The Town of New Market

1793

Town Council Minutes
76 W Main Street, New Market, MD 21774
General Session
October 8, 2026 – 7:00 p.m.

The Mayor and Council of the Town of New Market met in person and virtually on Thursday, October 8, 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, and Shawn Burnett and Tim Rye, Town Engineers.

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

ADMINISTRATIVE BUSINESS

Motion:	Councilmember Trunnell made a Motion to approve the September 10, 2026, minutes as written.
Second:	Councilmember DeLany
Public Comment:	None
Vote:	For – 5 (DeLany, Moravy, Mueller, Trunnell, Wilson) Against – 0 Abstain – 0 Absent – 0 **The Motion passed.**

CONTINUED BUSINESS

SHA Drainage Easements and Structures – Main Street Streetscape Project

Tim Rye, Town Engineer, provided a follow-up presentation regarding the drainage easements and structures associated with the Main Street Streetscape Project. Following review of the prior agreements with the State Highway Administration (SHA), Council discussed the transfer of drainage easements and maintenance responsibilities.

Council reached consensus to proceed with the easement transfer and continue working with SHA on a confirmatory deed, subject to review by the Town Attorney and return to Council for signatures. For further information, please refer to the Staff Report dated September 2, 2026.

Mayoral Initials: _____

Council also agreed with the recommendation that the Town accept responsibility for Structures 1, 2, 5, 7, and 8, while Structures 3, 4, and 6 remain under SHA responsibility. Staff will continue coordinating with SHA and the Town Attorney to prepare the necessary documentation for Council review and approval.

NEW BUSINESS

Request for MOU Authorization – Road Improvements Rt 75

Pat Faux, Town Planner, and Shawn Burnett, Town Engineer, reported that the Town will soon receive additional municipal impact funds from the entities developing the England Woods and East Main Street developments that will total about $1.2 million. A Memorandum of Understanding (MOU) is needed to facilitate Town desired transportation improvements using these funds along State Routes 75 and144 and the County owned Old National Pike. Staff requested authorization to continue discussions with Elm Street Development as they are currently designing and submitting permits for improvements on these state and county roads to mitigate the traffic of the County approved Cherry Run Subdivision. Representatives from Elm Street Development were in attendance.

Possible Town contributions for traffic capacity, pedestrian and bicycle connections, several trail connections and town gateway features were discussed. The Elm Street team proposed a design or site preparation for gateway features recognizing the Town as part of their plans for scenic improvement in the Rte. 75 Corridor. Council also discussed design elements of the planned access to LOUYAA Fields that will be funded by municipal impact funds already received from England Woods. The Council authorized staff to undertake discussions, expressed support in concept for improvements discussed and requested that staff bring a more detailed proposal back for consideration.

New Market Sustainable Community Designation Renewal

Pat Faux provided an update on the Town's application to renew its Sustainable Community designation through the Maryland Department of Housing and Community Development (DHCD). The renewal includes an updated five-year Action Plan that identifies completed projects, ongoing priorities, and future improvements, including those at 90 W. Main Street. Renewal is necessary to maintain eligibility for current and future state grant funding.

The final application will be presented to the Town Council at its November 12 meeting for approval and authorization for the Mayor to sign the renewal application.

For additional information, please refer to the Staff Report dated October 1, 2026.

Mayoral Initials: _____

Discussion & Consensus – Rental of Accessory Structures at 90 W Main Street

Council discussed the possibility of temporarily renting the accessory structures at 90 West to generate revenue until the Town determines its long-term plans for the property. Potential uses included storage of commercial vehicles, equipment, and generators, as well as temporary space for Toys for Tots.

Council discussed security, building access, construction activity, traffic, and potential costs associated with preparing the buildings for rental. The topic will be brought back to Council for further discussion.

LIAISON REPORTS

Councilmember Wilson shared ideas for utilizing the Town-owned buildings at 90 West as a community gathering space, including farmers markets, craft shows, music, and other community events. He also suggested renting the two rear buildings and parking area to generate revenue that could help fund improvements to the main building and support community activities.

Councilmember Delany reported on the following:

- The Planning and Zoning Commission held a special meeting on September 14 to consider Permit #2080B, the final plat for the West Main Street development at the former Lawson property. The Commission voted to approve the permit. There was discussion with the Town Attorney William Wantz regarding ministerial approvals and the possibility of allowing Town staff to handle certain administrative approvals rather than requiring each stage of development to return to the Commission. The Commission recommended incorporating these changes into the overall Land Development Ordinance (LDO) update associated with the Town Master Plan.
- At its October 1 meeting, the Commission reviewed the proposed annexation of 11616 Old National Pike, currently occupied by Hawkins Produce. The Commission recommended that Town Council find the proposed site consistent with the Growth of New Market chapter of the 2016 Town Master Plan. The annexation request is expected to come before Council in November.
- The Commission considered and approved Permit #2136B, the England Woods Clubhouse Site Plan. The clubhouse will include a pool, pickleball courts, and other amenities and is expected to be completed with Phase 1 of the development. The development has been renamed Sweet Bay.
- GloFiber has begun final infrastructure and hardscape repairs. Several sidewalk panels have been replaced; however, approximately a dozen additional panels remain outstanding, primarily in The Orchard and one location on Marley Street in Brinkley Manor. The Town has requested that Wilson T. Ballard inspect the completed asphalt repairs to determine whether the work meets contract requirements.
- The Frederick County Council voted to remove the proposed commercial zoning changes affecting the New Market area from its plan. Following the Town's requests through presentations and written correspondence, the County adopted the plan with the requested

changes. This provides additional time for the Town to negotiate potential annexation terms with nearby property owners.

Mayor Burhans provided an update on the Messanelle Park project. Trees requiring removal to accommodate the landscaping and installation of a water line have been identified. The water line will provide a reliable source of water for the fountain and future plantings.

Plumbing bids were higher than anticipated, and the Mayor is working to address the additional costs. The Town is also working with a surveyor to establish an easement for a neighboring property's existing water connection that runs through the park. The goal is to resolve these matters over the next several months so the remaining landscaping work can be completed in the spring.

Councilmember Mueller provided an update on the renovation project at 90 W. Main Street. The bid package has been advertised, and bids are due the following Wednesday at noon. Mr. Washburn will review the submissions and provide recommendations at the November Council meeting. Councilmembers will receive the recommendations in advance so that a contractor may be selected and Phase 1 renovations can begin.

An update was also provided on the Town-owned property at 40 South Alley. There has been limited activity. Councilmember Mueller suggested that Council schedule another Executive Session to discuss the existing offer and determine how to proceed.

Councilmember Trunnell reported that the Event Barn and public restrooms are now open to the public daily. Marketing efforts have begun, and the facility has generated considerable interest from prospective renters. Several tours have been conducted, and some prospective renters are awaiting completion of the rental agreement before formally booking events.

The rental agreement is currently under review by the Town Attorney. The commercial refrigerator has also been delivered and installed. Additional decisions regarding tables, chairs, and other event-related needs will be addressed as the rental program develops.

Councilmember Moravy reported that LOUYAA has no concerns regarding trees proposed for planting in that area.

ADJOURNMENT

Motion:	Councilmember Moravy
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: 

The meeting was adjourned at 8:43 p.m.

Respectfully submitted,

Michelle Mitchell
Clerk to Mayor and Town Council

Mayoral Initials: _____