. She hung a sample banner on a light post in front of the Open-Air Pavilion.

Councilmembers Moravy, Mueller, and Shawn Burnett, Town Engineer, met with Dr. Lockard at the NM Elementary school. They came up with a few ideas; however, they are not ready to share them publicly. They are aiming for the next school year and will finalize the plan over the summer. She forwarded the notes provided by Shawn Burnett to the Council. She also met with LOUYA.

**ADJOURNMENT**

*Motion:* Councilmember Mueller  
*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 9:20 p.m.**

Respectfully submitted,

Michelle Mitchell  
Clerk to Mayor and Town Council

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