

**MEETING MINUTES
SEPTEMBER 8, 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. *Others Present* - Deputy Ben Whitehouse.

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 September 8, 2020 town meeting to order at 7:30 p.m. Pledge of Allegiance was recited. Upcoming meetings and town election dates were announced. Mayor Briggs read an update on the status of the COVID-19 virus.

Approval of Minutes

Motion: Commissioner O'Donnell motioned to accept the August 3, 2020 town meeting minutes as presented; second by Commissioner Burns. Yeas – 5; Nays – 0. The president declared the motion passed.

Police Report:

Deputy Whitehouse presented the police report from August 2020 (exhibit attached). The July 2020 report will be reviewed at the next town meeting. The deputies are still limiting contact with the public due to COVID-19.

Town Managers Report:

Cathy Willets, Town Manager, presented the Town Manager's Report from August 2020 (exhibit in agenda packet). Due to the dryer weather, Rainbow Lake has dropped approximately 2-feet below the spillway level and a few of the town wells are still low. Town staff recommends staying with phase one water curtailment if water usage remains about .220 gallons per day.

Town Planners Report:

Zachary Gulden, Town Planner, presented the Town Planner's Report from August 2020 (exhibit in agenda packet). The tentative grand opening date of Dunkin is October 17, 2020.

Commissioner Comments:

- Commissioner O'Donnell: The signs for Sunday only usage of the multi-user trails has been installed for the 2020-2021 hunting season. He wished the Mayoral candidates luck on the upcoming election.
- Commissioner Ritz III: He encouraged people to vote at the September 29, 2020 town election.
- Commissioner Burns: He would like the Town to lobby for upgrades to Emmitsburg Elementary.
- Commissioner Davis: He thanked those who cleaned up the Silo Hill median stip. He would like a primary election voting location in Emmitsburg instead of residents going to Catoctin High School.
- Commissioner Sweeney: Emmitsburg Little League is playing in Emmitsburg until Halloween.

Mayor's Comments:

Mayor Briggs attended numerous meetings in August 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 Conjostudios, Creosote Affects, Ott House, and Thurmont Mayor John Kinnaird. Phase three of the historic wayside exhibits and walking tour has begun. He also attended a ceremony for W.F. Delauter and Sons being in business for 65 years among other meetings.

Public Comments:

None.

Administrative Business:

- (A). **Proclamation declaring September 26, 2020 as Arbor Day for consideration:** Mayor Briggs read the proclamation aloud. *Motion:* Commissioner Burns motioned to accept the proclamation as read; second by Commissioner Davis. Yeas – 5; Nays – 0. The president declared the motion passed.
- (B). **Proclamation declaring Community Park as “E. Eugene Myers Community Park” for consideration:** Mayor Briggs read the proclamation aloud. The renaming ceremony will occur on September 12, 2020. *Motion:* Commissioner Davis motioned to accept the proclamation as read; second by Commissioner Burns. Yeas – 5; Nays – 0. The president declared the motion passed.
- (C). **Proclamation declaring September 2020 as Recovery Month in Emmitsburg for consideration:** Mayor Briggs read the proclamation aloud. Residents are encouraged to decorate their home in purple in support. *Motion:* Commissioner Ritz III motioned to accept the proclamation as read; second by Commissioner O’Donnell. Yeas – 5; Nays – 0. The president declared the motion passed.

Consent Agenda:

None.

Treasurer’s Report:

Commissioner O’Donnell presented the Treasurer’s Report for August 2020 (exhibit in agenda packet). The operating balance forward is \$5,416,727. The Kershner Environmental calibration is for the LG Sonic Algae control system at Rainbow Lake.

Planning Commission Report:

The Planning Commission met on August 31, 2020 to review Ordinances 20-08 and 20-09. They were approved with slight modifications. The ordinances will come back to the Board of Commissioners for final approval.

II. Agenda Items

Agenda #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:

Madeline Shaw, Town Clerk, presented the agenda item. The Main Street Affiliate program is administered by the Maryland Department of Housing and Community Development (DHCD) with a goal of helping communities with a traditional main street area gain economic development strategies through financial resources, such as grants, and technical assistance. There is no cost to join the program but the town needs to show continuous pursuit of program goals. Designation is being pursued based on requests by the Emmitsburg Business and Professionals Association and Mayor Briggs. The affiliate program is an interim program to the Maryland Main Street program; however, the Town is not obligated to pursue full designation. Full designation requires the employment of a full-time program manager and a separate budget. A map was shown with the proposed Main Street area, which DHCD has to approve and recommends starting with a small area. A resolution showing elected official support is required as part of the affiliate application. *Motion:* Commissioner O’Donnell motioned to approve Resolution 20-10R; second by Commissioner Burns. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #2 – Initial presentation of the compensation study analysis: William Benner, President of WW Consulting, Inc. presented the agenda item. The study was pursued to ensure the Town remains competitive in staff hiring and retention. The last salary analysis has not been completed since at least 2014. Content was taken from the Bureau of Labor Statistics (BLS) that has broader job descriptions and the Economic Research Institute (ERI) that have more specific job descriptions. Research was completed to ensure length of service, job description and job level all match. The results of the survey found several positions were paid 20% or more below the average market salary for the position and a few positions were paid slightly over their average market salary. Charts of the salary analysis were presented on a screen. Mr. Benner recommends a minimum, midpoint and maximum salary for each position instead of a step increase chart; he presented a chart with proposed salary ranges. The Board consented to holding a special workshop on October 19, 2020 to review the recommendations and decide next steps.

Agenda #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: Zachary Gulden, Town Planner, presented the agenda item. The proposed annexation would add the old waste water treatment plant property at 16707 Creamery Road and the new waste water treatment plant at 16715 Creamery Road to the Town. The total area is approximately 85 acres and the annexation is being pursued due to goals in the 2010 and 2015 Comprehensive Plans that mention the annexation. In addition, the annexation will allow the Town to get MS-4 credit for tree plantings at the property. The resolution was prepared by the town attorney and a surveyor was hired to review the site. Mr. Gulden reviewed the annexation process and public hearing requirements. The annexation plat and annexation plan were also presented. *Motion:* Commissioner O'Donnell motioned to accept the wastewater treatment plant annexation in which we adopt the annexation plan and will schedule a public hearing for November 2, 2020 at 7:30 p.m.; second by Commissioner Burns. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #4 - For consideration, distribution of the remaining Small Business Grant monies to the EBPA and the Main St. Affiliate Program: Mayor Briggs presented the agenda item. The Town issued 13 small business grants in the amount of \$1,000 each with money set aside during the COVID-19 pandemic. There is \$17,000 leftover from the original \$30,000 set aside for the grant. Mayor Briggs recommends applying \$8,500 towards potential Main Street Affiliate projects and \$8,500 towards Emmitsburg Business and Professionals Association (EBPA). The EBPA could distribute money as they see fit to local businesses. *Motion:* Commissioner O'Donnell motioned to distribute the remaining grant monies to the EBPA and the Main Street Affiliate program; second by Commissioner Davis. The motion was withdrawn. The Board would like to table the item until the EBPA is able to present a plan for the money.

Agenda #5 - For consideration, the approval of contractor to install new sidewalk on West Lincoln in the area of the Community Pool: Ms. Willets requested the item be postponed and approved with the ADA ramp project town staff will bring to the Board at a later date as the need is not immediate. The Board consented.

Mayor Briggs and Ms. Willets requested a virtual closed executive session for September 14, 2020 at 7:30 p.m. to consult with council to obtain legal advice. There will be no other agenda items for the September 14 meeting.

Set Agenda Items for October 5, 2020 Town Meeting

1. Swearing in of new elected officials.
2. Mayor's recommendation for reorganization of the Board of Commissioners for consideration.
3. For consideration, distribution of the remaining Small Business Grant monies
4. Approval of bid to complete a preliminary engineering report and environmental report on the water system for consideration
5. Hold public hearing and adoption of proposed Ordinance 2020-08 (Subdivision Amendment) for consideration.
6. Hold public hearing and adoption of proposed Ordinance 2020-09 (Zoning Amendment) for consideration.

Administrative Business:

- A. Draw census winner of i-pad.
- B. Proclamation congratulating W.F. Delauter and Sons for 65 years of business for consideration.
- C. Proclamation declaring October 6, 2020 as National Night Out for consideration.
- D. Proclamation thanking FredRock Disc Golf for their service in constructing the Emmitsburg Disc Golf course for consideration.

Administrative Business:

- Appointment of Wayne Slaughter on the Board of Appeals for consideration.

The Board consented to the agenda. *Motion:* Commissioner O'Donnell motioned to accept the agenda as presented; second by Commissioner Ritz III. 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 Ritz III motioned to adjourn the September 8, 2020 town meeting; second by Commissioner Davis. Yeas – 5; Nays - 0. The meeting adjourned at 9:58 p.m.

Respectfully submitted,



Madeline Shaw, Town Clerk
Minutes Approved On: October 5, 2020