

The Town of New Market



Town Council Minutes
40 South Alley, New Market, MD 21774
General Session
July 9, 2026 – 7:00 p.m.

The Mayor and Council of the Town of New Market met virtually via Zoom on Thursday, June 9, 2026, with Mayor Winslow Burhans presiding. Councilmembers present were Kevin DeLany, Nicole Moravy, Michaela Mueller, Kristina Trunnell, and Howard Wilson. Also in attendance were William Wantz, Town Attorney, and Pat Faux, Town Planner/Zoning Administrator.

The meeting was called to order at 7:00 p.m.

ADMINISTRATIVE BUSINESS

The minutes of the June 11, 2026, meeting were deferred for consideration and approval at the next meeting.

NEW BUSINESS

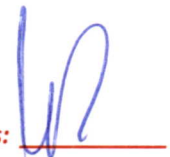
New Market VFC Traffic Safety Device Presentation/Request for Funds

Ben Nalborczyk, NMDVFC Town Liaison, presented a PowerPoint presentation entitled “New Market District VFC Traffic Safety Device Presentation.” During the discussion, Mr. Nalborczyk withdrew the request to pave and stripe the rear parking lot. The Council discussed funding for the Utility Truck. Additional information is needed, and Mr. Nalborczyk will provide information regarding the County’s bidding requirements and process. The matter was continued to the next meeting.

Informational Briefing – Sustainable Community District

Ms. Faux informed the Town Council that it is time to begin preparing the Town’s third five-year plan and applying to the State for renewal of the Town’s Sustainable Community designation. The application is due in October, and input from the Town Council is needed as part of the planning process. For further information, please refer to the Staff Report dated July 4, 2026.

Mayoral Initials:



Informational Briefing – Accessory Dwelling Unit LDO Amendment

Ms. Faux and Mr. Wantz presented an informational briefing regarding the State-required Zoning Text Amendment to the Land Development Ordinance (LDO), which implements the requirements of Maryland House Bill 1455. The legislation requires the Town to amend its LDO by October 1, 2026, to more broadly accommodate Accessory Dwelling Units (ADUs). For additional information, please refer to the Staff Report dated June 23, 2026.

Appointment of Anthony Garrison to the Historic District Commission/Architectural Review Commission with a term ending July 9, 2029

Mayor Burhans presented Anthony Garrison as a candidate for a board member position on the Historic District Commission/Architectural Review Commission. Mr. Garrison's biography was read into the record.

Motion: Councilmember Moravy
Second: Councilmember DeLany
Public Comment: None
Vote: For – 5 (DeLany, Moravy, Mueller, Trunnell, Wilson)
Against – 0
Abstain – 0
Absent – 0
The Motion passed.

Reappointments to the Historic District Commission/Architectural Review Commission

Mayor Burhans presented three (3) recommendations for reappointment to the Historic District Commission/Architectural Review Commission.

Motion: Councilmember Wilson made Motion to accept the three (3) reappointments to the Historic District Commission/Architectural Review Commission
○ John Farrell – term ending July 9, 2029
○ Kevin Witmer – term ending July 9, 2029
○ Larry Wrinn – term ending July 9, 2029
Second: Councilmember Mueller
Public Comment: None
Vote: For – 5 (DeLany, Moravy, Mueller, Trunnell, Wilson)
Against – 0
Abstain – 0
Absent – 0
The Motion passed.

Mayoral Initials: 

Event Barn Locksmith Costs

Councilmember Trunnell presented a request for locksmith services for the Event Barn in the amount of \$756.33. She requested that all exterior doors be keyed alike and that deadbolts be installed on the bathroom doors. The expense is to be coded to General Maintenance.

Event Barn Grand Opening Request for Approval

Councilmember Trunnell presented her plans and requested \$1,500.00 for the Event Barn Grand Opening, including Canine for Cornhole, scheduled for September 5, 2026. Councilmember Trunnell will also investigate the cost of a plaque dedicating the Event Barn to Kathleen Snowden, with the expense to be coded to General Maintenance.

Motion: Councilmember Wilson made a Motion to take \$1,500.00 out of the Unappropriated Reserve to add to the Special Events budget for the Event Barn Grand Opening.

Second: Councilmember Moravy

Public Comment: None

Vote: For – 5 (DeLany, Moravy, Mueller, Trunnell, Wilson)
Against – 0
Abstain – 0
Absent – 0
The Motion passed.

90 West Main Street Update

Councilmember Mueller reported that the bid process packets are being prepared by the architect, engineers, and MEP. The anticipated timeline is to have the packets ready next month. Once the bids are posted and a contractor is selected, the anticipated move-in date is January. Staff are also working to secure grants to complete the remaining work at 90 West Main Street and for future projects.

Liaison Reports

Councilmember DeLany reported on the Planning Commission meeting held on July 2, 2026. The Planning Commission approved Permit 2089B - Consolidation Plat for New Market United Methodist Church and Permit 2091B - Site Plan for New Market United Methodist Church Ministry Center. The Commission also considered and recommended to the Town Council the approval of Draft Ordinance 2026-05, regarding changes to the Land Development Ordinance to Add Accessory Dwelling Units as a Land Use, as presented earlier by Ms. Faux.

The draft of the Town's Master Plan has been posted on the town website following the incorporation of amendments and suggestions received by the public. The Planning Commission

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will hold a work group at the August meeting for final input before the draft is circulated to the County and State for formal review and comment.

The bollard has been installed at the North Alley pedestrian connection to William Plummer. The bollard still needs to be rotated 180 degrees to allow the locking mechanism to engage. Remsburg will complete the necessary work. Councilman DeLany removed the chain across the asphalt so pedestrians and strollers can move through unimpeded.

Council DeLany also reported that the Brinkley Manor sidewalk repairs have mostly been completed. Councilmember DeLany and Councilmember Wilson conducted an inspection and identified several areas requiring additional repair. Remsburg has been notified.

The new crosswalk sign at the Northwest corner of Prospect Street and Main Street was hit by a tractor-trailer on July 2. The Town is in the process of replacing the sign. He noted that the incident raised the issue of prohibiting tractor-trailer traffic on Prospect Street/Old New Market Road. Such a restriction would require the Town to appeal to the Frederick County Council to request that tractor-trailer traffic be prohibited on the county road and subsequently coordinate with the State Highway Administration to install signage on Route 75 advising truck traffic that turns onto Old New Market Road are prohibited. Councilmember DeLany requested authorization for staff to draft a letter for us to send to the County regarding this matter. Council also received a video from Michael Wright depicting an incident that occurred earlier that morning. By unanimous consent, Council authorized Councilmember DeLany to work with the Town Engineers to prepare and send a letter to the County regarding the request.

Councilmember Trunnell reported that she is working diligently to get the Event Barn fully operational. Efforts are underway to address outstanding construction issues, including the doors and air conditioning, as well as completion of work by Guardian and replacement of the locks. Interviews for the Events and Pavilion Coordinator position are ongoing.

Councilmember Mueller reported that the Town is moving forward with matters concerning 90 West Main Street. She also reported that information regarding the potential sale of 40 South Alley had been provided to the Town Council.

Councilmember Moravy shared information regarding the new afternoon student pickup procedures at New Market Elementary School. The morning pickup procedure will remain unchanged. Beginning in August, parents will not be permitted to line up for afternoon pickup until 3:15 p.m. The pickup line will begin in the Middle School parking lot. A Frederick County Resource Officer will be available to assist with enforcement. Information regarding the new policy has been distributed by Dr. Lockard.

Mayoral Initials: _____



ADJOURNMENT

Motion: Councilmember DeLany
Second: Councilmember Mueller
Public Comment: None
Vote: For –5 (DeLany, Moravy, Mueller, Trunnell, Wilson)
Against – 0
Abstain – 0
Absent – 0
The Motion passed.

The meeting was adjourned at 9:01 p.m.

Respectfully submitted,

Michelle Mitchell
Clerk to Mayor and Town Council

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