

**MINUTES
TOWN MEETING
February 6, 2017
Emmitsburg Town Office**

Present: Mayor Donald Briggs; Commissioners: Glenn Blanchard, Elizabeth Buckman, Joseph Ritz III, Clifford Sweeney, and Tim O'Donnell, President.

Staff Present: Cathy Willets, Town Manager; Madeline Shaw, Town Clerk; Amy Naill, Code Enforcement Officer; Cole Tabler, Town Accountant; and Dan Fissel, Sewer and Water Superintendent.

I. Call to Order

Commissioner Tim O'Donnell, President of the Board of Commissioners, called the February 6, 2017 Town Meeting to order at 7:30 p.m. EST. Pledge of Allegiance was recited.

Commissioner O'Donnell acknowledged the presence of Roger A. Wilson, Government Affairs and Policy Director.

Approval of Minutes:

The Minutes of the January 3, 2017 Town Meeting were approved as presented.

Motion: To approve January 3, 2017 Town Meeting Minutes as presented.

Motion by Commissioner Buckman, second by Commissioner Sweeney.

Vote 5-0 in Favor

Police Report:

Deputy Whitehouse presented the police report from January 2017 (exhibit attached). He mentioned the PNC Bank robbery is still under investigation, and he would like anyone with information to contact the Emmitsburg deputies. Commissioner O'Donnell relayed concern of citizens to have more red light traffic enforcement at the town square.

Town Managers Report:

Cathy Willets presented the town managers report from December 2016 (exhibit attached). Ms. Willets mentioned Rainbow Lake is 1.2 feet below spillway level, but the wells are still 41 feet below the desired level. She recommends continuance of voluntary water restriction. All USDA loans and MDE grants are complete for financing the new waste water treatment plant. Commissioner O'Donnell expressed concern with the paint condition of Irishtown Road. Commissioner Blanchard expressed desire to fill vacant business buildings in town.

Town Planners Report:

Cathy Willets presented the town planners report from December 2016 (exhibit attached). Staff has been meeting with SHA on Flat Run Bridge Project; there is no start date yet. The SHA has been invited to speak about the Square Revitalization Project at the March 6th meeting. Staff is working on the bike ways grant and the dog park proposal. Commissioner Ritz expressed concern with various unsightly buildings in town that will need to be addressed if the town's appearance is to be improved. Commissioner O'Donnell stated in March the SHA is holding a grant meeting in Hagerstown regarding the grant process and bike route from Northern Frederick County to the C&O Canal. He would like Ms. Cipperly to attend.

Commissioner Comments: Commissioner(s) cited attendances, recognitions, and announcements.

- Commissioner Buckman: Stated residents are concerned with plow trucks pushing snow with glass in it to the Silo Hill playground area. Asked plow trucks to pay more attention to cleaning up glass.
- Commissioner Ritz III: Reminded citizens of Ordinance Code 6.04.140 that requires the removal of animal feces from streets, parks, sidewalks, and public areas. Mr. Ritz III also stated concern over an article published by the Emmitsburg News-Journal stating the town turned down the Kentucky Long Range Riffle tourist attraction. The Board did not vote on the matter.
- Commissioner Blanchard: Stated there will be a 100th Centennial of WWI ceremony at the Doughboy statue on a Saturday in March; the details are still being arranged.
- Commissioner O'Donnell: Attended the Mid-Atlantic Off-Road Enthusiast party for the trail conservancy grant. He stated the town has 319 volunteer hours that can be applied to grants. The town has been awarded \$100 cash to put towards trail day picnics. Complemented town staff on salting roads and sidewalks.

Mayor's Comments:

Mayor Briggs attended numerous meetings in January 2017; attended MML Mayor's Conference and went to seminar on Main Street Program. He clarified he does not speak on behalf of the Board of Commissioners before an official vote has been taken.

Public Comments:

Carolyn Miller, 48 2nd Avenue- Ms. Miller spoke about Emmit Gardens Community where she has lived for 20 years. Asked the town to reconsider putting a park in Emmit Gardens because it's dangerous for children to travel to Silo Hill. *Neoline James, Emmitsburg Resident*- Ms. James lives in Emmit Gardens and expressed desire to put a new playground in with a baseball diamond, monkey bars, or swings due to safety concerns. *Aidoun Cottrell, 59 2nd Avenue*- Mr. Cottrell lives in Emmit Gardens and expressed desire to put a new playground in that features a swing set because it's dangerous for children to travel to Silo Hill. *Joel Miller, 48 2nd Avenue*- Mr. Miller lives in Emmit Gardens and expressed desire to put a new playground in for safety concerns and children leisure. *Connor Stahley, 59 2nd Avenue*- Mr. Stahley lives in Emmit Gardens and expressed desire to put a new playground in. Commissioner O'Donnell asked Commissioner Ritz III if plans for a park could be researched and a recommendation made at next town meeting on March 6th. Mrs. Willets stated the proposed site for a park is the future location of a Water Plant, but perhaps an alternative location can be chosen. *Chris Price, 107 S. Seton Avenue*- Asked Board to reconsider the park rental fee. Mr. Price is with Alcoholics Anonymous and says they can't afford the new fee. The group would be comfortable with a fee of \$10 or \$15 instead of \$50. Mr. Price is also a business owner and resident. *Pastor John Talcott, 303 W. Lincoln Avenue*- Mr. Talcott is concerned with the park fee and says it will be difficult to get the money needed for his non-profit to host bi-monthly park events.

Administrative Business:

- Update on pool repair and renovation: Presented by town staff and contractor, Make N' Waves. Ms. Willets updated the Board on the current status of the 45 year old community pool. It has been found that the floor drains were not winterized properly, plumbing is not up to national codes, and no significant work has been done on the pool since it was opened. Other problems include beam damage, a major break in the return line, cracks in the pool shell, deteriorating Gunitite, and 4 extra layers of plaster. If renovations continue, a structural engineer will need to be hired. \$55,000 has been paid to date, but it is estimated that another \$250,000 is needed to repair the pool. A new pool would be approximately \$369,500. Commissioners discussed if the town needs a pool. General consensus revealed interest to keep the community pool. Commissioners decided to hold additional meeting on Monday February 13th @ 7:30 p.m. to discuss funding and future of community pool. The pool probably won't open this year.
- Commissioner O'Donnell stated trail work days will be on April 23rd, May 21st, June 17th, and August 5th.

Consent Agenda:

- Reappointment of Joyce Rosensteel to the Planning Commission 0/18/2017 - 01/18/2022. Motion to accept initiated by Commissioner Buckman, second by Commissioner Ritz III. **Vote 5-0 in Favor.**
- Reappointment of Dianne Walbrecker to Board of Appeals 12/15/2016 - 12/15/2019. Motion to accept initiated by Commissioner Ritz III, second by Commissioner Sweeney. **Vote 5-0 in Favor.**
- Appointment of Ronald Lind to Board of Appeals 2/17/2017 - 2/17/2020. Motion to accept initiated by Commissioner Sweeney, second by Commissioner Buckman. **Vote 4-0 in Favor.** Commissioner Ritz III abstained due to family relations with Mr. Lind.

Treasurer's Report:

Commissioner Blanchard presented the treasurers report as of January 31, 2017 (exhibit attached). Mentioned the Comptroller of Maryland misallocated income tax revenue statewide between 2010 and 2014. As a result, Emmitsburg will need to repay \$14,368 starting in 2024 when a ten-year, interest-free repayment period will be initiated at \$1,436.80 per year.

Planning Commission Report:

Commissioner Sweeney stated the Planning Commission met on January 30 to reorganize and reappoint Joyce Rosensteel. Plans are being submitted for the new Seton Center on East Lincoln Avenue soon. Commissioner Sweeney stated all the board members stayed the same after the reorganization.

II. Agenda Items

Agenda #1: Audit and budget process presentation:

Michelle R. Mills, CPA with Draper & McGinley P.A, and Cole Tabler, Town Accountant, presented the fiscal year 2016 audit results (exhibit attached). Ms. Mills advised on how to avoid common local government financial mistakes and answered questions from the Commissioners. The town received an unmodified opinion on the financial statements. The total net position was \$32,972,248 (government-wide). Ms. Mills reported that the town has excess revenues and over expenditures of \$56,440 from a government fund level, but only \$6,080 from a governmental activities perspective. Stated if the depreciation is not fully funded, then an ordinance should be enacted. She reported that in all most things were comparable to the prior year, no significant items were identified during the audit, and the staff was very helpful.

Agenda #2: New technology for Rainbow Lake and Water Plant related to LG Sonic:

Presented by Cathy Willets, Town Manager; Dan Fissel, Sewer and Water Superintendent; and Bill Kramer, Kershner Environmental Technologies LLC (exhibit attached). Ms. Willets showed charts of declining well levels, increased use of chemicals, rising over time costs, and increased amount of backwash needed to clean the algae out of the water system. She stated it's estimated an algae control system can save the town approximately \$19,385 a year. 4 different LG Sonic algae control options were presented for calibration and algae tracking. The starting fees for the system would be \$38,650 the first year. Town staff recommends option 3 and budgeting for new parts. Mr. Kramer stated an 18 month warranty would not be provided if an outside company was used for calibration. Commissioner O'Donnell would like to see DNR sign off on this technology. If approved, the system will begin in April 2017.

Motion: To purchase LG Sonic Technology for the first year totaling \$38,650.
Motion by Commissioner Sweeney, second by Commissioner Blanchard.
Vote: 5 – 0 in Favor

Motion: To purchase service option #3, additional KET Routine On-Site O&M Service, for \$13,000/year.
Motion by Commissioner Buckman, second by Commissioner Sweeney.
Vote: 5 – 0 in Favor

Agenda #3: Discussion on life insurance for the elected officials of the Town:

Withdrawn- future agenda item once more information is gathered.

Set Agenda Items for February 13, 2017 Town Meeting

1. Action item: Potential for swimming pool replacement and related funding

Set Agenda Items for March 6, 2017 Town Meeting

1. Update from SHA about the proposed Urban Reconstruction Project
2. Human resource presentation on staff salaries and performance evaluations
3. Park pavilion fees
4. Emmit Garden playground site and equipment

IV SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS- none

IV Adjournment

With no further business, the February 6, 2017 Town Meeting was adjourned at 10:50 p.m. EST.

Respectfully submitted,

Madeline Shaw
Town Clerk

Approved: March 6, 2017