

February 2025 Burkittsville Town Meeting Minutes

Attendees

Michael Robinson - Mayor	Donna Smith
Jad Drake - Council	Kathy Ahalt
Matt Morris - Council	John Ahalt
Jim Hauver - Council	Paul Gilligan
Mark Carroll	Mickie Beller
Shelby Beaver	Nicole Beller - Clerk/Treasurer (Called in)
Jill Rothen	

Summary

The meeting began with the approval of previous minutes and the Treasurer's Report, noting a \$28,000 duplicate payment from Frederick County, which has been resolved. Planning and zoning updates included a letter of support for Brunswick High School renovations. The status of the EPA grant remains uncertain, and discussions are ongoing for grant management assistance. The council discussed road repairs, prioritizing areas like Cemetery Lane and the culvert near the playground. The budget process is underway, with a focus on tax rate adjustments. The meeting concluded with a review of standard operating procedures.

Transcript

<https://otter.ai/u/TEUbgDPUsbck-LSU-evGkzbsb-l?view=transcript>

Call to Order/Approval of Previous Meeting Minutes and Treasurer's Report

- Mayor Robinson calls the meeting to order and leads the Pledge of Allegiance.
- January 2025 Minutes Reviewed
 - Council Member Hauver makes a motion to approve the minutes, which is seconded by Council Member Morris and approved.
- January 2025 Treasurer's Report Reviewed
 - Mayor discusses a \$28,000 duplicate payment from Frederick County, explaining the situation and providing documentation.
 - Council Member Hauver motions to approve the January Treasurer's Report, which is seconded by Council Member Morris and approved.

Public Comment

- No residents signed up for public comment

Planning and Zoning Updates

- Mayor mentions the need for more people to participate in planning and zoning.
- Mayor discusses a request for letter of support for Brunswick High School renovations and asks for council approval to write the letter.

Grant Status

- Mayor advises that with the current administration we do not know the status of the EPA grant or if we are in danger of losing it.
- Mayor advises the need for grant management assistance and the potential costs involved. Mayor states that there is restructuring of the Maryland Rural Development Corporation and he will meet with them in March.

Budget and Road Repairs

- Mayor talks about the need to prepare the budget and seeks suggestions for road repairs.
 - Areas in need of repair, such as Cemetery Lane and Locust Street, and asks for community input on prioritization.
 - The culvert near the playground is deteriorating and we need a quote for repairs.
 - Council Member Hauver and Mayor Robinson discuss rough spots on West Main Street and the need for a list of prioritized repairs.

Elections / Archiving Records

- Mayor reminds everyone about the upcoming elections in June and the nominating convention in May.
- Mayor is continuing with archiving records in the barn and organizing documents from the last 25 years.

Mowing / Trash at Park & Pond

- Mayor mentions the invitation for bids for mowing has gone out.
 - Council will vote on the bids at the next meeting.
- Mayor advised that Cheryl Evans is working on replacing the trash bins at the park and pond.

Process Review Committee Recommendations

- Mayor has not yet reviewed the most recent version of the process review committee recommendations for Standard Operating Procedures (SOP) and suggests reviewing the recommendations over the next few weeks and voting on them in March.
- Council Member Hauver explains that SOPs can be updated annually and serve as a guide for new town officials.
- Council Member Hauver mentions the importance of having a budget submitted to the county and the potential consequences of not doing so. It appears that the 24/25 budget was submitted to the county in 2024.
- Council Member Morris and Mayor Robinson discussed that meetings are now being recorded so we can doubly confirm votes and discussions.

Public Questions

- Tax Rate
 - Paul Gilligan asks about changes to the tax rate.
 - Mayor mentions the rate hasn't changed in some time and the need to review the charter regarding tax rate process.
- Charter and Residency Requirements
 - Kathy Ahalt raises a question about the residency requirements for board members.
 - Mayor explains the history of the charter and the residency requirements, noting that the current charter requires only residency, not land ownership.
 - Current Charter on Town Website was adopted in 1991
 - Efforts were made to send current charter to General Assembly in 1991 and 2001
 - General Assembly has a Charter from 1957, but refers people back to municipalities for the current versions.

Adjournment

- Council Member Drake motions to adjourn the meeting, which is seconded and approved.
- The meeting is adjourned at 8:08 PM.

TOWN MEETING AGENDA
Monday, February 10 2025
7:30PM
Burkittsville Ruritan Club

Agenda will be adhered to.

- Call to Order
- Pledge
- Review of Minutes
- Review of Treasurer's Report

Public Comment (Limited to three minutes per speaker)

Planning and Zoning

New Business

- Status of Federal Grant/Grant Managers
- 25/26 Budget
 - Road Repair Considerations

Old Business

- June Election Reminder
- Records Archiving Update
- Mowing Contract Update
- Trash for Pond/Playground Update
- Process Review Committee Update

Burkittsville Town Council Meeting

February 10, 2025

ATTENDANCE

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|------------------------------------|-----|
| 1. <i>MR</i> | 17. |
| 2. <i>Shelley Beavers</i> | 18. |
| 3. <i>Mr. Farrell</i> | 19. |
| 4. <i>Donna Smith</i> | 20. |
| 5. <i>Mickie Beller</i> | 21. |
| 6. <i>Kathy Ahalt</i> | 22. |
| 7. <i>John Ahalt</i> | 23. |
| 8. <i>Gill Bolten</i> | 24. |
| 9. <i>Nicole Beller (on phone)</i> | 25. |
| 10. <i>Paul Gilligan</i> | 26. |
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| 12. | 28. |
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Burkittsville Town Council Meeting
February 10, 2025
PUBLIC COMMENT SIGN-UP

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