

**MINUTES**  
**TOWN MEETING**  
**January 22, 2018**  
**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; and Amy Naill, Code Enforcement Officer. **Others Present:** Deputy Ben Whitehouse.

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**I. Call to Order**

Commissioner Tim O'Donnell, President of the Board of Commissioners, called the January 22, 2018 Town Meeting to order at 7:30 p.m. EST. He explained this meeting is replacing the January 8, 2018 meeting that was canceled due to bad weather. Pledge of Allegiance was recited. Upcoming meetings were announced.

**Approval of Minutes**

The Minutes of the December 5, 2017 Town Meeting were approved as presented. Motion by Commissioner Buckman, second by Commissioner Sweeney. Vote: Motion carries 5-0 in favor.

**Police Report:**

Deputy Ben Whitehouse presented the police report from December 2017 (exhibit attached). The deputies performed 18 different walking patrols throughout the month. The Christmas tree lighting ceremony was attended as a special assignment. The deputies focused on patrolling the neighborhoods to deter holiday package theft. He reminded residents to not park on the new sidewalks, which is a ticket-able offense.

**Town Managers Report:**

Cathy Willets, Town Manager, presented the Town Manager's Report from November 2017 (exhibit attached). Ms. Willets explained the town will perform monthly street sweeping now per the MS-4 permit requirements. Town staff continues to make repairs to damage caused by the SHA contractors. The new dog park fence was installed. Rainbow Lake is currently at its spillway level. There were no spills of untreated sewerage and the wastewater treatment plant did not exceed its design capacity in the month of November. Under noteworthy items, Ms. Willets explained the water plant needs a new computer system, which will be about \$12,000. MDE had a surprise inspection at the wastewater treatment plant; everything is good with operations. There is an 8-inch mountain water line, which was installed in the 1930s, with about 200-feet of the pipe exposed to the elements. The line is in bad condition and on January 8, 2018 the line had a major break due to extended subzero temperatures. Town staff spent numerous hours un-thawing the line. Ms. Willets showed pictures of the lines condition. She explained the Town would like to drill wells for the only four homes attached to the line and take them off the 8-inch water line to deter future problems. The town estimates about \$50,000 per well connection. To replace the whole 8-inch line will cost about \$1 million dollars. Another noteworthy mention is the Creamery Road Pump Station pumps are failing from a power surge and a large rainstorm the weekend of January 13, 2018. Town staff are working on fixing the station but are not sure how much longer the pump station will last without major repairs/renovations.

**Town Planners Report:**

Cathy Willets, Town Manager, presented the Town Planner's Report from November 2017 (exhibit attached). Ms. Willets highlighted that Susan Cipperly, Town Planner, submitted the MS-4 permit in December and town staff is waiting to hear back on the permit.

**Commissioner Comments:**

- **Commissioner Buckman:** She asked if Lincoln Avenue will have one-way or two-way traffic in the future. Ms. Willets explained the traffic study has resulted in a plan to keep the roads the same. In addition, there is a yoga program in the Emmitsburg Library on Tuesday and Thursday mornings; all are welcome.
- **Commissioner Ritz III:** He explained there is lots of interest in the 2018 summer concert series. Ms. Willets requested dollar amounts in the beginning of March for the upcoming fiscal year budget.
- **Commissioner Sweeney:** He asked about the LG Sonic Algae Control System and new pool status. Town staff plans to bring an LG Sonic update back to the Board in spring 2018; the new pool work is on schedule.
- **Commissioner Blanchard:** Encouraged residents to consider elderly and neighbors during bad weather. There are also small subsidies from the Seton Center to help pay oil bills for families in need. Mount Saint Mary's and Emmitsburg Library have winter events for those looking for winter activities.

- Commissioner O'Donnell: He is pushing for pedestrian connectivity between Thurmont, Emmitsburg, and Gettysburg (and other nearby areas) with the H&F Trolley Trail Committee. He also attended two Community Heritage Day planning events. He encouraged residents to look into Livable Frederick programs.

**Mayor's Comments:**

Mayor Briggs attended numerous meetings in December 2017 (full list in agenda packet). He attended the Emmitsburg Tree Lighting Ceremony. He met with the Secretary of Commerce for the State of Maryland, Dr. Timothy Trainor at Mount St. Mary's and Sister Martha. He presented a thank you certificate to E&E Trees Inc, which donated the town's Christmas tree again. He met with John Fieseler, Executive Director of Tourism for Frederick County, on adding some interpretative signage to the Town. He also attended the County Executive and Burgess meeting where the expansion of 270 was discussed with other future roadwork in Frederick County.

**Public Comments:**

None.

**Administrative Business:**

- Catoctin-Ettes, Inc. Community Heritage Day 6K Race for Consideration: Ms. Willets explained the Catoctin-Ettes spoke at the November 6, 2017 town meeting and expressed their desire to have a 6K fundraiser race in town. At the November meeting, Commissioner Sweeney had suggested hosting the race the morning of Community Heritage Day. After conferring with their organization, the Catoctin-Ettes would like to officially request approval to have a 6K race on June 30, 2018 (Community Heritage Day). Commissioner O'Donnell requested town staff help the organization with planning (as needed).

*Motion*: To allow the run to occur on June 30<sup>th</sup>, Community Heritage Day, 2018.

Motion by Commissioner Blanchard, second by Commissioner Ritz III. Vote: Motion carries 5-0 in favor.

**Consent Agenda:**

Reappointment of Conrad weaver to the Citizen's Advisory Committee, 2-year term, 11/04/2017 to 11/04/2019.

*Motion*: To accept Conrad Weaver's reappointment to the Citizen's Advisory Committee.

Motion by Commissioner Buckman, second by Commissioner Ritz III. Vote: Motion carries 5-0 in favor.

**Treasurer's Report:**

Commissioner Blanchard presented the Treasurer's Report for December 2017 (exhibit in agenda packet). The operating balance forward is \$5,174,258. The top ten check amounts are listed. Commissioner O'Donnell requested a motion to accept the report. Motion to accept report made by Commissioner Buckman. Motion withdrawn due to lack of necessity.

**Planning Commission Report:**

No report. The next Planning Commission meeting is January 29, 2018.

**II. Agenda Items**

Agenda #1- Audit Presentation by Michele Mills: Audit presentation was postponed to the February 5, 2018 town meeting due to the rescheduling of the January 8, 2018 town meeting (to January 22, 2018) due to bad weather.

Agenda #2- Budget Transfer from General Fund to Capital Projects Fund for consideration: Cathy Willets presented the transfer request. Ms. Willets explained fiscal year 2017 closed with excess funds, which need to be transferred into the capital project funds categories per audit requirements. After numerous discussions with town staff, these were the projects town staff felt needed the most attention. The total transfer amount is \$133,571.00, which includes...

- \$66,300 towards the Community Park Pool and its grounds. The Board gave unanimous consent.
- \$17,245 for the dog park. The Board requested modifications to the dog park transfer to include no leash stations (for now) and four benches instead of seven. The Board requested continued fundraising efforts.
- \$15,000 for the general streets fund. The Board gave unanimous consent.
- \$14,000 for curbs/gutters/sidewalks/roads. The Board gave unanimous consent for the funds transfer, but requested the St. Joseph's Lane pedestrian walkway become a future agenda item.
- \$10,000 for the general planning fund. The Board gave unanimous consent.
- \$6,526 for building maintenance at 140 South Seton Avenue. The Board gave unanimous consent.
- \$4,500 for building maintenance at 22 East Main Street. The Board gave unanimous consent.

*Motion:* To accept the budget transfer for \$133,571 as presented.

Motion by Commissioner Sweeney, second by Commissioner Blanchard. Vote: Motion carries 5-0 in favor.

Agenda #2- Emergency Operations Plan for Consideration: Cathy Willets presented the Emergency Operations Plan (EOP) for the Town of Emmitsburg. Ms. Willets explained Frederick County has a municipal readiness program, which requires an EOP, hazard identification/risk analysis, and emergency training for participating municipalities. The last formally approved EOP by the Board was in 2010. The Town is required to have the plan formally adopted every 4 years and modified every year. This EOP was a template provided by Frederick County, which the town staff modified. The first responders for an Emmitsburg emergency would be the Vigilant Hose Company. If needed, a command post would be set-up locally or the duration of the disaster. Residents can be expected to provide their own needs for three days, after the town will need to step in. The command center location would most likely occur in the town office (1st) or at the Vigilant Hose Company (2nd). A local State of Emergency can be activated by the Mayor for up to seven days; after seven days, the Board of Commissioners must approve emergency actions. Ms. Willets reviewed a detailed list of the roles of the Mayor, Board of Commissioners, Town Manager, Director of Public Works, Sewer/Water Superintendent, Town Planner, and Town Attorney (all which are included in the EOP packet). The line of succession for the Mayor would be the President of the Board of Commissioners followed by the Vice President. The line of succession for the Town Manager would be the Director of Public Works followed by the Sewer/Water Superintendent. Ms. Willets navigated the Board through the pages of the EOP and explained Maryland law does not authorize local officials to issue a mandatory evacuation; only a recommendation can be made. Commissioner O'Donnell requested two copies of the EOP once it is adopted for all Board members to have the plan in more than on location. Commissioner O'Donnell inquired about guidelines for emergency meetings (e.g. can Board members call in? Where can the meeting be held? If Board members are incapacitated, can a quorum be modified to meet the emergency need?). Town staff will look into any needed ordinance changes for emergency situations. The EOP is a stand along document and not a part of the Town Code. Commissioner Ritz III requested town staff look into updating the town charter as well.

*Motion:* To accept the Emergency Operations Plan as presented.

Motion by Commissioner Buckman, second by Commissioner Blanchard. Vote: Motion carries 5-0 in favor.

### **Set Agenda Items for February 5, 2018 Town Meeting**

1. Update on Transportation Initiatives (by Kendall Tiffany, Transportation Director with Frederick County).
2. Audit presentation by Michele Mills
3. Ethics Ordinances Updates Per the Maryland State Ethics Commission for Consideration.
4. Policy and Ordinance Changes for Consideration Regarding the Use of Baseball Fields
5. Requests to Use Baseball Fields in 2018 for Consideration  
Admin Business: Filing of the Planning Commission Report  
Admin Business: Presentation of Letter of Appreciation for Pat Boyle.

Commissioner O'Donnell requested a future agenda item to review permitting policies for room rentals and bed and breakfasts in private homes, which the Planning Commission is currently reviewing. Commissioner Sweeney will update the Board in the next town meeting during his Planning Commission Report

*Motion:* To accept the agenda items for the February 5, 2018 town meeting as presented.

Motion by Commission Ritz III, second by Commissioner Sweeney. Vote: Motion carries 5-0 in favor.

### **III. Sign Approved Text Amendments and/or Resolutions**

### **IV. Adjournment**

With no further business, the January 22, 2018 Town Meeting was adjourned at 9:50 p.m. EST.

Respectfully submitted,

Madeline Shaw, Town Clerk  
Approved: February 5, 2018