



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

VIRTUAL TOWN MEETING AGENDA PACKET MONDAY, JUNE 1, 2020 – 7:30 P.M.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. FUTURE MEETINGS**

Virtual Town Council Meeting: Monday, July 6, 2020 at 7:30 p.m. (via Zoom & Channel 99)

- 4. MEETING ITEMS**

- A. APPROVE MINUTES: MAY 4, 2020 & MAY 18, 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). 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.
- I. CONSENT AGENDA: NONE
- J. TREASURER'S REPORT
- K. PLANNING COMMISSION REPORT
- L. AGENDA ITEMS (DETAILS ATTACHED)
 - (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 FY 2021 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.
- M. SET AGENDA FOR NEXT MEETING: JULY 6, 2020

- 5. SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS**
- 6. ADJOURN**

ZOOM MEETING ACCESS INFORMATION:

Topic: Town Meeting: June 1, 2020

Time: Jun 1, 2020 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting:

<https://us02web.zoom.us/j/82206148798>

Meeting ID: 822 0614 8798

Password: 21727

One tap mobile

+16465588656,,82206148798#,,1#,21727# US (New York)

+13017158592,,82206148798#,,1#,21727# US (Germantown)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 822 0614 8798

Password: 21727

Find your local number: <https://us02web.zoom.us/u/kdlRtMOPel>

The town meeting will begin at 7:30 p.m. If you would like to speak during public comment or an agenda item, you must sign-up to speak BEFORE 7:30 p.m. Sign-up to speak by emailing your name, address and topic you'd like to speak on to mshaw@emmitsburgmd.gov or calling (301) 600-6300.

You can also watch the town meeting live on cable channel 99. A recording will be posted to YouTube after (@Town of Emmitsburg).

A. APPROVE MINUTES: MAY 4, 2020 & MAY 18, 2020

**MEETING MINUTES
VIRTUAL TOWN MEETING
MAY 4, 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; and Madeline Shaw, Town Clerk.

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 4, 2020 town meeting to order at 7:30 p.m. Pledge of allegiance was recited. Upcoming meetings were announced. Mayor Briggs read a statement explaining the public can observe the meeting virtually on cable channel 99 or Zoom teleconferencing platform only due to the COVID-19 virus.

Approval of Minutes

Motion: Commissioner O'Donnell motioned to accept the March 2, 2020 town meeting minutes as presented; second by Commissioner Burns. Yeas – 5; Nays – 0. The president declared the motion passed.

Police Report:

No police report.

Town Managers Report:

Cathy Willets, Town Manager, presented the Town Manager's Report from February 2020 and March 2020 (exhibits in agenda packet). Since the COVID-19 virus shutdown began on March 19, 2020, Ms. Willets has spoken with the Mayor every day. LG Sonic was deployed on Rainbow Lake on April 28, 2020. There was a reduction in flows to the Creamery Road pump station during heavy rain fall indicating the February sewer relining was a success.

Town Planners Report:

Cathy Willets, Town Manager, presented the Town Planner's Report on behalf of the Town Planner for February 2020 and March 2020 (exhibits in agenda packet). Mr. Gulden continues to work on MS4 requirements, the 2020 Census, Community Legacy, and permitting.

Commissioner Comments:

- Commissioner O'Donnell: He was informed by Senator Cardin's office the pedestrian trail project connecting the C&O Canal with Gettysburg is underway. There was also damage to the Town's trails during the stand 5 logging.
- Commissioner Ritz III: He expressed a desire to participate in the COVID-19 weekly update with Mayor Briggs on channel 99. He thanked the Vigilant Hose Company and others in the community for their volunteer work.
- Commissioner Burns: He thanked all the COVID-19 volunteers for their assistance.
- Commissioner Davis: He thanked the volunteers too. Anyone with needs can contact the Vigilant Hose Company for supplies. The Thurmont Little League is hoping to have a baseball season June to August 2020.
- Commissioner Sweeney: He thanked the volunteers too. Community Heritage day is still on for June 27, 2020 unless the Governor continues the mandate canceling all events.

Mayor's Comments:

Mayor Briggs attended several meetings in March 2020 and April 2020 (meetings listed in agenda packet). Mayor Briggs mentioned the pool house renovation is almost complete. The pool will not open Memorial Day weekend due to the COVID-19 virus and governor mandates. He thanked the Commissioners for wearing their 2020 census t-shirts. He encouraged residents to take the census to ensure Emmitsburg gets federal funding for schools and roads.

Public Comments:

No public comment.

Administrative Business:

- I. **Lion's Club request for a location in the park for a storage shed:** Item postponed to future meeting.
- II. **Discussion related to traffic pattern at square:** Commissioner Ritz III would like the alternation pattern of the light at the town square to be revised to minimize traffic backups and improve safety. The Board discussed safety concerns and possible new light patterns. The Board directed town staff to send a formal letter to State Highway Administration with a modification request on behalf of the Mayor and appeal to higher levels of the State if necessary.

Consent Agenda:

The Board gave unanimous consent for the appointment of Wayne Slaughter as an alternate to the Board of Appeals with a term ending in April 2023. Commissioners Sweeney, O'Donnell, Burns and Davis gave unanimous consent for the appointment of Ronald Lind to the Board of Appeals with a term ending in February 2023; commissioner Ritz III abstained. The Board also gave unanimous consent for the appointment of Tim Clarke to the Ethics Commission and the Community Heritage Day free pool day on June 27, 2020.

Treasurer's Report:

Commissioner O'Donnell presented the Treasurer's Report for March 2020 and April 2020 (exhibits in agenda packet). The operating balance forward is \$3,964,962 as of April 28, 2020.

Planning Commission Report:

Commissioner Ritz III presented the report. The last Planning Commission meeting was on February 24, 2020 and was already reported on. The next Planning Commission meeting will be virtual on May 5, 2020.

II. Agenda Items

Agenda #1 - Initial presentation of the fiscal year (FY) 2021 budget: Mayor Briggs thanked town staff for their time in putting together the fiscal year (FY) 2021 budget. He explained each of the Board members should have received a copy of the proposed FY2021 budget. The Town is planning for a 15% decrease in revenue due to the COVID-19 virus as recommended by the State and County. The budget may need to be revisited in the middle of the fiscal year to adjust to additional revenue or expenses. A full presentation of the FY2021 budget will be made at the May 18, 2020 town meeting.

Agenda #2 - Approval of the engineering firm for the Water Clarifier Project for consideration: Ms. Willets presented the agenda item. The proposed water clarifier would reduce maintenance on the water plant by improving the raw water quality from Rainbow Lake. The bid was first advertised on December 16, 2019 with bids due on February 14, 2020. Town staff received four bids. Town staff recommends awarding the bid to RK&K (Baltimore, MD) for \$243,200 because the bid addressed gravity flow concerns of staff, included recommendations on buildings and DAFs, the town has worked with RK&K in the past, and the reference checks were all positive. *Motion:* Commissioner O'Donnell motioned to accept RK&K of Baltimore, Maryland's bid in the sum of \$243,200 for the water clarifier project; second by Commissioner Ritz III. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #3 - Approval of Ordinance 20-03 Small Cell Tower for consideration: The agenda item was postponed under the direction of Mayor Briggs as the Town does not want to introduce any new legislation that would create new fees during the COVID-19 virus. The agenda item will be brought back to the Board at a later date.

Agenda #4 - Approval of Policy 20-02 Small wireless facility standards for consideration: Item postponed to a later date.

Agenda #5 - Approval of Policy 20-03 updated Review Fees' Policy for consideration: Item postponed to a later date.

Agenda #6 - Approval of Ordinance 20-04 and Ordinance 20-05, Collection of Charges, for consideration: Ms. Willets presented the agenda item. The town has a new black drop box in the rear of the Emmitsburg Community Center. The ordinances would allow for the drop box to be used as an acceptable method of payment for water bills and parking citations. *Motion:* Commissioner Burns motioned to approve Ordinance 20-04 and Ordinance 20-05 regarding collection of charges; second by Commissioner Davis. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #7 - Authorization to obtain USDA Rural Development funding for the Creamery Road Pump Station project for consideration: Ms. Willets presented the agenda item. Resolution 20-09R gives town staff the authority to apply for United State Department of Agriculture (USDA) Rural Development funding for the replacement of the Creamery Road

Pump Station that has exceeded its useful life. The Town is requesting grants or low interest loans from the USDA. There was no public comment on the agenda item. *Motion:* Commissioner Ritz III motioned to approve Resolution 20-09R with the date modification; second by Commissioner O'Donnell. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #8 - Approval of Resolution 20-08R, Authorization the Town Manager to File an Application for Federal Assistance with the USDA Rural Development for consideration: Ms. Willets presented this agenda item. Resolution 20-08R gives Mayor Briggs and Ms. Willets the authority to sign all documents required for the submission of the USDA-RD funding application for the replacement of the Creamery Road pump station. There was no public comment on the agenda item. *Motion:* Commissioner Burns motioned to approve Resolution 20-08R with modification; second by Commissioner O'Donnell. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #9 - Approval of Policy 20-04, Limited English Proficiency Plan, for consideration: Ms. Willets presented the agenda item. The USDA requires the Town pass Policy 20-04 to be eligible for federal funding. The policy establishes guidelines on the availability and cost of translation services for persons with limited English proficiency in Emmitsburg. *Motion:* Commissioner O'Donnell motioned to approve Policy 20-04 Limited English Proficiency Plan; second by Commissioner Burns. Yeas – 5; Nays – 0. The president declared the motion passed.

Set Agenda Items for May 18, 2020 Virtual Town Meeting

1. Approval of the fiscal year 2021 Sheriff's Office Contract for Consideration (tentative).
2. Town of Emmitsburg grant for \$30,000 for local businesses for consideration.
3. Presentation and review of the fiscal year 2021 town budget for consideration.
4. Presentation and review of Ordinance 20-07, FY2021 Employee Salary Chart, for consideration.

Set Agenda Items for June 1, 2020 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. Presentation and review of the fiscal year 2021 town budget for consideration.
4. Presentation and review of Ordinance 20-07, FY2021 Employee Salary Chart, for consideration.

Administrative Business:

- A. Discussion of Renaming of Community Park in Honor of Gene Myers.

If the budget is not passed at the June 1, 2020 town meeting the Board will need to hold a second meeting on June 15, 2020. The Board gave unanimous consent for the agenda for the June 1, 2020 and May 18, 2020 agendas.

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, Commissioner Ritz III motioned to adjourn the May 4, 2020 virtual town meeting; second by Commissioner O'Donnell. Yeas – 5; Nays – 0. The meeting adjourned at 9:34 p.m.

Respectfully submitted,

Madeline Shaw, Town Clerk
Minutes Approved On:

**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.

II. 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:

- B. Discussion of Renaming Community Park in Honor of Gene Myers.
- C. Presentation by the Lions Club for a shed located in Community Park.
- D. 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:

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

C. TOWN MANAGER’S REPORT

**Town Manager’s Report
April 2020
Prepared by Cathy Willets**

Streets:

- Staff replaced and repaired some street signs around town.

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 mowed, trimmed and weed killed in parks.
- Contractor took down and trimmed some trees in Emmitt Gardens Park & Silo Hill for safety concerns.
- Staff prepped all park restroom buildings and dog park for summer months
- Staff planted 11 donated silky dogwood trees in Community Park.
- Contractor completed installation of some new pole lights and a camera for Community Park all-inclusive playground.
- Contractor installed new trex decking boards across Community Park walking bridge.

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 every other week.
- Well levels (optimum level was determined to be May 2011).

	<u>May 2011</u>	<u>April</u>	<u>Change</u>
○ Well #1:	35’	32’	+3
○ Well #2:	8’	10’	-2
○ Well #3:	12’	OFF’	N/A
○ Well #4:	108’	115	-7
○ Well #5:	10’	10’	0

- Water production and consumption. We produced an average of 226,179 GPD. We consumed an average of 186,340 GPD. The difference is "Backwash Water" ... (12.4%).
 - 20.1% of this water came from wells.
 - 6.4% of this water came from Mt. St. Mary's.
 - 73.5% of this water came from Rainbow Lake.

We purchased 431,380 gallons of water from MSM this month.

Wastewater:

- We received about 6.95” of precipitation this month (the average is 3.8”).
 - We have a precipitation DEFICIT of 1.05” over the last six months. The average precipitation for the period from November 1 through April 30 is 25.1”. We have received 24.05” for that period.

Wastewater Treatment:

- We treated an average of 691,000 gpd (consumed 186,340 GPD) which means that 54.4% of the wastewater treated this month was "wild water".
- We had no spills of untreated sewage in the month of April.
- With seven inches of rain at the WWTP, there were no spills. We can still see a positive impact on the overall flows at CRPS. Only slight flooding on 04/30 when we received 2+ inches of rain.
- We did exceed the plant’s design capacity four times in the month of April.

04/13	1,994,000 gpd	04/14	832,000 gpd	04/26	927,000 gpd
04/30	3,333,000 gpd				

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

Meetings Attended:

- 04/09 Budget meeting with Town Clerk and Town Accountant
- 04/15 Conference call with County Executive
- 04/22 Conference call with County Executive
- 04/23 Mayor’s public service announcement
- 04/27 Conference call with HR (Amanda)
- 04/28 Conference call with CBDG re: Cares Act
- 04/28 Budget meeting with Town Clerk and Town Accountant
- 04/29 Conference call with County Executive
- 04/29 Budget meeting with Town Accountant and Mayor
- 04/30 Conference call with USDA (Kendra)
- ***** Met with or spoke with the Mayor every day during the COVID-19 shutdown. (03/19-present)**

Noteworthy:

- Staff installed some water meter upgrades.
- Staff pumps holding tank every 10 days at 8533 Hampton Valley Rd. rental property.
- Staff worked at 140 bridge project locating valve boxes.
- Staff dug out and raised curb box at 502 East Main St. for the bridge project.
- Fire hydrant #111 put out of service due to vehicle accident.
- Staff assisted with deploying the LG Sonic on Rainbow Lake.
- Removed two dumpsters of sludge from WWTP. Wasting was adjusted down to 4,000 gallons per day. Staff does not anticipate any increases.

PARKING ENFORCEMENT REPORT
April 2020

*Note: Due to limited staffing regarding the COVID-19 virus,
the parking enforcement reports will be published at a later town meeting.*

D. TOWN PLANNER'S REPORT

**Town Planner's Report
April 2020
Prepared by Zachary R. Gulden, MPA**

Worked remotely from 04/01/20 – 04/30/20 due to COVID-19 Pandemic restrictions

1. Board of Commissioners (BOC)

- Continued working on proposed zoning and subdivision ordinance amendments.

2. Grants

- Misc. pool house mural, Census, Community Legacy, & Keep MD Beautiful grant management.
- Completed the Community Legacy quarterly reports for FY2019 & FY2020
- Submitted Community Legacy reimbursement requests for 1-3 & 200 E Main St.

3. Municipal Separate Storm Sewer System (MS4)

- Misc. Silo Hill basin retrofit project management.
- Worked on updating the current year MS4 report.

4. Permits & Zoning

- Processed 5 zoning applications:
 - 1x change of use;
 - 1x deck;
 - 1x fence;
 - 1x paver patio;
 - 1x roof;
- Responded to various incident reports.

5. Planning Commission (PC)

- Misc. Rutter's, Dunkin', & Insurance Brokers of MD project management.
- Reviewed the revised Insurance Brokers of MD site plan & updated PC staff memo.
- Prepared materials for the 05/05 PC meeting.

6. Miscellaneous

- Attended a Frederick County Arts Council conference call meeting on 04/01.
- Gathered pump station information for Town Clerk.
- Attended a conference call with the Mayor and a potential developer for Emmit Ridge on 04/09.
- Misc. Stand 5 logging work.
- Attended a Frederick County Census Committee conference call on 04/17.
- Attended a CARES Act for Planning Directors conference call (MD Department of Planning) on 04/28.

E. COMMISSIONER COMMENTS

F. MAYOR'S COMMENTS

Meetings attended in May 2020:

- May 4, Town Council Meeting (virtual).
- May 6, Weekly COVID-19 update on channel 99 and social media, Mayor Don Briggs and Dr. Tim Trainor President of Mount St. Mary's University.
- May 13, Conference call, Mayors with County Executive Gardner. Town manager Willets joined.
- May 13, Weekly COVID-19 update on channel 99 and social media, Mayor Don Briggs and County Executive Jan Gardner.
- May 14, Conference call, Mayors with County Executive Gardner. Town manager Willets joined.
- May 14, MML Frederick Chapter meeting, virtual at 6:00 p.m. Roger Wilson elected President.
- May 15, Mount St. Mary's University College of Liberal Arts Advisory Committee (virtual).
- May 18, Special town Commissioner's meeting town budget FY2021 (virtual).
- May 20, Conference call, Mayors with County Executive Gardner. Town manager Willets joined.
- May 23, Weekly COVID-19 update on channel 99 and social media, Mayor Don Briggs and Helen Propheter, Executive Director, Economic and Workforce Development, Frederick County Office of Economic Development.
- May 26, Memorial Day, 10:00 a.m., Commissioner Davis and I visited our six cemeteries, the America Legion, Doughboy with joint American Legion – VFW honor guard, 21 rifle salute.
- May 26, Conference call, Mayors with County Executive Gardner. Town manager Willets joined.
- May 27, Conference call, Mayors with County Executive Gardner. Town manager Willets joined.
- May 27, Weekly COVID-19 update on channel 99 and social media, Mayor Don Briggs and Roger Wilson, Frederick City Alderman and former Frederick County Director of Government Affairs.
- May 28, MML Frederick County chapter, Program Open Space grant funding distribution meeting, (virtual).

G. PUBLIC COMMENTS

H. ADMINISTRATIVE BUSINESS

- (A). **Discussion of Renaming Community Park in Honor of Gene Myers:** Presentation by Commissioner Davis at town meeting.

- (B). **Presentation by the Lions Club for a shed located in Community Park:** Presentation by Lions Club members at town meeting.

- (C). **Discussion of pool rates for 2020 pool season for consideration:** Presentation by town staff at the town meeting.

I. CONSENT AGENDA

NONE

J. TREASURER REPORT

**Town of Emmitsburg
CASH ACTIVITY as of May 26, 2020**

\$4,939,651	Cash Balance May 1, 2020
75,380	Deposits
<u>-73,704</u>	Withdrawals
\$4,941,327	Operating Balance Forward

Top 10 Check Amounts:

<u>Amount</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check Date</u>	<u>Check No.</u>
\$18,291	MD Dept of Budget & Mgmt	Apr 20 Health Insurance	04.29.20	40977
\$10,312	UGI Energy Services	Mar 20 Solar Field #2	04.29.20	40982
\$10,126	UGI Energy Services	Mar 20 Solar Field #1	04.29.20	40982
\$9,414	Omega Contracting	Pool House Grant #19-1	05.20.20	41027
\$6,362	Republic Services	May 20 Residential Services	05.13.20	40998
\$4,786	Frederick County DUSWM	Apr 20 Tipping Fees	05.13.20	41001
\$3,035	Frederick News Post	Pump Station	05.20.20	41024
\$2,777	Denali Water Solutions	Sludge Removal	05.20.20	41021
\$2,677	Powell LLC	Apr 20 Legal Fees	05.13.20	41012
\$2,110	Catoctin Labs Inc	Chemicals	05.20.20	41017

Check dates 04.29.20 to 05.26.20

K. PLANNING COMMISSION REPORT: Presentation at the meeting by Commissioner Ritz III.

L. AGENDA ITEMS:

AGENDA ITEM# 1. Approval of Resolution 20-06R Community Legacy grant submittal authorization ADA curb ramps for consideration: Presentation at meeting by town staff.

RESOLUTION: 2020
RESOLUTION NO. 20 – 06R

Page 1 of 2

**A RESOLUTION
APPROVING THE APPLICATION
AND RECEIPT OF FINANCING
FOR COMMUNITY LEGACY PROJECTS:
EMMITSBURG TOWN-WIDE ADA COMPLIANCE
CURB RAMP’S PROJECT**



BE IT RESOLVED, ENACTED AND ORDAINED, this 1st day of June, 2020 by the Mayor and Board of Commissioners of the Town of Emmitsburg, Maryland, pursuant to the authority granted to them by the laws of Maryland and the Charter of the Town of Emmitsburg, do, approve the application and receipt of financing for a Community Legacy Project (the “Project”) further described in the Community Legacy Application (the “Application”), to be financed either directly by the Department of Housing and Community Development (the “Department”) of the State of Maryland or through other departments or agencies of the State of Maryland.

WHEREAS, the Mayor and Board of Commissioners recognize that there is a significant need for reinvestment and revitalization of the communities in Frederick County/Town of Emmitsburg; and

WHEREAS, the Department, either through Community Legacy or through other Programs of the Department, or in cooperation with other State departments or agencies, may provide some or all of the financing for the Project (the “Project Financing”) in order to assist in making it financially feasible; and

WHEREAS, the Project is located within a priority funding area under Section 5-7B-02 of the Smart Growth Act and the Project will conform to the local zoning code; and

WHEREAS, the applicable law and regulations require approval of the Community Legacy Project and the Project Financing by the Mayor and Board of Commissioners and, where appropriate, by the chief elected executive official of the local subdivision;

NOW, THEREFORE BE IT RESOLVED THAT, the Mayor and Board of Commissioners hereby endorses the Project; and **HEREBY** approves the request for financial assistance in the form of a grant in the amount of \$200,900.00 for the Emmitsburg Town-Wide ADA Compliance Curb Ramp’s Project;

BE IT FURTHER RESOLVED THAT, the chief elected executive official be, and is hereby requested to endorse this Resolution, thereby indicating his approval thereof; and,

BE IT FURTHER RESOLVED THAT, Donald N. Briggs, Mayor, and Cathy Willets, Town Manager, are hereby authorized to execute documents and take any action necessary to carry out the intent of these resolutions; and,

BE IT FURTHER RESOLVED THAT, copies of this Resolution are sent to the Secretary of the Department of Housing and Community Development of the State of Maryland.

NOW, THEREFORE, BE IT HEREBY enacted this 1st day of June 2020 by the Mayor and Board of Commissioners, that Resolution Number 2020 – 06R is true, correct, and duly adopted by the Mayor and Board of Commissioners of the Town of Emmitsburg.

PASSED this 1st day of June, 2020.

by a vote of _____ for, _____ against, _____ absent, and _____ abstain.

ATTEST:

BOARD OF COMMISSIONERS:

Madeline Shaw, Town Clerk

Clifford Sweeney, President

MAYOR

_____ APPROVED _____ VETOED

this this 1st day of June, 2020.

Donald N. Briggs, Mayor

AGENDA ITEM# 2. Approval of Resolution 20-07R Community Legacy grant submittal authorization façade improvements for consideration: Presentation at meeting by town staff.

RESOLUTION: 2020
RESOLUTION NO. 20 – 07R

Page 1 of 2

**A RESOLUTION
APPROVING THE APPLICATION
AND RECEIPT OF FINANCING
FOR COMMUNITY LEGACY PROJECTS:
FAÇADE & RESTORATION PROGRAM**

BE IT RESOLVED, ENACTED AND ORDAINED, this 1st day of June, 2020 by the Mayor and Board of Commissioners of the Town of Emmitsburg, Maryland, pursuant to the authority granted to them by the laws of Maryland and the Charter of the Town of Emmitsburg, do, approve the application and receipt of financing for a Community Legacy Project (the “Project”) further described in the Community Legacy Application (the “Application”), to be financed either directly by the Department of Housing and Community Development (the “Department”) of the State of Maryland or through other departments or agencies of the State of Maryland.

WHEREAS, the Mayor and Board of Commissioners recognize that there is a significant need for reinvestment and revitalization of the communities in Frederick County/Town of Emmitsburg; and

WHEREAS, the Department, either through Community Legacy or through other Programs of the Department, or in cooperation with other State departments or agencies, may provide some or all of the financing for the Project (the “Project Financing”) in order to assist in making it financially feasible; and

WHEREAS, the Project is located within a priority funding area under Section 5-7B-02 of the Smart Growth Act and the Project will conform to the local zoning code; and

WHEREAS, the applicable law and regulations require approval of the Community Legacy Project and the Project Financing by the Mayor and Board of Commissioners and, where appropriate, by the chief elected executive official of the local subdivision;

NOW, THEREFORE BE IT RESOLVED THAT, the Mayor and Board of Commissioners hereby endorses the Project; and **HEREBY** approves the request for financial assistance in the form of a grant in the amount of \$75,000.00 for Façade & Restoration Program;

BE IT FURTHER RESOLVED THAT, the chief elected executive official be, and is hereby requested to endorse this Resolution, thereby indicating his approval thereof; and,

BE IT FURTHER RESOLVED THAT, Donald N. Briggs, Mayor, and Cathy Willets, Town Manager, are hereby authorized to execute documents and take any action necessary to carry out the intent of these resolutions; and,

BE IT FURTHER RESOLVED THAT, copies of this Resolution are sent to the Secretary of the Department of Housing and Community Development of the State of Maryland.

NOW, THEREFORE, BE IT HEREBY enacted this 1st day of June, 2020 by the Mayor and Board of Commissioners, that Resolution Number 2020 – 07R is true, correct, and duly adopted by the Mayor and Board of Commissioners of the Town of Emmitsburg.

PASSED this 1st day of June, 2020.

by a vote of _____ for, _____ against, _____ absent, and _____ abstain.

ATTEST:

BOARD OF COMMISSIONERS:

Madeline Shaw, Town Clerk

Clifford Sweeney, Vice President

MAYOR

_____APPROVED _____VETOED

this this 1st day of June, 2020.

Donald N. Briggs, Mayor

AGENDA ITEM# 3. Approval of the FY 2021 Frederick County Sheriff's Office contract for consideration: Presentation at meeting by town staff.

AGENDA ITEM# 4. Presentation and review of the fiscal year 2021 town budget for consideration: Presentation at meeting by town staff.

ORDINANCE SERIES: 2020
ORDINANCE NO. 20-06

Page 1 of 1

AN ORDINANCE TO ADOPT
THE BUDGET
FOR THE TOWN OF EMMITSBURG
FOR THE FISCAL YEAR
JULY 1, 2020 THROUGH JUNE 30, 2021

BE IT ENACTED AND ORDAINED by the Mayor and Board of Commissioners of the Town of Emmitsburg, Maryland, pursuant to the authority granted to them by the laws of Maryland and by Article V in the Charter of the Town of Emmitsburg, that the "Budget" attached hereto and incorporated by reference herein, be and hereby is, adopted by and for the Town of Emmitsburg for the fiscal year 2020-2021.

BE IT FURTHER ENACTED AND ORDAINED, that this Ordinance shall take effect on the date on which the Mayor approves the Ordinance after passing by the Board of Commissioners or on the date on which the Board of Commissioners passes the Ordinance over the veto of the Mayor.

PASSED this _____ day of _____, 2020.

by a vote of _____ for, _____ against, _____ absent, and _____ abstain.

ATTEST:

EMMITSBURG BOARD OF COMMISSIONERS:

Madeline Shaw, Town Clerk

Clifford Sweeney, President

MAYOR

_____ APPROVED _____ VETOED

this _____ day of _____, 2020.

Donald N. Briggs, Mayor

I hereby certify that the foregoing Ordinance has been posted as required by Chapter 2.04 of the Emmitsburg Municipal Code.

Madeline Shaw, Town Clerk
Date:

AGENDA ITEM# 5. Presentation and review of Ordinance 20-07, FY2021 Employee Salary Chart, for consideration: Presentation at meeting by Mayor Briggs and town staff.

ORDINANCE SERIES: 2020
ORDINANCE NO. 20 - 07

Page 1 of 6

AN ORDINANCE TO AMEND
TITLE 2
OF THE CODE OF EMMITSBURG
ENTITLED
ADMINISTRATION AND PERSONNEL

Draft

BE IT RESOLVED, ENACTED AND ORDAINED BY THE Mayor and Board of Commissioners of the Town of Emmitsburg, Maryland that Chapters 2.50.030 of the Emmitsburg Municipal Code be amended as follows:

The amended section of this regulation reads as follows with new wording indicated in **BOLD CAPITAL** letters and deleted words in ~~[strikeout]~~

CHAPTER 2.50.30 SALARY STRUCTURE

Town Of Emmitsburg Salary Structure—Fiscal Year ~~2020~~ **2021**
for July 1, ~~2019~~ **2020** with **2%** COLA factor approved

See following pages

SALARY CHART (Part 1 of 4)

Position	Grade		3.50%		3.00%
			Base	Step 1	Step 2
	1	Annual Salary	\$26,024.78	\$26,935.65	\$27,743.72
		Biweekly Salary	\$1,000.95	\$1,035.99	\$1,067.07
		Hourly Rate	\$12.51	\$12.95	\$13.34
	2	Annual Salary	\$27,463.66	\$28,424.89	\$29,277.64
		Biweekly Salary	\$1,056.29	\$1,093.27	\$1,126.06
		Hourly Rate	\$13.20	\$13.67	\$14.08
	3	Annual Salary	\$28,699.23	\$29,703.70	\$30,594.81
		Biweekly Salary	\$1,103.82	\$1,142.45	\$1,176.72
		Hourly Rate	\$13.80	\$14.28	\$14.71
Public Works Employee & Water & Sewer Operator	4	Annual Salary	\$31,279.79	\$32,374.58	\$33,345.82
		Biweekly Salary	\$1,203.07	\$1,245.18	\$1,282.53
		Hourly Rate	\$15.04	\$15.56	\$16.03
Office Manager	5	Annual Salary	\$35,338.34	\$36,575.18	\$37,672.44
		Biweekly Salary	\$1,359.17	\$1,406.74	\$1,448.94
		Hourly Rate	\$16.99	\$17.58	\$18.11
Accounting Technician, Building Maintenance, & Parking & Code Enforcement Officer	6	Annual Salary	\$40,507.34	\$41,925.10	\$43,182.85
		Biweekly Salary	\$1,557.97	\$1,612.50	\$1,660.88
		Hourly Rate	\$19.47	\$20.16	\$20.76
	7	Annual Salary	\$41,445.73	\$42,896.33	\$44,183.22
		Biweekly Salary	\$1,594.07	\$1,649.86	\$1,699.35
		Hourly Rate	\$19.93	\$20.62	\$21.24
Town Clerk	8	Annual Salary	\$44,573.72	\$46,133.80	\$47,517.82
		Biweekly Salary	\$1,714.37	\$1,774.38	\$1,827.61
		Hourly Rate	\$21.43	\$22.18	\$22.85
Lead Water & Sewer Operator	9	Annual Salary	\$47,701.71	\$49,371.27	\$50,852.41
		Biweekly Salary	\$1,834.68	\$1,898.89	\$1,955.86
		Hourly Rate	\$22.93	\$23.74	\$24.45
	10	Annual Salary	\$50,584.57	\$52,355.03	\$53,925.69
		Biweekly Salary	\$1,945.56	\$2,013.66	\$2,074.06
		Hourly Rate	\$24.32	\$25.17	\$25.93
Director of Public Works, Town Accountant, Town Planner, Water & Sewer Superintendent	11	Annual Salary	\$55,592.42	\$57,538.15	\$59,264.30
		Biweekly Salary	\$2,138.17	\$2,213.01	\$2,279.40
		Hourly Rate	\$26.73	\$27.66	\$28.49
Town Manager	12	Annual Salary	\$86,418.93	\$89,443.59	\$92,126.90
		Biweekly Salary	\$3,323.80	\$3,440.14	\$3,543.34
		Hourly Rate	\$41.55	\$43.00	\$44.29

SALARY CHART CONTINUED (Part 2 of 4)

Position	Grade		3.00%	2.00%	2.00%
			Step 3	Step 4	Step 5
	1	Annual Salary	\$28,576.03	\$29,147.55	\$29,730.50
		Biweekly Salary	\$1,099.08	\$1,121.06	\$1,143.48
		Hourly Rate	\$13.74	\$14.01	\$14.29
	2	Annual Salary	\$30,155.97	\$30,759.09	\$31,374.27
		Biweekly Salary	\$1,159.84	\$1,183.04	\$1,206.70
		Hourly Rate	\$14.50	\$14.79	\$15.08
	3	Annual Salary	\$31,512.66	\$32,142.91	\$32,785.77
		Biweekly Salary	\$1,212.03	\$1,236.27	\$1,260.99
		Hourly Rate	\$15.15	\$15.45	\$15.76
Public Works Employee & Water & Sewer Operator	4	Annual Salary	\$34,346.19	\$35,033.12	\$35,733.78
		Biweekly Salary	\$1,321.01	\$1,347.43	\$1,374.38
		Hourly Rate	\$16.51	\$16.84	\$17.18
Office Manager	5	Annual Salary	\$38,802.61	\$39,578.66	\$40,370.23
		Biweekly Salary	\$1,492.41	\$1,522.26	\$1,552.70
		Hourly Rate	\$18.66	\$19.03	\$19.41
Accounting Technician, Building Maintenance, & Parking & Code Enforcement Officer	6	Annual Salary	\$44,478.34	\$45,367.90	\$46,275.26
		Biweekly Salary	\$1,710.71	\$1,744.92	\$1,779.82
		Hourly Rate	\$21.38	\$21.81	\$22.25
	7	Annual Salary	\$45,508.72	\$46,418.89	\$47,347.27
		Biweekly Salary	\$1,750.34	\$1,785.34	\$1,821.05
		Hourly Rate	\$21.88	\$22.32	\$22.76
Town Clerk	8	Annual Salary	\$48,943.35	\$49,922.22	\$50,920.67
		Biweekly Salary	\$1,882.44	\$1,920.09	\$1,958.49
		Hourly Rate	\$23.53	\$24.00	\$24.48
Lead Water & Sewer Operator	9	Annual Salary	\$52,377.98	\$53,425.54	\$54,494.05
		Biweekly Salary	\$2,014.54	\$2,054.83	\$2,095.92
		Hourly Rate	\$25.18	\$25.69	\$26.20
	10	Annual Salary	\$55,543.46	\$56,654.33	\$57,787.41
		Biweekly Salary	\$2,136.29	\$2,179.01	\$2,222.59
		Hourly Rate	\$26.70	\$27.24	\$27.78
Director of Public Works, Town Accountant, Town Planner, Water & Sewer Superintendent	11	Annual Salary	\$61,042.23	\$62,263.07	\$63,508.33
		Biweekly Salary	\$2,347.78	\$2,394.73	\$2,442.63
		Hourly Rate	\$29.35	\$29.93	\$30.53
Town Manager	12	Annual Salary	\$94,890.71	\$96,788.52	\$98,724.29
		Biweekly Salary	\$3,649.64	\$3,722.64	\$3,797.09
		Hourly Rate	\$45.62	\$46.53	\$47.46

SALARY CHART CONTINUED (Part 3 of 4)

Position	Grade		1.50%	1.50%	1.50%
			Step 6	Step 7	Step 8
	1	Annual Salary	\$30,176.46	\$30,629.10	\$31,088.54
		Biweekly Salary	\$1,160.63	\$1,178.04	\$1,195.71
		Hourly Rate	\$14.51	\$14.73	\$14.95
	2	Annual Salary	\$31,844.88	\$32,322.56	\$32,807.39
		Biweekly Salary	\$1,224.80	\$1,243.18	\$1,261.82
		Hourly Rate	\$15.31	\$15.54	\$15.77
	3	Annual Salary	\$33,277.56	\$33,776.72	\$34,283.37
		Biweekly Salary	\$1,279.91	\$1,299.10	\$1,318.59
		Hourly Rate	\$16.00	\$16.24	\$16.48
Public Works Employee & Water & Sewer Operator	4	Annual Salary	\$36,269.79	\$36,813.83	\$37,366.04
		Biweekly Salary	\$1,394.99	\$1,415.92	\$1,437.16
		Hourly Rate	\$17.44	\$17.70	\$17.96
Office Manager	5	Annual Salary	\$40,975.79	\$41,590.42	\$42,214.28
		Biweekly Salary	\$1,575.99	\$1,599.63	\$1,623.63
		Hourly Rate	\$19.70	\$20.00	\$20.30
Accounting Technician, Building Maintenance, & Parking & Code Enforcement Officer	6	Annual Salary	\$46,969.39	\$47,673.93	\$48,389.04
		Biweekly Salary	\$1,806.52	\$1,833.61	\$1,861.12
		Hourly Rate	\$22.58	\$22.92	\$23.26
	7	Annual Salary	\$48,057.48	\$48,778.34	\$49,510.02
		Biweekly Salary	\$1,848.36	\$1,876.09	\$1,904.23
		Hourly Rate	\$23.10	\$23.45	\$23.80
Town Clerk	8	Annual Salary	\$51,684.48	\$52,459.74	\$53,246.64
		Biweekly Salary	\$1,987.86	\$2,017.68	\$2,047.95
		Hourly Rate	\$24.85	\$25.22	\$25.60
Lead Water & Sewer Operator	9	Annual Salary	\$55,311.46	\$56,141.13	\$56,983.25
		Biweekly Salary	\$2,127.36	\$2,159.27	\$2,191.66
		Hourly Rate	\$26.59	\$26.99	\$27.40
	10	Annual Salary	\$58,654.22	\$59,534.04	\$60,427.05
		Biweekly Salary	\$2,255.93	\$2,289.77	\$2,324.12
		Hourly Rate	\$28.20	\$28.62	\$29.05
Director of Public Works, Town Accountant, Town Planner, Water & Sewer Superintendent	11	Annual Salary	\$64,460.96	\$65,427.87	\$66,409.29
		Biweekly Salary	\$2,479.27	\$2,516.46	\$2,554.20
		Hourly Rate	\$30.99	\$31.46	\$31.93
Town Manager	12	Annual Salary	\$100,205.15	\$101,708.23	\$103,233.86
		Biweekly Salary	\$3,854.04	\$3,911.86	\$3,970.53
		Hourly Rate	\$48.18	\$48.90	\$49.63

SALARY CHART CONTINUED (Part 4 of 4)

Position	Grade		1.50%	1.50%	1.50%	1.50%
			Step 9	Step 10	Step 11	Step 12
	1	Annual Salary	\$31,554.87	\$32,028.19	\$32,508.61	\$32,996.24
		Biweekly Salary	\$1,213.65	\$1,231.85	\$1,250.33	\$1,269.09
		Hourly Rate	\$15.17	\$15.40	\$15.63	\$15.86
	2	Annual Salary	\$33,299.50	\$33,799.00	\$34,305.98	\$34,820.57
		Biweekly Salary	\$1,280.75	\$1,299.96	\$1,319.46	\$1,339.25
		Hourly Rate	\$16.01	\$16.25	\$16.49	\$16.74
	3	Annual Salary	\$34,797.62	\$35,319.59	\$35,849.38	\$36,387.12
		Biweekly Salary	\$1,338.37	\$1,358.45	\$1,378.82	\$1,399.50
		Hourly Rate	\$16.73	\$16.98	\$17.24	\$17.49
Public Works Employee & Water & Sewer Operator	4	Annual Salary	\$37,926.53	\$38,495.43	\$39,072.86	\$39,658.95
		Biweekly Salary	\$1,458.71	\$1,480.59	\$1,502.80	\$1,525.34
		Hourly Rate	\$18.23	\$18.51	\$18.79	\$19.07
Office Manager	5	Annual Salary	\$42,847.50	\$43,490.21	\$44,142.56	\$44,804.70
		Biweekly Salary	\$1,647.98	\$1,672.70	\$1,697.79	\$1,723.26
		Hourly Rate	\$20.60	\$20.91	\$21.22	\$21.54
Accounting Technician, Building Maintenance, & Parking & Code Enforcement Officer	6	Annual Salary	\$49,114.88	\$49,851.60	\$50,599.37	\$51,358.36
		Biweekly Salary	\$1,889.03	\$1,917.37	\$1,946.13	\$1,975.32
		Hourly Rate	\$23.61	\$23.97	\$24.33	\$24.69
	7	Annual Salary	\$50,252.67	\$51,006.46	\$51,771.55	\$52,548.13
		Biweekly Salary	\$1,932.79	\$1,961.79	\$1,991.21	\$2,021.08
		Hourly Rate	\$24.16	\$24.52	\$24.89	\$25.26
Town Clerk	8	Annual Salary	\$54,045.34	\$54,856.02	\$55,678.86	\$56,514.04
		Biweekly Salary	\$2,078.67	\$2,109.85	\$2,141.49	\$2,173.62
		Hourly Rate	\$25.98	\$26.37	\$26.77	\$27.17
Lead Water & Sewer Operator	9	Annual Salary	\$57,838.00	\$58,705.57	\$59,586.15	\$60,479.94
		Biweekly Salary	\$2,224.54	\$2,257.91	\$2,291.77	\$2,326.15
		Hourly Rate	\$27.81	\$28.22	\$28.65	\$29.08
	10	Annual Salary	\$61,333.45	\$62,253.45	\$63,187.26	\$64,135.06
		Biweekly Salary	\$2,358.98	\$2,394.36	\$2,430.28	\$2,466.73
		Hourly Rate	\$29.49	\$29.93	\$30.38	\$30.83
Director of Public Works, Town Accountant, Town Planner, Water & Sewer Superintendent	11	Annual Salary	\$67,405.43	\$68,416.51	\$69,442.76	\$70,484.40
		Biweekly Salary	\$2,592.52	\$2,631.40	\$2,670.88	\$2,710.94
		Hourly Rate	\$32.41	\$32.89	\$33.39	\$33.89
Town Manager	12	Annual Salary	\$104,782.36	\$106,354.10	\$107,949.41	\$109,568.65
		Biweekly Salary	\$4,030.09	\$4,090.54	\$4,151.90	\$4,214.18
		Hourly Rate	\$50.38	\$51.13	\$51.90	\$52.68

Biweekly salary is calculated by dividing the annual salary by twenty-six (26) pays.

Annual salary is the hourly rate multiplied by two thousand eighty (2,080) hours.

Part-time employee's annual and biweekly salary will be different than chart shows.

BE IT FURTHER ENACTED AND ORDAINED, that this Ordinance shall take effect on the date on which the Mayor approves the Ordinance after passing by the Board of Commissioners or on the date on which the Board of Commissioners passes the Ordinance over the veto of the Mayor.

PASSED this _____ day of _____, 2020.
by a vote of _____ for, _____ against, _____ absent, and _____ abstain.

ATTEST:

EMMITSBURG BOARD OF COMMISSIONERS:

Madeline Shaw, Town Clerk

Clifford Sweeney, President

MAYOR

_____ APPROVED _____ VETOED

this _____ day of _____, 2020.

Donald N. Briggs, Mayor

I hereby certify that the foregoing Ordinance has been posted as required by Chapter 2.04 of the Emmitsburg Municipal Code.

Madeline Shaw, Town Clerk
Date:

M. SET AGENDA FOR NEXT MEETING: JULY 6, 2020 AT 7:30 PM

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

Administrative Business:

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