



# Town of Emmitsburg

Mayor Donald N. Briggs

**Board of Commissioners**  
Timothy O'Donnell, *President*  
Clifford Sweeney, *Vice President*  
Glenn Blanchard, *Treasurer*  
Joseph Ritz III  
Elizabeth Buckman

**Town Manager**  
Cathy Willets

**Town Clerk**  
Madeline Shaw

## **TOWN MEETING AGENDA June 5, 2017 – 7:30 p.m.**

### **1. CALL TO ORDER**

### **2. PLEDGE OF ALLEGIANCE**

### **3. FUTURE MEETINGS**

*Citizen's Advisory Committee Meeting: June 13<sup>th</sup> @ 7:30 p.m.*

*Planning Commission Meeting: June 28<sup>th</sup> @ 7:30 p.m.*

*Town Council Meeting: July 10<sup>th</sup> @ 7:30 p.m.*

### **4. MEETING ITEMS**

#### **A. APPROVE MINUTES: MAY 1<sup>st</sup> & MAY 15<sup>th</sup>**

#### **B. POLICE REPORT**

#### **C. TOWN MANAGER'S REPORT**

#### **D. TOWN PLANNER'S REPORT**

#### **E. COMMISSIONER COMMENTS**

#### **F. MAYOR COMMENTS**

#### **G. PUBLIC COMMENTS**

#### **H. ADMINISTRATIVE BUSINESS (please see attached)**

I. Guest Speaker: Michelle Mills, Auditor

#### **I. CONSENT AGENDA: 1 ITEM**

#### **J. TREASURER REPORT**

#### **K. PLANNING COMMISSION REPORT**

#### **L. AGENDA ITEMS (please see attached)**

I. FY 2018 Budget for Consideration

II. Salary Chart Adoption for Consideration

III. Revisit the Recreational Trail Program Grant Offer

#### **M. SET AGENDA FOR NEXT MEETING: JULY 10<sup>TH</sup> @ 7:30PM**

### **5. SIGN APPROVED TEXT AMMENDMENTS AND/OR RESOLUTIONS**

### **6. ADJOURN**

**A. APPROVE MINUTES: MAY 1<sup>ST</sup>**

**MINUTES  
TOWN MEETING  
May 1, 2017  
Emmitsburg Town Office**

**Present:** Mayor Donald Briggs; Commissioners: Glenn Blanchard, Elizabeth Buckman, and Timothy O'Donnell, President. Commissioner Clifford Sweeney arrived at 9:37 pm EST with prior notice.

**Staff Present:** Cathy Willets, Town Manager; Madeline Shaw, Town Clerk; Amy Naill, Code Enforcement Officer; Cole Tabler, Town Accountant; and Sue Cipperly, Town Planner.

**Absent:** Commissioner Joseph Ritz III absent with prior notice.

---

**I. Call to Order**

Commissioner Timothy O'Donnell, President of the Board of Commissioners, called the May 1, 2017 Town Meeting to order at 7:30 p.m. EST. Pledge of Allegiance was recited.

**Approval of Minutes**

The Minutes of the April 3, 2017 Town Meeting were approved as amended. Motion by Commissioner Blanchard, second by Commissioner Buckman. Passed 3-0 in Favor. Commissioner Ritz III and Sweeney absent.

The Minutes of the February 6, 2017 Town Meeting were amended to redact a minors address from the public comments section. Motion by Commissioner Blanchard, second by Commissioner Buckman. Passed 3-0 in Favor. Commissioner Ritz III and Sweeney absent.

**Police Report:**

Deputy Whitehouse presented the police report from April 2017 (exhibit attached). He mentioned vehicles are entering the Brookefield development incorrectly and there was a police officer assault at a party. There is a Town scavenger hunt that will start May 15th. Families can pick the packets up from the Town Office. The winner will be announced at Community Heritage Day. The deputies plan to see if Emmitsburg Library can have packet copies available as an alternative pick-up location after Town office hours. Commissioner O'Donnell asked about having an escort for the Community Heritage Day Bike Ride. The deputies plan to provide an escort.

**Town Managers Report:**

Cathy Willets presented the Town Manager's report from March 2017 (exhibit attached). Ms. Willets mentioned town staff replaced several streets lights. The most recent was a light near the Silo Hill Car Wash that was struck by a tractor trailer. There were also some street lights replaced in Northgate. Staff is cleaning the parks up and getting ready for the nice weather. Rainbow Lake is at spillway level. The wells are currently 36.75 feet below their optimal level. Town staff believes the wells will fully recover and recommends the voluntary water restriction be removed. In the upcoming budget, Town staff would like to focus on improving water/sewer infrastructure to reduce wild water. Commissioner Blanchard inquired about the Community Park Community Gardens availability. The gardens are ready for public use and can be rented by contacting the Town Office. Commissioner O'Donnell asked for an update on the new LG Sonic Algae Control System at an upcoming meeting.

**Town Planners Report:**

Sue Cipperly presented the Town Planner's report from March 2017 (exhibit attached). Ms. Cipperly mentioned the Town has been working closely with the State Highway Administration (SHA) on the Flat Run Bridge project and the Town Square project. There are several more SHA meetings coming up. The Dog Park is underway and does not need a forestation plan because it does not meet the definition of a forest. The Town has accepted bids on clearing the dog park area. Ms. Cipperly has also been working with a new business in Town, located at 24 West Main Street, which has magic shows and used books. A storm water management permit is being completed. Commissioner O'Donnell inquired about the Bikeway Grant Request for Proposal (RFP). There have not been any RFPs, but the time frame can be revised and the due date extended to encourage more applications.

**Commissioner Comments:**

- Commissioner Buckman: Gonzaga College High School is doing an admissions visit to Emmitsburg. The group can help single parents, elderly, or disabled with household chores and basic home repairs. If interested, email ebuckman@emmitsburgmd.gov. She thanked the Lions Club for the recent tribute show. She also gave recognition to numerous people that have been outreaching to the community and helping their neighbors such as Korey Shorb, Felicity Buckman, Violet Walker, Mayor Kinnaird, Stavros Pizza, Carlton James, and Hannah Buckman. She encouraged citizens to continue helping one another.
- Commissioner Blanchard: Complemented town staff on the upkeep of the parks. He recently met with the Mayor and Town Manager to review the numbers in regards to the Town's sustainability efforts for the upcoming budget. He feels comfortable with the numbers. He also thanked town staff and numerous people for helping with the WWI Commemoration.
- Commissioner O'Donnell: Attended a recent drug awareness event and encouraged individuals to not feel hopeless. He believes we can make progress through community collaboration. He met with the Emmitsburg Business and Professionals Association (EBPA). He also mentioned the Seton Center is moving from South Seton Avenue to Lincoln Avenue near the Mother Seton School. The building will have numerous social service programs available for the public and a larger thrift shop. There has been several trail workdays, and there are several more coming up. Volunteers have the opportunity to get free gear and food. For more information on the trails, visit the town website. Commissioner O'Donnell also attended the Frederick County Bicycle Comprehensive Plan meeting.

**Mayor's Comments:**

Mayor Briggs attended numerous meetings in April 2017. The Mayor thanked the Commissioners for their involvement in community activities. He spoke at the addiction awareness event in Thurmont, the WWI Commemoration, and the Frederick Fire and Sprinkler Installation event. He attended the Frederick County Maryland Municipal League (MML) Chapter Meeting. The Mother Seton School and Emmitsburg Elementary School 4<sup>th</sup> graders are going to attend a fieldtrip at the Town Offices soon. There will be a free pool party coming up with hot dogs, ice cream, music, family activities, and health information from the Frederick County Health Department in June. The Green Team is starting a town composting program. Residents can purchase compost bins at a reduced price of \$20 through the Town Office. The Mayor also gave recognition to several people for their hard work around Town. He requested the Board of Commissioners consider moving the July 3<sup>rd</sup> meeting to July 17<sup>th</sup> because of the holiday the following day. The Comptroller of Maryland Statewide Revenue Misallocation income tax overpayment that was mentioned in the February 6<sup>th</sup> meeting has been forgiven by a recent bill passed. A recent bill passed also requires special events, such as Community Heritage Day, to offer recycling waste disposal.

**Public Comment:**

*Jim Hatcher, State Farm Insurance*, Mr. Hatched thanked the Town for the warm welcome and mentioned the business is a family run business that has been around for 50 years. He looks forward to his involvement in the Town. *Mary Ann Wivell, 512 E. Main Street*- Ms. Wivell said the odor from the waste water treatment plant's (WWTP) poultry residual lagoon has been around for several weeks and she is concerned about the smell, the image it gives the Town, and the impact it has on residents. She said the smell has been occurring since February 28th and residents cannot go outside without being overwhelmed by the odor. Ms. Wivell gave the Board of Commissioners copies of social media comments. *Kim Andrew, 39 Park Drive*- Ms. Andrews said she has been complaining about the smell since February. She said she cannot open the windows because of the smell, and she does not think the WWTP lagoon use was well thought out. *Nicole Flohr, 39 Park Drive*- Ms. Flohr mentioned she cannot go outside with her 2 year old because of the smell. Her child has asthma, so she goes to Fairfield Pennsylvania instead to let her child play. *Paula Lindsey, Creamery Road*- Ms. Lindsey lives adjacent to the WWTP. She said the odor is offensive and she cannot enjoy the outdoors. She is concerned about chemicals and pathogens that might be coming off the poultry residuals in the lagoon. *Richard Lindsey, Creamery Road* - Mr. Lindsey lives adjacent to the WWTP. He stated he has endured the installation of the solar fields and WWTP, but the WWTP lagoon poultry residual is completely different. He is concerned about the impact the chemicals in the lagoon and the odor controlling chemicals might have on him. Mr. Lindsey stated he had requested the town not enter into the contract last year. Cathy Willets stated the town started receiving phone calls about the smell at the end of February/beginning of March. *Philip Snader, 2323 Marshton Road New Windsor, Maryland*- Mr. Snader is the Vice President of Enviro-Organic Technologies. He stated the product is a wash water product from the processing of poultry. Mr. Snyder mentioned the product is strictly regulated by MDA and there are several other vendors in the area. The product is a nutrient replacement for land applied commercial fertilizer. He mentioned material is removed based on the weather. When the weather is bad, it makes the removal process longer. He mentioned the odor controlling chemical is used

widely throughout the agriculture industry. He cannot guarantee there will never be an order, but he will try his hardest to minimize the odor. Mr. Snyder explained the removal process and procedures that are going to be implemented to reduce the odor to include the adding of an odor controlling chemical, the adding of a straw mat on top of the residual, and limiting the working days to 12 days. Mr. Snyder is working with Dolly Water Solutions to implement the best odor controlling measures. The residual was first added at the beginning of December 2016, and Town staff did not receive any complaints at that time. The odor occurs when the crust (grease cap) is disturbed. To ensure the crust is not disturbed, Mr. Snyder will remove the contents with a pipe that is inserted under the crust. The odor is a Hydrogen Sulfide odor. *Steve Davis, Dolly Water Solutions, Industrial Sales Manager*- Mr. Davis stated he has over 35 years of experience working with this product and he has never had any medical concerns. Mr. Davis stated the best practice is to not break the crust and to cover the lagoon with 4-5 inches of straw. The smell is most likely to occur on a rainy or damp days. Another option is to cover the lagoon with a top (e.g. tarp). Commissioner Buckman expressed concern over the possibility of an odor occurring on a Code Red day. *Mary Ann Wivell, 512 EE. Main Street*- Ms. Wivell asked why there was a smell on days when the company claimed to not be stirring/hauling. *Richard Lindsey, Creamery Road* - Mr. Lindsey mentioned there have been numerous haulings and it is unknown if the straw mat will even work.

Staff recommends having the contractor cease removal as soon as possible. Commissioner O'Donnell would like to a minimum of 6 inches of hay applied. He would also like the hay to be purchased locally (if possible). The commissioners were directed to notify Town staff if there are any odor complaints.

**Motion:** - To direct Town staff to direct the contractor to cease removal of operations by May 5<sup>th</sup> 2017.  
Motion by Commissioner Buckman, second by Commissioner Blanchard.  
**Vote:** 3-0 in Favor. Commissioner Sweeney and Ritz III absent.

#### **Administrative Business:**

- **Annual Planning Commission Report:** Sue Cipperly presented the Annual Planning Commission Report. Ms. Cipperly stated that the Annual Planning Commission Report shows what residential permits have been issued. There were no new residential permits issued. A comprehensive plan was not needed because the Towns plan was completed in 2015. All Board of Appeal members and Planning Commission members have completed the educational training classes required, except for the 2 new Board of Appeals alternates. The report does not need to be approved by the Board; the law just says the letter must be filed by the Town Board.

**Motion:** - To accept the Annual Planning Commission Report as presented by Planning Officer Sue Cipperly.  
Motion by Commissioner Blanchard, second by Commissioner Buckman.  
**Vote:** 3-0 in Favor. Commissioner Sweeney and Ritz III absent.

- **Resolution to Expand the Sustainable Communities Area:** Sue Cipperly presented the Resolution. The Sustainable Communities program helps the Town get grant money for Community Legacy. Every 5 years the Town must renew participation in the program. For homes to participate the property must be within the designated area. Recently the historic district was expanded to include more properties. Ms. Cipperly mentioned that the Town has discovered the program can also be used to get park funding. As a result, Town staff is recommending the inclusion of Community Park, Memorial Park, and several properties on North Seton and South Seton Avenue. Expanding the area will give more residents an opportunity to fix up their property along Town entry ways. The Frailey property would be removed because it does not appear anything can be done with the property. Commissioner O'Donnell inquired about rotating the overlay to other historic areas with older buildings, which the Town can do.

**Motion:** - To accept the Resolution expanding the Sustainable Communities Area as proposed by Sue Cipperly the Town Planner on the attached map.  
Motion by Commissioner Buckman, second by Commissioner Blanchard.  
**Vote:** 3-0 in Favor. Commissioner Sweeney and Ritz III absent.

- **Proclamation: International Compost Awareness Week:** Cathy Willets presented the proclamation. There is a grant available to reduce the price of compost bins for Emmitsburg residents through Backyard Composting. Currently food scraps compose 21% of all waste dumped into landfills. The food scraps could be composted instead. The grant makes bins available at a reduced price for residents. The compost bins would be \$27, of which the Town would pay \$7 and residents would pay \$20. Several other Frederick municipalities participate

in the program. Residents can order their compost bin at the Town Office, or by completing an order form available on the Town website. The compost bins come with a composting guide. Commissioner O'Donnell suggested having a launch event to promote the purchase of the bins.

**Motion:** - To accept the Proclamation making May 7th - May 13th International Compost Awareness Week.  
Motion by Commissioner Blanchard, second by Commissioner Buckman  
**Vote:** 3-0 in Favor. Commissioner Sweeney and Ritz III absent.

- **Update Hunting and Trail Use Guidelines:** Commissioner O'Donnell presented the update. He stated a no hunting on Sunday guideline was implemented by the Town to allow trails to be available on Sundays during the hunting season. The problem is the guidelines are not always clear and readably available. Commissioner O'Donnell mentioned he is not looking to change the hunting access but he is looking to make the guidelines clearer for when the trails are open between the hunting seasons. He would like the Town to promote trail days through multiple media outlets. He would also like to add a bulletin board to the head of the trail and more signage so dates can be clearer. Ms. Willets mentioned trail head signage is the most important because not everyone checks online before they use the trail. Commissioner Buckman is going to see if she can receive donations for signage from the Parks and Recreation Committee. The Board will make this item a future agenda item.
- **Consideration of Reciprocity with the Waynesboro Community Pool:** Commissioner Buckman presented the consideration of reciprocity. Commissioner Buckman stated Waynesboro Community Pool quickly agreed to give residential rates to Emmitsburg citizens since the Community Pool will be closed summer 2017 due to renovations. She would like to return the favor in the future. A letter will be drafted stating intent of reciprocity to Waynesboro should Waynesboro ever have their pool closed for renovations.

**Motion:** - To extend reciprocity to the boro of Waynesboro to have access to the Emmitsburg Town pool at residential rates if the Waynesboro pool were to be closed for renovations.  
Motion by Commissioner Buckman, second by Commissioner Blanchard.  
**Vote:** 3-0 in Favor. Commissioner Sweeney and Ritz III absent.

**Consent Agenda:** None

#### **Treasurer's Report:**

Commissioner Blanchard presented the Treasurer's Report as of April 27, 2017 (exhibit attached). Commissioner Blanchard mentioned he came into the Town Offices and examined the energy bills and is satisfied with his review. Commissioner O'Donnell inquired about the check to the vendor Ryder. The check was for the Community Legacy Grant, which uses grant money to reimburse residents for work.

**Planning Commission Report:** None

*Note:* Commissioner Sweeney arrived at 9:37 pm EST.

## **II. Agenda Items**

**Agenda #1- Initial Budget Presentation for FY 2018:** Mayor Donald Briggs and Cole Tabler, Town Accountant, presented the initial FY 2018 budget to be reviewed. Mayor Briggs mentioned each employee will receive a step increase with 0% Cost of Living Adjustment (COLA). Fund revenues will increase by 3.35%. Budgeted water revenue continues to decrease due to water consumption rates. Capital fund transfer will be \$218,341, which is up from FY 2017 amount of \$121,812. The Board was given the proposed budget in a binder for review. The Board must adopt the budget by the end of June 2017. Town staff encourages any questions via email so Town staff can research the item and have the information prepared for the next Town Meeting. Mayor Donald Briggs does not have any concern with the Board contacting town staff directly with budget questions.

**Agenda #2- Discussion of Zoning Text Amendment in B2:** Cathy Willets and Sue Cipperly presented the zoning text amendment in B2. Ms. Willets stated the amendment stems from an email from Pastor John Talcott, Christ Community Church, in March of 2017. The email mentioned Pastor John is looking at future growth and is considering a parcel property zoned as B2 general business. He would like to see if the Town would approve an exclusion to include churches in the B2 general business zoning so he could use the property. Ms. Cipperly informed

the Board that a change would require a text amendment adding church use to the B2 zone. Specifically, the property inquired about is on Creamery Road across from the Mother Seton School. It was zoned as B2 in 2010 following the recommendations in the 2009 Comprehensive Plan to create a more viable commercial area within a walkable area of Town. Any changes to the B2 zone would apply to all B2 properties. Ms. Cipperly mentioned the intent of the B2 zone per Town ordinance is to "accommodate retail service, office, entertainment, and limited manufacturing and assembly. Its intended that stores and other facilities will be developed in an attractive and convenient manner with attention to safety of pedestrian access and protection of adjoining residential areas." Also, the ordinance defines commercial use as "activity involving the sale of goods or services carried out for profit," which a place of worship doesn't adhere to. Churches are currently not permitted to exist in the B2 zone according to the Town Municipal Code, but they are allowed in all residential, institutional, and the village zones. Ms. Cipperly stated there are current properties in these allowed zones that could accommodate a church and church parking. Town staff does not recommend considering a text amendment to allow places of worship to exist in the B2 general commercial zoning district due to places of worship not being a commercial entity, the limited amount of B2 zones, vacant properties in the R2/R3/Village zones that could support a place of worship, and that Emmitsburg needs its commercial zoned areas to be developed in a way that could bring economic benefit. Commissioner Buckman inquired if other properties have been looked at. Pastor Talcott stated the property is ideal because the property was offered to him and it's within walking distance. Commissioner Sweeney mentioned the area considered is prone to flooding. Ms. Willets mentioned there are other parcels in town that a church could be built upon and Town staff is more than willing to share these with Pastor Talcott. She also stated Town staff does not recommend the amendment because the Town is very limited in B2 zoning. Commissioner O'Donnell mentioned amending the zone could possibly drive church attendees to other nearby businesses before/after church events. He would like to hear the Planning Commission's input on the amendment. Ms. Willets mentioned it would impact all the B2 zoning. Commissioner Sweeney asked the Town Manager and the Town Planner to attend the next Planning Commission Meeting on June 19th to give their professional opinion on the zoning amendment.

**Motion:** - To permit houses of worship in the B2 zone in the form of a text amendment to be referred to the Planning Commission

Motion by Commissioner Sweeney, second by Commissioner Blanchard.

**Vote:** 4-0 in Favor, Commissioner Ritz III absent.

**Agenda #3- Geographical Information System (GIS) Update:** Ms. Willets would like to table this item for a future meeting because the presentation is not up to staff expectations. This agenda item was intended to showcase what the GIS system can do. The Town budget allots \$10,000 to a GIS System to map water and sewer lines.

The Mayor inquired about moving the July 3<sup>rd</sup> meeting because of the holiday weekend. There was discussion among the Board over which date to change the meeting to.

**Motion-** Motion to change the Monday July 3rd meeting to Monday July 10th

Motion by Commissioner Blanchard, second by Commissioner Sweeney.

**Vote:** 4-0 in Favor, Commissioner Ritz III absent.

### **Set Agenda Items for May 15, 2017 Town Meeting**

1. Review the FY2018 Town Budget

### **III. Sign Approved Text Amendments And/Or Resolutions**

**IV. Adjournment:** With no further business, the May 1, 2017 Town Meeting was adjourned at 10:13 p.m. EST.

Respectfully submitted,

Madeline Shaw  
Town Clerk

Approved:

**APPROVE MINUTES CONTINUED: MAY 15<sup>th</sup>**

**MINUTES  
TOWN MEETING  
SPECIAL MEETING - BUDGET  
May 15, 2017  
Emmitsburg Town Office**

draft

**Present:** Mayor Donald Briggs; Commissioners: Glenn Blanchard, Elizabeth Buckman, and Timothy O'Donnell, President. Commissioner Sweeney arrived at 8:25pm with prior notice.

**Staff Present:** Cathy Willets, Town Manager; Madeline Shaw, Town Clerk; Amy Naill, Code Enforcement Officer; and Cole Tabler, Town Accountant.

**Absent:** Commissioner Joseph Ritz III without prior notice.

---

**II. Call to Order**

Commissioner Timothy O'Donnell, President of the Board of Commissioners, called the May 15, 2017 Town Budget Meeting to order at 7:30 p.m. EST. Pledge of Allegiance was recited.

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

- **Commissioner Blanchard:** Commissioner Blanchard encouraged residents to enjoy the parks and bike trails.
- **Commissioner O'Donnell:** Commissioner O'Donnell mentioned he visited Mr. Lindsey's farm in regards to the lagoon odor. He thanked Mr. Lindsey for his time and apologized for his pointed words at the May 1<sup>st</sup> Town Meeting. He also mentioned there are various trail workdays occurring soon. Volunteers will receive free food. The Town website and Facebook page has further details.

**Mayor's Comments:**

Mayor Briggs attended numerous meetings in the beginning of May 2017. The Mayor mentioned he attended the Mount St. Mary's (MSM) Graduation ceremony. He also attended an Earth Day celebration with Mother Seton School, where he enjoyed the student's musical performances. He encouraged the Town to not forget the children when planning for sustainability. The Emmitsburg Business and Professionals Association (EBPA) breakfast is in May and he is looking forward to thanking the local business owners for choosing Emmitsburg as their place of business.

**Public Comments:**

*Richard Lindsey, 16737 Creamery Road-* Mr. Lindsey mentioned there is still a slight lagoon odor. He is not satisfied with solutions, such as limiting the hauling to 12 working days, which was discussed at the last Town Meeting. He is also concerned that there will still be hauling over the summer, beyond the 12 days, if there is a wet summer. Cathy Willets, Town Manager, stated there was a letter typed up reinforcing the idea of not hauling before December 15th and that the work must be completed within 12 working days in the winter and spring; no weekend or holiday hauling. There will be no more hauling into Town. The trucks will be required to stay outside the town and off Route 140. Commissioner O'Donnell requested that the Board revisits the lagoon topic at the June Town Meeting and that a copy of the letter and bio agent information (smell control) be provided to the Board. Mr. Lindsey stated he is still concerned about where the truck will be driving. Ms. Willets mentioned a new route has not been determined yet.

**Consent Agenda**

Cathy Willets mentioned Rainbow Lake is at the spillway level and the wells are slowly improving, which she mentioned at the last Town Meeting. Staffs' recommendation is to lift the Phase 1 water restrictions.

**Motion:** - Motion to lift the Phase 1 water restrictions.  
Motion by Commissioner Blanchard, second by Commissioner Buckman.  
**Vote:** 3-0 in Favor, Commissioner Sweeney and Ritz III absent.

## II. Agenda Items

Agenda #1 Initial Budget Presentation for FY 2018: Presentation by Cole Tabler, Town Accountant, and Cathy Willets, Town Manager. Ms. Willets mentioned staff has been working on the budget since mid-March. Mr. Tabler stated the budget will be reviewed in ascending order of departments.

- **Revenue:** Mr. Tabler mentioned the general fund revenue will increase by about \$55,000. The fiscal year (FY) 2018 general fund revenue is \$7,743,959. The Town anticipates getting more taxes this year. The anticipation is determined by looking at money received in prior years or notifications from the State or County. The Town did not include grant money in the revenue unless the grant had already been approved. Ms. Willets said the Town applied for Project Open Space (POS) grant money to pave the Community Pool parking lot and put in new sidewalks at the pool. The money has not yet been awarded. Commissioner Blanchard asked how County tax equity is calculated. Town staff is going to look into it. Commissioner Buckman asked what the cable franchising fee is. Ms. Willets stated the Town established a franchise agreement many years ago to sell Comcast within the Town limits. Town staff will look into the franchise agreement to determine what is included in the agreement. Commissioner O'Donnell requested the staff look into pricing and the possibility of upgrading the cable infrastructure to aid the Town's economic development. Ms. Willets mentioned when doing the budget this year numbers were gathered as far back as FY 2009. Numbers show the tax revenue has not increased since FY 2012, and tax rates have remained the same since 2005, which has led to the general fund revenue not increasing since 2009. Commissioner Buckman asked about the utility tipping fee. The fee is for trash services in Town, which residents pay for with their water bill. Ms. Willets mentioned there has only been a 2% overall revenue increase since FY 2009. Commissioner O'Donnell asked about the Scott Road Farm and where the money is going that was allotted to the farm in the past. Ms. Willets mentioned there is not a line item for the farm, but the funds are being used for the parks.
- **Expenses:** Mr. Tabler reviewed the expenses of the departments in ascending order. He mentioned some of the department salaries have increased slightly and some have decreased due to better allocation of where they think employees will spend most of their time. Ms. Willets stated historical the salary adjustments are between 2% and 4%. The recommended salaries increase for FY 2018 is a 1.5% step increase with a 0% Cost of Living Adjustment (COLA).
  - **Department 10 (Legislative & Executive):** Mr. Tabler mentioned the department had \$122,801 budgeted for it in FY 2017. The proposed amount for FY 2018 is slightly less at \$119,792. Part of the decrease is a result of additional consulting expenses budgeted in FY 2017; many of the contractual accounts (5505) have decreased in all departments. Ms. Willets mentioned the special events/programs (6901) is increasing for FY 2018 because of the composting program, new Christmas decorations for the new square, donations, and the Christmas tree lighting ceremony. Commissioner Buckman asked which staff falls under Department 10 and why there is a jump in overtime for the department. Mr. Tabler mentioned the Commissioners and Mayor are under Department 10, and the overtime is mainly from Town staff that attend the Town Meetings. Mr. Tabler mentioned the overtime increased because the Town is doing a better job at budgeting and allocating funds to specific line items.
  - **Department 12 (Planning & Zoning):** Mr. Tabler mentioned overall this department has decreased in funding from \$167,161 in FY 2017 to \$130,702 in FY 2018 because there is one less position under this home department. The contractual (5505) has decreased because there is no longer a temporary position and the old Town Manager was never hired for consulting.
  - **Department 13 (Financial):** Mr. Tabler mentioned this department has increased slightly from \$167,708 in FY 2017 to \$169,583 in FY 2018. Ms. Willets stated other expenses (6100) had \$1,000 added for the billing credit card processing, but there will be a \$500 revenue offset. Also, a line item for \$150 was added for pre-employment screening since a line item did not exist in the past. Commissioner O'Donnell asked what the Bad Debt Expense (5310) is. Mr. Tabler stated the Bad Debt Expense is for those who do not pay their personal property tax. For those outstanding invoices, the Town anticipates losing \$1,000. Commissioner Buckman asked if percentage increase/decrease could be added next to each line item in the future.
  - **Department 15 (Buildings):** Mr. Tabler mentioned this department has increased slightly from \$121,802 in FY 2017 to \$124,377 in FY 2018. Staff mentioned the electric line item (5522) has increased for certain departments, but the electric drastically decreased under the Sewer Department. The Town still pays for electricity, even though it uses solar energy, because of electric allocations. Ms. Willets mentioned that overall the electricity fund did decrease slightly. Ms. Willets highlighted other expenses

(6100) and repairs and maintenance (6200) by showing what items composed the sum of the line item. Ms. Willets mentioned these allocations are based off historical data and the need for upcoming repairs and maintenance. Commissioner O'Donnell asked why the advertising budget (5311) decreased. Ms. Willets specified the advertising is for gym use and contractual work.

- **Department 20 (Public Safety Police):** Mr. Tabler mentioned overall this department has increased in funding from \$247,950 in FY 2017 to \$272,041 in FY 2018 because the Town is paying more for 2 deputies contracted by the Sheriff's Office. Ms. Willets stated the Town had 3 deputies, but cut the staffing back to 2 deputies in the past. The cost dropped for a few years and now it's going back up.
- **Department 21 (Public Safety Fire & Rescue):** Mr. Tabler mentioned the only line item under this department is donations (6902), which is composed of a \$3,000 donation to the Vigilant Hose and the Emmitsburg Ambulance Company.
- **Department 22 (Other Public Safety):** Mr. Tabler stated this department has increased from \$6,495 in FY 2017 to \$6,670 due in FY 2018 as a result of repairs and maintenance (6200) increasing \$175. Ms. Willets added that this line item is for the Town's emergency warning system and it's the first contract increase in 7 years.

*Note: Commissioner Sweeney arrived at 8:25pm.*

- **Department 30 (Public Works Streets):** Mr. Tabler noted this department increased from \$355,492 in FY 2017 to \$363,342 in FY 2018. He pointed out contractual (5505) has decreased under this department to \$22,480. The contractual line item is mainly composed of snow removal funds. Town staff has looked at the average snow removal expense from the past seven years and has determined FY 2018 may have more snow based on past trends. Any excess funding can be transferred elsewhere if it is not used. Commissioner Buckman asked what staff is included under this department and what the overtime is from. Ms. Willets responded the staff included under this department is the Director of Public Works, 2 full time Public Works employees, and a part time employee. The overtime is a combination of snow removal, road closures, and other unexpected events. Commissioner Buckman asked why the communication (5304) line item increased. Ms. Willets explained the communications line item is composed of half the Director of Public Works cell phone because he is on call 24/7, half of the parking enforcement cell phone, internet at 22 East Main Street for email capability, the Verizon phone lines at 22 East Main Street, and a portion of the Town radio system. Ms. Willets added internet charges increased the line item for this coming fiscal year but cost was recovered elsewhere. Commissioner Buckman asked what the street light upkeep (6200) fund is for. Ms. Willets explained the \$25,000 in the fund is for poles, fixtures, and bulbs. Ms. Willets added that the Town has lost 3 lights in the past few weeks. Street lights cost about \$2,500 to replace and they are often broken by cars/trucks crashing into them and salt rusting the base. Town staff is looking for grants to replace the lights. Commissioner O'Donnell asked if \$25,000 is enough. To date the Town has spent a little over \$17,000 on light poles. Broken poles are replaced with new bases. The \$25,000 was recommended by the Director of Public Works. If the driver is caught, insurance can cover the cost of the damage light poles. Commissioner O'Donnell requested an explanation of capital outlay (6600). Town staff explained capital outlay is for larger items of which the Town does not have a line item for, or a purchase that extends the life of an item. Typically the Town does not take funds out of capital outlay because there is a line item for most items. Commissioner Sweeney proposed about adding more parking meters in Town for more revenue. There was discussion over future actions to take with the Town parking meters. The Board determined to add parking meters as a future agenda item to allow staff time to gather the information. Ms. Willets highlighted the operating supplies (6110) line item to show what composed this line item. She added the recommended figures were created using historical data and recommendations from staff. Overall department 30 has a 2.2% increase from FY 2017 to FY 2018.
- **Department 31 (Refuse):** Mr. Tabler mentioned the contractual (5505) for this department has decreased. Ms. Willets mentioned the overtime in this department is for Town staff to work 2 Saturdays a month at the yard waste and recycling. Employees staff the location from 9am to 12pm for the public to drop off yard waste. Commissioner O'Donnell asked if the yard waste drop off is well utilized. Ms. Willets mentioned it is well utilized during the fall, spring, and right after Christmas, but she does not believe it is well utilized during the winter. Commissioner O'Donnell mentioned Town tipping fees could be significantly reduced if resident's composted and used the yard waste drop off more. He would like the Town to start advertising waste reduction methods more. He asked if the Town charges for recycling. Ms. Willets stated recycling is a Frederick County program, and a person only needs to be a Frederick

County resident to take advantage of the recycling program. Recycling information is on the Town website. Businesses would have to talk to Frederick County to get recycling information. To drop off yard waste, a person only needs to show ID verifying Emmitsburg residency.

- **Department 60 (Parks):** Mr. Tabler mentioned overall this department has decreased in funding from \$184,358 in FY 2017 to \$150,769 in FY 2018 mainly because the pool is closed. Mr. Tabler highlighted a few line items: operating supplies (6110), repairs & maintenance (6200), special events & programs (6901), and donations (6902). The special events & programs features the Afterschool Club House, farmers market, community gardens, community functions and pool. The \$1,500 donation line item goes to the Community Heritage Day fireworks each year. Commissioner O'Donnell asked if the pool fund factored in later hours. Ms. Willets replied that pool lighting will not be completed this year. Commissioner Buckman asked about the overtime for department 60. Ms. Willets explained the overtime in this department is for Town staff to work the pool parties, unexpected park bathroom repairs, and other unexpected events. Mr. Tabler clarified that staff didn't have a change in hours worked; it's just better budgeting for FY 2018. Commissioner O'Donnell asked where the overtime funds came from in the past. Town staff responded each department is looked at separately and Town staff is trying to be more accurate with budgeting and where funds are coming from.
  - **Department 70 (Debt Service):** Mr. Tabler mentioned this department is composed of loans from items in the past, and the numbers come directly from the loan statements. GO stands for general obligation. The Board requested a list of loans that the Town has by the next Town Meeting. Commissioner Sweeney revisited Department 60 and the special events line item. The Board discussion adding more money to the special events line item to encourage more attendance. The Board requested more funding to the special events & programs (6901) line item under Department 60.
- **FY 2018 Capital Projects Fund Transfers:** Mr. Tabler mentioned this fund is the excess FY 2017 revenue that can be applied to upcoming capital projects. For FY 2018 there is \$218,341 available for transfer. Ms. Willets explained the Town expenses have increased 9% overall since FY 2009, or about 1% each year. Town staff is working more efficiently with more expenses and less revenue. For capital projects, Town staff recommends the following interfund transfers for FY 2018:
- \$10,000 to Department 12: Geographic Information System (GIS) for sewer/water mapping
  - \$4,000 to Department 15: Christ Community Church (aka UpCounty) for maintenance
  - \$14,000 to Department 15: 22 East Main Street for water proofing and black mold removal
  - \$45,000 to Department 30: Vehicles fund to replace the Town car. Ms. Willets mentioned this transfer is made yearly. The Town car, a 2002 Ford Escort with about 90,000 miles, is the next vehicle that needs to be replaced. Other vehicles that need replacement soon are the mini dump truck (about \$55,000), the backhoe, and the dump truck because these vehicles are very aged. The Town will sell and trade whatever vehicles they can for money.
  - \$1,300 to Department 30: Square maintenance (beautification) once the square is complete.
  - \$44,754 to Department 30: Paving budget for curbs, gutters, sidewalks, and roads.
  - \$15,000 to Department 30: Salt shed for the WWTP.
  - \$79,644 to Department 60: Pool fund for lighting, electrical work, a diving board, and \$16,000 just in case something else comes up during construction.
  - \$4,643 to Department 60: Dog Park fund because the clearing bids came in higher than expected. Ms. Willets explained when the grant was originally submitted estimates were not thoroughly collected to get an idea of pricing.

Commissioner O'Donnell asked about Department 30, Town Square Construction Drawings (372), and if the drawings were included in the funding by the State Highway Administration. Ms. Willets mentioned this money was related to the square, and it came from a grant. Commissioner O'Donnell asked about Town Square Reserve for the Future (373) and if the Town anticipates spending the money over the course of the project. Ms. Willets explained the Town will spend the money during the course of the project and the anticipated completion date in June 2018. The sidewalks projects should be started June 2017. Commissioner O'Donnell asked if there was a priority plan for areas needing paving in Town. Ms. Willets mentioned the Public Works Director has a plan, and in FY 2017 there was some unexpected paving that was needed, which is why the fund was negative.

Capital Projects (aka Fund 2): Proposed Internal Increases totaling \$48,787

- \$43,000 to Department 30: Curbs, Gutters, Sidewalks, and Roads
- \$2,131 to Department 15: 140 South Seton Ave.
- \$356 to Department 60: Pool
- \$1,300 to Department 60: Ball Fields Upkeep
- \$2,000 to Department 60: Dog Park

Capital Projects (aka Fund 2): Proposed Internal Decreases totaling \$48,787

- \$40,000 from Department 30: Impact Fees
- \$4,000 from Department 22: Other Public Safety
- \$3,000 from Department 30: Jamison Street, North School Lane, and West North Avenue
- \$1,300 from Department 60: Equipment Upgrade for Ball Fields
- \$356 from Department 60: Splash Park is no longer needed (project complete).
- \$131 from Department 15: Solar Fields is no longer needed (project complete).

Ms. Willets mentioned that some of these line items have not had any activity, so the money was transferred to a line item with more activity and need.

- **Department 40 (Water):** Mr. Tabler mentioned overall this department has decreased in funding from \$555,510 in FY 2017 to \$510,000 in FY 2018 because some of the larger water consumers have reduced their consumption. In addition, the overall water consumption of the Town has decreased. Expense wise, Town staff highlighted the computer (5302) line item, which has almost doubled, because the Water Plant is in need of a new computer system (\$5,000) and a few other smaller items. Mr. Tabler highlighted the insurance, liability & property (5308) line item. He mentioned in general the insurance amounts have decreased for most of the departments. Town staff also highlighted the contractual, which is composed of such items as the algae control system (\$13,000) and leak detection specialist (\$10,500) that will help reduce water loss and overtime. Operating supplies (6110) was highlighted to include larger items such as replacing 100 of 300 old water meters in Town (\$25,000) and water use from Mount St. Mary's (\$12,500). New meters are needed to ensure accurate billing. A 3 year plan has been implemented to replace all 300 of the remaining old water meters. Commissioner O'Donnell asked staff to notify residents that if they receive a new meter, their water bill may decrease slightly. Ms. Willets explained staff over estimated on chemicals (6150) in case the LG Sonic Algae Control system does work as planned. Next, repairs & maintenance (6200) was highlighted to include larger items such as lines and piping (\$10,000), 2 new chlorinators (\$7,000), and socks for DE filters (\$3,500). Lastly, Town staff reviewed the depreciation (8001) line item. Town staff recommends recognizing depreciation as part of the audited FY financial statement, but not as part of the budgeting process for several reasons: depreciation being a non-cash item, audited statements showing non-cash loss, and because the typical practice (according to auditors and other municipalities) is to not recognize it as part of the budget. Also, in prior FY years, the Town did not recognize additional revenues related to WWTP construction and the net build up of fund equity. Mr. Tabler summarized the Water Departments revenue is \$510,000, fund expenses are \$529,443, and there is a net income loss of \$19,443. Ms. Willets added there has been a loss in water since FY 2009, and this year the loss is smaller than it typically is.
- **Department 50 (Sewer):** Mr. Tabler mentioned the total revenue has slightly increased from \$987,900 in FY 2017 to \$1,000,500 in FY 2018. Town staff highlighted the utility charges (4431) and misc revenue (4500) line items. The Town receives \$80,000 in revenue for the WWTP lagoon storage contract. Commissioner Sweeney asked about the tap fees for Seton Center. The fees will go into the water and sewer revenue when it is received. In regards to expenses, Town staff highlighted several expense line items: computers (5302), legal fees (5501), contractual (5505), electric (5522), operating supplies (6110), chemicals (6150), and repairs & maintenance (6200). Ms. Willets explained legal fees (5501) had to be increased because of issues over a pipe at the new WWTP. The Board requested Town staff provide an update at a later meeting regarding the piping. For contractual, \$16,000 is allotted to labs and \$10,000 for sludge removal to the County landfill. Ms. Tabler mentioned most of the repairs & maintenance goes towards the WWTP. Mr. Tabler will provide the Board with a list of loans at the next meeting. In summary, the Sewer Departments revenue is \$1,000,500, fund expenses are \$659,399, and there is a net income loss of \$341,101. Commissioner Sweeney asked what the vacation expense line item is. Mr. Tabler explained

the Town must have an accrual of funds just in case an employee decides to quit on the last day of the year. Ms. Willets clarified that new hires have a limit on vacation accrual, but older staff members are not under the new policy. Older staff was hired under certain conditions and the vacation needs to be bought out.

- **Water & Sewer Future Infrastructure Projects:** Ms. Willets explained the importance of having a solid water and sewer infrastructure. Upon speaking with Town staff, these are the recommended actions. The Town would like to remove the mountain water line because of the water, time, and monetary loss it is causing. The line would be removed in 2 phases. First, drilling 4 new wells for the only 4 houses connected to the line (\$30,000). Second, tie the MSM line into the 8 inch line (\$15,000). Another project staff would like to pursue is Rip Rap Rainbow Lake because the lake is eroding in numerous places (\$10,000 per year). Sewer line repairs are needed on Irishtown Road (\$36,400- 910 linear ft) and South Seton Ave (\$63,000- 1,400 linear ft). Commissioner Sweeney asked about the line repairs and what the work entailed. Ms. Willets will need to gather the information, but the project would have to be approved by the board before the work can begin. Other projects staff would like to pursue is to pump out the backwash reservoir at the Water Plant because it's almost to capacity (\$20,000), several pumps at the pump station needs to be repaired/rebuilt (\$10,000), a new storage shed is needed at the WWTP for vehicles/equipment (\$15,000), the lab roof at the old WWTP needs replacement because it 35 years old and leaking (\$8,500), and the WWTP garage roof needs replacement (\$4,300). Ms. Willets stated these items would be brought back to the board for final approval as they occur, and not all of them would be completed this coming fiscal year.

**Electric Budget:** Mr. Tabler mentioned staff anticipates the electric budget will be right where budgeted, and staff anticipates the actual cost of electric will be slightly less than FY 2017. Commissioner Sweeney asked why the electric budget is slightly more for Department 30. Mr. Tabler explained the expenses aren't changing, but the allocation of the funds is more exact. Ms. Willets explained the Town buys solar at a higher rate than what the Town sells it back for, but what the Town pays on the Potomac Edison bills (with the reduced line items and kWh hours) and the UGI bills determines the allocations. The budget projects that the Town would be paying more without the solar fields, and commercial rates are different than residential rates. The Town is constantly looking for grants to save on electricity. Ms. Willets also explained Powestar has helped the Town saving 56% over a 6 month period at the Pump Station.

**Insurance:** Insurance rates have almost doubled, but Terri Ray, Office Manager for the Town, was able to find cheaper insurance options to reduce the cost of insurance for FY 2018. Ms. Ray's efforts have resulted in a 29% decrease for the FY 2018 insurance budget, which includes property, general liability, and auto insurance. Workman's Compensation rates have remained steady.

Commissioner O'Donnell asked why the sewer contractual has significantly reduced. Ms. Willets stated the decrease was because there was no temporary position, no staff consultant (Mr. Dave Haller), and there is no more monitoring of well/streams related to the outfall. Town staff asked the Board to email with any questions so the information can be collected for the next Town Meeting. Commissioner O'Donnell added any questions should only go to one staff member, who will then direct the email to the appropriate person; any responses to questions should be directed to all Commissioners.

#### **Set Agenda Items for June 5, 2017 Town Meeting**

1. FY 2018 Budget for Consideration
2. Salary Chart Adoption for Consideration
3. Revisit the Recreational Trail Program Grant Offer

### **III. Sign Approved Text Amendments And/Or Resolutions**

**IV. Adjournment:** With no further business, the May 15, 2017 Town Meeting was adjourned at 10:28 p.m. EST.

Respectfully submitted,

Madeline Shaw  
Town Clerk

Approved:

**B. POLICE REPORT:** Presentation by deputies at the Town Meeting.

## C. TOWN MANAGER'S REPORT

**Town Manager's Report  
April 2017  
Prepared by Cathy Willets**

### Streets:

- Staff conducted inventory of "bad" street light poles and fixtures on East & West Main Street.
- Contractor blacktopped 10" water leak patch across from 314 South Seton Ave.
- Staff cold patched pothole on Potomac Avenue.

### Parks:

- Staff mowed, trimmed and weed killed in parks.
- Staff worked on ball fields in Community and Memorial Park.
- Staff worked and repaired ball field #1 in Community Park. Replaced the old bases, pitcher's mound, and home plate. Restored the field to a 60/90 ball field. Drug grass off, put ball field mix on field, spike drug and flat dragged infield.
- Staff pulled weeds and rotor tilled Community Park garden plots.
- Staff trimmed tree by bike rack at ball field #3 in Community Park.
- Staff put new center post in east side of dug out at ball field #6.
- Staff applied lawn aid as well as weed and fee to ball fields in Community and Memorial parks.

### Water:

- Rainbow Lake is at the spillway level (normal is 16.6 feet).
- The roughing filters are being backwashed one to two times a day and the DE filters are being done two times per week.
- Our wells are now on average 31.25' below their May 2011 levels . \*\*The wells gained 5.5' in the month of April
- Water production and consumption. We produced an average of 293,693 GPD. We consumed an average of 275,142 GPD.

The difference is "Backwash Water" ... (9.5%).

We purchased 367,600 gallons of water from MSM this month.

- 41.3% of this water came from wells.
- 4.2% of this water came from Mt. St. Mary's.
- 54.5% of this water came from Rainbow Lake.

Wastewater:

- We received about 5.0" of precipitation this month (the average is 3.9").
  - We have a precipitation **DEFICIT** of 2.34" over the last six months. The average precipitation for the period from November 1 through April 30 is 20.84". We have received 18.5" for that period.
- Wastewater Treatment:
  - We treated an average of 588,000 GPD (consumed 275,142 GPD) which means that 52% of the wastewater treated this month was "wild water".
  - We had no spills of untreated sewerage in the month of April.
  - We exceeded the plant's design capacity five times in the month of April.

04/01 855,000 GPD	04/06 1,909,000 GPD	04/07 1,011,000
04/20 770,000 GPD	04/21 791,000 GPD	

**Trash:** Trash pickup will remain Mondays for the remainder of the month of June.

**Meetings Attended:**

- 04/01 Met with Mayor to review the Agenda
- 04/01 Attended Town Meeting
- 04/05 Met with Town Planner to review projects
- 04/05 Met with Mayor
- 04/06 Met with Town Accountant about budget process
- 04/06 Met with Mayor
- 04/11 Met with Public Works Dir., Town Planner and Town Accountant re initial budget planning
- 04/12 Met with Water & Sewer Supt., Town Clerk, and Town Accountant re initial budget planning
- 04/13 Met with Town Accountant re initial budget planning
- 04/13 Attended department head meeting
- 04/13 Conference call with 3 CQI about joining electric co-op
- 04/18 Conference call with Town Attorney, staff, and USDA re WWTP pipe issue
- 04/18 Met with Town Accountant re budget
- 04/18 Met with Commissioner Blanchard and Mayor re solar
- 04/19 Met with Mayor and Town Accountant re budget
- 04/20 Met with Mr. Snader (EOT) re lagoon storage
- 04/20 Met with staff re CIP/Fund 2 budget planning
- 04/24 Met with staff & SHA about waterline and square project
- 04/25 Met with staff for final budget review
- 04/26 Met with Town Accountant and Mayor for final budget review

**PARKING ENFORCEMENT REPORT**  
**April 2017**  
**Prepared by Amy Naill**

Overtime Parking	87
Restricted Parking Zone	1
Parked in Crosswalk	
Parked on Sidewalk	
Parked Blocking Road	
Parked by Fire Hydrant	
Parked on Highway	
Failure to Park between Lines	
Other Violation	
Left Side Parking	1
Meter Money	\$1,007.98
Parking Permits	
Meter Bag Rental	\$14.00
Parking Ticket Money	\$485.00
Funerals	1
<b>Total:</b>	<b>\$ 1,506.98</b>

## D. TOWN PLANNER'S REPORT

**Town Planner's Report  
April 2017  
Prepared by Sue Cipperly, AICP**

1. Attended Planning Commission meeting on April 24, 2017.
2. **Flat Run Bridge:** Coordinated with State Highway Administration (SHA) re meetings, questions. Met with contractors, town staff, SHA for progress meetings. Kept affected businesses informed of any work related to sewer line.
3. **Sidewalk Project:** Met with town staff, SHA, and contractors in Emmitsburg 4/24/17. Attended District 7 meeting with contractors, SHA in Buckeystown 4/25/17. Assisted with addresses for right-of-entry letters sent by SHA and town.
4. **Community Legacy:** Arranged April 12 meeting and prepared info packets for CL Work Group. Discussed amending Sustainable Communities Area boundary and approved application submitted by 25 W. Main St. (Vigilant Hose) to paint trim and replace older portion of roof. Follow-up administrative items on projects with DHCD.
5. **Sustainable Communities program:** Prepared resolution for Town Board regarding expansion of Sustainable Communities Area, and renewal of designation as Sustainable Community, for consideration at May 1 Town Meeting.
6. **Dog Park:** Discussed dog park site with Penn Forestry relative to reforestation requirements, etc. It does not meet the definition of a forest, so no forestation plan is required.
7. Provided information to interested parties regarding Southgate permits and tap fees. Current owner of the remaining 7 lots is selling them.
8. Created address for property on Creekside Drive at the request of owner. Notified all parties specified by Frederick County.
9. Enforcement -- letters regarding various activity without permits, open burning, etc.
10. Permits for decks, fences, roofs, basement renovation.

**E. COMMISSIONER COMMENTS**

**F. MAYOR COMMENTS**

## **G. PUBLIC COMMENTS**

## **H. ADMINISTRATIVE BUSINESS**

### **I. GUEST SPEAKER:** Michelle Mills, Auditor

**I. CONSENT AGENDA**

**I. Citizens Advisory Committee (2-year term)**

Michael Hillman has withdrawn from the Citizens Advisory Committee  
 Term: 06/15/2017 to 06/15/2019

**J. TREASURER REPORT**

**Town of Emmitsburg  
 CASH ACTIVITY as of May 31, 2017**

\$4,672,992	Cash Balance May 1, 2017
152,991	Deposits
<u>-218,558</u>	Withdrawals
\$4,607,425	Operating Balance Forward

<b><u>Check Amount</u></b>	<b><u>Vendor Name</u></b>	<b><u>Description</u></b>	<b><u>Check Date</u></b>	<b><u>Check #</u></b>
\$20,561	MD Dept of Budget & Mgmt	May 17 Health Insurance	05.31.17	37101
11,586	UGI Energy Services	Apr 17 Solar Field 1	05.31.17	37107
10,951	UGI Energy Services	Apr 17 Solar Field 2	05.31.17	37107
6,579	Republic Services	May 17 Refuse Services	05.17.17	37045
5,109	Frederick County DUSWM	Apr 17 Tipping Fees	05.09.17	37033
3,308	Enviro-organic Technologies	May 17 Blue Ridge Landfill	05.31.17	37095
3,000	Emmitsburg Ambulance Co	FY17 Donation	05.17.17	37051
3,000	Vigilant Hose Co	FY17 Donation	05.17.17	37068
2,300	Catoctin Labs	Chemicals	05.17.17	37047
2,265	Bank of America	Seminars, Summer Conferences, etc.	05.09.17	37038

*Ck dates 04.27.17 to 05.31.17*

**K. PLANNING COMMISSION REPORT:** Presentation at the meeting.

**L. AGENDA ITEMS:**

- I. FY 2018 Budget for Consideration:** Presentation by Town staff at the Town Meeting.

ORDINANCE SERIES: 2017  
ORDINANCE NO. 17-02

AN ORDINANCE TO ADOPT  
THE BUDGET  
FOR THE TOWN OF EMMITSBURG  
FOR THE FISCAL YEAR  
JULY 1, 2017 THROUGH JUNE 30, 2018

\*\*\*\*\*

**BE IT ENACTED AND ORDAINED** by the Mayor and Board of Commissioners of the Town of Emmitsburg, Maryland, pursuant to the authority granted to them by the laws of Maryland and by Article V in the Charter of the Town of Emmitsburg, that the “Budget” attached hereto and incorporated by reference herein, be and hereby is, adopted by and for the Town of Emmitsburg for the fiscal year 2017-2018.

**BE IT FURTHER ENACTED AND ORDAINED**, that this Ordinance shall take effect on the date on which the Mayor approves the Ordinance after passing by the Board of Commissioners or on the date on which the Board of Commissioners passes the Ordinance over the veto of the Mayor.

**PASSED** this \_\_\_\_\_ day of \_\_\_\_\_, 2017

by a vote of \_\_\_\_\_ for, \_\_\_\_\_ against, \_\_\_\_\_ absent, and \_\_\_\_\_ abstain.

**ATTEST:**

**EMMITSBURG BOARD OF COMMISSIONERS:**

\_\_\_\_\_  
Madeline Shaw, Town Clerk

\_\_\_\_\_  
Timothy O’Donnell, President

**MAYOR**

\_\_\_\_\_ APPROVED \_\_\_\_\_ VETOED  
this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Donald N. Briggs, Mayor

I hereby certify that the foregoing Ordinance has been posted as required by Chapter 2.04 of the Emmitsburg Municipal Code.

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Madeline Shaw, Town Clerk

**AGENDA ITEMS CONTINUED:**

**II. Salary Chart Adoption for Consideration:** Presentation by Town staff at the Town Meeting.

ORDINANCE SERIES: 2017  
ORDINANCE NO. 17-03

AN ORDINANCE TO AMEND  
TITLE 2  
OF THE CODE OF EMMITSBURG  
ENTITLED  
ADMINISTRATION AND PERSONNEL

\*\*\*\*\*

BE IT RESOLVED, ENACTED AND ORDAINED BY THE Mayor and Board of Commissioners of the Town of Emmitsburg, Maryland that Chapters 2.50.030 of the Emmitsburg Municipal Code be amended as follows:

The amended section of this regulation reads as follows with new wording indicated in **BOLD CAPITAL** letters and deleted words in [~~strikeout~~]

CHAPTER 2.50.30 SALARY STRUCTURE

Town Of Emmitsburg Salary Structure—Fiscal Year ~~2014~~ **2018**  
for July 1, ~~2010~~ **2017** ~~w/~~ **WITH** 0% COLA factor approved

*See following pages*

SALARY CHART (Part 1 of 4)

Position	Grade		3.50%		3.00%
			Base	Step 1	Step 2
<b>Labors (unskilled)</b>	<b>1</b>	Annual Salary	\$24,523.74	\$25,382.07	\$26,143.53
		Biweekly Salary	\$943.22	\$976.23	\$1,005.52
		Hourly Rate	\$11.79	\$12.20	\$12.57
	<b>2</b>	Annual Salary	\$25,879.63	\$26,785.42	\$27,588.98
		Biweekly Salary	\$995.37	\$1,030.21	\$1,061.11
		Hourly Rate	\$12.44	\$12.88	\$13.26
<b>Water &amp; Sewer Trainee</b>	<b>3</b>	Annual Salary	\$27,043.92	\$27,990.46	\$28,830.17
		Biweekly Salary	\$1,040.15	\$1,076.56	\$1,108.85
		Hourly Rate	\$13.00	\$13.46	\$13.86
<b>Public Works Employee Water/ Sewer Operator Receptionist</b>	<b>4</b>	Annual Salary	\$29,475.65	\$30,507.30	\$31,422.52
		Biweekly Salary	\$1,133.68	\$1,173.36	\$1,208.56
		Hourly Rate	\$14.17	\$14.67	\$15.11
<b>Office Manager</b>	<b>5</b>	Annual Salary	\$33,300.11	\$34,465.61	\$35,499.58
		Biweekly Salary	\$1,280.77	\$1,325.60	\$1,365.37
		Hourly Rate	\$16.01	\$16.57	\$17.07
<b>Maintenance Accounting Tech Water/ Sewer Skilled Laborer</b>	<b>6</b>	Annual Salary	\$38,170.97	\$39,506.95	\$40,692.16
		Biweekly Salary	\$1,468.11	\$1,519.50	\$1,565.08
		Hourly Rate	\$18.35	\$18.99	\$19.56
<b>Public Works Supervisor</b>	<b>7</b>	Annual Salary	\$39,055.24	\$40,422.17	\$41,634.84
		Biweekly Salary	\$1,502.12	\$1,554.70	\$1,601.34
		Hourly Rate	\$18.78	\$19.43	\$20.02
<b>Town Clerk</b>	<b>8</b>	Annual Salary	\$42,002.81	\$43,472.91	\$44,777.10
		Biweekly Salary	\$1,615.49	\$1,672.03	\$1,722.20
		Hourly Rate	\$20.19	\$20.90	\$21.53
<b>Inspector</b>	<b>9</b>	Annual Salary	\$44,950.38	\$46,523.64	\$47,919.35
		Biweekly Salary	\$1,728.86	\$1,789.37	\$1,843.05
		Hourly Rate	\$21.61	\$22.37	\$23.04
	<b>10</b>	Annual Salary	\$47,666.97	\$49,335.31	\$50,815.37
		Biweekly Salary	\$1,833.35	\$1,897.51	\$1,954.44
		Hourly Rate	\$22.92	\$23.72	\$24.43
<b>Planner/ Accountant Water &amp; Sewer Superintendent Public Works Superintendent</b>	<b>11</b>	Annual Salary	\$52,385.98	\$54,219.49	\$55,846.07
		Biweekly Salary	\$2,014.85	\$2,085.36	\$2,147.93
		Hourly Rate	\$25.19	\$26.07	\$26.85
<b>Town Manager</b>	<b>12</b>	Annual Salary	\$81,434.49	\$84,284.70	\$86,813.24
		Biweekly Salary	\$3,132.10	\$3,241.72	\$3,338.97
		Hourly Rate	\$39.15	\$40.52	\$41.74

SALARY CHART CONTINUED (Part 2 of 4)

Position	Grade		3.00%	2.00%	2.00%
			Step 3	Step 4	Step 5
<b>Labors (unskilled)</b>	<b>1</b>	Annual Salary	\$26,927.84	\$27,466.40	\$28,015.72
		Biweekly Salary	\$1,035.69	\$1,056.40	\$1,077.53
		Hourly Rate	\$12.95	\$13.20	\$13.47
	<b>2</b>	Annual Salary	\$28,416.65	\$28,984.98	\$29,564.68
		Biweekly Salary	\$1,092.95	\$1,114.81	\$1,137.10
		Hourly Rate	\$13.66	\$13.94	\$14.21
<b>Water &amp; Sewer Trainee</b>	<b>3</b>	Annual Salary	\$29,695.08	\$30,288.98	\$30,894.76
		Biweekly Salary	\$1,142.12	\$1,164.96	\$1,188.26
		Hourly Rate	\$14.28	\$14.56	\$14.85
<b>Public Works Employee Water/ Sewer Operator Receptionist</b>	<b>4</b>	Annual Salary	\$32,365.19	\$33,012.50	\$33,672.75
		Biweekly Salary	\$1,244.82	\$1,269.71	\$1,295.11
		Hourly Rate	\$15.56	\$15.87	\$16.19
<b>Office Manager</b>	<b>5</b>	Annual Salary	\$36,564.57	\$37,295.86	\$38,041.78
		Biweekly Salary	\$1,406.33	\$1,434.46	\$1,463.15
		Hourly Rate	\$17.58	\$17.93	\$18.29
<b>Maintenance Accounting Tech Water/ Sewer Skilled Laborer</b>	<b>6</b>	Annual Salary	\$41,912.93	\$42,751.19	\$43,606.21
		Biweekly Salary	\$1,612.04	\$1,644.28	\$1,677.16
		Hourly Rate	\$20.15	\$20.55	\$20.96
<b>Public Works Supervisor</b>	<b>7</b>	Annual Salary	\$42,883.88	\$43,741.56	\$44,616.39
		Biweekly Salary	\$1,649.38	\$1,682.37	\$1,716.02
		Hourly Rate	\$20.62	\$21.03	\$21.45
<b>Town Clerk</b>	<b>8</b>	Annual Salary	\$46,120.41	\$47,042.82	\$47,983.67
		Biweekly Salary	\$1,773.86	\$1,809.34	\$1,845.53
		Hourly Rate	\$22.17	\$22.62	\$23.07
<b>Inspector</b>	<b>9</b>	Annual Salary	\$49,356.93	\$50,344.07	\$51,350.95
		Biweekly Salary	\$1,898.34	\$1,936.31	\$1,975.04
		Hourly Rate	\$23.73	\$24.20	\$24.69
	<b>10</b>	Annual Salary	\$52,339.83	\$53,386.63	\$54,454.36
		Biweekly Salary	\$2,013.07	\$2,053.33	\$2,094.40
		Hourly Rate	\$25.16	\$25.67	\$26.18
<b>Planner/ Accountant Water &amp; Sewer Superintendent Public Works Superintendent</b>	<b>11</b>	Annual Salary	\$57,521.46	\$58,671.89	\$59,845.32
		Biweekly Salary	\$2,212.36	\$2,256.61	\$2,301.74
		Hourly Rate	\$27.65	\$28.21	\$28.77
<b>Town Manager</b>	<b>12</b>	Annual Salary	\$89,417.64	\$91,205.99	\$93,030.11
		Biweekly Salary	\$3,439.14	\$3,507.92	\$3,578.08
		Hourly Rate	\$42.99	\$43.85	\$44.73

SALARY CHART CONTINUED (Part 3 of 4)

Position	Grade		1.50%	1.50%	1.50%
			Step 6	Step 7	Step 8
<b>Labors (unskilled)</b>	<b>1</b>	Annual Salary	\$28,435.96	\$28,862.50	\$29,295.44
		Biweekly Salary	\$1,093.69	\$1,110.10	\$1,126.75
		Hourly Rate	\$13.67	\$13.88	\$14.08
	<b>2</b>	Annual Salary	\$30,008.15	\$30,458.27	\$30,915.15
		Biweekly Salary	\$1,154.16	\$1,171.47	\$1,189.04
		Hourly Rate	\$14.43	\$14.64	\$14.86
<b>Water &amp; Sewer Trainee</b>	<b>3</b>	Annual Salary	\$31,358.18	\$31,828.55	\$32,305.98
		Biweekly Salary	\$1,206.08	\$1,224.18	\$1,242.54
		Hourly Rate	\$15.08	\$15.30	\$15.53
<b>Public Works Employee Water/ Sewer Operator Receptionist</b>	<b>4</b>	Annual Salary	\$34,177.84	\$34,690.50	\$35,210.86
		Biweekly Salary	\$1,314.53	\$1,334.25	\$1,354.26
		Hourly Rate	\$16.43	\$16.68	\$16.93
<b>Office Manager</b>	<b>5</b>	Annual Salary	\$38,612.41	\$39,191.59	\$39,779.46
		Biweekly Salary	\$1,485.09	\$1,507.37	\$1,529.98
		Hourly Rate	\$18.56	\$18.84	\$19.12
<b>Maintenance Accounting Tech Water/ Sewer Skilled Laborer</b>	<b>6</b>	Annual Salary	\$44,260.30	\$44,924.21	\$45,598.07
		Biweekly Salary	\$1,702.32	\$1,727.85	\$1,753.77
		Hourly Rate	\$21.28	\$21.60	\$21.92
<b>Public Works Supervisor</b>	<b>7</b>	Annual Salary	\$45,285.64	\$45,964.92	\$46,654.40
		Biweekly Salary	\$1,741.76	\$1,767.88	\$1,794.40
		Hourly Rate	\$21.77	\$22.10	\$22.43
<b>Town Clerk</b>	<b>8</b>	Annual Salary	\$48,703.43	\$49,433.98	\$50,175.49
		Biweekly Salary	\$1,873.21	\$1,901.31	\$1,929.83
		Hourly Rate	\$23.42	\$23.77	\$24.12
<b>Inspector</b>	<b>9</b>	Annual Salary	\$52,121.22	\$52,903.04	\$53,696.58
		Biweekly Salary	\$2,004.66	\$2,034.73	\$2,065.25
		Hourly Rate	\$25.06	\$25.43	\$25.82
	<b>10</b>	Annual Salary	\$55,271.18	\$56,100.25	\$56,941.75
		Biweekly Salary	\$2,125.81	\$2,157.70	\$2,190.07
		Hourly Rate	\$26.57	\$26.97	\$27.38
<b>Planner/ Accountant Water &amp; Sewer Superintendent Public Works Superintendent</b>	<b>11</b>	Annual Salary	\$60,743.00	\$61,654.15	\$62,578.96
		Biweekly Salary	\$2,336.27	\$2,371.31	\$2,406.88
		Hourly Rate	\$29.20	\$29.64	\$30.09
<b>Town Manager</b>	<b>12</b>	Annual Salary	\$94,425.56	\$95,841.94	\$97,279.57
		Biweekly Salary	\$3,631.75	\$3,686.23	\$3,741.52
		Hourly Rate	\$45.40	\$46.08	\$46.77

SALARY CHART CONTINUED (Part 4 of 4)

Position	Grade		1.50%	1.50%	1.50%	1.50%
			Step 9	Step 10	Step11	Step 12
<b>Labors (unskilled)</b>	<b>1</b>	Annual Salary	\$29,734.87	\$30,180.89	\$30,633.60	\$31,093.11
		Biweekly Salary	\$1,143.65	\$1,160.80	\$1,178.22	\$1,195.89
		Hourly Rate	\$14.30	\$14.51	\$14.73	\$14.95
	<b>2</b>	Annual Salary	\$31,378.88	\$31,849.56	\$32,327.30	\$32,812.21
		Biweekly Salary	\$1,206.88	\$1,224.98	\$1,243.36	\$1,262.01
		Hourly Rate	\$15.09	\$15.31	\$15.54	\$15.78
<b>Water &amp; Sewer Trainee</b>	<b>3</b>	Annual Salary	\$32,790.57	\$33,282.43	\$33,781.66	\$34,288.39
		Biweekly Salary	\$1,261.18	\$1,280.09	\$1,299.29	\$1,318.78
		Hourly Rate	\$15.76	\$16.00	\$16.24	\$16.48
<b>Public Works Employee Water/ Sewer Operator Receptionist</b>	<b>4</b>	Annual Salary	\$35,739.03	\$36,275.11	\$36,819.24	\$37,371.53
		Biweekly Salary	\$1,374.58	\$1,395.20	\$1,416.12	\$1,437.37
		Hourly Rate	\$17.18	\$17.44	\$17.70	\$17.97
<b>Office Manager</b>	<b>5</b>	Annual Salary	\$40,376.16	\$40,981.80	\$41,596.53	\$42,220.47
		Biweekly Salary	\$1,552.93	\$1,576.22	\$1,599.87	\$1,623.86
		Hourly Rate	\$19.41	\$19.70	\$20.00	\$20.30
<b>Maintenance Accounting Tech Water/ Sewer Skilled Laborer</b>	<b>6</b>	Annual Salary	\$46,282.04	\$46,976.27	\$47,680.92	\$48,396.13
		Biweekly Salary	\$1,780.08	\$1,806.78	\$1,833.88	\$1,861.39
		Hourly Rate	\$22.25	\$22.58	\$22.92	\$23.27
<b>Public Works Supervisor</b>	<b>7</b>	Annual Salary	\$47,354.21	\$48,064.53	\$48,785.49	\$49,517.28
		Biweekly Salary	\$1,821.32	\$1,848.64	\$1,876.37	\$1,904.51
		Hourly Rate	\$22.77	\$23.11	\$23.45	\$23.81
<b>Town Clerk</b>	<b>8</b>	Annual Salary	\$50,928.12	\$51,692.04	\$52,467.42	\$53,254.44
		Biweekly Salary	\$1,958.77	\$1,988.16	\$2,017.98	\$2,048.25
		Hourly Rate	\$24.48	\$24.85	\$25.22	\$25.60
<b>Inspector</b>	<b>9</b>	Annual Salary	\$54,502.03	\$55,319.56	\$56,149.35	\$56,991.59
		Biweekly Salary	\$2,096.23	\$2,127.68	\$2,159.59	\$2,191.98
		Hourly Rate	\$26.20	\$26.60	\$26.99	\$27.40
	<b>10</b>	Annual Salary	\$57,795.88	\$58,662.82	\$59,542.76	\$60,435.90
		Biweekly Salary	\$2,222.92	\$2,256.26	\$2,290.11	\$2,324.46
		Hourly Rate	\$27.79	\$28.20	\$28.63	\$29.06
<b>Planner/ Accountant Water &amp; Sewer Superintendent Public Works Superintendent</b>	<b>11</b>	Annual Salary	\$63,517.64	\$64,470.41	\$65,437.47	\$66,419.03
		Biweekly Salary	\$2,442.99	\$2,479.63	\$2,516.83	\$2,554.58
		Hourly Rate	\$30.54	\$31.00	\$31.46	\$31.93
<b>Town Manager</b>	<b>12</b>	Annual Salary	\$98,738.77	\$100,219.85	\$101,723.14	\$103,248.99
		Biweekly Salary	\$3,797.64	\$3,854.61	\$3,912.43	\$3,971.12
		Hourly Rate	\$47.47	\$48.18	\$48.91	\$49.64

Biweekly salary is calculated by dividing the annual salary by twenty-six (26) pays.

Annual salary is the hourly rate multiplied by two thousand eighty (2,080) hours.

Part-time employee's annual and biweekly salary will be different than chart shows.

**BE IT FURTHER ENACTED AND ORDAINED**, that this Ordinance shall take effect on the date on which the Mayor approves the Ordinance after passing by the Board of Commissioners or on the date on which the Board of Commissioners passes the Ordinance over the veto of the Mayor.

**PASSED** this \_\_\_\_\_ day of \_\_\_\_\_, 2017  
by a vote of \_\_\_\_\_ for, \_\_\_\_\_ against, \_\_\_\_\_ absent, and \_\_\_\_\_ abstain.

**ATTEST:**

**EMMITSBURG BOARD OF COMMISSIONERS:**

\_\_\_\_\_  
Madeline Shaw, Town Clerk

\_\_\_\_\_  
Timothy O'Donnell, President

**MAYOR**

\_\_\_\_\_APPROVED \_\_\_\_\_VETOED  
this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Donald N. Briggs, Mayor

I hereby certify that the foregoing Ordinance has been posted as required by Chapter 2.04 of the Emmitsburg Municipal Code.

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Madeline Shaw, Town Clerk

**AGENDA ITEMS CONTINUED:**

- III. Revisit the Recreational Trail Program Grant Offer:** Presentation by Commissioner O'Donnell at the Town Meeting.

**M. SET AGENDA FOR NEXT MEETING: JULY 10<sup>th</sup> @ 7:30 PM**

- 1.
- 2.
- 3.
- 4.