

AGENDA

CITY OF WESTMINSTER
Mayor and Common Council Meeting
Monday, January 12, 2026, at 7:00 pm
City Hall, 1838 Emerald Hill Lane, Westminster, MD 21157
[City YouTube Channel Link](#)

1. CALL TO ORDER

2. STATEMENT FOR THE RECORD – CLOSED MEETING OF MONDAY, DECEMBER 8, 2025:

In accordance with the General Provisions Article, Section 3-306(c)(2) of the Annotated Code of Maryland, and without objection it is noted that the minutes of tonight’s meeting reflect that Common Council met in a Closed Meeting on Monday, December 8, 2025, at 4:04 p.m. pursuant to General Provision Art., Section 3-305 (b)(1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; and other personnel matter that affects one or more specific individuals; and (b)(7) to consult with counsel to obtain legal advice.

Motion – Councilmember Pecoraro/Councilmember Hoff

Vote to Close Meeting:

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Chiavacci				
Mr. Dayhoff	Yes			
Ms. Gilbert	Yes			
Mr. Hoff	Yes			
Mr. Pecoraro	Yes			
Mayor Becker				

City Attorney Whitworth was also in attendance. The Common Council took no official action during the meeting. The Closed Meeting adjourned at 4:10 p.m.

STATEMENT FOR THE RECORD – CLOSED MEETING OF MONDAY, DECEMBER 8, 2025:

In accordance with the General Provisions Article, Section 3-306(c)(2) of the Annotated Code of Maryland, and without objection it is noted that the minutes of tonight’s meeting reflect that Common Council met in a Closed Meeting on Monday, December 8, 2025, at 8:31 p.m. pursuant to General Provision Art., Section 3-305 (b)(1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; and other personnel matter that affects one or more specific individuals; and (b)(7) to consult with counsel to obtain legal advice.

Motion – Councilmember Pecoraro/Councilmember Hoff

Vote to Close Meeting:

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Chiavacci				
Mr. Dayhoff	Yes			
Ms. Gilbert	Yes			
Mr. Hoff	Yes			
Mr. Pecoraro	Yes			
Mayor Becker				

City Attorney Whitworth and invited staff members were also in attendance. The Common Council took no official action during the meeting. The Closed Meeting adjourned at 9:04 p.m.

3. PRESENTATION

- A) MAGIC Quarterly Report – Kim Samuelson, Executive Director

4. COMMITTEE APPOINTMENTS

- A) Robert Peeples Jr. appointment to the Board of Elections
- B) Amanda McGuire appointment to the Board of Elections
- C) James Kunz appointment to the Board of Elections

5. APPROVAL OF MINUTES

- A) Mayor and Common Council Special Meeting Minutes of December 8, 2025
- B) Mayor and Common Council Meeting Minutes of December 8, 2025

6. CONSENT CALENDAR

- A) Approval of Departmental Operating Report – November 2025
- B) Approval to Waive the Competitive Procurement for Good Cause, Under the City of Westminster Code Chapter 36 “Procurement and Contracts” Subsection 36-4 Specific Regulations and to Authorize the Purchase of Seven (7) Crosswalk Warning Systems from Control Technologies in the Amount of \$58,139.00.
- C) Approval to Waive the Competitive Procurement for Good Cause, Under the City of Westminster Code Chapter 36 “Procurement and Contracts” Subsection 36-4 Specific Regulations and to Authorize the Purchase of Force America Hydraulic System Upgrades from RMS Truck Bodies in the Amount of \$79,000.00

7. REPORT FROM THE MAYOR

8. REPORTS FROM COMMITTEES

- A) Arts Council
- B) Economic and Community Development Committee
- C) Finance Committee
- D) Personnel Committee
- E) Public Safety Committee
- F) Public Works Committee
- G) Recreation and Parks Committee
- H) Technology Committee
- I) Intergovernmental Relations Committee

9. COUNCIL COMMENTS AND DISCUSSION

10. ORDINANCE AND RESOLUTIONS

- A) Adoption of Resolution No. 26-08, a Resolution of the Mayor and Common Council of Westminster, Thanking Councilmember Ann Gilbert for Her Service on the Westminster Common Council and for Her Contributions to the Westminster Community.
- B) Introduction of Resolution No. 26-01 (Annexation 88), Route309, LLC Petition for Annexation Enlarging the Corporate Boundaries of the City of Westminster by Annexing into the City Certain Property Containing ± 2.49 Acres, Contiguous and Adjoining to the City’s Existing Corporate

Boundaries, Consisting of Real Property Identified as Tax Account Number 07-111932, Map 0045, Grid 0015, Parcel 0539. – Director of Community Planning and Development Depo

- C) Adoption of Resolution No. 26-06, a Resolution of the Mayor and Common Council of Westminster, Amending the City's General Fee Schedule for Governmental and Proprietary Functions of the City with Respect to Fees Charged for Use of Summer Camps and Family Fitness Center. – Director of Recreation and Parks Gruber
- D) Adoption of Resolution No. 26-05, a Resolution of the Mayor and Common Council of Westminster Declaring a Vacancy on the Common Council and Establishing the Process and Timeline to Fill the Vacancy. – City Clerk Barber
- E) Adoption of Resolution No. 26-07, a Resolution of the Mayor and Common Council of Westminster Making a Declaration of Official Intent Regarding the Mayor and Common Council of Westminster's Reasonable Expectation to Reimburse from Proceeds of a Future Borrowing Project Expenditures made in Connection with a Project Identified herein as the "Westminster Water Reuse Project" and Generally Relating Thereto. – City Administrator Imhulse

11. UNFINISHED BUSINESS

12. NEW BUSINESS

13. DEPARTMENTAL REPORTS

14. CITIZEN COMMENTS

15. ADJOURNMENT



To: Mayor and Common Council

From: Doug Barber, City Clerk

Date: January 6, 2026

Re: Board of Elections Appointments for Robert Peeples Jr., Amanda McGuire and Jim Kunz

Background

Robert Peeples Jr., and Amanda McGuire were appointed by Mayor Becker and approved by the Common Council at the Mayor and Common Council Meeting held on Monday, February 12, 2024, and are being re-appointed.

Mr. Jim Kunz is a prior serving election judge for the City of Westminster and is being considered to fill the vacant seat on the City of Westminster's Board of Elections.

As noted in the City Code of Westminster Chapter 14 Election § 14-1.1 Board of Elections there shall be a Board of Elections comprised of three members, who shall be appointed by the Mayor, subject to the approval of a majority of the Common Council. Members of the Board of Elections shall be qualified voters of the City and shall not hold or be a candidate for any elective office during his or her term of office.

Recommendation

Mayor Becker recommends the appointments of Mr. Robert Peeples Jr., Amanda McGuire and Jim Kunz to the City of Westminster Board of Elections for a two-year term, to expire on February 14, 2028.

MINUTES

**CITY OF WESTMINSTER
Special Mayor and Common Council Meeting
Monday, December 8, 2025, at 4:02 p.m.
City Hall, 1838 Emerald Hill Lane, Westminster, MD 21157**

CALL TO ORDER

Elected Officials Present: Mayor Becker, Council President Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Hoff and Councilmember Pecoraro.

Staff Present: City Clerk Barber, and City Attorney Whitworth (via-Zoom).

Council President Chiavacci open the meeting at 4:02 p.m.

NEW BUSINESS

Vote to go into a Closed Meeting

Motion: Councilmember Pecoraro moved that the Common Council adjourn into a Closed Meeting on Monday, December 8, 2025, in accordance with the General Provisions Article of the Annotated Code of Maryland, §3-305 (b)(1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals; and (b)(7) to consult with counsel to obtain legal advice. The motion was seconded by Councilmember Hoff. There was no discussion.

VOTE

AYES: Councilmember Dayhoff, Councilmember Gilbert, Councilmember Hoff, and Councilmember Pecoraro.

NAYS: None.

ADJOURNMENT

Council President Chiavacci noted the Mayor and Common Council would not be returning to open session and without objection adjourned into a Closed Meeting

The meeting adjourned at 4:03 p.m.

Respectfully Submitted,

Douglass A. Barber, MMC
City Clerk

Adopted by the City of Westminster Common Council on _____.

MINUTES

CITY OF WESTMINSTER
Mayor and Common Council Meeting
Monday, December 8, 2025, at 7:00 p.m.
City Hall, 1838 Emerald Hill Lane, Westminster, MD 21157
[YouTube Channel Link](#)

CALL TO ORDER

Elected Officials Present: Mayor Becker, Council President Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, Councilmember Hoff and Councilmember Pecoraro.

Staff Present: City Clerk Barber, Director of Human Resources Brown, Director of Housing Services Brown, Director of Community Planning and Development Depo, Director of Recreation and Parks Gruber, City Administrator Imhulse, Director of Technology Services Moore, Chief of Police Price, Director of Finance Rodgers, and City Attorney Whitworth.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

Council President Chiavacci led the Pledge of Allegiance and a moment of silence.

PRESENTATIONS

Presentation of FallFest Charity Partners Checks

Mayor Becker presented the 2025 FallFest Charity Partnership Checks to representatives from Crossroads Church, Find Your Purpose, Rachel's Bears, and The Westminster Municipal Band.

Presentation of Oyster Stroll Check

Mayor Becker presented the 2025 Oyster Stroll Charity Partnership Check to Mr. David Sikorski, Executive Director of Coastal Conservation Association.

Presentation of Miracle on Main Street Holiday Electric Parade Winners

Mayor Becker presented the 2025 Miracle on Main Street Holiday Parade Winners to the following: Best and Brightest – Carroll County Veterinary Clinic; Sprit of the Season – Sterling Quality Water; and Main Street Champion – Cub Scout Pack 631.

Mayor's Cup Storefront and Holiday Window Decorating Contest Winners - 2025

Mayor Becker noted the following winners: Best Classic Display – GLBAL Media (47 East Main Street); Best Family Friendly Display – Flowers by Evelyn (92 ½ East Main Street); Best Inviting Display – Westminster New & Used Furniture (31 West Main Street); and Best Festive Display – Flying Colors of Success (88 East Main Street). Mayor Becker closed by awarding the 2025 Mayor's Cup Storefront and Holiday Window Decorating Contest winner to Carroll County Arts Council (91 West Main Street Street).

Carroll County Local Management Board Community Needs Assessment (Enough Act) – Mr. Ed Singer

Mr. Ed Singer, Manager with Carroll County Local Management Board, presented the Community Needs Assessment (Enough Act) Overview 2025.

PUBLIC HEARING – Annexation Resolution 25-08 (Annexation No. 89)

Mayor Becker conducted a public hearing beginning at 7:45 p.m., regarding Annexation Resolution No. 25-08 (Annexation No. 89), and Resolution No. 25-09 (Annexation Plan for Annexation No. 89) Knit Centre Park Condominium, Phase One, Petition for Annexation to enlarge the corporate

boundaries of the City of Westminster by annexing into the City certain property containing ± 1.47 acres, contiguous to and adjoining the City's existing corporate boundaries, consisting of real property located at 531 Old Westminster Pike, Westminster, Maryland 21157, also identified as tax account numbers 07-155735, 07-432124, 07-432125, 07-432129, 07-155964, 07-431833, 07-432128, 07-155743, 07-432127 and 07-432126 and Map 0046, Grid 0015, Parcel 0017. Mayor Becker noted that the Public Hearing had been published in the *Carroll County Times*, meeting all applicable requirements. Director of Community Planning and Development Depo at the direction of Mayor Becker provided the staff report on the item.

Mr. Matthew Hurff, with Shaffer, Miller, and Hurff, LLP at 73 East Main Street, Westminster provided comments on behalf of Annexation Resolution No. 25-08 (Annexation No. 89), as he represents the petitioner (Mr. David Baxter). There were no written comments received. With no further comments, Mayor Becker closed the public hearing at 7:51 p.m.

PUBLIC HEARING – Ordinance No. 2025-09 (P-I Planned Industrial Zone Uses and Procedures Text Amendment)

Mayor Becker conducted a public hearing beginning at 7:51 p.m., regarding Ordinance No. 2025-09, P-I Planned Industrial Zone Uses and Procedures Text Amendment, an Ordinance of the Mayor and Common Council of Westminster, Amending Chapter 164, "Zoning and Subdivision of Land," of the Code of the City of Westminster, Article XII, "P-I Planned Industrial Zone", § 164-66, "Uses Permitted", to add "Hotels" as a Permitted Use and Article XII, "P-I Planned Industrial Zone", § 164-75(D) "Procedures" and Article XXIII, "Amendments", § 164-188 "Planned Development" to Authorize the Planning and Zoning Commission, Rather than the Mayor and Common Council, to Approve Amendments to an Approved Development Plan Designating Areas of the Planned Industrial Zone for Retail and Commercial Uses, and to Increase the Allowable Gross Acreage of Such Uses From 15% to 30%. Mayor Becker noted that the Public Hearing had been published in the *Carroll County Times*, meeting all applicable requirements. Director of Community Planning and Development Depo at the direction of Mayor Becker provided the staff report on the item. Ms. Kelly Shaffer Miller, with Shaffer, Miller, and Hurff, LLP at 73 East Main Street, stated her support of Ordinance No. 2025-09. There were no written comments received. With no further comments, Mayor Becker closed the public hearing at 7:59 p.m.

MCDANIEL COLLEGE UPDATE

Ms. Mary Bendel-Simso, Dean of Faculty with McDaniel College, provided an update from McDaniel College.

APPROVAL OF MINUTES

A motion was made by Councilmember Dayhoff and seconded by Councilmember Pecoraro to approve the Mayor and Common Council Meeting minutes of November 24, 2025, and the Mayor and Common Council Closed Meeting minutes of November 24, 2025.

VOTE

AYES: Councilmember Dayhoff, Councilmember Gilbert, Councilmember Hoff, and Councilmember Pecoraro.

NAYS: None.

REPORT FROM MAYOR

Mayor Becker wished everyone a happy holiday season.

REPORTS FROM COMMITTEES

Mayor Becker, on behalf of the Arts Council, reported on several current and upcoming events scheduled at the Carroll County Arts Council (91 West Main Street).

COUNCIL COMMENTS AND DISCUSSION

Councilmember Pecoraro, Councilmember Dayhoff and Councilmember Hoff noted and highlighted the upcoming events at the Carroll County Arts Council.

ORDINANCE AND RESOLUTIONS

Adoption of Resolution No. 25-09 Annexation Plan (Annexation No. 89) for Certain Property Containing ± 1.47 Acres, Contiguous to and Adjoining the City's Existing Corporate Boundaries, Consisting of Real Property located at 531 Old Westminster Pike, Westminster, Maryland 21157, Also Identified as Tax Account Numbers 07-155735, 07-432124, 07-432125, 07-432129, 07-155964, 07-431833, 07-432128, 07-155743, 07-432127 AND 07-432126, Map 0046, Grid 0015, Parcel 0017, Which Property is the Subject of a Petition for Annexation Submitted by the Owners of a Portion of the Subject Property to the Mayor and Common Council of Westminster

A motion was made by Councilmember Hoff and seconded by Councilmember Pecoraro for the adoption of Resolution No. 25-09 Annexation Plan (Annexation No. 89) for certain property containing ± 1.47 acres, contiguous to and adjoining the City's existing corporate boundaries, consisting of real property located at 531 Old Westminster Pike, Westminster, Maryland 21157, also identified as tax account numbers 07-155735, 07-432124, 07-432125, 07-432129, 07-155964, 07-431833, 07-432128, 07-155743, 07-432127 AND 07-432126, Map 0046, Grid 0015, Parcel 0017, which property is the subject of a petition for annexation submitted by the owners of a portion of the subject property to the Mayor and Common Council of Westminster. Director of Community Planning and Development Depo provided the staff report and responded to questions of clarification given by the Mayor and Common Council.

VOTE

AYES: Councilmember Dayhoff, Councilmember Gilbert, Councilmember Hoff, and Councilmember Pecoraro.

NAYS: None.

Adoption of Annexation Resolution No. 25-08 (Annexation No. 89), Knit Centre Park Condominium, Phase One, Petition for Annexation to enlarge the corporate boundaries of the City of Westminster by annexing into the City certain property containing ± 1.47 acres, contiguous to and adjoining the City's existing corporate boundaries, consisting of real property located at 531 Old Westminster Pike, Westminster, Maryland 21157, also identified as tax account numbers 07-155735, 07-432124, 07-432125, 07-432129, 07-155964, 07-431833, 07-432128, 07-155743, 07-432127 and 07-432126 and Map 0046, Grid 0015, Parcel 0017

A motion was made by Councilmember Hoff and seconded by Councilmember Pecoraro for the adoption of Annexation Resolution No. 25-08 (Annexation No. 89), Knit Centre Park Condominium, Phase One, petition for annexation to enlarge the corporate boundaries of the City of Westminster by annexing into the City certain property containing ± 1.47 acres, contiguous to and adjoining the City's existing corporate boundaries, consisting of real property located at 531 Old Westminster Pike, Westminster, Maryland 21157, also identified as tax account numbers 07-155735, 07-432124, 07-432125, 07-432129, 07-155964, 07-431833, 07-432128, 07-155743, 07-432127 and 07-432126 and Map 0046, Grid 0015, Parcel 0017. Director of Community Planning and Development Depo provided the staff report. There was no discussion.

VOTE

AYES: Councilmember Dayhoff, Councilmember Gilbert, Councilmember Hoff, and Councilmember Pecoraro.

NAYS: None.

Adoption of Ordinance No. 2025-09, P-I Planned Industrial Zone Uses and Procedures Text Amendment, an Ordinance of the Mayor and Common Council of Westminster, Amending Chapter 164, “Zoning and Subdivision of Land,” of the Code of the City of Westminster, Article XII, “P-I Planned Industrial Zone”, § 164-66, “Uses Permitted”, to add “Hotels” as a Permitted Use and Article XII, “P-I Planned Industrial Zone”, § 164-75(D) “Procedures” and Article XXIII, “Amendments”, § 164-188 “Planned Development” to Authorize the Planning and Zoning Commission, rather than the Mayor and Common Council, to Approve Amendments to an Approved Development Plan Designating Areas of the Planned Industrial Zone for Retail and Commercial Uses, and to Increase the Allowable Gross Acreage of Such Uses From 15% to 30%.

A motion was made by Councilmember Hoff and seconded by Councilmember Gilbert for the adoption of Ordinance No. 2025-09, P-I Planned Industrial Zone Uses and Procedures Text Amendment, an Ordinance of the Mayor and Common Council of Westminster, amending Chapter 164, “Zoning and Subdivision of Land,” of the Code of the City of Westminster, Article XII, “P-I Planned Industrial Zone”, § 164-66, “Uses Permitted”, to add “Hotels” as a Permitted Use and Article XII, “P-I Planned Industrial Zone”, § 164-75(D) “Procedures” and Article XXIII, “Amendments”, § 164-188 “Planned Development” to authorize the Planning and Zoning Commission, rather than the Mayor and Common Council, to approve amendments to an Approved Development Plan Designating Areas of the Planned Industrial Zone for retail and commercial uses, and to increase the allowable gross acreage of such uses from 15% to 30%. Director of Community Planning and Development Depo provided the staff report on the item. There was no discussion.

VOTE

AYES: Councilmember Dayhoff, Councilmember Gilbert, Councilmember Hoff, and Councilmember Pecoraro.

NAYS: None.

UNFINISHED BUSINESS

There was no unfinished business to be discussed by the Mayor and Common Council.

NEW BUSINESS

Vote to go into a Closed Meeting

A motion was made by Councilmember Pecoraro and seconded by Councilmember Hoff that the Common Council adjourn into a Closed Meeting on Monday, December 8, 2025, at the conclusion of the regular meeting in accordance with the General Provisions Article of the Annotated Code of Maryland, §3-305 (b)(1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals and (b)(7) to consult with counsel to obtain legal advice. There was no discussion on the item. Council President Chiavacci noted that the Common Council would not return to open session at the conclusion of the Closed Meeting.

VOTE

AYES: Councilmember Dayhoff, Councilmember Gilbert, Councilmember Hoff, and Councilmember Pecoraro.

NAYS: None.

DEPARTMENTAL REPORTS

Community Planning and Development

Director of Community Planning and Development reported on the following:

The Board of Zoning Appeals' December 2, 2025, meeting was cancelled as there were no applications before the Board.

The Historic District Commission's December 3, 2025, meeting was cancelled as there were no applications before the Commission.

On December 17, 2025, the Planning and Zoning Commission is scheduled to:

- Hold a work session on Zonal Map Amendment ZMA 24-01, The Willows. The request is to reclassify certain real property from the R-7,500 Residential Zone to the Planned Development-9 Zone that is located off the east of Pennsylvania Avenue and north of Sullivan Avenue to construct 20 two-over-two dwellings for a total of 40 dwelling units.
- Review its recommendation to the Mayor and Common Council for Wakefield Valley Development Plan Amendment DP-24-01, Parcel W and Parcel X to add 35 new density rights to Parcel W to construct 35 single-family detached dwelling units and dedicate Parcel X for open space.

Westminster Police Department (WPD)

Chief of Police Price provided the highlights to this year's Shop with a Cop Event held on Saturday, December 6, 2025.

CITIZEN COMMENTS

There was no one wishing to address the Common Council.

ADJOURNMENT

Council President Chiavacci announced that the next meeting of the Mayor and Common Council would be held on Monday, January 12, 2026, at 7:00 p.m. He adjourned the meeting at 8:23 p.m.

Respectfully Submitted,

Douglass A. Barber, MMC
City Clerk

Full audio version is available on www.westminstermd.gov

Adopted by the City of Westminster Common Council on _____.



Finance

TREASURY REPORTS AS OF November 2025 – UNADJUSTED AND UNAUDITED

GENERAL FUND REVENUES	Budget	Actual YTD	% to Budget
Taxes	\$ 18,047,355	\$ 11,557,478	64%
Licenses and Permits	536,534	134,995	25%
Intergovernmental	1,975,136	1,591,627	81%
Charges for Services	1,467,247	847,180	58%
Fines & Forfeitures	28,000	20,335	73%
Miscellaneous Income	582,598	183,432	31%
Transfers	(2,099,963)	-	0%
GENERAL FUND APPROPRIATION BY ACTIVITY			
Facilities	\$ 554,474	\$ 99,718	18%
Finance	313,200	84,443	27%
Executive & Legislative	935,852	377,453	40%
Human Resources	296,912	64,479	22%
Planning, Zoning & Development	554,322	98,585	18%
Housing & Preservation Services	149,905	53,830	36%
Public Safety Department	9,947,973	3,300,394	33%
Public Works	4,883,348	1,476,749	30%
Recreation & Parks	2,399,351	964,534	40%
Technology	501,566	215,645	43%
Total General Fund Revenues	\$ 20,536,907	\$ 14,335,047	70%
Total General Fund Appropriations	\$ 20,536,905	\$ 6,735,831	33%

CAPITAL FUND REVENUES			
	<u>Budget</u>	<u>Actual YTD</u>	<u>% to Budget</u>
Intergovernmental	\$ 17,046,969	\$ 1,222,801	7%
Benefit Assessments	170,520	35,199	21%
Loan Proceeds	546,654	-	0%
Other Revenue	3,500	585,086	16717%
Transfers	15,602,883	-	0%
Capital Fund Reserves/Carryforward	1,702,503	-	0%
Capital Projects Benefit Assessments		-	
Fund Balance	991,916		0%
CAPITAL FUND APPROPRIATION BY ACTIVITY			
Planning	\$ 561,986	\$ 225,211	40%
Facilities	1,805,513	520,886	29%
Public Safety Department	249,712	62,572	25%
Public Works	4,350,738	1,427,727	33%
Sewer	4,371,493	406,107	9%
Water	23,840,363	4,744,323	20%
Technology	283,000	28,322	10%
Rec & Park	602,139	123,849	21%
Total Capital Fund Revenues	\$ 36,064,945	\$ 1,843,086	5%
Total Capital Fund Appropriations	\$ 36,064,944	\$ 7,538,997	21%

UTILITY FUND REVENUES			
	<u>Budget</u>	<u>Actual YTD</u>	<u>% to Budget</u>
Small Meter - City	\$ 6,121,488	\$ 2,004,387	33%
Small Meter - County	4,065,147	1,239,954	31%
Large Meter - City	2,815,801	1,006,845	36%
Large Meter - County	2,039,629	661,300	32%
Reclaimed - County	40,000	16,934	42%
Charges for Services	1,529,319	876,924	57%
Benefit Assessment Fees	507,715	79,224	16%
Carroll County Septage Facility	286,000	141,784	50%
Revenue Related to ENR/Biosolids Project	-	(1,684,679) *	0%

UTILITY FUND APPROPRIATION BY ACTIVITY			
	<u>Budget</u>	<u>Actual YTD</u>	<u>% to Budget</u>
Facilities	\$ 88,550	\$ 14,434	16%
Finance	937,324	308,716	33%
Executive & Legislative	883,505	413,869	47%
Human Resources	587,454	144,123	25%
Planning, Zoning & Development	506,964	109,269	22%
Public Works	731,160	132,785	18%
Technology	992,584	455,815	46%
Utilities	2,604,187	705,272	27%
Water	3,616,526	733,305	20%
Wastewater	5,035,284	1,144,978	23%
Total Utility Fund Revenues	\$ 17,405,099	\$ 4,342,672	25%
Total Utility Fund Appropriations	\$ 15,983,539	\$ 4,162,565	26%

* Reversal of prior year-end accrual for revenue recognition. Negative due to timing.

FIBER FUND OPERATING REVENUES			% to
	Budget	Actual YTD	Budget
Provider Fees - Units Passed	\$ 438,000	\$ 145,980	33%
Provider Fees - Subscriptions	\$ 450,000	\$ 175,571	39%
Miscellaneous	\$ -	\$ -	0%
Loan Proceeds	\$ -	\$ -	0%
State Debt Grant	\$ 1,000,000	\$ -	0%
General Fund Subsidy	\$ -	\$ -	0%
FIBER FUND OPERATING EXPENDITURES			
Public Works	\$ 102,688	\$ 7,339	7%
Technology	6,833	46	1%
Fiber	1,429,836	236,286	17%
Total Revenues	\$ 1,888,000	\$ 321,551	17%
Total Expenses	\$ 1,543,710	\$ 243,670	16%
Net Income (Loss)	\$ 344,290	\$ 77,881	

PUBLIC HOUSING FUND REVENUES			% to
	Budget	Actual YTD	Budget
Housing Assistance Payments	\$ 3,227,232	\$ 1,291,178	40%
HUD Administrative Fee Distribution	299,124	151,964	51%
Miscellaneous Income	169,275	124,524	74%
Transfers	9,663	-	0%
PUBLIC HOUSING FUND EXPENDITURES			
Salaries & Benefits	\$ 387,450	\$ 96,838	25%
Administration	233,168	138,950	60%
Housing Assistance Payments	3,080,438	1,256,595	41%
Facilities	4,238	1,471	35%
Total PHA Fund Revenues	\$ 3,705,294	\$ 1,567,666	42%
Total PHA Fund Appropriations	\$ 3,705,294	\$ 1,493,854	40%

Disbursements between \$10,000 and \$25,000
from November 14, 2025, through December 31, 2025:

Invoice Date	Vendor Name	Total
10/10/2025	SILVERMAN THOMPSON SLUTKIN, WHITE LLC	\$12,509.02
10/31/2025	BALTIMORE GAS & ELEC.- EFT	\$24,167.47
11/3/2025	SOUTHERN STATES COOP INC	\$13,117.24
11/5/2025	FROEHLING & ROBERTSON INC	\$22,888.76
11/5/2025	UNIVAR SOLUTIONS USA INC	\$21,143.01
11/7/2025	CARROLL COUNTY COMMISSIONERS	\$21,245.87
11/7/2025	GHD INC	\$12,023.25
11/10/2025	SUPERIOR FACILITIES MANAGEMENT, SERVICES LLC	\$12,236.09
11/17/2025	WASTE MANAGEMENT DISPOSAL SERV, OF PENNSYLVANIA, INC.	\$21,009.71
11/19/2025	CENTRAL MD INTERNATIONAL TRUCK, LLC	\$15,855.12
11/20/2025	THE LINCOLN NATIONAL LIFE, INSURANCE COMPANY	\$11,412.10
11/21/2025	NATIONWIDE RETIREMENT SOLUTION	\$15,980.59
11/25/2025	SILVERMAN THOMPSON SLUTKIN, WHITE LLC	\$19,123.00
11/26/2025	JAMES RIVER EQUIPMENT	\$11,313.93
12/1/2025	WASTE MANAGEMENT DISPOSAL SERV, OF PENNSYLVANIA, INC.	\$21,036.08
12/1/2025	C J MILLER LLC	\$12,950.00
12/1/2025	SOUTHERN STATES COOP INC	\$11,403.64
12/3/2025	VILLAGE WEST PILATES LLC	\$24,740.00
12/3/2025	FROEHLING & ROBERTSON INC	\$14,540.00
12/4/2025	GHD INC	\$23,048.60
12/5/2025	COMPTROLLER OF MARYLAND	\$24,750.16
12/5/2025	NATIONWIDE RETIREMENT SOLUTION	\$16,020.95
12/11/2025	SILVERMAN THOMPSON SLUTKIN, WHITE LLC	\$23,471.00
12/16/2025	WASTE MANAGEMENT DISPOSAL SERV, OF PENNSYLVANIA, INC.	\$19,071.74
12/19/2025	COMPTROLLER OF MARYLAND	\$24,677.20
12/19/2025	NATIONWIDE RETIREMENT SOLUTION	\$17,938.33

Housing Services

Housing Choice Voucher Program

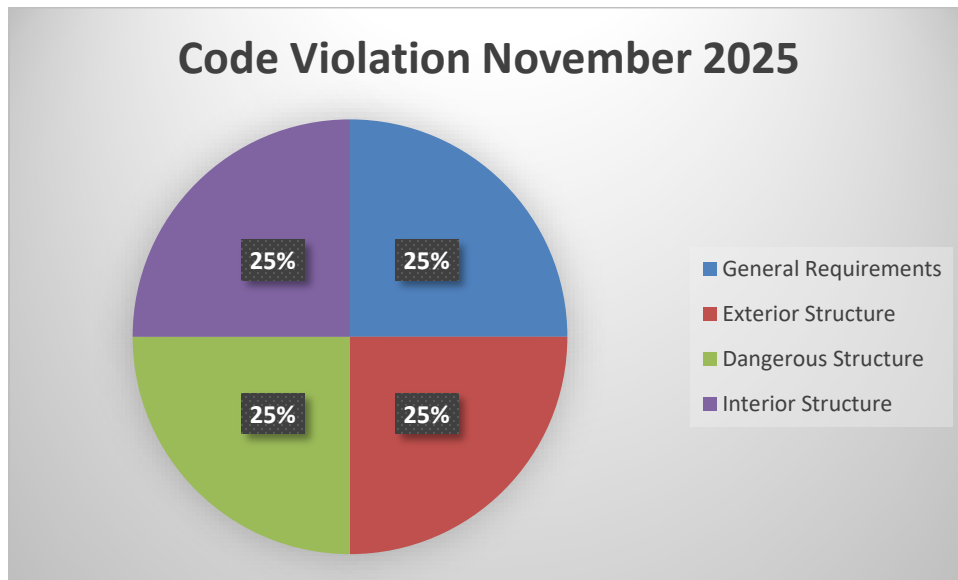
- Housing Assistance Payments (HAP) = \$254,606
- Number of vouchers under lease as of the last day of the month = 261
- Wait list total active applicants =654
- Number Ports into City =16
- Housing inspections = 5
- Filing rate in PIC = 98.21%
- Waiting List Status: Open

Code Enforcement

During the month of November 2025, the Code Enforcement Officer issued 5 code violations, of which 3 were closed during the period, leaving 2 open as of the end of the month. Those that remained open at the end of the month were because the time to remedy the violation was after the end of the month.

Below is a depiction of the violations by type for the month of November 2025.

Type of Violation	Number of Violations	Percentages
General Requirements	1	20%
Exterior Structure	1	20%
Dangerous Structure	1	20%
Interior Structure	1	20%
Rental Housing License	1	20%



Technology Service

Help Desk Tickets

There were a total of 231 tickets received in the month of November. Broken down by department (by total):

- Technology Services - 46
- Police Department - 41
- Office of the City Administrator - 33
- Public Works - 32
- Recreation and Parks - 20
- Human Resources - 19
- Planning - 19
- Finance - 11
- Mayor and Common Council - 4
- Public - 4
- Housing - 2

Community Planning & Development

COMMUNITY PLANNING AND DEVELOPMENT PERFORMANCE MEASURES	
	November 2025
Historic District Commission	2
Planning and Zoning Commission	3
Building Permits Approved	18
Business Owner Inquiries	23
Downtown Businesses Visited	30
Use and Occupancy Issued	3

COMMUNITY PLANNING AND DEVELOPMENT

The Department of Community Planning and Development (“DCPD”) provided professional staff reports and support for the Mayor and Common Council (“M&CC”); Economic and Community Development Committee of the Mayor and Common Council (“ECDC”); Water and Sewer Allocation Committee of the Mayor and Common Council (“WSAC”); Historic District Commission (“HDC”); Board of Zoning Appeals (“BZA”); and Planning and Zoning Commission (“PZC”).

- The November 4, 2025, **BZA** meeting was cancelled as there were no applications before the BZA. The next scheduled BZA meeting is December 2, 2025.
- On November 5, 2025, at the **HDC** meeting, DCPD staff discussed:
 - Post-Construction Application for Historic Rehabilitation Tax Credit for 205 E Main Street TC-25-02
 - 59 W. Main Street- Design input on paint color
 - The Nation's 250th Anniversary: Ongoing: Historic District Street Signs, Downtown Preparations, 250th Commemoration Plaques for Revolutionary Era Homes, 250th Commemoration Sign in Belle Grove Square, Liberty Tree Plaque, Event Programming, 250th Meeting Updates.
 - Items Completed: Westminster 250th Logo, Historic District Entrance Signs, 250th Proclamation for May Preservation Month 2025.
- On November 10, 2025, at the **M&CC** meeting, DCPD staff presented the following item:
 - Approval of Deed of Easement for Drainage and Utility at 180 Kriders Church Road, Westminster Maryland 21157 for City of Westminster utilities. *The M&CC approved the Deed of Easement for Drainage and Utility at 180 Kriders Church Road.*

- On November 17, 2025, DCPD attended the **M&CC** Work Session.
- On November 20, 2025, at the **PZC** meeting, DCPD staff presented the following items:
 - Public Hearing for Ordinance No. 2025-09, P-I Planned Industrial Zone Uses and Procedures Text Amendment, an Ordinance of the Mayor and Common Council of Westminster, Amending Chapter 164, “Zoning and Subdivision of Land”, of the Code of the City of Westminster, Article XII, “P-I Planned Industrial Zone”, § 164-66, “Uses permitted”, to add “Hotels” as a permitted use and Article XII, “P-I Planned Industrial Zone”, § 164-75(D) “Procedures” and Article XXIII, “Amendments”, § 164-188 “Planned development” to authorize the Planning and Zoning Commission, rather than the Mayor and Common Council, to approve amendments to an approved development plan designating areas of the planned industrial zone for retail and commercial uses, and to increase the allowable gross acreage of such uses from 15% to 30%.
 - Public Hearing for Annexation No. 89, Knit Centre Park Condominium, Phase One; Annexation Resolution 25-08; and Annexation Plan
 - Site Development Plan S-24-0008, Members 1st Federal Credit Union Located on the eastern side of Baltimore Boulevard (MD. Route 140) approximately 530 feet south of the Englar Road/MD. Route 140 intersection. *The PZC conditionally approved S-24-0008.*

Other Activities Completed by **DCPD**:

- November 17, 2025 – DCPD Staff coordinated the start of the Shop Small, Win Big Carroll County Promotion for Carroll County Downtowns in partnership with Carroll County Tourism and Carroll County Economic Development. The contest runs from November 17 – December 24th. Eight winners and the corresponding businesses will be selected in January 2026.
- Eighteen (18) building permits were reviewed and approved for projects within the City. Three of the approved permits were for a Final Release, six were for new commercial businesses or commercial renovations and nine were for residential decks and miscellaneous projects. The following highlights a few of these permits:
 - a. Tenant fit out for Carroll Eye Care at 1129 Business Parkway South.
 - Final U&O approved for a real estate office at 23 N Center Street.
 - Final U&O approved for a relocation of a Portable Classroom to Westminster Elementary School located at 811 Uniontown Road.

Human Resources

HR Employee Relations, Projects, and Benefits & Wellness

- HR Associate and Director successfully facilitated CJIS audit; no findings were reported.
- HR Associate and Director began coordination of Holiday event for City of Westminster.
 - Identified gift card vendors
 - Communicated with Recreation and Parks to coordinate

- activities.
 - o Prepared rosters for Service Award recognition.
- HR team met with employees in-person (one-on-one) and made phone calls to answer benefit-specific questions.
 - o Accessing benefit information, registering accounts, and requesting benefit cards
 - o Requesting various types of leave (FMLA, STD, Worker's Compensation)
 - o Qualifying Life Events for changes to insurance
- HR team managed interview and onboarding activities for the Utilities, Public Works, Streets, Human Resources, Water, Wastewater, and Police.
 - o Prescreen vetting, in-person, and computer conferencing interviews.
 - o Roles ranged from entry- to senior-level; all full-time.

Recruitment Activities

Advertisements and Application Reviews:

	Internal Advertisements	External Advertisements	Internal Application Reviews	External Application Reviews
Full-time	5	48	3	82
Part-time	0	0	0	0
Temporary	0	1	0	2
Seasonal	0	0	0	0

Advertised on:

- Indeed
- City of Westminster
- Carroll County Chamber of Commerce
- Maryland Workforce Exchange
- Chesapeake American Water Works Association
- Carroll County Workforce Development
- The Maryland Municipal League
- American Public Works Association Job Board
- Carroll Community College Career Development
- Public Works Careers
- Water and Wastewater Public Works Careers
- GovernmentJobs.com

Vacant Titles per Department:

- **Police: 3**
 - o Communications Specialist I
 - o Entry-level Officer
 - o Lateral Officer
- **Streets: 3**
 - o Equipment Operator I or II (2)
 - o Facilities Maintenance Crew Leader
- **Wastewater Plant: 1**
 - o Plant Operator (2nd Shift)
- **Public Works: 3**

- o Deputy Director of Public Works – Water and Wastewater
- o Director of Public Works
- o Construction Inspector
- **Utilities: 3**
 - o Equipment Operator I or II (2)
 - o Equipment Operator – Line Locator
- **Human Resources: 1**
 - o Safety & Risk Coordinator

Employee Changes Completed:

	New Hires	Employee Orientations	Internal Transfer	Promotion	Terminations/ Retirement
Full-time	3	3	0	1	2
Part-time	0	0	0	0	0
Temporary	2	2	0	0	0
Seasonal	0	0	0	0	0

Hires and Promotions in November 2025 by Title:

Streets:

- Maintenance Crew Leader
- Equipment Operator II

Utilities:

- Equipment Operator I – Utility Line Locator
- Equipment Operator II

Risk Management

- Insurance Claims Filing

Automobile	Liability	Mobile Equipment	Property	Sewer Back-up	Workers' Compensation
4	1	0	0	0	2

- Continued random drug testing for quarter 4 per City's Drug-Free Workplace Policy.
- Correspondence with LGIT, Chesapeake, and employees on workers compensation and insurance claims.

Police Department

Time Frame	Police Calls For Service	Adult Arrests	Juvenile Arrests	DUI Arrests	Traffic Citations	Foot Patrol Hours
November 2025	1050	22	20	4	377	94
November 2024	895	31	14	5	261	143
2025 YTD Total	10532	350	99	43	3858	1193
2024 YTD Total	10633	374	102	37	2411	1135

Significant Cases in November:

Crime: **Commercial Burglary**
Date: 11/05/2025
Location: E. Main Street
Details: Three suspects forced entry into Davidus Cigar Shop and Sunny Daze by shattering the glass doors at both locations. US currency and smoking products were stolen.
Status: **Open**

Crime: **Assault – First Degree**
Date: 11/06/2025
Location: W. Main Street
Details: The suspect attacked the victim with a knife following a verbal disagreement.
Status: **Arrest: Jordan Davis (40 YOA)**

Crime: **Burglary – Fourth Degree**
Date: 11/12/2025
Location: Pennsylvania Avenue
Details: The suspect climbed the fence at Leckron's and entered a vehicle on the property while the business was closed. Officers contacted Leckron's and were informed that the suspect had an outstanding unpaid bill.
Status: **Arrest: Crystal Rhoades (37 YOA)**

Crime: **Assault – First Degree**
Date: 11/28/2025
Location: Clifton Boulevard
Details: The victim sustained a minor stab wound following an altercation with four females whom he had taken shopping.
Status: **Open**

Departmental Information

1. On 11/5/25, PFC. Jeffrey Fabbri received the MADD Maryland Law Enforcement Award in recognition of his proactive enforcement efforts.

Recreation & Parks

Family Fitness Center Membership Usage

Membership Package	% of Total	Entries
Family	35	1,134
Family with Childcare	9	284
Individual	51	1,651
Student/Youth	4	148
Class Pass	1	22
Total Entries		3,239
Total Unique Members		544

Resident and Non-Resident Membership Packages

Membership Package	# of Members	Percentage
Family	124	
Resident	68	55%
Non-Resident	56	45%
Family w/ Childcare	24	
Resident	9	38%
Non-Resident	15	62%
Individual	308	
Resident	135	44%
Non-Resident	173	56%
Youth/College Student	47	
Resident	35	74%
Non-Resident	12	26%
Total # of Memberships	503	
Total Resident	247	49%
Total Non-Resident	256	51%
Class Pass	2	

The Westminster Family Fitness Center welcomed 13 new members in November.

Group Fitness Class Attendance:

- Barre/TRX – 208
- Circuit/Interval/Strength – 674
- Group Power/Group Blast - 337
- Cycle – 255
- Pilates/Stability Ball - 177
- Yoga - 380
- Zumba/Pound - 243
- Mobility Training – 71

Total Attendance: 2,361

Public Works

Wastewater Treatment Plant

Total Flow	98.058 MGD
Average Daily Flow	3.269 MGD
Sludge (Integrated Agronomics)	328.89 wet tons
Septage Sludge	103.24 wet tons

- Continuation of the PureWater project. Conewago completed construction of the tank walls and in the process of testing for water tightness, continued construction of building footers, began installation of yard piping, and began rough-in work for both plumbing and electrical.
- HRI and their subcontractors have continued to struggle with the startup of the dryer, and its various subsystems. The dryer has not been able to operate for more than 24 hours in any consecutive period. This effort has required a large, time consuming involvement by Staff. There is still no solution to the issues with odor control system and the activated carbon used to neutralize odors.
- HRI has continued to slowly work on miscellaneous punch list items throughout the project.
- Attended meetings, both in-person and via Teams for the PureWater project.
- Attended meetings, both in-person and via Teams for the ENR construction project.
- Performed over 4,000 laboratory analysis.
- Continued to cross train Ed McGillicuddy on the autoanalyzer for nutrient analysis in anticipation of the plant chemist, Richard Yoder, retiring in February after 36 years of service.
- Continued to optimize new alum pump to improve plant efficiency.
- Confined Space Entry to repair Scum Pump #1
- Emergency repair of discharge valve for Return Sludge Pump #4
- Performed routine maintenance throughout the Plant. Completed semi-annual mixer and nitrate recycle pump maintenance.

Utility Maintenance

- Water leaks
 - 800 Wisteria Drive (Service)
 - 1 Magna Way (Private)
 - 822 Wiste Wisteria Drive (Service)
 - 606 Woodside Drive (Service)
 - 124 Alto Avenue (Service)
 - 53 E Main Street (Service)
- Sewer Blockages
 - 458 Baronets Court (Main)
 - 525 Ann Drive (Lateral)
 - 28 W Middle Grove Court (Private)

- 726 Young Way (Private)
- 15 Charles Street (Private)
- 714 Johahn Drive (Private)
- 211 Sullivan Road (Lateral)
- 327 Fair Avenue (Lateral)
- Fiber Drop Installation
 - 129 W. Main
 - 689 Spring Meadow Drive
 - 227 E Green Street
 - 234 E Main Street
 - Fire Hydrant Maintenance
 - 154 water meter changeouts
 - Emergency back-up generator maintenance and oil changes x5
 - Sewer lateral Maintenance in the Alto Vista area
- Regular maintenance
 - Televis and clean sewer mains
 - Sewer pumping stations
 - Booster stations and water storage stations
 - Leak detection
 - Equipment and vehicle maintenance
 - Quarterly meter reading, HWB
 - Miss Utility Markings
 - Fiber Drops
 - Hydrant flushing for WTP
 - Mass water meter change out /upgrade on the system

Water Loss

Water Flushing	0.700 MG
Water Leaks	1.520 MG
Private Leaks	0.450 MG
Sewer Main Flushing	0.030 MG
Street Sweeper	0.010 MG
Meter Exchanges	0.047 MG
Sample & Pump Stations	0.114 MG
Total Loss	2.882 MG

Meter Exchanges 0.100 MG
Sample & Pump Stations 0.112 MG
Total Loss 4.432MG

Street Department

- Grounds Maintenance section performed the following tasks:

- Removed leaves from City parks and roadways
 - Remove 2 large pine trees at JC Park
 - Performed landscape inspection at Royal Farms
 - Assisted with holiday decorations
 - Assisted with Miracle on Main preparations
- Building Maintenance section performed the following tasks.
 - Prepared Setup and Executed Miracle on Main
 - Decorated the City for the Holiday Season
 - Elevator Inspections at all City facilities
 - Assembled office furniture for the Police Dept

- Streets and Alleys section

- Removed brush, metal, yard waste, and bulk trash
- Transported materials to County landfill:

Street Baskets	5.27 tons
Bulk Trash	18.25 tons
Brush	14.03 tons
Yard Waste	31.5 tons
Leaf Removal	84.98 tons
Street Sweepings	6.41 tons
Metal	2.06 tons

- Scheduled bulk trash collection
- Set dumpsters for larger piles of bulk trash
- Assisted with cleaning of City parking lots

- Street Maintenance Section

- Relocated planning Dept at 45 W Main St
- Paved utility patch at 311 Moore's Branch Cir
- Assisted with holiday decorations
- Assisted with Miracle on Main preparations

Engineering

- HRI, Inc. (the general contractor for the ENR/Biosolids Upgrade Project) is working on the startup of equipment and punch list items of the Wastewater Treatment Plant. GHD, the project engineer, continued review of submittals and RFIs and Project Management/ Inspection.

- I & I phase 6 Guyer Bros. Providing CCTV and evaluation of sewer mains. Waiting for approved permits from MDE/DNR.

- Wickersham Construction is working on the punch list items of Wakefield Valley Events Pavilion and Community Building.

- SFMS, LLC construction is working on the reconstruction of ADA requirements.
- Shoreline Mechanical LLC. Is working on the installation of the HVAC Units at the WTP and 45 W. Main Street Buildings.
- Conewago Construction is working on the construction of the PureWater Project.

Water Plant

RAW WATER TO PLANT IN MG	
RAW METER TOTAL	34.22136
RECYCLED WATER TOTAL	4.37964
% RECOVERED	12.798
CIP WASH WATER / MEMBRANE CELLS	0.12096
TOTAL	34.10040
RAW WATER SOURCES IN MG	
HULL	7.578
CRANBERRY	26.52240
RAW RES	0
OTHER	0
TOTAL	34.10040
TREATED IN MG	
FINISHED WATER FLOW METER	33.36650
STATION WATER	0.031949
TOTAL TREATED	33.33455
BACKWASH WATER / RECYCLE FILTERS	0.2697
DELIVERED TO SYSTEM	33.06485
WELLS IN CRANBERRY SYSTEM IN MG	
WELL 3	2.130422
WELL 4	1.165801
WELL 5	6.05126
WELL 6	1.84663
WELL 7	4.443697
WELL 8	3.113028
WELL 9 & 10	3.178675
WELL 11	3.179896
WELL 12	7.141425
WELL 4 BACKWASH WATER	
WELL 5 BACKWASH WATER	0.00612
WELL 7 BACKWASH WATER	0.29798
WELL 8 REGENERATION WATER	0.01771

WELL 12 BACKWASH WATER		0.73334
TOTAL DELIVERED FROM WELLS IN MG		32.25083
TOTAL DELIVERED TO SYSTEM		65.315685
TOTAL DAILY AVERAGE		2.1069576
DAY OF MAXIMUM USAGE	11	2.36327
RAINFALL		3
WAKEFIELD VALLEY WELLS IN MG		
WELL 1		3.3877
WELL 2		1.535206
WAKEFIELD BACKWASH WATER		0.00318
TOTAL DELIVERED		4.922906
DAILY AVERAGE		0.1588034
DAY OF MAXIMUM USAGE	11	0.332564
SLUDGE TO WWTP IN GALLONS		0

- Hours operated = 720
- Rainfall = .300 inches
- Raw Reservoir level = 20.4 feet
- Wakefield Well System

Well 1	3.3877MG	
Well 2	1.535206MG	
Total Delivered to System	4.922906MG	
Filter Backwash	0.003184MG	
Daily Average	0.1588034MG	
Day of Maximum Usage – 11	0.332564MG	

- Other tasks included:
 - Performed routine maintenance at the wells and Water Treatment Plant
 - Collected 105 distribution compliance samples between the Cranberry and Wakefield Water Systems.
 - Performed 310 process control checks at 10 Wells.
 - Performed 372 process control checks at the Cranberry Water Treatment Plant
 - Completed monthly operating reports for the Cranberry and Wakefield Systems

Purchase of (7) Crosswalk Warning Systems



To: Mayor and Common Council

From: Steven Strawsburg, Superintendent Streets Department

Date: January 8, 2026

Re: Approval to Waive the Competitive Procurement for Good Cause, under City of Westminster Code Chapter 36 "Procurement and Contracts" Subsection 36-4 Specific Regulations, for the purchase of Sevent (7) Crosswalk Warning Systems from Control Technologies in the Amount of \$58,139.00.00.

Background

In FY24 and FY25, The City of Westminster installed a total of 15 Crosswalk Warning Systems throughout the City. These systems consist of solar powered push button flashing lights designed to enhance pedestrian visibility and improve safety at high traffic crossings. The installations have been successful and well received by the public, contributing to safer pedestrian environments near schools, parks, and major roadway corridors.

The City's adopted FY26 CIP Budget allocates funding for the purchase of (7) additional systems. Installation of these units will be performed by the Streets Department staff, consistent with previous phases.

These systems are available exclusively from Control Technologies. The total cost for this purchase is \$58,139.00.

Project Funding

The budget for this purchase is \$61,000.00.

Recommendation

Staff recommends that the Mayor and Common Council waive the Competitive Procurement for Good Cause, under the City of Westminster Code Chapter 36 "Procurement and Contracts" Subsection 36-4 Specific Regulations and to authorize the purchase of (7) Crosswalk Warning Systems from Control Technologies in the amount of \$58,139.00.

cc: Sara Imhulse, City Administrator



To: Mayor and Common Council

From: Theresa M. Rodgers, Director of Finance

Date: January 12, 2026

Re: Funding for Seven Solar Pedestrian Crosswalks

Background

As part of the FY26 Capital Improvement Plan (CIP), the Mayor and Common Council authorized \$61,000.00 for the purchase of solar pedestrian crosswalks. The funding source for the crosswalks is restricted fund balance (capital project benefit assessments).

Control Technologies provided a quote for \$58,139.00 for seven solar pedestrian crosswalks. If the Mayor and Common Council approve this purchase, it will be fully appropriated in the FY26 CIP.

cc: Sara Imhulse, City Administrator



To: Mayor and Common Council

From: Steven Strawsburg, Superintendent Streets Department

Date: January 2, 2026

Re: Approval to Waive the Competitive Procurement for Good Cause, under the City of Westminster Code Chapter 36 "Procurement and Contracts" Subsection 36-4 Specific Regulations and to Authorize the Purchase of Hydraulic System Upgrades from RMS Truck Bodies in the Amount of \$79,000.00.

Background

The City's adopted FY26 CIP Budget allocates funding for the purchase of (2) Force America hydraulic system upgrades.

In 2017 and 2018, the street department replaced (2) dump trucks but reused the existing hydraulic systems that operate the beds, snowplows, and salt spreaders. As of 2026, these systems are outdated and replacement parts are increasingly difficult to find or are obsolete.

Force America operates the sale of their products through regional vendors. In this region, the systems are available through RMS Truck Bodies and are consistent with hydraulic systems installed by the City within the past five years. The total cost for this purchase is \$79,000.00.

Project Funding

The FY26 CIP includes adequate funding for this project.

Recommendation

Staff recommends that the Mayor and Common Council waive the Competitive Procurement for Good Cause, under the City of Westminster Code Chapter 36 "Procurement and Contracts" Subsection 36-4 Specific Regulations and to authorize the purchase of hydraulic system upgrades from RMS Truck Bodies in the amount of \$79,000.00.

cc: Sara Imhulse, City Administrator



To: Mayor and Common Council

From: Theresa M. Rodgers, Director of Finance

Date: January 12, 2026

Re: Funding for Two Hydraulic System Upgrades for the Streets Department

Background

As part of the FY26 Capital Improvement Plan (CIP), the Mayor and Common Council authorized \$83,000.00 for the replacement of the hydraulic systems for two dump trucks for the Streets Department. The funding source for the purchase is general fund reserves.

RMS Truck Bodies provided a quote for two "Force America" Hydraulic packages for \$79,000.00. If this purchase is approved by the Mayor and Common Council, it will be fully appropriated in the FY26 CIP.

cc: Sara Imhulse, City Administrator

RESOLUTION NO. 26-08

THANKING COUNCILMEMBER ANN GILBERT
FOR HER SERVICE ON THE WESTMINSTER COMMON COUNCIL
AND FOR HER CONTRIBUTIONS TO THE WESTMINSTER COMMUNITY

WHEREAS, Ann Thomas Gilbert was first elected to the Westminster Common Council on May 14, 2019; and subsequently re-elected on May 9, 2023; and,

WHEREAS, Councilmember Gilbert is currently the chairperson of the city's personnel, and parks and recreation committees; and vice chair of the technology committee. In the past six years she also chaired the public works, and co-chaired the safety committee, and,

WHEREAS, Councilmember Gilbert served as a member of the Governor's Crisis Intervention Team Center of Excellence-Collaborative Planning and Implementation Committee from 2023-2025. She was a member of the Comptroller's Women's Empowerment council from 2023-2025, and was on the MML Conference Planning committee for 2024-2025; and,

WHEREAS, Councilmember Gilbert consistently demonstrated warmth and kindness in her dealings with members of the City staff, regularly thanking them for their hard work and dedication; and,

WHEREAS, Councilmember Gilbert placed a strong emphasis on constituent service and reaching out to community groups, and organizations; and spearheaded the 2020 Year of the Woman initiatives; and,

WHEREAS, Councilmember Gilbert helped re-imagined services through during the COVID pandemic of 2020 to support the needs of our community and partnered with Carroll County Food Sunday to help meet the needs of food insecure families; and,

WHEREAS, Councilmember Gilbert retired as a councilmember of the Westminster Mayor and Common Council on December 31, 2025, after approximately six years of service and

WHEREAS, Councilmember Gilbert has been both a colleague and a friend who will be missed by her colleagues on the Common Council, the employees of the City of Westminster, and the citizens of the City of Westminster and Carroll County.

NOW, THEREFORE, BE IT RESOLVED THAT WESTMINSTER MAYOR DR. MONA BECKER, WESTMINSTER COMMON COUNCIL PRESIDENT TONY CHIAVACCI, AND COUNCILMEMBERS GREG PECORARO, KEVIN DAYHOFF AND DAN HOFF OF THE COMMON COUNCIL OF THE CITY OF WESTMINSTER, MARYLAND hereby extends its sincere appreciation to Ann Gilbert and her contributions and dedicated commitment to the betterment of the Westminster community.

ADOPTED this ___ day of _____ 2026

Douglass A. Barber, City Clerk

APPROVED this ___ day of _____ 2026

Dr. Mona Becker, Mayor

APPROVED AS TO FORM AND SUFFICIENCY

this ___ day of _____ 2026

Ramsay M. Whitworth, Esq., City Attorney



To: Mayor and Common Council

From: Mark A. Depo, Director of Community Planning & Development

Meeting Date: January 12, 2026

Re: **Introduction of Annexation Resolution No. 26-01 (Annexation No. 88), Route309, LLC Petition for Annexation to enlarge the corporate boundaries of the City of Westminster by annexing into the City certain property containing ± 2.49 acres, contiguous to and adjoining the City’s existing corporate boundaries, consisting of real property identified as tax account number 07-111932, Map 0045, Grid 0015, Parcel 0539.**

Route309, LLC (“Petitioner”) is requesting that the Mayor and Common Council annex certain property into the corporate limits of the City. As is more fully explained below, in accordance with State law, Annexation Resolution No. 26-01 (Annexation No. 88) initiates the annexation process. **[Attachment 1]**

BACKGROUND

Annexations

The Mayor and Common Council may enlarge the boundaries of the City of Westminster (the “City”) as provided in the Annotated Code of Maryland, Local Gov’t, Division II. Municipalities, Title 4. In General, Subtitle 4. Annexation, § 4-401. A municipality may annex only land that (1) is contiguous to and adjoining the existing boundaries of the municipality; and (2) does not create an unincorporated area that is bounded on all sides by: (i) real property presently in the boundaries of the municipality; (ii) real property proposed to be in the boundaries of the municipality as a result of the proposed annexation; or (iii) any combination of real property described in item (i) or (ii) of this item.

Pursuant to MD Code, Local Gov’t (“LG”), Div. II, Title 4, Subtitle 4., § 4-402, “An annexation proposal may be initiated by: (1) the legislative body of the municipality as provided in § 4-403 of this subtitle; or (2) a petition in accordance with § 4-404 of this subtitle.” LG § 4-404, “Proposal for annexation – Initiation by petition,” provides:

- (a) Subject to § 4-413 of this subtitle, an annexation petition shall be signed by:
 - (1) at least 25% of the registered voters who are residents in the area to be annexed; and
 - (2) the owners of at least 25% of the assessed valuation of the real property in the area to be annexed.

- (b) After an annexation petition is presented to the legislative body of a municipality, the presiding officer of the legislative body shall verify:
 - (1) the signatures on the petition; and

(2) that the petition meets the requirements of subsection (a) of this section.

(c)

- (1) After verifying compliance with the requirements of this section, the presiding officer of the legislative body promptly shall cause a resolution proposing the change of boundaries as requested by the petition to be introduced in the legislative body.
- (2) The annexation resolution shall conform to the form and content requirements of this subtitle.

Pursuant to MD Code, LG, Div. II, Title 4, Subtitle 4., § 4-415(a), “In addition to, but not as part of, an annexation resolution, the legislative body of the municipality shall adopt an annexation plan for the area to be annexed. [**Attachment 2**]

Pursuant to MD Code, LG, Div. II, Title 4, Subtitle 4., § 4-415(c), “... for annexation that begins on or after October 1, 2009, the annexation plan shall be consistent with the municipal growth element of the comprehensive plan of the municipality.”

Pursuant to MD Code, LG, Div. II, Title 4, Subtitle 4., § 4-415(f), “At least 30 days before the public hearing on an annexation resolution required under § 4-406 of this subtitle, a copy of the annexation plan shall be provided to:

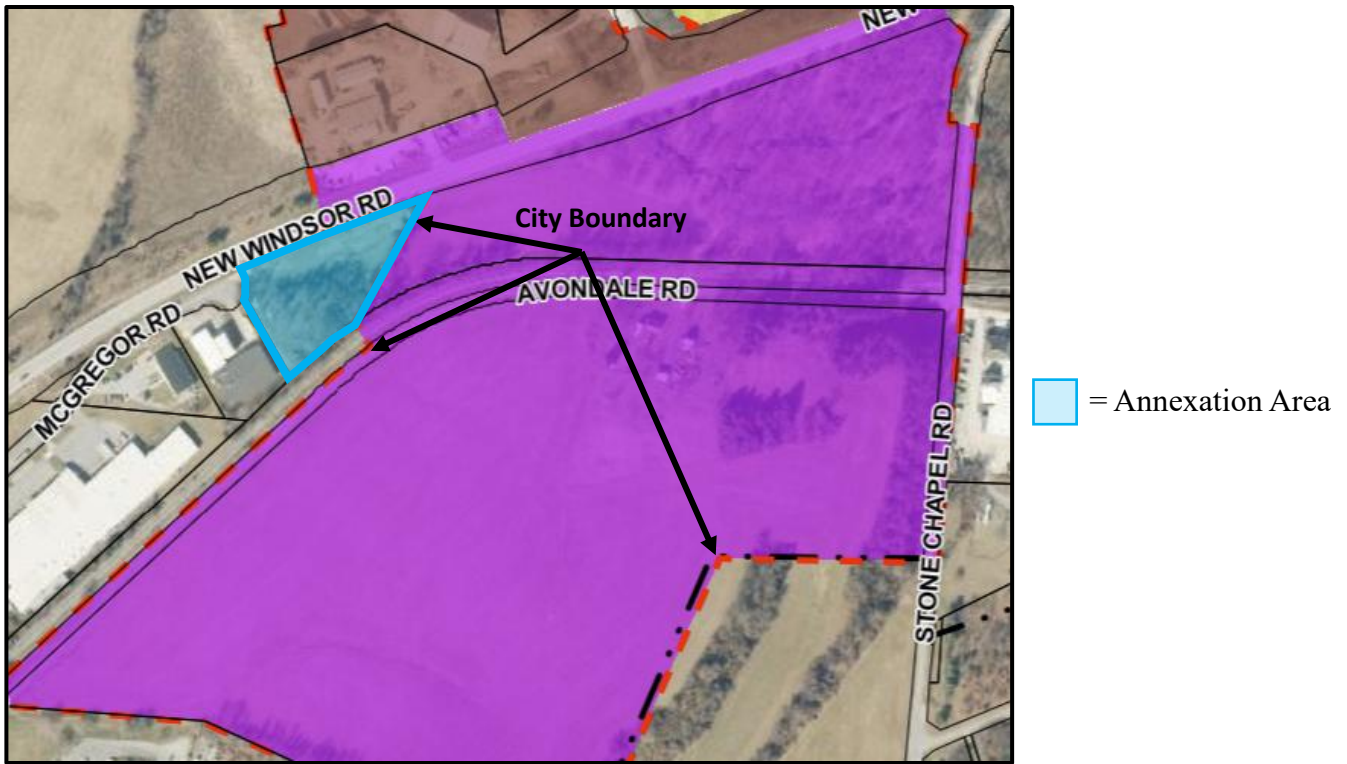
- (1) the governing body of any county in which the municipality is located;
- (2) the Department of Planning; and
- (3) any regional or State planning agency with jurisdiction in the county.”

Pursuant to MD Code, LG, Div. II, Title 4, Subtitle 4., § 4-415(g)(1), “The annexation plan shall be open to public review and discussion at the public hearing on the annexation resolution.” As such, we have consistently included the annexation plan and annexation plan resolution as part of the annexation resolution public hearing.

Annexation Petition

The Petitioner seeks the annexation of real property containing approximately ± 2.49 acres and identified as tax account number 07-111932, Map 0045, Grid 0015, Parcel 0539 (the “Property”), into the corporate boundaries of the City. [**Attachment 3**]. The City has verified the signatures on the petition in accordance with § 4-404(a) and § 4-404(b).

The annexation area is zoned “I-2 Heavy Industrial District” under the zoning laws of Carroll County. The Petitioners are requesting that the Property be zoned “I-R Restricted Industrial Zone” under the City’s Zoning Ordinance. Development in the “I-R Restricted Industrial Zone” is substantially similar to development in the “I-2 Heavy Industrial District”.



The Petitioner is proposing to construct an above ground propane distribution location at the Property. “Above ground petroleum products storage (2,000 gallons or greater)” is a conditional use in the “I-2 Heavy Industrial District.” The Property received conditional use authorization by the Carroll County Board of Zoning Appeals. “Petroleum products storage tanks above ground, provided also that there is compliance with all state and federal laws, as well as the National Fire Underwriters’ Codes” is a special exception use in the “I-R Restricted Industrial Zone.” [Z.O. Section 164-54 D.].

Pursuant to the Carroll County Water and Sewer Master Plan and the City of Westminster and Carroll County Agreement, “for property contiguous to the corporate limits, the owner must initiate annexation of the property into the City for the property to be served. If the property does not meet the test for annexation, the owner must file a Good Cause Waiver application with the City.” Pursuant to City Water and Sewer Allocation Policy Section I., Water Allocations, Subsection D., Annexations, “owners of properties located outside the City limits but inside the water service area that are eligible for annexation under State law who desire to connect to the City’s public water system or require additional allocation must be annexed into the City to be eligible to apply for water allocation.” Pursuant to City Water and Sewer Allocation Policy Section II., Sewer Allocations, Subsection E., Annexations, “owners of properties located outside the City and inside the sewer service area that are eligible for annexation under State law who desire to connect to the City’s public sewer system or require additional sewer allocation must be annexed into the City to be eligible to apply for sewer allocation.”

The Property is located outside the City limits but inside the water service area and sewer service area and is eligible for annexation under State law. The Property is currently being served by public water and sewer.

ANNEXATION PETITION

The annexation petition submitted by the Petitioner meets the requirements for annexation under State law as described above. The petition has been signed by or submitted with the consent of the owners of 100% of the assessed valuation of the real property in the annexation area and there are no persons residing within the annexation area. The Property is contiguous to and adjoining the existing boundaries of the City. Annexation of the Property will not create an enclave of unincorporated land within the City's boundaries.

PROCESS

Pursuant to Zoning Ordinance Section 164-6, "Zoning of Annexed Lands", "*Whenever a joint petition for annexation and zoning is filed with the City and there shall be introduced before the Mayor and [Common] Council a resolution to enlarge the corporate boundaries of the City in accordance with the requirements of applicable law, the Mayor and Council shall also consider, as appropriate, an application for a local or sectional Zoning Map amendment for the territory proposed to be incorporated into the City by the resolution.*" Following introduction of the annexation petition and resolution to the Mayor and Common Council, the resolution will be forwarded to the Carroll County and Maryland Department of Planning for its information and comment and to the City's Planning Commission for its recommendation.

RECOMMENDATION

Staff recommend the Mayor and Common Council introduce Resolution No. 26-01 for Annexation No. 88, allowing the annexation process to begin.

ATTACHMENTS

1. Annexation Resolution No. 26-01
2. Annexation Plan
3. Annexation Petition

cc: Sara Imhulse, City Administrator
Ramsay M. Whitworth, Esq., City Attorney

RESOLUTION NO. 26-01

**ENLARGING THE CORPORATE BOUNDARIES OF
THE CITY OF WESTMINSTER BY ANNEXING INTO THE CITY
CERTAIN PROPERTY CONTAINING ± 2.49 ACRES,
CONTIGUOUS AND ADJOINING TO THE CITY’S EXISTING
CORPORATE BOUNDARIES, CONSISTING OF REAL
PROPERTY IDENTIFIED AS TAX ACCOUNT NUMBER 07-
111932, MAP 0045, GRID 0015, PARCEL 0539.**

(Annexation No. 88)

WHEREAS, pursuant to Local Government Article, Title 4, Subtitle 4 of the Annotated Code of Maryland, and §164-6 of the Code of the City of Westminster, the Mayor and Common Council of Westminster (the “City”) is vested with the authority and discretion to enlarge the corporate boundaries of the City; and

WHEREAS, Route309, LLC, (“Petitioner”) is the owner of certain real property identified as Tax Account Number 07-111932, Map 0045, Grid 0015, Parcel 0539 (the “Property”) by virtue of a Deed dated November 2, 2022, recorded in the Land records of Carroll County at Liber 10927, Folio 420, containing ± 2.49 acres and zoned “I-2 Heavy Industrial District” under the zoning laws of Carroll County; and

WHEREAS, Petitioner wishes to have the Property annexed into the City’s boundaries; and

WHEREAS, the improvements Petitioner wishes to construct at the Property constitute a change in use and require a new water and sewer allocation from the City; and

WHEREAS, the City has a limited supply of water and limited sewer capacity available for new development and provides water and sewer service for new development in accordance with the City’s adopted Water and Sewer Allocation Policy, which requires that property eligible for annexation under State law to be annexed as a condition of receiving water or sewer service or

additional allocation from the City's system; and

WHEREAS, Petitioner understands that the City conditions new water and sewer allocations on the annexation of the Property; and

WHEREAS, Petitioner solely owns the Property proposed for annexation and its petition for annexation filed under Local Gov't Article § 4-404 satisfies the requirement in Local Gov't Art., § 4-403 that the City obtain the consent of the owners representing at least 25% of the assessed value of the property to be annexed; and

WHEREAS, no persons reside within the area to be annexed whose consent the City must obtain under Md. Code Ann., Local Gov't Art., § 4-403; and

WHEREAS, the Annexation Area consists of land that is contiguous to and adjoining the City's existing corporate boundaries, and annexing the Annexation Area will not create any unincorporated area bounded on all sides by real property within the City's corporate limits, whether existing now, created by this legislative action, or created by a combination of both.

IT IS THEREFORE RESOLVED, by the Mayor and Common Council of Westminster, to add the tracts or parcels of land designated as the Annexation Area, as shown on the Annexation Plat attached as Exhibit A and described by metes and bounds in Exhibit B attached hereto, to the City's corporate boundaries, subject to the provisions of the Charter, City Code, Ordinances and other rules and regulations of the City of Westminster;

AND BE IT FURTHER RESOLVED, pursuant to §164-6 and all other related and applicable sections of the City Code that the Zoning Map of the City of Westminster shall be amended to include the Annexation Area in the "I-R Restricted Industrial Zone," which permits uses substantially similar to and of substantially similar density to that permitted by Carroll County in the "I-2 Heavy Industrial District;"

AND BE IT FURTHER RESOLVED, that the Petitioners shall pay all administrative, engineering and legal fees incurred on behalf of the City of Westminster prior to the effective date of this Resolution;

AND BE IT FURTHER RESOLVED, that this Resolution shall become effective forty-five (45) days following its passage and approval by the Mayor and Common Council of Westminster, unless within forty-five (45) days of the date of enactment the City receives a Petition for Referendum filed in accordance with the provisions of Md. Code Ann., Local Gov't Article, §§ 4-408 through 4-410;

AND BE IT FURTHER RESOLVED, that the City Administrator shall, on or after the effective date of the Resolution, promptly send a copy of this resolution with the new boundaries to the Clerk of the Circuit Court for Carroll County, and the Department of Legislative Services for the State of Maryland.

INTRODUCED this ___ day of _____ 2026

Douglass A. Barber, City Clerk

PASSED this ___ day of _____ 2026

Douglass A. Barber, City Clerk

APPROVED this ___ day of _____ 2026

Dr. Mona Becker, Mayor

APPROVED AS TO FORM AND SUFFICIENCY

this ___ day of _____ 2026

Ramsay M. Whitworth, Esq., City Attorney

ANNEXATION PLAN

Annexation No. 88

Acreage:	2.49 ± acres
Location:	Tax Account Number 07-111932, Map 0045, Grid 0015, Parcel 0539 (the “Property”).
Owners:	Route309, LLC
Petition:	Initiated by Property Owner
Current Zoning:	“I-2 Heavy Industrial District” under the Carroll County Zoning Ordinance
Proposed Zoning:	“I-R Restricted Industrial”
Zoning Waiver:	Not required
City Comprehensive Plan:	The annexation area is located within the City of Westminster’s Municipal Growth Area Boundary. The property has a Land Use Designation of Commercial in the <i>2007 Westminster Environs Community Comprehensive Plan</i> . Annexation No. 88 is consistent with this Land Use Designation. The property is located within the County-certified Priority Funding Area.

Goal L3 states: “Provide a sustainable balance of new commercial, industrial, and residential land to meet existing and future demand.”

Under this overarching land use goal, Objective 1 is to “Expand the corporate limits where appropriate to accommodate projected residential growth and provide needed jobs and services in the City.”

The two policies under Objective 1 are “a. Coordinate with the County to identify parcels that are appropriate for annexation as industrial or commercial land” and “b. Extend water and sewer service to annexed lands when appropriate.” This parcel is well suited to meet this goal.

Municipal Growth Element:

Public Schools

The City does not provide Public School service. There are no existing residents in the annexation area. The annexation area is vacant and proposed to be development for industrial use and no dwelling units are proposed. There is no increase in population, no

increase in public school enrollment, and therefore no impact on public schools.

Library Services

The City does not provide library services. There is no increase in population, no increase in library attendance, and therefore no impact on library services.

Police / Fire / EMS

The City does not provide Fire and EMS services. The Chief of Police estimates any impact on police services to be minimal because the annexation does not increase the residential population, and the nature of the existing and proposed use is such that any increase in calls for services will be nominal.

Parks & Recreation

There is no increase in population, no increase in parks & recreation activity, and therefore no impact on parks & recreation services.

Water & Sewerage

The City does provide water and sewerage facilities. There is an increase in water service and sewer service and the additional water capacity and sewer capacity is available and may be tentatively allocated pursuant to the City Water and Sewer Allocation Policy, subject to annexation of the Property (See Resolution No. 26-01).

Stormwater Management

On-site stormwater management is the responsibility of the property owner. No disturbance is proposed in connection with the annexation, and therefore no impact on stormwater management facilities. Any future proposed disturbance to the annexation area shall be reviewed for possible impacts and required stormwater management improvements provided.

Fiber Infrastructure:

The City owns the Westminster Fiber Network and Ting Internet is leasing the fiber in order to provide Internet service to the residents and business owners within the Westminster city limits. The property owner will be offered information regarding fiber infrastructure and connectivity.

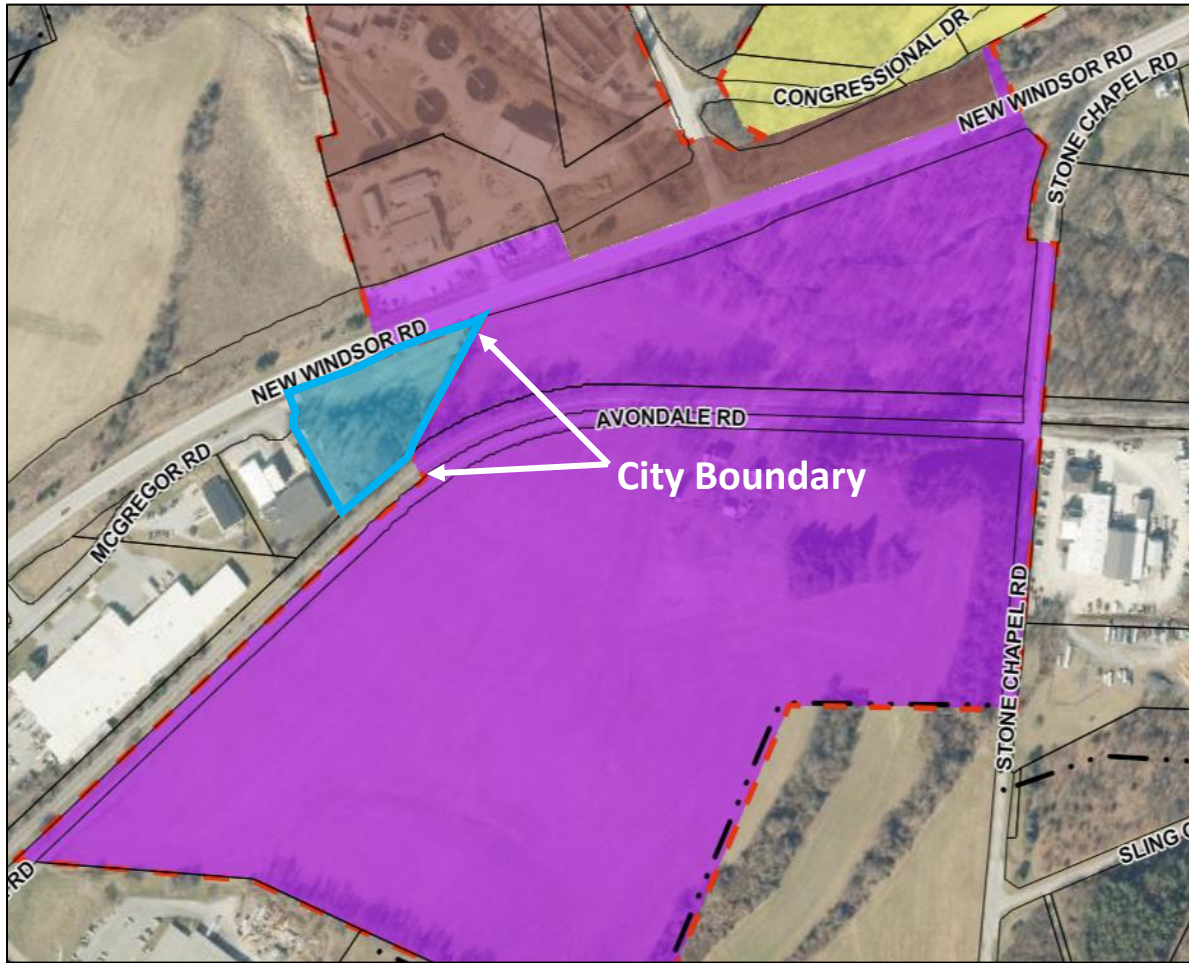
City-County Policy:


The proposal meets the goals of the Westminster City-County Agreement to allow for annexation of properties within the designated Growth Area Boundary.

Reference Map:

The blue outline and shaded area indicate the annexation area in the Location of Property map below.

Location of Property



 = Annexation Area



SHAFFER, MILLER,
& HURFF, LLP
ATTORNEYS AT LAW

CLARK SHAFFER, Partner
KELLY MILLER, Partner
STACY SHAFFER, Partner
MATTHEW HURFF, Partner

ATTACHMENT 3
Annex. Res. 26-01
(Annexation 88)

Mark Depo, Director
Department of Community Planning and
Development
City of Westminster
45 West Main Street
Westminster, Maryland 21157

Via Hand-Delivery and Electronic Mail

July 22, 2025

RE: Route309, LLC, Tax Map 0045, Grid 0015, Parcel 0539, Tax ID 07-111932

Dear Mark:

I have enclosed a Petition for Annexation to Mayor and Common Council of the City of Westminster, and associated exhibits, regarding the above-referenced property. I appreciate the Department's willingness to review this Petition while the matter proceeds through stormwater review with Carroll County. Also, I understand that the City is willing to refrain from charging the Petitioner the Annexation Petition fee until and unless there is a resolution to the stormwater matter.

As always, if you have any questions, please do not hesitate to contact me. Thank you in advance for your consideration of this Petition.

Sincerely yours,

Matthew E. Hurff
Partner

Page 1

**PETITION FOR ANNEXATION
TO
MAYOR AND COMMON COUNCIL OF THE CITY OF WESTMINSTER**

ROUTE309, LLC, a Pennsylvania limited liability company, (hereinafter “Petitioner”), pursuant to the Annotated Code of Maryland, Local Government §4-404, respectfully petitions the Mayor and Common Council of the City of Westminster (hereinafter “Westminster”) to annex property owned by the Petitioner into the corporate boundaries of Westminster and states as follows in support of this Petition:

1. The property subject to the Annexation Petition is as follows:
 - a. Petitioner requests annexation of all that lot, tract or parcel of land as shown on a plat prepared by Leon Podolak and Associates, LLC labeled “Annexation Plat for Lot #3 of Development Company of America Property” attached hereto as **Exhibit A**, totaling 2.4923 acres +/- (hereinafter “Annexation Plat”), and described by a Metes and Bounds description, entitled Annexation Description of Lot #3 ‘Development Company of America Property,’ attached hereto as **Exhibit B**. Further, the property being identified as “Lot 3 on the Plat of Lot 3 and First Amended Plat of Lot 2, Section 2 of Development Company of America Property,” recorded in Plat Book 31/180 (attached hereto as **Exhibit D**), and further identified on Carroll County Tax Map 0045, Grid 0015, Parcel; 0539. (hereinafter referred to as the “Property”).
2. The Property is contiguous and adjoining to the existing corporate area of the City of Westminster.
3. Annexation of the Property will not create any unincorporated area which is bounded on all sides by real property presently within the corporate limits of the City of Westminster.
4. The Petitioner has signed this Petition, as owner of not less than Twenty-Five Percent (25%) of the assessed valuation of the real property located in the area to be annexed.
5. The Property contains no dwellings and there are no individuals registered to vote who reside on the Property.
6. The Property is in the Designated Growth Area for the City of Westminster as specified in the City of Westminster’s 2009 Comprehensive Plan, with a future land use designation of Industrial. The Property is zoned I-2 Heavy Industrial District under Carroll County’s zoning laws. The Petitioner requests that the Property be zoned as I-R Restricted Industrial Zone under the City of Westminster’s Zoning Ordinance, as more particularly shown on the attached plats prepared by Leon Podolak and Associates, LLC. (See Exhibit A)

Owners/Petitioners:

[Handwritten signature]

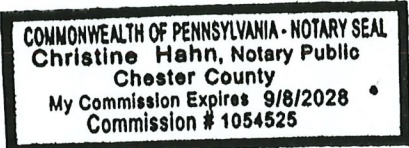
WITNESS

Walter M Hahn III

STATE OF PA, COUNTY OF Chester, to wit:
On this 14 day of July, 2025 before me, the subscriber, a Notary Public
in and for the State and County aforesaid, personally appeared WALTER M HAHN III
who acknowledged himself/herself and that he/she, being authorized so to do, executed the
foregoing instrument for the purpose therein contained.

Witness my hand and Notarial Seal.

Christine M Hahn
Notary Public
My Commission expires 9/8/28



L


WITNESS

Owners/Petitioners:



STATE OF PA, COUNTY OF Chester, to wit:
On this 14 day of July, 2025 before me, the subscriber, a Notary Public
in and for the State and County aforesaid, personally appeared WALTER M. HAHN III,
who acknowledged himself/herself and that he/she, being authorized so to do, executed the
foregoing instrument for the purpose therein contained.

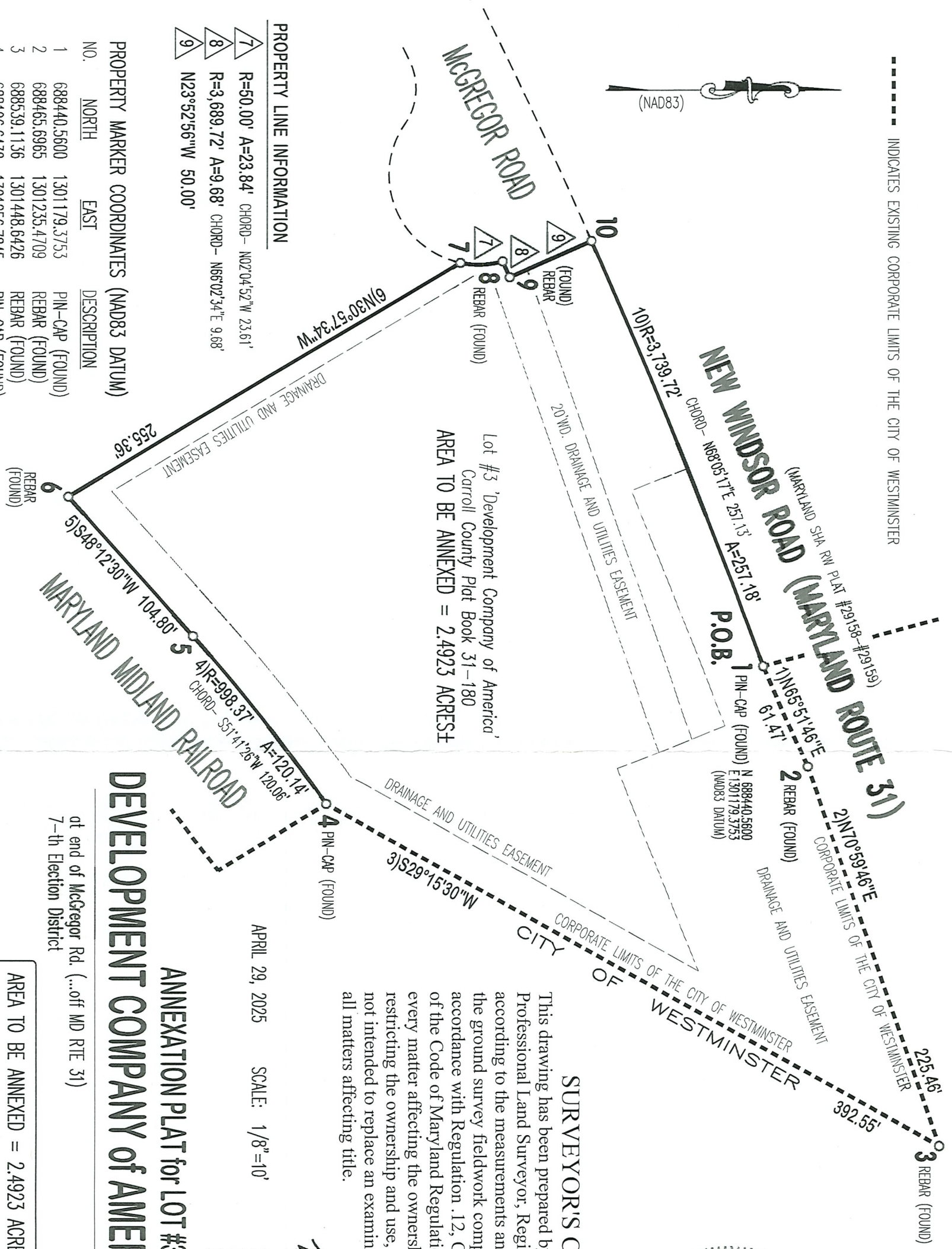
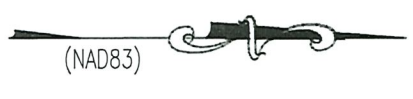
Witness my hand and Notarial Seal.



Notary Public
My Commission expires 9/8/28

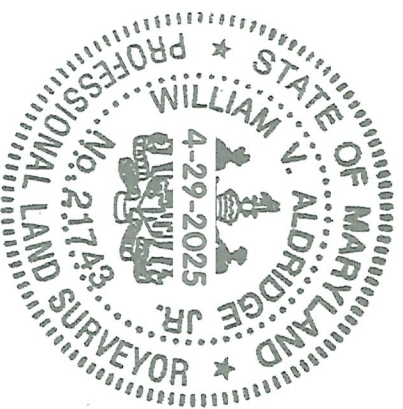
COMMONWEALTH OF PENNSYLVANIA - NOTARY SEAL
Christine Hahn, Notary Public
Chester County
My Commission Expires 9/8/2028
Commission # 1054525

--- INDICATES EXISTING CORPORATE LIMITS OF THE CITY OF WESTMINSTER



PROPERTY LINE INFORMATION

NO.	NORTH	EAST	DESCRIPTION
1	688440.5600	1301179.3753	PIN-CAP (FOUND)
2	688465.6965	1301235.4709	REBAR (FOUND)
3	688539.1136	1301448.6426	REBAR (FOUND)
4	688196.6432	1301256.7845	PIN-CAP (FOUND)
5	688122.2170	1301162.5765	REBAR (FOUND)
6	688052.3758	1301084.4405	REBAR (FOUND)
7	688271.3551	1300953.0752	REBAR (FOUND)
8	688294.9543	1300952.2176	REBAR (FOUND)
9	688298.8850	1300961.0637	REBAR (FOUND)
10	688344.6039	1300940.8208	REBAR (FOUND)



SURVEYOR'S CERTIFICATE

This drawing has been prepared by William V. Aldridge, Jr., Professional Land Surveyor, Registration Number 21743, according to the measurements and calculations resulting from on the ground survey fieldwork completed October 10, 2023, in accordance with Regulation .12, Chapter 06, Subtitle 13, Title 09 of the Code of Maryland Regulations. It is not intended to show every matter affecting the ownership and use, nor every matter restricting the ownership and use, of this property. This drawing is not intended to replace an examination of title or to depict or note all matters affecting title.

William V. Aldridge, Jr.
 William V. Aldridge, Jr.
 Professional Land Surveyor
 Registration Number 21743
 Expires 12-11-2025

APRIL 29, 2025 SCALE: 1/8"=10'

**ANNEXATION PLAT for LOT #3 of
 DEVELOPMENT COMPANY of AMERICA PROPERTY**

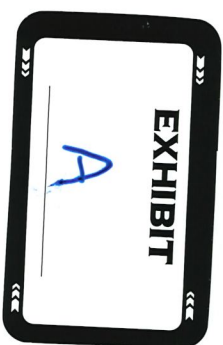
at end of McGregor Rd. (...off MD RTE 31)
 7-th Election District
 near Westminster
 Carroll County, Maryland

AREA TO BE ANNEXED = 2.4923 ACRES±

CURRENT TITLE REFERENCE:
 ROUTE 309 LLC DEED: H.D. 10927-420

PLAT: Lot #3 'Development Company of America'
 Carroll County Plat Book 31-180 2.4923 acres±
 TAX MAP: 45 GRID: 15 p/o PARCEL: 539 TAX ACCT. NO.: 07-111932
 (INFORMATION FROM AVAILABLE PUBLIC RECORDS)

\\Job Files\Bud Haly\Site Plan r1\ANNEXATION PLAT.dwg 4-29-2025



LEON A. PODOLAK AND ASSOCIATES, L.L.C.
SURVEYING AND CIVIL ENGINEERING



147 EAST MAIN STREET, P.O. BOX 266
WESTMINSTER, MARYLAND 21157
TELEPHONES: 410-848-2229 410-876-1226

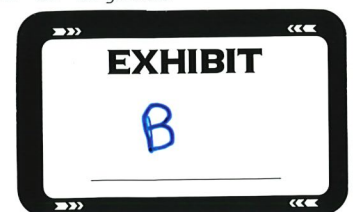
ANNEXATION DESCRIPTION

of Lot #3 'Development Company of America Property'
recorded in Carroll County Plat Book 31-180
located at the east end of McGregor Road adjacent to
#1201 New Windsor Road, near Westminster
in the 7-th Election District of Carroll County, Maryland
Carroll Co. Tax Map: 45 Grid: 15 p/o Parcel: 539 Tax acct. no.: 07-111932

Page 1 of 2

Beginning for the same at an iron pin and cap found on the southeastern right-of-way line of New Windsor Road (Maryland Route 31), said right-of-way line shown on Maryland SHA RW Plats #29158-#29159, said iron pin and cap also located at coordinate point 9 shown on the Plat of Lot #3 and First Amended Plat of Lot #2, Section 2 of 'Development Company of America Property', recorded among the Land Records of Carroll County, Maryland in Plat Book 31 Folio 180, said iron pin and cap also located on the Corporate Limits of the City of Westminster having a North value of 688440.5600 and an East value of 1301179.3753 on the Maryland Coordinate System NAD83 datum, thence running with and binding on the said southeastern right-of-way line of New Windsor Road, the outline of said Plat, and the Corporate Limits of the City of Westminster, as now surveyed on October 10, 2023 by Leon A. Podolak and Associates, LLC, referring all courses of this description to the said Maryland Coordinate System NAD83 datum;

- 1) North 65 degrees 51 minutes 46 seconds East 61.47 feet to a rebar found, thence;
- 2) North 70 degrees 59 minutes 46 seconds East 225.46 feet to a rebar found at the end of the 4-th or North 29 degrees 15 minutes 30 seconds East 391.96 foot line of a 14.20382 acres parcel described in a deed dated August 24, 2001, from Gene B. Royer, Phillip S. Beacham, Jr., Nellie B. Roch, James W. Beacham, A. Elizabeth Brauning and Ann B. Caulford to LEF Stone Chapel, LLC, a Maryland Limited Liability Company, and MJF Stone Chapel, LLC, a Maryland Limited Liability Company, recorded among the said Land Records in L.W.S. Liber 2952 Folio 387, thence leaving the said southeastern right-of-way line of New Windsor Road, continuing to run with and bind on the outline of said Plat, the Corporate Limits of the City of Westminster and running reversely with and binding on the just mentioned 4-th line;
- 3) South 29 degrees 15 minutes 30 seconds West 392.55 feet to an iron pin and cap found on the northwest right-of-way line of the Maryland Midland Railroad, thence leaving the Corporate Limits of the City of Westminster and the outline of the just mentioned deed (L.W.S. 2952-387), continuing to run with and bind on the outline of said Plat and running with and binding on the said northwest right-of-way line of the Maryland Midland Railroad;
- 4) by a curve to the left, non-tangent with the previous line, with a radius of 998.37 feet for an arc length of 120.14 feet, said curve subtended by a chord bearing South 51 degrees 41 minutes 26 seconds West 120.06 feet to a point, thence;
- 5) South 48 degrees 12 minutes 30 seconds West 104.80 feet to a rebar found at coordinate point 4 shown on said Plat (PB 31-180) at the end of the South 30 degrees 57 minutes 34 seconds East 277.40 foot line of Lot #2A and Lot #3, thence leaving the said northwest right-of-way line of the Maryland Midland Railroad and running reversely with and binding on the just mentioned South 30 degrees 57 minutes 34 seconds East 277.40 foot line;
- 6) North 30 degrees 57 minutes 34 seconds West 255.36 feet to a point on the right-of-way line of McGregor Road, thence running with and binding on said right-of-way line;
- 7) by a curve to the right, non-tangent with the previous line, with a radius of 50.00 feet for an arc length of 23.84 feet, said curve subtended by a chord bearing North 02 degrees 04 minutes 52 seconds West 23.61 feet to a rebar found, thence;



- 8) by a curve to the right, non-tangent with the previous line, with a radius of 3689.72 feet for an arc length of 9.68 feet, said curve subtended by a chord bearing North 66 degrees 02 minutes 34 seconds East 9.68 feet to a rebar found, thence;
- 9) North 23 degrees 52 minutes 56 seconds West 50.00 feet to a point on the southeastern right-of-way line of New Windsor Road, thence leaving the right-of-way line of McGregor Road and running with and binding on the southeastern right-of-way line of New Windsor Road;
- 10) by a curve to the right, non-tangent with the previous line, with a radius of 3739.72 feet for an arc length of 257.18 feet, said curve subtended by a chord bearing North 68 degrees 05 minutes 17 seconds East 257.13 feet to the place of beginning.

Containing 2.4923 acres of land, more or less.

BEING ALL of the land in a deed dated November 2, 2022 from Development Company of America, LLC, a Maryland limited liability company, f/k/a Development Company of America, a partnership, to route 309, LLC, a Pennsylvania limited liability company, recorded among the Land Records of Carroll County, Maryland in H.D. Liber 10927 Folio 420. The land also known as Lot #3 shown on the Plat of Lot #3 and First Amended Plat of Lot #2, Section 2 of 'Development Company of America Property', recorded among the Land Records of Carroll County, Maryland in Plat Book 31 Folio 180.

SUBJECT TO and TOGETHER WITH existing drainage and utilities easements shown on the Plat of Lot #3 and First Amended Plat of Lot #2, Section 2 of 'Development Company of America Property', recorded among the Land Records of Carroll County, Maryland in Plat Book 31 Folio 180.

This Description has been prepared by William V. Aldridge, Jr., Professional Land Surveyor, Registration Number 21743, according to my measurements and calculations, in accordance with Regulation .12, Chapter 06, Subtitle 13, Title 09 of the Code of Maryland Regulations. My current license expires on December 11, 2025.



1/1

AFTER RECORDING, RETURN TO:

route309, LLC
195 Lancaster Avenue
Malvern, PA 19355

Carroll County	Cir Court
IMP FD SURE	\$40.00
RECORDING FEE	\$20.00
TR TAX STATE	\$2,000.00
TOTAL	\$2,060.00
HSD SKD	
Nov 14, 2022	11:56 am

LAKESIDE TITLE COMPANY

File No. MD74508-COM
Tax ID # 07-111932
Insurer: First American Title Insurance Company
Property Address: Lot 3 McGregor Road, Westminster, MD 21158

THIS DEED, made this 2nd day of November, 2022, by and between Development Company of America, LLC, a Maryland limited liability company, f/k/a Development Company of America, a partnership, GRANTOR, and route309, LLC, a Pennsylvania limited liability company, GRANTEE.

WITNESSETH, That for and in consideration of the sum of **Four Hundred Thousand Dollars and No Cents (\$400,000.00)**, the receipt whereof is hereby acknowledged, the said Grantor does hereby grant and convey unto the said route309, LLC, its successors and/or assigns, in fee simple, all that certain lot of ground lying and being situate in the County of Carroll, State of Maryland, and described as follows, that is to say:

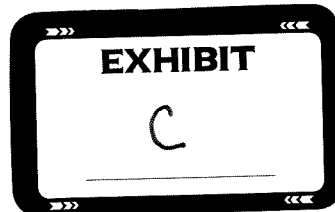
BEING KNOWN AND DESIGNATED as Lot No. 3 as shown on a plat entitled, "Plat of Lot 3 and First Amended Plat of Lot 2, Section 2 of DEVELOPMENT COMPANY OF AMERICA PROPERTY", which plat is recorded among the Land Records of Carroll County, Maryland in Plat Book No. 31, folio 180.

BEING that same property which, by Confirmatory Deed dated March 19, 1976, and recorded among the Land Records of Carroll County, Maryland in Liber 619, folio 553, was granted and conveyed by Larry E. Knight and Lindsay Cook unto Development Company of America, a [Maryland general] partnership. On April 27, 1999, said Development Company of America registered with Maryland State Department of Assessments and Taxation as a Maryland limited liability partnership known as Development Company of America, LLP. On September 30, 2010, Development of America, LLP converted to a Maryland limited liability company, and being now known as Development Company of America, LLC.

TOGETHER WITH the buildings and improvements thereupon, and the rights, alleys, ways, waters, privileges, appurtenances and advantages to the same belonging, or in anywise appertaining.

TO HAVE AND TO HOLD the said described lot of ground and premises, unto and to the use of the said route309, LLC, its successors and/or assigns, in fee simple.

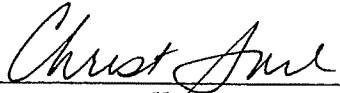
AND the Grantor hereby covenants that it has not done or suffered to be done any act, matter or thing whatsoever, to encumber the property hereby conveyed; that it will warrant specially the property hereby granted, subject to all matters of record; and that it will execute such further assurances of the same as may be requisite.



I HEREBY CERTIFY THAT ON 11/09/2022 THAT ALL PUBLIC TAXES, ASSESSMENTS AND CHARGES FOR THE CURRENT YEAR AND ALL PRIOR YEARS ON THE PROPERTY DESCRIBED HEREIN HAVE BEEN PAID.
Jennifer D.Hobbs, COLLECTOR JS

11/14/2022 11:56 AM

THIS IS TO CERTIFY that the within instrument was prepared by, or under the supervision of the undersigned, an attorney duly admitted to practice before the Court of Appeals of Maryland.



Christine R. Sadler, Esquire

11/14/2022 10:00 AM

MARYLAND FORM WH-AR

Certification of Exemption from Withholding Upon Disposition of Maryland Real Estate Affidavit of Residence or Principal Residence

2022

Based on the certification below, Transferor claims exemption from the tax withholding requirements of §10-912 of the Tax-General Article, Annotated Code of Maryland. Section 10-912 provides that certain tax payments must be withheld and paid when a deed or other instrument that effects a change

in ownership of real property is presented for recordation. The requirements of §10-912 do not apply when a transferor provides a certification of Maryland residence or certification that the transferred property is the transferor's principal residence.

1. Transferor Information

Name of Transferor Development Company of America, LLC

2. Description of Property (Street address. If no address is available, include county, district, subdistrict and lot numbers). Lot 3 McGregor Road, Westminster, MD 21158

3. Reasons for Exemption

Resident Status [] As of the date this form is signed, I, Transferor, am a resident of the State of Maryland.

[X] Transferor is a resident entity as defined in Code of Maryland Regulations (COMAR)03.04.12.02B(11), I am an agent of Transferor, and I have authority to sign this document on Transferor's behalf.

Principal Residence [] Although I am no longer a resident of the State of Maryland, the Property is my principal residence as defined in IRC 121 (principal residence for 2 (two) of the last 5 (five) years) and is currently recorded as such with the State Department of Assessments and Taxation.

Under penalty of perjury, I certify that I have examined this declaration and that, to the best of my knowledge, it is true, correct, and complete.

3a. Individual Transferors

Witness

Name **Date

Signature

3b. Entity Transferors

Witness/Attest

Development Company of America, LLC

Name of Entity

By Glenn S. Bair 10/02/22

Name **Date

Manager

Title

** Form must be dated to be valid.

Note: Form is only valid if it was executed on the date the Property was transferred and is properly recorded with the Clerk of the Court.

To the Clerk of the Court: Only an un-altered Form WH-AR should be considered a valid certification for purposes of Section 10-912.

1 INEWS103 ILD 10347, P. 07424, W027_04300_10317. DATE AVAILABLE 11/20/2022. 11111100 00/00/2022.

State of Maryland Land Instrument Intake Sheet

Baltimore City County: Carroll
Information provided is for the use of the Clerk's Office and State Department of Assessments and Taxation, and the County Finance Office only.
(Type or Print in Black Ink Only All Copies Must Be Legible)

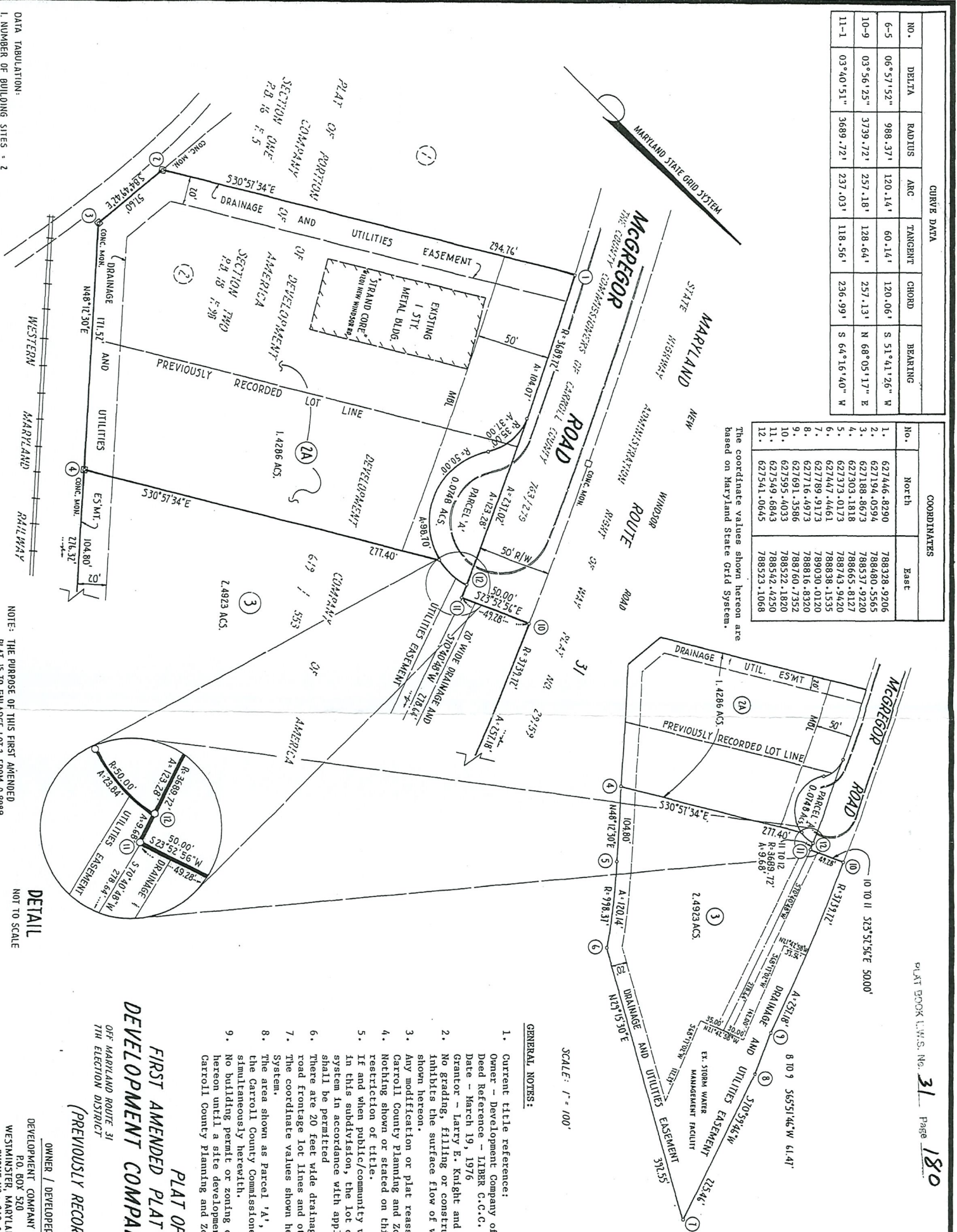
1	Type(s) of Instruments	<input type="checkbox"/> Check Box if Addendum Intake Form is Attached.						
		<input type="checkbox"/> Deed <input type="checkbox"/> Deed of Trust	<input type="checkbox"/> Mortgage <input type="checkbox"/> Lease	<input type="checkbox"/> Other	<input type="checkbox"/> Other			
2	Conveyance Type Check Box	<input type="checkbox"/> Improved Sale Arms-Length [1]	<input checked="" type="checkbox"/> Unimproved Sale Arms-Length [2]	<input type="checkbox"/> Multiple Accounts Arms Length [3]	<input type="checkbox"/> Not an Arms-Length Sale [4]			
3	Tax Exemptions (If Applicable) Cite or Explain Authority	Recordation						
		State Transfer						
		County Transfer						
4	Consideration and Tax Calculations	Consideration	Amount	Finance Office Use Only				
		Purchase Price/Consideration	\$400,000.00	Transfer and Recordation Tax Consideration				
		Any New Mortgage		Transfer Tax Consideration		\$		
		Balance of Existing Mortgage		x () %		= \$		
		Other:		Less Exemption Amount		- \$		
				Total Transfer Tax		= \$		
		Other:		Recordation Tax Consideration		\$		
				x () per \$500		= \$		
	Full Cash Value		TOTAL DUE		\$			
5	Fees	Amount of Fees	Doc. 1	Doc. 2	Agent:			
		Recording Charge	\$20.00	\$	Tax Bill:			
		Surcharge	\$40.00	\$				
		State Recordation Tax	\$4,000.00	\$	C.B. Credit:			
		State Transfer Tax	\$2,000.00	\$				
		County Transfer Tax	\$	\$	Ag. Tax/Other:			
		Other	\$	\$				
		Other	\$	\$				
6	Description of Property SDAT requires submission of all applicable information. A maximum of 40 characters will be indexed in accordance with the priority cited in Real Property Article Section 3-104(g)(3)(i).	District	Property Tax ID No.(1)	Grantor Liber/Folio	Map	Parcel	Var. LOG	
			07-111932					<input type="checkbox"/> (5)
		Subdivision Name	Lot (3a)	Block(3b)	Sect/AR(3c)	Plat Ref.	SqFt/Acreage(4)	
		Location/Address of Property Being Conveyed (2)						
		Lot 3 McGregor Road, Westminster, MD 21158						
		Other Property Identifiers (if applicable)				Water Meter Account No.		
		Residential <input checked="" type="checkbox"/> or Non-Residential <input type="checkbox"/>		Fee Simple <input checked="" type="checkbox"/> or Ground Rent <input type="checkbox"/>		Amount: \$N/A		
		Partial Conveyance? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Description/Amt. of SqFt/Acreage Transferred:		N/A		
		If Partial Conveyance, List Improvements Conveyed: N/A						
7		Transferred From	Doc. 1 - Grantor(s) Name(s)			Doc. 2 - Grantor(s) Name(s)		
	Development Company of America, LLC, by Glenn S. Bair, Manager							
	Doc. 1 - Owner(s) of Record, if Different from Grantor(s)			Doc. 2 - Owner(s) of Record, if Different from Grantor(s)				
8	Transferred To	Doc. 1 - Grantee(s) Name(s)			Doc. 2 - Grantee(s) Name(s)			
		route309, LLC						
		New Owner's (Grantee) Mailing Address						
	195 Lancaster Avenue, Malvern, PA 19355							
9	Other Names to Be Indexed	Doc. 1 - Additional Names to be Indexed (Optional)			Doc. 2 - Additional Names to be Indexed (Optional)			
10	Contact/Mail Information	Instrument Submitted By or Contact Person					<input type="checkbox"/>	Return to Contact
		Julie Liebrecht					<input type="checkbox"/>	Hold for Pickup
		Firm: Lakeside Title Company						
		Address: 531 Old Westminster Pike, Suite 209, Westminster, MD 21157						

4 11000005 1110 10347, P. 07420, W007_01000_10311, DATE AVAILABLE 11/20/2024, 11:11:10 AM

CURVE DATA						
NO.	DELTA	RADIUS	ARC	TANGENT	CHORD	BEARING
6-5	06°57'52"	988.37'	120.14'	60.14'	120.06'	S 51°41'26" N
10-9	03°56'25"	3739.72'	257.18'	128.64'	257.13'	N 68°05'17" E
11-1	03°40'51"	3689.72'	237.03'	118.56'	236.99'	S 64°16'40" W

COORDINATES		
NO.	North	East
1.	627146.8290	788328.9206
2.	627194.0594	788480.5565
3.	627188.8673	788537.9220
4.	627303.1818	788665.8127
5.	627373.0173	788743.9420
6.	627447.4461	788838.1535
7.	627789.9173	789030.0120
8.	627716.4973	788816.8320
9.	627691.3586	788760.7352
10.	627595.4033	788522.1820
11.	627549.6843	788542.4250
12.	627541.0645	788523.1068

The coordinate values shown hereon are based on Maryland State Grid System.

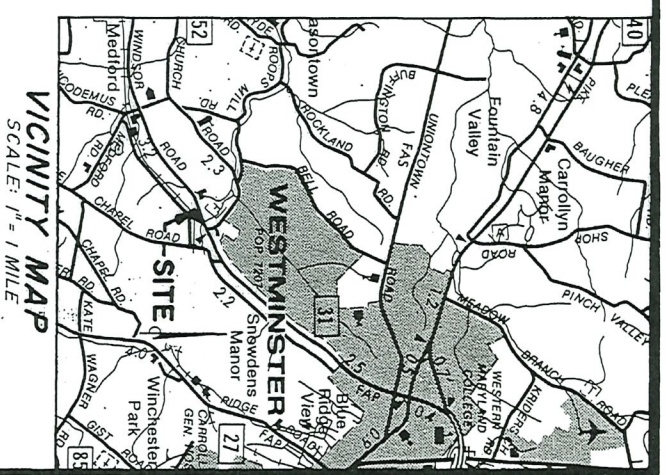


DATA TABULATION:
 1. NUMBER OF BUILDING SITES - 2
 2. TOTAL AREA OF LOTS - 3.9210 ACRES
 3. TOTAL AREA OF PARCEL 'A' - 0.0748 ACRES
 4. TOTAL AREA OF PLAT - 3.9958 ACRES

NOTE: THE PURPOSE OF THIS FIRST AMENDED PLAT IS TO ENLARGE LOT 2 FROM 0.8989 ACRES TO 1.4286 ACRES AND TO CREATE A RIGHT OF WAY AROUND THE EXISTING CUL-DE-SAC AND ELIMINATE TEMPORARY EASEMENT AND ALSO TO ELIMINATE THE EXISTING 20' DRAINAGE UTILITY EASEMENT ALONG THE PREVIOUSLY RECORDED LOT LINE, AND TO CREATE LOT 3.

DETAIL NOT TO SCALE

SCALE: 1" = 100'



- GENERAL NOTES:**
- Current title reference: Owner - Development Company of America Deed Reference - LIBER C.C.G. 619, FOLIO 553 Date - March 19, 1976 Grantor - Larry E. Knight and E. Lindsay Cook
 - No grading, filling or construction shall be permitted which obstructs or inhibits the surface flow of water within drainage or utility easements as shown hereon.
 - Any modification or plat reassembly shall be subject to approval by the Carroll County Planning and Zoning Commission.
 - Nothing shown or stated on this plat shall create a covenant or restriction of title.
 - If and when public/community water facilities become available to the lots in this subdivision, the lot owner shall be required to connect to the system in accordance with applicable law. No individual sewerage systems shall be permitted.
 - There are 20 feet wide drainage and utility easements centered on all non-road frontage lot lines and other easements as specifically shown hereon. The coordinate values shown hereon are based on the Maryland State Grid System.
 - The area shown as Parcel 'A', containing 0.0748 acres is to be conveyed to the Carroll County Commissioners by deed intended to be recorded simultaneously herewith.
 - No building permit or zoning certificate shall be issued to any lot shown hereon until a site development plan has been reviewed and approved by the Carroll County Planning and Zoning Commission.

PLAT OF LOT 3 AND FIRST AMENDED PLAT OF LOT 2, SECTION 2 OF DEVELOPMENT COMPANY OF AMERICA PROPERTY (PREVIOUSLY RECORDED IN PB 18, F 98)

OFF MARLBOROUGH ROUTE 31 7TH ELECTION DISTRICT

NEAR MEDFORD CARROLL COUNTY, MARYLAND

OWNER / DEVELOPER
 DEVELOPMENT COMPANY OF AMERICA
 P.O. BOX 520
 WESTMINSTER, MARYLAND 21151
 PHONE NO.: 840-9100

CARROLL COUNTY PLANNING AND ZONING COMMISSION

DATE: 8-22-85

BY: [Signature]

CARROLL COUNTY DEPARTMENT OF PUBLIC WORKS FOR BUREAU OF UTILITIES

DATE: 7/6/85

BY: [Signature]

CITY OF WESTMINSTER DIRECTOR OF PUBLIC WORKS

DATE: 7-5-89

BY: [Signature]

CERTIFICATE

THE OWNERS, TO THE BEST OF HIS (THEIR) KNOWLEDGE, AND THE SURVEYOR DO HEREBY CERTIFY THAT THE LAND SHOWN HEREON HAS BEEN LAID OUT AND THE PLAT PREPARED IN COMPLIANCE WITH SECTION 3-108 OF THE REAL PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND (1974), AS AMENDED, PERTAINING TO THE PREPARATION OF RECORD PLATS. COMMUNITY SEWERAGE FACILITIES WILL BE AVAILABLE TO ALL LOTS OFFERED FOR SALE.

OWNER'S SIGNATURE: [Signature]

DATE: 6/19/89

OWNER'S SIGNATURE AND REG. NO.: [Signature]

DATE: 6-19-89

CARROLL COUNTY HEALTH DEPARTMENT

DATE: 7/1/89

BY: [Signature]

COMMUNITY WATER AND/OR SEWER SYSTEMS ARE IN CONFORMANCE WITH THE CARROLL COUNTY MASTER PLAN FOR WATER AND SEWER.

MARYLAND STATE DEPARTMENT OF HEALTH

WATER PERMIT NO. N/A

SEWER PERMIT NO. EXISTING

ISSUED

LEON A. PODOLAK AND ASSOCIATES

SURVEYING AND CIVIL ENGINEERING

43 EAST MAIN ST. WESTMINSTER, MD 21157 - 840-2229 (P.O. BOX 2260) 876-1226

DATE: NOVEMBER 11, 1988

Scale: 1" = 50'

Drawing No. 2713

MSA S1240

F-89-24

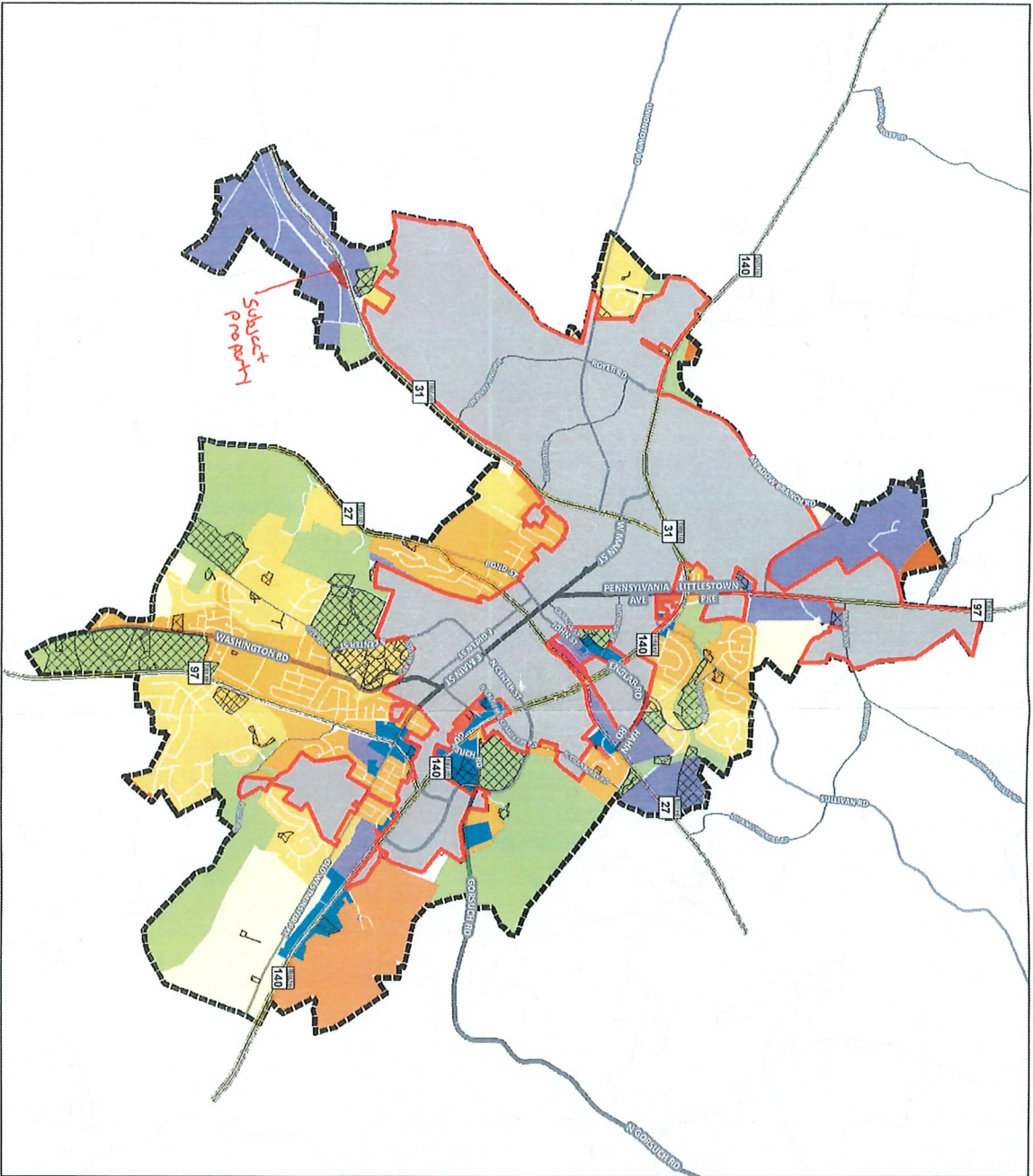
EXHIBIT

D

List of Members of Route309, LLC

1. Walter "Bud" Haly, 195 Lancaster Ave, Malvern, PA 19355, 50% Member
2. Ryan McCabe, 910 South 8th Street, Suite 104, Fernandina Beach, FL 32034, 50% Member





Designated Land Use in Growth Area Boundary

- Legend**
- City Boundary
 - Growth Area Boundary
 - Public Lands
 - Designated Land Use**
 - Agricultural
 - Commercial
 - Conservation
 - Employment Campus
 - Industrial
 - Mixed Use Infill
 - Low Density Residential
 - Medium Density Residential
 - Suburban Residential
 - Urban Residential



Map Not to Scale





To: Mayor and Common Council
From: Abby Gruber, Director of Recreation & Parks
Date: January 5, 2026
Re: Adoption of Resolution No. 26-06

Background

Due to rising material and supply costs, the attached resolution proposes adjustments to summer camp fees and introduces a new membership classification for the Family Fitness Center.

Summer Camp Fees:

The proposed fee increases will help offset inflationary operating costs for the 2026 season. Each weekly camp fee will increase by \$10 per camper, and weekly before- and after-care rates will increase by \$5 per camper per session.

Current Summer Camp Rates

	City Resident	Non-Resident
Weekly Camp Tuition	\$180	\$209
Counselors in Training	\$99	\$119
Before & After Care	\$15	\$15

Family Fitness Center Membership

Currently, WFFC offers several similar membership classifications:

- Single Parent with Childcare: \$54/\$59 per month
- Single Student with Childcare: \$44/\$49 per month
- Individual with Youth: \$44/\$49 per month

Each of these classifications covers 1 adult and 1 child, yet they are priced similarly to a Family Membership that includes 2 adults and up to 4 youth.

To simplify the fee structure and improve clarity, we propose consolidating these into one classification:

- 1 Adult with Childcare or 1 Adult with Youth
 - City Resident: \$44/month
 - Non-Resident: \$49/month

This change eliminates redundant categories and uses clearer language than “Single.”

Proposed Fees

Summer Camp

Category	City Resident	Non-Resident
Weekly Camp Tuition	\$190	\$219
Counselors in Training	\$109	\$129
Before & After Care	\$20	\$20

Family Fitness Center

Category	City Resident	Non-Resident
1 Adult with Childcare or 1 Adult w/ Youth	\$44	\$49

Recommendation

Staff recommends that the Mayor and Common Council adopt Resolution No. 26-06 to:

1. Adjust summer camp fees for 2026.
2. Add the new Family Fitness Center membership classification.

Attachment: Proposed Resolution No. 26-06

RESOLUTION NO. 26-06

**A RESOLUTION
OF THE MAYOR AND COMMON COUNCIL OF WESTMINSTER,
AMENDING THE CITY'S GENERAL FEE SCHEDULE FOR GOVERNMENTAL AND
PROPRIETARY FUNCTIONS OF THE CITY WITH RESPECT TO FEES CHARGED
FOR USE OF SUMMER CAMPS AND FAMILY FITNESS CENTER**

WHEREAS, pursuant to the Local Gov't Art., § 5-202 of the Maryland Annotated Code, the Mayor and Common Council of Westminster ("the City") has the authority to enact ordinances to assure the good government of the municipality; protect and preserve the municipality's rights, property, and privileges; preserve peace and good order; secure persons and property from danger and destruction; and protect the health, comfort, and convenience of the residents of the municipality; and

WHEREAS, § 5-205(d)(b) of the Local Gov't Article permits the City to set reasonable fees and charges for governmental and proprietary functions of the City; and

WHEREAS, Section 12 of the City Charter implements the authority of Local Gov't Art., § 5-202 and § 5-205; and

WHEREAS, pursuant to the aforementioned authority, the City adopted Resolution R 20-04, approving a general fee schedule for governmental and proprietary functions of the City, which fee schedule was amended via Resolution No. R-23-01 and No. R-24-01; and

WHEREAS, costs to operate all public recreational facilities have greatly increased because of rising minimum wage rates and inflationary conditions prevailing nationally for materials and services; and

WHEREAS, as a matter of fiscal responsibility, the City must offset the costs of the improvements and increased costs of providing certain services by increasing fees charged to users of those services, namely those who attend City summer camps and use the City Fitness Center, as set forth in the chart attached hereto as Exhibit A; and

WHEREAS, the City nevertheless wishes to make all City facilities and programs affordable for all of its residents.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Mayor and Common Council of Westminster that the City's Fee Schedule for General fees, charges and costs, B. Miscellaneous Fees, (4) Recreation [Department] shall be amended as set forth in the Chart attached as Exhibit A hereto.

BE IT FURTHER RESOLVED, by the Mayor and Common Council of Westminster, that the City of Westminster General Fees, Charges and Costs, B(4) Recreation shall be amended to reflect the changes set forth in Exhibit A.

BE IT FURTHER RESOLVED THAT THIS RESOLUTION shall take effect on _____, 2026.

ADOPTED this ____ day of _____, 2026

Douglass A. Barber, City Clerk

APPROVED this ____ day of _____, 2026

Dr. Mona Becker, Mayor

APPROVED AS TO FORM AND SUFFICIENCY
this ____ day of _____, 2026.

Ramsay M. Whitworth, Esq., City Attorney

Exhibit A

Summer Camp	Current Fees		Proposed Fees	
	<i>City Resident</i>	<i>Non-Resident</i>	<i>City Resident</i>	<i>Non-Resident</i>
<i>Weekly Camp Tuition Rate</i>	\$180	\$209	\$190	\$219
<i>Weekly Counselors in Training Rate</i>	\$99	\$119	\$109	\$129
<i>Before care</i>	\$15	\$15	\$20	\$20
<i>After Care</i>	\$15	\$15	\$20	\$20

Family Fitness Center	Current Fees			Proposed Fees	
	<i>City Resident</i>	<i>Non-Resident</i>		<i>City Resident</i>	<i>Non-Resident</i>
<i>Individual w/ youth</i>	\$44/month	\$49/month	<i>1 Adult w/ childcare or 1 Adult w/ youth</i>	\$44/month	\$49/month
<i>Single Parent w/ childcare</i>	\$54/month	\$59/month			
<i>Single Student w/ childcare</i>	\$44/month	\$49/month			



To: Mayor and Common Council

From: Doug Barber, City Clerk

Date: January 8, 2026

Re: Approval of Resolution No. 26-05, a Resolution of the Mayor and Common Council of Westminster declaring a vacancy on the Common Council and establishing the process and timeline to fill the vacancy

Background

Resolution 26-05 declares the vacancy on the Common Council and the framework for establishing the process and timeline to fill the vacancy.

Recommendation

Recommend adoption of Resolution No. 26-05

RESOLUTION NO. 26-05

**RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF WESTMINSTER
DECLARING A VACANCY ON THE COMMON COUNCIL AND ESTABLISHING THE
PROCESS AND TIMELINE TO FILL THE VACANCY**

WHEREAS, a vacancy exists on the Common Council of the City of Westminster due to the resignation of Councilmember Ann Gilbert, effective December 31, 2025; and

WHEREAS, pursuant to § 6 (525) of the Charter of the City of Westminster (the “City Charter”), the Mayor and Common Council are required to declare such vacancy by resolution and to appoint a qualified successor by a majority vote of the remaining members of the Common Council; and

WHEREAS, the City Charter requires that notice of the vacancy be publicly announced and that the appointment of a successor occur as soon as practicable, but in no event later than ninety (90) days from the date of the resolution declaring the vacancy; and

WHEREAS, § 14-6 of the Code of the City of Westminster (the “City Code”) establishes the procedures for filling a vacancy on the Common Council, including public notice requirements, the solicitation of applications from qualified residents, the scheduling of meetings for interviews and appointment, and the voting process; and

WHEREAS, § 14-6 of the City Code requires that the Mayor and Common Council set a date to fill the vacancy at a regular or special meeting occurring not less than three (3) weeks and not more than six (6) weeks after notification of the vacancy, and that notice of the vacancy and application process be published in a newspaper of general circulation and posted on the City’s website and at designated public locations; and

WHEREAS, the Mayor and Common Council desire to adopt this Resolution to comply with the requirements of the City Charter and City Code and to establish a clear and transparent process and timeline for filling the vacancy on the Common Council.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of Westminster, Maryland, that:

1. The Mayor and Common Council hereby declare that a vacancy exists on the Common Council of the City of Westminster for the unexpired term of Councilmember Ann Gilbert, pursuant to § 6 (525) of the City Charter.

2. In accordance with § 6 (525) of the City Charter and § 14-6 of the City Code, the vacancy shall be filled by appointment of a qualified individual by a majority vote of the remaining members of the Common Council.
3. Any individual appointed to fill the vacancy must meet all qualifications to serve on the Common Council as set forth in the City Charter and applicable law.
4. The Mayor and Common Council hereby direct the City Clerk to collect a Filling Fee of \$25.00 from each applicant in accordance with § 14-2 of the City Code.
5. The Mayor and Common Council hereby direct the City Clerk to provide public notice of the vacancy and the Council's intent to fill the vacancy in accordance with § 14-6 of the City Code, including:
 - a. Publication of notice in a newspaper of general circulation in the City;
 - b. Posting of notice on the City of Westminster website; and
 - c. Posting of notice at the following locations: (i) Westminster City Hall, 1838 Emerald Hill; and (ii) Westminster City Administration Building, 45 West Main Street.
6. The public notice shall invite qualified residents of the City of Westminster to apply for appointment to the Common Council vacancy and shall establish an application deadline of Monday, March 9, 2026, at 12:00 p.m., which deadline is at least ten (10) days prior to the meeting at which the vacancy will be filled, as required by § 14-6 of the City Code.
7. The Mayor and Common Council shall conduct interviews of certified applicants at a Special Meeting of the Common Council to be held on Monday, March 16, 2026, at 4:30 p.m., which meeting may include a closed session as permitted by law.
8. The City Clerk shall present the list of certified qualified applicants to the Mayor and Common Council at a public meeting on Monday, March 23, 2026, at which time the Mayor and Common Council shall vote to appoint a successor to fill the vacancy in accordance with § 14-6 of the City Code. Appointment shall require a majority vote of the members voting.
9. The appointment process established by this Resolution is intended to ensure that the vacancy is filled as soon as practicable and in no event later than ninety (90) days from the date of adoption of this Resolution, as required by § 6 of the City Charter.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption.

ADOPTED this ___ day of _____ 2026

Douglass A. Barber, City Clerk

APPROVED this ___ day of _____ 2026

Dr. Mona Becker, Mayor

APPROVED AS TO FORM AND SUFFICIENCY

this ___ day of _____ 2026

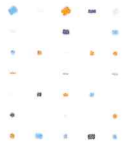
Ramsay M. Whitworth, Esq., City Attorney



Lindsey A. Rader

lrader@fblaw.com

410.659.7758



MEMORANDUM

TO: The Honorable Mayor and Common Council of Westminster

FROM: Lindsey A. Rader

DATE: December 29, 2025

RE: Resolution: Declaration of Official Intent to Reimburse from Proceeds of Tax-Exempt Obligations Project Expenses Paid Prior to Closing on MWIFA Loan Funding for the Water Reuse Project

By letter dated October 6, 2025, the Maryland Water Infrastructure Financing Administration (“MWIFA”) notified the City that it ranked high enough on MWIFA’s Intended Use Plan to qualify for loan funding for the project generally referred to by MWIFA as the “Westminster Water Reuse Project” (the “Project”). MWIFA has advised that such loan funding consists of the following maximum principal amounts (subject to increase if the need arises and MWIFA loan funding capacity allows):

- (1) \$9,000,000 of loan funds expected to be evidenced by a single tax-exempt general obligation bond of the City; and
- (2) \$7,000,000 of loan funds expected to be evidenced by a single taxable general obligation bond of the City that is subject to principal forgiveness.

Both bonds will be issued by the City on a draw-down basis. In order to get to closing on the tax-exempt general obligation bond, the City will have had to have previously paid at least \$51,000 of qualifying Project expenditures that it seeks to reimburse from the draw made on such bond at closing. (The \$51,000 minimum is a federal tax code requirement for tax-exempt draw-down obligations in original principal amount of \$1,000,000 or more.)

Under the reimbursement regulations provisions of the federal tax code, if the issuer of a tax-exempt obligation reasonably expects to pay project expenses from cash prior to issuing such obligation and to use proceeds of such obligation to reimburse all or a portion of such previously paid project expenses, it must have timely put in place a declaration of “official intent” or such expenditures must qualify for reimbursement under one of two exceptions provided for in the reimbursement regulations. A declaration of official intent (a “DOOI”) is commonly made in resolution form and is often referred to as a “DOOI resolution.” DOOIs may also be made in other forms.

City Administrator Sara Imhulse has advised that the City expects to start paying certain expenses of the Project in January or February 2026, some or all of which will be reimbursed from proceeds of the tax-exempt general obligation bond expected to be issued to MWIFA.

A DOOI must do the following: (i) express the reasonable expectation of the issuer to reimburse from proceeds of a tax-exempt obligation project expenses originally paid from non-borrowed funds prior to issuance of such tax-exempt obligation, (ii) generally identify the project, and (iii) state the maximum principal amount of tax-exempt obligations expected to be issued for the project as of such time. Once a DOOI is effective, it allows the issuer to reimburse from proceeds of a tax-exempt obligation project expenditures originally paid no earlier than 60 days prior to the effective date of the DOOI, subject to certain limitations on how far in advance of reimbursement such expenditures are originally paid. (For MWIFA loans, an issuer may rely the “preliminary expenditures” exception contained in the reimbursement regulations in order to be able to reimburse certain qualifying project expenses without having a DOOI in place, but it may not rely on the “de minimis” exception.)

The DOOI resolution before you for adoption does *not* authorize the issuance of the tax-exempt general obligation bond for Project purposes (or any interim financing of the City issued or incurred in anticipation of such bond); it merely preserves the City’s reimbursement options based on its reasonable expectations. (While no interim financing is anticipated, I always like to provide for the possibility of the same in a DOOI resolution.) Issuance to MWIFA of the anticipated tax-exempt and taxable general obligation bonds will be authorized and provided for by either (i) an ordinance fixing or providing for loan/bond details, or (ii) a parameters ordinance followed by a resolution fixing or providing for loan/bond details.

L.A.R.

RESOLUTION NO. 26-07

A RESOLUTION OF THE THE MAYOR AND COMMON COUNCIL OF WESTMINSTER MAKING A DECLARATION OF OFFICIAL INTENT REGARDING THE MAYOR AND COMMON COUNCIL OF WESTMINSTER'S REASONABLE EXPECTATION TO REIMBURSE FROM PROCEEDS OF A FUTURE BORROWING PROJECT EXPENDITURES MADE IN CONNECTION WITH A PROJECT IDENTIFIED HEREIN AS THE "WESTMINSTER WATER REUSE PROJECT" AND GENERALLY RELATING THERETO.

RECITALS

WHEREAS, The Mayor and Common Council of Westminster, a municipal corporation of the State of Maryland (the "City"), is in the process of undertaking a project that is generally referred to by the Maryland Water Infrastructure Financing Administration ("MWIFA") as the "Westminster Water Reuse Project" or by similar terms (the "Project"); and

WHEREAS, the City anticipates borrowing money for costs of the Project, such borrowing to be evidenced by one or more series of general obligation bonds or other evidences of indebtedness to be issued by the City (collectively, or individually by series, the "Bonds"); and

WHEREAS, MWIFA has preliminarily indicated that it can make two loans to the City for project purposes, one such loan to be evidenced by a general obligation bond issued to MWIFA the interest on which is expected to be excludable from gross income for purposes of Section 103 of the Internal Revenue Code of 1986, as amended (the "Code"), and the other such loan to be evidenced by a general obligation bond issued to MWIFA that is subject to principal forgiveness and, therefore, will not be issued on a tax-exempt basis for purposes of the Code; and

WHEREAS, the general obligation bond expected to be issued by the City to MWIFA on a tax-exempt basis for purposes of Section 103 of the Code is expected to be issued in an original principal amount not to exceed \$9,000,000 and the general obligation bond expected to be issued by the City to MWIFA on a taxable basis for purposes of the Code is expected to be issued in an original principal amount not to exceed \$7,000,000; and

WHEREAS, in the event the City is not able to borrow from MWIFA all of the anticipated loan funds to finance, reimburse or refinance costs of the Project, the City reasonably anticipates that it will have to borrow money for costs of the Project from another available source or sources, and that such borrowing will be evidenced by one or more Bonds issued by the City; and

WHEREAS, prior to issuing any Bonds to MWIFA or another lender or purchaser, it may be necessary to incur one or more borrowings in order to finance costs of the Project on an interim basis; and

WHEREAS, the City reasonably expects to spend City funds on costs of the Project prior to issuance of the Bonds to MWIFA (or to any other lender or purchaser in the event MWIFA is not able

to provide all of the desired loan funding), and (i) to reimburse the City from proceeds of the Bonds for all or a portion of such moneys expended, and/or (ii) to use proceeds of the Bonds to refinance all or a portion of any interim borrowing incurred or issued by the City that is applied to reimburse the City for all or a portion of such prior expenditures for costs of the Project; and

WHEREAS, Section 1.150-2 of the U.S. Treasury Regulations (the “Reimbursement Regulations”) provides that a local government funding “original expenditures” intended to be reimbursed from the proceeds of tax-exempt “obligations” must make a declaration of “official intent” in order to qualify such original expenditures for reimbursement from a “reimbursement bond,” all within the meaning of the Reimbursement Regulations; and

WHEREAS, the City is an “issuer” for purposes of the Reimbursement Regulations and the Common Council of the City wishes to adopt this Resolution for the purpose of evidencing the clear and official intent of the City to reimburse from tax-exempt reimbursement bond proceeds (meaning the Bonds or any interim financing incurred or issued in anticipation of the Bonds) original expenditures made in connection with the Project.

SECTION 1. NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMON COUNCIL OF WESTMINSTER, that:

(a) The Recitals to this Resolution are deemed a substantive part of this Resolution and are incorporated by reference herein, and capitalized terms defined in the Recitals to this Resolution and not otherwise defined herein will have the meanings given to such terms in the Recitals hereto.

(b) The name used for the Project in this Resolution is the name by which the Project is generally identified in the applicable materials of MWIFA. It is hereby expressly recognized that expenditures for the Project and/or issuance of any Bonds or of any interim financing incurred or issued in anticipation of any Bonds may occur in the current fiscal year or a subsequent fiscal year. References in this Resolution to the Project shall be deemed to (i) be to the Project as it may be referred to by a similar but not the exact same name in applicable City materials, including any City budget or City capital improvement plan, and (ii) include any changes in the scope of activities of the Project and/or the name of the Project made by the City in accordance with applicable law, including (without limitation) in future fiscal years. References in this Resolution to costs of the Project shall be deemed to be to expenditures that constitute capital expenditures and, to the extent applicable, (i) costs of issuance of any borrowing relating to the Project and (ii) capitalized interest.

SECTION 2. AND BE IT FURTHER RESOLVED that in accordance with the Reimbursement Regulations, the City hereby makes this declaration of its reasonable expectation to expend money on costs of the Project prior to the issuance of the Bonds (or any interim financing incurred or issued in anticipation of the Bonds) and to use proceeds of the tax-exempt Bonds (or of any such interim financing), which tax-exempt Bonds and/or interim financing will qualify as a “reimbursement bond” for purposes of the Reimbursement Regulations, to reimburse all or a portion of such original expenditures made with respect to the Project. This Resolution is intended to be a declaration of official intent within the meaning of the Reimbursement Regulations.

SECTION 3. AND BE IT FURTHER RESOLVED that the maximum principal amount of the tax-exempt Bonds to be issued for the Project (and the maximum principal amount of any interim financing to be incurred or issued by the City in anticipation of the tax-exempt Bonds issued for the Project) is \$9,000,000.00 (in each such case).

SECTION 4. AND BE IT FURTHER RESOLVED that the provisions of this Resolution shall be liberally construed in order to effectuate the purposes of this Resolution.

SECTION 5. AND BE IT FURTHER RESOLVED that this Resolution may be executed (i) in counterparts and/or (ii) to the extent not prohibited by applicable law, by electronic, stamped or facsimile signature, and all executed counterparts of this Resolution shall be treated as one and the same resolution.

SECTION 6. AND BE IT FURTHER RESOLVED that this Resolution shall become effective upon its adoption and approval.

INTRODUCED this ____ day of _____, 2026.

Douglass A. Barber, City Clerk

ADOPTED this ____ day of _____, 2026.

Douglass A. Barber, City Clerk

APPROVED this ____ day of _____, 2026.

Dr. Mona Becker
Mayor

APPROVED AS TO FORM AND LEGAL SUFFICIENCY
this ____ day of _____, 2026.

Ramsay M. Whitworth, City Attorney