

The Town of New Market



Town Council Minutes
40 South Alley, New Market, MD. 21774
General Session
April 13, 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, April 13, 2023, with Mayor Winslow Burhans presiding. Council members present Matt Chance (via Zoom), Dennis Kimble (via Zoom), Chris Weatherly (via Zoom), and Michael Wright. Councilman Shane Rossman was absent. Also in attendance were Kathryn Gratton, Grants Administrator (via Zoom), Caitlin Moroney, Main Street Manager/Town Clerk, and Steve Pippin.

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

The approval of minutes for the March 16, 2023, meeting was deferred to the next meeting.

NEW BUSINESS

Request for Street Closures and 40 South Alley Property Access for South Alley Block Party

On behalf of the Events Committee, Michaela Mueller presented a Temporary Use Permit for approval for the South Alley Block Party scheduled for June 3, 2023. The following roads will be closed during the event: 4th Alley and South Alley between 3rd and 6th Alleys. The event will be held on the grounds of Town Hall this year. There was also a request for the gopher holes on the Town Hall property to be filled in before the event. Mayor Burhans said he would handle it.

Motion: Councilman Chance made a Motion to Approve the request
Second: Councilman Weatherly
Discussion: None
Public Comment: None
Vote: For – 3 (Chance, Weatherly, Wright)
Against – 0
Abstain - 0
Absent – 2 (Rossman, Kimble¹)
The Motion passed.

¹ Councilman Kimble joined the meeting at 7:16 p.m. He was absent from this vote.

Mayoral Initials: 

Grant Opportunities/Status Discussion

Kathryn Gratton, Grants Administrator, reported meeting with Steve Pippin to review the Façade Grant. She will prepare an application for the next round. She is working on the Main Street Grants, including the FY 24 round application. She reached out to her contact at Maryland Department of Natural Resources (DNR) to keep her in the loop for grants that may be of interest to the Town. Currently it is quiet on the grants front. Maryland just released their budget, and no money has been allocated yet. She will keep everyone posted. Mayor Burhans listed a few grant ideas that the Town would be interested in: off street parking, technology, repair of Old Town Hall, new signage for the Town entryways.

Budget Amendments FY 2023

This item was postponed to the next Town Council meeting.

LIAISON REPORTS

Mayor Burhans reported that he is still working with the County on the MOU.

Councilman Wright provided an update on the secured storage room project at 40 South Alley. The project should be completed tomorrow. The contractor will work on replacing the rotted wood outside around the doors. He reported that the pressure tank at 40 South Alley had to be replaced and that he is working with a plumber to replace faucets in the public restrooms at 39 West Main Street. He also reported on the HDC/ARC meeting on April 11, 2023: color selection of the Open Air Pavilion² (sage and cream), informational presentation on the expansion of the United Methodist Church, and the approval of the demolition at 40 West Main Street and the new structure for that location. He would like to request some type of walk-up business (restaurant/retail) there.

Mayor Burhans discussed that the biggest hurdle with the expansion of the UMC will be how permitting will work with two different jurisdictions and changing the concept of the alley. A traffic study will need to be done.

There was discussion regarding additional items that were requested by the HDC/ARC Commission especially changing the orientation of the restrooms so that they no longer face Main Street. It was agreed by unanimous consent to proceed with the Open Air Pavilion as is.

Councilman Weatherly discussed having a Resolution reviewed and approved by the Green Team to present at the next Town Council meeting.

Councilman Kimble reported on the roof repair at 39 West Main Street. The ladies room ceiling needs repair. He also inquired about the status of Messanelle Park. Michelle Mitchell is working

² Formerly known as the Event Barn.

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with Frederick Landscaping and Deb Butler on different scenarios. She will have more information at the next Town Council meeting.

Caitlin Moroney announced that the Green Team scheduled a clean-up for Earth Day on April 22, 2023.

ADJOURNMENT

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

The meeting adjourned at 7:43 p.m.

Respectfully submitted,

Michelle Mitchell
Clerk to Mayor and Town Council

Mayoral Initials: 