

**MINUTES**

**CITY OF WESTMINSTER  
Mayor and Common Council Meeting  
June 27, 2022, at 7:00 p.m.  
1838 Emerald Hill Lane, Westminster, MD 21157  
[YouTube Channel Link](#)**

**CALL TO ORDER**

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

**Staff Present:** City Clerk Barber, Director of Community Planning and Development Depo, Director of Public Works Glass, City Administrator Imhulse, Chief of Police Ledwell, City Attorney Levan, 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.

President Pecoraro acknowledged Carroll County Commissioner Dennis Frazier presence in the meeting. President Pecoraro thanked Commissioner Frazier for his work on the County Council as well as the support he has given to the City of Westminster. Commissioner Frazier thanked the Mayor and Common Council for their many collaborative efforts between the County and the City.

**STATEMENT FOR THE RECORD – CLOSED MEETING OF MONDAY, MAY 23, 2022**

President Pecoraro read the following into the record: 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 the Common Council met in a Closed Meeting on Monday, May 23, 2022, at 8:22 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 – Chiavacci/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 City Attorney Levan. The Common Council took no action during the session. The Closed Meeting adjourned at 9:00 p.m.

**APPROVAL OF MINUTES**

Councilmember Dayhoff motioned, seconded by Councilmember Gilbert, to approve the Common Council Meeting minutes of May 23, 2022, and the Mayor and Common Council Closed Meeting minutes of May 23, 2022.

**VOTE**

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

**NAYS:** None.

**PRESENTATION**

**Mayoral Proclamation – July as Park and Recreation Month**

Mayor Becker read a Mayoral Proclamation recognizing July as Park and Recreation Month.

**CONSENT CALENDAR**

Councilmember Dayhoff motioned, seconded by Councilmember Gilbert to approve the Consent Calendar, which consisted of A) Approval of May 2022 Departmental Operating Report; B) Approval to submit a Legislative Action Request to the Maryland Municipal League (MML); C) Approval for a Good Cause Waiver for the purchase of Vector Mudslinger Model MS800 and Vector Model VJ1500 High Pressure Sewer Jetter; D) Approval of Public Works Agreement (A-1154) Raising Cane’s Restaurant; E) Approval of City/County Agreement for Fiscal Year 2023; F) Approval of a Grant in the amount of \$30,000 to McDaniel College; G) Approval of Professional Services Agreement with Brown Schultz Sheridan & Fritz, in the amount of \$45,600 for Financial Auditing Services

**VOTE**

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

**NAYS:** None.

**REPORT FROM MAYOR**

Mayor Becker noted her attendance at the Juneteenth Celebration Event held on Saturday, June 18, 2022, sponsored by the NAACP (National Association for Advancement of Colored People) and the Carroll Arts Council. Mayor Becker noted that she read and presented an official proclamation to Ms. Diane Hurd. She also noted that this was the first Juneteenth event, and it was very well attended. Mayor Becker closed by thanking Commissioner Frazier for his support of the City of Westminster.

**REPORTS FROM STANDING COMMITTEES**

There were no reports from the following Standing Committees: Economic and Community Development and Finance.

Councilmember Dayhoff, on behalf of the Arts Council, noted the first celebration of Juneteenth in the City of Westminster. Councilmember Dayhoff thanked all those involved, in making the event a success. Councilmember Dayhoff also noted that he and his wife are also sponsoring the film “Clifford the Big Red Dog” in June at the Carroll County Community College. Councilmember Dayhoff closed by noting upcoming events being hosted at the Carroll Arts Center.

Councilmember Gilbert, on behalf of the Personnel Committee, noted that the Committee will be working on items over the next few months. She also noted the City’s current open positions and encouraged those interested to go to the City’s website for additional information on how to apply.

Councilmember Chiavacci, on behalf of the Public Safety Committee, noted that on May 31<sup>st</sup> and June 16<sup>th</sup>, the Westminster Police Department conducted the first of two in-service training sessions involving opioid overdose response initiatives. On June 1<sup>st</sup>, Tim Rife was promoted to the rank of Lieutenant and on June 22<sup>nd</sup>, he was presented with his PFC designation. Councilmember Chiavacci closed by thanking Sgt. Donovan for his quick responsiveness while dealing with a homeless person in crisis.

Councilmember Chiavacci, on behalf of the Public Works Committee, noted that the water repair on Bond Street had been completed.

Councilmember Dayhoff, on behalf of the Recreation and Parks Committee, noted there were a lot of activities going on throughout the summer months.

### **COUNCIL COMMENTS AND DISCUSSION**

Councilmember Chiavacci thanked and noted his thanks and gratitude to County Commissioner Frazier for his work for the City of Westminster.

Councilmember Dayhoff noted and echoed the remarks given by Councilmember Chiavacci on behalf of County Commission Frazier.

Councilmember Gilbert thanked all those who participated in the 2022 Memorial Day Parade and honored those who died in battle for their work and service. Councilmember Gilbert thanked Director of Public Works Glass for his recent tour of the Wastewater Management Plant. Councilmember Gilbert closed her comments by thanking County Councilmember Frazier for his work and commitment to the City of Westminster.

Council President Pecoraro thanked those involved in all the City events and appreciated the Memorial Day Parade. Council President Pecoraro noted his attendance at the Maryland Municipal League's (MML) annual conference. He congratulated City Attorney Levan for being chosen to serve on the MML Board of Directors by the Maryland Municipal Attorneys Association.

### **UNFINISHED BUSINESS**

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

### **NEW BUSINESS**

#### **Cyber Security Renewal**

City Administrator Imhulse discussed with the Mayor and Common Council the renewal of the City's annual cyber security insurance through Alliant Insurance Services, Inc. The Council discussed the issue at length and stated their support and others stating their objection of the item.

Councilmember Dayhoff motioned, seconded by Councilmember Gilbert, to approve the renewal of the cyber security insurance with Alliant Insurances Services, Inc. in the amount of \$157,000.

### **VOTE**

AYES: Council President Pecoraro, Councilmember Dayhoff, and Councilmember Gilbert.

NAYS: Councilmember Chiavacci.

### **DEPARTMENTAL REPORTS**

#### **City Administrator**

City Administrator Imhulse noted the upcoming July 4<sup>th</sup> holiday, and that all City offices would be closed.

#### **Recreation and Parks Department**

City Administrator Imhulse provided a Recreation and Park Department report on behalf of Director Gruber. Ms. Imhulse noted the many events taking place daily in the Recreation and Parks Department. City Administrator Imhulse closed by thanking all those involved in making the Beer and BBQ Stroll held on Saturday, June 18, 2022, such a great success.

#### **Human Resources**

Director McCullough reported that the department is currently focusing on recruitment for open positions across all departments. Director McCullough advised that anyone interested in working for the City of Westminster should go to the City's website for current job openings

## **Public Works Department**

Director of Public Works Glass noted that the Mayor and Common Council passed a robust budget now the work begins for the department, to get the projects moving forward. Director Glass provided the Common Council with updates on the department's current projects. Director Glass closed his report noting that the July 11, 2022, would be his last Mayor and Common Council Meeting, upon his impending retirement from the City of Westminster.

## **Community Planning and Development**

Director Depo reported that for the 32<sup>nd</sup> year, the City of Westminster has been recognized as a Tree City USA. Director Depo also reported that the City is being recognized as a Maryland PLANT (People Loving and Nurturing Trees) Community by the Maryland Urban and Community Forestry Committee of the Maryland Forestry Board. Director Depo advised the City had been certified as a 2022 accredited program by Main Street Maryland and Main Street America. Director Depo closed by noting the dates and times of the City of Westminster's Saturday's Farmers Market.

Chief Ledwell reported that on June 6<sup>th</sup>, the department conducted final interviews with the new grant-funded case manager applicants, Ms. Brooke Sisson was offered the position, she will begin work in mid-July as part of the department's Quick Response Team (QRT) initiative. Chief Ledwell reported that on June 7<sup>th</sup>, the department received the initial training on the IA Pro Internal Investigation software. Chief Ledwell closed by providing updates on issues being addressed by the department

## **CITIZEN COMMENTS**

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

Mr. Gordon Coyle, 32 Bella Vita Court, addressed the Mayor and Common Council on his concerns with rising taxes for seniors that live in condos.

## **ADJOURNMENT**

President Pecoraro announced that the next meeting would be on July 11<sup>th</sup>, and will begin at 7:00 p.m. He adjourned the meeting at 8:00 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 July 11, 2022.**