

The Town of New Market



Town Council Minutes
40 South Alley, New Market, MD. 21774
General Session
March 10, 2022 – 7:00 p.m.

The meeting of the Mayor and Council of the Town of New Market was held in person and virtually via Zoom on Thursday, March 10, 2022, with Mayor Winslow Burhans presiding. Council members present: Shane Rossman, Matt Chance, Chris Weatherly, and Michael Wright. Councilman Kimble was absent. Also in attendance were Pat Faux, Zoning Administrator/Town Planner (via Zoom), and Steve Pippin (in-person).

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

APPROVAL OF MINUTES

Motion: Councilman Rossman made a Motion to approve the minutes of the January 13, 2022, meeting as written
Second: Councilman Chance
Discussion: None
Public Comment: None
Vote: For – 4 (Rossman, Chance, Weatherly, Wright)
Against – 0
Abstain - 0
Absent – 1 (Kimble)
The Motion passed.

Motion: Councilman Rossman made a Motion to approve the minutes of the January 20, 2022, meeting as written
Second: Councilman Wright
Discussion: None
Public Comment: None
Vote: For – 4 (Rossman, Weatherly, Wright)
Against – 0

Mayoral Initials:

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

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Abstain – 1 (Chance)

Absent – 1 (Kimble)

The Motion passed.

Motion: Councilman Wright made a motion to approve the General Session and an Amended Motion to approve the Executive Session minutes of the February 10, 2022, meeting as written

Second: Councilman Weatherly

Discussion: None

Public Comment: None

Vote: For – 4 (Rossman, Chance, Weatherly, Wright)

Against – 0

Abstain – 0

Absent – 1 (Kimble)

The Motion passed.

NEW BUSINESS

Appointment of Chowan Brightful to Board of Appeals – Term ending March 2025

Motion: Councilman Chance made a Motion to Accept the appointment of Chowan Brightful to the Board of Appeals with a term ending March 2025

Second: Councilman Wright

Discussion: None

Public Comment: None

Vote: For – 4 (Rossman, Chance, Weatherly, Wright)

Against – 0

Abstain – 0

Absent – 1 (Kimble)

The Motion passed.

Reappointment of Martin Hart to Board of Appeals – Term ending March 2025

Motion: Councilman Chance made a Motion to Accept the Reappointment of Martin Hart to the Board of Appeals with a term ending March 2025

Second: Councilman Weatherly

Discussion: None

Public Comment: None

Vote: For – 4 (Rossman, Chance, Weatherly, Wright)

Against – 0

Abstain – 0

Mayoral Initials: 

Absent – 1 (Kimble)

The Motion passed.

Reappointment of Scot Morrow as an alternate to Board of Appeals – Term ending February 2025

Motion: Councilman Rossman made a Motion to Accept the Reappointment of Scot Morrow as an alternate to the Board of Appeals with a term ending March 2025

Second: Councilman Chance

Discussion: None

Public Comment: None

Vote: For – 4 (Rossman, Chance, Weatherly, Wright)

Against – 0

Abstain – 0

Absent – 1 (Kimble)

The Motion passed.

Expansion of Eligible Participants for the Water/Wastewater Capacity Fee Grant Program

Mayor Burhans discussed the possibility of opening the program to all businesses, including civic organizations. A discussion ensued amongst Council, and the matter was tabled until April 14, 2022, meeting.

Request for approval of Bulk Trash Pick-up date

A request for approval of bulk trash pick-up day on May 14, 2022, was presented to Council.

Motion: Councilman Chance made a Motion to approve the bulk trash pick-up on May 14, 2022

Second: Councilman Weatherly

Discussion: None

Public Comment: None

Vote: For – 4 (Rossman, Chance, Weatherly, Wright)

Against – 0

Abstain – 0

Absent – 1 (Kimble)

The Motion passed.

Mayoral Initials: 

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Authorization for Advertising Funds from Grants Awards

Zoning Administrator/Town Planner Pat Faux and Steve Pippin requested authorization for the payment to WDVM. Last year, the Town booked a digital and TV ads campaign with WDVM slotted to run from May 6, 2021 through August 29, 2021. For the campaign to run this Spring, the Town needs to pay the remainder of the WDVM bill totaling \$941.17.

Motion: Councilman Rossman made a Motion to pay \$941.17 out of the Cooperative Funds for FY 2022.

Second: Councilman Chance

Discussion: None

Public Comment: None

Vote: For – 4 (Rossman, Chance, Weatherly, Wright)

Against – 0

Abstain – 0

Absent – 1 (Kimble)

The Motion passed.

LIAISON REPORTS

Mayor Burhans requested Certificate of Appreciations for Christopher Berry, Jim Golden, Andy Stacey, Jennifer Runkles, and Dave Mott. The Mayor's request received unanimous consent from Council.

Mayor Burhans reported that he and Councilman Rossman met with Wayne Jenkins, Verra Mobility, to identify possible locations for the speed cameras from Marley Street to the Post Office (two on each end of the Town). Tommy Dommel is waiting to take the required training, and the new hire paperwork has been forwarded to him by the Clerk-Treasurer. A separate checking account will be set up for speed camera payments. Program Rules will need to be established.

Councilman Rossman is working with Remsburg Paving to identify road repairs/cracks for the upcoming budget submission. This process is done every March.

Councilman Wright reported on the March 8, 2022, HDC/ARC meeting. The only agenda item was the window replacement at 48 East Main Street. The applicants requested that the application be amended to include siding and gutters. The matter was tabled to the next HDC/ARC meeting on April 12, 2022. Councilman Wright also reported that he has been keeping an eye out for any illegal dumping of trash at the cul-de-sac/ 8th Alley. Councilman Rossman said a trail cam had been installed.

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Councilman Chance reported that at the March 3, 2022, Planning and Zoning Commission meeting, the Commission approved an additional two-year extension for the Preliminary Plan of Subdivision for the Calumet Planned Development. With this extension, the approval will expire on July 25, 2024. As a condition of the extension, the Commission required that: 1) The applicant shall provide a new Mylar plan set for signature that includes an extension signature block and the extension date change in the revision block on the plan set sheets, and 2) The applicant shall provide an updated Natural Resources Inventory and an updated Preliminary Forest Conservation Plan as part of the next permit application to the Town.

Councilman Weatherly reported that the Green Team met on March 9, 2022, and assignments have started. There are two new categories under the Maryland Sustainable Certification 1) Historic Preservation and 2) Transportation. He also reported that the Green Team will submit their budget to Deb Butler by March 16, 2022, and that the Team is working on a virtual file system so they can share documents.

Public Comment

Scott Patano, New Market Rotary President, announced that the flag poles are in and ready for installation after a location has been determined. Councilman Kimble to follow-up

ADJOURNMENT

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

Second: Councilman Wright

Vote: For – 4 (Rossman, Kimble, Weatherly, Wright)

Against – 0

Abstain – 0

Absent – 1 (Chance)

Meeting adjourned at 8:13 p.m.

Respectfully submitted,

Michelle Mitchell

Clerk to Mayor and Town Council

Mayoral Initials: _____



The Town of New Market



Town Council Meeting Agenda
40 South Alley
(ID: 813 2823 7311)
Thursday, March 10, 2022
Executive Session: 6:00 PM
General Session: 7:00 PM

EXECUTIVE SESSION

An Executive Session has been scheduled for the following:

- To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals under §3-305(b)(1) of the General Provisions Article.

ADMINISTRATIVE BUSINESS

- Approval of the January 13, January 20 and February 10, 2022, minutes

NEW BUSINESS

- Appointment of Chowan Brightful to the Board of Appeals with a term ending March 2025 – Mayor Burhans
- Reappointment of Martin Hart to the Board of Appeals with a term ending March 2025 – Mayor Burhans
- Reappointment of Scot Morrow as an alternate to the Board of Appeals with a term ending March 2025
- Expansion of Eligible Participants for the Water/Wastewater Capacity Fee Grant Program – Mayor Burhans
- Request for approval for Bulk Trash Pick-Up date (May 14) – Mayor Burhans
- Authorization for Advertising Funds from Grant Awards – Pat Faux & Steve Pippin

LIAISON REPORTS

*****JJoin

Zoom Meeting - <https://us02web.zoom.us/j/81328237311>

Meeting ID: 813 2823 7311 | One tap mobile +13017158592,,81328237311# US (Washington DC)

Revised: March 9, 2022