

**MINUTES
TOWN MEETING
November 6, 2017 – 7:30 P.M.
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; and Susan Cipperly, Town Planner. **Others Present:** Deputy Ben Whitehouse.

I. Call to Order

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

Note: Commissioner Sweeney arrived at 7:39 P.M.

Note: Agenda rearranged in courtesy of guest speaker Dr. Timothy Trainor.

Agenda #1- Guest Speaker: President Timothy Trainor, Mount St. Mary's (MSM) University: Mayor Briggs introduced Dr. Timothy Trainor, President of MSM's University. Dr. Trainor thanked Mayor Briggs for the introduction and reviewed the positive things occurring at Mount St. Mary's. He mentioned some projects he hopes to pursue with the Emmitsburg community to include better offsite student housing, more student volunteer projects, an urgent care medical office, a multi-user trail linking MSM to the Town, and clearer communication with the Town of Emmitsburg. The Board asked Dr. Trainor about the request for proposals (RFPs) for the urgent care facility and if the local medical offices have been considered. The RFPs are still in the early stages and no research has been done yet. The Board thanked Dr. Trainor for MSM's role in the community.

Approval of Minutes

- The Minutes of the October 2, 2017 Town Meeting were approved as presented. Motion by Commissioner Sweeney, second by Commissioner Ritz III. Vote: Motion carries 5-0 in Favor.
- The Minutes of the October 16, 2017 Service Line Warranty Meeting were approved as presented. Motion by Commissioner Buckman, second by Commissioner Sweeney. Vote: Motion carries 5-0 in Favor.

Police Report:

Deputy Whitehouse presented the police report from October 2017 (exhibit attached). Deputy Whitehouse mentioned the deputies have updated their police report format and will continue to tweak it. The stats in the police report were reviewed. There was a damaged stop sign, which the individuals who caused the damage were caught and charged. The Deputies assisted with several events to include Halloween festivities, the Vigilant Hose Open House, and the Red Helmet ride. The majority of traffic warnings were issued at the new right turn-only signs located at the intersection of East Lincoln Avenue and South Seton Avenue. The Deputy explained the new sign appears to be making a difference. The Board requested crash stats for Jamison Avenue onto Main Street.

Town Managers Report:

Cathy Willets, Town Manager, presented the Town Manager's Report from September 2017 (exhibit attached). Ms. Willets mentioned staff had three new street light conduit problems in regards to the State Highway Administration (SHA) sidewalk project within the last month. The emergency warning siren was tested and found to be in good order. Currently Rainbow Lake is 0.1 inch below the spillway. The wells are 11.75 feet below their May 2011 optimal levels. In September 2017 2.05 inches of participation were received. The majority of the water (41.4%) treated was wild water. Town staff recommends reviewing infrastructure updates soon to prevent wild water. There were no spills of untreated sewerage, and the WWTP did not exceed its design in September. The January 2018 Town Meeting will be January 8th due to the holidays. The Board asked if the rainfall was causing increased turbidity. The rain is causing some turbidity, but the algae control system is helping.

Town Planners Report:

Susan Cipperly, Town Planner, presented the Town Planner's Report from September 2017 (exhibit attached). Ms. Cipperly mentioned the SHA projects are ongoing. The Dog Park fence should be installed by mid-November 2017. The Emmit Garden dead pine trees should be removed soon by Potomac Edison. The Town is waiting for a response on the flood plain permit for the Emmit Garden's Playground. GIS data is being collected for the Town maps. The Planning Commission is reviewing permitting policies for room rentals and bed and breakfasts in private homes.

Commissioner Comments:

- Commissioner Buckman: She inquired about pockets of street missing where the SHA projects are. Ms. Willets requested concerned residents contact the Town who will relay the information to the SHA. She asked about having an open/close sign for the yard waste drop off on Saturday's. The Town will look into it. The Turkey Trot will be Thursday September 23rd at 8:00 A.M. in Community Park.
- Commissioner Ritz III: No comments.
- Commissioner Sweeney: He thanked the community for their help during the Halloween festivities.
- Commissioner Blanchard: He thanked residents for donating to the food bank, but asked residents to be aware of the expiration dates on food. He also mentioned there will be a Veterans Day celebration November 11th at 11:00 a.m.
- Commissioner O'Donnell: He asked about trees along Main Street. Ms. Willets explained SHA ultimately determines the outcome of the trees because it's an SHA project. He requested SHA review the street lines in the construction zones because of poor visibility. He thanked the Boy Scouts for painting fire hydrants. He mentioned the National Interscholastic Cycling Association (NICA) cycling organization is considering holding a conference in Emmitsburg.

Mayor's Comments:

Mayor Briggs attended numerous meetings in October 2017. Mayor Briggs mentioned he gave several speeches at various events to include the National Fallen Fire Fighters Memorial Weekend, Presidential Inauguration of Mount St. Mary's new President Dr. Timothy Trainor, and the Frederick County Fire Museum Wall of Honor dedication. He attended the National Fire Heritage Board Meeting, Seton Center Job Fair, Frederick County MML Chapter Meeting, the ESP 5K Run at MSM, and numerous other meetings. He had a DVM television station interview. He is still working on adding an additional TransIt bus stop to northern Frederick County and the Community Park swimming pool will have the concrete shell poured in November. Commissioner O'Donnell congratulated Mayor Briggs on winning the 2017 Theodore Roosevelt award for sustainable activities in Emmitsburg.

Public Comments:

Eric Sloane, 500 East Main Street- Mr. Sloane explained he is concerned with the trucks speeding through Town and proficient lighting along East Main Street near the SHA Flat Run Bridge. *Rick Young, 3 Adams Avenue-* Mr. Young asked about the National League of Cities Service Line Warranty Program and what it includes. Town staff gave Mr. Young a folder with information on the program. *Dianne Walbrecker, 535 West Main Street -* Ms. Walbrecker stated the street light outside her home is still flickering. She expressed a desire to get more involved in the Emmitsburg Green Team. She commended Mayor Briggs for reaching out to Ellicott City after the floods as he was the only town to reach out to Ellicott City. She commended the Board for their hard work and asked about the Town's emergency operations plans, which is being brought to the Board in January 2018.

Administrative Business:

- Proclamation of Municipal Government Works Month: Cathy Willets, Town Manager, read the Proclamation of Municipal Government Works Month for the Board. She explained the Town passes this proclamation each November to help educate citizens and enhance the quality of life in Emmitsburg.
Motion: To accept the proclamation as presented. Motion by Commissioner Blanchard, second by Commissioner Buckman. Vote: Motion carries 5-0 in Favor.
- Admin Business: Presentation of Open Meetings Act Updates: Madeline Shaw, Town Clerk, presented the Open Meetings Act (OMA) updates. Ms. Shaw gave a brief presentation on what the Open Meetings Act is, a statute that requires public business is conducted openly and publicly with adequate notice. Ms. Shaw explained when the OMA applies, common violations, and disciplinary actions. Also, effective October 2017 each public body must designate at least one employee, officer, or member to receive OMA training or the public body cannot meet in a closed session. The Town must retain in-house records showing a designation has been made and training has occurred within 90 days of designation. Ms. Shaw concluded by suggesting making the Town Meetings more open by having specific agenda times (e.g. 7:45-8:00 p.m.). The Board requested staff ask about hosting the class in the Emmitsburg area. The Board tabled the designation of an individual for a later date after Board members receive training.

Consent Agenda:

The Board acknowledge the resignation of Brian Neville from the Citizen's Advisory Committee and appointed Frank Davis to the Planning Commission for a term of 01/02/2018 – 07/02/2022. Vote: Motion carries 5-0 in Favor. Motion by Commissioner Ritz III, second by Commissioner Blanchard.

Treasurer's Report:

Commissioner Blanchard presented the Treasure's Report for October 2017 (exhibit attached). Commissioner Blanchard mentioned the operating balance forward is \$5,475,217. Commissioner Ritz III asked about the status of the outstanding invoices for the street light conduit damage from the SHA sidewalk project. The Town is working with the town attorney on the invoices.

Planning Commission Report:

Commissioner Sweeney presented the Planning Commission Report from October 2017. The Commission is currently reviewing information on short term home rentals in private homes.

II. Agenda Items

Agenda #2- Catoctin-Ettes, Inc. Request for April 2018 6K Fundraiser Race: Kristin Miller, Chair of the Catoctin-Ettes Inc. explained the organization is trying to find ways to raise more funds and get more students involved in the program. One of the ideas was to host a 6K race in Emmitsburg. The proposed dates are April 21, 2018 or April 14, 2018. She explained, if approved, they would try and reduce the amount of time spent on the main roads by using alleys and back roads. Commissioner Sweeney recommend hosting the 6K race on Community Heritage Day in June. Ms. Miller liked the idea of a June race. The Board discussed logistics and best practices for the race. The Board did not take a vote because Ms. Miller will need to discuss the June date modification with her team. The item will be voted on at a later Town Meeting once the Catoctin-ettes Inc. contacts the Town with a final date.

Agenda #3- Update on MS-4 Permit: Susan Cipperly, Town Planner, presented the updates on the Municipal Separate Storm Sewer Systems (MS-4) permit. Ms. Cipperly reviewed the background on the permit. She explained the Town is required to report its actions at the end of 2017 to show it is pursuing compliance. The permit is a point system. Some items the Town is receiving points for are selling compost bins, having a Green Team, completing the Emmitsburg Comprehensive Plan, and offering free literature to residents on stormwater management (to name a few). Future items are having Town staff take MDE's Responsible Personnel Certification, collaborating with Frederick County on construction management practices, providing a summary of storm water pond maintenance, documenting good housekeeping practices, and verifying a pollution prevention plan (to name a few). The Board does not need to take any action at this time, but Ms. Willets explained the Town may need to hire engineers in the next phase of compliance.

Agenda #4- Holiday Parking for December- Meter Parking: Cathy Willets, Town Manager, presented the holiday parking agenda item. Ms. Willets explained the Board usually offers free metered parking during the holidays, and any funds put in the meters during that time are donated to a local organization. Town staff recommends free metered parking from Friday December 15, 2017 through Tuesday January 2, 2017.

Motion: Motion to accept free metered parking between December 15, 2017 to January 2, 2017 with the funds going towards Community Heritage Day. Motion by Commissioner Sweeney, second by Commissioner Ritz III.

Vote: Motion carries 5-0 in Favor.

Commissioner O'Donnell mentioned the Frederick County Planning Commission is reviewing its bicycling and pedestrian comprehensive plan, and the Maryland State Highway Department of Natural Resources Maryland Pedestrian Bike and Pedestrian Trail Plan has voted to make an Emmitsburg trail connection to the C&O Canal a priority item. Commissioner O'Donnell would like to see a connection made to Emmitsburg because of the benefits to the community. He requested consent from the Board on endorsing a trail connecting Emmitsburg. The Board agreed the item is something they would like to see happen.

Set Agenda Items for December 5, 2017 Town Meeting

1. Resolution Adopting the Frederick County Hazard Mitigation Plan.
2. Update on Lagoon Storage Operations at the Waste Water Treatment Plant.
3. National League of Cities Service Line Warranty Program for Consideration.
4. Admin Business: National Interscholastic Cycling Association (NICA) Update.
5. Admin Business: Premier of Emmitsburg Multi-User Trail Promotional Videos.

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, the November 6, 2017 Town Meeting was adjourned at 9:45 p.m. Motion by Commissioner Blanchard, second by Commissioner Ritz III.

Respectfully submitted,

Madeline Shaw, Town Clerk
Approved: December 5, 2017