

The Town of New Market



1793

Town Council Minutes
40 South Alley, New Market, MD. 21774
General Session
February 9, 2023 – 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, February 9, 2023, with Mayor Winslow Burhans presiding. Council members present Shane Rossman, Dennis Kimble (via Zoom), Chris Weatherly (via Zoom), and Michael Wright. Councilman Matt Chance was absent. Also in attendance were Pat Faux, Zoning Administrator/Town Planner; Tim Rye, Town Engineer; Tommy Dommel, School Zone Speed Safety Program Administrator; Steve Pippin; and Caitlin Moroney, Main Street Manager/Town Clerk.

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

APPROVAL OF MINUTES

Motion: Councilman Wright made a Motion to Approve the minutes of the January 12, 2023, meeting as written
Second: Councilman Rossman
Discussion: None
Public Comment: None
Vote: For – 4 (Rossman, Kimble, Weatherly, Wright)
Against – 0
Abstain - 0
Absent – 1 (Chance)
The Motion passed.

NEW BUSINESS

Landscaping Bids for Town Property (2023-2025 season)

Mayor Burhans reported that the Town received one mowing bid. The notice was posted in the Frederick News Post on January 20, 2023. The Town received proposals until 4:00 p.m., February 9, 2023. Councilman Kimble requested that Councilman Wright help keep an eye out during the landscaping season. Councilman Rossman will continue to maintain the weeds on the sidewalks.

Mayoral Initials: _____

Motion: Councilman Rossman made a Motion to Accept Frederick Landscaping's cost proposal as submitted
Second: Councilman Kimble
Discussion: None
Public Comment: None
Vote: For – 4 (Rossman, Kimble, Weatherly, Wright)
Against – 0
Abstain - 0
Absent – 1 (Chance)
The Motion passed.

School Zone Speed Safety Program Update

Tommy Dommel, Program Administrator, School Zone Speed Safety Program, presented analytical data for the speed camera program from October 11, 2022 – January 30, 2023.

Parking Lot Designs

Tim Rye, Town Engineer, presented two parking lot designs and cost estimates for the following locations: 1) South Alley at Town Hall and 5th Alley (behind Old Town Hall). By unanimous consent, the council approved the parking lot designs and cost estimates submitted by Remsburg Paving.

Staffing Requests

The staff has requested two positions: 1) Finance Technician/Assistant Town Clerk and 2) Temporary File Clerk. Deb Butler, Clerk-Treasurer, has announced that she is contemplating semi-retirement. In the immediate future, she would like to reduce her current schedule and hire someone to fulfill the day-to-day finance responsibilities. She will continue to prepare the annual budget, administer payroll, work on the annual audit, and oversee the finance process. There is also a need for a Temporary File Clerk to review and scan large quantities of files.

By unanimous consent, Council approved to post the Finance/Technician/Assistant Town Clerk and Temporary File Clerk positions. It was noted that the Temporary File Clerk position would be posted later, and it was agreed that staff did not need to come back for approval to post this position.

In addition, there is a need for a Grants Administrator to find, write, and administer the grants. The Town of New Market and the Maryland Rural Development Corporation (MRDC) will enter into a Memorandum of Agreement for a Circuit Rider Grant Administrator for the fiscal year ending 2023 (June 30, 2023).

Mayoral Initials: 

Mayor Burhans read into the record the Memorandum of Agreement and Resolution 2023-01: A Resolution of the Town of New Market Authorizing the Town to Participate in the Maryland Circuit Rider/Grant Administrator Program.

Motion: Councilman Weatherly made a Motion to Adopt Resolution 2023-01 and sign the Memorandum of Agreement
Second: Councilman Kimble
Discussion: None
Public Comment: None
Vote: For – 4 (Rossman, Kimble, Weatherly, Wright)
Against – 0
Abstain - 0
Absent – 1 (Chance)
The Motion passed.

Budget Amendment

Motion: Councilman Rossman made a Motion to Approve the Budget Amendment increasing the Unappropriated Reserve by \$78,622
Second: Councilman Wright
Discussion: None
Public Comment: None
Vote: For – 4 (Rossman, Kimble, Weatherly, Wright)
Against – 0
Abstain - 0
Absent – 1 (Chance)
The Motion passed.

LIAISON REPORTS

Mayor Burhans reported meeting with the new County Executive, Jessica Fitzwater, on March 13, 2023. The meeting went very well.

Councilman Wright discussed the request for tree removal in front of 17 West Main Street. Councilman Rossman to respond to Ms. Brenner regarding her request. He is working on getting bids for the secured storage room at Town Hall. He is requesting a westbound stop sign at North Alley and Old New Market Road. He discussed a possible crosswalk located at 8th Alley/Prospect Street to include signage. He reviewed the study received from Town Engineer Rye. Councilman Wright to contact Deb Butler regarding the budget.

Councilman Rossman reported that he would walk with Town Engineer Rye and Remsburg Paving in March to prepare cost estimates for the FY 24 budget (crack filing and crosswalk painting). He also reported that he received notice that some of the bricks were loose on the sidewalks. He repaired some of them and will work on getting them fixed during the summer.

Mayoral Initials: 

He brought to the Town's attention the issue with the basket swing at the Community Park. Playground Specialists came out and reviewed the area. The Mayor requested that the Town Engineers look at the site and provide comments.

Councilman Kimble reported that he is working on getting the flag lights in. He is also looking to change the existing building lights to weatherproof ones. He would also like water at Messanelle Park for the fountain. He has contacted a few pool companies for quotes for maintenance during the summer and the opening and closing of the fountain. He also mentioned that the boxwoods at Messanelle Park might need to be replaced. He also requested that the tree be replaced in front of his house. The Mayor suggested that Councilman Kimble submit any cost estimates to Deb Butler for the budget.

Public Comment: Charlie Berry & Claire Cawthorn

ADJOURNMENT

Decision: Councilman Rossman made a Motion to Adjourn the meeting
Second: Councilman Wright
Vote: For – 4 (Rossman, Kimble, Weatherly, Wright)
Against – 0
Abstain – 0
Absent – 1
The Motion passed.

The meeting adjourned at 8:44 p.m.

Respectfully submitted,

Michelle Mitchell
Clerk to Mayor and Town Council

Mayoral Initials: 