

## MINUTES

**CITY OF WESTMINSTER**  
**Mayor and Common Council Meeting**  
**September 26, 2022, at 7:00 p.m.**  
**1838 Emerald Hill Lane, Westminster, MD 21157**  
[YouTube Channel Link](#)

### CALL TO ORDER

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

Absent: Mayor Becker

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

### PLEDGE OF ALLIGIANCE AND MOMENT OF SILENCE

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

### PRESENTATIONS

#### **MAGIC Quarterly Update – Executive Director Graham Dodge**

Graham Dodge, Executive Director of MAGIC, presented a quarterly update on MAGIC.

#### **Carroll County Arts Council Update – Executive Director Lynne Griffith**

Lynne Griffith, Executive Director of Carroll County Arts Council, presented a quarterly update on the Carroll County Arts Council.

### COMMITTEE APPOINTMENTS

#### **Grace Kelly Lawler – Historic District Commission**

Councilmember Gilbert motioned, seconded by Councilmember Dayhoff, to accept the Mayor's nomination for appointment of Ms. Grace Kelly-Lawler to the City of Westminster's Historic District Commission for a three-year term ending on September 26, 2025.

#### **VOTE**

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

**NAYS:** None.

#### **Scott Graf – Board of Zoning Appeals**

Councilmember Hoff motioned, seconded by Councilmember Chiavacci to accept the Mayor's nomination for appointment of Mr. Scott Graf to the City of Westminster's Board of Zoning Appeals Commission for a three-year term ending on September 26, 2025.

#### **VOTE**

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

**NAYS:** None.

**APPROVAL OF MINUTES**

Councilmember Dayhoff motioned, seconded by Councilmember Gilbert, to approve the Mayor and Common Council Meeting minutes of September 12, 2022, and the Mayor and Common Council Work Session Meeting minutes of September 12, 2022.

**VOTE**

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

**NAYS:** None.

**CONSENT CALENDAR**

Councilmember Gilbert motioned, seconded by Councilmember Chivacci to approve the Consent Calendar, which consisted of the following: A) Approval of the August 2022 Departmental Operating Reports; B) Approval of the Purchase of One (1) Replacement Police Vehicle – 2022 Dodge Durango Pursuit Vehicle AWD from Hertrich Dodge Fleet Services for a total cost of \$36, 064.

**VOTE**

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

**NAYS:** None.

**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 and thanked Executive Director Griffith for her presentation on the Carroll County Arts Council.

Councilmember Hoff, on behalf of the Economic and Community Development Committee, noted the next meeting of the Economic and Community Development Committee is scheduled for Tuesday, September 27, 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 Chivacci, on behalf of the Public Safety Committee, provided an update on the burglary case at the Westminster Family Fitness Center on March 16, 2022. Councilmember Chivacci reported that the City of Westminster won an agency award at the Making Recovery the Epidemic: Community Solutions conference on September 21, 2022. Councilmember Chivacci closed his report by providing an update on vacancies in the department.

Councilmember Chivacci, on behalf of the Public Works Committee, noted and thanked the Department of Public Works for all their assistance they provide to City.

Councilmember Dayhoff, on behalf of the Recreation and Parks Committee, noted the City of Westminster 2022 Fall Fest was a great event.

**COUNCIL COMMENTS AND DISCUSSION**

Councilmember Dayhoff thanked the Westminster Police Department for all their initiatives and their great interaction with the public.

Councilmember Gilbert congratulated and thanked all those involved in the City of Westminster’s 2022 Fall Fest on a great event.

Councilmember Hoff noted as well that City of Westminster's 2022 Fall Fest was a great event.

Council President Pecoraro noted that on Friday, September 30<sup>th</sup> the Mayor and Common Council will be host a joint virtual celebration with the City of Paide on our 20<sup>th</sup> Anniversary as a Sister City between the two cities, as well as celebrating the City of Paide's 731<sup>st</sup> birthday.

### **ORDINANCES AND RESOLUTIONS**

#### **Introduction of Ordinance 944 – Amending Chapter 7 “Board and Commissions” of the Code of the City of Westminster to Repeal Article IV, “Westminster Fiber Commission”**

Councilmember Chiavacci motioned, seconded by Councilmember Gilbert to introduce Ordinance 944, an Ordinance of the Mayor and Common Council of Westminster amending Chapter 7, “Boards and Commissions of the Code of the City of Westminster to Repeal Article IV, “Westminster Fiber Commission. City Administrator Imhulse provided the staff report on the item. There was no discussion.

#### **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**

#### **Approval of Sole Source Contract with Hyperion, Inc., for the Replacement and Installation of New Cameras at the Westminster Square Parking Garage in the Amount of \$34,795.23**

Councilmember Dayhoff motioned, seconded by Councilmember Hoff to authorize the approval of a sole source contract with Hyperion, Inc., for the replacement and installation of new cameras at the Westminster Square Parking Garage in the amount of \$34,795.23. City Administrator Imhulse provided the staff report on the item. There was no discussion.

#### **VOTE**

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

**NAYS:** None.

#### **Approval of Sole Source Contract with Filmtec Corporation for the Purchase of 48 Membrane Modules in the amount of \$43,904.30**

Councilmember Chiavacci motioned, seconded by Councilmember Dayhoff to authorize the approval of a sole source contract with Filmtec Corporation for the purchase of 48 Membrane Modules in the amount of \$43,904.30. City Administrator Imhulse provided the staff report on the item. City Administrator Imhulse responded to questions of clarification given by the Common Council.

#### **VOTE**

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

**NAYS:** None.

### **DEPARTMENTAL REPORTS**

#### **City Administrator**

City Administrator Imhulse noted that at the next meeting Director Gruber will provide the highlights from the City of Westminster 2022 Fall Fest. City Administrator Imhulse noted the collaboration between all the departments in putting this event together.

**Community Planning and Development**

Director Depo reported that there are currently 83 people registered for the 27<sup>th</sup> Annual Urban and Community Forestry Workshop scheduled for Tuesday, October 11, 2022, at McDaniel College. Director Depo also reported that the Farmers Market is open on Saturdays through November 19, 2022, from 8:00 a.m. until 1:00 p.m. and the 2022 Holiday Market will be open November 26<sup>th</sup>, December 3<sup>rd</sup>, December 10<sup>th</sup>, and December 17<sup>th</sup>, from 9:00 a.m. until 1:00 p.m.

**Recreation and Parks Department**

City Administrator Imhulse reported that the City of Westminster will have the 2022 Oyster Stoll event on Saturday, October 8, 2022.

**Public Safety Department**

Chief Ledwell noted the new legislation laws that went into effect July 1, 2022, and the legislation laws that will be going into effect on October 1, 2002.

**Westminster Volunteer Fire Department**

Councilmember Dayhoff reported that the Westminster Fire Department will be holding their open house on Saturday, October 8, 2022.

**CITIZEN COMMENTS**

Council 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.

There was no one wishing to address the Common Council.

**ADJOURNMENT**

Council President Pecoraro announced that the next meeting would be a virtual meeting on October 10, and the meeting will begin at 7:00 p.m. He adjourned the meeting at 8:20 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 October 24, 2022.