

The Town of New Market



Town Council Minutes
40 South Alley, New Market, MD 21774
General Session
August 13, 2026 – 7:00 p.m.

The Mayor and Council of the Town of New Market met in person and virtually on Thursday, August 13, 2026, with Mayor Winslow Burhans presiding. Councilmembers present were Kevin DeLany, Nicole Moravy, Michaela Mueller, Kristina Trunnell, and Howard Wilson. Also in attendance were Pat Faux, Town Planner/Zoning Administrator (via Zoom), Steve Pippin, President, NM Civic Partnership (via Zoom), Tim Rye, and Amanda Baker, WTB.

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

ADMINISTRATIVE BUSINESS

Motion: Councilmember Mueller made a Motion to approve the June 11, 2026, minutes as written.
Second: Councilmember Moravy
Public Comment: None
Vote: For – 5 (DeLany, Moravy, Mueller, Trunnell, Wilson)
Against – 0
Abstain – 0
Absent – 0
The Motion passed.

Motion: Councilmember DeLany made a Motion to approve the July 9, 2026, minutes as written.
Second: Councilmember Trunnell
Public Comment: None
Vote: For – 5 (DeLany, Moravy, Mueller, Trunnell, Wilson)
Against – 0
Abstain – 0
Absent – 0
The Motion passed.

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CONTINUED BUSINESS

New Market VFC Request for Funds

Mayor Burhans discussed the funding requests from the New Market Volunteer Fire Company, continuing the discussion from the previous month. Based on the Town Attorney's guidance, the Fire Company will follow its own purchasing procedures, with the Town providing funding upon receipt of the sales order. Councilmember Moravy recommended allocating \$145,000 from the speed camera fund for rescue struts and a utility truck.

Motion: Councilmember Trunnell made a Motion to set aside \$115,000 for the utility truck and \$30,00 for struts for a total of \$145,000 with the understanding that when they are ready to fund it, they will provide the Town a copy of the sales order.

Second: Councilmember Mueller

Public Comment: None

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

NEW BUSINESS

Linganore High School Homecoming Parade Request for September 26, 2026

Sydney Hall, Class of 2027, SGA President, and Emma Mobley, Class of 2027, SGA, Vice President presented Linganore High School's Homecoming parade plans to the Council. The parade will be held on Saturday, September 26, 2026, at 10:00 a.m.

Motion: Councilmember Moravy made a Motion to approve the Homecoming Parade plan as presented.

Second: Councilmember Mueller

Public Comment: None

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

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MDE 4 Permit Update & General Asset Management Update & Demo of the Town's Asset Management Database

Tim Rye and Amanda Baker, WTB, provided an overview of the anticipated MS4 permit requirements, including the six minimum control measures, stormwater management, public education and participation, and impervious area restoration requirements. The Town is proactively preparing for the permit and has completed significant work to date, including stormwater and impervious-area inventories, agency coordination, and development of an MS4 database and public engagement tools.

An overview of the Town's developing asset management database was also provided. The database includes infrastructure such as sidewalks, water and sewer systems, stormwater facilities, signs, and lighting.

Next steps include approximately one day of field verification to confirm drainage areas for several facilities where boundaries remain unclear and to verify the locations of several storm drainage structures that do not appear to have been installed. The team will also continue expanding the database to include additional attribute fields identified in MDE's draft guidance. Following these efforts, the Town will await release of the final permit requirements to determine and prioritize the next steps.

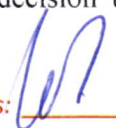
Introduction of Draft ADU Ordinance 2026-05

Ms. Faux formally introduced Draft ADU Ordinance 2026-05 and reported that the Planning Commission recommended approval of a text amendment to the Land Development Ordinance (LDO) regarding Accessory Dwelling Units (ADUs). Ms. Faux requested that a Public Hearing be scheduled for September 10, 2026, to receive public comment on the proposed Ordinance.

Motion: Councilmember DeLany made a Motion introduce Draft ADU Ordinance 2026-05 and set in for Public Hearing.
Second: Councilmember Mueller
Public Comment: None
Vote: For – 4 (DeLany, Moravy, Trunnell, Wilson)
Against – 1 (Trunnell)
Abstain – 0
Absent – 0
The Motion passed.

Reforestation Funds and Use Discussion

Councilman Wilson reported on his efforts identify a forest conservation that will use the \$12,552.00 in funds the Town holds from forest conservation fees paid in lieu. He asked for council feedback on several possible projects. It was suggested deferring the decision until

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clarification is given on use requirements. Guidance was requested on whether funds could be used to add street trees or replace street trees that have died or found to be unsuitable.

Event Barn Refrigerator Purchase Request

Councilmember Trunnell presented a request for the purchase and installation of a commercial-grade refrigerator for the Event Barn. The refrigerator would be used to support events, parties, and other functions held at the facility.

Motion: Councilmember Mueller made a Motion to authorize the purchase of a commercial-grade refrigerator for the Event Barn, along with a budget amendment. The budget amendment would reallocate \$2,000 from Parks and Rec Maintenance and Cleaning to Park and Recs Administration and transfer an additional \$6,000 from Parks and Rec Maintenance and Cleaning and putting back to the Unappropriated Reserve.

Second: Councilmember DeLany

Public Comment: None

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

The Motion passed.

Liaison Reports

Mayor Burhans reported that he is assisting with the Messenelle Park project and is scheduled to meet with a plumber next Thursday to discuss establishing a dedicated source for the fountain and for watering the surrounding landscape. There is also a landscaping plan for the site.

Councilmember Wilson reported that the HVAC system at 90 W. Main Street has been replaced. He also reported that he obtained quotes for the roof, gutters, and repairs to address the leaking basement.

Councilmember Trunnell reported that the Event Barn is almost ready to begin accepting rentals. The entry door has been repaired, and deadbolts have been installed on the doors. All exterior doors have also been re-keyed to use one key rather than multiple keys. New keypad locks for the bathroom doors were received from Guardian last week. Once the keypad application is installed and operational, the bathrooms will be opened to the public. The planned bathroom access schedule will have the doors automatically unlock at 8:00 a.m. and remain open to the public until approximately 5:00–6:00 p.m., at which time the doors will automatically lock remotely. The bathroom doors will be deadbolted from the inside to prevent public access to the Event Barn. When the Event Barn is rented, the bathroom doors will be unlocked from the interior to provide renters' access.

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Councilmember Trunnell also reported that the previous cleaning company has been dismissed due to communication and service issues. A new cleaning company will begin services Monday and will initially clean the facility once per week, with the frequency to be evaluated as needed. Cleaning services will include bathroom cleaning and sweeping the Event Barn.

Councilmember further reported that the Event Barn Coordinator, who was hired on August 3, submitted their resignation yesterday, stating that the position was more involved than anticipated. A search for a new Event Barn Coordinator will begin, including reposting the position and conducting interviews.

The Canine and Cornhole event is being postponed until early October.

Councilmember Moravy reported that Jessica Fitzwater is scheduled to visit New Market on August 25. Planned stops include New Market Plains Winery, The Derby, Green Haven on Main, Green Valley Therapy, and the new Wellness Lab on Main Street. The visit was viewed as a positive opportunity to promote local businesses and increase awareness of businesses in New Market.

Councilmember Moravy also reported that Play Music on the Porch Day will take place on August 29 and was successful the previous year. Brooke Fox has inquired about placing musicians at Messenelle Park and in front of the old Town Hall on Main Street. It was discussed that musicians may perform outside the old Town Hall but will not be permitted inside the building, and there will be no electrical access available. The musicians are expected to use acoustic instruments, such as guitars and harmonicas, so electricity should not be necessary. There were no objections to the musicians performing outside the building.

Councilmember Moravy further reported that, with the first day of school approaching, there is optimism that the updated New Market Elementary School pickup plan will help reduce traffic backups on Main Street. Information regarding the new plan was posted on Facebook and in local Facebook groups, with approximately 90% of the responses received being positive. Some middle school parents expressed concerns that the new arrangement may make their pickup routine more complicated. The principals at both schools have reiterated that parents should not arrive before 3:15 p.m. for elementary school pickup.

Councilmember Mueller reported that 40 South Alley is officially listed for sale. The Town will continue to provide updates as they become available. There appears to be interest in the property, with potential activity expected this week. The bid package for 90 W Main Street is expected to be ready for distribution by the end of August. Following distribution, the bidding process will begin, with the goal of starting work on the as soon as possible.

Councilmember DeLany reported on several matters. The Planning and Zoning Commission met on Thursday, August 6. The Commission approved Permit 2069B, the Calumet Improvement Plans Phase 1. The Commission also reviewed and recommended forwarding the Draft ADU Ordinance 2026-05 to the Town Council and authorized the Town Planner to schedule a public hearing on

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the draft Master Plan update. The Master Plan document will be formally issued for additional review and comment by the state and Frederick County, with a 60-day comment period to follow.

Regarding Glo Fiber, final repairs to the Town's infrastructure and hardscaped areas were delayed due to an issue with the contractor. Glo Fiber now expects the remaining repairs to be completed by the end of August. The Town has posted an update on its Facebook page to keep residents informed.

The crosswalk sign at the northwest corner of Main Street and Prospect Street has been replaced. The original sign was knocked down by a tractor-trailer on July 2, shortly after installation. There had also been at least one prior incident involving a tractor-trailer attempting to navigate the intersection and driving over the curb and portions of the sidewalk and grassy area. The replacement sign is now in place.

Regarding Old Newmarket Road, the Town sent a letter to Frederick County on July 22 requesting that trucks be prohibited from using the road. The County responded on August 10, indicating that the County Traffic and Permit section would review the request. A formal response from the County was expected by August 21.

The bollard at the North Alley pedestrian connection to William Plumber has been repositioned so that its locking mechanism can be properly engaged. The bollard has been secured with a Town padlock. A key will be provided to Councilmember Moravy for delivery to the Fire Department for emergency access, while the Town will retain a second key at Town Hall.

Regarding the Frederick County Investing in Workers in Workplaces (IW-2) plan and associated rezonings, the Frederick County Council is scheduled to hold a public hearing on Tuesday, September 1, 2026, at 7:00 p.m. at Winchester Hall in Frederick. The Town considers the hearing an important opportunity to provide input regarding the County's proposed land-use and zoning maps. The Town is requesting that proposed land-use designations and zoning changes affecting land within the Town of New Market's growth area be removed from the draft IW-2 plan. Instead, the Town is advocating for a workers and workplaces plan that supports town growth and economic development, encourages property owners to pursue annexation into the Town, and prevents development from occurring around the Town without corresponding opportunities for Town annexation. Town Council members and residents are encouraged to attend the September 1st public hearing and advocate for modifications to the IW-2 plan that support the Town's growth and future development.

Steve Pippin, President, NM Civic Partnership, provided information regarding an upcoming workshop on August 29, concerning the new façade program and residential grant program.

ADJOURNMENT

Motion: Councilmember Mueller
Second: Councilmember Trunnell
Public Comment: None

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

The meeting was adjourned at 8:48 p.m.

Respectfully submitted,

Michelle Mitchell
Clerk to Mayor and Town Council

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