

**MINUTES  
TOWN MEETING  
JANUARY 11, 2022  
TOWN OFFICE – 300A SOUTH SETON AVENUE**

**Present:** *Elected Officials* - Mayor Donald Briggs; Commissioners: Timothy O'Donnell, President; Clifford Sweeney, Vice President; T.J. Burns, Treasurer, Joseph Ritz III; and Frank Davis. *Staff Present* - Cathy Willets, Town Manager; Madeline Shaw, Town Clerk; Amy Naill, Code Enforcement Officer; and Zachary Gulden, Town Planner. *Others Present* – Deputy Jason Ahalt and Deputy Ben Whitehouse.

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**I. Call to Order**

Town Clerk Ms. Shaw joined the meeting via the Zoom teleconferencing platform. A quorum being present, Commissioner Timothy O'Donnell, President of the Board of Commissioners, called the January 11, 2022 town meeting to order at 7:30 p.m. Pledge of Allegiance was recited. Upcoming meetings were announced.

**Approval of Minutes**

*Motion:* Commissioner Burns motioned to accept the December 7, 2021 town meeting minutes as presented; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The motion passed.

**Police Report:**

Deputy Ahalt presented the police report from December 2022 (exhibit attached). Deputy Ben Whitehouse has taken another position with the Sheriff's Office and will no longer be an Emmitsburg community deputy. Mayor Briggs presented a certificate of appreciation to Deputy Whitehouse for his six years of service.

**Town Managers Report:**

Cathy Willets, Town Manager, presented the Manager's Report from November 2021 (exhibit in agenda packet).

**Town Planners Report:**

Zach Gulden, Town Planner, the Planner's Report from November 2021 (exhibit in agenda packet).

**Commissioner Comments:**

- Commissioner Burns: He mentioned State funding has recently become available via the Drinking Water State Revolving Fund that can be used for the waterline replacement projects and other Town projects.
- Commissioner Davis: He complimented staff on the holiday decorations.
- Commissioner Ritz III: He hoped everyone had a nice holiday and thanked Michael Hillman with Emmitsburg News Journal for attending the meeting.
- Commissioner Sweeney: The Lions Club will be holding a meeting soon to determine additional fundraising methods to pay for the annual Heritage Day fireworks. In March 2022 the banner's honoring community veterans will go up on the street light poles and anyone interested in honoring a veteran can contact the Lions Club.
- Commissioner O'Donnell: St. Joseph's staff are requesting a sidewalk ramp for DePaul Street. The Emmitsburg Library is celebrating the 150<sup>th</sup> anniversary of the construction of the Emmitsburg Community Center in September and is requesting funding from the Town for a museum exhibit on the building and its history.

**Mayor's Comments:**

Mayor Briggs attended numerous meetings in December 2021 (meetings listed in agenda packet). Mayor Briggs hosted the Town's annual Christmas tree lighting ceremony. He will be re-starting his social media "Mayors Talks" and his most recent guest was President Trainor from Mount St. Mary's University. He also met with Sunshine Management Company on the School House Apartments regarding the DePaul Street waterline replacement project among other meetings.

**Public Comments:**

None.

**Administrative Business:**

- (A). **Proclamation thanking Joyce Rosensteel for her service to the Town of Emmitsburg:** Mayor Briggs read the proclamation aloud thanking Ms. Rosensteel for her 20 total years of service on the planning commission, Board of Commissioners and other committees.
- (B). **Update on multi-user trail and RTP grant:** Commissioner O'Donnell presented the business. A State Recreational Trails Program (RTP) grant was applied for by MORE to obtain funds to repair the red and orange trails, purchase trail signage, add a youth loop at the Scott Road Farm and enhance parking at Rainbow Lake; however, the grant was denied. The denial letter stated concern over the possibility of future damage occurring during forestry work and the need for connectivity and public parking if a youth trail is added at the Scott Road Farm. Commissioner O'Donnell expressed his desire to add more trails in the future and summarized the benefits of trails. Another RTP grant will be applied for in Spring 2022.

**Consent Agenda:**

The Board gave unanimous consent for the resignation of Dr. Bernard Franklin from the Planning Commission effective December 10, 2021 and the appointment of Kevin Hagan as a regular member of the Planning Commission with a term of December 10, 2021 – July 2, 2022. Commissioners O'Donnell, Sweeney, Davis and Burns gave consent for the appointment of Amy Boehman-Pollitt as a regular member of the Planning Commission with a term of January 18, 2022 – January 18, 2027; Commissioner Ritz III abstained due to recommending Ms. Boehman-Pollitt for the position. The Board gave unanimous consent for the appointment of Terri Ray as an alternate to the Planning Commission with a term of January 11, 2022 – June 7, 2026.

**Treasurer's Report:**

Commissioner Burns presented the Treasurer's Report for December 2021 (exhibit in agenda packet). The operating balance forward is \$7,683,548.

**Planning Commission Report:**

Commissioner Ritz III presented the report. The Commission last met on December 9, 2021 where the final subdivision plat for Village Liquors and Plaza Inn was conditionally approved.

**II. Agenda Items**

Agenda #1 - Approval of Mayor entering into a real estate listing agreement for the purpose of selling 303 West Lincoln Avenue for consideration: Agenda item postponed.

Agenda #2 - Discussion related to second water meter (irrigation) proposal: Ms. Willets presented the item. There has been a request by a resident for a sub or second water meter to allow for tracking of irrigation system water usage. Thurmont is a neighboring municipality that allows second water meters and treats the meter as a new connection. Town staff is not supportive of the second water meter for irrigation systems due to concerns with possible increased usage of water, increased demand on town accounting staff for the billing of the meter and the reduction of available taps for new developments. The Board discussed available taps and the impact a second water meter would have on taps available. *Jason Vaughan, Ramblewood Drive* – Mr. Vaughan explained he currently has an irrigation system that he can control separately and that has a timer to comply with town yard watering guidelines. Mr. Vaughan is requesting a sub meter so he does not need to pay sewage on the water that seeps back into the ground from the irrigation system. The Board discussed the impact of irrigation systems on town stormwater management requirements. The Board directed town staff to research the item further including cisterns and bring a recommendation back to the Board at a later date.

Agenda #3 - Set sale price for three acres at the wastewater treatment plant: Agenda item postponed.

Agenda #4 - Approval of the sewer connection agreement with 502 East Main Street and authorize Mayor to sign on behalf of the Town for consideration: Ms. Willets presented the item. The agreement was prepared by the town attorney. The agreement is between the Town and Marcasa Holdings, LLC for connection of 502 East Main Street to the Town's sewer system. The 500 East Main Street sewer connection was approved at the end of 2021

and this agreement is part of the same project as the sewer connections on both properties will occur at the same time. If the Board approves, the Town will proceed to schedule the work with KelCo Plumbing as soon as possible. *Motion:* Commissioner Davis motioned to approve the agreement as presented and authorize the Mayor to sign; second by Commissioner Ritz III. Yeas – 5; Nays – 0. The motion passed.

Agenda #5 - For discussion and consideration, the continuation of Policy 20-01 ballfield reservation fees: Ms. Willets presented the agenda item. The Board approved Policy 20-01 at the January 6, 2020 town meeting which removed the 2018 ballfield usage fees with a sunset provision for January 6, 2021. The Board extended the policy another 12 months in 2021. Since the policy has expired the Board needs to determine next steps for fees. Brunswick provides electrical, water, trash, mowing and free field usage in exchange for the teams providing ballfield mix, field painting and field maintenance. The Town spends about \$10,00 to \$18,000 for field maintenance each year. Town staff recommends continuing free field usage but requiring the leagues to fund ballfield mix, field painting and field maintenance. *Kevin Hagan, Huntley Circle* – Mr. Hagan requested the Parks and Recreation Committee review the policy and supports small to no fees for leagues. Commissioner Davis requested a breakdown of Town ballfield expenses and expressed concern over the leagues paying for maintenance and the costs being passed onto the players and their families. The Board discussed neighboring municipalities and if the sports teams are required to complete field maintenance. The current field usage agreement that expires in January 31, 2023 says the Town will provide dirt and mow and the leagues will maintain the infield. The Board requested staff provide a maintenance recommendation to the Parks and Recreation Committee for their formal review by their November 15, 2022 meeting and that the committee discuss the proposed recommendations with the leagues. *Motion:* Commissioner Ritz III motioned to continue Policy P20-01 with no fees for ballfield usage until December 31, 2022; second by Commissioner Burns. Yeas – 5; Nays – 0. The motion passed.

### **Set Agenda Items for February 7, 2022 Town Meeting**

**Agenda Items:** (1.) Forward zoning map amendment application for Lots C and D as shown on the Final Plat of Section 1 – Plat 1 Parcels “C,” “D,” and “E” of Brookfield recorded in Plat Book No. 38, Page 40 to the Planning Commission and set public hearing and final vote for March 7, 2022; (2.) Approval of bid to pour eight concrete slabs for ballfield bleachers for consideration; (3) Approval of bid to construct and install eight bleachers for ballfields for consideration; (4) Approval of bid to pave gravel area in Memorial Park for consideration; (5) FY2021 budget transfers to the capital projects fund for consideration; (6) Approval of new employee hire for position of Town Clerk for consideration; (7) Approval of pool management company for the 2022-2024 pool seasons for consideration. **Administrative Business:** None. **Consent Items:** Filing of the 2021 Planning Commission Report. *Motion:* Commissioner Burns motioned to approve the agenda as presented; second by Commissioner Ritz III. Yeas – 5; Nays – 0. The motion passed.

### **III. Sign Approved Text Amendments and/or Resolutions**

#### **IV. Adjournment**

With no further business, Commissioner Burns motioned to adjourn the January 11, 2022 town meeting; second by Commissioner Sweeney. Yeas – 5; Nays - 0. The meeting adjourned at 9:46 p.m.

Respectfully submitted,



Madeline Shaw, Town Clerk

Minutes Approved On: February 7, 2022