

## MINUTES

### **CITY OF WESTMINSTER Mayor and Common Council Meeting Monday, January 27, 2020 at 7 pm**

#### **CALL TO ORDER**

**Elected Officials Present:** Councilmember Chiavacci, Councilmember Dayhoff, Mayor Dominick, Councilmember Gilbert, President Pecoraro, and Councilmember Yingling (joined the meeting at 7:38 pm).

**Staff Present:** Director of Human Resources Childs, Director of Community Planning and Development Depo, Director of Public Works Glass, Director of Recreation and Parks Gruber, Police Chief Ledwell, City Attorney Levan, City Administrator Matthews, Director of Finance and Administrative Services Palmer, Director of Housing Services Valenzisi, and City Clerk Visocsky.

**Guest Present:** Graham Dodge, Executive Director, Mid-Atlantic Gigabit Innovation Collaboratory.

President Pecoraro welcomed Carroll County Commissioner Dennis Frazier to the meeting.

#### **APPROVAL OF MINUTES**

President Pecoraro requested a motion to approve the following minutes:

- Closed Meeting of October 28, 2019;
- Closed Meeting of December 9, 2019 (note: correction of incorrect date listed on January 27, 2020 agenda); and,
- Mayor and Common Council Meeting of January 13, 2020

Councilmember Chiavacci moved, seconded by Councilmember Dayhoff, to approve the minutes as presented.

#### **VOTE**

**AYES:** President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, and Councilmember Gilbert.

**NAYS:** None.

#### **Citizen Comments – Clark Farm Property**

President Pecoraro acknowledged the many community members in attendance who were requesting an update on the proposed Clark Farm Property development, located on WTTR Lane. He suggested that Mr. Depo provide an update before the Mayor and Common Council proceeded with the published meeting agenda.

Mr. Depo stated that the City had not yet received a formal application or site plan for the development of a multi-family residential development project on the site. Once a formal application is received, it would be reviewed by Carroll County Government and City staff to make sure that it meets the requirements of the City's zoning ordinance. Mr. Depo informed the Mayor and Common Council that the Clark Farm Property was located in the PD-4 Planned Development – 4 Zone; a multi-family residential development was a permitted use in this zoning district. Following staff review, any proposed

site plan and application would come before the Westminster Planning and Zoning Commission for its consideration.

Councilmember Chiavacci asked Mr. Depo what would occur following review of a site plan application by the Commission. Mr. Depo replied that, if the Commission approved the site plan, the applicant could then move forward with the project. If the Commission disapproved the site plan, the developer could elect to appeal the Commission's decision.

Mr. Depo explained that the proposed project was initiated by the owner of the Clark Farm Property, not the City.

Councilmember Dayhoff informed those in attendance that the property has been zoned PD-4 Planned Development – 4 Zone since the early 1990s. Mr. Depo confirmed that the property was zoned as such for many years, adding that the purpose of the zone was to allow for a variety of housing types.

President Pecoraro encouraged the community members to provide Mr. Depo with their contact information so that the City could keep them informed throughout the development review process.

Councilmember Chiavacci motioned that the agenda be modified to allow Citizen Comments before proceeding with the remaining agenda items. Councilmember Dayhoff seconded the motion.

#### **VOTE**

**AYES:** President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, and Councilmember Gilbert.

**NAYS:** None.

Jane Addeo, 814 Hemingford Court, expressed concern about a variance being approved by the Westminster Planning and Zoning Commission. Mr. Depo clarified that the Commission had not granted any variance, adding that approval of any variance would only occur at the time of site plan consideration. He stated that the Commission had held an informal discussion regarding the applicant's request for some relief from the current setback regulations.

Dwayne Van Horn, 730 Mulligan Lane, stated that a number of community members had signed a petition opposing the proposed development. He stated that the lot was too small for the proposed number of apartment units. Mr. Van Horn shared additional concerns, including noise, increased traffic on Mulligan Lane, light pollution, exacerbation of existing drainage issues, and devaluation of neighborhood properties. He noted that there was a school bus stop on Mulligan Lane at the entryway to the site of the proposed development.

President Pecoraro concluded the discussion of this matter, stating that those who wished to offer additional comments could do so under the Citizen Comments section of the agenda.

#### **PRESENTATION**

##### **Quarterly Progress Report – Mid-Atlantic Gigabit Innovation Collaboratory (MAGIC)**

Mr. Dodge, Executive Director of MAGIC, provided his quarterly update. A copy of Mr. Dodge's presentation is attached to these minutes and incorporated herein by reference.

During the presentation, Mr. Dodge stated that MAGIC envisioned providing tax credits to those who relocated to the City and worked remotely. Councilmember Chiavacci inquired as to the type of tax credits to which Mr. Dodge referred. Mr. Dodge replied that he was referring to local and property tax credits, adding that he recognized the request would need to go through the State government. President Pecoraro asked Ms. Levan if the City had the authority to provide such tax credits. Ms. Levan replied that the City had the legal authority to provide certain tax credits, and offered to provide a list of the same to the Mayor and Common Council.

Commissioner Frazier informed Mr. Dodge and the Mayor and Common Council that Carroll County had received \$500,000 from the State that could be utilized to incentivize remote workers. He stated that he had proposed State legislation to provide \$5,000 in closing costs to remote workers who relocated to Carroll County, but that the Carroll County State Delegation was not interested in pursuing the legislation at this time. Commissioner Frazier offered to meet with Mr. Dodge to further discuss the details of his legislative proposal.

Mayor Dominick asked Mr. Dodge what role MAGIC had in the establishment of the co-worker space being established at 118 E. Main Street, referred to as CoGarage. Mr. Dodge replied that MAGIC and Atlas Premier Realty joined together to open it as a space for remote workers. CoGarage will provide crazy fast, gigabit fiber internet provided by Ting Internet, as well as office space. MAGIC will manage memberships and the space, in return for having its own office and event space at this location. Mayor Dominick noted that CoGarage provided a good space for those just starting their business.

### **CONSENT CALENDAR**

President Pecoraro requested a motion to approve the Consent Calendar, which consisted of the following:

- Approval of December 2019 Departmental Operating Reports;
- Approval – Agreements with MissionTix for Online and Onsite Ticketing and Admission Services for the Westminster Wine Stroll, Westminster BBQ Stroll, and Westminster Oyster Stroll; and,
- Acceptance of Deeds and Parcels for Bolton Hill Subdivision, Sections 4 and 5.

Councilmember Chiavacci moved, seconded by Councilmember Dayhoff, to approve the Consent Calendar.

### **VOTE**

**AYES:** President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, and Councilmember Gilbert.

**NAYS:** None.

### **REPORT FROM THE MAYOR**

Mayor Dominick reported that he had been giving some thought to proposed changes to the Ethics Ordinance, which he would share during the discussion of the same later in the agenda. He informed his colleagues that he was also contemplating proposed amendments to the City's election process, which he would bring forward at a future date.

### **REPORTS FROM STANDING COMMITTEES**

There were no reports from the following Standing Committees: Finance and Public Works.

Councilmember Dayhoff, on behalf of the Arts Council, reported that the Carroll Arts Center had several upcoming events. He encouraged everyone to check out their website for more details.

President Pecoraro, on behalf of the Economic and Community Development Committee, reported that a meeting was scheduled for January 31, 2020.

Councilmember Gilbert, on behalf of the Personnel Committee, reported that the Committee met on January 13, 2020. One of the issues discussed by the Committee was a staff recommendation to eliminate the 20-hour, benefited employee category to provide more scheduling flexibility for the Recreation and Street Departments. Councilmember Gilbert informed her colleagues that all regular benefited employees are required to be enrolled as members of a Maryland State pension system. The

State system requires that any employee working 500 hours per fiscal year must be enrolled as a member; the 500-hour threshold limits staffing flexibility for these departments. Councilmember Gilbert informed her colleagues that the City has set standard hours for employees that work full-time and part-time, and provides health insurance and other benefits to regular part-time employees that work a standard 20-hour week. She noted that there are currently no authorized positions in the standard 20-hour, benefited employee category. Councilmember Gilbert stated that the Personnel Committee unanimously endorsed staff's recommendation to eliminate the 20-hour part-time benefited employee category to allow more staffing flexibility, and that the Committee is requesting approval of the proposed change by the elected body.

**VOTE**

**AYES:** President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, and Councilmember Gilbert.

**NAYS:** None

Councilmember Gilbert then reported that the Personnel Committee planned to discuss amending the Employee Handbook to include an anti-bullying policy at its next meeting.

Councilmember Chiavacci, on behalf of the Public Safety Committee, noted that the Police Department recently investigated a stabbing committed by an individual known to the victim. Councilmember Chiavacci complimented the Police Department for its quick work in arresting the perpetrator. He then requested that Chief Ledwell provide additional information regarding the incident.

Chief Ledwell stated that the property where the stabbing occurred was used by many people, who were unauthorized to be there under the terms of the lease; an eviction process is underway. An argument occurred, and the suspect stabbed the victim. The Police Department apprehended the suspect at the scene. Chief Ledwell stated that there was a second report of an assault in the same area the following day; however, the facts to date do not support that the alleged assault occurred.

Councilmember Yingling joined the meeting at 7:38 p.m.

**COUNCIL COMMENTS AND DISCUSSION**

Councilmember Dayhoff stated that he wished to follow up on several items discussed at the Strategic Planning Retreat on October 11, 2019 – revisiting the City's nuisance property ordinance and enhancing the current rental licensing program. Mayor Dominick informed Councilmember Dayhoff that the Economic and Community Development Committee would be discussing the rental licensing program at its next meeting on January 31, 2020. Mayor Dominick shared that he and Councilmember Yingling recently met with community members, who were involved in the task force discussions at the time the City established its rental licensing program, to get their feedback. Councilmember Dayhoff stated that the nuisance property ordinance and rental licensing issues were discussed at a community meeting he recently attended; he also informed his colleagues of the appalling housing conditions he encountered during his work with the Westminster Volunteer Fire Department.

Councilmember Dayhoff informed his colleagues that the Recreation and Parks Committee would hold a meeting in the near future.

Councilmember Gilbert shared that Governor Larry Hogan declared 2020 as the Year of the Woman in Maryland to align with the 100<sup>th</sup> anniversary of the ratification of the 19<sup>th</sup> Amendment giving women the right to vote. To commemorate this, Councilmember Gilbert initiated discussions with community members about possibly partnering with the City to hold celebration events. She informed her colleagues that she recently met with Ms. Gruber to discuss a possible tie in with the City's various special events.

Councilmember Yingling informed his colleagues and the audience that misinformation was being circulated that he and his business had a financial interest in the multifamily development being proposed for the Clark Farm Property. He stated that neither he nor his business had a financial interest in the property, or the proposed development. He stated he had a business relationship with the owner of the WTTR property, the nature of which he disclosed during the Planning and Zoning Commission meeting on January 9, 2020. During the same meeting, he recused himself from the discussion and decisions related to the project, before the Commission and any other government body.

## **BIDS**

### **Purchase of Three Replacement Vehicles for Utility Maintenance**

Mr. Glass stated that the City's adopted FY 2020 budget allocated funding in the amount of \$150,000 for the replacement of three one-ton utility vehicles for the Utility Maintenance Department. Of this amount, \$75,000 was budgeted in the Water Fund and \$75,000 was budgeted in the Sewer Fund.

Mr. Glass informed that Mayor and Common Council that the vehicles were available via an existing contract between the State of Maryland and Criswell Chevrolet Fleet Sales. The City's procurement code allowed the City to piggyback on this competitive awarded contract.

Mr. Glass recommended that the Mayor and Common Council authorize the purchase of three 2020 Chevrolet Silverado 3500 HD utility trucks from Criswell Chevrolet Fleet Sales, in the total amount of \$129,780.

Councilmember Chiavacci noted that the vehicles were coming in less than the budgeted amount, and expressed his appreciation to Mr. Glass.

Councilmember Chiavacci moved, seconded by Councilmember Gilbert, to authorize the purchase of three 2020 Chevrolet Silverado 3500 HD utility trucks from Criswell Chevrolet Fleet Sales, in the total amount of \$129,780.

## **VOTE**

**AYES:** President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Yingling.

**NAYS:** None.

## **ORDINANCES & RESOLUTIONS**

### **Ordinance No. 919**

Ms. Palmer informed the Mayor and Common Council that Ordinance No. 919 would amend the adopted FY 2020 budget. She noted that a summary of the changes was provided in the staff memo included in the agenda packet. The Common Council introduced the ordinance on January 13, 2020.

Ms. Palmer recommended adoption of Ordinance No. 919, amending the adopted budget for the Fiscal Year beginning July 1, 2019 and Ending June 30, 2020 (FY 2020 Budget Amendment #1).

Councilmember Dayhoff moved, seconded by Councilmember Yingling, to adopt Ordinance No. 919 as presented.

## **VOTE**

**AYES:** President Pecoraro, Councilmember Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Yingling.

**NAYS:** None.

## **UNFINISHED BUSINESS**

President Pecoraro noted that a public hearing regarding the proposed vaping ordinance would be held on February 24, 2020.

## **NEW BUSINESS**

### **Discussion of the Ethics Ordinance**

President Pecoraro stated that he had shared a copy of a proposed ordinance to revise the City's Ethics Ordinance with his colleagues on January 13, 2020. The purpose of the proposed ordinance was to conform to the State's view of the statutory requirements for financial disclosures by the City's elected and appointed officials. The proposed ordinance also incorporates amendments to State law enacted since adoption of the City's current Ethics Ordinance.

Ms. Levan then reviewed the proposed modifications to the City's Ethics Ordinance, informing the Mayor and Common Council of the following:

- **§16-4 Conflicts of Interest**

- State law now restricts former regulated lobbyist from participating in certain transactions as elected officials; therefore, under subsection A. Participation Restrictions was added to include:
  - (2) A former regulated lobbyist who is or becomes subject to regulation under this Chapter as a public official or employee may not participate in a case, contract, or other specific matter in his or her capacity as a public official or employee for one (1) calendar year after the termination of the registration of the former regulated lobbyist if the former regulated lobbyist previously assisted or represented another party for compensation in the matter.
- Grammatical and stylist changes were made under subsection C. Post-employee Limitations and Restrictions.
- Subsection E. Use of Prestige of Office, subsections (2), (3), and (4) were revised to conform to State law regarding solicitation:
  - (2) An official or employee may not intentionally use the prestige of office or public position to influence the award of a state or local contract to a specific person.
  - (3) An official or employee may not directly or indirectly initiate a solicitation for a person to retain the compensated services of a particular regulated lobbyist or lobbying firm.
  - (4) An official, other than an elected official, or employee may not use public resources or the title of the official or employee to solicit a contribution as that term is defined in the Election Law Article.

- **§16-5 Financial Disclosures: City elected officials and candidates for City elective officer.**

- Subsection A. Financial disclosure statement required, subsection (2) The filing date for financial disclosure statements was changed to February 15, due to the previous filing date not providing adequate time, following the beginning of a new year.
- Subsection B. Candidates to be local elected officials: changes were made to conform with language of the City Code and the ordinance. Under subsection (3), subsection (b) was added to include:
  - (b) If a candidate fails to file a statement required by subsection (2)(b) of this Section or before the due date set forth therein, the City Clerk shall

send a notice to the candidate advising the candidate that his or her candidacy will be deemed withdrawn if the required statement is not filed by the close of business on the fifth business day following the date of the notice.

- Subsection C. Public Record: subsection (5) was added to include:
  - (5) The City Clerk may not provide public access to a portion of a statement that is filed after January 1, 2019, and that includes an address that the individual has identified as the individual's home address.
- Subsection E. Contents of statement: Due to a change in State law regarding interests in real property, subsection (1) (b) was replaced with the following:
  - (b) For each interest in real property, the schedule shall include:
    - [1] The nature of the property and the location by street address, mailing address, or legal description of the property;
    - [2] The nature and extent of the interest held, including any conditions and encumbrances on the interest;
    - [3] The date when, the manner in which, and the identity of the person from whom the interest was acquired;
    - [4] The nature and amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired;
    - [5] If any interest was transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received for the interest, and the identity of the person to whom the interest was transferred; and,
    - [6] The identity of any other person with an interest in the property.
- Subsection E. (2) Interests in corporations and partnerships: the following new language was added to comply with State requirements:
  - (2) Interests in corporations and partnerships.
    - (a) A statement filed under this section shall include a schedule of all interests in any corporation, partnership, limited liability partnership, or limited liability corporation, regardless of whether the corporation or partnership does business with the City.
    - (b) For each interest reported under this paragraph, the schedule shall include:
      - [1] The name and address of the principal office of the corporation, partnership, limited liability partnership, or limited liability corporation;
      - [2] The nature and amount of the interest held, including any conditions and encumbrances on the interest;

[3] With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received for the interest, and, if known, the identity of the person to whom the interest was transferred; and

[4] With respect to any interest acquired during the reporting period:

1. The date when, the manner in which, and the identity of the person from whom the interest was acquired; and,

2. The nature and the amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.

(c) An individual may satisfy the requirement to report the amount of the interest held under subsection E.2 (b) (2) of this Section by reporting, instead of a dollar amount:

[1] For an equity interest in a corporation, the number of shares held and, unless the corporation's stock is publicly traded, the percentage of equity interest held; or

[2] For an equity interest in a partnership, the percentage of equity interest held.

(d) For purposes of this Section, "Interest" does not include a mutual fund or exchange-traded fund that is publicly traded on a national scale unless the mutual fund or exchange-traded fund is composed primarily of holdings of stocks and interests in a specific area that is regulated by the City.

- Subsection (3) has been modified to include additional language. It now reads, Interests in business entities doing business with City. The following subsections were also modified:
  - (a) A statement filed under this Section shall include a schedule of all interests in any business entity that does business with the City, other than interests reported under subsection E.2. of this subsection.
  - (b) [3] If any interest was transferred, in whole or in part, at any time during the reporting period, the nature of the interest transferred, the identity of the person to whom the interest was transferred, and if the transferee is a person or business entity that is regulated by or is doing business with the City or has done business with the City in the preceding five years, the amount of the consideration received for the interest (including the value of any nonmonetary consideration received).
  - (c) For a statement filed on or after January 1, 2019, if the individual's spouse is a lobbyist regulated by the City, the individual shall disclose the entity that has engaged the spouse for lobbying purposes.

Ms. Levan noted that, in subsection (4) Gifts, this section would need to be revised according to the City Code. She stated that she would correct this portion of the proposed ordinance prior to its introduction. Ms. Levan noted that this section insinuates that all gifts received, including from family, would need to be disclosed; therefore, she would include a definition of gifts, which would exclude gifts received from family members, etc.

- **§ 16-6 Financial disclosure: employees and appointed officials.**
  - Currently subsection A. has remained the same, but Ms. Levan proposed adding the titles of recently created department director positions. This would include the Director of Human Resources and Director of the Housing Services.
  - The following has been added to subsection C (3), (4), (5):
    - (3) The identity of any entity doing business with the City with which the official or employee has done business or from which he or she has received anything of value in the preceding five (5) years.
    - (4) The identity of any person doing business with the City or whom the official or employee knows or has reason to know has received anything of value from a person or entity doing business with the City with whom the official or employee has a personal relationship involving two or more private social engagements in the preceding year. The official or employee need not disclose the nature of the personal relationship.
    - (5) The identity of any business entity located in the City from which the official or employee receives earned income.
- **§16-6.1 Financial Disclosure: Members of boards and commissions.** This section was added, removing the original language from § 16-6. The requirements of the boards and commissions have remained the same. The filing deadline of February 15 will need to be added to this section.

Ms. Levan noted that, in addition to §16-5, a provision was added to §16-6 and §16-6.1 that states the City Clerk may not provide public access to a portion of a statement that is filed after January 1, 2019, and that includes an individual's home address that the individual has identified as the individual's home address.

Mayor Dominick suggested adding language that would disallow elected officials from doing business with an entity to which the City provides a large portion of the entity's funding. Ms. Levan informed the Mayor and Common Council that such an addition to the proposed ordinance would need to be discussed and decided amongst them; any addition would be included in §16-4.

Councilmember Chiavacci suggested that doing business with an entity that does business with the City not be prohibited. He suggested alternative language that would require an elected official to recuse himself or herself from participating in a decision to approve a transaction with an entity with which the elected official does business. Councilmember Chiavacci stated that prohibiting all business relationships may discourage people from serving in elected office.

Mayor Dominick stated that he had to primary goals – to enhance public trust through transparency and to mitigate influence by an elected official. To address Councilmember Chiavacci's concern, an option might be to establish a threshold standard.

Councilmember Chiavacci acknowledged Mayor Dominick's and Councilmember Yingling's prior comments and interest in strengthening the City's Ethics Ordinance. He expressed a desire for the elected body to collectively agree on the changes to be made to the City's existing Ethics Ordinance.

Councilmember Chiavacci then suggested that a requirement be added that City staff provide a list of businesses with which the City does business to the Mayor and Common Council on an annual basis. He also suggested excluding the physical address of any vacation property owned by an elected official. Ms. Levan stated that this language could be added.

Councilmember Chiavacci asked if the State Ethics Commission would review the proposed changes to the City's Ethics Ordinance. Ms. Levan replied that the proposed ordinance had been submitted to the Commission, but the Commission had not reviewed it; therefore, she would send the Commission a revised draft, incorporating any further changes directed by the Mayor and Common Council.

Mayor Dominick inquired if the provisions of the proposed ordinance addressed an elected official doing business with a company under contract by the City. Ms. Levan stated that she believed this was covered, but that she would be sure that the ordinance addressed the matter.

Councilmember Chiavacci inquired if the same provisions of the elected officials would be applicable to the appointed officials and boards and commissions identified in the ordinance. Mayor Dominick agreed that everyone listed within the ordinance should disclose the same as the elected officials. Ms. Levan explained the reasons for differences in the disclosures.

Councilmember Dayhoff asked Ms. Levan if it would be a conflict for him to vote on the City budget given the funding provided by the City to the Westminster Volunteer Fire Department, to which both he and his wife volunteer their time. Ms. Levan replied that there would be no conflict since he derived no income from the Fire Department; however, he may wish to disclose the relationship on his financial disclosure form.

President Pecoraro recommended that Ms. Levan update the proposed ordinance to reflect the Mayor and Common Council's discussion, for placement on the February 10, 2020 agenda. Ms. Levan would transmit the proposed ordinance to the State Ethics Commission after its introduction. The Mayor and Common Council preferred that the ordinance be transmitted in advance of introduction so as to avoid, if possible, spending further time on changes that might not be acceptable.

## **DEPARTMENTAL REPORTS**

### **City Administrator**

Ms. Matthews reported that the 45 West Main Renovation Project had been underway for approximately three weeks; the next bi-weekly progress meeting would be held on January 28, 2020. She then reported that the City expected to receive the final comments from Maryland Department of Environment staff regarding the technical protocol to be used for the City's water re-use bench scale and pilot project by the end of the week of January 27, 2020.

Ms. Matthews shared that Katz and Associates, the communications firm assisting the City with public information/education for the water reuse initiative, conducted the first round of community stakeholder interviews during the week of January 20, 2020. She informed the Mayor and Common Council that a second round of interviews would be conducted during the week of February 3, 2020. Following completion of the interviews, Katz would provide a report to the City summarizing its findings and recommendations. Councilmember Dayhoff shared that he had received positive feedback from those who had participated in the interviews.

### **Westminster Police Department**

Chief Ledwell reported that, on January 14, 2020, he attended a community meeting hosted by the Historic Belle Grove Square Neighborhood Association. The meeting was beneficial, and the feedback received would be helpful to the Police Department in addressing concerns of the community members.

Chief Ledwell then reported that a Coffee with Cops event would be held at Birdie's Café on February 8, 2020. In addition, the department would be participating in an outreach program with the Boys and Girls Club.

Chief Ledwell informed the Mayor and Common Council that the four new recruits recently completed their first month in the police academy, and all were performing well.

Chief Ledwell shared that the Police Department had developed a promotional list for two new corporal positions, to add supervisory coverage when the new 12-hour patrol schedule went into effect.

Councilmember Chiavacci asked Chief Ledwell when the new patrol schedule would be implemented. Chief Ledwell replied that he had been working with Ms. Matthews and Ms. Palmer to finalize the details, and hoped that it could be implemented in approximately one month. Councilmember Chiavacci shared the positive feedback he had received from staff and community members about the new schedule.

### **Finance and Administrative Services Department**

Ms. Palmer continued the discussion of the Westminster Police Department's new patrol schedule, adding that the new schedule required changes in the payroll system. She informed the Mayor and Common Council that initial testing was completed earlier that day, and it had gone smoothly. Additional testing was needed before proceeding.

Ms. Palmer then reported that her department issued W-2 and 1099 forms, and was in the process of printing 1095 forms.

Ms. Palmer shared that FY 2021 budget worksheets had been distributed to each department; the departmental requests would then be compiled into the master budget document. Ms. Palmer and Ms. Matthews would then meet with each department to discuss their requests.

Ms. Palmer concluded her report by informing the Mayor and Common Council that the City received an extension until March 31, 2020 to submit its audit to the State. Part of the delay was attributable to the City's audit firm being acquired by another company, which required the audit team to learn new software.

### **Public Works Department**

Mr. Glass reported that the Westminster Fiber Network Maintenance Team quickly repaired a fiber line break on January 22, 2020. In addition, a water main break occurred on January 25, 2020; the Utility Maintenance Department was able to isolate the line and repair the break within a short period of time.

Mr. Glass then provided the Mayor and Common Council with an update on the extended pump test of the Gesell Well. He reported that there was one week remaining, and test results to date were positive.

### **Recreation and Parks Department**

Ms. Gruber reported that her department was working on the various 2020 special events. The Mother/Son Date Night event sold out within five hours. She stated that the approval of the MissionTix agreements earlier in the agenda would allow the department to begin selling tickets for the Westminster Strolls.

Ms. Gruber then reported that the department had encountered several maintenance issues at the Family Center.

### **Housing Services Department**

Ms. Valenzisi reported that her department was working on the administrative plan for the Housing Choice Voucher program. She also reported that her department was working with several landlords to identify a permanent solution to ongoing trash problems.

### **Community Planning and Development Department**

Mr. Depo reported that there were currently no items scheduled for the February 4, 2020 Board of Zoning Appeals meeting agenda. On February 5, 2020, the Westminster Historic District Commission was scheduled to review telecommunication antennas on the water tower located near Sawgrass Court.

Mr. Depo also reported that Any Time Fitness was tentatively included on the February 13, 2020 Planning and Zoning Commission meeting to review their sign plan. Following adoption of Emergency Ordinance No. 918, the City had approved four deck permits to date.

Mr. Depo concluded his report by sharing that the Spring 2020 Water and Sewer Amendment was completed and submitted to Carroll County Government.

### **Human Resources Department**

Ms. Childs reported that she and Ms. Levan were working together to finalize the City's new drug free and workplace policy. The new policy would be placed on a future Mayor and Council meeting agenda, most likely in February.

### **Westminster Volunteer Fire Department**

Councilmember Dayhoff, on behalf of President Dan Plunkert of the Westminster Volunteer Fire Department (WVFD), reported that its 141<sup>st</sup> annual banquet celebration was held on January 26, 2020. He announced that Bill Brehm received the Firefighter of the Year Award for 2019.

### **CITIZEN COMMENTS**

Terry Diehl, 43 Glen Oak Court, shared that she had lived in Westminster for 26 years, and loved the community. She then expressed her concerns regarding the proposed Clark Farm development, stating that she felt the concerns of she and her neighbors were being ignored and that their questions were not being answered. Ms. Diehl asked for a point of contact at the City with whom she could speak.

Emily Van Horn, 730 Mulligan Lane, informed the Mayor and Common Council that she and other community members had heard that the developer requested to build townhomes rather than apartments, but that the City denied the request. She then expressed her concerns regarding the proposed development.

Blanche Steel, 31 Glen Oak Court, questioned how the community could stay informed as the process moved forward. She shared her concerns regarding the development of apartments on the Clark Farm Property.

Donna Robinson, 33 Cypress Point Court, commented that she and her neighbors attended the Westminster Planning and Zoning Commission meeting on February 9, 2020. She stated that they felt shut down by the Commission when asking questions about the development. Additionally, a site plan was distributed which included the current surrounding homeowners names and location of their properties. It was noted that this was not a site plan.

Gary Steel, 31 Glen Oak Court, asked if the surrounding property owners were notified when the rezoning of the Clark Farm Property was approved in the 1990s. The Mayor and Common Council responded that they could not confirm what had transpired at that time.

Mike Carlson, 738 Mulligan Lane, asked for clarification on what could be built on the Clark Farm Property.

Jenny Bell, 734 Mulligan Lane, pointed out that a Ting Internet box was located on Mulligan Lane, expressing concern that it could be vandalized.

Mary Beth Kepler, 40 Wentworth Court asked if a traffic study would be required. Mr. Depo replied that a traffic study requirement would be one of the issues reviewed following submission of a site plan.

The Mayor, Common Council, and Mr. Depo replied to the questions and concerns raised by those in attendance. They reiterated that a site plan application for the proposed development had not yet been submitted. In addition, the Planning and Zoning Commission discussion on January 9, 2020 was an informational discussion concerning the project; no variance to setback requirements had been granted. They Mayor and Common Council stated that site plan approval was the purview of the Planning and Zoning Commission, not the Mayor and Common Council. The property's zoning allowed construction of a multifamily residential development as a matter of right.

The Mayor and Common Council encouraged community members to:

- Provide their contact information to Mr. Depo and the Community Planning and Zoning Department so they could receive notifications regarding the proposed development;
- Designate a community member to attend City meetings so they can stay informed;
- Request their HOA to arrange a meeting with the developer to discuss their questions and concerns; and,
- Attend the Westminster Planning and Zoning Commission meeting(s) regarding any site plan application to voice their concerns about site plan related matters.
- To speak to Jeff Laird, General Manager of WTTR and Managing Member of Hilltop Communications, regarding their concerns.

In conclusion, Mayor Dominick encouraged community members to attend the Mayor and Common Council meetings more frequently.

### **ADJOURNMENT**

President Pecoraro adjourned the meeting at 9:32 pm.

Respectfully Submitted,

Shannon Visocsky, City Clerk

Full audio version is available on [www.westminstermd.gov](http://www.westminstermd.gov)