



Town of Emmitsburg

Mayor Donald N. Briggs

Board of Commissioners,
Clifford Sweeney, *President*
Timothy O'Donnell, *V.P. & Treasurer*
Joseph Ritz III
Frank Davis
T.J. Burns

Town Manager
Cathy Willets

Town Clerk
Madeline Shaw

TOWN MEETING AGENDA **February 3, 2020 – 7:30 p.m.**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. FUTURE MEETINGS

Parks and Recreation Committee Meeting: Tuesday, February 18, 2020 at 7:30 p.m. (Town Office)

Planning Commission Meeting: Monday, February 24, 2020 at 7:30 p.m. (Town Office)

Town Council Meeting: Monday, March 2, 2020 at 7:30 p.m. (Town Office)

4. MEETING ITEMS

A. APPROVE MINUTES: JANUARY 6, 2020 & JANUARY 22, 2020

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 (DETAILS ATTACHED)

(a) Filing of the 2019 Planning Commission Report.

(b) Water Quality Update.

(c) Proclamation Thanking Roger Wilson for His Service.

I. CONSENT AGENDA: ONE ITEM

J. TREASURER'S REPORT

K. PLANNING COMMISSION REPORT

L. AGENDA ITEMS (DETAILS ATTACHED)

(1). Audit Presentation by Michele Mills.

(2). Final Review and Approval of the FY2020 MHAA Wayside Exhibits for Consideration.

(3). ~~Presentation on Rural Public Transit for Discussion.~~ POSTPONED

(4). ~~Fiscal Year 2019 Budget Transfers to the Capital Fund for Consideration.~~ POSTPONED

(5). Approval of Contract to Conduct Silo Hill Storm Water Management Basin Restoration for Consideration.

(6). Updates to the 2017 Employee Handbook, Vehicle Safety and Usage Section, for Consideration.

(7). Waynesboro Waterline Update for Consideration.

M. SET AGENDA FOR NEXT MEETING: MARCH 2, 2020

5. SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

6. ADJOURN

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A. APPROVE MINUTES: JANUARY 6, 2020 & JANUARY 22, 2020

**MINUTES
TOWN MEETING
JANUARY 6, 2020
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 Nail, Code Enforcement Officer; Zachary Gulden, Town Planner; and Cole Tabler, Town Accountant. *Others Present* - Deputy Ben White.

I. Call to Order

A quorum being present, Commissioner Clifford Sweeney, President of the Board of Commissioners, called the January 6, 2020 town meeting to order at 7:30 p.m. Pledge of Allegiance was recited. Upcoming meetings were announced.

Administrative Business:

- (a) **Invitation of Catoclin High School Football Team Regarding State Class 1A Finals:** Mayor Briggs invited the nineteen football players and four coaches in attendance to the front of the town meeting room and congratulated them for winning the 2019 State Championship. A congratulatory proclamation was read aloud by Mayor Briggs.

Police Report:

Deputy Whitehouse presented the police report from December 2019 (exhibit attached). The Board had no questions.

Administrative Business Continued:

- (b) **Announcement of 2019 Holiday House and Business Decorating Contest Winners:** Mayor Briggs invited the Simmel Family from Huntley Circle and My Father's Footsteps to the front to receive their awards. Mayor Briggs read the winners for most traditional, most decorative and best businesses. First place winners will receive a \$75.00 check and second place winners will receive a \$50.00 check. The prize money was donated from the Emmitsburg Business and Professionals Association. A list of the winners is in the agenda packet.

Approval of Minutes

Motion: Commissioner O'Donnell motioned to accept the December 3, 2019 town meeting minutes as presented; second by Commissioner Burns. Yeas – 5; Nays – 0. The president declared the motion passed.

Motion: Commissioner O'Donnell motioned to accept the December 16, 2019 town meeting minutes as presented; second by Commissioner Davis. Yeas – 5; Nays – 0. The president declared the motion passed.

Town Managers Report:

Cathy Willets, Town Manager, presented the Town Manager's Report from November 2019 (exhibit in agenda packet). Ms. Willets mentioned the new record retention schedules have been approved by the State. Staff addressed some brown water complaints and low pressure complaints by performing various water tests, flushing hydrants and planning for the installation of a blow off valve. The last house was taken off the 8-inch mountain water line and the line is now ready to be shutdown.

Town Planners Report:

Zachary Gulden, Town Planner, presented the Town Planner's Report from November 2019 (exhibit in agenda packet). The Board did not have any questions for Mr. Gulden.

Commissioner Comments:

- Commissioner O'Donnell: He attended a meeting on the Maryland Endurance Challenge.
- Commissioner Ritz III: He thanked the public in attendance for coming to voice their concerns.
- Commissioner Davis: He attended a congratulatory social for the CHS football team prior to the town meeting.
- Commissioner Burns: He read a statement regarding the timeline of events and procedures taken by town staff to correct brown water. He encouraged anyone with concerns to contact the Town Office or attend a town meeting.
- Commissioner Sweeney: No comments.

Mayor's Comments:

Mayor Briggs attended numerous meetings in December 2019 (meetings listed in agenda packet). Mayor Briggs highlighted attending an Eagle Scout award ceremony for troop 727 and the 136th annual Vigilant Hose Company banquet. He also explained town staff has been awarded about \$369,000 in grants this year and will be applying for thousands more.

Public Comments:

James Dodson, 1408 Humblewood Drive - Mr. Dodson is experiencing brown water. *Allison Calhoun, 1330 Wheatley Drive* - Ms. Calhoun is experiencing brown water. The Board requested a copy of her private water testing results. *Charles Fluke, 3000 Stonehurst Drive* - Mr. Fluke is experiencing brown water.

Motion: Commissioner O'Donnell made a motion to take a recess at 8:30 p.m. to reset the sound system; second by Commissioner Burns. Yeas – 5; Nays – 0. The president declared the motion passed. Meeting reconvened at 8:38 p.m.

Amanda Snedegar, 126 East Main Street - Ms. Snedegar is experiencing brown water. *Dr. Alejandro Cañadas, 332 Mountaineers Way* - Mr. Cañadas is concerned with the brown water and would like more information on safe consumable limits regarding water testing. *Barrett Turner, 527 West Main Street* - Mr. Turner is experiencing brown water. *Dianne Walbrecker, 535 West Main Street* - Ms. Walbrecker is not experiencing brown water and lives next door to Mr. Turner. *Erin Olessek, 1405 Ramblewood Drive* - Ms. Olessek is experiencing brown water. *Kevin Ball, 318 Mountaineers Way* - Mr. Ball is experiencing brown water and would like to be reimbursed for his water filters.

Motion: Commissioner O'Donnell made a motion to take a five-minute recess at 9:32 p.m.; second by Commissioner Ritz III. Yeas – 5; Nays – 0. The president declared the motion passed. Meeting reconvened at 9:43 p.m.

Consent Agenda:

None

Treasurer's Report:

Commissioner O'Donnell presented the Treasurer's Report for December 2019 (exhibit in agenda packet). The operating balance forward is \$5,389,629. The top ten checks are listed in the agenda packet. There were no questions from the Board.

Planning Commission Report:

Commissioner Ritz III explained the last Planning Commission meeting occurred on December 17, 2019 where proposed ordinances 19-07 and 19-08 were approved and the Rutter's Improvement Plan was conditionally approved. The Rutter's will break ground in spring 2020.

II. Agenda Items

Agenda #1 - Audit Presentation by Michele Mills: Agenda item was postponed until February 2020.

Agenda #2 - Final Review and Approval of the FY2020 MHAA Wayside Exhibits for Consideration: Ms. Willets explained the four wayside exhibits on the history of the Great Fire of 1863, Vigilant Hose Company, Chronicle Press and the Carriage House Inn were initially reviewed by the Board at the December 2019 town meeting. The requested changes from the December meeting have been applied and now final approval is needed for the exhibits to be fabricated. Commissioner Ritz III requested additional edits to the Chronicle Press exhibit and will email a summary of the edits to town staff. Commissioner O'Donnell requested future wayside exhibits include local presidential history if possible. *Motion:* Commissioner O'Donnell motioned to table the agenda item until the February meeting; second by Commissioner Burns. Yeas – 5; Nays - 0. The president declared the motion passed. Ms. Willets added town staff has a grant timeline to adhere to.

PUBLIC HEARING: PROPOSED ORDINANCE 19-07 (SECTION 16.48) FOREST CONSERVATION & PROPOSED ORDINANCE 19-08 (SECTION 17.20.090) COMMERCIAL DISTRICT BUFFER

Agenda #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: Commissioner Sweeney declared the public hearing open at 10:02 p.m. Mr. Gulden explained the Town is required to update the Town's Forest Conservation

For more information, go to www.emmitsburgmd.gov

chapter each time the Maryland General Assembly amends the State Forest Conservation Act. The proposed changes would bring the Town in compliance with the current version of the Act. The Planning Commission approved the Ordinance 19-07 with no comment on December 17, 2019. Proposed ordinance 19-08 would allow the Planning Commission to waive the commercial district buffer requirements during the site plan process if the Planning Commission determines that the proposed use of the commercial property would not cause detriment to the neighboring residential properties. The buffer requirements were initially approved as ordinance 15-02 in order to limit potential noise and light pollution from businesses in the commercial zoning districts (Neighborhood Commercial B-1 & General Commercial B-2) onto neighboring residential districts. This exemption would only apply to the B-1 Zone. The Planning Commission approved the Ordinance 19-08 with no comment on December 17, 2019. The Board invited the public to the front for public comment. No public comment received. Commissioner Sweeney declared the public comment section closed at 10:07 p.m. *Motion:* Commissioner O'Donnell motioned to close the public hearing; second by Commissioner Burns. Yeas – 5; Nays – 0. The president declared the motion passed. *Motion:* Commissioner O'Donnell motioned to approve ordinance 19-07 as presented; second by Commissioner Davis. Yeas – 5; Nays – 0. The president declared the motion passed. *Motion:* Commissioner O'Donnell motioned to approve ordinance 19-08 as presented; second by Commissioner Burns. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #4 - Approval of Logging Stand 6 for Consideration: Mr. Gulden explained stand five logging is nearing completion contingent upon weather. Town staff would like to meet with Commissioner O'Donnell onsite to review any damage caused to the multi-user trails. Commissioner O'Donnell used a map to show the areas of damage that occurred to the trails to date; a professional contractor may need to be hired to make repairs. Mr. Gulden explained stand six is 45 acres and the estimated value is approximately \$45,000. If approved, harvest would begin in July 2020 contingent upon permitting and the Board's approval of a contractor. *Jack Weller, 8117 Hampton Valley Road* - Mr. Weller asked about the timeline of logging and expressed concern over potential erosion. *Motion:* Commissioner Burns motioned to approve the logging of stand six; second by Commissioner Ritz III. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #5 - Approval of Ordinance 20-01, Creation of a Sewer and Water Connection Fee Payment Plan, for Consideration: Ms. Willets explained the proposed ordinance gives the Board the authority to implement a payment plan for new sewer and water connections as requested by the Board. *Motion:* Commissioner Burns motioned to approve ordinance 20-01; second by Commissioner Davis. Yeas – 4; Nays – 1 by Commissioner Ritz III. The president declared the motion passed.

Agenda #6 - Approval of Resolution 20-04R, Establishing the Terms and Conditions for the Sewer and Water Connection Fee Payment Plan, for Consideration: Ms. Willets explained the proposed resolution supports ordinance 20-01 by establishing a payment plan. *Motion:* Commissioner Burns motioned to accept resolution 20-04R; second by Commissioner Davis. Yeas – 5; Nays – 1 by Commissioner Ritz III. The president declared the motion passed.

Agenda #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: Mr. Gulden explain the proposed tax credit is a six-year tax credit for new or expanding businesses. The tax credit is a tier system that decreases over six years and begins with a 40% tax credit, then decreases to 30%, 20%, then 0% in year seven. *Motion:* Commissioner O'Donnell motioned to accept the proposed small business tax credit requiring the mayor and staff to seek an amendment from the general assembly and governor to authorize implementation of the small business tax credit; second by Commissioner Burns. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #8 - Amendment to P18-01 Ball Field Reservation Fees for Consideration: Ms. Willets explained the policy would amend P18-01 and would remove ball field usage fees with a one-year sunset clause as requested by the Board. The Board will need to revisit the policy in 2021. The Board thanked Commissioner Davis for his work in revitalizing baseball and softball in Emmitsburg. *Motion:* Commissioner O'Donnell motioned to accept the amendment to P18-01 ball field reservation fees; second by Commissioner Ritz III. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #9 - Ordinance to Amend Title 13.04.170 Water Systems Prohibited Acts Generally for Consideration: Ms. Willets explained the proposed ordinance would fine any person or organization accessing a fire hydrant for non-emergency related reasons. The proposed ordinance can help prevent future brown water and unauthorized hydrant usage. The Board requested town staff research how other municipalities locate where unauthorized hydrant usage is occurring. *Motion:* Commissioner Burns motioned to accept the ordinance to amend title 13.04.170 water systems prohibited acts generally; second by Commissioner Davis. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #10 - Amendment of Contract Approving the Sale of 140 South Seton Avenue for Consideration: Mayor Briggs requested the Board approve the net profit for 140 South Seton Avenue residential dwelling which is expected around \$138,000 or \$140,000. He also explained the property needs additional repairs and drainage installed in the basement for \$11,500. The expected settlement date is in February 2020. *Motion:* Commissioner O'Donnell motioned to amend the sales contract authority of the Mayor related to 140 South Seton Avenue to allow the sum of \$11,500 for repairs; second by Commissioner Burns. Yeas – 5; Nays – 0. The president declared the motion passed.

Set Town Meeting Agenda for February 3, 2020 Town Meeting:

1. Audit Presentation by Michele Mills.
2. Final Review and Approval of the FY2020 MHAA Wayside Exhibits for Consideration.
3. Presentation on Rural Public Transit for Discussion.
4. Fiscal Year 2019 Budget Transfers to the Capital Fund for Consideration.
5. Approval of Contract to Conduct Silo Hill Storm Water Management Basin Restoration for Consideration.
6. Updates to the 2017 Employee Handbook, Vehicle Safety and Usage Section, for Consideration.

Administrative Business:

- A. Filing of the 2019 Planning Commission Report
- B. Water Quality Update

The Board will host a special meeting regarding the Town's water quality on January 22, 2020. *Motion:* Commissioner Burns motioned to accept the agenda as presented; second by Commissioner O'Donnell. Yeas – 5; Nays – 0. The president declared the motion passed.

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, Commissioner Burns motioned to adjourn the January 6, 2020 town meeting; second by Commissioner O'Donnell. Yeas – 5; Nays – 0. The meeting adjourned at 11:09 p.m.

Respectfully submitted,

Madeline Shaw, Town Clerk
Minutes Approved On:

**MINUTES
SPECIAL TOWN MEETING
JANUARY 22, 2020
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; Jim Click, Director of Public Works; and Daniel Fissel, Sewer and Water Superintendent. *Others* - Deputy Ben Whitehouse.

II. Call to Order:

A quorum being present, Commissioner Clifford Sweeney, President of the Board of Commissioners, called the January 22, 2020 special town meeting to order at 7:30 p.m. Pledge of Allegiance was recited. Upcoming meetings were announced. The next Parks Committee meeting will be January 30, 2020. Commissioner Burns arrived at 7:33 p.m. The agenda was modified with consent of the public to allow for town staff's presentation before public comment and questions.

B. Agenda Items:

Agenda #1 – Water Quality Discussion: Ms. Willets gave a presentation and reviewed the recent waterline work completed, locations of brown water complaints received since October 2019, steps taken to resolve the brown water reports, and possible short and long term solutions. She explained one possible cause may be unlined ductile iron pipes from before 1952 that could be corroding and have tuberculation. A short term solution is treating the water; the Town is waiting on testing results from Frederick County. The long term solution is the replacement of the affected water lines. The cost to replace 1,000 linear feet of corroded waterline is approximately \$300,000. Town staff recommends the replacement of 5,850 linear feet of line for \$1.75 million at North Seton Avenue, Waynesboro Pike and DePaul Street and requested the Boards assistance in talking to elected officials to raise funding as the water fund is operating in a deficit.

A. Public Comments:

Eric Hewitt, 9371 Waynesboro Pike - Mr. Hewitt has experienced brown water and would like the Town to find a solution. *Bob Laudani, 370 Timbermill Run* - Mr. Laudani has experienced brown water and would like the Town to further investigate the causes. *Debbie Ball, 318 Mountaineers Way* - Ms. Ball requested a resolution timeline and reimbursement for filters.

The Board consented to sending individual letters to State and Federal delegates to request funding. Mayor Briggs agreed to direct town staff to draft a letter template. The Board discussed possible funding sources of waterline work. The Board requested a citizen's committee to research water quality solutions and support town staff but not act on behalf of the Town. The committee will need to be approved as administrative business at a future town meeting prior to assembly. Mayor Briggs expressed concern about having too many people involved and unnecessarily burdening staff. A formal recommendation on next steps will be brought to the February town meeting once testing results are received from Frederick County.

C. Modification of Next Meeting Agenda for February 3, 2020:

1. Audit Presentation by Michele Mills.
2. Final Review and Approval of the FY2020 MHAA Wayside Exhibits for Consideration.
3. Presentation on Rural Public Transit for Discussion.
4. Fiscal Year 2019 Budget Transfers to the Capital Fund for Consideration.
5. Approval of Contract to Conduct Silo Hill Storm Water Management Basin Restoration for Consideration.
6. Updates to the 2017 Employee Handbook, Vehicle Safety and Usage Section, for Consideration.
7. Waynesboro Waterline Update for Consideration.

Administrative Business:

- A. Filing of the 2019 Planning Commission Report.
- B. Water Quality Update.
- C. Proclamation Thanking Roger Wilson for His Service.

Consent Agenda:

- A. Approval of Multi-User Trail Workdays for Consideration.

For more information, go to www.emmitsburgmd.gov

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, Commissioner O'Donnell motioned to adjourn the January 22, 2020 town meeting; second by Commissioner Davis. Yeas - 5; Nays - 0. The meeting adjourned at 9:13 p.m.

Respectfully submitted,

Madeline Shaw, Town Clerk
Minutes Approved On:

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

C. TOWN MANAGER'S REPORT

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

Streets:

- Staff conducted monthly street sweeping.
- Staff conducted monthly storm drain inlet cleaning.
- Staff repaired and replaced some street lights.
- Staff assisted with Christmas Tree Lighting event.
- Staff helped EES students decorate Town Christmas tree.
- Staff repainted Silo Hill Parkway median strip.
- Staff repainted curb at the end of Welty Ave.

Parks:

- Staff conducted daily park checks – trash cans, cameras, dog waste stations, restrooms.
- Staff conducted monthly park maintenance – playground equipment, roads, fences, pavilions, etc.
- Staff winterized community park restroom building.

Water:

- Rainbow Lake is at the spillway level (16.6 feet).
- The roughing filters are being backwashed two times a day and the DE filters are being done once per week.
- Staff has been addressing water quality complaints throughout the month.
- Well levels (optimum level was determined to be May 2011).

| | <u>May 2011</u> | <u>December</u> | <u>Change</u> |
|------------|-----------------|-----------------|---------------|
| ○ Well #1: | 35' | 31' | +4 |
| ○ Well #2: | 8' | 11' | -3 |
| ○ Well #3: | 12' | 30' | -18 |
| ○ Well #4: | 108' | OFF | N/A |
| ○ Well #5: | 10' | OFF | N/A |

- Water production and consumption. We produced an average of 273,445 GPD. We consumed an average of 234,369 GPD. The difference is "Backwash Water" ... (15.30%).
 - 63.5% of this water came from the lake.
 - 5.2% of this water came from Mt. St. Mary's.
 - 31.3% of this water came from the wells.

We purchased 440,150 gallons of water from MSM this month.

Wastewater:

- We received about 5.0” of precipitation this month (the average is 3.3”).
 - We have a precipitation SURPLUS of 2.25” over the last six months. The average precipitation for the period from July 1 through December 31 is 22.1”. We have received 24.35” for that period.

Wastewater Treatment:

- We treated an average of 745,000 gpd (consumed 234,369 GPD) which means that 69.9% of the wastewater treated this month was "wild water".
- We had no spills of untreated sewage in the month of December.
- We did exceed the plant’s design capacity seven times in the month of December.
 - 12/1 792,000 gpd 12/14 1,015,000gpd 12/16 1,466,000gpd
 - 12/17 1,465,000gpd 12/18 773,000gpd 12/29 893,000gpd
 - 12/30 920,000gpd
- Pump #1 at pump station had to be pulled, rebuilt and reinstalled. It was 11 years since the last rebuild.
- The WTPP ran smoothly and permit parameters were met or lower than permit.

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

Meetings Attended:

- 12/02 Met with Mayor
- 12/3 Attended FY20 1st quarter budget meeting with staff
- 12/3 Attended Town Meeting
- 12/4 Met with Mayor
- 12/5 Met with Mayor and Town Planner re: economic development
- 12/6 Met with Mayor
- 12/9 Met with Public Works staff re: water complaints
- 12/10 Attending meeting with staff to go over water complaints
- 12/11 Met with Mayor to review water complaints
- 12/12 Ethic Commission meeting to review campaign expenses
- 12/12 Met with Mayor
- 12/16 Met with Mayor
- 12/16 Attended Special Meeting (workshop) re: economic development
- 12/18 Met with Mayor
- 12/23 Met with Mayor

Noteworthy:

- Staff installed some water meter upgrades.
- Town awarded \$8,500 MML 2020 Census Grant.
- Staff pumps holding tank every 10 days at 8533 Hampton Valley Rd.
- Staff assisted leak detection specialist to pinpoint Waynesboro Pike water leak.
- Staff flushed hydrants in response to brown water complaints.
- Staff inspected curb boxes in the area of the bridge project.
- Staff turned off the 8” mountain water main coming down the mountain.
- Staff and contractor installed new 2” blow off on Riffle Rd.

PARKING ENFORCEMENT REPORT
December 2019

| | |
|--|--------------------|
| Overtime Parking | 46 |
| Restricted Parking Zone | 6 |
| Parked in Crosswalk | |
| Parked on Sidewalk/Curb | |
| Parked Blocking Driveway | |
| Parked by Fire Hydrant | |
| Parked Blocking Street | 1 |
| Failure to Park between Lines | 1 |
| Left Side Parking | 3 |
| Total Meter Money | \$ 870.55 |
| <i>Town Portion Dec 1st – Dec 12th</i> | \$ 316.56 |
| <i>Donation Portion Dec 13th – Jan 2nd</i> | \$ 553.99 |
| <i>Emmitsburg Food Bank 50%</i> | \$ 276.99 |
| <i>Lions Club Fireworks Display 25%</i> | \$ 138.50 |
| <i>Emmitsburg Library Youth Program 25%</i> | \$ 138.50 |
| Parking Ticket Money | \$ 210.00 |
| Total: | \$ 1,080.55 |

D. TOWN PLANNER'S REPORT

Town Planner's Report December 2019

Prepared by Zachary R. Gulden, MPA

1. Board of Commissioners

- Attended BOC meeting on 12/03 & processed pre/post meeting materials.
- Attended BOC workshop meeting on 12/16 & processed pre/post meeting materials.
- Prepared the following items for the 1/06 BOC meeting:
 - Stand 6 logging.
 - Planning Commission recommendations for proposed Ordinances 19-07 & 19-08.
 - Baseball Field Reservation Policy 20-01.
 - Ordinance 20-01 & Resolution 20-04R.

2. Grants

- Worked with property owners on the new round of Community Legacy Grant applications.
- Prepared the Sustainable Community Board Community Legacy meeting packets.
- Continued working with the Frederick County Arts Council regarding the pool house mural project.
- Community Development Block Grant (CDBG):
 - Continued working on the grant application.
 - Applied for a Frederick County FY2021 Grant in the amount of \$100,748.63 to act as a CDBG local match.
 - Prepared Resolution 20-05R - Community Development Block Grant requirement prohibiting excessive police force for non-violent civil rights demonstrations.
 - Prepared Proclamation 2020-0406 declaring April 2020 Fair Housing Month.
- Submitted the FY2019 Community Legacy quarterly report.
- Created maps for the Town Clerk for pump station grant.
- Prepared an RFP and started working on a Chesapeake Bay Trust grant application for a North Seton Avenue green street conceptual plan.

3. Municipal Separate Storm Sewer System (MS4)

- Created and published a contractor request for proposals for the Silo Hill SWM basin restoration project.
- Continued working with StreamLink Education & Daughters of Charity regarding future tree plantings.

Town Planner's Report Continued...

4. Permits & Zoning

- Processed the following zoning applications:
 - 1x fence.
 - 2x signs.
 - 1x sidewalk/walkway.
 - 1x commercial renovation.
- Processed 6 cross connection permits.
- Amy continued to file old documents in property folders and misc. document organization.

5. Planning Commission (PC)

- Attended PC meeting on 12/17 and processed pre/post meeting materials.
- Prepared the 2019 Annual PC Report.

6. Miscellaneous

- Attended the 1st quarter financial department head meeting on 12/3.
- Met with Town Clerk & Town Manager on 12/3.
- Attended a Frederick County meeting on 12/4 regarding their new permitting software.
- Met with Town Manager & Town Mayor on 12/5.
- Created a map of all brown water complaint locations for Town Manager.
- Continued office / file organization.
- Met with a potential developers of Emmit Ridge on 12/13 with the Town Mayor.

E. COMMISSIONER COMMENTS

F. MAYOR'S COMMENTS

Meetings Attended Since January 6, 2020 Town Meeting:

January 3, Meeting with Town Manager.

January 4, Attended Vigilant Hose banquet - Presented \$6,000 check on behalf of Town.

January 6, Meeting with Town Manager.

January 6, Town Meeting.

January 7, Meeting at Mount St. Mary's with administration officials and Commissioner Burns.

January 7, Meeting with Town Manager.

January 8, Green Team Meeting, clerk Maddy Shaw and planner Zach Gulden in attendance.

January 8, Meeting with Town Manager.

January 9, Meeting with Town Manager, conference call with Town Attorney.

January 9, Staff meeting with Boy Scouts re: spring project

January 10, Meeting with Town Manager.

January 13, Meeting with Town Manager.

January 15, Meeting with Town Manager.

January 16, Meeting with Town Manager.

January 17, Meeting with Mount President Trainor

January 22, Toured of Carroll Valley Township Offices re: office security. Cole Tabler (Town Account) and Terri Ray (Office Manager) in attendance.

January 22, Meeting with Town Manager.

January 23, Attended "State of the Mount" presentation by President Trainor

January 24, Met with Middletown Town Manager Drew Bowen, Emmitsburg Town Manager Cathy Willets and Dan Fissel (Emmitsburg Sewer/Water Superintendent).

January 24, Meeting with Town Manager.

January 24, Met with developer and planner Zach Gulden

January 27, Spoke with State Senator Hough

January 27, Meeting with Town Manager.

January 27, Attended Gettysburg Area Recreation Authority meeting on multi-user trail connecting to Emmitsburg with Commissioner O'Donnell.

January 28, Meeting with Town Manager.

January 29, Meeting with Town Manager.

January 30, Meeting with Town Manager.

G. PUBLIC COMMENTS

H. ADMINISTRATIVE BUSINESS

(a) Filing of the 2019 Planning Commission Report: Presentation by Commissioner Ritz III and town staff.



Town of Emmitsburg
Mayor Donald N. Briggs

Planning Commission
Keith Suerdieck, *Chair*
Joyce Rosensteel, *Vice-Chair*
Mark Long, *Secretary*
Bernard Franklin
Joseph Ritz III
Town Manager
Cathy Willets
Town Planner
Zachary Gulden, MPA

February 4, 2020

Office of the Secretary
Maryland Department of Planning
Attn: David Dahlstrom, AICP
301 W. Preston St.
Baltimore, Maryland 21201-2305

Re: Annual Report Calendar Year 2019

Dear Mr. Dahlstrom:

The Town of Emmitsburg's Planning Commission approved the following Annual Report for the Reporting Year 2019 as required under §1-207(b) of the Land Use Article on January 27, 2020. In addition, this report was filed with the local legislative body on February 3, 2020. The Town Planner, Zachary Gulden, is the Town's point of contact if there are any technical questions regarding the Annual Report.

- 1. Number of new Residential Permits Issued inside and outside of the Priority Funding Area (PFA), §1-208(c)(1)(i) and (c)(3)(ii):

**Table 1: New Residential Permits Issued
Inside and Outside the Priority Funding Area (PFA)**

| Residential – Calendar Year 2019 | PFA | Non - PFA | Total |
|---|------------|------------------|--------------|
| # New Residential Permits Issued | 3 | 0 | 3 |

- 2. Is your jurisdiction scheduled to complete and submit to Planning a 5-Year Mid-Cycle comprehensive plan implementation review report this year, as required under §1-207(c)(6) of the Land Use Article? If yes, please submit the 5-Year Report as an attachment.

Y N - This is required to be completed with the 2020 Annual Report.

- 3. Were there any growth related changes, including Land Use Changes, Annexations, Zoning Ordinance Changes, Rezoning, New Schools, Changes in Water or Sewer Service Area, etc., pursuant to §1-207(c)(1) of the Land Use Article? If yes, please list or map.

Y N

*Please see the attached map (page 4), which corresponds with A through D on the following list:

300A South Seton Avenue • Emmitsburg, Maryland 21727
Phone 301.600.6300 • Fax 301.600.6313 • info@emmitsburgmd.gov • www.emmitsburgmd.gov

- A. A sewer classification amendment was approved by Frederick County for Tax Map 0300, Parcel 1894, and Tax ID 05588367. The classification changed from S-4 to S-3. All utilities for the lot were constructed in 2004, so we expect it was a previous administrative error.
 - B. A forest conservation plan, site plan, and improvement plan were approved for a Rutter's convenience store to be located at 10201 Taneytown Pike (Tax Map 0009, Parcel 0008, and Tax ID 05158680). The proposed project consists of creating an 8,380 square foot Rutter's convenience store. The proposed facility will include seven (7) gasoline fuel islands and five (5) diesel fuel bays along with a truck scale, twenty-eight (28) short-term tractor-trailer parking spaces and fifty-nine (59) passenger vehicle parking spaces. A sanitary sewer pump station will be built, and it is proposed to serve up to 500 single-family homes, 50 acres of commercial development, including retail, restaurants, and one convenience store. Full buildout of Rutter's is expected by 2021. The proposed use of the subject property is consistent with the Town of Emmitsburg Zoning Ordinance and Comprehensive Plan.
 - C. A subdivision was approved for 140 South Seton Avenue (Tax Map 0300, Parcel 1482, and Tax ID 05177049). The project consisted of subdividing 140 South Seton Avenue into two separate lots. The main lot was 0.479 acres, and the subdivision created Lots 1 (0.2274 ac.) and 2 (0.2516 ac.). Lot 1 fronts South Seton Avenue and consists of a single-family dwelling with small garage. Lot 2 fronts South School Lane and consists of a large garage. The subdivision was consistent with the Town of Emmitsburg Zoning Ordinance and Comprehensive Plan.
 - D. A site plan was approved for a Dunkin', which is to be located at 103 Silo Hill Parkway (Tax Map 0300, Parcel 1894, and Tax ID 05598829). The proposed project consists of converting the Silo Hill Car Wash into a 1,860 square feet Dunkin' fast food restaurant with drive-thru operations. The applicant proposes to eliminate two of the eastern self-service washing bays and renovate the remaining one automatic and two self-service washing bays. The proposed use of the property is consistent with the Town's Zoning Ordinance and Comprehensive Plan.
 - E. A new sign code, Chapter 17.38 of the Town's zoning code, was adopted on August 5, 2019. The sign code can be found at https://library.municode.com/md/emmitsburg/codes/code_of_ordinances.
4. Did your jurisdiction identify any recommendations for improving the planning and development process within the jurisdiction? If yes, please list.
- Y N
5. Are there any issues that Planning can assist you with in 2020? If yes, please list.
- Y N

6. Have all members of the Planning Commission/Board and Board of Appeals completed an educational training course as required under §1-206(a)(2) of the Land Use Article?

Y N

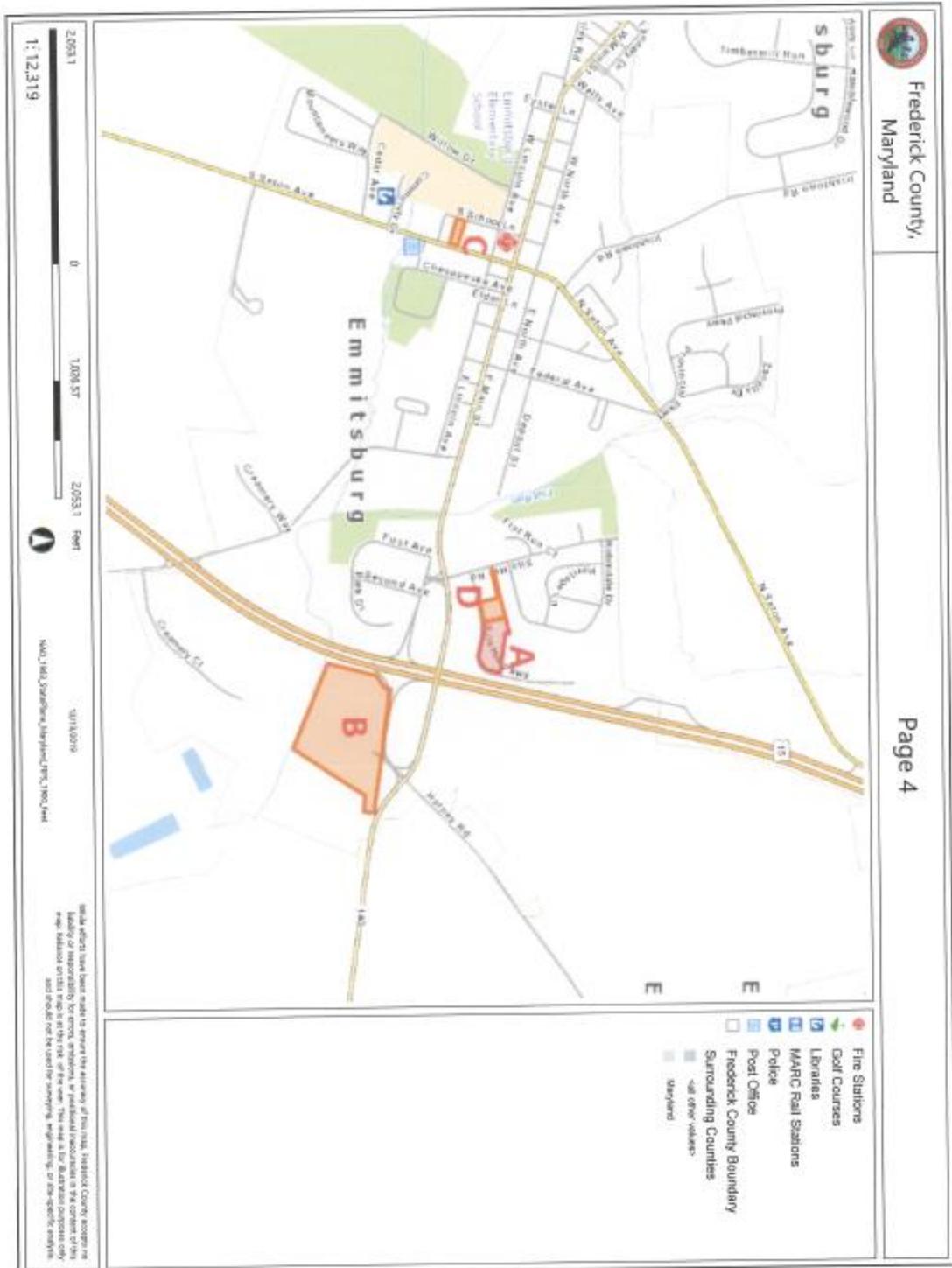
Sincerely,



Keith Suerdieck
Planning Commission Chair

JAN 27, 2020

Date



(b) Water Quality Update: Presentation at meeting by town staff.

1. MDE sent a sampler on 01/29/20 to gather samples from several residences that have had ongoing problems as well as the WTP and several hydrants.
 - a. Awaiting results.
 - b. Testing for iron, manganese, lead and copper, bacteria, turbidity, PH and chlorine levels.
 - c. Samples taken from:
 - i. 126 E. Main St. (Snedegar)
 - ii. 527 West Main St. (Turner)
 - iii. 1330 Wheatley Dr (Calhoun)
 - iv. 318 Mountaineers Way (Ball) – did not return the call from MDE sampler
 - v. 1408 Ramblewood Dr. (Dodson) – declined water is presently clear
 - vi. Fire Hydrant at Pump Station
 - vii. Water Treatment Plant – point of entry samples (lab sink)
 - viii. Hydrant #122 on Timbermill Ct. near 1330 Wheatley Dr.
2. Waynesboro Pike replacement. Boring and installation of a new 6” HDPE line under the roadway. Total cost @ \$23,800. Work scheduled to begin after approval.
3. Tract Rd. As soon as the weather breaks, a new line will be installed. @\$6,800
4. Pressure Reducing Valve
 - a. Frailey Road: Screen was clogged. It was not oscillating properly. It was not maintaining pressure as stable as it should (not out of range though). This is the speed which it opens and closes. Controls the flow. Ordered new pilot regulator.
 - b. Brookfield: Ordered new diaphragm in the bypass to slow down and smooth out.
 - c. If the PRV is not oscillating properly (smoothly) to control the flows, it could contribute to the discolored water. It was readjusted on 01/28/20 and is running much smoother now.
5. Met with Town Manager from Middletown. Mayor/staff working on putting something together.
 - a. Experienced similar problem in 2013.
 - b. Offered filters to a select group of people that met a certain criterion.
 - i. Staff verified problem with brown water.
 - ii. Homes within the area of concern.
 - iii. Brown water during normal water system conditions, not related to flushing or other system issue.
 - iv. **Continual or multiple incidents of brown water.**
 - v. Filters purchased by town. Installed by Town plumber. The filters must be recommended filters by engineer to meet the micron specifications.
 - c. Installed iron and manganese removal system at WTP.
 - d. Obtained loan through DCHD (Department of Community Housing and Development) to pay for waterlines.

6. DCHD

- a. Telephone call with Charlie Day to discuss options.
- b. State government public bond offering to assist smaller municipalities fund larger infrastructure projects. They have been in business for 31 years.
- c. Can fund inside and outside of priority funding areas.
- d. Emmitsburg would be eligible for fixed rate loan up to 30 years. (rate is now 3.15%)
 - i. For example: \$1.9 million loan would equal @ \$24,419.79 quarterly payments
- e. Middletown, Taneytown, Boonsboro, New Windsor, Union Bridge have all recently used this programs.
- f. Online application. Administer Spring 2020 issuance.
- g. Best to borrow larger amounts then piecing projects together.

7. USDA

- a. Funding available through loans/grants. Intermediate rate is 2.25% with 40 year payback. If eligible, we could qualify for up to 75% grant and a rate as low as 1.625%.

8. Senator Hough/MDE

- a. Mayor and Staff spoke with him via the phone. He had been in contact with MDE who recommended Town apply for funding. This is due January 31st. Town may be eligible for grant forgiveness. Staff submitted for North Seton Ave. and DePaul St. (see below).
- b. MDE stated not a health concern that is why there hasn't been any immediate action from outside agencies.

9. Frederick County – The raw water quality has changed just recently. The raw water combined source (well and lake) is aggressive, however when it leaves the treatment plant the quality has improved significantly. The finished water still slightly aggressive. Need to get to a stable point consistently. Clarifier will help immensely with the raw water coming into the plant.

- a. Short term plan
 - i. Increase PH levels (alkalinity)
 - ii. Addition of ortho-phosphate
 - iii. Better testing of Langlier Stability Index (purchase TDS meter)
 - iv. Addition of automatic chemical feed with feedback loop (estimate to purchase)
 - v. Repair of both Pressure Reducing Valves
 - vi. Additional lead and copper testing which Frederick County offered to do for us. MDE currently testing for this. Town recently tested (September and December) both samples were well below normal levels.

- b. Long Term Plan
 - i. Replacement of waterlines that have tuberculation
 - 1. Priority
 - a. North Seton Ave. (4" line)
 - i. \$1,131,689.77 (does not include engineering fees)
 - b. Waynesboro Pike (not eligible for MDE funding as it is out of town and not in priority funding area.) bad shape, leaks
 - i. \$749,4971.91 (does not include engineering fees)
 - c. DePaul St. (4" line bad shape inside)
 - i. \$1,125,112.94 (does not include engineering fees)
 - d. Frailey Rd to West Main to Tract Rd. (old 4" & 6" line)
 - e. DePaul St.: Federal Ave. to Jubilee (old 6" line)
 - f. North Seton Ave.: Bridge to 17349 (not eligible for MDE funding as it is out of town and not in priority funding area) 2" galvanized/bad shape
10. Pending infrastructure projects
 - a. Creamery Road Pump Station
 - i. Already submitted funding to MDE and initial PER/ER to USDA.
 - ii. Estimated to cost \$2.5 million.
 - b. Clarifier at WTP
 - i. Funding submitted to MDE on 01/13/202
 - ii. Estimated to cost \$800,000.
 - c. If a large sum of money is pulled from reserves, the Town may not be eligible for certain loans due to change in financial standing.
11. Water budget
 - a. Currently only \$439,000 in cash in the water fund. Anything spent in excess would be borrowed from other funds and MUST be paid back.
 - b. \$259,000 allocated in the water budget for improvements (ordinance 11-14).
 - i. Need to allocate money for improvements each year in water and sewer similar to Capital Projects fund.
 - c. \$ 56,700 expected in water tap fees from Rutters by June 2020.
 - d. \$46,000 received from logging stand 5.
 - e. \$30,000 expected to be received from logging stand 6.
- TOTAL: \$391,700

- (c) **Proclamation Honoring Roger Wilson for His Service:** Presentation at meeting by Mayor Briggs.



PROCLAMATION

HONORING ROGER A. WILSON, FOR HIS 5 YEARS OF SERVICE TO THE TOWN OF EMMITSBURG

WHEREAS, Roger A. Wilson, began his services as Director of Government Affairs and Public Policy for the County Executive's Office in December 2014; and

WHEREAS, Mr. Wilson's role has allowed him to serve as a liaison to Frederick County's twelve municipalities, including the Town of Emmitsburg, as well as the Frederick County Delegation, and the County Council; and

WHEREAS, throughout his five years of service, Mr. Wilson has been an integral link between the Town of Emmitsburg and the County Executive's Office through his availability and knowledge; and

WHEREAS, Mr. Wilson was the first Director of Government Affairs for the County Executive's Office and has set the standards high for future predecessors; and

WHEREAS, the Board of Commissioners, town staff and Emmitsburg Community have greatly benefited from the service of Mr. Wilson.

NOW, THEREFORE, BE IT PROCLAIMED, that the Mayor and Board of Commissioners of the Town of Emmitsburg, Maryland do hereby express our sincere and grateful appreciation to Mr. Wilson for his five years of service, and do hereby extend our best wishes to him on his future endeavors. We look forward to the remarkable achievements to come and wish him continued success, happiness, and good health.

ADOPTED this 3rd day of February, 2020.

Donald N. Briggs
Mayor

Clifford L. Sweeney, President
Board of Commissioners

I. CONSENT AGENDA

I. Multi-User Trails Workdays

Proposed Dates:

- Sunday, March 15, 2020 – 9:00 AM to 1:00 PM
- Sunday, April 19, 2020 – 9:00 AM to 1:00 PM
- Sunday, May 17, 2020 – 9:00 AM to 1:00 PM

Demo Day for New Bikes (Pivot Cycles):

- Sunday, March 22, 2020

J. TREASURER REPORT

**Town of Emmitsburg
CASH ACTIVITY as of January 29, 2020**

| | |
|-----------------|------------------------------|
| \$5,353,586 | Cash Balance January 1, 2020 |
| 459,496 | Deposits |
| <u>-260,491</u> | Withdrawals |
| \$5,552,591 | Operating Balance Forward |

Top 10 Check Amounts:

| <u>Amount</u> | <u>Vendor Name</u> | <u>Description</u> | <u>Check Date</u> | <u>Check Number</u> |
|---------------|-------------------------------|-----------------------------------|-------------------|---------------------|
| \$65,759 | Treasurer of Frederick County | 2Q FY20 Law Enforcement Agreement | 01.22.20 | 40660 |
| \$23,559 | Comptroller of MD | 2Q FY20 Bay Restoration Fee | 01.08.20 | 40623 |
| \$19,475 | MD Dept of Budget & Mgmt | Dec 19 Medical Insurance | 12.30.19 | 40595 |
| \$13,161 | Motor Technology | Pump #1 Rebuild | 01.22.20 | 40669 |
| \$6,513 | Republic Services | Jan 20 Refuse Services | 01.22.20 | 40673 |
| \$6,170 | Commination's Electronics | Whelen Siren | 01.15.20 | 40644 |
| \$6,030 | UGI Energy Services | Dec 19 Solar Field #1 | 01.15.20 | 40654 |
| \$6,000 | Vigilant Hose Company | FY20 Donation | 01.03.20 | 40605 |
| \$5,930 | UGI Energy Services | Dec 19 Solar Field #2 | 01.15.20 | 40654 |
| \$5,640 | Frederick Country DUSWM | Dec 19 Tipping Fees | 01.08.20 | 40612 |

Check dates 12.28.19 to 01.28.20

Town of Emmitsburg
Cash Reserve Analysis
December 2019
\$5,552,591

| | |
|--|--------------|
| 1. General Fund Operating Expenses for 6 months | \$900,000 |
| 2. Capital Projects Designations | \$900,000 |
| 3. Business fund Operating Expenses for 6 months | \$660,000 |
| 4. Certificates of Deposit (May 2022) | \$1,000,000 |
| Total: | \$3,460,000 |
| | |
| 5. Business Fund Potential Future Projects | |
| a. Pumping Station | \$2,500,000* |
| b. Clarifier | \$800,000* |
| Total: | \$3,300,000 |

*MDE/USDA funding opportunities available however Town will have to contribute a certain amount

K. PLANNING COMMISSION REPORT: Presentation at the meeting.

L. AGENDA ITEMS:

- AGENDA ITEM #1. Audit Presentation by Michele Mills:** Presentation at meeting by Michele Mills, Certified Public Accountant with DeLeon & Stang CPAs and Advisors.

AGENDA ITEM #2. Final Review and Approval of the FY2020 MHAA Wayside Exhibits for Consideration: Presentation at meeting by town staff.

As part of a FY2020 Maryland Heritage Areas Authority (MHAA) grant, the Town was awarded \$12,032 to create four (4) wayside exhibits on the history of the:

1. Great Fire of 1863 (North East Quadrant of Town Square)
2. Vigilant Hose Company
3. Chronicle Press Building
4. Carriage House Inn Building

Long term goal: Create a historic walking tour in Town.

*Draft wayside exhibits can be seen on the following pages. Larger hard copies will also be provided at the town meeting and displayed in color on the projector.

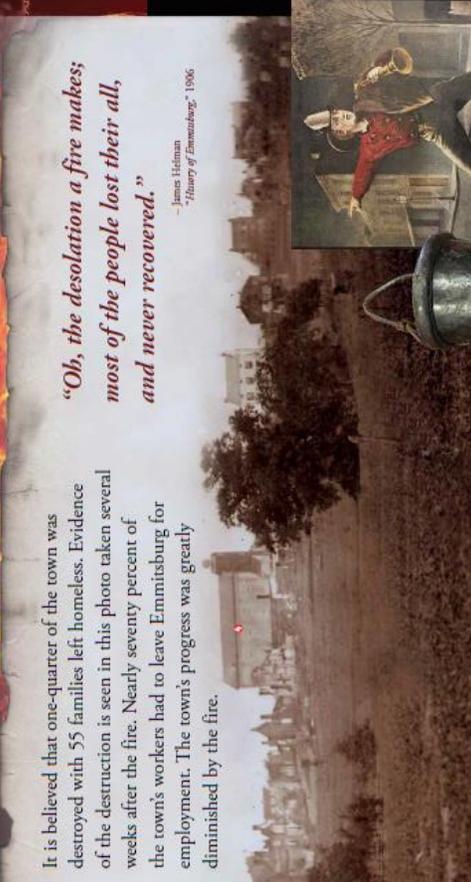
DRAFT: Great Fire of 1863

The Great Fire of 1863

On the night of June 15, 1863, approximately 40 homes and businesses were destroyed or damaged by a fire that started at the Beam and Guthrie Stable near the corner of W. North Street and N. Seton Avenue. Local residents and Mount St. Mary's College students joined town firefighters in combating the blaze.

It is believed that one-quarter of the town was destroyed with 55 families left homeless. Evidence of the destruction is seen in this photo taken several weeks after the fire. Nearly seventy percent of the town's workers had to leave Emmitsburg for employment. The town's progress was greatly diminished by the fire.

"Oh, the desolation a fire makes; most of the people lost their all, and never recovered."
- James Heilman
- "History of Emmitsburg," 1906



View of Emmitsburg taken southwest of town.
Photo: Alexander S. Galtman, 1875
Courtesy: Library of Congress



Map of Frederick County, MD, from 1864, 1868, 1874, 1878, 1884, 1890, 1896, 1902, 1908, 1914, 1920, 1926, 1932, 1938, 1944, 1950, 1956, 1962, 1968, 1974, 1980, 1986, 1992, 1998, 2004, 2010, 2016, 2022. Courtesy: Library of Congress.

Southwestern breezes blew sparks from the stable fire to buildings on these corners of the town square. The fire ravaged buildings on the first two blocks of East Main Street, destroying most buildings. Most of the construction on these blocks is post-1863.

- 1 Fire started here
- 2 Elias Evangelical Lutheran Church
- 3 Western Maryland Hotel
- 4 St. Joseph's Roman Catholic Church

Shaded areas represent approximate areas impacted by the fire.



On June 29, 1863 the Western Wing of the U.S. Army of the Potomac marched into Emmitsburg, ultimately enroute to the Battle of Gettysburg (July 1-3). Soldiers initially believed the battle or event was a ruse to lure the U.S. Army to Emmitsburg on July 3 in pursuit of the Confederate army.

*Portrait of John Army of the Potomac on the night of the battle of Gettysburg, following the battle of Gettysburg, painting through the eye. Illustration, John Heilman, Library of Congress, 1863.



Original Vigilant Hook Company leather bucket, circa 1860-1870. Photo: Emmitsburg Fire Company.



Until the early 20th century, fire was the most frequent and deadly natural calamity. Prior to more modern equipment in the late 1800s, firefighting was done by the general public who formed bucket brigades, passing a water source to the scene of the fire.

The American Bucket-making in the 1800s. Single, Carter & Son, Corning, NY.



EMMITTSBURG FIRE DEPARTMENT

DRAFT: Vigilant Hose Company

Vigilant Hose Company



Each day, members of the Vigilant Hose Company put service above self by responding to the firefighting and emergency needs of Emmitsburg and beyond. Its all-volunteer company of 100 trained professionals responds to some 100 calls a month.

Vigilant Hose Company has the honor of being the most visited firehouse in America. This, due in large part to the firefighters from across the country who seek out their local colleagues while completing coursework at the nearby National Fire Academy.

The company's operation and firehouse maintenance is fully funded by its members and the unwavering support of some 50 auxiliary members who host fundraising events annually that are enjoyed by the community.



Members of the Vigilant Hose Company in uniform, standing in formation on the town square. Photo taken looking north across West Main Street, July 4, 1923.



Edward Holla Rowe, first president of the VHC.

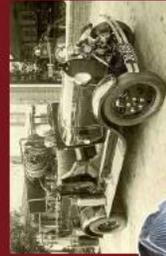


19th century speaking trumpet, used by firefighters to amplify their voices during a fire.

Original VHC VHC ledger containing bylaws and signatures of its original members.



"FOREVER VIGILANT"



1939 Ford engine with a front mount pump—the company's first motorized apparatus. Now owned by the Rocky Ridge Volunteer Fire Company.



VHC fireman's helmet from 1898-1910.



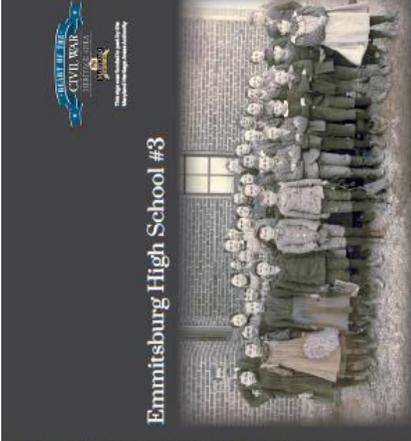
1945 VHC Ford Fire Engine in service until 1981. On permanent loan to Frederick County Fire and Rescue Museum.

VHC has also maintained an active Fire-Police unit since the 1930s, which supports countywide law enforcement agencies. The VHC also oversees all community emergency medical services.

All photographs courtesy of Vigilant Hose Company and Frederick County Fire and Rescue Museum.



DRAFT: Chronicle Press



Emmitsburg High School #3

Students and teachers pose in front of this building, originally Emmitsburg High School #3. Emmitsburg High School #3 school was constructed at 3000 South Saton Avenue, now the Emmitsburg Community Center.

Courtesy: Chronicle Press



Emmitsburg High School #3, originally a one-story building.

Courtesy: Chronicle Press



John D. Elder was the owner of Chronicle Press, an editor and publisher of the Emmitsburg Chronicle. He purchased the printing press in 1935 and lived here with his wife and seven children.

The Elder Family published the Emmitsburg Chronicle for 45 years, longer than any of its other publishers. Elder's granddaughter purchased the printing business and building with a business partner in 2004.

Elder is seen with his daughters, Genevieve (left) and Yvonne (right).

Courtesy: Chronicle Press



The Emmitsburg Chronicle was founded in 1873 and was published under several former publishers and newspaper titles.

Home of Emmitsburg, Chronicle, morning, 1874-1884 and The Daily Corporation.

Chronicle Press

Before the early 1930s, the newspaper was the only source Americans had to get their news. In smaller communities, newspapers were often published by locally-owned commercial print shops. This was the case with the *Emmitsburg Chronicle*, published by Chronicle Press.

From its pages, people learned state and national news, as well as happenings involving community residents. Although the *Emmitsburg Chronicle* ceased publication in the mid-1970s, Chronicle Press continued on with its commercial printing operations.

DRAFT: Carriage House Inn Building

A Building With Many Lives

Constructed in 1857, this building has served changing needs over time.

Zimmerman & Maxwell - 1877
By 1876, Frederick County was the largest wheat-producing county in the 13 states. Zimmerman & Maxwell was a grainery and retailer that served local farmers. By the late 1800s, poor farming practices had depleted the soil of its nutrients and ended this once thriving local industry.

Courtesy: Historical Photos



Restaurant History

1953: The White House restaurant opened and also offered overnight accommodations in the building. Later it was known as Bucher's Restaurant & Morel, expanding with a detached row of motel rooms.

1980: The building was purchased by the James Hance family, restaurant owners, who relocated their Montgomery County restaurant here, and soon after renamed it Carriage House Inn.



Courtesy: Carriage House Inn

Emmitsburg Broom Factory - 1907
Broom making was an important American industry from the late 1700s-1900s. Brooms were made from broom corn. The Emmitsburg factory was founded by Jacob Winters, a local farmer and entrepreneur. The factory produced more than 400 brooms per day.

Reynolds, Julia & Schultz, M. The Old Mill. Courtesy: Library of Congress



Courtesy: Mt. St. Mary's

Emmitsburg Canning Company
Canning became a major Maryland industry in the late 1800s-1900s with some 20 canneries operating in Frederick County. During the 1890s, the Emmitsburg Canning Company was founded by Jacob Winters and operated from the property.

Bus Depot
The location also served as a Trailways bus stop during the 1930s and 1940s.

Courtesy: Historical Photos



Courtesy: Historical Photos

~~AGENDA ITEM #3. — Presentation on Rural Public Transit for Discussion: Presentation at meeting.~~

**POSTPONED TO MARCH 2, 2020
PENDING BOARD AGENDA APPROVAL**

~~AGENDA ITEM #4. — Fiscal Year 2019 Budget Transfers to the Capital Fund for
Consideration: Presentation at meeting by town staff.~~

**POSTPONED TO MARCH 2, 2020
PENDING BOARD AGENDA APPROVAL**

- AGENDA ITEM #5. Approval of Contract to Conduct Silo Hill Storm Water Management Basin Restoration for Consideration:** Presentation at meeting by town staff.

TIMELINE – SILO HILL STORM WATER BASIN RESTORATION:

| | |
|-----------------------|------------------|
| RFP published by Town | December 3, 2019 |
| DEADLINE, bids due by | January 22, 2020 |
| Bids opened on | January 24, 2020 |

RFP ADVERTISEMENT:

- Public Notice Under RFP Tab on Town’s Website – 12/03/2019 to 01/22/2020
- Public Notice on Town’s Facebook and Channel 99 – 12/03/2019
- Frederick News Post Publication – 12/05/2019 and 12/12/2019
- Notice on MML Classifieds – 12/03/2019 to 01/21/2020
- RFP emailed and/or mailed to 9 known storm water management consulting firms – 12/03/2019

STAFF MEETING DATES:

Town staff met on the following dates to review the RFPs:

- January 24, 2020 at 11:30 AM

TOWN STAFF RECOMMENDATION:

- Based on comparable bid packets, staff recommends going with Barton & Loguidice, Bearing Construction Company, and NativeScapes for the Silo Hill Storm Water Basin Retrofit project. Total cost estimate is between \$200,000.00 and \$250,000.00. Project completion is scheduled before October 30, 2022.
- **Please note that this price does not include grant funding. The cost for the Town could significantly decrease if awarded grant funding.**

SUGGESTED MOTION

- Move to approve a contract with Barton & Loguidice, Bearing Construction Company, and NativeScapes for a maximum of \$250,000.00 for the Silo Hill Storm Water Basin Retrofit MS4 project.

THREE LOWEST BIDS RECEIVED:

| Company: | Bid Amount: | References: | Notes: |
|--|---|---|--|
| <p>Barton & Loguidice Eldersburg, MD Experience: 103 years (combined)</p> | <p>\$200,000.00 to \$250,000.00</p> | <ul style="list-style-type: none"> • St. Mary’s County Metropolitan Commission. • Anne Arundel County • Town of Galena • Maryland Environmental Services • Tompkins County • Livingston County | <ul style="list-style-type: none"> • Previous Town experience (outfall inspections, SOP manual, GIS, water/sewer feature mapping) • Three firm project team. • Helped past clients obtain more than \$31 million in grant funding. • Extensive and impressive references. • Included a very detailed conceptual plan of the proposed improvements. • Design includes native seed mixes and trees to minimize maintenance. • Will provide maintenance manual after completion. |
| <p>Ecotone, Inc. Forest Hill, MD Experience: 22 years</p> | <p>\$355,740.00</p> | <ul style="list-style-type: none"> • Pearlstone Center • Montgomery County DEP • ShoreRivers • Town of Rising Sun • Town of Bel Air | <ul style="list-style-type: none"> • Completed approximately 27.5 miles of stream restoration, 650 acres of reforestation, 600 acres of wetland restoration, and 75 stormwater management projects for over 350 public and private firms. • Helped past clients obtain more than \$23 million in grant funding. • Extensive and impressive references. |
| <p>Stormwater Maintenance, LLC. Hunt Valley, MD Experience: 98 years (combined)</p> | <p>\$371,300.00</p> | <ul style="list-style-type: none"> • Howard County Design-Build Non-Profits • Low Impact Development Center, LLC. • Center for Watershed Protection, Inc. • Alliance for the Chesapeake Bay • Blue Water Baltimore • Frederick County | <ul style="list-style-type: none"> • Women-owned business enterprise. • Five firm project team. • Extensive and impressive references. • Included a very detailed conceptual plan of the proposed improvements. • Only will apply for 1 grant on the Town’s behalf. |

AGENDA ITEM #6. Updates to the 2017 Employee Handbook, Vehicle Safety and Usage Section, for Consideration: Presentation at meeting by town staff.

Defensive Driving Course: They are offered in person via LGIT or online via the National Safety Council Defensive Driving Courses (4hrs long, \$40/person):

- Require a defensive driving course every 4-years for all employees that operate town owned vehicles and/or equipment (3 employees each year, 11 total employees).
- Require all new employees take a basic driver course within six months of employment (either online or in-person).
- Require any employees that have been involved in a preventable or non-preventable collision take a defensive driving course (either online or in-person).

Preventative Maintenance:

- Require vehicle and equipment preventative maintenance occur in accordance with manufacturer's guidelines based on miles or hours of use.
- Require a diary or log showing preventative maintenance completed, date work was completed and mileage on all Town equipment and vehicles.
- Require maintenance files for each Town equipment and vehicle reflecting scheduled and non-scheduled maintenance performed.

Hand Held Cell Phones:

- Require all employees follow Maryland State Law, which prohibits the use of hand held devices, while operating a motor vehicle or other equipment in government services.
- State the Town will provide hands free devices or microphones to assist drivers that operate a vehicle or other equipment and need access to their cell phone for work related reasons.

Town of Emmitsburg Employee Handbook

LAST REVISED JANUARY 2020



300A SOUTH SETON AVENUE, EMMITSBURG, MD
PROPERTY OF THE TOWN OF EMMITSBURG

It is unauthorized to use a Town vehicle for personal gain or to use a Town vehicle to conduct any other business activity that is not authorized by Town management.

Employees must have a valid and current driver's license (including CDL when applicable) and good driving record to operate a Town vehicle at any time, and when using a personal vehicle while performing Town business. A personal vehicle used for Town business must also have current vehicle registration, proper vehicle maintenance and current auto insurance with at least the minimum coverage required by the laws of the state where the vehicle is maintained.

All traffic accidents involving a Town vehicle, regardless of severity, must be reported to the employee's immediate supervisor. Drivers must immediately report all violations received during the operation of a Town vehicle to the driver's supervisor. Violations include any ticket, charge, or other law enforcement proceeding. Supervisors are responsible for reporting to the police any Town vehicle accident involving personal injury or property damage. The Town is not responsible for fines incurred by an employee while driving a vehicle owned/leased by the Town.

Accidents resulting in the employee's personal injury must be reported to your immediate supervisor for Worker's Compensation reporting purposes. The Town's procedures for reporting workplace injuries (see Accident Reports policy) would apply in this instance.

Any employee involved in an accident with a Town vehicle who is determined through official court proceeding and/or insurance Town investigation to be responsible for damage to Town or other property, or injury to him/herself or another party through negligence or violation of any safety or driving rule or law resulting in an accident will be disciplined, up to and including discharge from employment. Additionally, the Town reserves the right within applicable law to legally compel repayment to the Town by the employee for repair/replacement of any damage to Town or other property, or injury caused by his or her negligence or violation of any safety or driving rule or law that results in an accident. **Any employees involved in a collision (both preventable and non-preventable) will be asked to take a defensive driving course post-incident.**

Employees driving Town vehicles and/or wheeled equipment will be asked to complete a defensive driving course at least every four years. Additionally, all new employees will be asked to complete a basic driver course within their first six months of employment (either online or in-person).

The use of handheld cell phones while operating Town vehicles and equipment is strictly prohibited in accordance with Maryland law. The Town will provide hands-free devices or microphones to assist drivers that operate a vehicle or other equipment and need access to their cell phone for work-related reasons.

Vehicle Maintenance

An employee assigned a Town vehicle shall be fully responsible for the general maintenance and proper care of the vehicle. It is the responsibility of the assigned driver to inform his/her supervisor of any vehicle maintenance needs or safety problems.

The Town services its vehicles and equipment on a regular preventative maintenance calendar, in accordance with manufacturer's guidelines based on miles or hours of use. As an operator/driver, you are required to complete and maintain a diary/log showing when maintenance has been completed, including the date and mileage of these services. The diary/log should show both preventative and unscheduled maintenance that is performed on the vehicles and equipment. Logs should be maintained by the Director of Public Works or his/her designee.

AGENDA ITEM #7. Waynesboro Waterline Update for Consideration: Presentation at meeting by town staff.

Waynesboro Pike Leaking 2” water line

Valley Directional Boring \$8,800

- Bore under the road
- Pull HDPE pipe thru
- Fuse proper connections on each end to adapt to back of ductile iron pipe

Mid Atlantic \$15,500

- Tie into the existing 6” pipe at Fire Hydrant
- Make reduction back to 2” on both sides of road.

Total cost of project: \$24,300

M. SET AGENDA FOR NEXT MEETING: MARCH 2, 2020 AT 7:30 PM

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

Administrative Business:

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