

# *The Town of New Market*



**Town Council Minutes**  
**40 South Alley, New Market, MD. 21774**  
**General Session**  
**June 9, 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, June 9, 2022, with Mayor Winslow Burhans presiding. Council members present: Shane Rossman, Chris Weatherly, and Michael Wright. Councilmen Matt Chance and Dennis Kimble were absent. Also in attendance were Pat Faux, Zoning Administrator/Town Planner (via Zoom), Amanda Baker and Bryan Dusza, Town Engineers, Steve Pippin and Caitlin Moroney, Main Street Manager/Town Clerk.

**CALL TO ORDER:** The meeting was called to order at 7:02 p.m.

There was a discussion about the website not being current. Staff will work on getting the website up to date.

## **APPROVAL OF MINUTES**

*Motion:* Councilman Wright made a Motion to approve the minutes of May 12, 2022, meeting as written

*Second:* Councilman Rossman

*Discussion:* None

*Public Comment:* None

*Vote:* For – 2 (Rossman, Wright)  
Against – 1 (Weatherly)  
Abstain - 0  
Absent – 2 (Chance, Kimble)

**The Motion did not pass.**

*Motion:* Councilman Rossman made a Motion to approve the minutes of the May 19, 2022, meeting as written

*Second:* Councilman Weatherly

*Discussion:* None

*Public Comment:* None

**Mayoral Initials:**

## Town Council Minutes

June 9, 2022

Page 2 of 6

**Vote:** For – 3 (Rossman, Weatherly, Wright)  
Against – 0  
Abstain - 0  
Absent – 2 (Chance, Kimble)  
**The Motion passed.**

### PUBLIC HEARING

On May 12, 2022, Town Council Meeting, Mayor Burhans introduced Ordinance 2022-03: *An Ordinance Making Appropriations and Adopting the Operating Budget for the Town of New Market for the Fiscal Year Ending June 30, 2023*, and Ordinance 2022-04: *An Ordinance Making Appropriations and Adopting the Capital Budget for the Town of New Market for the Fiscal Year ending June 30, 2023*. The public hearing was posted in the Frederick News Post and on the Town's website on May 19, 2022. Notice was emailed Town-wide on May 20, 2022, with a reminder sent on June 7, 2022.

Mayor Burhans opened the public hearing.

**Motion:** Councilman Wright made a motion to adopt Ordinance 2022-03: *An Ordinance Making Appropriations and Adopting the Operating Budget for the Town of New Market for the Fiscal Year Ending June 30, 2023*  
**Second:** Councilman Weatherly  
**Discussion:** None  
**Public Comment:** None  
**Vote:** For – 3 (Rossman, Weatherly, Wright)  
Against – 0  
Abstain – 0  
Absent – 2 (Chance, Kimble)  
**The Motion passed.**

Mayor Burhans closed the public hearing.

Mayor Burhans opened the public hearing.

**Motion:** Councilman Rossman made a motion to adopt Ordinance 2022-04: *An Ordinance Making Appropriations and Adopting the Capital Budget for the Town of New Market for the Fiscal Year ending June 30, 2023*  
**Second:** Councilman Weatherly  
**Discussion:** None  
**Public Comment:** None  
**Vote:** For – 3 (Rossman, Weatherly, Wright)  
Against – 0

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



**Town Council Minutes**

**June 9, 2022**

**Page 3 of 6**

Abstain – 0  
Absent – 2 (Chance, Kimble)  
**The Motion passed.**

Mayor Burhans closed the public hearing.

**NEW BUSINESS**

**FY 22 Budget Amendment**

Mayor Burhans presented a Budget Amendment for the current Unappropriated Reserve.

*Motion:* Councilman Rossman made a Motion to increase the current Unappropriated Reserve by \$237,658  
*Second:* Councilman Wright  
*Discussion:* None  
*Public Comment:* None  
*Vote:* For – 3 (Rossman, Weatherly, Wright)  
Against – 0  
Abstain – 0  
Absent – 2 (Chance, Kimble)  
**The Motion passed.**

**Fighter Run 5K**

Mayor Burhans reported that the Fighter Run would take place on October 2, 2022. Michael Davies and Michael Mueller will be organizing the event again this year. He requested that the Fighter Run be considered a Town event.

*Motion:* Councilman Weatherly made a Motion to make the Fighter Run 5K a Town event  
*Second:* Councilman Wright  
*Discussion:* None  
*Public Comment:* None  
*Vote:* For – 3 (Rossman, Weatherly, Wright)  
Against – 0  
Abstain – 0  
Absent – 2 (Chance, Kimble)  
**The Motion passed.**

Mayoral Initials: 

### Request for Waiver of Extension of Fees – Jabez Properties,

Mayor Burhans read into the record the email from Pat Faux, dated June 8, 2022, on Mr. Chmelik's request for a Waiver/Reduction/Refund of the filing fees for a First Time Extension of a Preliminary Plan of Subdivision. Ms. Faux recommended that the Town Council approve Mr. Chemlik's request for a Waiver/Reduction/Refund of the \$1,400.00 filing fee he recently paid, reducing the fee one-time to \$500.00.

*Motion:* Councilman Rossman made a Motion to accept the one-time fee of \$500.00  
*Second:* Councilman Weatherly  
*Discussion:* None  
*Public Comment:* None  
*Vote:* For – 3 (Rossman, Weatherly, Wright)  
Against – 0  
Abstain – 0  
Absent – 2 (Chance, Kimble)  
**The Motion passed.**

### NPDEM/MS-4 Permit Update

Town Engineers, Bryan Dusza and Amanda Baker provided an update to the MS-4 permit. The population of the Town exceeds the 1,000 resident threshold that requires a permit, however, MDE has a lot of permits to review and the smallest Town that currently has a permit has about 1,800 residents, therefore, if the Town can demonstrate that they are not major contributor of runoff pollution, MDE would be inclined to not require New Market to get their own MS-4 permit as a result of the current census.

### FY 23 Community Legacy Program Grant

Steve Pippin requested authorization to apply for the FY 23 Community Legacy Program. The application is due July 13, 2022.

*Motion:* Councilman Rossman made a Motion to Accept Raising the Façade Grant up to \$50,000  
*Second:* Councilman Wright  
*Discussion:* None  
*Public Comment:* None  
*Vote:* For – 3 (Rossman, Weatherly, Wright)

Mayoral Initials: 



Against – 0  
Abstain – 0  
Absent – 2 (Chance, Kimble)  
**The Motion passed.**

### **FY 23 Main Street Improvement Program Grant**

Caitlin Moroney requested authorization to apply in the amount of \$25,000 to cover the Main Street Manager's salary. The application is due June 20, 2022.

*Motion:* Councilman Wright made a Motion to make an application  
*Second:* Councilman Weatherly  
*Discussion:* None  
*Public Comment:* None  
*Vote:* For – 3 (Rossman, Weatherly, Wright)  
Against – 0  
Abstain – 0  
Absent – 2 (Chance, Kimble)  
**The Motion passed.**

### **LIAISON REPORTS**

Mayor Burhans provided an update on the speed camera program. He is working with Tommy Dommel on the Business Rules and have identified locations for the cameras. He expects program to go live in 60 days. There will be a 30-day warning period. The pedestrian light that was hit on Main Street will be replaced. The Mayor talked to Paul Hackey and he said the light is safe where it is until it is replaced.

Councilman Rossman reported that there is some damage already to the asphalt on North Alley. The First Alley is underway, it was found that the all the manholes on Strawberry Alley were covered during streetscape. Wilson T. Ballard had to come out and do a survey to locate the covered manholes. He is going to talk to Deb Butler regarding the possibility of purchasing a backpack sprayer for weed control on Main Street. He announced that the Linganore-New Market Community Show is coming around again and requested that the Town sponsor an ad for this event.

*Motion:* Councilman Weatherly made a Motion to Move \$150 from the Unappropriated Reserves to the General Admin Expenditures/Donations  
*Second:* Councilman Wright  
*Discussion:* None  
*Public Comment:* None

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



**Town Council Minutes**

**June 9, 2022**

**Page 6 of 6**

*Vote:* For – 3 (Rossman, Weatherly, Wright)  
Against – 0  
Abstain – 0  
Absent – 2 (Chance, Kimble)  
**The Motion passed.**

Councilman Weatherly reported that the Farmer's Market is scheduled for Saturday from 10:00 a.m. – 2:00 p.m. in front of the New Market Elementary School. He suggested everyone look at the Green Team's website. He also reported that the Maryland Sustainable Certification application is due June 30th and that there is a local business roundtable scheduled for June 21<sup>st</sup> at 6:00 p.m.

Councilman Wright reported that Prospect Pantry is now open. He thanked the Events Committee for a successful South Alley Block Party.

**ADJOURNMENT**

*Decision:* Councilman Rossman made a motion to adjourn the meeting.  
*Second:* Councilman Weatherly  
*Vote:* For – 3 (Rossman, Weatherly, Wright)  
Against – 0  
Abstain – 0  
Absent – 2 (Chance, Kimble)

**Meeting adjourned at 8:32 p.m.**

Respectfully submitted,

Michelle Mitchell  
Clerk to Mayor and Town Council

*Mayoral Initials:* 