

**MINUTES
BOARD WORKSHOP
DECEMBER 16, 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.

I. Call to Order

A quorum being present, Commissioner Clifford Sweeney, President of the Board of Commissioners, called the December 16, 2019 town meeting to order at 7:30 p.m. Pledge of Allegiance was recited. Upcoming meetings were announced.

A. Public Comments: None.

B. Agenda Items

Agenda #1 - Modification of the Pool House Renovation Contract with Omega Contracting & Consulting, LLC for Consideration: The pool house renovation project was awarded to Omega Contracting and Consulting, LLC at the August 5, 2019 town meeting. The contract was initially bid and awarded without permitting and plans. Per State of Maryland and Frederick County, the Town must obtain drawings signed by an architect or engineer before the permitting can be approved. Town staff would like the contractor to complete the permitting and drawing requirements. The new contract price would be \$94,140, which is an additional \$27,811 and would include architectural, electrical and plumbing drawings. Even with the additional work the contractor remains the lowest bidder. One contract modification was requested by the Board.

Motion: Commissioner O'Donnell motioned to modify the pool house renovation contract with Omega Contracting and Consulting, LLC and accept the new project cost of \$94,140 for the project; second by Commissioner Davis. Yeas - 5; Nays - 0. The president declared the contract approved.

Agenda #2 - Planning Workshop for Future Economic Development in the Town of Emmitsburg: Town staff reviewed proposed ordinance 20-01 and resolution 20-04R. The proposed legislation was written to parallel Frederick County's legislation and will allow for a sewer and water connection fee payment plan for new businesses with 30 combine taps or more as well as give the Board the ability to waive up to 10% of the total sewer and water connection fees for new businesses or existing businesses with large growth planned. In addition, town staff recommends the Board adopt the Frederick County small business tax credit model for new business or expanding businesses too. The County would administer the tax credit and it must be approved by the Maryland General Assembly prior to execution. Mayor Briggs stated support for the proposed legislation and the pursuit of a Main Street program. Mayor Briggs reached out to the Main Street program about starting an Emmitsburg Main Street program but has not heard back from the organization yet. *Dianne Walbrecker, 535 West Main Street* - Ms. Walbrecker inquired about additional parking in Town and stated the need for more parking. Mr. Gulden explained staff is having difficulty finding empty lots near the town square for parking use. The Board discussed possible parking locations and the need for directional tourism signage. *Pradeep Saini, Broker and Realtor* - Mr. Saini distributed a feasibility study to the Board and requested the Board approve a 30% waiver in water and sewer connection fees for his proposed hotel. The Board did not approve Mr. Saini's request. The Board gave unanimous consent to add the legislation and tax credit proposed by Mayor Briggs and town staff to the next town meeting agenda.

Ms. Willets stated town staff would like to add five more agenda items and one more administrative agenda item to the January 6, 2020 town meeting for a total of eleven items. The Board gave consent.

C. Modification of Next Meeting Agenda for January 6, 2020

1. Audit Presentation by Michele Mills.
2. Final Review and Approval of the FY2020 MHAA Wayside Exhibits for Consideration.
3. Review Planning Commission Recommendations, Hold a Public Hearing, and Approval of Proposed Ordinance 19-07, which would amend Title 16, Chapter 16.48 - Forest Conservation and Ordinance 19-08, which would amend Title 17, Section 17.20.090 - Commercial District Buffer for Consideration.
4. Approval of Logging Stand 6 for Consideration.
5. Approval of Ordinance 20-01, Creation of a Sewer and Water Connection Fee Payment Plan, for Consideration.
6. Approval of Resolution 20-04R, Establishing the Terms and Conditions for the Sewer and Water Connection Fee Payment Plan, for Consideration.
7. Authorize the Mayor and Town Staff to Seek an Amendment from the General Assembly and Governor to Authorize Implementation of the Small Business Tax Credit for Consideration.
8. Amendment to P18-01 Ball Field Reservation Fees for Consideration.
9. Ordinance to Amend Title 13.04.170 Water Systems Prohibited Acts Generally for Consideration.

Administrative Business:

- A. Invitation of Catocin High School Football Team Regarding State Class 1A Finals.
- B. Announcement of 2019 Holiday House and Business Decorating Contest Winners.

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, Commissioner Burns motioned to adjourn the December 16, 2019 town meeting; second by Commissioner Ritz III. Yeas - 5; Nays - 0. The meeting adjourned at 9:40 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Madeline Shaw".

Madeline Shaw, Town Clerk

Minutes Approved On: January 6, 2020