

MINUTES

**CITY OF WESTMINSTER
Mayor and Common Council Meeting
September 12, 2022, at 7:00 p.m.
1838 Emerald Hill Lane, Westminster, MD 21157
[YouTube Channel Link](#)**

CALL TO ORDER

Elected Officials Present: Mayor Becker, President Pro-Tem Chiavacci, Councilmember Dayhoff, Councilmember Gilbert, Councilmember Hoff.

Absent: 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, Director of Recreation and Parks Gruber, Captain Heuer, City Attorney Levan, City Administrator Imhulse, and Director of Finance Rodgers

PLEDGE OF ALLIGIANCE AND MOMENT OF SILENCE

President Pro-Tem Chiavacci led the Pledge of Allegiance and a moment of silence.

APPROVAL OF MINUTES

Councilmember Hoff motioned, seconded by Councilmember Dayhoff, to approve the Mayor and Common Council Meeting minutes of August 15, 2022, the Mayor and Common Council Meeting minutes of August 22, 2022, the Mayor and Common Council Work Session Meeting minutes of August 23, 2022, and the Special Mayor and Common Council Meeting minutes of August 24, 2022.

VOTE

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

NAYS: None.

CONSENT CALENDAR

Councilmember Dayhoff motioned, seconded by Councilmember Gilbert to approve the Consent Calendar, which consisted of the following: A) Approval of the July 2022 Departmental Operating Reports; B) Award of Contract for Value Bolts Replacement to Mid-Atlantic Utilities, Inc., of Carlisle, Pennsylvania, in the amount of \$73,765.00; C) Award of Contract for 45 West Main Street Boiler Replacement to Temp Air Company in the amount of \$107,151,00.; D) Award of Sole Source Contract with SHI for Firewall License Renewal in the amount of \$60,165.82; E) Award of Sole Source Contract with Motorola Solutions for 28 Police Body-Worn Cameras in the amount of \$88,395.

VOTE

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

NAYS: None.

REPORT FROM MAYOR

Mayor Becker noted that City Administrator Imhulse has celebrated her first anniversary with the City of Westminster and thanked her for her leadership and paramount guidance.

REPORTS FROM STANDING COMMITTEES

There were no reports from the Finance Committee and the Technology Committee.

Councilmember Dayhoff, on behalf of the Arts Council, noted the upcoming Carroll Arts Center 20th Annual Member Show September 19 through October 29, 2022, with a reception scheduled on September 25, 2022, from 5:00 p.m. until 7:00 p.m. Councilmember Dayhoff encouraged everyone to visit the Arts Council's website: www.carrollcountyartscouncil.org for all the upcoming events and details.

Councilmember Hoff, on behalf of the Economic and Community Development Committee, noted that the Committee held a meeting on Thursday, August 25, 2022, and highlighted the topics discussed. Councilmember Hoff noted the next meeting of the Economic and Community Development Committee was scheduled for Tuesday, September 27, 2022, at 3:30 p.m. at the City Administration Building.

Councilmember Chiavacci, on behalf of the Public Safety Committee, noted that the Westminster Police Department has secured a grant from the Maryland Governor's Office of Crime Control and Prevention in the amount of \$148,395.00 for Body-Worn Cameras.

Councilmember Chiavacci, on behalf of the Public Works Committee, noted that the Clock Tower Project has gone out for official bid.

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 Dayhoff, on behalf of the Recreation and Parks Committee, noted the upcoming City of Westminster Fallfest scheduled for Thursday, September 22, 2022 through Sunday, September 25, 2022.

COUNCIL COMMENTS AND DISCUSSION

Councilmember Gilbert noted thanked the Westminster High School Band on their recent performance at Belle Grove Square.

Councilmember Hoff noted his attendance at the concert held in Belle Grove Square.

President Pro-Tem Chiavacci congratulated City Administrator Imhulse on her one-year anniversary with the City of Westminster.

BID

Award of Contract for 45 West Main Street and 91 West Main Street Roof Upgrade

Councilmember Dayhoff motioned, seconded by Councilmember Hoff to approve the award of contract for the 45 West Main Street and the 91 West Main Street Roof upgrade contract to Northeast Contracting Corporation of Lorton, Virginia in the amount of \$218,281.00. Deputy Director of Public Works provided the staff report on the item. There was no discussion.

VOTE

AYES: 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

Waiver of Procurement Process to Award Contract with Duperon Corporation for the Bar Screen Project

Councilmember Dayhoff motioned, seconded by Councilmember Gilbert to authorize the award of contract with Duperon Corporation for the Bar Screen and Washer Compactor for the Water Reclamation Facility in the amount of \$253,000. City Administrator Imhulse and Wastewater Treatment Plant Superintendent Summerhill 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 Dayhoff, Councilmember Gilbert, and Councilmember Hoff.

NAYS: None.

Approval of Change Order # 13 with GHD in the amount of \$360,000 for Additional Construction Phase Engineering Services for Westminster ENR Project

Councilmember Dayhoff motioned, seconded by Councilmember Gilbert to approve Change Order # 13 with GHD in the amount of \$360,000 for additional construction phase engineering services for Westminster ENR project. City Administrator Imhulse 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 Dayhoff, Councilmember Gilbert, and Councilmember Hoff.

NAYS: None.

Approval of Change Order # 2 with GHD in the amount of \$765,000 for Additional Construction Management, Inspection, and Testing Services for Westminster ENR Project

Councilmember Dayhoff motioned, seconded by Councilmember Hoff to approve Change Order # 2 with GHD in the amount of \$765,000 for additional construction management, inspection, and testing services for Westminster ENR project. City Administrator Imhulse 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 Dayhoff, Councilmember Gilbert, and Councilmember Hoff.

NAYS: None.

DEPARTMENTAL REPORTS

Westminster Volunteer Fire Department

Councilmember Dayhoff reported that for the month of August, there were 655 total calls; 552 EMS and 103 fire. Of those calls, 369 were inside City limits and 236 were outside, with (52%) overlapping.

City Administrator

City Administrator Imhulse noted her one-year anniversary with the City of Westminster and thanked the Mayor and Common Council as well as the City staff for bringing her into the community.

Housing Services

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

Community Planning and Development

Director Depo reported that on September 7, 2022, the Historic Commission continued its discussion on Best Practices, as well as an implementation plan related to the goals and objectives of the

Historic Commission as provided in the Westminster Comprehensive Plan. Director Depo also reported that on October 11, 2022, from 8:00 a.m. until 4:00 p.m., the City of Westminster Tree Commission will be holding the 27th Annual Urban and Community Forestry Workshop at McDaniel College, for additional details go to the City of Westminster website.

Public Safety Department

Captain Heuer provided an update and stats for the newly created Quick Response Team (QRT).

Finance

Director of Finance Rodgers noted that the City is preparing for the annual audit.

Recreation and Parks Department

Director Gruber noted the 2022 11-week Summer Camp Program had over 900 children participate. Director Gruber closed her report by providing highlights to the City of Westminster 2022 Fallfest scheduled to run from Thursday, September 22, 2022, through Sunday, September 25, 2022.

CITIZEN COMMENTS

President Pro-Tem Chiavacci 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.

Ms. Lyndi McNulty, 195 West Main Street, addressed the Mayor and Common Council to thank the City's Department of Public Works Streets Department for their assistance with a sewer line issue.

Mr. Dominic Jones, 736 Cedar Drive, addressed the Mayor and Common Council regarding painting the town, as he is a muralist

ADJOURNMENT

President Pro-Tem Chiavacci announced that the next meeting would be on September 26, and the meeting will begin at 7:00 p.m. He adjourned the meeting at 8:11 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 September 26, 2022.