

**MINUTES
TOWN MEETING
October 15, 2018
Emmitsburg Town Office**

Present: *Elected Officials* - Mayor Donald Briggs; Commissioners: Joseph Ritz III, Timothy O'Donnell, Glenn Blanchard and Clifford Sweeney, President. *Staff Present* - Cathy Willets, Town Manager; Madeline Shaw, Town Clerk and Amy Naill, Code Enforcement Officer.

Absent: Commissioner Elizabeth Buckman without prior notice.

I. Call to Order

Commissioner Clifford Sweeney, President of the Board of Commissioners, called the October 15, 2018 town meeting to order at 7:30 p.m. EST. Pledge of Allegiance was recited. Upcoming meetings were announced.

Commissioner Comments:

- Commissioner O'Donnell: He received an email expressing concerns about speeding on Main Street. In November he will be attending a meeting with the International Mountain Bikers Association Board of Directors regarding economic development tied the multiuser trails in Emmitsburg.
- Commissioner Ritz III: He had a problem near his home regarding Mount Saint Mary's (MSM) students. He contacted MSM regarding concerns and will keep everyone updated.
- Commissioner Blanchard: He received a letter from a resident regarding trucks speeding on West Main Street. He requested SHA consider a speed camera or other device to slow down trucks.
- Commissioner Sweeney: For the record, he explained Commissioner Buckman is absent without notice. The Board is unsure if her attendance is expected later. He attended the McDonalds grand opening.

Mayor's Comments:

Mayor Briggs explained he'd like to get a new photo of the Board at the November 5, 2018 town meeting and the Town won an international tree planting award, which he plans to present at the next town meeting.

Public Comments:

Megan LeRoux, 519 Pearl Street Frederick Maryland - She is running for the Clerk's Office of Frederick County. She reviewed her credentials to include 14 years of experience and a bachelor's degree in legal studies. The Board thanked Ms. LeRoux for visiting the Emmitsburg area. *Jake Tucker, 519 Pearl Street Frederick Maryland* – He likes how the Town is passing a proclamation for Municipal Government Works Month and he asked if the forest plan is private or public land. The Board explained its public land.

Administrative Business:

- I. **Appointment of Zachary Gulden as the Town Zoning Administrator:** Ms. Willets explained the Town Code mentions a zoning administrator position, which is traditionally filled by the town planner. The person would be a secretary for the Board of Appeals and administer zoning regulations. There is no change in job deputies or pay increase.

Motion: To accept Zachary Gulden as the Town Zoning Administrator. Motion by Commissioner Blanchard, second by Commissioner O'Donnell. Commissioner O'Donnell stated he seconded the motion for the sake of discussion. Commissioner O'Donnell expressed concern over Mr. Gulden holding a part time position as town manager at a small Pennsylvania township and being appointed zoning administrator. The township is just over the state line. Ms. Willets stated there would be no conflicts of interest. Commissioner O'Donnell is concerned there might be a conflict if a new business is looking at both communities. The prior town manager held the title, but when he retired the position was never filled. Vote: 2 in favor (Commissioners Blanchard and Sweeney), 2 against (Commissioner Ritz and O'Donnell). Mayor Briggs cast his vote in favor to break the tie.

Consent Agenda:

1. Wayne Slaughter to the Citizen's Advisory Committee. Term: 10/15/2018 to 10/15/2020. Each Board member stated verbal consent. Vote: Motion carries 4-0 in favor with Commissioner Buckman absent.
2. Jennifer Joy to the Citizen's Advisory Committee. Term: 11/07/2018 to 11/07/2020. Each Board member stated verbal consent. Vote: Motion carries 4-0 in favor with Commissioner Buckman absent.
3. Mark Long to the Planning Commission. Term: 10/15/2018 to 08/05/2022. Each Board member stated verbal consent. Vote: Motion carries 4-0 in favor with Commissioner Buckman absent.

II. Agenda Items

Agenda #1- Approval of the Water/Sewer Lead Operator: Ms. Willets explained the Mayor is recommending Jared J. Brantner for the position lead water/sewer operator with a start date of October 22, 2018. The job was posted on the Town website, Town Facebook, Indeed, Frederick County Workforce Services, the American Public Works Association and the American Water Works Association. In total 23 candidates applied, 5 met basic qualifications and 3 were interviewed. Mr. Brantner currently holds his 5A wastewater license. His salary would start at Grade 9, Step 2 with an hourly rate of \$23.50 per hour. Mr. Brantner lives nearby for emergency situations.

Motion: To accept Jared J. Brantner as the lead water/sewer operator for the Town of Emmitsburg with a start date of October 22, 2018. Motion by Commissioner O'Donnell, second by Commissioner Ritz III.

Vote: Motion carries 4-0 in favor with Commissioner Buckman absent.

Agenda #2- Proclamation for Municipal Governments Works Month November 2018 for Consideration:

Commissioner Sweeney read the proclamation aloud. There were no questions or comments from the Board.

Motion: To accept the proclamation as read. Motion by Commissioner Ritz III, second by Commissioner O'Donnell.
Vote: Motion carries 4-0 in favor with Commissioner Buckman absent.

Agenda #3 - Discussion of Forestry Plan Submitted by the State Regarding Select Harvest of Timber: Mike Kay, Forest Service and Department of Natural Resources (DNR), introduced himself to the Board and distributed copies of the *Forest Stewardship Plan* to the Board. He explained DNR completed a tree inventory off Hampton Valley Road in the Emmitsburg watershed and the data was used to create recommendations for the forestry plan. The Town has records going back to 1949 for the management of the watershed. The 2013 plan concluded insufficient tree regeneration in some areas due to deer and invasive plants, dying oaks due to gypsy moths, roads/trails blocked with downed trees and ash trees declining from the emerald ash borer. Due to the issues, DNR recommends the select harvest in various stands (or grouping of trees). If approved, DNR is willing to assist staff with the preparation of a request for proposal, marking trees and estimating the market value of the timber. The contractor would take one year to cut the timber and Mr. Kay will ensure contractor compliance with the contract. Only declining trees would be harvested. Commissioner O'Donnell is concerned with the equipment that would be driving across the multi-user trails. He would like the Town to commit to repairing any damage to the trails since many volunteer hours and donations have gone into building them. Mr. Kay recommended avoiding trail areas, which could prevent areas from being commercially viable. Frederick County had a similar situation where they requested trail areas be avoided. Not every tree would be harvested in each stand. The potential revenue generation is \$223,000. The cutting of trees helps terminate invasive species and gives native seeds a chance to germinate. Deer enclosures have been effective in preventing deer damage on State forest land. Mr. Kay offered to walk the land with any interested elected officials or town staff. The item should return to the Board at the January 2019 town meeting.

Set Agenda Items for November 5, 2018 Town Meeting

1. Update on MHAAs 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 for Discussion and Consideration

Administrative Business:

- A. Proposed Trail Volunteer Days

Commissioner O'Donnell would like to meet with the town accountant regarding his new position as treasurer. He also requested the Town publicize more library events. Commissioner Sweeney reminded everyone of the trick or treat event on Halloween. Commissioner Blanchard mentioned the Veterans Day celebration on November 11.

Motion: To close the town meeting. Motion by Commissioner O'Donnell, second by Commissioner Ritz III. Vote: Motion carries 4-0 in favor with Commissioner Buckman absent.

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, the October 15, 2018 Town Meeting was adjourned at 8:56 p.m. EST.

Respectfully submitted,
Madeline Shaw, Town Clerk
Approved On: November 5, 2018