

MINUTES

CITY OF WESTMINSTER
Mayor and Common Council Meeting
August 22, 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, Councilmember Hoff and Council President Pecoraro.

Staff Present: City Clerk Barber, Director of Housing Services Brown, Director of Community Planning and Development Depo, Deputy Director of Public Works Dick, Chief of Police Ledwell, City Administrator Imhulse, Director of Human Resources McCullough. Director of Finance Rodgers, and Attorney Ruff

Note for the Record: Council President Pecoraro advised the Mayor and Common Council that an amended agenda for the meeting had been provided to them all at the dais.

PLEDGE OF ALLIGIANCE AND MOMENT OF SILENCE

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

PRESENTATION

Mayoral Proclamation – “Stroke Smart Westminster”

Mayor Becker read a Mayoral Proclamation proclaiming the City of Westminster as a “Stroke Smart Westminster”.

PUBLIC HEARINGS

Public Hearing - Annexation Resolution 22-03 (Annexation No. 73)

Mayor Becker conducted a public hearing on the City of Westminster’s Annexation Resolution 22-03 (Annexation No. 73), enlarging the corporate boundaries of the City of Westminster by annexing into the City certain property contiguous and adjoining to the City’s existing corporate boundaries, consisting of the real property located at 404 Malcolm Drive, Westminster, Maryland 21157, also identified as tax account number 07-000588, Map 46, Grid 0009, Parcel 1187, and comprising ± 3.81 square feet., beginning at 7:06 p.m. Mayor Becker noted that the Public Hearing had been published in the *Carroll County Times*, meeting all State of Maryland requirements. Ms. Kelly Shaffer, Attorney, on behalf of her client spoke in support of Annexation Resolution 22-03. With no further comments, Mayor Becker closed the public hearing at 7:08 p.m.

Public Hearing - Annexation Resolution 22-04 (Annexation No. 74)

Mayor Becker conducted a public hearing on the City of Westminster’s Annexation Resolution 22-04 (Annexation No. 74) enlarging the corporate boundaries of the City of Westminster by annexing into the City certain property contiguous and adjoining to the City’s existing corporate boundaries, consisting of the real property located at 207 Greenwood Avenue, Westminster, Maryland 21157, and 209 Greenwood Avenue, Westminster, Maryland 21157 also identified as tax account number 07-053843, MAP 107, Grid 0004, Parcel 1138, and comprising ± 21,359 square feet., beginning at 7:09 p.m. Mayor Becker noted that the Public Hearing had been published in the *Carroll County Times*, meeting all State of Maryland requirements. There was no one wishing to address the Mayor and Common Council on the Annexation Resolution 22-04 (Annexation No. 74). With no further comments, Mayor Becker closed the public hearing at 7:11 p.m.

Public Hearing - Ordinance 942

Mayor Becker conducted a public hearing on the City of Westminster's Ordinance 942, an ordinance amending Chapter 164, "Zoning and Subdivision of Land", of the Code of the City of Westminster, to amend Article XII, Subsection D.(5)(A), to add "Microbreweries and Pub Breweries licensed under Article 2B of the Annotated Code of Maryland" and to amend Article XX, "Special Provisions", to add Section 164-155.6, "Microbreweries and Pub Breweries", to provide new standards for the grant of Microbreweries and Pub Breweries in certain zones., beginning at 7:11 p.m. Mayor Becker noted that the Public Hearing had been published in the *Carroll County Times*, meeting all State of Maryland requirements. There was no one wishing to address the Mayor and Common Council on Ordinance 942. With no further comments, Mayor Becker closed the public hearing at 7:12 p.m.

CONSENT CALENDAR

Councilmember Dayhoff motioned, seconded by Councilmember Chiavacci to approve the Consent Calendar, which consisted of the following: A) Approval of the June 2022 Departmental Operating Reports; B) Approval of the Public Works Agreement (A-1153) Runway Storage; and C) Approval of Purchase of an SUV Vehicle from Apple Ford in the amount of \$25,970.96.

VOTE

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

NAYS: None.

REPORT FROM MAYOR

Mayor Becker noted that on Thursday, August 18, 2022, she attended an event at the Rudolph Girls Books for an event that brought together authors from Carroll County. Mayor Becker closed by noting that on Saturday, August 20, 2022, the City of Westminster welcomed the new students from McDaniel College to downtown Westminster, to explore and get to know the businesses in the area.

REPORTS FROM STANDING COMMITTEES

There were no reports from the Arts Council, Finance Committee, Recreation and Parks, and Technology.

Councilmember Hoff, on behalf of the Economic and Community Development Committee, noted that the Committee will meeting on Thursday, August 25, 2022, at 3:30 p.m. at the City Administration Building.

Councilmember Gilbert, on behalf of the Personnel Committee, 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 the Westminster Police Department grant funded Quick Response Team (QRT) has been operating for a few weeks and has seen significant success with their mission.

Councilmember Chiavacci, on behalf of the Public Works Committee, noted the following: the department is currently doing maintenance work at the Family Fitness Center as well as the City Park bathrooms. Councilmember Chiavacci also noted the departments support to the many events that are held within the City.

COUNCIL COMMENTS AND DISCUSSION

Councilmember Gilbert welcomed all the new McDaniel College students to the City of Westminster. Councilmember thanked all those involved in putting together the Welcome to Westminster event held on Saturday, August 20, 2022.

Council President Pecoraro noted that the Welcome to Westminster was a great event.

ORDINANCES & RESOLUTIONS

Adoption of Annexation Resolution 22-03 (Annexation No. 73)

Councilmember Chiavacci motioned, seconded by Councilmember Dayhoff to approve the adoption of Annexation Resolution 22-03 (Annexation No. 73) enlarging the corporate boundaries of the City of Westminster by annexing into the City certain property contiguous and adjoining to the City's existing corporate boundaries, consisting of the real property located at 404 Malcolm Drive, Westminster, Maryland 21157, also identified as tax account number 07-000588, Map 46, Grid 0009, Parcel 1187, and comprising ± 3.81 acres. Director of Community Planning and Development Depo provided the staff report on the item.

VOTE

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

NAYS: None.

Adoption of Annexation Resolution 22-04 (Annexation No. 74)

Councilmember Gilbert motioned, seconded by Councilmember Hoff to approve the adoption of Annexation Resolution 22-04 (Annexation No. 74) enlarging the corporate boundaries of the City of Westminster by annexing into the City certain property contiguous and adjoining to the City's existing corporate boundaries, consisting of the real property located at 207 Greenwood Avenue, Westminster, Maryland 21157, and 209 Greenwood Avenue, Westminster, Maryland 21157 also identified as tax account number 07-053843, MAP 107, Grid 0004, Parcel 1138, and comprising ± 21,359 square feet. Director of Community Planning and Development Depo provided the staff report on the item.

VOTE

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

NAYS: None.

Annexation Plan – Resolution 22-03 (Annexation No. 73)

Councilmember Hoff motioned, seconded by Councilmember Chiavacci to approve the adoption of the annexation plan associated with Annexation Resolution 22-03 (Annexation No. 73).

VOTE

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

NAYS: None.

Annexation Plan – Resolution 22-04 (Annexation No. 74)

Councilmember Hoff motioned, seconded by Councilmember Gilbert to approve the adoption of the annexation plan associated with Annexation Resolution 22-04 (Annexation No. 74).

VOTE

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

NAYS: None.

Adoption of Ordinance 942

Councilmember Chiavacci motioned, seconded by Councilmember Dayhoff to approve the adoption of Ordinance 942, an ordinance amending Chapter 164, "Zoning and Subdivision of Land", of the Code of the City of Westminster, to amend Article XII, Subsection D.(5)(A), to add "Microbreweries and Pub Breweries licensed under Article 2B of the Annotated Code of Maryland" and to amend Article XX, "Special Provisions", to add Section 164-155.6, "Microbreweries and Pub Breweries", to provide new standards for the grant of Microbreweries and Pub Breweries in certain zones. Director of Community Planning and Development Depo provided the staff report on the item.

VOTE

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

NAYS: None.

Adoption of Resolution 22-05 Nationwide Restatement

Councilmember Dayhoff motioned, seconded by Councilmember Gilbert to approve the adoption of Resolution 22-05, that restates and ratifies the execution of the restated documents with Nationwide Financial Services, Inc., for the City's Deferred Compensation 401(a) Matching Plan.

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

Award of Contract for Speakers on Main Street

Councilmember Dayhoff motioned, seconded by Councilmember Gilbert to authorize a sole source contract for the Downtown Speaker System to All Pro Integrated Systems in the amount of \$69,516.48. City Administrator Imhulse and Deputy Director of Public Works Dick provided the staff report on the item. The Common Council discussed the issue at length. City Administrator Imhulse responded to questions of clarification given by the Mayor and Common Council.

VOTE

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

NAYS: None.

Keller Brother's Inc. – Change Orders – Westminster Municipal Pool Renovation

Councilmember Dayhoff motioned, seconded by Councilmember Gilbert to have the City of Westminster authorize Keller Brothers Inc., to perform work identified through the approval and execution of WMP-Change Order No. 1 and WMP ALTS-Change Order No 1. City Administrator Imhulse provided the staff report on the item.

VOTE

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

NAYS: None.

DEPARTMENTAL REPORTS

City Administrator

City Administrator Imhulse thanked City Clerk Barber for continuing to provide the Mayor and Common Council with updated agenda materials and keeping things moving. City Administrator Imhulse noted the successful Westminster Welcome held on Saturday, August 20, 2022, where the City of Westminster welcomed 500 new McDaniel College students into downtown Westminster. City Administrator thanked Andrea Gerhard and the Finance Department for their work on the project. City Administrator Imhulse closed by welcoming Ms. Theresa Rodgers as the City's new Director of Finance.

Finance

Director of Finance Rodgers noted her thanks and gratefulness to be able to serve the City of Westminster, as she considers the City as her hometown.

Public Works Department

Deputy Director of Public Works Dick noted the maintenance work being done at the City's Water Plant.

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

Housing Services

Director Brown provided an update on the Rental Housing Licensing Program.

Community Planning and Development

Director Depo reported that on August 2, the Board of Zoning Appeals approved: Case 22-9, a variance to allow a residential above ground pool to extend 3ft into the 8ft lot line setback at 313 Inverness Director Depo also reported that on August 3, the Historic District Commission approved post-construction application, Historic Rehabilitation Property Tax Credits TC 22-01 in the amount of \$2,895.00 for 229 East Main Street.

Public Safety Department

Chief Ledwell reported that the grant funded Quick Response Team (QRT) has been operating for a few weeks and has seen significant success with their mission. Chief Ledwell closed his report by noting that the department is currently going through Body-Worn Camera Training.

Westminster Volunteer Fire Department

Councilmember Dayhoff reported that for the month of June, there were 484 total calls; 324 EMS and 98 fire. Of those calls, 324 were inside City limits and 207 were outside, with (51%) overlapping. Councilmember Dayhoff reported that for the month of July, there were 515 total calls; 170 EMS. Of those calls, 375 were inside City limits and 252 were outside, with (61%) overlapping.

CITIZEN COMMENTS

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

No one wished to address the Mayor and Common Council

ADJOURNMENT

President Pecoraro announced that the next meeting would be on September 12, and the meeting will begin at 7:00 p.m. He adjourned the meeting at 8:49 p.m.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Douglass A. Barber". The signature is written in a cursive style with a large, prominent 'D' at the beginning.

Douglass A. Barber, MMC
City Clerk

Full audio version is available on www.westminstermd.gov

Adopted by the City of Westminster Common Council on September 12, 2022.