



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 **May 6, 2019 – 7:30 p.m.**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. FUTURE MEETINGS

Parks and Recreation Committee Meeting: Tuesday May 21, 2019 at 7:30 p.m. (Town Office)
Planning Commission Meeting: Tuesday May 28, 2019 at 7:30 p.m. (Town Office)
Town Council Meeting: Monday June 3, 2019 at 7:30 p.m. (Town Office)

4. MEETING ITEMS

- A. APPROVE MINUTES: APRIL 1, 2019 & APRIL 15, 2019
- B. POLICE REPORT
- C. TOWN MANAGER'S REPORT
- D. TOWN PLANNER'S REPORT
- E. COMMISSIONER COMMENTS
- F. MAYOR'S COMMENTS
- G. PUBLIC COMMENTS
- H. ADMINISTRATIVE BUSINESS: NONE
- I. CONSENT AGENDA: NONE
- J. TREASURER'S REPORT
- K. PLANNING COMMISSION REPORT
- L. AGENDA ITEMS (DETAILS ATTACHED)
 - I. Approval of the Fiscal Year (FY) 2020 Frederick County Sheriff's Office Contract for Consideration.
 - II. Sponsorship of Catoclin High School's Showing of Heroin's Grip Movie for Consideration.
 - III. Fiscal Year (FY) 2020 Budget for Discussion and Possible Consideration.
 - IV. Fiscal Year (FY) 2020 Salary Chart Adoption for Consideration.
 - V. Setting of the Tax Rate for Fiscal Year (FY) 2020 for Consideration.
- M. SET AGENDA FOR NEXT MEETING: JUNE 3, 2019

5. SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

6. ADJOURN

A. APPROVE MINUTES: APRIL 1, 2019 & APRIL 15, 2019

**MINUTES
TOWN MEETING
APRIL 1, 2019
EMMITSBURG TOWN OFFICE**

Present: *Elected Officials* - Mayor Donald Briggs; Commissioners: Elizabeth Buckman; Joseph Ritz III; Timothy O'Donnell, Treasurer; Glenn Blanchard, Vice President; and Clifford Sweeney, President. *Staff Present* - Cathy Willets, Town Manager; Madeline Shaw, Town Clerk; Amy Naill, Code Enforcement Officer; and Zachary Gulden, Town Planner. *Others Present* - Deputy Ben Whitehouse.

I. Call to Order

Commissioner Clifford Sweeney, President of the Board of Commissioners, called the April 1, 2019 town meeting to order at 7:30 p.m. Pledge of Allegiance was recited. Upcoming meetings were announced. The next Planning Commission meeting has been moved from April 29 to May 28.

Approval of Minutes

Motion: To accept the March 4, 2019 town meeting minutes as presented. Motion by Commissioner Buckman, second by Commissioner Blanchard. Vote: Motion carries 5-0 in favor.

Police Report:

Deputy Ben Whitehouse presented the police report from March 2019 (exhibit attached). Deputy Whitehouse mentioned there was 160 traffic stops in March and three vehicle crashes. He encouraged residents to lock their vehicles. There have been no bike registrations yet but registration is available. Commissioner O'Donnell requested deputy assistance with the Bike Safety Rodeo and with distributing flyers for Frederick Bicycle Coalition.

Town Managers Report:

Cathy Willets, Town Manager, presented the Town Manager's Report from February 2019 (exhibit in agenda packet). Ms. Willets mentioned staff patched pot holes and conducted monthly street sweeping. Rainbow Lake quota is being met or exceeded. The Town currently has a precipitation surplus of 24-inches over the past six months. 76.4% of the wastewater treated was wild water. The wastewater treatment plants design capacity was exceeded eight times in February 2019. Staff is painting the inside of the Emmitsburg Library at the County's request and is continuing to work on grant funding for the new pumping station. The LG Sonic algae control system should be installed in the next week or two. Town staff does not have the numbers yet regarding the sewer relining project, but a reduction in inflow and infiltration (I&I) is expected. The pump station did not flood in February 2019.

Town Planners Report:

Zachary Gulden, Town Planner, presented the Town Planner's Report from February 2019 (exhibit in agenda packet). He created and distributed a comparison chart for the existing and proposed sign ordinance. He also fielded resident and business questions about the sign ordinance and wrote a newsletter article on the ordinance, which was sent in the March 2019 water bills. Mr. Gulden continues to process Community Legacy grant applications and payments. The annual MS-4 employee training will occur on April 9, 2019. He received, processed and provided comments on a sketch plan and traffic impact analysis for a new 8,380 square foot Rutter's convenience store that will be located in the southeast quadrant of the intersection of US 15 and MD Route 140. He worked with Ion Design on updating the Town Square and Visitor Center kiosk panels. He attended an Emmitsburg Business and Professionals Association (EBPA) meeting and spoke on the proposed sign amendment. Commissioner Sweeney requested someone look at the North Seton Avenue bridge over Flat Run because the top cap is falling off.

Commissioner Comments:

- Commissioner O'Donnell: Trail workdays will occur April 7, May 5 and June 22. Ski Liberty has been purchased by a new organization and a member of the community has requested the Town reach out to the new owners. NICA is hosting a camping event with approximately 60 people nearby for Community Day. The flagging of the multi-user trails is complete in preparation for the select harvesting. He requested town staff carefully consider the light pollution, landscaping and architectural design of the new Rutter's.
- Commissioner Ritz III: He mentioned there are several upcoming summer 2019 park concerts and events.

- Commissioner Buckman: She requested clearing of trees and debris from the Emmitt Gardens bridge under US 15. Town staff has passed the request onto State Highway Administration.
- Commissioner Blanchard: He attended a Maryland Planning Commissioners Association training on March 29 that was recommended by staff. He is unable to attend the Arbor Day tree planting due to an Emergency Preparedness training. He also explained in 2018 the Emmitsburg Food Bank fed 55 families a month, fed 126 individuals a month, collected 1,700 items month and had 41 volunteers.
- Commissioner Sweeney: The Lions Club will be donating five trees for the 2019 Arbor Day tree planting.

Mayor's Comments:

Mayor Briggs attended numerous meetings in March 2019 (meetings listed in agenda packet). Mayor Briggs mentioned the Town has been researching possible grants for the food bank and has discussed possible renovations with the property owner. The Town's rental property, 140 South Seton Avenue, is going to be subdivided, which the Board will need to give approval on. The Town was certified as a Tree City USA Town for 2018. For meetings, he attended a climate change course, gave a presentation to a 4th grade class at Mother Seton School and hosted Dawn Ashbacher, Frederick County Sustainability Program Manager, at the March Green Team meeting. The four electric vehicle charging stations behind the Emmitsburg Community Center are ready for use

Public Comments:

Him Hassett, 9 East Pennsylvania Ave., Walkersville, Maryland - He is with the U.S. Census and is recruiting for the 2020 Census. Training will take place in late summer and number collectors will start in April 2020. Applicants are paid \$21 an hour and 0.58 cents a mile. Employees can set their own hours. *Frank Davis, 28 West Main Street* - Mr. Davis agrees and supports the cross-connection control ordinance, but he does not understand why a fee needs to be paid to the Town every two years. Town staff explained only commercial properties would pay for inspection, not residential. The item will be discussed more during the agenda item. *Susie Glass, 239 North Seton Avenue* - She is in attendance to see the new kiosk sign and hear about the cross-connection control ordinance.

Administrative Business:

- I. Proclamation of April 2019 as National Child Abuse Prevention Month:** Pat Bradshaw, Co-President of the Friends of the Child Advocacy Center (CAC), introduced herself and explained the Friends of the CAC is an all-volunteer non-profit organization that supports the Frederick County CAC. In 2018, the organization served 236 children in Frederick County with 6 residing in Emmitsburg. The pinwheels and #WearBlueDay are campaigns to bring awareness. Mayor Briggs read the proclamation aloud.

Motion: To accept the proclamation related to National Child Abuse Prevention Month April 2019 as presented. Motion by Commissioner O'Donnell, second by Commissioner Buckman. Vote: Motion carries 5 – 0 in favor.

- II. Proclamation of April 13, 2019 as Arbor Day:** Commissioner Glenn Blanchard read the Arbor Day proclamation aloud. There were no questions or comments from the Board.

Motion: To accept the proclamation related to Arbor Day for Saturday April 13, 2019 as presented. Motion by Commissioner O'Donnell, second by Commissioner Blanchard. Vote: Motion carries 5 – 0 in favor.

- III. Firewood Access Update for Consideration:** At the last town meeting Commissioner O'Donnell requested the Town look into a firewood collection program in the Town's water shed for residents in a difficult financial season who need help heating their homes. Town staff reached out to John Clapp, Town Attorney; Mike Kay, Maryland Forest Service; and Frederick City regarding recommendations. The town attorney is concerned with discrimination claims and liability concerns; however, he believes this can be overcome with a release waiver and clear guidelines regarding what is deemed low income. Mike Kay believes it would be a mistake to allow the public to cut trees before the select harvesting is finished. Frederick City has a proposed policy for firewood collection, but only downed trees within assigned boundaries and outside of hunting season can be removed. Town staff is concerned with enforcement, damage to bike trails and littering, but if the Board would like to pursue the program a policy, permitting system and liability waiver would be needed. Town staff recommends only allowing downed trees to be removed after the select harvesting is complete. The Board requested a low permitting fee, firewood to only be removed via human power (hand carrying or wheelbarrow) and for the program to be limited to the 21727 zip code.

Motion: For town staff to be directed to create a firewood access policy and a firewood access permitting system for town property. Motion by Commissioner O'Donnell, second by Commissioner Buckman.

Vote: Motion carries 5 – 0 in favor.

Consent Agenda:

None.

Treasurer's Report:

Commissioner Blanchard presented the Treasurer's Report for March 2019 (exhibit in agenda packet). The operating balance forward is \$5,575,210. The top 10 check amounts are listed. There were no questions from the Board.

Planning Commission Report:

None.

II. Agenda Items

Agenda #1- Approval of the Bid to Purchase a Replacement for the 1996 Dump Truck for Consideration: Ms. Willets explained the truck will be purchased with the fiscal year 2020 budget, but the dump truck must be ordered now because it takes about six months for the order to be filled. The current truck has a rusting frame and will not pass state inspection. The vehicle would be purchased from fund 2, which has \$271,012 available. Once the new truck is received, the old truck will be put out to bid as is. The Town received two bids: MJR Equipment (\$154,460) and Truck Enterprise of Hagerstown (\$154,475). Town staff recommends MJR because of their expertise, willingness to come to the Town for repairs, Frederick County's use of MJR, the Town can get parts from Frederick County and the bid was very in-depth. The bid includes a plow and salt spreader. The Board requested the funds from selling the old truck go back into the fund 2 vehicle fund if possible.

Motion: To accept the bid from MJR Equipment for the purchase of a replacement dump truck.

Motion by Commissioner O'Donnell, second by Commissioner Blanchard. Vote: Motion carries 5 – 0 in favor.

Agenda #2- Approval of the Bid to Renovate the Town Pool Bath House for Consideration (tentative): Ms. Willets explained the bid approval has been postponed because the Town is still waiting for the official grant award letter from Maryland Program Open Space. In addition, the bids received were higher than the Town expected, so the Town plans to put the bid back out. The proposals will come before the Board around July 2019 for work to begin in fall 2019.

Agenda #3- Approval of the Bid to Construct a Building at the Wastewater Treatment Plant to House Vehicles / Equipment for Consideration: Ms. Willets explained town staff is requesting a vehicle storage building at the wastewater treatment plant to house water and sewer vehicles and larger equipment, which would otherwise be exposed to the elements. The Town received two bids: Hanover Building Systems (\$35,870) and Newmart Builders (\$29,232). Town staff recommends Hanover Building Systems because the shed can bare a larger snow weight, stone/concrete is included with the vapor barrier, there is a 35-year fade warranty, a 50-year overall warranty, the overhead doors are insulated and Hanover Buildings is willing to obtain all permits. Staff advertised the bids through several methods, but only two companies submitted bids.

Motion: To accept the bid for the contract for the building at the wastewater treatment plant for Hanover Buildings.

Motion by Commissioner Blanchard, second by Commissioner O'Donnell. Vote: Motion carries 5 – 0 in favor.

Agenda #4- Approval of firm(s) to complete the 2019 MS-4 projects for Consideration: Mr. Gulden explained the bid was published in the Frederick News Post on February 8 and February 9. The bids were due on March 20, 2019 and bids were opened on March 21. The Town received 10 total bids, which staff reviewed in depth to determine the top three bidders for three (3) different MS-4 required projects: a baseline impervious assessment and simple restoration plan, standard operating procedures (SOP), and annual inspections (3-year contract). Town staff recommends Greenman-Pedersen, Inc for the baseline impervious assessment (\$15,000), Advance Land & Water for the SOP manual and annual inspections (\$4,664 and \$3,242). The total cost is \$22,906. Funding will come from fund 2 in the upcoming fiscal year 2020 budget.

Motion: To accept the Greenman-Pedersen, Inc \$15,000 bid for the baseline impervious assessment and simple restoration plan. Motion by Commissioner O'Donnell, second by Commissioner Buckman. Vote: Motion carries 5 – 0 in favor.

Motion: To accept the bid from Advance Land & Water in the sum of \$4,664 related to the Standard Operating Procedures manual. Motion by Commissioner O'Donnell, second by Commissioner Buckman.

Vote: Motion carries 5 – 0 in favor.

Motion: To accept the bid from Advance Land & Water in the sum of \$3,242 related to the annual inspection with a three-year contract. Motion by Commissioner O'Donnell, second by Commissioner Buckman.

Vote: Motion carries 5 – 0 in favor.

Agenda #5- Approval of the Town Square Kiosk and Maryland Visitor Center Panel Design for Consideration:

Mr. Gulden explained the kiosk at the town square and the US 15 visitors center are outdated and need replacement. The Town received a \$5,000 grant from Visit Frederick and the EBPA donated \$300. Ion Design firm was hired to update the kiosks. Ruth Bielobocky, Ion Design Firm, introduced herself and reviewed the updated kiosk panel. Regarding the kiosk map, the Board requested two baseball symbols in Memorial Park instead of four and a playground and pavilion symbol get added to Memorial Park. The Board also requested titling the Fire Rescue Museum the same on the map as the side bar and the half-mile walking trail and pavilion in Community Park get added. There are five separate multi-user trails in the water shed.

Motion: To approve the kiosk as amended. Motion by Commissioner Blanchard, second by Commissioner Ritz III. The Board discussed if the kiosk panel should return to the Board for final approval in June or July 2019. Town staff would like installation to occur in May 2019, which cannot occur if final approval is delayed. Fabrication will take up to six weeks and town staff would have the opportunity to review two different proofs before fabrication. Town staff can email a final draft to the Board without discussion. The Board discussed if a horseback riding icon should be added to the multi-user trails. Commissioners Sweeney, Blanchard and Buckman are in favor of the horse icon and Commissioners O'Donnell and Ritz III abstained. A horse icon will be added to the kiosk map. Ms. Bielobocky read a summary of the changes back to the Board.

Vote: Motion carries with 3 for (Sweeney, Blanchard, Buckman) – 2 against (O'Donnell and Ritz III).

Agenda #6- Adoption of the Cross Connection Control Program for Consideration: Ms. Willets read an email from Zoe Goodson, Maryland Department of the Environment (MDE), stating the cross-connection control program is required for all community water systems in Maryland to keep water from back flowing into the public water supply. Mr. Gulden explained all properties would be required to install a backflow prevention device immediately downstream of their water meter within three years. Low hazard properties, such as residential properties, will need to obtain and renew a permit every ten years and are exempt from Town permitting fees. High hazard properties, such as commercial properties, will need to obtain and renew a permit every two years, which would cost \$25 for new installations and \$15 for re-inspection. Town staff estimates the cost of installation being about \$100 to \$150 per backflow device and \$60 to \$100 for re-inspection. The Town would be required to turn-off the water to properties that do not comply. MDE does not offer any grants. The Board discussed minimizing the cost to residents by having town staff install the backflow preventers or putting a bid out for a master plumber, which town staff and Mayor Briggs do not recommend due to liability and cost. The Board requested the ordinance be revised to allow a five-year enactment period. Mayor Briggs recommended requiring new and resold homes to have a backflow preventer installed before settlement. Mayor Briggs will bring a recommendation back regarding re-sale requirements and the ordinance can be revised at that time if needed.

Motion: To accept the adoption of the cross-connection control program with a five-year installation requirement for homeowners and businesses. Motion by Commissioner Buckman, second by Commissioner Blanchard.

Vote: Motion carries with 4 in favor and 1 (Ritz III) against.

Agenda #7- Adoption of the Cross Connection Control Program Fees Policy for Consideration: Ms. Willets explained the policy must be adopted with the ordinance. The Board had no comments or questions. Commissioner Ritz III stated he is voting “nay” because he believes MDE is imposing excessive regulations.

Motion: To accept the fees of \$25 for new installations for high hazard and for \$15 for a permit renewal for the cross-connection control program as presented. Motion by Commissioner Buckman, second by Commissioner O'Donnell.

Vote: Motion carries with 4 in favor and 1 (Ritz III) against.

Agenda #8- Agreement Related to the Proposed Community Park Nature Trail for Consideration: Ms. Willets requested the project get postponed until the MS-4 projects are determined. Ideally, the Town would like to combine the project with MS-4 requirements. *Wayne Slaughter, 66 Robindale Drive*, asked if he should find an alternate location or wait until MS-4 requirements are determined. The Board recommended he wait. The project can be revisited in August or September 2019, after the baseline impervious assessment is complete.

Agenda #9- Approval of the Pump-Station Engineering Contract with RK&K for Consideration: Ms. Willets explained the Board approved RK&K as the engineering firm for the new pump station on Creamery Road. Town staff received the formal contract from RK&K and it needs approval from the Board. Both John Clapp, Town Attorney, and the Sewer/Water Superintendent reviewed the contract. Ms. Willets summarized the terms of the contract, which John Clapp deemed sufficient. The contract requires the United States Department of Agriculture review and approve the preliminary engineering report and environmental report before the preliminary design phase begins. The total cost for services is \$189,100. The Town is requesting an additional residential project

representative (RPR) on site at least one day a week for eight hours for an additional \$17,680. Ms. Willets explained the dispute at the new wastewater treatment plant was with GHD, the construction firm. She believes the contract provides sufficient coverage to prevent a similar situation from happening. More on-site engineering staff can be requested if necessary. The RPR will act as the owner's representative and ensure the engineering design is constructed to spec to ensure the Town gets a quality building.

Motion: To accept the bid as presented in the sum of \$189,100 payable to RK&K for services defined.

Motion by Commissioner O'Donnell, second by Commissioner Blanchard. Vote: Motion carries 5 – 0 in favor.

Set Agenda Items for April 15, 2019 Town Meeting

1. Approval of a Bid to Purchase a New Town Car for Consideration.
2. Presentation and Review of the FY2020 Town Budget.

Commissioner Sweeney read the April 15, 2019 town meeting agenda aloud. The April 15, 2019 agenda was approved at the last meeting by the Board of Commissioners, so a motion was not pursued.

Set Agenda Items for May 6, 2019 Town Meeting

1. Fiscal Year 2020 Budget for Discussion and Possible Consideration.

Motion: To accept the 2020 budget for the May 6 meeting.

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

Motion: To adjourn the meeting.

Motion by Commissioner O'Donnell, second by Commissioner Buckman. Vote: Motion carries 5-0 in favor.

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, the April 15, 2019 town meeting was adjourned at 10:31 p.m.

Respectfully submitted,

Madeline Shaw, Town Clerk
Approved On:

**MINUTES
TOWN MEETING
APRIL 15, 2019
EMMITSBURG TOWN OFFICE**

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

II. Call to Order

Commissioner Clifford Sweeney, President of the Board of Commissioners, called the April 15, 2019 town meeting to order at 7:30 p.m. Pledge of Allegiance was recited. Upcoming meetings were announced.

Commissioner Comments:

- Commissioner O'Donnell: None.
- Commissioner Ritz III: He thanked the Frederick News Post reporter, Steve Bohnel, for coming to every meeting since he was assigned his new position and Mr. Tyler Shaw for attending many meetings too.
- Commissioner Buckman: She explained the Citizen's Advisory Committee meeting will be April 16. The United Way ALICE (Asset Limited, Income Constrained, Employed) report for the County will be presented.
- Commissioner Blanchard: He attended an Emergency Preparedness training on April 13 where he learned Narcan use, active shooter response, CPR training and emergency medical response. He recommends taking the class if possible, which is offered through Frederick County.
- Commissioner Sweeney: He attended the April 13 Arbor Day celebration and helped plant eight (8) trees.

Mayor's Comments:

Mayor Briggs attended the April 13 Arbor Day celebration in Community Park and thanked town staff for their hard work. The event was attended by County Executive Jan Gardener and Maryland Department of Natural Resources representative Becky Wilson.

Public Comments:

None.

Administrative Business:

None.

II. Agenda Items

Agenda #1 – Approval of a Bid to Purchase New Town Car for Consideration: Ms. Willets explained town staff would like to replace the 2002 town car with a new vehicle due to age. Ms. Naill obtained estimates from several dealerships and test drove the Chevrolet Bolt (total electric), Chevrolet Volt (plug-in hybrid) and Ford Fusion (plug-in hybrid). All vehicles are front wheel drive to accommodate winter driving. Town staff plans on using the new electric vehicle charging stations with the new vehicle, but town staff does not want a fully electric vehicle because it can be difficult to find charging stations. Town staff recommends the 2019 Chevrolet Volt from Criswell Chevrolet for \$33,555 with a federal tax credit of \$3,750 (price includes tax credit).

Motion: To accept the bid for the 2019 Chevrolet Volt from Criswell Chevrolet for \$33,555.

Motion by Commissioner Buckman, second by Commissioner Blanchard.

Commissioner O'Donnell requested a fully electric vehicle. He believes town staff would plan accordingly to ensure the vehicle does not lose charge. Commissioner Ritz III asked if a gas vehicle was considered as the cost is less and funds could be used elsewhere, such as for a plumber for the new cross-connection control program. Ms. Willets explained state law requires the general fund and water/sewer (enterprise) fund have different operating principles. The Town cannot move vehicle money into the water/sewer fund. The town budgeted \$45,000 for the car and the town would get sustainable credits for a hybrid or electric vehicle, which can be used to obtain/apply for future grants. Ms. Willets read the warranties offered on the vehicles.

Vote: Motion fails with 2 (Blanchard, Sweeney) for and 3 (Buckman, Ritz III and O'Donnell) against.

Motion: To purchase the 2019 Chevrolet Bolt total electric vehicle.

Motion Modified: To purchase the 2019 Chevrolet Bolt electric vehicle from Wantz Chevrolet for the sum \$35,746.

Motion by Commissioner O'Donnell, second by Commissioner Buckman.

Vote: Motion carries with 4 in favor and 1 (Ritz III) against.

Agenda #2 – Presentation and Review of the Fiscal Year 2020 Town Budget: Mayor Briggs thanked town staff for their time in putting together the fiscal year (FY) 2020 budget. He explained each of the Board members should have received a copy of the proposed budget. He summarized the tax rate will remain the same and the general fund revenues will increase by \$79,878 (or 4.3%). Staff salaries are anticipated to increase 1.35% and it is recommended staff be given a step increase with a 2% cost of living adjustment (COLA) since staff did not receive a COLA increase in FY2018 and the U.S. Bureau of Labor Statistics reports nationwide consumer price index increase by 1.5% for the 12-month period ending in February 2019. The capital funds transfer will be \$222,480, which is less than FY2019 amount of \$232,019. The Board must approve the new budget by June 30, 2019. The Town is looking into transferring some accounts to Woodsboro Bank for better return opportunities. The County Tax Equity funding and sheriff contract are unknown at this time, but town staff expects notice within the next week or so. The detailed budget presentation will occur on May 6, 2019. Mr. Tabler requested any budget questions be emailed prior so town staff can prepare answers for the May 6, 2019 town meeting. The Board requested town staff present information on the solar field electrical savings and the water/chemical savings from LG Sonic Algae Control system.

Set Agenda Items for the May 6, 2019 Town Meeting:

1. Fiscal Year (FY) 2020 Budget for Discussion and Possible Consideration.
2. Fiscal Year (FY) 2020 Salary Chart Adoption for Consideration.
3. Setting of the Tax Rate for Fiscal Year (FY) 2020 for Consideration.

Motion: To accept the agenda for the May 6 meeting at presented.

Motion by Commissioner O'Donnell, second by Commissioner Buckman. Vote: Motion carries 5-0 in favor.

Motion: To adjourn the town meeting for Monday April 15.

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

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, the April 15, 2019 town meeting was adjourned at 8:22 p.m. EST.

Respectfully submitted,

Madeline Shaw, Town Clerk
Approved On:

B. POLICE REPORT: Presentation at meeting by deputies.

C. TOWN MANAGER'S REPORT

**Town Manager's Report
March 2019
Prepared by Cathy Willets**

Streets:

- Staff and contractor plowed, salted and shoveled for a couple of snow events.
- Staff repaired and replaced some streetlights.
- Staff cold patched pot holes around Town.
- Staff repaired *Welcome to Emmitsburg* sign on South Seton Ave.
- Staff repaired some parking meters.
- Staff installed signs for the new electric vehicle charging stations.
- Staff conducted weekly checks of the cigarette ash receptacles on the square.
- Staff conducted monthly street sweeping

Parks:

- Staff checked parks on Mondays & Fridays: cameras, dog waste stations and trash cans.
- Staff conducted monthly park maintenance checks.
- Staff seeded and mulched area in Memorial Park where trees were removed.
- Staff repaired fence post in ballfield #1 parking lot.
- Staff repaired dugout bench at ballfield #7.
- Staff repaired a brace on dugout pole at ballfield #6.
- Staff prepared bathrooms for the summer season: cleaned and stocked.
- Staff prepared little league concession stand in Memorial Park for the season.

Water:

- Rainbow Lake is at the spillway level of 16.6 feet.
- The roughing filters are being backwashed one time a day and the DE filters are being done one time per week.
- Well levels (optimum level was determined to be May 2011). Well #3, #4 and Well #5 are still shut off to allow less gpm's through the plant. Lake Quota is being met and/or exceeded.

| | <u>May 2011</u> | <u>February</u> | <u>Change</u> |
|------------|-----------------|-----------------|---------------|
| ○ Well #1: | 35' | 24' | +11 |
| ○ Well #2: | 8' | 7' | +1 |
| ○ Well #3: | 12' | OFF | n/a |
| ○ Well #4: | 108' | OFF | n/a |
| ○ Well #5: | 10' | OFF | n/a |

- Water production and consumption: We produced an average of 238,306 GPD. We consumed an average of 220,296 GPD. The difference is "Backwash Water" ... (7.8%).
 - 20.7% of this water came from wells.
 - 6.4% of this water came from Mount St. Mary's.
 - 72.9% of this water came from Rainbow Lake.
- We purchased 470,100 gallons of water from MSM this month.

Wastewater:

- We received about 4.3” of precipitation this month (the average is 4.0”).
 - We have a precipitation **SURPLUS** of 12.04" over the last six months. The average precipitation for the period from October 1 through March 31 is 21.06”. We have received 33.1” for that period.

Wastewater Treatment:

- We treated an average of 980,000 gpd (consumed 220,296 GPD), which means that 77.5% of the wastewater treated this month was "wild water".
- We had no spills of untreated sewerage in the month of March.
- We did exceed the plant’s design capacity six times in the month of March:

| | | | | | |
|-------|--------------|-------|--------------|-------|------------|
| 03/04 | 798,000gpd | 03/10 | 1,654,000gpd | 03/11 | 807,000gpd |
| 03/21 | 2,776,000gpd | 03/22 | 1,277,000gpd | 03/23 | 775,000gpd |

Trash: Trash pickup will remain Mondays in the month of May except for Memorial Day. Trash will be picked up on TUESDAY May 28, 2019!

Meetings Attended:

- 03/01 Met with Mayor
- 03/04 Met with Mayor
- 03/04 Attended Town Meeting
- 03/05 Met with Mayor
- 03/06 Attended hourly budget meetings with each department
- 03/07 Met with Town Accountant regarding budget
- 03/07 Met with Mayor
- 03/12 Met with Mayor and Town Planner regarding Food Bank
- 03/13 Met with Mayor, Town Accountant and representatives from Woodsboro Bank
- 03/14 Met with Mayor
- 03/19 Met with Public Works, Water & Sewer, Town Planner and representatives for Rutter’s regarding site plan comments
- 03/19 Met with Town Clerk regarding LEED grant application
- 03/19 Met with staff to open bids for renovation of the pool house
- 03/19 Met with Town Clerk and Town Accountant regarding FY2020 budget PowerPoint
- 03/20 Met with Mayor
- 03/21 Met with Town Planner and owners of Food Bank
- 03/22 Met with Water & Sewer superintendent to review the engineering contract for pump station
- 03/26 Met with Town Planer to go over MS-4 projects
- 03/27 Conducted several annual performance reviews

Noteworthy:

- Staff upgraded some water meters.
- Staff conducted quarterly water meter readings.
- Staff conducted monthly maintenance checks on equipment and fire extinguishers.
- Staff used sludge truck to unclog sewer line to 20 Creamery Way.
- Staff dug up and replaced curb stop at 9402 Waynesboro Pk.
- Staff did some painting inside Community center (hallway and library).
- LG Sonic Algae Control System installed April 12th.
- Staff pumps septic tank at 8533 Hampton Valley Road (rental property) every 10 days.

PARKING ENFORCEMENT REPORT
March 2019

| | |
|-------------------------------|-------------------|
| Overtime Parking | 78 |
| Restricted Parking Zone | 2 |
| Street Sweeping | |
| Parked in Crosswalk | |
| Parked on Sidewalk | |
| Parked Blocking Road | |
| Parked by Fire Hydrant | |
| Parked on Highway | |
| Failure to Park between Lines | |
| Street Sweeping | 2 |
| Left Side Parking | 1 |
| Total Meter Money | \$ 1002.38 |
| Parking Permits | |
| Meter Bag Rental | |
| Parking Ticket Money | \$ 800.00 |
| | |
| | |
| Total: | \$1,802.38 |

D. TOWN PLANNER'S REPORT

Town Planner's Report March 2019

Prepared by Zachary R. Gulden, MPA

1. Board of Commissioners

- Attended the BOC meeting on 03/04.
- Continued working on sign amendment presentations.
- Scheduled community outreach meetings for the sign code amendment.
- Updated the proposed cross-connection control program ordinance.
- Created a fact sheet for the proposed cross-connection control program ordinance.
- Prepared compliance letters for the new cross-connection control program.

2. Bridge Project

- Worked with Milani Construction on erosion & sediment control.
- Applied for an erosion & sediment control permit from Frederick County for the Town's stockpile yard.

3. Community Legacy

- Resubmitted the FY2019 grant applications for:
 - 200 E Main St.
 - 317 W Main St.
 - 303 S Seton Ave.
- Finalized FY2017 grant for 317 W Main St.
- Processed a FY2019 reimbursement request for 303 S Seton Ave.
- Processed the quarterly report for the FY2017 façade grant.
- Processed the quarterly report for the FY2017 square/sidewalk revitalization grant.

4. Municipal Separate Storm Sewer System (MS4)

- Met with EcoTone, a stormwater restoration contractor, on 3/12.
- Researched and resolved a stormwater complaint.
- Received notification that the Town was awarded \$3,000 from the Chesapeake Bay Trust in order to start a storm drain-marking program.
- Researched easement information for Town Clerk's Arbor Day tree planting.
- Processed bid documents for the 2019 MS4 projects.

5. Permits & Zoning

- Processed and approved the following zoning applications:
 - Roof
 - Fence
 - New home – Emmit Gardens
- Issued a zoning determination letter.
- Reviewed a sign permit application.
- Fielded multiple questions regarding the 2019 MS4 project RFP.

6. Miscellaneous

- Received notification that the Town was awarded \$5,000 from Keep Maryland Beautiful in order to purchase recycling bins for our parks.
- Assisted the Town Clerk with information for the pump station grant.
- Attended a 2020 budget meeting with Town Manager and Accountant on 3/6.
- Started researching opportunities for the food bank.
- Prepared the RFP for the 2019 forest plan implementation – Stand 5.
- Researched the proposed resident firewood program.
- Attended a meeting with the food bank manager on 3/14.
- Attended a meeting with the Mayor and Town Manager on 3/14.
- Met with the EBPA President on 3/18.
- Met with Rutter’s representatives on 3/19.
- Researched Board of Appeals & Planning Commission pay throughout Frederick County.
- Attended the Green Team meeting on 3/20.
- Attended the EBPA meeting on 3/21.
- Met with the Mayor on 3/21.
- Met with Town Manager on 3/26.
- Attended a webinar on the new FEMA flood insurance rate maps on 3/28.
- Met with SHA, Town Manager, Sewer/Water Superintendent, & Public Works Director on 3/29.

E. COMMISSIONER COMMENTS

F. MAYOR'S COMMENTS

- April 1, town meeting - regular scheduled
- April 1, meeting with town manager
- April 4, meeting with town manager
- April 6, attended opening of Frederick County Fire Museum
- April 8, 9 am – 12 pm attended planner open meeting, Sign Ordinance (SO) VZ.
- April 8, 1 pm, met with staff RE: Location staking for Arbor Day plantings.
- April 8, meeting with town manager
- April 9, 9 am, attended Mount St. Mary's University Athletic Committee/12 – 2 pm MS-4 presentation.
- April 9, meeting with town manager
- April 10, 9:30 am Welcome UMD graduate students; Emmitsburg's innovative water systems
- April 10, 10 am meeting with town manager and town accountant RE: budget
- April 13, 8 am event at Community Park Pavilion - Arbor Day tree planting.
- April 15, 9 – 12 pm, town meeting: additional announced and open to public meeting: FY 2020 budget presentation
- April 15, meeting with town manager
- April 17, meeting with town manager
- April 19, town closed Good Friday
- April 21, Easter Sunday
- April 23, met with town manager
- April 30, 10 am Winchester Hall, attended County Executive Gardner public information briefing. Announcement of Community Partnership Grant awards. After 2.5 years of the town working with the Boys and Girls Club is coming to Emmitsburg. The Boys and Girls Club was awarded \$110,000 grant as a part of County FY 2020 Budget. Boys and Girls Club After School program is coming to Emmitsburg this Fall.
- April 30, meeting with town manager
- May 1, meeting with town manager
- May 1, 10 am Green Team meeting Jenny Willoughby, Sustainability manager City of Frederick.
- May 1, 6:30-8 pm Hood College, presenter and panel member Green Neighborhood Festival. Topic: Climate Change.
- May 6, town meeting.

G. PUBLIC COMMENTS

H. ADMINISTRATIVE BUSINESS: NONE

I. CONSENT AGENDA: NONE

J. TREASURER REPORT

**Town of Emmitsburg
 CASH ACTIVITY as of April 30, 2019**

| | |
|-----------------|----------------------------|
| \$5,324,604 | Cash Balance April 1, 2019 |
| 350,399 | Deposits |
| <u>-195,944</u> | Withdrawals |
| \$5,479,059 | Operating Balance Forward |

Top 10 Check Amounts:

| <u>Amount</u> | <u>Vendor Name</u> | <u>Description</u> | <u>Check Date</u> | <u>Check No.</u> |
|---------------|---------------------------------------|--|-------------------|------------------|
| \$80,233 | Mr. Rehab Sewer System Rehabilitation | Pipe Lining | 03.27.19 | 39524 |
| 68,670 | Treasurer of Frederick County | 3Q FY19 Law Enforcement | 03.27.19 | 39518 |
| 23,629 | Comptroller of MD | 3Q FY19 Bay Restoration Fee | 04.10.19 | 39583 |
| 19,475 | MD Dept of Budget & Mgmt | Mar 19 Health Insurance | 03.27.19 | 39523 |
| 17,050 | Richmond American Homes | Void Permit @ 1413 Ramblewood & 1381 Wheatley Dr. | 03.27.19 | 39528 |
| 16,000 | Richmond American Homes | Void Permit @ 1413 Ramblewood & 1381 Wheatley Dr. | 03.27.19 | 39528 |
| 10,750 | Kershner Environmental Technologies | Algae Control | 03.27.19 | 39522 |
| 9,766 | RSV Pools, Inc | Apr 19 Pool Contract | 03.27.19 | 39529 |
| 9,766 | RSV Pools, Inc | May 19 Pool Contract | 04.17.19 | 39611 |
| 7,553 | South Mountain Mechanical | Compressor | 04.24.19 | 39634 |

Check dates 03.27.19 to 04.30.19

K. PLANNING COMMISSION REPORT: Presentation at the meeting.

L. AGENDA ITEMS:

AGENDA ITEM I. Approval of the Fiscal Year (FY) 2020 Frederick County Sheriff's Office Contract for Consideration: Presentation at meeting by town staff.

Total Contract: \$284,624.00

Increase: 2.89%

Total Increase from FY 2019: \$8,221.00

Reason: Salary merit increase and some changes in the fringe costs.

AGENDA ITEM II. Sponsorship of Catoclin High School's Showing of Heroin's Grip Movie for Consideration: Presentation at meeting by Mayor Briggs.

Requesting: \$250 donation



April 15, 2019

Mayor Briggs and the Emmitsburg Board of Commissioners,

As you know, the drug addiction epidemic has had a particularly sharp impact on our northern Frederick County community and has proven to be blind to the socio-economic status of our fellow citizens. The Thurmont Addiction Commission is a 501(c)3 organization with a primary focus on addressing the disease of addiction in our community, as a community. Our emphasis is on fighting this disease by supporting proactive prevention and intervention strategies and by providing resources and support for community members across all phases of recovery.

On May 21, 2019 at 7:00 p.m., the Thurmont Addiction Commission will host a free showing of the award-winning documentary *Heroin's Grip*. This film tells the story about the heroin and opioid epidemic from the viewpoints of those on the front line of this national crisis, including perspectives of those currently suffering from addiction, people in recovery, those in law enforcement, health-care professionals, as well as others. Importantly, this film captures, directly, the impact of this disease in OUR community – Frederick County, Maryland. In addition, this film was produced and directed by Conrad Weaver, who as you know lives in Emmitsburg, and has agreed to provide access to this film at a dramatically reduced fee for our community. It is hoped that by sharing these stories from multiple perspectives that we can foster a morsel of hope in our community to overcome this crisis.

Through our continued and strong partnership with Catoclin High School we have secured the auditorium at CHS as a venue for this screening. In addition, recovery-focused materials will be available for community members as they enter/exit the auditorium. Yet, showing this film will not be at zero cost. For this reason, I'm reaching out to you, and the Thurmont Board of Commissioners to consider co-sponsoring, and co-funding the cost of showing this film. For the film itself, the remaining cost after the reductions that Mr. Weaver provided is \$500. We believe it critically important to share the message of this film as broadly as possible in our community and will do everything in our power to ensure we reduce the barriers for those interested in learning more. As you may have read, this film was recently viewed by several hundred people at the FCF church and the Frederick Sherriff's Department recently hosted an opioid summit that was received well, so we believe there is an appetite for learning more about this epidemic.

Therefore, I formally request that as Mayor, you and the Board of Commissioners consider investing in co-funding the showing of this film. If you have any questions, please do not hesitate to reach out to me. Thank you for your consideration.

James D. Churchill
Chairperson, Thurmont Addiction Commission
3 Ironmaster Drive
Thurmont, MD 21788
Email: jaykaren.churchill@gmail.com
Cell: (301) 836-2801

AGENDA ITEM III. Fiscal Year (FY) 2020 Budget for Discussion and Possible Consideration: Presentation at meeting by Mayor Briggs and town staff.

ORDINANCE SERIES: 2019
ORDINANCE NO. 19-05

Page 1 of 1

AN ORDINANCE TO ADOPT
THE BUDGET
FOR THE TOWN OF EMMITSBURG
FOR THE FISCAL YEAR
JULY 1, 2019 THROUGH JUNE 30, 2020

Draft

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 2019-2020.

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 _____, 2019
by a vote of _____ for, _____ against, _____ absent, and _____ abstain.

ATTEST:

EMMITSBURG BOARD OF COMMISSIONERS:

Madeline Shaw, Town Clerk

Clifford L. Sweeney, President

MAYOR

_____ APPROVED _____ VETOED

this _____ day of _____, 2019.

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.

Madeline Shaw, Town Clerk
Date:

AGENDA ITEM IV. Fiscal Year (FY) 2020 Salary Chart Adoption for Consideration:
Presentation at meeting by Mayor Briggs and town staff.

ORDINANCE SERIES: 2019
ORDINANCE NO. 19-06

Page 1 of 6

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

Draft

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 ~~2019~~ **2020**
for July 1, ~~2018~~ **2019** with **2%** COLA factor approved

See following pages

SALARY CHART (Part 1 of 4)

| Position | Grade | | 3.50% | | | 3.00% | |
|--|-------|-----------------|--------------------|-------------|-------------|-------|--|
| | | | Base | Step 1 | Step 2 | | |
| | 1 | Annual Salary | \$25,514.49 | \$26,407.50 | \$27,199.73 | | |
| | | Biweekly Salary | \$981.33 | \$1,015.67 | \$1,046.14 | | |
| | | Hourly Rate | \$12.27 | \$12.70 | \$13.08 | | |
| | 2 | Annual Salary | \$26,925.16 | \$27,867.55 | \$28,703.57 | | |
| | | Biweekly Salary | \$1,035.58 | \$1,071.83 | \$1,103.98 | | |
| | | Hourly Rate | \$12.94 | \$13.40 | \$13.80 | | |
| | 3 | Annual Salary | \$28,136.50 | \$29,121.27 | \$29,994.91 | | |
| | | Biweekly Salary | \$1,082.17 | \$1,120.05 | \$1,153.65 | | |
| | | Hourly Rate | \$13.53 | \$14.00 | \$14.42 | | |
| Public Works Employee & Water & Sewer Operator | 4 | Annual Salary | \$30,666.46 | \$31,739.79 | \$32,691.98 | | |
| | | Biweekly Salary | \$1,179.48 | \$1,220.76 | \$1,257.38 | | |
| | | Hourly Rate | \$14.74 | \$15.26 | \$15.72 | | |
| Office Manager | 5 | Annual Salary | \$34,645.43 | \$35,858.02 | \$36,933.76 | | |
| | | Biweekly Salary | \$1,332.52 | \$1,379.15 | \$1,420.53 | | |
| | | Hourly Rate | \$16.66 | \$17.24 | \$17.76 | | |
| Accounting Technician, Building Maintenance, & Parking & Code Enforcement Officer | 6 | Annual Salary | \$39,713.08 | \$41,103.04 | \$42,336.13 | | |
| | | Biweekly Salary | \$1,527.43 | \$1,580.89 | \$1,628.31 | | |
| | | Hourly Rate | \$19.09 | \$19.76 | \$20.35 | | |
| | 7 | Annual Salary | \$40,633.07 | \$42,055.22 | \$43,316.88 | | |
| | | Biweekly Salary | \$1,562.81 | \$1,617.51 | \$1,666.03 | | |
| | | Hourly Rate | \$19.54 | \$20.22 | \$20.83 | | |
| Town Clerk | 8 | Annual Salary | \$43,699.73 | \$45,229.22 | \$46,586.09 | | |
| | | Biweekly Salary | \$1,680.76 | \$1,739.59 | \$1,791.77 | | |
| | | Hourly Rate | \$21.01 | \$21.74 | \$22.40 | | |
| Lead Water & Sewer Operator | 9 | Annual Salary | \$46,766.38 | \$48,403.20 | \$49,855.30 | | |
| | | Biweekly Salary | \$1,798.71 | \$1,861.66 | \$1,917.51 | | |
| | | Hourly Rate | \$22.48 | \$23.27 | \$23.97 | | |
| | 10 | Annual Salary | \$49,592.72 | \$51,328.46 | \$52,868.32 | | |
| | | Biweekly Salary | \$1,907.41 | \$1,974.17 | \$2,033.40 | | |
| | | Hourly Rate | \$23.84 | \$24.68 | \$25.42 | | |
| Director of Public Works, Town Accountant, Town Planner, Water & Sewer Superintendent | 11 | Annual Salary | \$54,502.37 | \$56,409.96 | \$58,102.26 | | |
| | | Biweekly Salary | \$2,096.25 | \$2,169.61 | \$2,234.70 | | |
| | | Hourly Rate | \$26.20 | \$27.12 | \$27.93 | | |
| Town Manager | 12 | Annual Salary | \$84,724.44 | \$87,689.80 | \$90,320.49 | | |
| | | Biweekly Salary | \$3,258.63 | \$3,372.68 | \$3,473.87 | | |
| | | Hourly Rate | \$40.73 | \$42.16 | \$43.42 | | |

SALARY CHART (Part 2 of 4)

| Position | Grade | 3.00% | | | 2.00% | |
|--|-------|-----------------|-------------|-------------|-------------|--|
| | | | Step 3 | Step 4 | Step 5 | |
| | 1 | Annual Salary | \$28,015.72 | \$28,576.03 | \$29,147.55 | |
| | | Biweekly Salary | \$1,077.53 | \$1,099.08 | \$1,121.06 | |
| | | Hourly Rate | \$13.47 | \$13.74 | \$14.01 | |
| | 2 | Annual Salary | \$29,564.68 | \$30,155.97 | \$30,759.09 | |
| | | Biweekly Salary | \$1,137.10 | \$1,159.85 | \$1,183.04 | |
| | | Hourly Rate | \$14.21 | \$14.50 | \$14.79 | |
| | 3 | Annual Salary | \$30,894.76 | \$31,512.65 | \$32,142.91 | |
| | | Biweekly Salary | \$1,188.26 | \$1,212.03 | \$1,236.27 | |
| | | Hourly Rate | \$14.85 | \$15.15 | \$15.45 | |
| Public Works Employee & Water & Sewer Operator | 4 | Annual Salary | \$33,672.74 | \$34,346.20 | \$35,033.12 | |
| | | Biweekly Salary | \$1,295.11 | \$1,321.01 | \$1,347.43 | |
| | | Hourly Rate | \$16.19 | \$16.51 | \$16.84 | |
| Office Manager | 5 | Annual Salary | \$38,041.78 | \$38,802.61 | \$39,578.66 | |
| | | Biweekly Salary | \$1,463.15 | \$1,492.41 | \$1,522.26 | |
| | | Hourly Rate | \$18.29 | \$18.66 | \$19.03 | |
| Accounting Technician, Building Maintenance, & Parking & Code Enforcement Officer | 6 | Annual Salary | \$43,606.21 | \$44,478.33 | \$45,367.90 | |
| | | Biweekly Salary | \$1,677.16 | \$1,710.71 | \$1,744.92 | |
| | | Hourly Rate | \$20.96 | \$21.38 | \$21.81 | |
| | 7 | Annual Salary | \$44,616.39 | \$45,508.72 | \$46,418.89 | |
| | | Biweekly Salary | \$1,716.01 | \$1,750.34 | \$1,785.34 | |
| | | Hourly Rate | \$21.45 | \$21.88 | \$22.32 | |
| Town Clerk | 8 | Annual Salary | \$47,983.68 | \$48,943.35 | \$49,922.22 | |
| | | Biweekly Salary | \$1,845.53 | \$1,882.44 | \$1,920.09 | |
| | | Hourly Rate | \$23.07 | \$23.53 | \$24.00 | |
| Lead Water & Sewer Operator | 9 | Annual Salary | \$51,350.96 | \$52,377.98 | \$53,425.53 | |
| | | Biweekly Salary | \$1,975.04 | \$2,014.54 | \$2,054.83 | |
| | | Hourly Rate | \$24.69 | \$25.18 | \$25.69 | |
| | 10 | Annual Salary | \$54,454.36 | \$55,543.45 | \$56,654.32 | |
| | | Biweekly Salary | \$2,094.40 | \$2,136.29 | \$2,179.01 | |
| | | Hourly Rate | \$26.18 | \$26.70 | \$27.24 | |
| Director of Public Works, Town Accountant, Town Planner, Water & Sewer Superintendent | 11 | Annual Salary | \$59,845.32 | \$61,042.23 | \$62,263.07 | |
| | | Biweekly Salary | \$2,301.74 | \$2,347.78 | \$2,394.73 | |
| | | Hourly Rate | \$28.77 | \$29.35 | \$29.93 | |
| Town Manager | 12 | Annual Salary | \$93,030.11 | \$94,890.71 | \$96,788.52 | |
| | | Biweekly Salary | \$3,578.08 | \$3,649.64 | \$3,722.64 | |
| | | Hourly Rate | \$44.73 | \$45.62 | \$46.53 | |

SALARY CHART (Part 3 of 4)

| Position | Grade | | 1.50% | 1.50% | 1.50% |
|--|-------|-----------------|-------------|-------------|--------------|
| | | | Step 6 | Step 7 | Step 8 |
| | 1 | Annual Salary | \$29,584.77 | \$30,028.54 | \$30,478.97 |
| | | Biweekly Salary | \$1,137.88 | \$1,154.94 | \$1,172.27 |
| | | Hourly Rate | \$14.22 | \$14.44 | \$14.65 |
| | 2 | Annual Salary | \$31,220.48 | \$31,688.79 | \$32,164.12 |
| | | Biweekly Salary | \$1,200.79 | \$1,218.80 | \$1,237.08 |
| | | Hourly Rate | \$15.01 | \$15.23 | \$15.46 |
| | 3 | Annual Salary | \$32,625.05 | \$33,114.43 | \$33,611.14 |
| | | Biweekly Salary | \$1,254.81 | \$1,273.63 | \$1,292.74 |
| | | Hourly Rate | \$15.69 | \$15.92 | \$16.16 |
| Public Works Employee & Water & Sewer Operator | 4 | Annual Salary | \$35,558.62 | \$36,092.00 | \$36,633.38 |
| | | Biweekly Salary | \$1,367.64 | \$1,388.15 | \$1,408.98 |
| | | Hourly Rate | \$17.10 | \$17.35 | \$17.61 |
| Office Manager | 5 | Annual Salary | \$40,172.34 | \$40,774.93 | \$41,386.55 |
| | | Biweekly Salary | \$1,545.09 | \$1,568.27 | \$1,591.79 |
| | | Hourly Rate | \$19.31 | \$19.60 | \$19.90 |
| Accounting Technician, Building Maintenance, & Parking & Code Enforcement Officer | 6 | Annual Salary | \$46,048.42 | \$46,739.15 | \$47,440.23 |
| | | Biweekly Salary | \$1,771.09 | \$1,797.66 | \$1,824.62 |
| | | Hourly Rate | \$22.14 | \$22.47 | \$22.81 |
| | 7 | Annual Salary | \$47,115.17 | \$47,821.90 | \$48,539.23 |
| | | Biweekly Salary | \$1,812.12 | \$1,839.30 | \$1,866.89 |
| | | Hourly Rate | \$22.65 | \$22.99 | \$23.34 |
| Town Clerk | 8 | Annual Salary | \$50,671.05 | \$51,431.12 | \$52,202.58 |
| | | Biweekly Salary | \$1,948.89 | \$1,978.12 | \$2,007.79 |
| | | Hourly Rate | \$24.36 | \$24.73 | \$25.10 |
| Lead Water & Sewer Operator | 9 | Annual Salary | \$54,226.92 | \$55,040.32 | \$55,865.93 |
| | | Biweekly Salary | \$2,085.65 | \$2,116.94 | \$2,148.69 |
| | | Hourly Rate | \$26.07 | \$26.46 | \$26.86 |
| | 10 | Annual Salary | \$57,504.14 | \$58,366.70 | \$59,242.20 |
| | | Biweekly Salary | \$2,211.70 | \$2,244.87 | \$2,278.55 |
| | | Hourly Rate | \$27.65 | \$28.06 | \$28.48 |
| Director of Public Works, Town Accountant, Town Planner, Water & Sewer Superintendent | 11 | Annual Salary | \$63,197.02 | \$64,144.98 | \$65,107.15 |
| | | Biweekly Salary | \$2,430.65 | \$2,467.11 | \$2,504.12 |
| | | Hourly Rate | \$30.38 | \$30.84 | \$31.30 |
| Town Manager | 12 | Annual Salary | \$98,240.35 | \$99,713.96 | \$101,209.67 |
| | | Biweekly Salary | \$3,778.48 | \$3,835.15 | \$3,892.68 |
| | | Hourly Rate | \$47.23 | \$47.94 | \$48.66 |

SALARY CHART (Part 4 of 4)

| Position | Grade | | 1.50% | 1.50% | 1.50% | 1.50% |
|--|-------|-----------------|--------------|--------------|--------------|--------------|
| | | | Step 9 | Step 10 | Step11 | Step 12 |
| | 1 | Annual Salary | \$30,936.15 | \$31,400.19 | \$31,871.20 | \$32,349.26 |
| | | Biweekly Salary | \$1,189.85 | \$1,207.70 | \$1,225.82 | \$1,244.20 |
| | | Hourly Rate | \$14.87 | \$15.10 | \$15.32 | \$15.55 |
| | 2 | Annual Salary | \$32,646.58 | \$33,136.28 | \$33,633.32 | \$34,137.82 |
| | | Biweekly Salary | \$1,255.64 | \$1,274.47 | \$1,293.59 | \$1,312.99 |
| | | Hourly Rate | \$15.70 | \$15.93 | \$16.17 | \$16.41 |
| | 3 | Annual Salary | \$34,115.31 | \$34,627.04 | \$35,146.45 | \$35,673.64 |
| | | Biweekly Salary | \$1,312.13 | \$1,331.81 | \$1,351.79 | \$1,372.06 |
| | | Hourly Rate | \$16.40 | \$16.65 | \$16.90 | \$17.15 |
| Public Works Employee & Water & Sewer Operator | 4 | Annual Salary | \$37,182.88 | \$37,740.62 | \$38,306.73 | \$38,881.33 |
| | | Biweekly Salary | \$1,430.11 | \$1,451.56 | \$1,473.34 | \$1,495.44 |
| | | Hourly Rate | \$17.88 | \$18.14 | \$18.42 | \$18.69 |
| Office Manager | 5 | Annual Salary | \$42,007.35 | \$42,637.46 | \$43,277.02 | \$43,926.18 |
| | | Biweekly Salary | \$1,615.67 | \$1,639.90 | \$1,664.50 | \$1,689.47 |
| | | Hourly Rate | \$20.20 | \$20.50 | \$20.81 | \$21.12 |
| Accounting Technician, Building Maintenance, & Parking & Code Enforcement Officer | 6 | Annual Salary | \$48,151.84 | \$48,874.11 | \$49,607.23 | \$50,351.33 |
| | | Biweekly Salary | \$1,851.99 | \$1,879.77 | \$1,907.97 | \$1,936.59 |
| | | Hourly Rate | \$23.15 | \$23.50 | \$23.85 | \$24.21 |
| | 7 | Annual Salary | \$49,267.32 | \$50,006.33 | \$50,756.42 | \$51,517.77 |
| | | Biweekly Salary | \$1,894.90 | \$1,923.32 | \$1,952.17 | \$1,981.45 |
| | | Hourly Rate | \$23.69 | \$24.04 | \$24.40 | \$24.77 |
| Town Clerk | 8 | Annual Salary | \$52,985.62 | \$53,780.41 | \$54,587.11 | \$55,405.92 |
| | | Biweekly Salary | \$2,037.91 | \$2,068.48 | \$2,099.50 | \$2,131.00 |
| | | Hourly Rate | \$25.47 | \$25.86 | \$26.24 | \$26.64 |
| Lead Water & Sewer Operator | 9 | Annual Salary | \$56,703.92 | \$57,554.47 | \$58,417.79 | \$59,294.06 |
| | | Biweekly Salary | \$2,180.92 | \$2,213.63 | \$2,246.84 | \$2,280.54 |
| | | Hourly Rate | \$27.26 | \$27.67 | \$28.09 | \$28.51 |
| | 10 | Annual Salary | \$60,130.83 | \$61,032.79 | \$61,948.29 | \$62,877.51 |
| | | Biweekly Salary | \$2,312.72 | \$2,347.42 | \$2,382.63 | \$2,418.37 |
| | | Hourly Rate | \$28.91 | \$29.34 | \$29.78 | \$30.23 |
| Director of Public Works, Town Accountant, Town Planner, Water & Sewer Superintendent | 11 | Annual Salary | \$66,083.76 | \$67,075.01 | \$68,081.14 | \$69,102.36 |
| | | Biweekly Salary | \$2,541.68 | \$2,579.81 | \$2,618.51 | \$2,657.78 |
| | | Hourly Rate | \$31.77 | \$32.25 | \$32.73 | \$33.22 |
| Town Manager | 12 | Annual Salary | \$102,727.81 | \$104,268.73 | \$105,832.76 | \$107,420.25 |
| | | Biweekly Salary | \$3,951.07 | \$4,010.34 | \$4,070.49 | \$4,131.55 |
| | | Hourly Rate | \$49.39 | \$50.13 | \$50.88 | \$51.64 |

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 _____, 2019
by a vote of _____ for, _____ against, _____ absent, and _____ abstain.

ATTEST:

EMMITSBURG BOARD OF COMMISSIONERS:

Madeline Shaw, Town Clerk

Clifford L. Sweeney, President

MAYOR

_____ APPROVED _____ VETOED

this _____ day of _____, 2019.

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.

Madeline Shaw, Town Clerk
Date:

**AGENDA ITEM V. Setting of the Tax Rate for Fiscal Year (FY) 2020 for
Consideration:** Presentation at meeting by town staff.

Tax rate to remain the same as previous years at 36 cents per \$100.

M. SET AGENDA FOR NEXT MEETING: JUNE 3, 2019

- 1.
- 2.
- 3.
- 4.
- 5.

Administrative Business:

- A.
- B.
- C.
- D.