

**MINUTES
TOWN MEETING
MAY 6, 2019
EMMITSBURG TOWN OFFICE**

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

I. Call to Order

Commissioner Glenn Blanchard, Vice President of the Board of Commissioners, called the May 6, 2019 town meeting to order at 7:30 p.m. Pledge of Allegiance was recited. Upcoming meetings were announced. Commissioner Sweeney is absent with prior notice and Commissioner O'Donnell is running late.

Approval of Minutes

Motion: To accept the April 1, 2019 town meeting minutes as presented. Motion by Commissioner Buckman, second by Commissioner Ritz III. Vote: Motion carries 3 - 0 in favor with Commissioner Sweeney and O'Donnell absent.

Motion: To accept the April 15, 2019 town meeting minutes as presented. Motion by Commissioner Ritz III, second by Commissioner Buckman. Vote: Motion carries 3 - 0 in favor with Commissioner Sweeney and O'Donnell absent.

Police Report:

Deputy Ben Whitehouse presented the police report from April 2019 (exhibit attached). Deputy Whitehouse escorted two pilgrimages from the Grotto to Seton Shrine and attended the Arbor Day event on April 13. The deputies also assisted with the Community Park Easter egg hunt. A crosswalk count was completed at the request of the school to see how many elementary students are crossing Main Street/Saint Joseph and South Seton/Lincoln Avenue in the afternoon. The 9-1-1 calls were mostly accidental dials. The deputies plan to assist with the upcoming Mother Seton carnival.

Town Managers Report:

Cathy Willets, Town Manager, presented the Town Manager's Report from March 2019 (exhibit in agenda packet). Town staff installed the new electric vehicle no parking signs behind the Community Center. Staff seeded and mulched Memorial Park and made some repairs to the baseball fields for the upcoming baseball/softball season. The park restrooms are unlocked Monday through Friday but are only unlocked on the weekend if the pavilion is being rented. The Town received 4.3-inches of precipitation in March and currently has a precipitation surplus of 12.04 inches. 77.5% of the wastewater treated was wild water and the wastewater treatment plant exceeded its design capacity six times. The LG Sonic Algae Control System was installed on April 12. Town staff believes the sewer relining is helping, but the recent flash floods overwhelmed the wastewater system.

Town Planners Report:

Ms. Willets presented the Town Planner's Report from March 2019 on behalf of Mr. Gulden (exhibit in agenda packet). Mr. Gulden created a Q&A sheet for the new cross connection control program ordinance and worked with Milani Construction on an erosion and sediment control permit for the Route 140 bridge project. Mr. Gulden continues to work on Community Legacy projects and issuing permits. The Town was awarded \$5,000 from Keep America Beautiful for the purchase of recycling bins for the parks. He also prepared a request for proposal for the timber marking of stand five in the Emmitsburg Water Shed.

Commissioner Comments:

- Commissioner Ritz III: None.
- Commissioner Buckman: She thanked the American Legion for coordinating the Easter egg hunt this year.
- Commissioner Blanchard: He congratulated the 2019 class of Mount Saint Mary's and Catoctin High School.

Mayor's Comments:

Mayor Briggs attended numerous meetings in April 2019 (meetings listed in agenda packet). Mayor Briggs mentioned the William Cochran glass etching should be installed in June 2019 in front of the Emmitsburg Community Center. He presented the Tree City USA certification plaque, which the Town was awarded for the first time in April 2019. He attended a press briefing on Frederick County's Community Partnership Grant that awarded \$110,000 to the Town for the start of a Boys and Girls Club. He helped host Jenny Willoughby, Sustainability Manager for Frederick City, at the May 1, 2019 Green Team meeting and he attended a meeting with Playground Specialist regarding the construction of a new accessibility playground in Community Park. The Town received several grants for the new playground.

Note: Commissioner O'Donnell arrived at 7:48 p.m.

Commissioner Comments Continued:

- Commissioner O'Donnell: He explained his tardiness was due to an award ceremony for his daughter. Also, Recreational Equipment International (REI) created a nationwide trail program that they plan to kick-off with Emmitsburg Trails on June 30th. He also attended the 50-year anniversary of the Seton Center.

Public Comments:

Brenden Mahoney, 3510 Worthington Blvd, Frederick - He explained he is attending on behalf of Senator Michael Hough's office. He encouraged the Board to reach out with any questions, concerns or grant support letters. The Board requested the attendance of Senator Michael Hough at Community Heritage Day on June 29, 2019.

Administrative Business:

None.

Consent Agenda:

None.

Treasurer's Report:

Commissioner O'Donnell presented the Treasurer's Report for April 2019 (exhibit in agenda packet). The operating balance forward is \$5,479,059. The top ten check amounts are listed.

Planning Commission Report:

None. The next meeting is May 28, 2019.

II. Agenda Items

Agenda #1- Approval of the Fiscal Year (FY) 2020 Frederick County Sheriff's Office Contract for Consideration: Ms.

Willetts explained the contract has a 2.89% increase (or \$8,221) due to salary merit increase and some changes in the fringe costs. The total cost will be \$284,624. Mayor Briggs is satisfied with the services and would like to continue.

Motion: To accept the fiscal year 2020 Frederick County Sheriff's Office contract as presented. Motion by Commissioner O'Donnell, second by Commissioner Buckman. Vote: Motion carries 4 – 0 in favor, Commissioner Sweeney absent.

Agenda #2- Sponsorship of Catoctin High School's Showing of Heroin's Grip Movie for Consideration: Mayor Briggs explained he will be funding a \$250 donation out of his discretionary fund, so a vote is not needed. Thurmont's Mayor Kinnaird will be funding \$250 also. *Conrad Weaver, 343 Mountaineers Way*, explained heroin epidemic is nationwide and the film is going to be shown in Texas, New Jersey and other states soon. He invited the Board of Commissioners and the public to attend the May 21, 2019 showing at 7:00 p.m. He explained the community needs to come together to address the issue. Mayor Briggs thanked Mr. Weaver for his service. The Board stated their support of the Mayor's sponsorship.

Agenda #3 - Fiscal Year (FY) 2020 Budget for Discussion and Possible Consideration: Mr. Tabler read the budget summary from the April 15, 2019 town meeting. Mr. Tabler and Ms. Willetts highlighted various aspects of the fiscal year (FY) 2020 budget using a PowerPoint:

- **Revenue:** The general fund revenue will increase by 5%. The total revenue will be \$1,930,232.
- **Expenses:** Mr. Tabler and Ms. Willetts reviewed the expenses of each department in ascending order:
 - **Department 10 (Legislative & Executive):** The Board requested the breakdown of special events (6901) expenses, which includes more Christmas decorations on Main Street, more composting bins, a community shred day, National Night Out and the Boys and Girls Club sponsorship.
 - **Department 12 (Planning & Zoning):** The Board requested a breakdown of the forestry (5601) line, which is for future forestry expenses. The education (5401) increase is to train the town planner on GIS.
 - **Department 13 (Financial):** Bad debt expenses (5310) is an auditing requirement for booking outstanding personal property tax balances.
 - **Department 15 (Buildings):** Town staff would like to add a drop box to the town office for after hours. The Board requested a breakdown of the repairs and maintenance (6200), which will be used to maintain town buildings and complete needed HVAC work in the Community Center. The Town leases the Community Center for \$1 a year in exchange for providing building maintenance.
 - **Department 20 (Public Safety Police):** No questions from the Board.
 - **Department 21 (Public Safety Fire & Rescue):** No questions from the Board.
 - **Department 22 (Other Public Safety):** No questions from the Board.

- **Department 30 (Public Works Streets):** Town staff reviewed breakdowns for contractual (5505), other expenses (6100), operating supplies (6100), and repairs and maintenance (6200). Town staff plans to provide sidewalk snow removal in house for the coming winter in an effort to reduce costs.
- **Department 31 (Refuse):** The increase is due to contractual expenses and tipping fees. Town staff would like to research curbside yard waste pick-up. Mayor Briggs explained composting and recycling will reduce tipping fees and extend the life of the County landfill.
- **Department 60 (Parks):** The Board requested a breakdown for special events (6901), which is mainly composed of the farmer's market, park concerts, pool parties and arbor day celebration. Town staff reviewed operating supplies (6110) and repairs and maintenance (6200). The current ball field users pay per field, per season and per tournament, which is used to maintain the ball fields. The Citizen's Advisory Committee would like improvements to the bandstand. Ms. Willets requested Commissioner Buckman send the bandstand recommendations to town staff.
- **Department 70 (Debt Service):** No questions from the Board.
- **FY 2020 Capital Projects Fund Transfers:** The proposed FY2020 capital fund transfer is \$248,171. Town staff recommends the following interfund transfers:
 - \$6,300 to Department 10: For a new projector for the town meeting room.
 - \$37,000 to Department 12, Stormwater management: For various stormwater projects.
 - \$3,000 to Department 12, General: For art murals in the historic district.
 - \$3,500 to Department 15, 22 East Main: For concrete floor repairs in the garage.
 - \$22,000 to Department 15, 140 South Seton: To install a new bathroom to increase property value.
 - \$60,291 to Department 30, Vehicles: For replace the mini dump truck.
 - \$65,000 to Department 30, Streets/Curbs: For street and sidewalk repairs.
 - \$14,600 to Department 30, General: For the wayside exhibits grant match and tree removal in Town.
 - \$1,000 to Department 60, Community Garden: Grant match for community garden improvements.
 - \$15,000 to Department 60, Pool: Grant match for new chairs/tables for the pool and pool house rehab.
 - \$2,000 to Department 60, Ball fields: For dugout repairs per LGIT recommendations.
 - \$3,000 to Department 60, Park Upgrades: Grant match for the accessibility playground.
 - \$8,000 to Department 60, Town Match Reserve: Grant match for paving Community Park.
 - \$2,000 to Department 60, Trail Maintenance: For a multi-user trail message Board at Rainbow Lake.
 - \$5,480 to Department 60, General: To complete the board fence in Community Park and the farmer's market. The Board requested the multi-user field get leveled and seeded with natural turf in the future.
- **Department 40 (Water):** The revenue and expenses are down slightly. Town staff highlighted the breakdown of contractual (5505), operating supplies (6110), repairs and maintenance (6200), and chemicals (6150). The LG Sonic Algae Control system has reduced chemical costs and saved about 54 taps worth of water each year.
- **Department 50 (Sewer):** Town staff highlighted breakdowns for contractual (5505), operating supplies (6110), chemicals (6150) and repairs and maintenance (6200). For future infrastructure projects, staff would like to reline Irishtown Road to Creekside Drive and the Post Office to Mother Seton, add a new manhole on East Main Street and replace the Creamery Road pump station, which must be in construction by December 2020.
- **Other Budget Items:** Mr. Tabler highlighted insurance and energy costs. The Town is spending less on energy expenses since the new wastewater treatment plant came online. Town staff reviewed projects and events funded through the FY2019 budget and grants applied for by town staff. Commissioner Blanchard explained Commissioner Sweeney sent him a note in lieu of his absence stating he had no questions or concerns on the FY2020 budget.

Agenda #4 - Fiscal Year (FY) 2020 Salary Chart Adoption for Consideration: Mayor Briggs explained town staff has been doing an excellent job and with the step increase and 2% Cost of Living Adjustment (COLA) the overall salary increase would be 1.3%. He wants to retain current staff in a competitive job market and he believes this will help. The budget and salary chart must be approved together.

Agenda #5- Setting of the Tax Rate for Fiscal Year (FY) 2020 for Consideration: Ms. Willets explained the tax rate should be approved first followed by the salary chart and then the FY2020 budget.

Motion: To set the fiscal year 2020 tax rate to remain the same as 2019 at 0.36 per \$100. Motion by Commissioner O'Donnell, second by Commissioner Ritz III. Vote: Motion carries 4 - 0 in favor, Commissioner Sweeney absent.

Motion: To accept the fiscal year 2020 salary chart as presented by staff. Motion by Commissioner O'Donnell, second by Commissioner Buckman. Ms. Willets requested a modified motion with an ordinance number.

Motion Modified: To accept the fiscal year 2020 salary chart with ordinance number 19-06. Motion by Commissioner O'Donnell, second by Commissioner Buckman. Vote: Motion carries 4 - 0 in favor, Commissioner Sweeney absent.

Motion: To accept fiscal year 2020 budget ordinance 19-05 as presented. Motion by Commissioner Buckman, second by Commissioner O'Donnell. Vote: Motion carries 4 - 0 in favor, Commissioner Sweeney absent. Commissioner O'Donnell requested the total budget revenue and expenses, which Mr. Table repeated.

Set Agenda Items for June 3, 2019 Town Meeting

1. Approval of the 2020 Community Legacy Resolution in Support of the Facade Grant for Consideration.
2. Final Staff Presentation on the Proposed Sign Ordinance for Discussion.

Consent Agenda:

- A. Parks and Recreation Committee Appointments.

Commissioner Ritz III stated he has a few consent agenda items for the Parks Committee. Ms. Willets requested Commissioner Ritz III send the consent agenda names to town staff by May 29, 2019. The Board requested a presentation from Potomac Edison on why the Town is limited in the users that can be added to the Town's solar accounts. Mayor Briggs stated town staff will try for a presentation in July 2019. An update will be brought back to the Board in June.

Motion: To accept the agenda proposed for the June 3 town meeting. Motion by Commissioner O'Donnell, second by Commissioner Ritz III. Vote: Motion carries 4 - 0 in favor, Commissioner Sweeney absent.

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

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, the May 6, 2019 town meeting was adjourned at 10:17 p.m.

Respectfully submitted,

Madeline Shaw, Town Clerk
Approved On: June 3, 2019