



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 **July 1, 2019 – 7:30 p.m.**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. FUTURE MEETINGS

Citizen's Advisory Committee Meeting: Tuesday July 16, 2019 at 7:30 p.m. (Town Office)

Quarterly Planning Commission Meeting: Monday July 29, 2019 at 7:30 p.m. (Town Office)

Town Council Meeting: Monday August 5, 2019 at 7:30 p.m. (Town Office)

National Night Out: Tuesday August 6, 2019, 6:00 p.m. to 8:30 p.m. (Community Park)

4. MEETING ITEMS

A. APPROVE MINUTES: JUNE 3, 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 Bid to Purchase a New Mini Dump Truck for Consideration.

~~II. Approval of the Forestry Bid for Stand Five Select Harvesting for Consideration.~~
(POSTPONED)

III. Approval of the Bid for the Cross Connection Control Preferred Contractor for Consideration.

IV. Playground Specialist Contract to Install an All-Inclusive Playground in Community Park for Consideration.

M. SET AGENDA FOR NEXT MEETING: AUGUST 5, 2019

5. SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

6. ADJOURN

A. APPROVE MINUTES: JUNE 3, 2019

**MINUTES
TOWN MEETING
JUNE 3, 2019
EMMITSBURG TOWN OFFICE**

Present: *Elected Officials* - Mayor Donald Briggs; Commissioners: 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 Zachary Gulden, Town Planner. *Others Present* - Deputy Ben Whitehouse.

Absent: Commissioner Clifford Sweeney and Commissioner Elizabeth Buckman.

I. Call to Order

Commissioner Glenn Blanchard, Vice President of the Board of Commissioners, called the June 3, 2019 town meeting to order at 7:30 p.m. Pledge of Allegiance was recited. Upcoming meetings were announced. Commissioner Sweeney and Commissioner Buckman are absent with prior notice.

Approval of Minutes:

Motion: To accept the May 6, 2019 town meeting minutes as presented. Motion by Commissioner Ritz III, second by Commissioner O'Donnell. Vote: Motion carries 3-0 in favor with Commissioners Sweeney and Buckman absent.

Police Report:

Deputy Whitehouse presented the police report from May 2019 (exhibit attached). Deputy Whitehouse mentioned the biggest events were the Mother Seton Carnival and Family Fun Festival. The death on the west end of Town was a prescription drug overdose. The Board requested the deputies' presence at the Community Pool and Community Heritage Day.

Town Managers Report:

Cathy Willets, Town Manager, presented the Town Manager's Report from April 2019 (exhibit attached). Ms. Willets mentioned a contractor was hired to add two new sections of sidewalk along Creamery Road. Since the LG Sonic Algae Control System was installed at the beginning of April the water has become more clear. 4.8-inches of precipitation was received during the month and the Town continues to have a surplus of 12.03-inches. 66.8% of the wastewater treated was wild water, which has decreased by 10.7% since March 2019. The Town gave a tour of the Town's sustainability efforts to graduate students from the University of Maryland in April. The 16th annual farmer's market will start on June 21. Ms. Willets stated only one vendor has signed up so far despite town staff efforts. She requested the Board reach out to anyone who might be interested in selling baked goods, vegetables, meats or crafts.

Town Planners Report:

Zachary Gulden, Town Planner, presented the Town Planner's Report from April 2019 (exhibit attached). Mr. Gulden was awarded a \$5,000 Keep Maryland Beautiful grant to purchase six recycling bins, which were installed in the parks. He applied for another \$5,000 Walmart Foundation grant to purchase additional bins. The Town is also considering a rain barrel program as part of MS-4 permit requirements.

Commissioner Comments:

- Commissioner O'Donnell: He represented the Town at the Catocin High School graduation, the Mother Seton Carnival, and the Up and Out Foundation graduation at the Seton Center. He explained Community Heritage Day will occur on June 29 and will feature breakfast, games, music, fireworks, a bike rodeo, and more.
- Commissioner Ritz III: He explained the May 2019 Parks and Recreation meeting was moved to June 18 due to scheduling conflicts. The first summer concert of the season will be Friday June 7 in Community Park.
- Commissioner Blanchard: He encourage students to attend the parks and pool during their summer vacation.

Mayor's Comments:

Mayor Briggs attended numerous meetings in May 2019 (meetings listed in agenda packet). Mayor Briggs explained the Town sponsored an Emmitsburg Business and Professionals Association breakfast, which featured County

Executive Jan Gardner as a guest speaker. After the breakfast there was a ribbon cutting ceremony for the electric vehicle charging stations where Ms. Gardner announced the Emmitsburg Community Center, which houses the town office, will be added to the Frederick County solar array. He also attended the funeral for Joe Lepherz, who worked for Mount St. Mary's University.

Public Comments:

Kelsey Wailes, 2055 Pembroke Court - Ms. Wailes requested the installation of turtle crossing signs in the Pembroke and Brookfield neighborhoods for the box turtles. Commissioner O'Donnell requested town staff add a sign on Timbermill Run, Brookfield Drive and Irishtown Road. The Town will put notice online and request input from the Green Team. Commissioner O'Donnell requested input on the Town's sustainability efforts from the graduate program mentioned under the town managers' report.

Administrative Business:

None.

Consent Agenda:

1. Re-appointment of Carolyn Miller and Martin Millers to the Parks Committee. Term: 03/15/2019 to 03/15/2021. **Motion:** To accept the reappointment by Commissioner O'Donnell, second by Commissioner Ritz III. Vote: Motion carries 3-0 in favor with Commissioners Sweeney and Buckman absent.
2. **Motion:** To continue the tradition of having the pool free on Community Heritage Day on June 29, 2019 from opening to close at the Emmitsburg community pool. Motion by Commissioner O'Donnell, second by Commissioner Ritz III. Vote: Motion carries 3-0 in favor with Commissioners Sweeney and Buckman absent.

Treasurer's Report:

Commissioner O'Donnell presented the Treasurer's Report for May 2019 (exhibit in agenda packet). The operating balance forward is \$5,437,660. There is a million dollar check for two CD deposits for \$500,000 each.

Planning Commission Report:

Commissioner Blanchard explained there was a Planning Commission meeting on Monday May 28. The Commission tentatively approved the Rutter's site plan for the Board of Commissioners to review. Commissioner O'Donnell requested the aesthetics of the gas station have a durable and visually pleasing design since the building will be visible from the highway. Commissioner Blanchard agreed.

II. Agenda Items

Agenda #1- Approval of the 2020 Community Legacy Resolution in Support of the Facade Grants for Consideration:

Mr. Gulden explained \$820,491 has been invested in the Town's façade through the Community Legacy program since 2013. He explained the Town applied for \$75,000 in FY 2020 but stated it is standard for the State to give each municipality \$50,000 instead. The Board and Mayor Briggs commended town staff on the grant efforts and Main Street work.

Motion: To approve resolution 19-01R the 2020 Community Legacy resolution in support of the façade grants. Motion by Commissioner Ritz III, second by Commissioner O'Donnell. Vote: Motion carries 3-0 in favor with Commissioners Sweeney and Buckman absent.

Agenda #2 - Final staff presentation on the proposed sign code amendment. Forward the proposed amendment to the Planning Commission for a 30-day review and comment period for consideration:

Ms. Willets explained the Board will need to determine if the ordinance can be sent to the Planning Commission for review after the presentation; the Board is not voting on ordinance approval at this time. Commissioner Sweeney is not in attendance but spoke with town staff and stated he does not have any changes on the ordinance. Mr. Gulden explained the Town has held four public meetings with each zoning district (Village Zone; Inst.; R-1, R-2, R-3; B-1, B-2, IP, ORI) regarding the ordinance and possible changes. Announcement of public meetings were made by distributing 65 flyers to businesses and advertising the meetings in the water bills, on Facebook and on the town website. Commissioner O'Donnell stated he would not like to allow internally illuminated signs in the Village Zone due to possible light pollution for nearby residents. Mr. Gulden explained neon signs would be considered an internally illuminated signs

and the town agreed to allow businesses one neon sign. The Board agreed to let the Planning Commission review the ordinance before making a modification to internally illuminated signs. Town staff did not receive any feedback from residents, only businesses, during the public outreach meetings. Mr. Gulden gave a presentation regarding which temporary signs, portable signs and street pole banners would be allowed/prohibited in the new sign ordinance. Mr. Gulden also reviewed the removal of unsafe signs, the sign permitting process, nonconforming signs, signs on legally nonconforming uses, substitution clause and violation procedures. If the Board chooses to send the ordinance to the Planning Commission, the Commission would have 30-days to review and must choose to either recommend (1) approval as is, (2) approval with changes or (3) rejection.

Motion: To send the proposed sign ordinance to the Planning Commission for their 30-day review period. Motion by Commissioner Ritz III, second by Commissioner O'Donnell. No vote taken. Motion withdrawn.

Motion: To accept the ordinance to amend title 17 of the Code of Emmitsburg entitled zoning related to the sign code 17.38 with modification as discussed in the June 3 town meeting and forwarding the same to the Planning Commission. Motion by Commissioner O'Donnell, second by Commissioner Ritz III. Vote: Motion carries 3-0 in favor with Commissioners Sweeney and Buckman absent.

Set Agenda Items for July 1, 2019 Town Meeting:

1. Approval of Bid to Purchase New Mini Dump for Consideration
2. Approval of Forestry Bid for Stand Five Select Harvesting for Consideration
3. Approval of the Bid for the Cross Connection Control Contractor for Consideration

Ms. Willets suggested having the Firewood Access Policy as a July town meeting item. The Board requested the postponement of the Firewood Access Policy for Discussion and Possible Consideration until August 2019.

Motion: To accept the agenda as presented for July 1, 2019.

Motion by Commissioner Ritz III, second by Commissioner O'Donnell. Vote: Motion carries 3-0 in favor with Commissioners Sweeney and Buckman absent.

Motion: To adjourn the meeting.

Motion by Commissioner O'Donnell, second by Commissioner Ritz III. Vote: Motion carries 3-0 in favor with Commissioners Sweeney and Buckman absent.

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, the June 3, 2019 town meeting was adjourned at 9:05 p.m.

Respectfully submitted,

Madeline Shaw, Town Clerk
Approved On:

B. POLICE REPORT: Presentation by deputies at the meeting.

C. TOWN MANAGER'S REPORT

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

Streets:

- Staff conducted monthly street sweeping.
- Contractor painted some curbs and Xs on East and West Main St.
- Staff put up banners and flags for Memorial Day and Fourth of July.
- Staff installed Tree City USA signs on the Welcome to Emmitsburg signs on South Seton and East Main St (Rt. 140)
- Contractor and staff dug out storm drain inlet, installed new swale and put down rip rap stone to the rear of 29 Provincial Parkway.

Parks:

- Staff conducted daily park checks – trash cans, cameras, dog waste stations, restrooms, etc.
- Staff conducted monthly park maintenance – playground equipment, roads, fences, pavilions, etc.
- Staff put recycling containers in each park.
- Staff installed new board fence at Farmer's Market.
- Staff assisted with getting the pool ready for opening day.
- Staff pulled weeds from dog-park.
- Contractor installed new roofs on ballfield #4 and #5
- Staff mowed, trimmed and weed killed.

Water:

- Rainbow Lake is at the spillway level of 16.6 feet.
- The roughing filters are being backwashed two times 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 and #4 are still shut off to allow less gpm's through the plant.
- Lake Quota is being met or exceeded.

	<u>May 2011</u>	<u>May</u>	<u>Change</u>
○ Well #1:	35'	27'	+8
○ Well #2:	8'	9'	-1
○ Well #3:	12'	OFF	n/a
○ Well #4:	108'	OFF	n/a
○ Well #5:	10'	8'	+2

- Water production and consumption. We produced an average of 281,984GPD. We consumed an average of 253,592 GPD. The difference is "Backwash Water" ... (12.6%).
 - 30.9% of this water came from wells.
 - 5.1% of this water came from Mt. St. Mary's.
 - 64.0% of this water came from Rainbow Lake.
- We purchased 448,850 gallons of water from MSM this month.

Wastewater:

- We received about 8.25” of precipitation this month (the average is 4.5”).
 - We have a precipitation **SURPLUS** of 6.8" over the last six months. The average precipitation for the period from December 1 through May 31 is 22.35”. We have received 29.15” for that period.

Wastewater Treatment:

- We treated an average of 950,000 gpd (consumed 253,592 GPD) which means that 73.3% of the wastewater treated this month was "wild water".
- We had one spill of untreated sewerage in the month of May:
 - 05/05 5,500 gallons MH #98 reported to MDE and FCHD
- We exceeded the plant’s design capacity 7 times in the month of May:

05/03	933,000gpd	05/04	1,951,000gpd	05/05	3,238,000gpd
05/06	1,189,000gpd	05/12	1,597,000gpd	05/13	2,209,000gpd
05/14	938,000gpd				

Trash: Trash pickup will remain Mondays in the month of July.

Meetings Attended:

- 05/01 Met with Mayor
- 05/02 Met with staff for the FY2020 budget review
- 05/02 Lockdown drill
- 05/02 Met with Mayor, Town Clerk, Civitan Club and Playground Specialists regarding the all-inclusive playground
- 05/03 Met with Mayor
- 05/06 Met with Mayor
- 05/06 Attended Town Meeting
- 05/07 Attended meeting with staff to go over Rutter’s site plan comments
- 05/09 Attended FY2019 third quarter budget review with staff
- 05/15 Met with Mayor
- 05/17 Met with Mayor
- 05/29 Met with Mayor
- 05/30 Attended meeting with Town Planner and contractor regarding subdividing 140 South Seton Ave.

Noteworthy:

- Staff and contractor repaired a water leak on North Seton Ave.
- Staff repaired several fire hydrants.
- Staff unclogged sewer main along North Seton Ave.
- Staff conducted quarterly water meter readings.
- Staff upgraded water meters.
- The pump station flooded due to rain event on 05/05 causing the muffin monster to blow a hydraulic line and the seal water pump motor to burn up, etc. (Everything has been fixed since this event).

PARKING ENFORCEMENT REPORT
May 2019

Overtime Parking	73
Restricted Parking Zone	5
Street Sweeping	
Parked in Crosswalk	
Parked on Sidewalk	
Parked Blocking Road	
Parked by Fire Hydrant	
Parked on Highway	
Failure to Park between Lines	
Left Side Parking	
Total Meter Money	\$ 1,079.16
Parking Permits	
Meter Bag Rental	\$ 10.00
Parking Ticket Money	\$ 345.00
Total:	\$1,434.16

D. TOWN PLANNER'S REPORT

Town Planner's Report
May 2019
Prepared by Zachary R. Gulden, MPA

1. Board of Commissioners

- Created and processed an RFP for implementation of the Cross-Connection Control Program.

2. Community Legacy & Other Grants

- Attended a Community Legacy grant training webinar on 5/1.
- Processed Community Legacy FY2017 reimbursement requests for:
 - 3 W Main St.
 - 239 N Seton Ave.
 - 224 E Main St.
- Processed a Community Legacy FY2019 reimbursement request for:
 - 317 W Main St.
- Continued processing Community Legacy FY2019 contracts.
- Prepared Resolution 2019-01R - support of the Community Legacy FY2020 Façade grant.
- Submitted the Community Legacy FY2017 & FY2019 quarterly reports.
- Submitted the final report for the 2018 Clean Up & Green Up Maryland Grant.
- Worked on the Community Legacy FY2020 façade and restoration grant application.

3. Municipal Separate Storm Sewer System (MS4)

- Investigated a stormwater complaint in Emmit Gardens on 5/6.
- Finalized the Provincial Parkway storm drain project.

4. Permits & Zoning

- Processed and approved the following permit applications:
 - 1x demolition.
 - 2x roof.
 - 5x fence.
 - 2x sign.
 - 1x new home.
 - 1x fire escape stairway.
 - 1x change of use.
 - 4x street closure.
 - 1x street cut.
 - 8x cross-connections.
 - 7x high hazard
 - 1x low hazard
 - 2x no permit needed form.
- Fielded multiple questions on the new cross-connection control permit.
- Completed/issued various code enforcement letters.
- Received, processed, and provided comments on a variance request for 703 E. Main St. Ext.

5. Planning Commission

- Received, processed and provided comments on the proposed Rutter's Store #84 Forest Conservation & Site Plans.

6. Miscellaneous

- Wrote a newsletter article on high grass & weeds.
- Attended a Green Team meeting on 5/1.
- Assisted Town Clerk with a public information request.
- Met with the Town Manager, Water/Sewer Superintendent, & Public Works Superintendent on 5/7.
- Assisted the Town Engineer with questions regarding the new pump station.
- Attended a FY2019 Q3 budget meeting on 5/9.
- Held the first Forestry Stand 5 pre-bid meeting on 5/15.
- Attended the EBPA meeting on 5/16.
- Met with the Mayor on 5/16.
- Attended the EBPA breakfast on 5/23.
- Attended the bridge meeting on 5/23.
- Met with Town Manager on 5/29.
- Started working on the 140 S Seton Ave subdivision project.
- Researched the Maryland Department of Commerce Enterprise Zone.

E. COMMISSIONER COMMENTS

F. MAYOR'S COMMENTS

Meetings attended by Mayor Briggs in June 2019:

June 3, meeting with town manager

June 3, town meeting

June 5, meeting with town manager

June 5, with town manager, town clerk, and Lisa McDonald, Executive Director, Re: Boys and Girls Club.

June 6, meeting with town manager

June 7m lunch with head of Security for Daughters of Charity, Ken Vaughan.

June 10, meeting with town manager

June 11 meeting with town manager

June 11, With town manager, planner, and M. Kay, Maryland State Forester re: timbering.

June 12 – 13, Hagerstown, Maryland – ACCO Climate Change Academy.

June 14, Flag Day commemoration Thurmont. Together with Mayor Kinnaird of Thurmont recited *Pledge of Alliance to the Flag*. Sponsored by the Emmitsburg American Legion Post #121 and the Emmitsburg VFW Post #6658, the Thurmont American Legion Post#168 and the Thurmont AmVets Post #7.

June 20, meeting with town manager

June 11, Pool Party serving hotdogs, lemonade and Rita's ice along with Libby Briggs, from our great staff, Amy Nail, Maddy Shaw, and Commissioner Blanchard.

June 23-26, MD Municipal League Summer Conference.

June 27, Arrival and reception of new Town Electric vehicle town car.

June 29, Heritage Day (Saturday); 9:00 a.m. document/electronic shredding event, 9:30 - 10:15 a.m. Wayside exhibits - Square, Doughboy and Emmit House ribbon cuttings.

G. PUBLIC COMMENTS

H. ADMINISTRATIVE BUSINESS: NONE

NONE

I. CONSENT AGENDA: NONE

J. TREASURER REPORT

**Town of Emmitsburg
 CASH ACTIVITY as of June 25, 2019**

\$5,517,439	Cash Balance June 1, 2019
60,835	Deposits
<u>-210,928</u>	Withdrawals
\$5,367,346	Operating Balance Forward

Top 10 Check Amounts:

Amount	Vendor Name	Description	Check Date	Check No.
\$35,746	Wantz Chevrolet	Chevrolet Bolt	06.12.19	39815
\$19,475	MD Dept of Budget & Mgmt	May 19 Health Insurance	05.29.19	39743
\$14,905	Potomac Edison	Apr - May 19 WWTP Billing	06.12.19	39779
\$14,348	Hanover Building Systems	WWTP Shed	06.12.19	39795
\$13,317	Harrington & Sons	Cub Cadet	06.05.19	39761
\$11,530	UGI Energy Services	May 19 Solar Field #1	06.12.19	39812
\$6,623	Republic Services	May 19 Refuse Services	06.12.19	39782
\$6,513	Republic Services	Jun 19 Refuse Services	06.12.19	39782
\$5,235	Ott	Community Legacy - 3 W. Main St.	06.12.19	39809
\$5,028	Capital Electric	Poles - Fixtures	05.29.19	39732

Check dates 05.29.19 to 06.25.19

K. PLANNING COMMISSION REPORT: Presentation at the meeting.

Last meeting on June 20, 2019.

L. AGENDA ITEMS:

AGENDA ITEM I. Approval of the Bid to Purchase a New Mini Dump Truck for Consideration: Presentation at meeting by town staff.

Town staff would like to replace the current 2002 mini dump truck. This vehicle was budgeted for in the FY2019 budget under the capital projects fund vehicles. This line item has a current balance of \$235,266 (as of 06/17/2019).

The mini dump is used for plowing, salting, hauling dirt/stone, work in the parks, water line repairs, etc.

Bids received from:

Company:	Bid Amount:
MJR Equipment	\$73,950.00
Crouse Ford	\$69,659.00
Criswell Thurmont	\$87,922.00

Staff recommends MRJ Equipment for the following reasons:

1. This is their specialty with the trucks, plows, spreaders.
2. They will come to the Town to pick up equipment or make repairs and bring any parts necessary.
3. Frederick County buys all their trucks, plows and spreaders from MJR.
4. The Town can work with Frederick County for any needed parts.
5. The bid is very in depth and broken down into appropriate sections.
6. Good quality product and features of equipment.

AGENDA ITEM II. ~~Approval of the Forestry Bid for Stand Five Select Harvesting for Consideration:~~ Presentation at meeting by town staff.

POSTPONED

Only one bid received. Bid being re-advertised

AGENDA ITEM III. Approval of the Bid for the Cross Connection Control Preferred Contractor for Consideration: Presentation at meeting by town staff.

TIMELINE – BACKFLOW PREVENTER INSTALLATION CONTRACTOR BID:

RFP published by Town	May 14, 2019
DEADLINE, bids due by	June 3, 2019
Bids opened on	June 5, 2019

RFP ADVERTISEMENT:

- Public Notice Under RFP Tab on Town’s Website – 05/14/2019 to 06/03/2019
- Public Notice on Town’s Facebook and Channel 99 – 05/14/2019
- Frederick News Post Publication – 05/16/2019 and 05/23/2019
- Notice on MML Classifieds – 05/16/2019 to 06/03/2019
- RFP emailed / mailed to 15 known certified plumbers – May 14, 2019

STAFF MEETING DATES:

Town staff met on the following dates to review the RFPs

- June 5, 2019 at 11:30 AM (bid opening)

TOWN STAFF RECOMMENDATION:

- Based on comparable bid packets, staff recommends going with **Kelco Plumbing & Backhoe Services, LLC** as the Town’s approved residential low-hazard non-testable backflow preventer contractor and **Tri-County Plumbing & Heating** as the Town’s approved commercial/industrial high-hazard testable backflow preventer contractor – both for a five-year term.

*****No property owner is required to use these plumbers. The Town's approval is not a guarantee or warranty regarding the quality of the work that may eventually be done, and that the Town is not liable for any errors or omissions that may occur in the course of any work the plumber may do.**

LOW-HAZARD NON-TESTABLE BACKFLOW PREVENTER BIDS RECEIVED (IN ALPHABETICAL ORDER):

	Company:	Location:	Date / Time Received:	One Year Term	Three Year Term	Five Year Term
1	Kelco Plumbing & Backhoe Services, LLC.	Sabillasville, MD	06/03/19, 2:34 PM	\$162.00	\$172.00	\$180.00
2	Tri-County Plumbing & Heating	Rocky Ridge, MD	05/29/19, 3:13 PM	\$275.00	\$275.00	\$275.00

HIGH-HAZARD TESTABLE BACKFLOW PREVENTER BIDS RECEIVED:

Size of Water Supply	Kelco One Year Term	Tri-County One Year Term	Kelco Three Year Term	Tri-County Three Year Term	Kelco Five Year Term	Tri-County Five Year Term
¾"	\$540.00	\$525.00	\$595.00	\$525.00	\$672.00	\$525.00
1"	\$661.00	\$675.00	\$705.00	\$675.00	\$779.00	\$675.00
1 ¼"	\$1,348.00	\$790.00	\$1,550.00	\$790.00	\$1,685.00	\$790.00
1 ½"	\$1,427.00	\$985.00	\$1,641.00	\$985.00	\$1,783.00	\$985.00
2"	\$1,625.00	\$1,165.00	\$1,869.00	\$1,165.00	\$2,031.00	\$1,165.00
3"	\$3,285.00	\$2,860.00	\$3,778.00	\$2,860.00	\$4,106.00	\$2,860.00
4"	\$4,250.00	\$3,240.00	\$4,887.00	\$3,240.00	\$5,312.00	\$3,240.00
6"	\$6,278.00	\$4,585.00	\$7,220.00	\$4,585.00	\$7,850.00	\$4,585.00

HIGH-HAZARD RE-TEST EVERY 2 YEARS

Company	One Year Term	Three Year Term	Five Year Term
Kelco	\$175.00	\$200.00	\$225.00
Tri-County	\$120.00	\$120.00	\$120.00

*Another bid was received by email, which was not permitted per the RFP. Staff consulted the Town Attorney then notified the contractor that a sealed bid may be resubmitted. The sealed bid was never received.

AGENDA ITEM IV. Playground Specialist Contract to Install an All-Inclusive Playground in Community Park for Consideration: Presentation at meeting by town staff.

Proposed Timeline:

July 1, 2019	Tentative: Board approves contract.
Mid-July	Equipment ordered (12-week turnaround)
Late October 2019	Playground installation and ribbon cutting ceremony.

Funding:

Funding/Grant	Amount:
DHCD Community Legacy (Approved)	\$75,000.00
Maryland Program Open Space (Approved)	\$120,000.00
Town Match, Required for POS	\$72,095.00
Civitan Club (<i>Pending</i>)	\$25,000.00
TOTAL FUNDS:	\$292,095.00
TOTAL PROJECT COST:	\$302,350.00
FUNDS NEEDED STILL:	\$10,255.00

As of 07/01/2019, the capital projects playground (fund 2) has \$72,095 in it with approved budget transfers.

POS requires a 25% Town match of the entire project so we would need at least \$71,927 provided by Town and/or private funds (Civitan Club contributions count towards this).



29 Apples Church Road
 Thurmont, MD 21788
 (800) 385-0075
 www.playspec.com

ADDRESS
 TOWN OF EMMITSBURG
 300A South Seton Ave
 EMMITSBURG, MD 21727

SHIP TO
 TOWN OF EMMITSBURG
 INCLUSIVE PLAYGROUND
 C/O PLAYGROUND
 SPECIALISTS

PROPOSAL 17447D

DATE 06/05/2019

SALES REP
 TIM BOYLE

TYPE	QTY	RATE	AMOUNT
NOTE			
HGAC CONTRACT #PR11-18			
GRADING GRADE AREA TO PREP FOR NEW EQUIPMENT - INCLUDES REMOVAL OF EXISTING BORDERS, REMOVAL OF EXISTING SWINGS AND ROCKWALL FOR CITY OF EMMITSBURG STAFF TO INSTALL ELSEWHERE, AND REMOVAL OF DIRT AND MATERIALS AS NECESSARY - INCLUDES DUMPSTER CHARGES	1	4,300.00	4,300.00
PLAYWORLD EQUIPMENT CUSTOM PLAYGROUND DESIGN PER DRAWING #P041418-30D	1	79,501.00	79,501.00
PLAYWORLD EQUIPMENT ZZXX0657 - CUSTOM SIGN	1	1,140.00	1,140.00
DISCOUNT HGAC CONTRACT 10% DISCOUNT OFF PLAYWORLD LIST PRICE ABOVE	1	-8,064.00	-8,064.00
DISCOUNT ADDITIONAL TOWN OF EMMITSBURG DISCOUNT OFF LIST PRICE ABOVE	1	-8,064.00	-8,064.00
BERLINER COSMO S COMBI	1	39,214.00	39,214.00
BERLINER O'TANNENBAUM	1	14,949.00	14,949.00
BERLINER ORBIT.01	1	3,634.00	3,634.00
BERLINER DOUBLE CLOUD 9	1	15,383.00	15,383.00
DISCOUNT HGAC CONTRACT 6% DISCOUNT OFF LIST PRICES ABOVE	1	-4,390.00	-4,390.00
PERCUSSION PLAY SOPRANO QUARTET ENSEMBLE	1	5,780.00	5,780.00

Fax # 301-271-9239 or Email: sales@playspec.com

TYPE	QTY	RATE	AMOUNT
SHADE STRUCTURE ZZPSP013 - 14' X 14' SINGLE POST UMBRELLA PLAYSHADE	1	2,717.00	2,717.00
INSTALLATION CERTIFIED INSTALLATION OF ALL EQUIPMENT ABOVE INCLUDING LIFETIME INSTALLATION WARRANTY	1	43,276.00	43,276.00
TIMBERS PROVIDE AND INSTALL 350 LINEAR FEET TWO TIER 4 X 6 TIMBERS	350	14.00	4,900.00
PLAYSPEC RAINBOW INSTALL 6,454 SQ FT 2" PLAYSPEC RAINBOW BONDED RUBBER PLUS 1.5" PAD	6,454	13.50	87,129.00
STONE COMPACTED STONE 4" THICK FOR DRAINAGE AND RAINBOW BONDED BASE	1	14,345.00	14,345.00
SEED & STRAW SEED AND STRAW ALL DISTURBED AREAS	1	500.00	500.00
*3% surcharge on Visa/MasterCard			
*Valid for 30 days unless otherwise noted			
*50% deposit or PO. Balance due Net 30			
Sign and return with approved colors for order placement			
	SUBTOTAL		296,250.00
	TAX (0%)		0.00
	SHIPPING		6,100.00
	TOTAL		\$302,350.00

Accepted By

Accepted Date

Town of Emmitsburg

300A S. Seton Ave ♦ Emmitsburg, MD 21727
Main Office Phone: 301-600-6300 Fax: 301-600-6313
Public Works Fax: 301-447-6208
www.emmitsburgmd.gov ♦ info@emmitsburgmd.gov



MEMORANDUM

TO: Grant File, ADA Playground (Community Park)
FROM: Cathy Willets, Town Manager
DATE: Thursday, June 13, 2019
SUBJECT: Procurement Memo: Playground Specialist

To whom it may concern,

The Town of Emmitsburg has decided to use Playground Specialist for the design and construction of the new American with Disabilities Act (ADA) compliant playground in Community Park located at 201 West Lincoln Avenue. A request for proposal was not advertised for this project. Playground Specialist was chosen for this project for the following reasons:

1. The Town has worked with Playground Specialist before with the design and construction of the Emmit Gardens playground in 2018 and various park enhancements over the years.
2. Playground Specialist is a local company based out of Thurmont, Maryland. Policy 2014-01 requests town staff use sustainable purchasing practices through the use of local vendors to help reduce greenhouse gas emission, energy consumption, etc. whenever possible.
3. The Town was able to enter into an inter-local contract for cooperative purchasing between Houston-Galveston Area Council (HGAC) and Playground Specialist in June 2019. The contract allows the Town to save 10%, or \$8,064.00, off custom Play World equipment. Information regarding the HGAC contract is attached.

Please let me know if you have any questions.

Sincerely,

Cathy Willets
Town Manager



For more information, go to www.emmitsburgmd.gov

PLAYWORLD
 PLAYGROUND SPECIALISTS INC.
 29 APPLES CHURCH RD
 THURMONT, MD 21788

EQUIPMENT SIZE:
 X' x Y' x Z'

USE ZONE:
 X' x Y'

AREA: 6455 SqFt. PERIMETER: 346 Ft.

FALL HEIGHT:
 8 Ft.

USER CAPACITY: 125 AGE GROUP: 2-12

ADA SCHEDULE	Total Elevated Play Activities:	X	
	Total Ground-Level Play Activities:	X	
	Accessible Elevated Activities	Accessible Ground-Level Activities	Accessible Ground-Level Play Types
Required	X	X	X
Provided	X	X	X

✓ ASTM F1487-11
 ✓ CPSC #325

PROJECT NO: P041418-30D SCALE: 3/32"=1'-0"

DRAWN BY: AMOGUIRE Paper Size

DATE: 09-MAY-19 **B**

Town of Emmitsburg Inclusive
 Emmitsburg, MD

*PLAYGROUND SUPERVISION REQUIRED

M. SET AGENDA FOR NEXT MEETING: AUGUST 5, 2019

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

Administrative Business:

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