

**COUNCIL MEETING**  
**May 14, 2025**  
**7:30 P.M.**

The regular meeting of the Mayor and Council of the Town of Hampstead was held at Hampstead Town Hall, 1034 South Carroll Street, on Wednesday, May 14, 2025. Mayor Nevin called the meeting to order at 7:30 p.m. The following Council Members were present: Ms. Barrett, Mr. Thomas, Mrs. Painter, Mr. Unglesbee, and Mr. Zolman. Staff members present were: Town Manager Jim Roark, Chief of Police Dave Snyder, Superintendent of Public Works Kevin Hann, Human Resources Coordinator Judy Rang, and Administrative Assistant Christina Swisher.

Guests present were: Marlene Duff, Jason Lytle, Joan Finney, Steve Finney, Nathan Finney, Jenny Zolman, Lilly Zolman, Ruby Zolman, and Amy Zolman.

**MINUTES APPROVAL:**

Mr. Unglesbee made a **motion to approve the Town Council Meeting minutes of April 8, 2025 and April 29, 2025**. Ms. Barrett seconded the motion. The motion passed with five votes for, no votes against and no abstentions.

**REPORTS:**

All reports were made.

**UNFINISHED BUSINESS:**

None.

**NEW BUSINESS:**

Mr. Roark read the Town of Hampstead election results, to wit:

The Board of Supervisors of Elections (BSE) for the Town of Hampstead, duly appointed by the Mayor and qualified in accordance with the provisions of Section 66-74 of Article 6 of the Code of Public Local Laws of Maryland, Title “Carroll County,” subtitle, “Hampstead,” did on the 13th day of May, 2025 hold an election at the Hampstead Town Office, 1034 S. Carroll Street, Hampstead, Maryland, for the purpose of the election of three (3) persons to act as members of the Council for said Town for a term of four (4) years beginning on the next regular Council meeting after the election. For members of the Council of the Town of Hampstead for a term of four years are Diane Barrett, Wayne H. Thomas, and Benjamin Zolman.

Mayor Nevin closed the meeting sine die.

No recess was taken.

**NEW BUSINESS:**

Mayor Nevin reopened the meeting.

Mayor Nevin administered the Oaths of Office for the re-elected Council Members.

Mr. Unglesbee made a **motion to continue with Mr. Thomas as Vice President of the Town Council**. Mrs. Painter seconded the motion. The motion passed with five votes for, no votes against and no abstentions.

Mayor Nevin initiated the discussion of the **Assignment of Oversight Responsibilities to Members of Council**. The Council agreed to retain the same oversight responsibilities.

Mayor Nevin initiated the discussion of the **Introduction of the Fiscal Year 2026 Budget**. Mayor Nevin gave a brief summary of the Fiscal Year 2026 Budget. He stated that there will be more extensive comments about the budget at the Public Hearing in June.

Mayor Nevin initiated the discussion of the **Award of Contract for Paving of Various Town Roads RFB No. TOH-PAV-FY25-10**. Mayor Nevin stated that there were three bids received, and M. T. Laney was the lowest bid, coming in 25% lower than the other bids.

Mr. Unglesbee made a **motion to approve the Award of Contract for Paving of Various Town Roads RFB No. TOH-PAV-FY25-10 to M. T. Laney Company, Inc at a cost of \$69,967.75**. Mr. Zolman seconded the motion. The motion passed with five votes for, no votes against and no abstentions.

Mayor Nevin initiated the discussion of the **Award of Amendment to GMB Engineering Contract for Additional Design Services and Design Services During Construction** and the **Award of Amendment to HDR Engineering Contract for Additional Design Services and Design Services During Construction**. Mr. Roark explained that the amendments pertained to the actual construction of the pipelines and water treatment facilities relating to the PFAS project. He further explained that \$1.5 million of the previously approved bond had been set aside for these services. He also stated that two contracts totaled \$1.75 million, and the bond would not fully cover the amendments. He explained that around \$100,000 of the GMB agreement was left over from already rendered design services when the Town changed the location of one of the water treatment facilities. Mr. Thomas questioned whether the approval was for an adjusted agreement amount or the amount that was in addition to the original amount. Mayor Nevin clarified that the approval was for the additional amount of \$807,995. Mr. Zolman questioned how many times GMB would review submittals. Jason Lytle of GMB Engineering addressed the Council and clarified that the reviews for submittals in the contract were for initial reviews as well as any resubmittals.

Mr. Zolman made a motion to approve the **Award of Amendment to GMB Engineering Contract for Additional Design Services and Design Services During Construction in the amount of \$807,995**. Mr. Unglesbee seconded the motion. The motion passed with five votes for, no votes against and no abstentions.

Mr. Roark continued the discussion of the **Award of Amendment to HDR Engineering Contract for Additional Design Services and Design Services During Construction**. He stated that the HDR contract is for \$956,927. Mr. Zolman questioned if the amount was over the original budget of \$1.5 million. Mayor Nevin answered that it was, and the Town planned to cover it either out of their pocket or with possible award money coming from lawsuits against PFAS manufacturers.

Mr. Zolman made a motion to approve the **Award of Amendment to HDR Engineering Contract for Additional Design Services and Design Services During Construction in the amount of \$956,927**. Mrs. Painter seconded the motion. The motion passed with five votes for, no votes against and no abstentions.

### **ORDINANCES AND RESOLUTIONS:**

Mayor Nevin initiated the discussion of the **Introduction of Ordinance 556 – an Ordinance for the Levy of Taxes for the Fiscal Year 2026**. Mayor Nevin explained that the property tax rate would remain unchanged at \$0.22 for Residential and \$0.55 for the Business Personal Property Tax.

Mr. Thomas made a motion to introduce **Ordinance 556 – an Ordinance for the Levy of Taxes for the Fiscal Year 2026**. Mrs. Painter seconded the motion. The motion passed with five votes for, no votes against and no abstentions.

Mayor Nevin initiated the discussion of the **Introduction of Ordinance 557 – an Ordinance to Adopt the Annual Budget of the Town of Hampstead for the period of July 1, 2025 to June 30, 2026**. He stated that the document showed the Water Fund, the General Fund, and the Capital Improvement Plan. He explained that there were a few minor changes from the previously held Budget Workshop including some changes to the insurance costs.

Mr. Thomas made a motion to introduce **Ordinance 557 – an Ordinance to Adopt the Annual Budget of the Town of Hampstead for the period of July 1, 2025 to June 30, 2026**. Mr. Unglesbee seconded the motion. The motion passed with five votes for, no votes against and no abstentions.

Mayor Nevin initiated the discussion of the **Introduction of Resolution 2025-02 – a Resolution Regarding the Increase of Water Rates**. He stated that the cost of water had increased, and water rates would increase 8% again, so that the rates can increase gradually to catch up with the increasing expenses rather than a drastic rate hike.

Mr. Zolman made a motion to introduce **Resolution 2025-02 – a Resolution Regarding the Increase of Water Rates**. Mrs. Painter seconded the motion. The motion passed with five votes for, no votes against and no abstentions.

Mayor Nevin initiated the discussion of the **Introduction of Resolution 2025-03 – a Resolution to Establish a New Rental Housing License Fee**. He explained that the Town has examined

how much it costs to maintain services for rental properties. Mr. Roark further noted that the Town would like to raise the fee of \$75 per rental unit to \$100 per rental unit for a 2-year term. He also explained that the Town would like to add the ability to pro-rate the license in 6-month increments. He stated that a late fee and a fine for noncompliance were also being added. Mayor Nevin added that Town Staff would be analyzing properties to compile a full list of rental properties and contacting owners who may not be in compliance with the Rental Housing requirements.

Mr. Zolman made **a motion to introduce Resolution 2025-03 – a Resolution to Establish a New Rental Housing License Fee**. Mrs. Painter seconded the motion. The motion passed with five votes for, no votes against and no abstentions.

**PUBLIC COMMENT:**

There were no public comments.

Mrs. Painter made **a motion to adjourn the meeting**. Ms. Barrett seconded the motion. The motion passed with five votes for, no votes against and no abstentions.

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ATTEST

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MAYOR