

## **AGENDA**

**CITY OF WESTMINSTER**  
**Mayor and Common Council Meeting**  
**Monday, February 23, 2026, at 7:00 pm**  
**City Hall, 1838 Emerald Hill Lane, Westminster, MD 21157**  
[City YouTube Channel Link](#)

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
  - A) Mayor and Common Council Meeting Minutes of February 9, 2026
  - B) Mayor and Common Council Work Session Meeting Minutes of February 17, 2026
- 3. CONSENT CALENDAR**
  - A) Approval of Departmental Operating Report – January 2026
- 4. REPORT FROM THE MAYOR**
- 5. 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
- 6. COUNCIL COMMENTS AND DISCUSSION**
- 7. BID**
  - A) Award of Bid to Donald B. Smith, Inc., and the Approval of a Contract for Roof Replacement Services in an Amount not to Exceed \$245,630.00. – City Administrator Imhulse
- 8. ORDINANCE AND RESOLUTIONS**
- 9. UNFINISHED BUSINESS**
- 10. NEW BUSINESS**
- 11. DEPARTMENTAL REPORTS**
- 12. CITIZEN COMMENTS**
- 13. ADJOURNMENT**

## MINUTES

**CITY OF WESTMINSTER**  
**Mayor and Common Council Meeting**  
**Monday, February 9, 2026, 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 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, and Director of Finance Rodgers.

### PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

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

### MCDANIEL COLLEGE UPDATE

Ms. Janelle Holmboe, Executive Vice President of Constituent Engagement with McDaniel College, provided an update from the college.

### APPROVAL OF MINUTES

A motion was made by Councilmember Hoff and seconded by Councilmember Pecoraro to approve the Mayor and Common Council Closed Meeting minutes of December 8, 2025, the Mayor and Common Council Closed Meeting minutes of December 8, 2025, the Mayor and Common Council Meeting minutes of January 12, 2026, and the Mayor and Common Council Work Session Meeting minutes of January 20, 2026.

### VOTE

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

NAYS: None.

### CONSENT CALENDAR

A motion was made by Councilmember Pecoraro and seconded by Councilmember Dayhoff to approve the consent calendar that consisted of the following: Approval of Departmental Operating Report – December 2025; and Approval of Public Works Agreement PWA-1177, application for construction of sanitary sewer and water connections at 2 Black Oak.

### VOTE

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

NAYS: None.

### REPORT FROM MAYOR

Mayor Becker thanked all the Public Works Department and Police Department employees for their teamwork during and after the snow event that happen in the City of Westminster on Sunday, January 25, 2026. Mayor Becker reported on her work with the Maryland Municipal League Board as well as the Maryland Municipal League's Engagement and Outreach Committee. Mayor Becker closed her report by noting recent meetings and events that she had attended.

## **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).

Councilmember Pecoraro, on behalf of the Finance Committee, noted that preparations for the FY27 Budget are underway and that the committee will be meeting in the near future.

Council President Chiavacci, on behalf of the Public Safety Committee, reported there were no serious incidents or accidents associated with the storm that took place in the City on Sunday, January 25, 2026. Council President Chiavacci closed his report by thanking all those for their work that were involved in the preparation prior to the snow arrival and then with clearing of the snow. Council President Chiavacci also thanked the residents of the City for adhering to the parking restrictions, as it made for an easier cleanup for the City.

Councilmember Pecoraro, on behalf of the Public Works Committee, thanked all those that worked prior and during the snow event.

## **COUNCIL COMMENTS AND DISCUSSION**

Councilmember Dayhoff thanked all those that worked prior and during the snow event. Councilmember Dayhoff noted that he is looking forward to attending the Wakefield Valley Park Event Center Ribbon Cutting scheduled for Friday, February 20, 2026.

Councilmember Hoff noted his recent attendance at a Hey Westminster event that was recently held.

## **ORDINANCE AND RESOLUTIONS**

**Introduction of Resolution No. 26-03 Annexation 72, a Resolution Enlarging the Corporate Boundaries of the City of Westminster by Annexing into the City Certain Property Containing ± 2.9443 Acres, Contiguous and Adjoining to the City's Existing Corporate Boundaries, Consisting of Real Property Located at 10 Sullivan Road, Westminster, Maryland 21157, Also Identified as Tax Account Number 07-048408, Map 0039, Grid 0013, Parcel 0752 AND Comprising of ± 1.4983 Acres and ± 1.446 Acres of Right-of-Way Containing a Portion of College View Boulevard (Maryland Route 140/Maryland Route 97), Belonging to the Maryland Department of Transportation State Highway Administration.**

A motion was made by Councilmember Hoff and seconded by Councilmember Pecoraro to introduce Resolution No. 26-03 Annexation 72, a Resolution enlarging the corporate boundaries of the City of Westminster by annexing into the City certain property containing ± 2.9443 acres, contiguous and adjoining to the City's existing corporate boundaries, consisting of real Property located at 10 Sullivan Road, Westminster, Maryland 21157, Also Identified as Tax Account Number 07-048408, Map 0039, Grid 0013, Parcel 0752 and comprising of ± 1.4983 acres and ± 1.446 acres of right-of-way containing a portion of College View Boulevard (Maryland Route 140/Maryland Route 97), belonging to the Maryland Department of Transportation State Highway Administration. Director of Community Planning and Development Depo provided the staff report and responded to questions of clarification given by the Mayor and Common Council on the item.

## **VOTE**

**AYES:** Councilmember Dayhoff, 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**

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

## **DEPARTMENTAL REPORTS**

### **Administration**

City Administrator Imhulse thanked all involved in preparing for and working during the recent winter storm. City Administrator Imhulse thanked Department of Public Works Streets Superintendent Strawsburg for his planning and leadership prior, during, and after the snow event.

### **Recreation and Parks**

Director of Recreation and Parks Gruber reported on recent events the department has held. Director Gruber also noted that Municipal Pool Membership has opened for the 2026 season. Director Gruber closed by advising that camp registration for 2026 summer camp season will open on February 1, 2026.

### **Human Resources**

Director of Human Resources Brown provided an update on several projects being addressed by her department.

### **Public Works**

City Administrator Imhulse thanked the Department of Public Works Utilities Maintenance staff for all their work during the recent weather events, especially dealing with several watermain breaks.

### **Technology Services**

Director of Technology Services Moore provided an update to projects and day-to-day activities that the IT Department are managing.

### **Community Planning and Development**

Director of Community Planning and Development reported on the following:

The Board of Zoning Appeals February 3, 2026, meeting was cancelled as there were no applications before the Board.

On February 4, 2026, the Historic District Commission met to discuss the Annual History Expo taking place on Saturday, February 28, 2026, at Winters Mill High School, the commemoration of the Westminster Cemetery Commemorative Marker on Sunday, April 19, 2026, and its Nation's 250<sup>th</sup> preparations.

On February 19, 2026, the Planning and Zoning Commission is scheduled to:

- Review of its Annual Report for certification
- Review Chick-fil-A subdivision plat – Market Street Extended and MD Route 140
- Review a request by Boot Barn, to be located at the Westminster Shopping Center, to allow for a larger sign.
- Review revised architectural elevations for 404 Malcolm Drive medical office building and daycare
- Review revised architectural elevations for the Willows two-over-two residential development north of Sullivan Avenue and east of Pennsylvania Avenue.

### **Housing Services**

Director of Housing Services Brown provided a status update on programs that are managed by the department.

**Finance**

Director of Finance Rodgers provided an update on the department’s work in preparation for the upcoming FY27 Budget.

**Westminster Police Department (WPD)**

Chief Price highlighted the great interpersonal communication between all the departments prior and during the snowstorm made a remarkable impact on dealing with the snow event.

**CITIZEN COMMENTS**

Ms. Janelle Holmboe addressed the Mayor and Common Council noting the sense of pride in the City from the residents in the community.

**ADJOURNMENT**

Council President Chiavacci announced that the next meeting of the Mayor and Common Council would be held on Monday, February 23, 2026, at 7:00 p.m. He adjourned the meeting at 7:40 p.m.

Respectfully Submitted,

Douglass A. Barber, MMC  
City Clerk

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

Adopted by the City of Westminster Common Council on \_\_\_\_\_.

**CITY OF WESTMINSTER**  
**Mayor and Common Council Work Session Meeting**  
**Tuesday, February 17, 2026, at 4:32 p.m.**  
**City Administration Building, 45 West Main Street, Westminster, MD 21157**

**CALL TO ORDER**

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

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

Council President Chiavacci opened the Mayor and Common Council Work Session Meeting at 4:32 p.m.

**Motion:** Council President requested the Mayor and Common Council Work Session Agenda be amended, to reorder the items on the agenda. Councilmember Dayhoff moved to amend the Mayor and Common Council Works Session Agenda as requested by Council President Chiavacci, seconded by Councilmember Hoff. There was no discussion.

**VOTE:**

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

NAYS: None.

**OATH OF OFFICE**

Mayor Becker issued the oath of office to the following:

Sara Imhulse, City Administrator  
Christian Price, Chief of Police  
Douglass A. Barber, City Clerk  
Charise Brown, Director of Human Resources  
Richard Moore, Director of Technology Services  
Theresa Rodgers, Director of Finance  
Ramsay Whitworth, City Attorney

**DISCUSSION ITEMS**

**Snow Emergency Streets**

City Administrator Imhulse opened the discussion and requested that Chief of Police Price present a briefing on the proposed Snow Emergency Plan for the City of Westminster. Chief Price highlighted the purpose, reasoning and the benefits of the proposed Snow Emergency Plan. City Staff responded to questions of clarification on the proposed Snow Emergency Plan. City Administrator Imhulse ended the discussion by noting that an item will be placed on the upcoming Mayor and Common Council Agenda scheduled for Monday, February 23, 2026, for their consideration to adopt a resolution establishing snow emergency streets for the City of Westminster.

Note for the Record: Director of Human Resources Brown and Director of Finance Rodgers left the meeting at 4:57 p.m.

**My Westminster App**

City Administrator Imhulse opened the discussion and requested that Director of Technology Services Moore present a briefing on the proposed My Westminster App for the City of Westminster. City Staff responded to questions.

Note for the Record: Chief of Police Price left the meeting at 5:13 p.m.

**Site Plan Code Revisions**

City Administrator Imhulse opened the discussion and requested City Attorney Whitworth continue his review of the revised proposed legislation he prepared with input from City staff, to address the legal aspects when updating the City's Code in relation to Site Plans. Staff responded to questions regarding Site Plans and Simplified Site Plans.

**CITY ADMINISTRATOR COMMENTS**

City Administrator Imhulse provided an update and reminder to the Mayor and Common Council of the Wakefield Valley Park Event Center ribbon cutting ceremony scheduled for Friday, February 20, 2026, at 4:00 p.m. City Administrator Imhulse provided details of the event and responded to questions.

**ADJOURNMENT**

Council President Chivavacci adjourned the meeting at 6:19 p.m.

Respectfully Submitted,

Douglass A. Barber, MMC  
City Clerk

Approved by the City of Westminster Common Council on \_\_\_\_\_.



**Finance**

**TREASURY REPORTS AS OF January 2026 – UNADJUSTED AND UNAUDITED**

<b>GENERAL FUND REVENUES</b>			
	<u>Budget</u>	<u>Actual YTD</u>	<u>% to Budget</u>
Taxes	\$ 18,047,355	\$ 15,006,130	83%
Licenses and Permits	536,534	213,305	40%
Intergovernmental	1,975,136	1,706,090	86%
Charges for Services	1,467,247	988,241	67%
Fines & Forfeitures	28,000	24,600	88%
Miscellaneous Income	582,598	261,642	45%
Transfers	(2,099,963)	-	0%
<b>GENERAL FUND APPROPRIATION BY ACTIVITY</b>			
Facilities	\$ 554,474	\$ 185,092	33%
Finance	313,200	138,767	44%
Executive & Legislative	935,852	582,540	62%
Human Resources	296,912	96,607	33%
Planning, Zoning & Development	554,322	171,884	31%
Housing & Preservation Services	149,905	79,823	53%
Public Safety Department	9,947,973	6,066,908	61%
Public Works	4,883,348	2,480,398	51%
Recreation & Parks	2,399,351	1,305,637	54%
Technology	501,566	290,225	58%
Total General Fund Revenues	\$ 20,536,907	\$ 18,200,008	89%
Total General Fund Appropriations	\$ 20,536,905	\$ 11,397,880	56%
<b>CAPITAL FUND REVENUES</b>			
	<u>Budget</u>	<u>Actual YTD</u>	<u>% to Budget</u>
Intergovernmental	\$ 17,046,969	\$ 2,749,882	16%
Benefit Assessments	170,520	35,199	21%
Loan Proceeds	546,654	-	0%
Other Revenue	3,500	844,604	24132%
Transfers	15,602,883	-	0%
Capital Fund Reserves/Carryforward	1,702,503	-	0%
Capital Projects Benefit Assessments			
Fund Balance	991,916	-	0%
<b>CAPITAL FUND APPROPRIATION BY ACTIVITY</b>			
Planning	\$ 561,986	\$ 367,951	65%
Facilities	1,805,513	530,154	29%
Public Safety Department	249,712	151,138	61%
Public Works	4,350,738	1,743,718	40%
Sewer	4,371,493	519,752	12%
Water	23,840,363	6,616,925	28%
Technology	283,000	34,190	12%
Rec & Park	602,139	290,237	48%
Total Capital Fund Revenues	\$ 36,064,945	\$ 3,629,685	10%
Total Capital Fund Appropriations	\$ 36,064,944	\$ 10,254,066	28%

<b>UTILITY FUND REVENUES</b>	<b>Budget</b>	<b>Actual YTD</b>	<b>% to Budget</b>
Small Meter - City	\$ 6,121,488	\$ 3,065,065	50%
Small Meter - County	4,065,147	1,993,426	49%
Large Meter - City	2,815,801	1,641,933	58%
Large Meter - County	2,039,629	1,154,980	57%
Reclaimed - County	40,000	27,854	70%
Charges for Services	1,529,319	1,324,707	87%
Benefit Assessment Fees	507,715	111,444	22%
Carroll County Septage Facility	286,000	206,635	72%
Revenue Related to ENR/Biosolids Project	-	(1,676,350) *	0%
<b>UTILITY FUND APPROPRIATION BY ACTIVITY</b>			
Facilities	\$ 88,550	\$ 26,421	30%
Finance	937,324	488,177	52%
Executive & Legislative	883,505	538,729	61%
Human Resources	587,454	220,316	38%
Planning, Zoning & Development	506,964	209,939	41%
Public Works	731,160	223,725	31%
Technology	992,584	626,821	63%
Utilities	2,604,187	1,193,832	46%
Water	3,616,526	1,200,637	33%
Wastewater	5,035,284	1,912,271	38%
Total Utility Fund Revenues	\$ 17,405,099	\$ 7,849,694	45%
Total Utility Fund Appropriations	\$ 15,983,539	\$ 6,640,868	42%
* Reversal of prior year-end accrual for revenue recognition. Negative due to timing.			

<b>FIBER FUND OPERATING REVENUES</b>	<b>Budget</b>	<b>Actual YTD</b>	<b>% to Budget</b>
Provider Fees - Units Passed	\$ 438,000	\$ 255,492	58%
Provider Fees - Subscriptions	\$ 450,000	\$ 306,293	68%
Miscellaneous	\$ -	\$ 167	0%
Loan Proceeds	\$ -	\$ -	0%
State Debt Grant	\$ 1,000,000	\$ -	0%
General Fund Subsidy	\$ -	\$ -	0%
<b>FIBER FUND OPERATING EXPENDITURES</b>			
Public Works	\$ 102,688	\$ 15,426	15%
Technology	6,833	46	1%
Fiber	1,429,836	311,783	22%
Total Revenues	\$ 1,888,000	\$ 561,952	30%
Total Expenses	\$ 1,543,710	\$ 327,256	21%
<b>Net Income (Loss)</b>	<b>\$ 344,290</b>	<b>\$ 234,696</b>	

<b>PUBLIC HOUSING FUND REVENUES</b>			<b>% to</b>
	<b>Budget</b>	<b>Actual YTD</b>	<b>Budget</b>
Housing Assistance Payments	\$ 3,227,232	\$ 1,820,201	56%
HUD Administrative Fee Distribution	299,124	199,820	67%
Miscellaneous Income	169,275	164,965	97%
Transfers	9,663	-	0%
<b>PUBLIC HOUSING FUND EXPENDITURES</b>			
Salaries & Benefits	\$ 387,450	\$ 170,997	44%
Administration	233,168	190,774	82%
Housing Assistance Payments	3,080,438	1,764,116	57%
Facilities	4,238	2,059	49%
Total PHA Fund Revenues	\$ 3,705,294	\$ 2,184,986	59%
Total PHA Fund Appropriations	\$ 3,705,294	\$ 2,127,946	57%

Disbursements between \$10,000 and \$25,000  
from January 21, 2026 through February 17, 2026:

Invoice Date	Vendor Name	Total
10/30/2025	SB & COMPANY	\$15,700.00
12/1/2025	SOUTHERN STATES COOP INC	\$15,101.41
12/18/2025	EASTERN SALT COMPANY INC.	\$23,053.35
12/23/2025	EASTERN SALT COMPANY INC.	\$10,017.73
12/29/2025	USABLUEBOOK	\$10,165.12
1/8/2026	JEM HEATING & AIR CONDITIONING	\$10,900.00
1/14/2026	EASTERN SALT COMPANY INC.	\$24,666.96
1/15/2026	CARROLL COUNTY COMMISSIONERS	\$13,086.84
1/15/2026	CONTINENTAL TECHNOLOGIES INC	\$15,150.00
1/16/2026	STAMBAUGH'S WELDING INC	\$14,206.00
1/16/2026	SILVERMAN THOMPSON SLUTKIN, WHITE LLC	\$20,166.50
1/16/2026	WASTE MANAGEMENT DISPOSAL SERV, OF PENNSYLVANIA, INC.	\$18,341.84
1/20/2026	MD UNEMPLOYMENT INSURANCE FUND	\$12,622.00
1/20/2026	THE LINCOLN NATIONAL LIFE, INSURANCE COMPANY	\$11,425.37
1/24/2026	EASTERN SALT COMPANY INC.	\$12,469.61
1/24/2026	EASTERN SALT COMPANY INC.	\$12,319.84
1/26/2026	SINGH & SONS CONTRACTING, LLC	\$22,450.00
1/29/2026	FREDERICK WARD ASSOCIATES, INC	\$20,394.50
1/29/2026	SB & COMPANY	\$10,500.00
1/30/2026	IQGEO AMERICA INC.	\$16,731.00
1/30/2026	NATIONWIDE RETIREMENT SOLUTION	\$17,882.97
2/2/2026	WASTE MANAGEMENT DISPOSAL SERV, OF PENNSYLVANIA, INC.	\$23,256.89
2/3/2026	CARROLL CABLE REG. COMMISSION	\$17,452.56
2/13/2026	NATIONWIDE RETIREMENT SOLUTION	\$17,669.96

## Housing Services

### Housing Choice Voucher Program

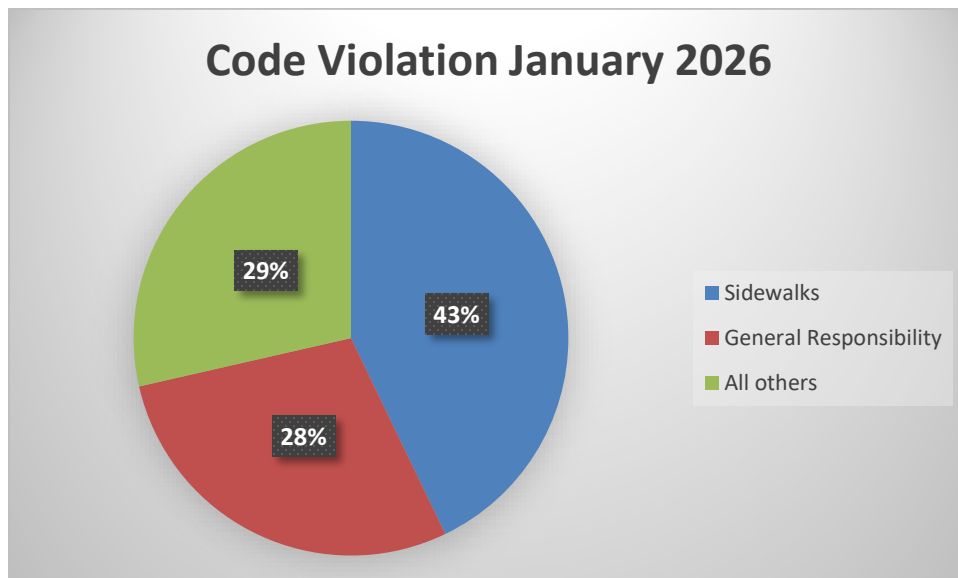
- Housing Assistance Payments (HAP) = \$253,656
- Number of vouchers under lease as of the last day of the month = 258
- Wait list total active applicants = 737
- Number Ports into City =17
- Housing inspections = 18
- Filing rate in PIC = 97.83%
- Waiting List Status: Open

### Code Enforcement

During the month of January 2026, the Code Enforcement Officer issued 21 code violations of which 5 were closed during the period, leaving 16 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 January 2026.

Type of Violation	Number of Violations	Percentages
Sidewalks	9	42%
General Responsibility	6	29%
All others	6	29%



## Technology Service

### Help Desk Tickets

There were a total of 258 tickets received in the month of January.  
Broken down by department (by total):

Technology Services - 51  
Police Department - 49  
Public Works - 36  
Finance - 26  
Office of the City Administrator - 24  
Planning - 22  
Recreation and Parks - 21  
Human Resources - 11  
Housing - 9  
Mayor and Common Council - 4  
Public - 4  
Engineering - 1

## Community Planning & Development

COMMUNITY PLANNING AND DEVELOPMENT PERFORMANCE MEASURES	
	January 2026
Planning and Zoning Commission	3
Building Permits Approved	24
Business Owner Inquiries	9
Downtown Businesses Visited	50
Use and Occupancy Issued	4

### 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 January 6, 2026, **BZA** meeting was cancelled as there were no applications before the BZA. The next scheduled BZA meeting is February 3, 2026.

- The January 7, 2026, **HDC** meeting was cancelled as there were no applications before the HDC. The next scheduled HDC meeting is February 4, 2026.
- On January 12, 2026, at the **M&CC** meeting, DCPD staff presented the following item:
  - 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. *The M&CC introduced Annexation Resolution No. 26-01.*
- On January 22, 2026, at the **PZC** meeting, DCPD staff presented the following items:
  - Public Hearing for Adoption of the City of Westminster Chapter to the Water Resources Element. *PZC approved to forward the Water Resources Element to the M&CC with a positive recommendation.*
  - Site Development Plan S-24-0031, William Winchester Elementary School Addition. S-24-0031 proposes to construct a 1,955 square foot Pre-Kindergarten classroom addition onto the existing elementary school at 60 and 70 Monroe Street, Westminster Maryland 21157. *PZC conditionally approved S-24-0031.*
  - Site Development Plan S-24-0032, Westminster Elementary School Addition. S-24-0032 proposes to construct two additions for a Pre-Kindergarten and an Instrumental Music classroom addition onto the existing elementary school totaling 3,333 square feet at 811 Uniontown Road, Westminster Maryland 21158. *PZC conditionally approved S-24-0032.*

Other Activities Completed by **DCPD**:

- On January 5, 2026, staff attended and managed the DBA meeting with the DBA Leadership, led by Chairperson Tiombe Paige, with Cultivated Boutique. This was primarily a networking meeting with preparations for upcoming spring events.
- On January 15, 2026, DCPD staff and DBA Leadership annual 3-hour work planning meeting.
- On January 29, 2026, DCPD staff attended the Carroll County Commissioners meeting to present the awards for the Carroll County Downtown’s Shop Small, Win Big Carroll County meeting.

- Twenty-four (24) building permits were reviewed and approved for projects within the City. Four of the approved permits were for a Final Release, eight were for new commercial businesses or commercial renovations, and twelve were for residential decks and miscellaneous projects. The following highlights a few of these permits:
  - Building Permit for retaining wall for The Shepherd’s Staff located at 30 Carroll Street.
  - Tenant Fit-out for the Old White’s Bikes shop at 10-12 W Main Street.
  - Tenant Fit out for Divine Hands Home Health at 15 E Main Street.
- Finally, DCPD staff members continue to manage site development plans, plats, simplified site plans, and permits submitted to the City for review and compliance with adopted rules and regulations and answer hundreds of inquiries every month via email, by phone, via Zoom, and in person. DCPD continues to meet with applicants and their attorneys to discuss annexations, proposed site development plans, building permits, water and sewer allocations, zoning determinations, verifications, certificates, and a variety of City applications and processes.

## Human Resources

### HR Employee Relations, Projects, and Benefits & Wellness

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

### Recruitment Activities

#### Advertisements and Application Reviews:

	<b>Internal Advertisements</b>	<b>External Advertisements</b>	<b>Internal Application Reviews</b>	<b>External Application Reviews</b>
<b>Full-time</b>	4	28	4	58
<b>Part-time</b>	0	0	0	0
<b>Temporary</b>	0	1	0	2
<b>Seasonal</b>	0	0	0	0

Vacant Titles per Department:

- **Police: 3**
  - Entry-level Officer
  - Lateral Officer
  - Communications Specialist II
- **Streets: 1**
  - Equipment Operator I or II
- **Wastewater Plant: 4**
  - Plant Operator I or II (All Shifts)
  - Chemist
- **Water: 1**
  - Plant Operator I or II (1<sup>st</sup> Shift)
- **Public Works: 1**
  - Director of Public Works
- **Utilities: 1**
  - Equipment Operator I or II
- **Human Resources: 1**
  - Safety & Risk Coordinator
- **Recreation and Parks: Multiple**
  - Group Fitness/Yoga Instructors
- **Technology Services: 1**
  - Help Desk Technician

Employee Changes Completed:

	<b>New Hires</b>	<b>Employee Orientations</b>	<b>Internal Transfer</b>	<b>Promotion</b>	<b>Termination s/ Retirement</b>
<b>Full-time</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>6</b>
<b>Part-time</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Temporary</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Seasonal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Hires and Promotions in January 2026 by Title:

**Streets:**

- Equipment Operator I or II (1)

**Utilities:**

- Equipment Operator I or II (1)

**Police:**

- Lateral Police Officer (2)
- Acting Communications Specialist II (1)

**Wastewater:**

- Chemist (1)

**Risk Management**

- Insurance Claims Filing

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

- Continued random drug testing for 2026 quarter 1 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
January 2026	869	34	4	5	265	120
January 2025	832	35	12	2	347	46
2026 YTD Total	869	34	4	5	265	120
2025 YTD Total	832	35	12	2	347	46

**Significant Cases in January:**

Crime: **Theft**  
 Date: 01/16/2026  
 Location: BJ's Wholesale 820 Market Street  
 Details: Two suspects entered the location and stole approximately \$1,800 worth of over-the-counter medications.  
 Status: **Open**

Crime: **Arson - Threat**  
 Date: 01/20/2026  
 Location: Walmart – 280 Woodward Road  
 Details: A customer became irate when his refund was not reflected in his bank account.  
 Status: **Arrest: Jaylen Rawlings (30 YOA)**

Crime: **Burglary – Fourth Degree**  
 Date: 01/21/2026  
 Location: S. Bishop Street  
 Details: An unknown female entered the residence without permission. The homeowner declined to pursue charges.  
 Status: **Closed**

**Departmental Information**

1. PFC. Cary Haines received the *Police Officer of the Quarter* award for exemplary performance during the fourth quarter of 2025.
2. Communications Specialist Sarah Reid received the *Civilian Employee of the Quarter* award for exemplary performance during the fourth quarter of 2025.

**Recreation & Parks**

Family Fitness Center Membership Usage

Membership Package	% of Total	Entries
1 Adult Family w/ Childcare or Youth	2	79
Family	33	1,332
Family with Childcare	8	312
Individual	45	1,839
Student/Youth	5	214
Class Pass	1	36
Family Knorr Brake Employee	3	121
City Employee	3	143
Total Entries		4,076
Total Unique Members		612

Resident and Non-Resident Membership Packages

Membership Package	# of Members	Percentage
1 Adult Family w/ Childcare or Youth	6	
Resident	3	50%
Non-Resident	3	50%
Family	123	
Resident	67	54%
Non-Resident	56	46%
Family w/ Childcare	19	
Resident	9	47%

Non-Resident	10	53%
Individual	316	
Resident	143	45%
Non-Resident	173	55%
Youth/College Student	46	
Resident	33	72%
Non-Resident	13	28%
Total # of Memberships	510	
Total Resident	255	50%
Total Non-Resident	255	50%
Class Pass	13	

The Westminster Family Fitness Center welcomed 18 new members in January.

Group Fitness Class Attendance:

- Barre/TRX – 221
- Circuit/Interval/Strength – 720
- Group Power/Group Blast - 394
- Cycle – 309
- Pilates/Stability Ball - 216
- Yoga - 413
- Zumba/Pound - 176
- Mobility Training – 39

Total Attendance: 2,488

**Public Works**

Wastewater Treatment Plant

Total Flow	99.948 MGD
Average Daily Flow	3.224 MGD
Sludge (Integrated Agronomics)	368.77 wet tons
Septage Sludge	86.86 wet tons

- Continuation of the PureWater project. Conewago completed the tie-in to the existing denite filter effluent line by utilizing by-pumps and continued underground piping (roughly 85% complete), electrical and plumbing subcontractors completed underslab work and subgrade was raised to appropriate level, worked on prepping for concrete slabs over the tanks including setting all the various penetrations,
- 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's subcontractors began replacing all the insulation on the dryer and associated ductwork in effort to prevent the hotspot issues that have been occurring. The dryer has been shut down for most of the month as subcontractors installed the insulation around the ductwork and modifications were made to the dryer itself,
- 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.
- Troubleshooted the Methanol Feed system, the sustained cold temperatures had a negative effect.
- Performed routine maintenance throughout the Plant. Completed semi-annual return sludge pump maintenance.

#### Utility Maintenance

- Water leaks
  - 166 W Main (Private)
  - 39 Westmoreland (Private)
  - 433 Hahn Road (Private)
  - 535 Old Westminster Pike (Private)
  - 302 Cold Stream Close (Main)
  - 549 Crossbridge Drive (Private)
  - 405 Cassell Close (Private)
  - 292 Stoner Avenue (Main)
  - 203 Rose Avenue (Private)
  - 66 Carroll Street (Main)
- Sewer Blockages
  - 54 Blue Swallow (Private)
  - 74 Hook Road (Private)
- Fiber Drop Installation
  - 298 E Main Street
  - 17 Spyglass Court
  - 13 Fox Meadow Garth

## Water Loss

Water Flushing	0.120 MG
Water Leaks	4.945 MG
Private Leaks	26.750 MG
Sewer Main Flushing	0.020 MG
Street Sweeper	0.010
Meter Exchanges	0.021
Sample & Pump Stations	0.144
<b>Total Loss</b>	<b>32.01</b>

- Miscellaneous tasks
  - Fiber, Sewer and Water Service Calls
  - Nonpayment Shut-Offs
  - Fire Hydrant Maintenance
  - 54 water meter changeouts
  - Emergency back-up generator maintenance and oil changes
  - Assist with snow and salting events
  - I&I Phase 6 continuation
  - Inspect quarry line relocation
  
- 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 exchange /upgrade on the system

## Street Department

- Grounds Maintenance section performed the following tasks:
  - Manufactured and applied salt brine
  - Cleared brush from City parking lots
  
- Building Maintenance section performed the following tasks.
  - Installed McDaniel crosswalk at W. Main Street and Maryland Avenue
  - Removed and stored City holiday decorations
  - Repaired garage door at Police Department
  - Installed wall safe at Police Department
  
- Streets and Alleys section
  - Removed brush, metal, yard waste, and bulk trash

- Transported materials to County landfill:

Street Baskets	2.45 tons
Bulk Trash	51.64 tons
Brush	24.43 tons
Yard Waste	4.06 tons
Leaf Removal	1.15 tons
Street Sweepings	4.07 tons
Metal	2.56 tons

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

- Street Maintenance Section

- Performed maintenance on snow removal equipment
- Prepared for multiple snow events

\*Please Note: Most of the department’s time was spent on snow removal prep, snow removal, and post-storm cleanup.

### 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, 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	51.20651
RECYCLED WATER TOTAL	5.61059
% RECOVERED	10.957
CIP WASH WATER / MEMBRANE CELLS	0.15984
TOTAL	51.04667
RAW WATER SOURCES IN MG	
HULL	9.027
CRANBERRY	42.01967
RAW RES	0
OTHER	0
TOTAL	51.04667
TREATED IN MG	
FINISHED WATER FLOW METER	49.92140
STATION WATER	0.035866
TOTAL TREATED	49.88553
BACKWASH WATER / RECYCLE FILTERS	0.3264
DELIVERED TO SYSTEM	49.55913
WELLS IN CRANBERRY SYSTEM IN MG	
WELL 3	1.707446
WELL 4	1.373918
WELL 5	6.35744
WELL 6	1.86786
WELL 7	4.665462
WELL 8	3.191995
WELL 9 & 10	3.162123
WELL 11	2.801088
WELL 12	5.952138
WELL 5 BACKWASH WATER	0.00417
WELL 7 BACKWASH WATER	0.30310
WELL 12 BACKWASH WATER	0.67316
TOTAL DELIVERED FROM WELLS IN MG	31.07947
TOTAL DELIVERED TO SYSTEM	80.638604
TOTAL DAILY AVERAGE	2.6012453
DAY OF MAXIMUM USAGE	21
RAINFALL	2.52

- Hours operated = 744
- Raw Reservoir level = 20.5 feet

Wakefield Well System

Well 1	3.2826 MG
Well 2	2.04233 MG
Total Delivered to System	5.324930 MG
Filter Backwash	0.00371 MG
Daily Average	0.1717719 MG
Day of Maximum Usage – 28	0.28846 MG

- Other tasks included:
  - Performed routine maintenance at the wells and Water Treatment Plant
  - Collected 88 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



**Bids – New Roofs Installations on City buildings**

To: Mayor and Common Council  
From: Steven Strawsburg, Streets Superintendent  
Date: February 17, 2026  
Re: Award of Bid – New Roofs Installation on City Buildings

**Background**

The FY26 General, Water, and Sewer Funds capital budget includes funding for roof replacements at the Westminster Police Dept, Cranberry Water Treatment Plant, Utility Maintenance Main Facility, and the Westminster Wastewater Treatment Plant.

The City issued a Request for Bids on December 29, 2025, with bids due on February 5, 2026. Bidders were requested to provide unit pricing for roof replacements at the Police Dept and multiple Public Works facilities. Seven bids were received, with each firm’s unit pricing based off of the provided schedule of values. City staff have evaluated references and unit pricing from all submitters and finds Donald B. Smith, Inc. submitted the most economically beneficial bid for the City’s needs.

<b>Bid Opening Results</b>	
<b>New Roofs Installation on City Buildings RFB# 26-06</b>	
<b>Name</b>	<b>Total Bid Amount</b>
Donald B. Smith Roofing Inc.	\$ 245,630.00
Ron Ruff Roofing, Inc.	\$ 323,200.00
Vertex Roofing Contractors, Inc.	\$ 490,005.00
Dynamic General Contracting, LLC.	\$ 515,400.00
Cole Roofing Company, Inc.	\$ 530,300.00
RRH Associates, LLC	\$ 655,626.00
Progressive Roofing	\$ 968,600.00

**Project Funding**

Work under the contract shall begin in FY26 and is scheduled to be completed by June 30, 2026, with the understanding the timeline may not be met depending on material availability. The FY26 capital budget for General, Water, and Sewer Funds includes a total allocation of \$337,000.00 for City roof replacements.

The bid amount of \$245,630.00 submitted by Donald B. Smith, Inc. is fully appropriated in the FY26 capital budget.

**Recommendation**

Staff recommends that the Mayor and Common Council award the bid to Donald B. Smith, Inc. in an amount not to exceed \$245,630.00 for Roof Replacement Services.

cc: Sara Imhulse, City Administrator



To: Mayor and Common Council

From: Theresa M. Rodgers, Director of Finance

Date: February 23, 2026

Re: Funding for the Replacement of Roofs on Multiple City Buildings

**Background**

As part of the FY26 Capital Improvement Plan (CIP), the Mayor and Common Council authorized funding to replace the roofs on the following City buildings: Water Treatment Plant, Police Department, the Chlorine and Digester buildings at the Wastewater Treatment Plant (WWTP) and the Utilities Maintenance Building; funding was separately appropriated for each building.

Donald B. Smith, Inc. provided a bid for the roofing projects for a total of \$245,630.00, which includes \$2,380.00 in contingency funds. 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