



Town Council Minutes  
39 W. Main Street

June 26, 2018 – 7:00 p.m.

The regular meeting of the Mayor and Council of the Town of New Market was held on Tuesday, June 26, 2018 in the Town Hall, 39 West Main Street, New Market, MD with Mayor Winslow Burhans presiding. Members of the Council present were Shane Rossman, Mike Davies, Scott Robertson, Jake Romanell, and Dennis Kimble.

*CALL TO ORDER:* The meeting was called to order at 6:58p.m.

*APPROVAL OF MINUTES:*

**March 8, 2018**

**Decision:** Councilman Rossman made a motion to approve the minutes as written.

**Second:** Councilman Davies

**Discussion:** None

**Public Comment:** None

**Vote: For – 4 (Rossman, Davies, Robertson, Kimble) Against – 0, Abstain – 0 Absent – 1 (Romanell).**

*The motion passed*

**April 12, 2018**

The April 12, 2018 minutes will be deferred until the July meeting due to lack of quorum.

**May 10, 2018**

**Decision:** Councilman Kimble made a motion to adopt the minutes as written.

**Second:** Councilman Davies

**Discussion:** None

**Public Comment:** None

**Vote: For – 3 (Davies, Robertson, Kimble) Against – 0, Abstain – 1 (Rossman) Absent – 1 (Romanell).**

*The motion passed*

**Mayor & Liaison Reports:**

Mayor Burhans reported that he has been in touch with Lillian Ayoub, who owns the property at the East end of Town, and she has paid the fine for the snow removal. They also have set up a cost proposal for the grass to be maintained, and she has accepted. Ms. Ayoub has sent the check to us and once we receive the check, we will hand deliver the check to the contractor and he will begin mowing for the year. She knows she will need to do the same for this year's snow removal and a couple contractors will be sending her estimates to get lined up for this winter.

A handwritten signature in blue ink, appearing to be "U" or "W", is located in the bottom right corner of the page.

**Councilman Rossman:**

Councilman Rossman reported that there are more dead trees from the streetscape project he has inquired about the cost to replace the trees since streetscape has been turned over to the town. He contacted Empire, which is the company who planted the trees, and they gave an estimate that includes replacing 10-11 trees with mulch, watering, and gator bags to be \$8,505.00. The Mayor asked another contractor to send a proposal of a hardier tree, and that proposal came in at \$9,180. Councilman Rossman will continue to look into this and will bring this back at a future meeting since there is still time before the fall planting season. The homeowner at 22 W. Main St. approached Councilman Rossman and said there is a small area between the sidewalk and the curb and asked if the Town would put some sod in that area. The area would be 2ft x 46ft, which would take about 3-4 pieces of sod. Mayor Burhans said to take the cost out of the sidewalk maintenance. Councilman Rossman has repaired a lot of the sidewalk cracks and the cracks in the wall.

**Councilman Robertson:**

Councilman Robertson reported that he is still working on getting the website set up and the route mapped out for the October 5K Run. The repairs to the swings in the Community park will be completed this weekend.

**Public Hearing: Ordinance 2018-01 Operating Budget for FY 19**

Mayor Burhans opened the public hearing.

The operating budget ORD 2018-01 was introduced at the May 10, 2018 meeting.

There was no public comment, the public hearing was closed.

**Public Hearing: Ordinance 2018-02 CIP Budget for FY 19**

Mayor Burhans opened the public hearing.

The CIP budget ORD 2018-02 was introduced at the May 10, 2018 meeting.

There was no public comment, the public hearing was closed.

Mayor Burhans discussed the following amendments to the Operating budget and the CIP Budget:

Mayor Burhans recommended sending in the application for Main Street Maryland and shows that he and Deb added a line item for the increase to the Grants for the Hotel Tax Main St. Affiliate funds.



Operating Budget Amendments:

		<u>Amt of Increase</u>
Revenues		
Grants:	Main St. Affiliate Funds (Hotel Tax)	\$10,000
	Technical Assistance Grant	\$25,000
Interest & Dividends:	Rate Changes	\$1,423
Total Changes		\$36,423
Expenses		
General Administration:	Moving Costs	\$4,500
	Office Equipment	\$120
	Technical Assistance Projects	\$25,000
Public Works:	Mowing	\$1,102
	Street Maintenance	\$10,000
Total Changes		\$40,722

CIP Budget Amendment:

CIP Roads increase to \$268,376.

*Operating Budget FY 19 & CIP Budget FY 19*

**Decision:** Councilman Romanell made a motion to adopt ORD 2018-01 and ORD 2018-02.

**Second:** Councilman Kimble

**Public Comment:** Tony Burk – Mt. Airy Messenger

**Discussion:** None

**Vote:** For – 5 (Rossman, Davies, Robertson, Romanell, Kimble) Against – 0, Abstain – 0  
Absent – 0

*The motion passed*

**Old Business:**

1. Concepts for Existing Road Repairs FY19 – Bryan Dusza

Bryan Dusza with Wilson T. Ballard gave an update with a revised concept to include Option 5 for the road repairs on Dorchester Drive, Wicomico Dr., Royal Oaks Dr., and Wicomico Ct. Bryan let the Mayor and Council know that Option 5 was a combination of Options 1&2 for Wicomico Dr. and Wicomico Ct. and Option 4 for Dorchester Rd and Royal Oak Drive. The cost for Option 5 is \$240,876. Bryan did a quick estimate for under drains and he estimated that to be about \$20,000. Wilson T. Ballard's estimated cost for preparing the specs to send out to bid and their inspections would be between \$5,000. - \$7,500. The new total would be \$268,376.00 for Option 5.





### **New Business:**

1. Strawberry Alley Stormwater Discussion – Councilman Romanell & Bryan Dusza  
Bryan Dusza and Councilman Romanell had a meeting and took a look at the flooding issues on Strawberry Alley and met with the homeowners and have come up with a 4 option's.
  - Option 1: Do no additional infrastructure improvements but have the Town clean debris from the pipe openings and rocks on a monthly basis.
  - Option 2: Build a shallow open concrete channel along the total length of the alley on the East side.
  - Option 3: Replace the ditch in front of the cabins stone wall with pipes that would connect to the pipes that abut the patio. Then, run pipes to the drainage structure near the North end of Strawberry Alley.
  - Option 4: Place raised curbs on both sides of the alley so that water flows down the street.

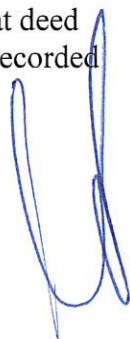
Bryan recommends Option 1. noting that it's not a real solution until the full system is in place.

### **Public Comments:**

- Nancy Vibrans – 21 W. Main St.
- Tom – 2 Strawberry Alley

Councilman Kimble recommended going with Option 1 and Geotech.  
Bryan is going to get a cost estimate for the Geotech and report back with the total.

2. SHA Standard Road Conveyance Deed  
Shawn Burnett updated the Mayor and Council on the Road Conveyance Deed. There was a courteous review and said this is what is going to be recorded. Shawn reviewed everything, and the surveyors looked at it and had some concerns that it did not include the actual plats for Main St. It had the plat for 874 but only references the plat numbers for Main St. so they said get that in there as attachments. In addition, there was language in the conveyance deed where it had a whereas clause that excluded easements. One of the things Wilson T Ballard noted is that on those deeds for Main St., there are supporting easements for slopes and for drainage outfalls that the Town is going to need to have to support the roadway functionality. Shawn talked with Steve at SHA and he worked with someone and who had a version that seemed to address those concerns. They did make the changes and what was settled on was adding as attachments those plats that were referenced but not included in the version that was given to the town originally. As far as Shawn knows, SHA is going forward and getting that deed recorded and was told that the Town will be provided with a copy of the recorded deed of conveyance with the plats as attachments.



3. Proposed Amendments to the Frederick County Water and Sewer Plan – Otis Letter

Mayor Burhans drafted a letter to send to the President of the Frederick County Council related to the water & sewer amendments for Smith/Cline. They currently have a W4/S4 and are trying to go to a W3/S3. The Town's applications have been pending for two years. The letter is to request that the proposed amendments be presented to the County Council for consideration and passage at their next meeting.

**Decision:** Councilman Romanell made a motion to have Mayor Burhans sign the letter and send to Bud Otis the President of Frederick County Council.

**Second:** Councilman Rossman

**Discussion:** None

**Public Comment:** None

**Vote: For – 5** (*Rossman, Davies, Robertson, Romanell, Kimble*) *Against – 0, Abstain – 0 Absent – 0*

*The motion passed*

4. Civic Partnership Grant

The Town applied and received a grant for \$10,000. to do a branding study. The New Market Civic partnership will handle the branding study. The civic partnership put a request for cost proposals and the accepted a bid for \$9,000. from Scott Grove Communications Inc. The New Market Civic Partnership is requesting from the Town the funding for the study.

**Decision:** Councilman Romanell made a motion to give the New Market Civic Partnership the \$10,000 grant money.

**Second:** Councilman Rossman

**Public Comment:** Steve Pippin – will not be using the whole \$10,000.

**Discussion:** None

**Public Comment:** Tony Burk – Mt. Airy Messenger

**Vote: For – 5** (*Rossman, Davies, Robertson, Romanell, Kimble*) *Against – 0, Abstain – 0 Absent – 0*

*The motion passed*

5. Zoning Map Update – Pat Faux

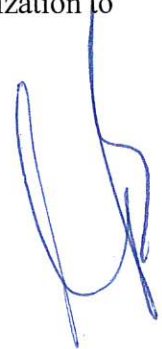
Pat said now that the comprehensive plan has been approved, the zoning map needs to be updated and review the zoning designations. Pat is asking for authorization to go and work with the planning commission and report back with their recommendations.

**Decision:** Councilman Rossman made a motion to give Pat the authorization to move this on to the Planning Commission.

**Second:** Councilman Romanell

**Discussion:** None

**Public Comment:** None



**Vote: For – 5** (*Rossman, Davies, Robertson, Romanell, Kimble*) *Against – 0, Abstain – 0 Absent – 0*  
*The motion passed*

6. Budget Adjustments for FY18

Mayor Burhans went over the FY18 Budget Adjustments. The total adjustment to the unappropriated reserve is an increase of \$96,246.00. Which brings unappropriated reserve for FY 18 to 273,651.00.

**Decision:** Councilman Romanell made a motion to pass the budget amendments as presented for FY18.

**Second:** Councilman Robertson

**Discussion:** None

**Public Comment:** None

**Vote: For – 5** (*Rossman, Davies, Robertson, Romanell, Kimble*) *Against – 0, Abstain – 0 Absent – 0*  
*The motion passed*

**Public Comment:**

Councilman Romanell asked if the July Town Council meeting can be rescheduled due to a lack of quorum. The July Town Council meeting will be held on Tuesday, July 24, 2018.

**ADJOURNMENT:**

**Decision:** Councilman Romanell made a motion to adjourn the meeting.

**Second:** Councilman Kimble

**Discussion:** None

**Public Comment:** None

**Vote: For – 5** (*Rossman, Davies, Robertson, Romanell, Kimble*) *Against – 0, Abstain – 0 Absent – 0*  
*The motion passed*

Respectfully submitted,

Karen Durbin  
Clerk to Council

