



Town of Emmitsburg

Mayor Donald N. Briggs

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

Town Manager
Cathy Willets

Town Clerk
Madeline Shaw

TOWN MEETING AGENDA October 15, 2018 – 7:30 p.m.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. FUTURE MEETINGS

Citizen's Advisory Committee Meeting: Tuesday October 16, 2018 at 7:30 p.m.

Quarterly Planning Commission Meeting: Monday October 29, 2018 at 7:30 p.m.

Town Council Meeting: Monday November 5, 2018 at 7:30 p.m.

4. MEETING ITEMS

A. COMMISSIONER COMMENTS

B. MAYOR'S COMMENTS

C. PUBLIC COMMENTS

D. ADMINISTRATIVE BUSINESS (DETAILS ATTACHED)

I. Appointment of Zachary Gulden as the Town Zoning Administrator

E. CONSENT AGENDA: 2 APPOINTMENTS

F. AGENDA ITEMS (DETAILS ATTACHED)

I. Approval of the Water/Sewer Lead Operator.

II. Proclamation for Municipal Governments Works Month November 2018 for Consideration.

III. Discussion of Forestry Plan Submitted by the State Regarding Select Harvest of Timber.

G. SET AGENDA FOR NEXT MEETING: NOVEMBER 5, 2018

5. SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

6. ADJOURN

A. COMMISSIONER COMMENTS

B. MAYOR'S COMMENTS

C. PUBLIC COMMENTS

D. ADMINISTRATIVE BUSINESS

I. Appointment of Zachary Gulden as the Town Zoning Administrator:
Presentation at meeting by Mayor Briggs and town staff.

Mayor's Recommendation: Zach Gulden as the Town Zoning Administrator.

*Note: Per John Clapp, Town Attorney, many municipalities have their Town Planner act as Zoning Administrator.

17.04.020 Definitions

"Zoning administrator" means an officer of the town, appointed by the mayor, who administers the zoning regulations and acts as secretary to the board of appeals.

17.48.010 Zoning Administration

"This title shall be administered by the zoning administrator. Appeals from the decision of the zoning administrator may be taken to the board of appeals."

E. CONSENT AGENDA

I. Citizen's Advisory Committee (2-year term)

Appointment of Wayne Slaughter to the Citizen's Advisory Committee.
Term: October 15, 2018 to October 15, 2020.

II. Citizen's Advisory Committee (2-year term)

Re-appointment of Jennifer Joy to the Citizen's Advisory Committee.
Term: November 7, 2018 to November 7, 2020.

III. Planning Commission (5-year term)

Appointment of Mark Long to the Planning Commission.

Note: Mr. Long will be replacing John Howard, who resigned.

Term: October 15, 2018 to August 5, 2022.

F. AGENDA ITEMS:

- I. Approval of the Water/Sewer Lead Operator:** Presentation at meeting by Mayor Briggs and town staff.

The Mayor recommends the hiring of Jared J. Brantner for the position of Lead Water/Sewer Operator with a start date of October 22, 2018.

The job was posted on the Town website, Town Facebook page, Indeed, Frederick County Workforce Services, the American Public Works Association, and the American Water Works Association.

- 23 candidates
- 5 met basic qualifications
- 4 selected for interviews, one withdrew due to taking another position
- 3 interviewed

Mr. Brantner received highest scores during the interview process. Mr. Brantner is currently employed as a water operator. He has experience as a Water Operator and Sewer Operator since 2008. He currently holds his Water license as well as his 5A wastewater license which is necessary to run the new WWTP.

Grade 9 Step 2 hourly rate of \$23.50 per hour. Hoping for a start date of October 22, 2018.

Must successfully complete a 90-day initial employment period.

AGENDA ITEMS CONTINUED:

- II. Proclamation for Municipal Governments Works Month November 2018 for Consideration:** Presentation at meeting by town staff.

Proclamation

MUNICIPAL GOVERNMENT WORKS MONTH NOVEMBER 2018

The Mayor and Council of the Town of Emmitsburg proclaim November to be Municipal Government Works Month.

WHEREAS, the Town was established in 1785; and

WHEREAS, Maryland is home to 156 other municipalities; and

WHEREAS, municipal government represents the most responsive level of government, allowing citizens to have direct access to elected officials; and

WHEREAS, in an effort to educate citizens about municipal government and the importance of their participation, the Town of Emmitsburg is proud to promote municipal government awareness; and

WHEREAS, municipalities have enhanced the quality of life for their respective residents maintaining natural and historic sites and structures and helping to make Maryland a great place to live, work, play and explore.

NOW, THEREFORE, BE IT PROCLAIMED, that the Mayor and Council of the Town of Emmitsburg, Maryland do hereby join the Maryland Municipal League in declaring November 2018 to be Municipal Government Works Month in Emmitsburg.

ADOPTED this _____ day of _____, 2018.

Donald N. Briggs
Mayor

Clifford L. Sweeney, President
Board of Commissioners

AGENDA ITEMS CONTINUED:

- III. **Discussion of Forestry Plan Submitted by the State Regarding Select Harvest of Timber:** Presentation at meeting by town staff and Mike Kay, Forest Service, Department of Natural Resources. Copies of draft *Forest Stewardship Plan* and maps provided at town meeting.

2013 Forest Stewardship Plan Talking Points

- Area – 947 acres of forest, 23 acres of fields, 17 acres of reservoir. This is off of Hampton Valley and Crystal Fountain Roads.
- Tract is part of the Upper Monocacy watershed.
- The following are objectives of a Forestry Plan
 - Primary – Soil and Water Conservation
 - Secondary – Recreation, Wildlife, Forest Products, Fisheries
- Plans should be revised every 15 years.
- The MD Forest Service conducted the first forestry plan for this area in 1949.
- Another plan was complete in 1963, and a number of commercial harvests occurred throughout 1963-1965. Noncommercial timber stand improvements were carried out in 1966.
- The MD Forest Service prepared another plan in 1981.
- In 1984, Consultant Forester Harry Staley prepared a new plan. Forester Staley managed this property until his passing in the early 2000's. During this period, a number of commercial and noncommercial thinning's were conducted.
- In 2007, a plan developed by Glatfelter Pulpwood Company's Forester Scott Kurtzman was prepared for this property. Glatfelter crews have performed a number of thinning operations and some weed control practices from the 1960's until present.

2013 Forest Plan

- Prepared by Michael Kay of the Maryland Department of Natural Resources.
- Acreage is broken into 18 "stands." A stand is a basic forest management unit. A grouping of trees, which are uniform in species composition, age arrangement, and condition, and are distinguishable.

The 2013 plan concluded:

- Forestry Issues on Watershed
 1. Insufficient tree regeneration in some areas due to deer feeding and invasive plants.
 2. Areas where a significant number of oak are declining or dead due to gypsy moth defoliation and oak decline.
 3. Areas where the roads and trails are blocked with downed trees.
 4. Areas where a significant amount of at risk ash are present from ash decline and emerald ash borer.

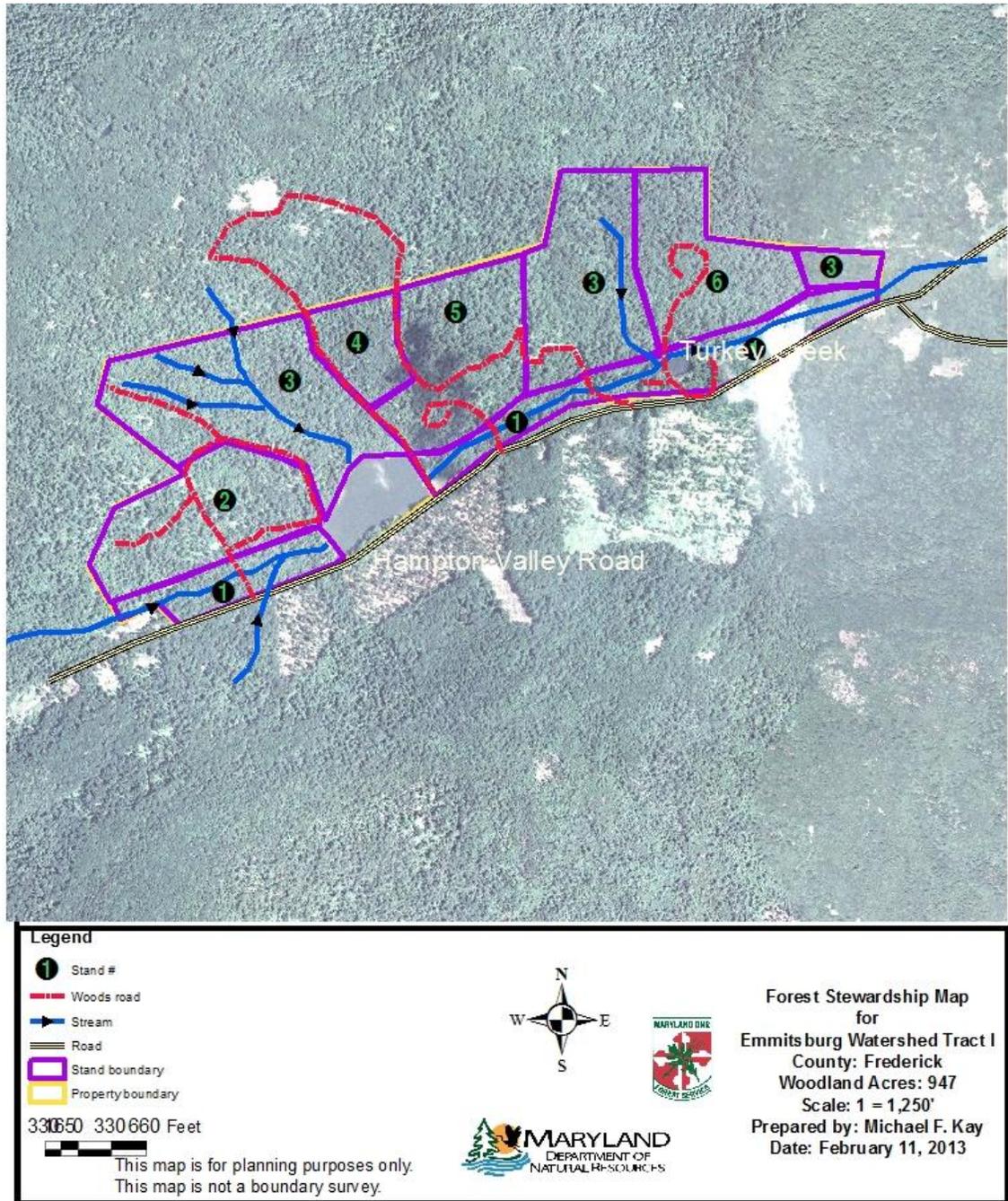
- Timber Sales proposed (select harvest – not clear cut):
 1. Stand 5 Salvage/Intermediate Harvest – 60 Acres
 2. Stand 6 Salvage/Intermediate Harvest 45 Acres
 3. Stands 7 & 8 Intermediate & Regeneration Harvests – 49 Acres
 4. Stand 11 Commercial Timber Stand Improvement 33 acres
 5. Stand 15 Intermediate Harvest 36

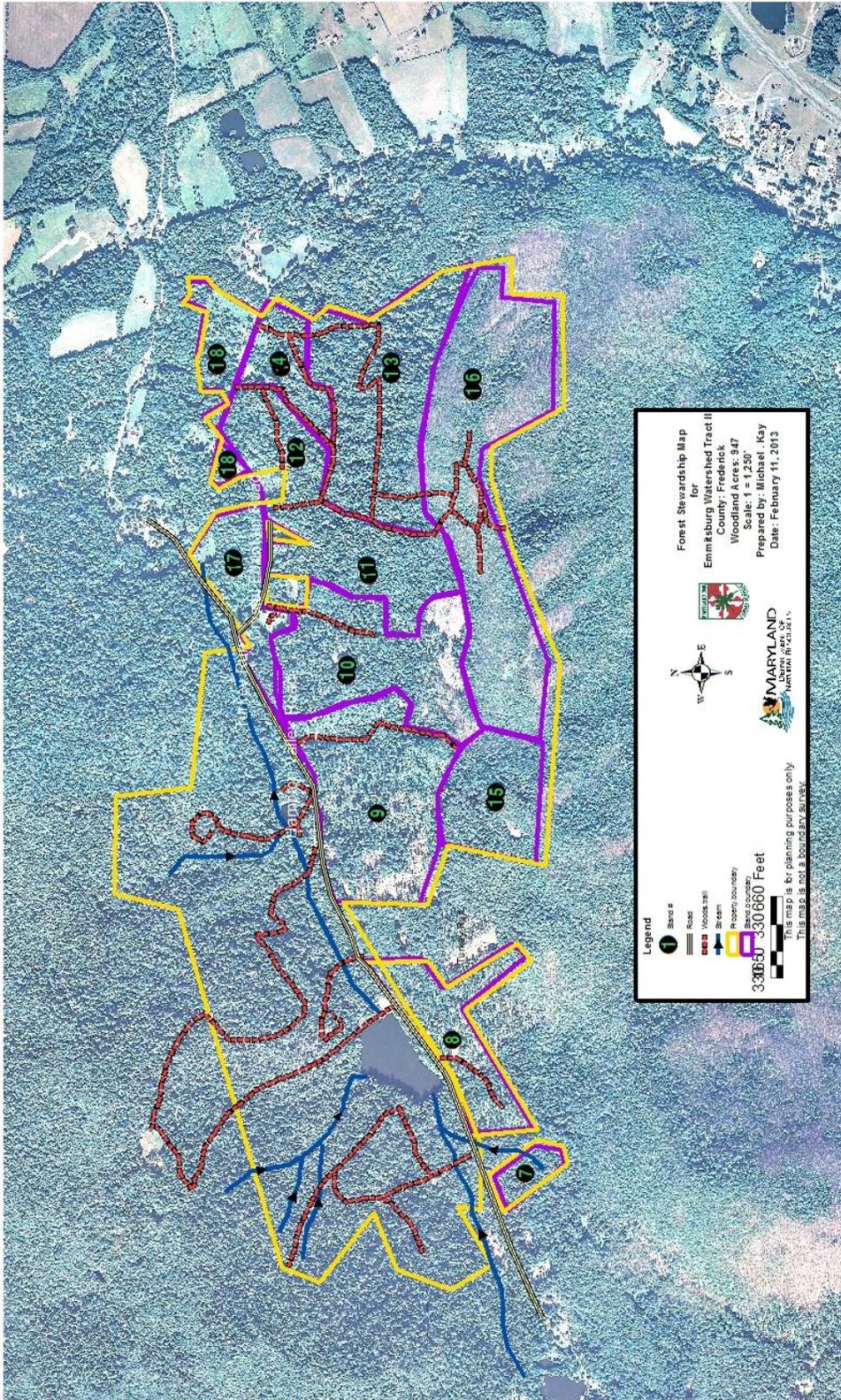
- Noncommercial timber stand improvement activities proposed:
 - Stand 8 weed control 39 acres
 - Stand 9 crop tree release 52 acres

Suggested Timeline

- October 15, 2018 – Board permit the implementation of the 2013 Forestry Plan.
- Winter 2018/2019 - Mike will mark trees & estimate a market value of the timber. He said the average revenue generated from a select harvest is \$1,000 per acre. Mike will assist staff prepare an RFP. The RFP will be sent to saw mills for their bid on the trees. A contract will be signed with a timber company. Takes approximately 1 year to cut the timber. Mike will ensure contractor compliance with the contract. The Maryland Department of Natural Resources committed to provide all services **FREE**. A private contractor usually charges at least 10% fee of the total timber revenue generated from the harvest.
- Fall 2019 – Select harvest Stands 5 & 6 – 105 acres
- 2020 – Select harvest Stands 7 & 8 – 49 acres
- 2021 – Select harvest Stand 11 – 33 acres
- 2022 – Select harvest Stand 15 – 36 acres
- 2028 – Prepare a new forestry plan.

Potential revenue generation - \$223,000.





G. SET AGENDA FOR NEXT MEETING: NOVEMBER 5, 2018

1. Update on MHAA Wayside Exhibit Signs
2. Tree Care Ordinance for Consideration
3. Municipal Separate Storm Sewer Systems (MS-4) Update by Staff
4. Update Ordinance Related to Trailers 15.24
- 5.

Administrative Business:

- A. Proposed Trail Volunteer Days
- B.