

MINUTES

CITY OF WESTMINSTER
Mayor and Common Council Meeting
February 14, 2022, at 7:00 p.m.
45 West Main Street, Westminster, MD 21157
[YouTube Channel Link](#)

CALL TO ORDER

Elected Officials Present: Mayor Becker, Councilmember Chiavacci, Councilmember Dayhoff, Councilmember Gilbert (via-Zoom), Councilmember Hoff, and Council President Pecoraro.

Staff Present: City Clerk Barber, Director of Housing Services Brown, Director of Public Works Department Glass, Director of Recreation and Parks Gruber, City Administrator Imhulse, Chief of Police Ledwell, City Attorney Levan (via-Zoom), and Director of Human Resources McCullough.

PLEDGE OF ALLIGIANCE AND MOMENT OF SILENCE

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

STATEMENT FOR THE RECORD – CLOSED MEETING OF MONDAY, JANUARY 24, 2022:

In accordance with the General Provisions Article, Section 3-306(c)(2) of the Annotated Code of Maryland, without objection the meeting minutes will reflect that Common Council met in a Closed Meeting on Monday, January 24, 2022, at 9:01 p.m. pursuant to General Provision Art., Section 3-305(b)(8) to consult with staff, consultants, or other individuals about pending or potential litigation.

Motion by Councilmember Chiavacci, seconded by Councilmember Hoff

Vote to Close Meeting:

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

The following staff members were in attendance: City Clerk Barber, City Administrator Imhulse, and City Attorney Levan. The Common Council took no action during the meeting. The Closed Meeting adjourned at 9:20 p.m.

STATEMENT FOR THE RECORD – CLOSED MEETING OF WEDNESDAY, FEBRUARY 9, 2022:

In accordance with the General Provisions Article, Section 3-306(c)(2) of the Annotated Code of Maryland, without objection the meeting minutes reflect that Common Council met in a Closed Meeting on Wednesday, February 9, 2022, at 5:00 p.m. pursuant to General Provision Art., Section 3-305(b)(10) to discuss public security, if the public body determines that public discussion would constitute a risk to the public or public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans (Public Safety Update).

Motion by Councilmember Chiavacci, seconded by Councilmember Hoff
 Vote to Close Meeting:

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

The following staff members were in attendance: City Administrator Imhulse and Chief Ledwell. The Common Council took no action during the meeting. The Closed Meeting adjourned at 6:25 p.m.

APPROVAL OF MINUTES

Councilmember Dayhoff motioned, seconded by Councilmember Chiavacci, to approve the minutes of January 24, 2022.

VOTE

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

NAYS: None.

President Pecoraro noted that he and members of the Common Council attended Mayor Becker’s Community Meeting held on Monday, February 7, 2022. President Pecoraro requested Mayor Becker and City Administrator Imhulse provide highlights from the meeting.

Mayor Becker thanked all those who attended the Community Meeting, as there was a large crowd present. Mayor Becker advised that the meeting was to provide an opportunity to hear residents comments and concerns regarding the property at 82 West Green Street and its intended new use.

City Administrator Imhulse advised that the City of Westminster had not received anything from the public regarding the issue. She further noted her attendance at the recent open house held by the property owner.

CONSENT CALENDAR

Councilmember Hoff motioned, seconded by Councilmember Chiavacci, to approve the Consent Calendar, which consisted of the following: A) Approval of the December 2021 Departmental Operating Reports; B) Approval of the City of Westminster and Carroll County Agreement pertaining to sharing of funds and participation in planning and other governmental functions between the City of Westminster and the Carroll County Commissioners; C) Approval of the Waste Management Contract Agreement amendment to the existing contract to include transportation costs and authorize the Mayor’s execution of the amended contract; and, D) Approval of Sole Source Contract with Engineering and Technical Consultants, Inc. to engineer and design the Clock Tower repair and rehabilitation project and authorize the Mayor to execute the contract.

VOTE

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

NAYS: None.

REPORT FROM MAYOR

Mayor Becker thanked the Department of Public Works and the Streets crews for all their hard work handling the removal of snow during the winter weather events in the City.

REPORTS FROM STANDING COMMITTEES

There were no reports from the following Standing Committees: Personnel and Technology.

Councilmember Dayhoff, on behalf of the Arts Council, reported that he and Carroll Arts Center Executive Director Lynne Griffith attended the recent Taneytown Business Breakfast and gave a presentation on the Center regarding community outreach. Councilmember Dayhoff and Director Griffith also attended the recent Carroll County NAACP meeting to develop an approach for more diverse participation at the Center.

Councilmember Hoff, on behalf of the Economic and Community Development Committee, noted that the next meeting is scheduled to be held on Wednesday, February 16, at 3:30 p.m.

Council President Pecoraro, on behalf of the Finance Committee, noted that the Committee had met on Wednesday, February 9 and reviewed the tentative FY 2023 Budget schedule. Council President Pecoraro shared the proposed schedule dates with the Mayor and Common Council and advised that the next meeting of the Finance Committee would be Monday, February 28, at 4:00 p.m.

Councilmember Chiavacci, on behalf of the Public Safety Committee, noted the investigation of the recent homicide that took place in the city is being led by the Maryland State Police with the Westminster Police Department assisting. Councilmember Chiavacci then welcomed new Officers William Rojas and Alex Daugherty to the City of Westminster.

Councilmember Chiavacci, on behalf of the Public Works Committee, thanked the Department of Public Works crews for keeping the city roadways cleared during the recent snow events.

Councilmember Dayhoff, on behalf of the Recreation and Parks Committee, noted the many upcoming City events and encouraged all to get involved by volunteering.

COUNCIL COMMENTS AND DISCUSSION

Councilmember Dayhoff noted the National African American Read-In event on Monday, February 28, at the Carroll Arts Center.

Council President Pecoraro and Councilmembers Chiavacci and Gilbert thanked Mayor Becker and City Administrator Imhulse for hosting the Mayor's Community Meeting on Monday, February 7 to hear the resident comments and concerns regarding 82 West Green Street.

Councilmember Hoff noted that he was happy to see the City moving forward on the Clock Tower project. Councilmember Hoff also noted his excitement on getting to work on the proposed FY 2023 Budget.

BIDS

Award of Contract – Center Street Storm Drain Outfall

Director of Public Works Glass provided an overview of the bid process for the Center Street Storm Drain project and responded to questions on the item.

Councilmember Chiavacci motioned, seconded by Councilmember Hoff, to accept the bid of White Pines Construction of Finksburg, Maryland in the not to exceed amount of \$99,236.22 for the Center Street Storm Drain project and all work necessary to complete the project as further described in the bid documents and authorize the Mayor's execution of the associated contract.

VOTE

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

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

City Administrator

City Administrator Imhulse reported that she was working with Department Directors and City staff on the proposed FY 2023 Budget.

Community Planning & Development Department

City Administrator Imhulse provided the following report on behalf of Director Depo: February 1, the Board of Zoning Appeals approved a Special Exception to operate a "Home occupation" - Vehicle Wholesaling use at 746 Blue Moon Lane; February 2, the Historic District Commission recommended to conditionally approve the demolition permit for 288 East Main Street and approved a Historic Rehabilitation Property Tax Credit of up to \$2,895.00 for 229 E Main Street; January 31, the five-year renewal of the City's Sustainable Communities designation was approved; and, on February 7, the Arbor Day Foundation again recognized the City of Westminster as a Tree City USA.

Human Resources

Director McCullough reported that the department is currently focusing on recruitment for positions across all departments.

Housing Department

Director Brown reported that in-person housing inspections have resumed with all COVID-19 protocols being observed. He also noted that the department is paring down the assistance program applicants list, currently at 1,521, and continuing to decline.

Westminster Police Department (WPD)

Chief Ledwell provided an update on the investigation of the recent homicide that took place in the City, as it is being led by the Maryland State Police with the Westminster Police Department (WPD) assisting as needed. He then provided an update of WPD's status regarding the Maryland Police Reform Legislation requirements. Chief Ledwell closed his report by highlighting the monthly Community Focus Group held virtually on February 9.

Recreation and Parks Department

Director Gruber reported that the department was finalizing details on its first two major events for 2022, the upcoming Celtic Canter 5K Run, Irish Festival, and Pub Crawl on Saturday, March 12, and the Wine Stroll scheduled for Saturday, April 23, and provided highlights of the events. Director Gruber advised that the Recreation and Parks Department are always looking for volunteers to assist with these events, and noted that volunteers can use the City's website or send an email to the department.

Public Works Department

Director Glass thanked the Department of Public Works Streets Department for their quick response on handing the unexpected early morning winter weather event earlier that day.

Westminster Volunteer Fire Department

Councilmember Dayhoff reported that for the month of January, there were 591 total calls; 479 EMS and 112 fire. Of those calls, 348 were inside City limits and 189 were outside, with 52% of the calls overlapping.

CITIZEN COMMENTS

President Pecoraro advised that residents may submit any comments to the following email address: comments@westminstermd.gov. President Pecoraro noted that all emails received would be shared with the Mayor and Common Council. President Pecoraro welcomed the following to address the Mayor and Common Council:

Ms. Ilene Vozzella, 79 West Green Street, addressed the Common Council regarding zoning concerns on West Green Street.

Mr. Pete Samios, 152 East Main Street, addressed his concerns with the street trees along Main Street.

ADJOURNMENT TO CLOSED MEETING

Motion: Councilmember Chiavacci moved that the Common Council adjourn to a Closed Meeting on Monday, February 14, 2022, in accordance with the General Provisions Article of the Annotated Code of Maryland, §3-305 (b) (10) to discuss public security, if the public body determines that public discussion would constitute a risk to the public or public security, including: (i) the deployment of fire and police services and staff; and, (ii) the development and implementation of emergency plans. (Public Safety Update), seconded by Councilmember Hoff.

VOTE

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

NAYS: None.

President Pecoraro noted that the Common Council did not intend to return to the Regular Meeting at the conclusion of the Closed Meeting.

President Pecoraro announced that the next meeting would be on February 28. He adjourned to the Closed Meeting at 7:58 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 February 28, 2022.