

MEETING MINUTES
AUGUST 3, 2020
VIRTUAL TOWN MEETING
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 Zachary Gulden, Town Planner.

I. Call to Order

Commissioners O'Donnell, Ritz III, Burns, Davis and Town Planner Zachary Gulden joined the meeting via a teleconferencing platform. A quorum being present, Commissioner Clifford Sweeney, President of the Board of Commissioners, called the August 3, 2020 town meeting to order at 7:30 p.m. Pledge of Allegiance was recited. Upcoming meetings were announced. Mayor Briggs read a statement about the status of the COVID-19 virus.

Approval of Minutes

Motion: Commissioner Burns motioned to accept the July 13, 2020 town meeting minutes as presented; second by Commissioner Ritz III. Yeas – 5; Nays – 0. The president declared the motion passed.

Police Report:

None.

Town Managers Report:

Cathy Willets, Town Manager, presented the Town Manager's Report from June 2020 (exhibit in agenda packet). The Town received payment for the damage incurred at the town square by A.J. Romano Construction Inc. during the MD140 sidewalk replacement project.

Town Planners Report:

Zachary Gulden, Town Planner, presented the Town Planner's Report from June 2020 (exhibit in agenda packet).

Commissioner Comments:

- Commissioner Davis: He thanked everyone for their help with the Flat Run Bridge dedication.
- Commissioner Burns: He encouraged the public to social distance and follow COVID-19 guidelines.
- Commissioner Ritz III: He attended the bridge dedication and enjoyed the ceremony.
- Commissioner O'Donnell: There is a fundraiser for the Emmitsburg Food Bank occurring. He thanked staff for their work on the pool house rehabilitation and fielding various public questions.
- Commissioner Sweeney: He thanked the pool management company for keeping the pool clean.

Mayor's Comments:

Commissioner Davis left the teleconferencing platform at 7:52 p.m. Mayor Briggs attended numerous meetings in July 2020. The meetings are listed in the agenda packet. Mayor Briggs hosted and continues to host a weekly COVID-19 update on channel 99 and YouTube. Guests this past month were from the Seton Center, a local doctor's office, the Daughters of Charity and Sheriff Chuck Jenkins. The Town Office will continue to be closed to the public in August due to precautions regarding COVID-19.

Public Comments:

None.

Administrative Business:

- (A). **Update on 2020 elections and COVID-19 restrictions:** Ms. Willets presented the item. The town clerk has been working with the Frederick County Board of Elections to give the proposed recommendations. Staff recommends having an additional judge working as a greeter to limit two voters to the voting room at a time. Face masks, hand sanitizer and other sanitizing techniques will be required. Anyone not wishing to vote in person can request an absentee ballot. Commissioner Davis rejoined the meeting at 8:04 p.m. via the teleconferencing platform. The Board consented to the election modifications.

Consent Agenda:

None.

Treasurer's Report:

Commissioner O'Donnell presented the Treasurer's Report for July 2020 (exhibit in agenda packet). The operating balance forward is \$5,222,480.

Planning Commission Report:

A meeting will occur in August 2020 pending Board decisions regarding agenda items four and five tonight.

II. Agenda Items

Agenda #1 - Approval of 2020 Election Judges for consideration: Mayor Briggs presented the item. There were five applicants for election judge. Mayor Briggs recommends using all five applications with Lynn Orondorff as the chief judge, Charlotte Mazaleski and Tammy May as judges and Tracy Lewis as a greeter judge. Deborah Arnold would serve as the alternate judge. *Motion:* Commissioner Burns motioned to accept the election judges as presented; second by Commissioner Ritz III. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #2 - Approval of the FY2021 Frederick County Sheriff's Office contract for consideration: Ms. Willets presented the agenda item. The proposed contract is \$272,614, a decrease of 4.21% or \$12,010 since fiscal year 2020 due to personnel changes. *Motion:* Commissioner Davis motioned to accept the Frederick County Sheriff's Office contract; second by Commissioner Ritz III. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #3 - Implementation of phase two mandatory water restrictions as permitted by Section 13.04.160 of the Town Code for consideration: Agenda item canceled due to staff's recommendation to continue a voluntary water curtailment due to the current well and lake water levels; pursuit of a mandatory water restriction will be reevaluated at the September 2020 town meeting.

Agenda #4 - Forward proposed Ordinance 2020-08 (subdivision amendment) to the Planning Commission for review & comment and set public hearing date for October 5, 2020 for consideration: Zachary Gulden presented the agenda item. Mr. Gulden gave a chronological presentation on the proposed changes in Title 16 via ordinance 2020-08. The ordinance is being pursued as the last significant updates to Title 16 occurred in 1999 and the title needs to be updated. *Motion:* Commissioner Ritz III motioned to send Ordinance 20-08 to the Planning Commission and set the public hearing date for October 5, 2020; second by Commissioner O'Donnell. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #5 - Forward proposed Ordinance 2020-09 (zoning amendment) to the Planning Commission for review & comment and set public hearing date for October 5, 2020 for consideration: Zachary Gulden presented the agenda item. Mr. Gulden gave a chronological presentation on the proposed changes in Title 17 via ordinance 2020-09. The zoning amendments are being pursued to bring the title up to date and correct errors. *Motion:* Commissioner O'Donnell motioned to forward 2020-09 to the Planning Commission for review and comment and to set the public hearing date for October 5, 2020; second by Commissioner Burns. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #6 - Approval of a contract with Fox & Associates, Inc. in the amount of \$19,825.00 for the design of a North Seton Avenue Green Street Concept Plan project for consideration: Mr. Gulden presented the agenda item. Mr. Gulden gave a presentation displaying photos of the proposed project along North Seton Avenue. The project would give the town credit towards MS-4 by treating stormwater runoff. The Town was awarded a \$17,538 grant by the Chesapeake Bay Trust. Six bids were received. Staff recommends Fox & Associates, Inc. for \$19,825. The project would be completed after the North Seton Avenue waterline is replaced. *Motion:* Commissioner Davis motioned to approve the Fox & Associates, Inc. bid for \$19,825; second by Commissioner Burns. Yeas – 5; Nays – 0. The president declared the motion passed.

Set Agenda Items for September 8, 2020 Virtual Town Meeting

1. Approval of Resolution 20-10R, Approving the Town of Emmitsburg's participation in the Maryland Department of Housing and Community Development's Main Street Affiliate program, for consideration.
2. Initial presentation of the compensation study analysis.
3. Introduction of the WWTP annexation resolution, adoption of the annexation plan, and schedule a public hearing for November 2, 2020 at 7:30 PM for consideration.

Administrative Business:

- A. Proclamation declaring September 26, 2020 as Arbor Day for consideration.

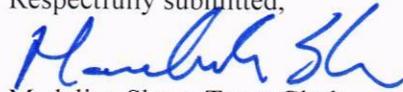
The Board gave unanimous consent approving the September 8, 2020 town meeting agenda.

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, Commissioner Burns motioned to adjourn the August 3, 2020 town meeting; second by Commissioner Ritz III. Yeas – 5; Nays – 0. The meeting adjourned at 9:38 p.m.

Respectfully submitted,



Madeline Shaw, Town Clerk

Minutes Approved On: September 8, 2020