

**MEETING MINUTES  
NOVEMBER 2, 2020  
VIRTUAL TOWN MEETING  
EMMITSBURG TOWN OFFICE**

**Present:** *Elected Officials* - Mayor Donald Briggs; Commissioners: Timothy O'Donnell, President; Clifford Sweeney, Vice President; TJ Burns, Treasurer; Joseph Ritz III; and Frank Davis. *Staff Present* - Cathy Willets, Town Manager; Madeline Shaw, Town Clerk; and Zachary Gulden, Town Planner. *Others Present* – Deputy Ben Whitehouse.

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**I. Call to Order**

Commissioners O'Donnell, Burns, Ritz III, Davis and Town Planner Zachary Gulden joined the meeting via the Zoom teleconferencing platform. A quorum being present, Commissioner Timothy O'Donnell, President of the Board of Commissioners, called the November 2, 2020 town meeting to order at 7:30 p.m. Pledge of Allegiance was recited. Upcoming meetings were announced.

**Approval of Minutes**

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

**Police Report:**

Deputy Ben Whitehouse presented the police report from October 2020 (exhibit attached).

**Town Managers Report:**

Cathy Willets, Town Manager, presented the Town Manager's Report from September 2020 (exhibit in agenda packet). The Town is still experiencing a precipitation deficit and staff recommends the continuation of the phase two water curtailment.

**Town Planners Report:**

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

**Commissioner Comments:**

- Commissioner Davis: The Parks and Recreation meeting on November 17 will be held at 22 East Main Street. He plans to meet with the baseball leagues to finalize the plans for the 2021 season.
- Commissioner Burns: He thanked town staff for their work on the disc golf course and grand opening.
- Commissioner Ritz III: He reminded the public to get out and vote for the general election.
- Commissioner Sweeney: He thanked the organizations that assisted with Halloween events in Town. The Lions Club made \$3,500 at the Memorial Park concession stand over the baseball season.
- Commissioner O'Donnell: He is working on planning a socially distant turkey trot for Thanksgiving.

**Mayor's Comments:**

Mayor Briggs read a statement regarding the status of COVID-19 and cases increasing in Frederick County. Mayor Briggs attended numerous meetings in October 2020 (meetings listed in agenda packet). He thanked the Boy Scouts for installing a handicap accessible picnic table at the all-inclusive playground. He attended the ribbon cutting for Dunkin Donuts and the disc golf course among other events. Mayor Briggs will continue to host guests for his weekly COVID-19 update that is posted on YouTube and Facebook.

**Public Comments:**

*Pauline Jascur, 1390 Wheatley Drive* – Ms. Jascur enjoys biking in Community Park but is concerned about the placement of hole three and five on the disc golf course as the holes throw across the walking path. Commissioner O'Donnell encouraged the public to be safe and aware of their surroundings while sharing the park. The Town will be purchasing signage and posting reminders online asking disc golf players to watch for pedestrians.

**Administrative Business:**

- (A). **Draw census 2020 winner of i-pad:** To encourage 2020 census participation, the Town obtained grant funding from MML. Part of the funding was used to purchase an i-pad that would be given to a resident who completed the census and submitted proof to the Town. Mayor Briggs drew the name from a bowl. Rhonda Roelkey of Huntely Circle was the winner.
- (B). **Proclamation declaring November 2020 as MML Municipal Governments Works Month:** Mayor Briggs read the proclamation aloud. *Motion:* Commissioner Sweeney motioned to accept the proclamation for Municipal Governments Works month; second by Commissioner Burns. 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 October 2020 (exhibit in agenda packet). The operating balance forward is \$5,426,428.

**Planning Commission Report:**

The Planning Commission last met on October 26, 2020 where the Irishtown Improvement Plat and Town-wide American with Disabilities Act (ADA) curb ramps improvement project was reviewed.

**II. Agenda Items**

Agenda #1 - SHA presentation on the traffic congestion at the town square: Teri Soos and Sam DeLaurence, Maryland State Highway Administration (SHA), introduced themselves. A 2013 traffic study was completed on the Town Square which led to the current traffic lane layout and traffic light timing. If the Board would like to improve traffic flow, SHA recommends the addition of 10-foot left turn lanes on MD 140 at the square as there would be minimal construction costs; however, seven parking spaces would be lost with the new turn lanes and left turns from North Seton Avenue onto MD 140 would be more difficult for larger vehicles. Town staff recommends a public hearing before a decision is made by the Board.

Agenda #2 - Approval of bid to complete a preliminary engineering report and environmental report on the water system for consideration: Ms. Willets presented the agenda item. The Town must complete a preliminary engineering report and environmental report on the water system to obtain funding from the USDA for the North Seton Avenue and DePaul Street waterline replacement projects. The bid was advertised on July 30, 2020 with a due date of September 17, 2020. The Town received 10 total bids. Town staff recommends McCrone for \$25,000. *Motion:* Commissioner Davis motioned to accept town staff's recommendation for McCrone for \$25,000; second by Commissioner Ritz III. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #3 - Ordinances related to the financing of the Creamery Road Pump Station for consideration: Ms. Willets and Kimberly Min, Bond Council, presented the agenda item. Interim financing is required by the USDA for the Creamery Road Pump Station replacement project before loan funds in the amount of \$1,987,000 can be released at the close out of the project. Town staff solicited for interim financing bids and two bids were received from CoBank and PNC Bank. The town manager recommends authorizing the Mayor to pursue interim financing with CoBank. Resolution 2020-12R, Ordinance 2020-11 and Ordinance 2020-12 need to be approved to pursue funding. The ordinance numbers listed in the agenda packet are incorrect and should read 20-11 then 20-12. *Motion:* Commissioner Sweeney motioned to approve Resolution 2020-12R; second by Commissioner Burns. Yeas – 5; Nays - 0. The president declared the motion passed. Ms. Min reviewed the terms of the ordinances and financing. The Town anticipates beginning pump station construction by summer 2021. *Motion:* Commissioner Ritz III motioned to approve Ordinance 20-11 general obligation bond and grant anticipation notes; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The president declared the motion passed. *Motion:* Commissioner Sweeney motioned to approve Ordinance 20-12 general obligation bonds; second by Commissioner Davis. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #4 - Hold WWTP annexation public hearing and adoption of Resolution 2020-11R (Annexation of WWTP) for consideration: Commissioner O'Donnell declared the public hearing in session. Mr. Gulden presented the agenda item and stated how the hearing was advertised. The annexation is being pursued to help the Town obtain MS-4 credit for tree plantings at the waste water treatment plant located at 16707 Creamery Road. If approved, there is a 45-day period before the annexation would take effect on December 17, 2020. There was no public comment. *Motion:* Commissioner Ritz III motioned to close the public hearing; second by Commissioner Burns. Yeas – 5; Nays – 0. The president declared the motion passed. *Motion:* Commissioner Ritz III motioned to approve 2020-11R; second by Commissioner Davis. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #5 - Salary compensation analysis for consideration: Ms. Willets presented the agenda item. Based on the 2020 compensation survey analysis completed by WRA Consulting, Inc., the positions of town manager, director of public works, water/sewer superintendent, town planner, town clerk, town accountant, lead water/sewer operator, two water/sewer operators and two public works employees are significantly below the complete market pay rates for the position and need pay increases. Mayor Briggs recommends at least a 50% pay increase effective January 1, 2021 with the remaining 50% occurring July 1, 2021. The change would need to take effect via an ordinance with new low, mid and max ranges. In addition to the salary changes, the position of office manager would be renamed to administrative coordinator and the position of public works employees would be renamed to maintenance technicians. *Motion:* Commissioner Davis motioned to accept the new pay raise with the first 50% being implemented January 1, 2021 and the second 50% being implemented July 1, 2021; second by Commissioner Ritz III. Yeas – 5; Nays – 0. The president declared the motion passed.

### **Set Agenda Items for December 8, 2020 Virtual Town Meeting**

1. Forward proposed Ordinance 2021-01 (Subdivision Amendment – Parks/Rec/Open Space Requirements) to the Planning Commission for review and comment and set public hearing for January 4, 2021 for consideration.
2. Community Development Block Grant (CDBG) public hearing for the purpose of seeking public input on: local community development, economic development, housing needs, proposed CDBG project activity – replace 117 curb ramps at various locations throughout the Town of Emmitsburg for ADA compliance, and other community needs as-needed.
3. Approval of Resolution 20-03R, Community Development Block Grant submittal authorization, for consideration.
4. New water sewer truck bid approval for consideration.
5. Ordinance related to the salary chart for consideration.

### ***Administrative Business:***

- A. Free holiday metered parking for consideration.

### ***Consent Agenda:***

- Appointment of [to be determined] as an Alternate to the Board of Appeals for consideration.
- Re-appointment of Jennifer Joy, Tricia Sheppard, Will Sheppard, Conrad Weaver and Mark Walker to the Citizen's Advisory Committee.

*Motion:* Commissioner Burns motioned to accept the agenda for the December 8, 2020 town meeting; second by Commissioner Davis. 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 Burns motioned to adjourn the November 2, 2020 town meeting; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The meeting adjourned at 10:10 p.m.

Respectfully submitted

  
Madeline Shaw, Town Clerk

Minutes Approved On: December 8, 2020