

## **MINUTES**

**CITY OF WESTMINSTER  
Mayor and Common Council Meeting  
January 10, 2022, at 7:00 pm  
Virtual Meeting  
[YouTube Channel Link](#)**

### **CALL TO ORDER**

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

**Staff Present:** City Clerk Barber, Director of Housing Services Brown, Director of Community Planning and Development Depo, Director of Public Works Department Glass, City Administrator Imhulse, Chief of Police Ledwell, City Attorney Levan, and Director of Human Resources McCullough.

**Guest:** Vicki Slinkman, Westminster Marketing Manager for Ting Internet.

### **PLEDGE OF ALLIGIANCE AND MOMENT OF SILENCE**

President Pecoraro led the Pledge of Allegiance and a moment of silence.

President Pecoraro welcomed new City Clerk Doug Barber.

### **APPROVAL OF MINUTES**

President Pecoraro requested a motion to approve the minutes of the Mayor and Common Council Regular Meeting of December 13, 2021.

Councilmember Dayhoff moved, seconded by Councilmember Gilbert, to approve the minutes of December 13, 2021.

### **VOTE**

**AYES:** Councilmember Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Hoff.

**NAYS:** None.

### **PRESENTATION**

#### **Quarterly Update – Westminster Fiber Network Project**

Vickie Slinkman, Westminster Marketing Manager for Ting Internet, presented a quarterly update on the Westminster Fiber Network project. A copy of the presentation is attached to these minutes and incorporated herein.

The presentation highlighted the increase of subscribers due to their marketing efforts, door-to-door sales, and promotions. Ms. Slinkman noted the sponsored events and different promotional campaigns held throughout the Fall and into 2022.

## **CONSENT CALENDAR**

President Pecoraro requested a motion to approve the Consent Calendar, which consisted of Approval of the November 2021 Departmental Operating Reports.

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

## **VOTE**

**AYES:** Councilmember Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Hoff.

**NAYS:** None.

## **REPORT FROM MAYOR**

Mayor Becker welcomed new City Clerk Doug Barber to the City of Westminster. Mayor Becker reported that on December 17, she and members of the Common Council and City staff attended the official ribbon-cutting for Exploration Commons at the Carroll County Library Westminster Branch and encouraged all to visit.

Mayor Becker thanked Ms. Imhulse for her continued work to ensure the safety of all City employee and the residents of the City of Westminster through strategies and protocols related to the surge in COVID-19 and ensuring the continuity of all City services.

Mayor Becker thanked Dr. Robert Wack for his work on the Fiber Committee, which held its most recent meeting on January 5, and Ms. Slinkman for her quarterly update earlier in the meeting.

Mayor Becker noted that the Winter Farmers' Market would open on February 5 and run on Saturday mornings through March.

Mayor Becker closed her report by thanking all the City employees for their hard work and dedication in dealing with the staffing shortages and the recent snow events.

## **REPORTS FROM STANDING COMMITTEES**

There were no reports from the following Standing Committees: Finance Committee, Recreation and Parks, and Technology.

Councilmember Dayhoff, on behalf of the Arts Council, reported that effective January 1, all visitors to theater events at the Carroll County Arts Center must wear a mask and provide proof of vaccination or a negative PCR test. He advised that on December 14, Lynn Griffin was named the Executive Director of the Carroll County Arts Council. Councilmember Dayhoff noted that he and Councilmember Gilbert attended the Icons of Animation gallery exhibit, part of which is also on display in the Rice Gallery at McDaniel College. Councilmember Dayhoff reported the upcoming events at the Carroll County Arts Center as follows: January 14, the feature film series will continue with "Life of James Baldwin" film; January 17, (Martin Luther King Jr. Day) national touring production of "Struggle of Freedom" the Life of Dr. King"; and, January 22, a national theater production of "Raisin in the Sun".

Councilmember Hoff, on behalf of the Economic and Community Development Committee, stated that the next committee meeting will be held on Thursday, January 20 at 3:30 p.m., and will be held virtually.

Council President Pecoraro, on behalf of the Finance Committee, noted that future meeting dates will be announced soon.

Councilmember Gilbert, on behalf of the Personnel Committee, noted the increase in COVID-19 cases among City employees. Councilmember Gilbert commended Ms. Imhulse and Ms. McCullough and her

staff for an outstanding job updating protocols to ensure the continuity of operations for all City services and continuing to keep City staff safe.

Councilmember Chiavacci, on behalf of the Public Safety Committee, noted the positive empowerment movement the City of Westminster has had in the motivation of its sworn officers, due to the great job of senior leadership. Councilmember Chiavacci shared a press release received from the Maryland States Attorney's Office regarding the Heroine Crisis, complimenting Chief Ledwell on his work and mitigation efforts in the city. Finally, Councilmember Chiavacci shared that Sergeant Adam Laser received a letter of commendation from Chief Ledwell for his actions during a call for a resident in need.

Councilmember Chiavacci, on behalf of the Public Works Committee, reported on the first snow event for 2022. He shared that the department plowed over 170 miles of roadway and commended Mr. Glass, Superintendent Steve Strawsburg, and especially the crews for a great job in keeping the city roadways cleared.

### **COUNCIL COMMENTS AND DISCUSSION**

Councilmember Dayhoff advised of the announcement received from Maryland Municipal League President Jake Day regarding the retirement of Executive Director Scott Hancock, effective November 2022. Councilmember Dayhoff reported that the Historical Society of Carroll County will host Carroll County's Annual Birthday Celebration event on January 15 with a presentation on Oakland Mill.

Councilmember Gilbert expressed her appreciation to all the City staff who were involved in organizing this year's City employee holiday celebration.

### **BIDS**

#### **Award of Contract – Inflow & Infiltration Phase IV Project**

Mr. Glass provided background information on the item, stating that the project was advertised on November 2 through eMaryland Marketplace. He advised that the City received two bids for the project, one of which was found incomplete. Mr. Glass noted he reviewed and evaluated the references and bid from Guyer Brothers Inc. and found it to be acceptable with regards to the City's needs for the project. Mr. Glass responded to questions given by the Common Council on the item.

Councilmember Dayhoff moved, seconded by Councilmember Hoff, to accept the bid and award the contract to Guyer Brothers Inc. of New Enterprise, PA up to the full budgeted, not to exceed amount of \$1,000,000 for the Inflow and Infiltration Phase IV Project, as described in the bid documents, and to authorize the Mayor's execution of the associated contract.

### **VOTE**

**AYES:** Councilmember Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Hoff.

**NAYS:** None.

### **ORDINANCES & RESOLUTIONS**

There were no proposed ordinances or resolutions to be discussed by the Mayor and Common Council.

### **NEW BUSINESS**

#### **Approval – Change Order No. 1 to the City's Contract with Wallace Montgomery for the Hahn Road Water Main Improvement Project**

Mr. Glass provided background information on the item, stating that on May 10, the Mayor and Common Council accepted the bid of Wallace Montgomery of Hunt Valley Maryland and authorized the Mayor's execution of the associated contract in the amount of \$70,067.86 for the engineering of the water main project. Due to considerable physical constraint of existing utilities, there is additional work that

necessitates the requested proposed change order before the Mayor and Common Council. There was no additional discussion.

Councilmember Gilbert moved, seconded by Councilmember Dayhoff, to approve Change Order No. 1 to the City's Contract with Wallace Montgomery for the Hahn Road Water Main Improvement Project, and to authorize the Mayor's execution of the associated change order

**VOTE**

**AYES:** Councilmember Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, and Councilmember Hoff.

**NAYS:** None.

**UNFINISHED BUSINESS**

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

**DEPARTMENTAL REPORTS**

**City Administrator**

Ms. Imhulse wished everyone a Happy New Year.

**Westminster Volunteer Fire Department**

Councilmember Dayhoff reported that for the month of December, there were 633 total calls; 523 EMS and 110 fire. Of those calls, 359 were inside City limits and 195 were outside, with 55% of the calls overlapping. He reported that the total number of calls for service for 2020 was 6,025 compared to 6,676 for 2021. Councilmember Dayhoff noted that there have been significant staffing challenges due to the surge in COVID-19 Omicron variant cases.

**Community Planning & Development Department**

Mr. Depo reported on January 5, the Historic District Commission (HDC) reviewed the demolition permit for 288 East Main Street, as well as additional architectural information provided by the property owner. The HDC planned a site visit to the property to view only of the exterior, and will then schedule a special meeting to further discuss the demolition permit. The HDC also approved a façade improvement application for 229 East Main Street, and reviewed a section 106 filing for Dish Wireless.

Mr. Depo advised that on January 13, the Planning and Zoning Commission is scheduled to hear two items: introduction of the 2021 City of Westminster Planning Annual Report, and the Site Development Plan S-20-9 for Valvoline.

**Westminster Police Department (WPD)**

Chief Ledwell reported that the department has tightened the City's internal operating procedures to be in line with the updated City protocols to alleviate the spread of COVID-19 in the department. He then updated the Common Council on procurement initiatives for the City's Overdose Mitigation Plan. Chief Ledwell noted the incoming new hires and on-going recruitment. He closed his report by noting the purchase of three new police cruisers to the City's fleet, which will replace three high-mileage cruisers that will be sold via public auction.

**Housing Department**

Mr. Brown identified two initiatives the department is working on in January 2021: clean up the City's waiting list (658 applicants), and distribution of 1099 forms to all landlords participating in the Housing Choice Voucher Program.

### **Human Resources**

Ms. McCullough reported that the department is currently focusing on recruitment, employee relations, and COVID-19 testing. Ms. McCullough thanked the Mayor and Common Council for recognizing the work and great efforts being handled by the Human Resources team.

### **Public Works Department**

Mr. Glass opened his report by congratulating Streets Superintendent Strawsburg and his crew for a job well done during the recent snow events. Mr. Glass also thanked Wastewater Treatment Plant Superintendent Vance Summerhill for handling the staffing shortages in the department during the latest surge in COVID-19 cases. Mr. Glass thanked everyone for working together.

Ms. Imhulse thanked Dr. Wack from the Maryland Health Department for assisting the City with consultations and guidance with the everchanging COVID-19 protocols. Ms. Imhulse also thanked all City employees for complying with COVID-19 protocols and keeping all City operations moving forward. Finally, she thanked the Mayor and Common Council for their support and reminded them to send her any budget requests they would like to see considered in FY 2023 Budget.

### **CITIZEN COMMENTS**

President Pecoraro advised as the Mayor and Common Council were meeting virtually, residents may submit any comments to the following email address: [comments@westminstermd.gov](mailto:comments@westminstermd.gov). President Pecoraro noted that all emails submitted would be shared with the Common Council.

There were no citizen comments.

### **ADJOURNMENT**

President Pecoraro announced that the next meeting would be on January 24. He adjourned the meeting at 7:54 p.m.

Respectfully Submitted,



Douglass A. Barber, MMC  
City Clerk

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

Approved by the City of Westminster Common Council on January 24, 2022.

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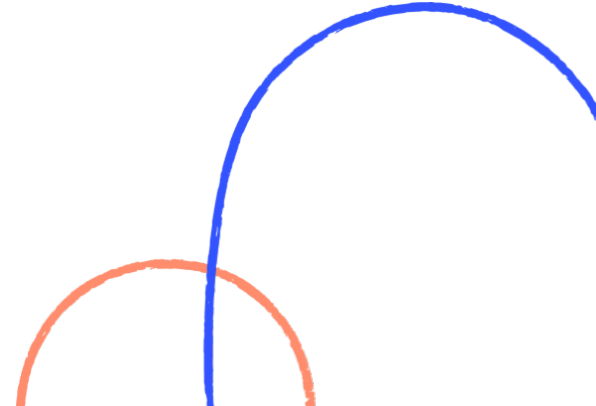
# Westminster Update

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October, November, December 2021

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# Growth on the WFN



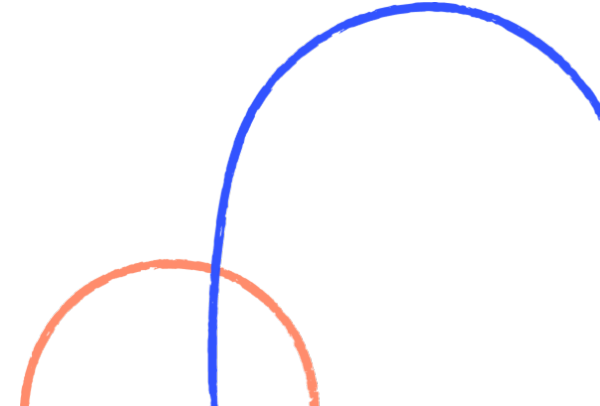
## Ting Subscribers on the WFN!

	# of Passed Premises	# of Subscribers	Take Rate	Anniversary Date
Pilot Phase	131	294	44.56%	8/14/2015
Phase One	439	895	49.05%	1/27/2017
Phase Two	651	1,865	34.91%	7/6/2017
Phase Three	421	1,681	25.04%	6/21/2018
Phase Four	329	1,259	26.13%	11/26/2018
OCL	11	11	100.00%	
Total	1,982	6,005	33.01%	





# Marketing Review



# Events and Sponsorships



Run for Resilience:  
Survivors 5K/1 Mile Walk



4th Annual Shantay You  
Stay Drag Show



Ting Sponsored AR/VR Lab at  
Exploration Commons



# Veterans Day Campaign

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## *Save* while supporting our veterans

Upgrade to super-fast Ting Fiber Internet and we'll waive your installation fee, plus give you a free month of service. We'll also donate \$25 to Carroll County Veterans Independence Project with every new order! Are you a veteran yourself? Please give us a call at [443-201-7207](tel:443-201-7207). We have a special offer just for you.

Stuck in a contract? Not a problem. We'll buy out any home internet contract up to \$300!

[See reverse for details](#) →



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## *Honor* local veterans

Upgrade to Ting Internet and we'll donate to a local veterans charity



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# Giving Back Campaign

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**You get,  
we *give***

There's no better time to upgrade to super-fast Ting Fiber Internet. With free standard installation and a free router, you'll save big on incredibly reliable internet fast enough for all your household's needs.

In the spirit of the season we'll donate **\$25 to Carroll County Food Sunday.**

[See reverse for details →](#)

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**You get,  
we'll *give***

[tinginternet.com/giving](http://tinginternet.com/giving)

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Questions

