

**MEETING MINUTES
VIRTUAL TOWN MEETING
JUNE 1, 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; Cole Tabler, Town Accountant; and Zach Gulden, Town Planner. *Others Present* - Deputy Ben Whitehouse.

I. Call to Order

Commissioners O'Donnell, Ritz III, Burns, Davis and Mr. Gulden joined the meeting via a teleconferencing platform. A quorum being present, Commissioner Clifford Sweeney, President of the Board of Commissioners, called the June 1, 2020 town meeting to order at 7:30 p.m. Pledge of Allegiance was recited. The next town meeting will occur virtually on July 13, 2020. Mayor Briggs held a moment of silent for the Nation.

Approval of Minutes:

Motion: Commissioner Burns motioned to accept the May 4, 2020 town meeting minutes as corrected; second by Commissioner O'Donnell. Yeas – 5; Nays – 0. The president declared the motion passed.

Motion: Commissioner Burns motioned to accept the May 18, 2020 town meeting minutes as presented; second by Commissioner Davis. Yeas – 5; Nays – 0. The president declared the motion passed.

Police Report:

Deputy Ben Whitehouse presented the police report from May 2020 (exhibit attached). Deputy Whitehouse mentioned the traffic stops were low due to the COVID-19 virus. The Board discussed requesting an SUV police cruiser for the deputies to have better access to the Scott Road Farm and Rainbow Lake areas while patrolling.

Town Managers Report:

Cathy Willets, Town Manager, presented the Town Manager's Report from April 2020 (exhibit in agenda packet).

Town Planners Report:

Zachary Gulden, Town Planner, presented the Town Planner's Report from April 2020 (exhibit in agenda packet). Commissioner Ritz III exited the teleconferencing platform at 7:54 p.m.

Commissioner Comments:

- Commissioner Burns: He expressed empathy for the individuals going through difficult times.
- Commissioner O'Donnell: He met with town staff regarding the multi-user trails and forestry work.
- Commissioner Davis: He mentioned various residents have been asking when parking enforcement will resume.
- Commissioner Sweeney: Community Heritage Day is scheduled for June 27, 2020 and will only feature evening activities due to the COVID-19 virus.

Mayor's Comments:

Mayor Briggs presented a check to Commissioner Sweeney and the Community Heritage Day planning committee to help fund the Heritage Day fireworks. The Town is hoping to open Community Pool the first week of July. The Mayor has been hosting weekly COVID-19 updates with various guests on channel 99 every Wednesday at 1:00 p.m. He attended the virtual Program Open Space grant meeting on June 28; the Town submitted a grant application for the construction of two mini picnic pavilions in Community Park. Commissioner Ritz III rejoined the teleconferencing platform at 8:23 p.m.

Treasurer's Report:

Commissioner O'Donnell presented the Treasurer's Report for May 2020 (exhibit in agenda packet). The operating balance forward is \$4,941,327. The top 10 check amounts are listed in the agenda packet.

Administrative Business:

- (A). **Discussion of pool rates for 2020 pool season for consideration:** Commissioner Burns presented the business item. The Board discussed the capacity of the pool, pool rates and how to encourage pool attendance while adhering to social distancing requirements and limited capacity due to the COVID-19 virus.

Commissioner Comments Continued...

- Commissioner Ritz III: He apologized for his brief absence; he was having computer issues.

Public Comments:

No public comment.

Administrative Business Continued:

- (B). **Presentation by the Lions Club for a shed located in Community Park:** Ms. Willets presented the administrative business item and read a request letter from Bill Wivell, Emmitsburg Lions Club member. The Lions Club is requesting a new 14-foot by 28-foot storage shed located at the rear of Community Park. The shed is movable and will not need a concrete pad or electricity. The Lions Club would assume all expenses and the cost of any building permits. *Motion:* Commissioner Davis motioned to approve the Lions Club request; second by Commissioner Burns. Yeas – 4; Nays – 0. Commissioner Sweeney abstained. Commissioner O'Donnell declared the motion passed.
- (C). **Discussion of Renaming Community Park in Honor of Gene Myers:** Commissioner Davis presented the item. He requested Community Park get renamed in honor of Gene Myers who spent years collecting funds and donating time to turn an old farm field into Community Park. Gene Myers also served as Mayor for the Town at one point. The Board gave consent to proceed. The item will be voted on at the next town meeting.

Consent Agenda:

None.

Planning Commission Report:

Commissioner Ritz III presented the report. The Commission last met on May 5, 2020 to review the site plan for the Insurance Brokers of Maryland on East Main Street. Rutter's has submitted their plans to Frederick County. Dunkin Donuts has chosen their builder which will be having a ground breaking ceremony in the next few weeks.

II. Agenda Items

Agenda #1 - Approval of Resolution 20-06R Community Legacy grant submittal authorization ADA curb ramps for consideration: Mr. Gulden presented the agenda item. The Town is applying for \$200,900 in grant funding to replace the sidewalk curb ramps in the sustainable community's district with handicap accessible ramps. Resolution 20-06R is needed to make the Town eligible for grant funding. *Motion:* Commissioner O'Donnell motioned to accept Resolution 20-06R; second by Commissioner Burns. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #2 - Approval of Resolution 20-07R Community Legacy grant submittal authorization façade improvements for consideration: Mr. Gulden presented the agenda item. The \$75,000 grant application is submitted annually by the Town and provides funding for the Town's Community Legacy façade improvement grant program. *Motion:* Commissioner O'Donnell motioned to accept Resolution 20-07R; second by Commissioner Burns. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #3 - Approval of the FY 2021 Frederick County Sheriff's Office contract for consideration: The Town has not received the contract from the Sheriff's Office yet; the agenda item is postponed.

Agenda #4 - Presentation and review of the fiscal year 2021 town budget for consideration: Ms. Willets presented the agenda item. The only change made to the budget was the transfer of \$5,200 for multi-user trail maintenance from the fund two Community Gardens and Parks General funds and as requested by Commissioner O'Donnell. No other changes were made to the budget or requested by the Board. *Motion:* Commissioner Davis motioned to accept the fiscal year 2021 budget as amended; second by Commissioner Burns. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #5 - Presentation and review of Ordinance 20-07, FY2021 Employee Salary Chart, for consideration: Ms. Willets presented the agenda item. If approved, the Mayor plans to bring an employee salary review back to the Board in fall 2020 once the Mayor receives the results of an external salary audit. The Board expressed support for ensuring employee pay is competitive for employee retention. *Motion:* Commissioner Burns motioned to accept the salary chart ordinance 20-07 for fiscal year 2021 as presented; second by Commissioner O'Donnell. Yeas – 5; Nays – 0. The president declared the motion passed.

Set Agenda Items for July 13, 2020 Virtual Town Meeting

1. Approval of the FY 2021 Frederick County Sheriff's Office contract for consideration
2. Phase two micro-grant update for discussion and consideration.
3. Approval of Ordinance 20-03 small cell wireless facility for consideration.
4. Approval of Policy 20-02 small cell wireless facility standards.
5. Approval of Policy 20-03 updated review fees for consideration *(Board of Appeals, re-zoning, development, annexation, infrastructure).
6. Resolution approving loan funding for the water clarifier for consideration.
7. PNC Bank ADA parking spot conversion request for consideration
8. Award Stand 6 forestry bid for consideration

Administrative Business:

- A. Renaming Community Park in honor of Gene Myers for consideration.
- B. Proclamation making August 4, 2020 National Night Out for consideration.
- C. Update on speed and noise along East Main Street.
- D. Update on traffic light pattern at the square.

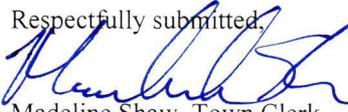
The Board gave unanimous consent for the July 13, 2020 town meeting agenda.

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, Commissioner Ritz III motioned to adjourn the June 1, 2020 town meeting; second by Commissioner Burns. Yeas – 5; Nays – 0. The meeting adjourned at 9:42 p.m.

Respectfully submitted,



Madeline Shaw, Town Clerk

Minutes Approved On: July 13, 2020