



# Town of Emmitsburg

Mayor Donald N. Briggs

**Board of Commissioners,**  
Timothy O'Donnell, *President*  
Clifford Sweeney, *Vice President*  
T.J. Burns, *Treasurer*  
Joseph Ritz III  
Frank Davis

**Town Manager**  
Cathy Willets

**Town Clerk**  
Madeline Shaw

**VIRTUAL TOWN MEETING  
AGENDA PACKET  
MONDAY, MAY 17, 2021 – 7:30 P.M.**

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

*Planning Commission Meeting: Monday, May 24, 2021 at 7:30 p.m. (via Zoom)*

*Town Council Meeting: Monday, June 7, 2021 at 7:30 p.m. (via channel 99 & Zoom)*

*Town Council Meeting: Monday, June 21, 2021 at 7:30 p.m. (via channel 99 & Zoom)*

- 4. MEETING ITEMS**

A. PUBLIC COMMENTS

B. ADMINISTRATIVE BUSINESS: NONE

C. CONSENT AGENDA: TRAIL WORKDAYS

D. AGENDA ITEMS (DETAILS ATTACHED)

(1). Presentation and review of fiscal year (FY) 2022 town budget for consideration.

E. SET AGENDA FOR NEXT MEETING: JUNE 7, 2021 & JUNE 21, 2021

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

**ZOOM MEETING ACCESS INFORMATION:**

Topic: Town Meeting: May 17, 2021  
Time: May 17, 2021 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84879889849>

Meeting ID: 848 7988 9849

Passcode: 21727

One tap mobile

+13017158592,,84879889849#,,,,\*21727# US (Washington DC)

+16465588656,,84879889849#,,,,\*21727# US (New York)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 646 558 8656 US (New York)

+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: 848 7988 9849

Passcode: 21727

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

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 7:25 p.m. Sign-up to speak by emailing your name, address and topic you'd like to speak on to [mshaw@emmitsburgmd.gov](mailto: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. PUBLIC COMMENTS**

**B. ADMINISTRATIVE BUSINESS**

NONE

**C. CONSENT AGENDA**

- I. Multi-User Trail Workdays:** Presentation at town meeting by Commissioner O'Donnell.

**D. AGENDA ITEMS:**

**AGENDA ITEM# 1. Presentation and review of fiscal year (FY) 2022 town budget for consideration:** Presentation at meeting by Mayor Briggs and town staff.

ORDINANCE SERIES: 2021  
ORDINANCE NO. 21 – 10

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AN ORDINANCE TO ADOPT  
THE BUDGET  
FOR THE TOWN OF EMMITSBURG  
FOR THE FISCAL YEAR  
JULY 1, 2021 THROUGH JUNE 30, 2022

draft

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**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 2021 – 2022.

**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 \_\_\_\_\_, 2021.

by a vote of \_\_\_\_\_ for, \_\_\_\_\_ against, \_\_\_\_\_ absent, and \_\_\_\_\_ abstain.

**ATTEST:**

**EMMITSBURG BOARD OF COMMISSIONERS:**

\_\_\_\_\_  
Madeline K. Shaw, Town Clerk

\_\_\_\_\_  
Timothy J. O’Donnell, President

**MAYOR**

\_\_\_\_\_ APPROVED \_\_\_\_\_ VETOED

this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
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:

**E. SET AGENDA FOR NEXT VIRTUAL MEETING: JUNE 7, 2021 AT 7:30 PM**

1. Review and approval of the fiscal year (FY) 2022 town budget for consideration.
2. Award ADA sidewalk curb ramp project contract for consideration.
3. Approval of the Irishtown Road Transfer Memorandum of Understanding with Frederick County and authorize the Mayor to sign the agreement on behalf of the Town for consideration.
4. Approval of the Brookfield Lots 1-19 Irishtown Road project's right-of-way, temporary grading easement, and public works agreements, and authorize the Mayor to sign the agreements on behalf of the Town for consideration.
5. Approval of bid to construct two small pavilions in E. Eugene Myers Community near the band stand for consideration.

***Administrative Business:***

- A.
- B.

***Consent Agenda:***

- Re-appointment of Wendy Walsh, Wayne Slaughter, Tricia Sheppard, Will Sheppard and Conrad Weaver to the Citizen's Advisory Committee.

**SET AGENDA FOR NEXT VIRTUAL MEETING: JUNE 21, 2021 AT 7:30 PM**

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

***Administrative Business:***

- A.
- B.

***Consent Agenda:***