

**MEETING MINUTES
VIRTUAL TOWN MEETING
MAY 18, 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; and Cole Tabler, Town Accountant.

I. Call to Order

Commissioners O'Donnell, Ritz III, Burns and Davis joined the meeting via a teleconferencing platform. A quorum being present, Commissioner Clifford Sweeney, President of the Board of Commissioners, called the May 18, 2020 virtual town meeting to order at 7:30 p.m. Pledge of Allegiance was recited. Upcoming meetings were announced. Mayor Briggs read an update on the Town's actions regarding the COVID-19 virus.

Commissioner Comments:

- Commissioner Davis: He expressed a desire to reexamine the small business reopening procedures proposed by County Executive Gardner regarding the COVID-19 virus.
- Commissioner Burns: He expressed a desire to reexamine the small business reopening procedures too.
- Commissioner Ritz III: He expressed a desire to reexamine the small business reopening procedures too.
- Commissioner O'Donnell: He expressed support for the proposed reopening procedures with slight modification. He also requested a speed radar installed on Main Street to encourage drivers and larger trucks to slow down.
- Commissioner Sweeney: He expressed a desire to reexamine the small business reopening procedures too. Community Heritage Day is scheduled for June 27, 2020.

Mayor's Comments:

Mayor Briggs explained Community Pool will have a delayed opening to mid-June or early July 2020. He has been in contact with Joy Schafer, Director of Government Affairs for Frederick County, regarding next steps with Frederick County and reopening procedures. He hopes to get the Emmitsburg businesses opened soon.

Public Comments:

No public comment.

Administrative Business:

No administrative business.

II. Agenda Items

Agenda #1 - Approval of the fiscal year 2021 Frederick County Sheriff's Office contract for consideration (tentative): The agenda item has been postponed to a later date.

Agenda #2 - Town of Emmitsburg grant for \$30,000 for local businesses for consideration: Ms. Willets presented the agenda item. The proposed micro grant would allow Emmitsburg businesses to apply for up to \$1,000 each to aid in COVID-19 expenses accrued after April 1, 2020. Eligible businesses must have less than 15 employees. Ms. Willets read the guidelines for the grant. If approved, businesses could apply for the grant starting on May 19, 2020 with a due date of June 2, 2020. The letter and application will be posted on the town website. *Motion:* Commissioner Burns motioned to approve the micro grant for \$30,000 for small local businesses; second by Commissioner O'Donnell. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #3 - Approval of Policy 20-05, COVID-19 hazard pay for essential employees, for consideration: Ms. Willets presented the agenda item. The proposed policy would authorize the Town to give hazard pay to essential employees that have been reporting to work during the COVID-19 shutdown. The pay would begin on March 19, 2020 until the shutdown is lifted. The policy must be in place for the Town to be eligible to receive emergency management grant reimbursement from the County and State. *Motion:* Commissioner O'Donnell motioned to approve Policy 20-05, COVID-19 hazard pay for essential employees; second by Commissioner Burns. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #4 - Presentation and review of the fiscal year 2021 town budget for consideration: Ms. Willets and Mr. Tabler presented the agenda item. The budget decreased by 3.1% overall due to an anticipated reduction in revenue from the COVID-19 virus. The Town used fiscal year (FY) 2019 audited numbers when estimating revenue. A summary of revenue and expenses was given. Town staff reviewed each line item of the FY2021 budget and presented a PowerPoint highlighting the breakdown of various line items. Commissioner O'Donnell requested funding for repair of the multi-user trails damaged during the Stand 5 logging. Mayor Briggs recommends keeping the real estate tax rate the same as FY2019.

Agenda #5 - Presentation and review of Ordinance 20-07, FY2021 Employee Salary Chart, for consideration: Ms. Willets and Mr. Tabler presented the agenda item. Mayor Briggs recommends a 2% Cost of Living Adjustment (COLA) with a step increase for all staff and the addition of a new water and sewer employee for an overall increase of 8% from FY2020. The Town hired a contractor to complete a compensation survey for all town staff to see if wages are competitive. The survey findings will be brought to the Board at a later date. The Board did not request any changes.

Set Agenda Items for June 1, 2020 virtual Town Meeting

1. Approval of Resolution 20-06R Community Legacy grant submittal authorization ADA curb ramps for consideration.
2. Approval of Resolution 20-07R Community Legacy grant submittal authorization façade improvements for consideration.
3. Approval of the FY2021 Frederick County Sheriff's Office contract for consideration.
4. Presentation and review of the fiscal year 2021 town budget for consideration.
5. Presentation and review of Ordinance 20-07, FY2021 Employee Salary Chart, for consideration.

Administrative Business:

- A. Discussion of Renaming Community Park in Honor of Gene Myers.
- B. Presentation by the Lions Club for a shed located in Community Park.
- C. Discussion of pool rates for 2020 pool season for consideration.

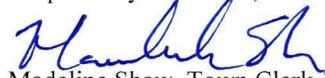
The Board gave unanimous consent for the approval of the June 1, 2020 town meeting agenda.

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, Commissioner O'Donnell motioned to adjourn the May 18, 2020 town meeting; second by Commissioner Ritz III. Yeas – 5; Nays – 0. The meeting adjourned at 10:13 p.m.

Respectfully submitted,



Madeline Shaw, Town Clerk

Minutes Approved On: