

**MINUTES  
BOARD WORKSHOP  
NOVEMBER 18, 2019  
EMMITSBURG TOWN OFFICE**

**Present:** *Elected Officials* - Mayor Donald Briggs; Commissioners: Clifford Sweeney, President; Timothy O'Donnell, Treasurer and Vice President; Joseph Ritz III; Frank Davis; and TJ Burns. *Staff Present* - Cathy Willets, Town Manager; Madeline Shaw, Town Clerk; Amy Naill, Code Enforcement Officer; and Zachary Gulden, Town Planner.

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**I. Call to Order**

Commissioner Clifford Sweeney, President of the Board of Commissioners, called the November 18, 2019 town meeting to order at 7:30 p.m. Pledge of Allegiance was recited. Upcoming meetings were announced.

**II. Meeting Items**

**A. Public Comments:** *Sarah Davis, Sleep Inn and Suites, 501 Silo Hill Parkway* - Ms. Davis distributed a 5-year occupancy history for the Sleep Inn and Suites to the Board. The average hotel occupancy rate is approximately 50% to 44% and varies depending on area events. Ms. Davis invited the Board to contact her with any questions.

*Note:* Commissioner Burns arrived at 7:38 p.m.

**B. Agenda Items**

Agenda #1- Planning Workshop for Future Economic Development in the Town of Emmitsburg: Ms. Willets explained the town currently has 838 sewer taps and between 164-260 water taps (depending on water production); however, with new businesses and a proposed hotel town staff estimates 788 sewer taps and 114-210 water taps will remain in the future. Town staff recommends not going below 100 available taps. There is land allotted in Emmet Garden's for the construction of a new water treatment plant that would add 476 new water taps but the plant would cost \$2,179,800 or more to construct and the Town would need to hire another full-time employee to manage the plant. Adding a clarifier to the current water treatment plant will delay the need for a new water plant but could cost between \$500,000 and \$750,000. Town staff presented a sewer tap, water tap and impact fee comparison chart for all the municipalities in Frederick County. Mr. Gulden reviewed possible tax credits and the current property tax rates. Pursuing the Maryland Main Street Program through hiring a part-time Main Street Manager would provide personnel that can work with new businesses on tax incentives. Any new large residential developments would require one water tap per new house and would use up water taps quickly. The development of small businesses could still be accommodated without the new water plant for a short while. The Board briefly discussed possible road and sidewalk modifications. Mayor Briggs and town staff recommend the creation of a Main Street program by hiring a part-time Main Street Manager, pursuing the addition of a clarifier to the water treatment plant, adopting a version of the Frederick County "Small Business Tax Credit," and pursuing a commercial tap fee payment and waiver plan similar to the City of Brunswick. *Pradeep Saini, Broker and Realtor* – He explained the STAR report shows occupancy rates are promising for a new hotel in Emmitsburg and having two hotels will encourage more business as Sleep Inn and the proposed hotel cater to different clientele. Mr. Gulden explain 50% of the Frederick County hotel occupancy (pillow) tax goes to Main Street Programs but the Town doesn't have one and is missing out on funding. The Board requested another workshop on Monday, December 16, 2019 from 7:30 p.m. to 9:00 p.m. to review draft legislation in align with the Mayor's recommendation.

**C. Modification of Next Meeting Agenda: December 3, 2019**

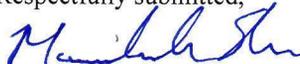
1. Review of the FY2020 MHAA Wayside Exhibits for Consideration.
2. Staff Presentation of the Town Code 16.48 Forest Conservation Amendment for Consideration.
3. Amendment to Town Code 17.20.090 Buffer Zone Requirements in the B1 Zone for Consideration.
4. ~~90-Day Moratorium on Small Cell Towers for Consideration.~~ POSTPONED
5. Access and Fee Structure for the Emmitsburg Baseball/Softball Fields for Consideration.
6. Ordinances to Approve the Contract of Sale for 140 South Seton Avenue for Consideration.

**Consent Agenda:** Appointment of Glenn Blanchard, Sandy Umbel, Steve Starliper and Amanda Ryder to the Parks and Recreation Committee. Reappointment of Dianne Walbrecker to the Board of Appeals.

**IV. Adjournment**

With no further business, the November 18, 2019 board workshop was adjourned at 9:07 p.m. Motion to adjourn by Commissioner O'Donnell, second by Commissioner Burns. Vote: 5-0 in favor.

Respectfully submitted,



Madeline Shaw, Town Clerk

Minutes Approved On: December 3, 2019