



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
Julie Scott

**TOWN MEETING AGENDA PACKET
TOWN OFFICE – 300A SOUTH SETON AVENUE
MONDAY, MAY 16, 2022 – 7:30 P.M.**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. FUTURE MEETINGS

Parks and Recreation Committee Meeting: Tuesday, May 17, 2022 at 7:30 p.m. (Town Office)

Planning Commission Meeting: Tuesday, May 31, 2022 at 7:00 p.m. (Town Office)

Town Council Meeting: Monday, June 6, 2022 at 7:30 p.m. (Town Office & Zoom)

4. MEETING ITEMS

A. PUBLIC COMMENTS

B. ADMINISTRATIVE BUSINESS: NONE

C. CONSENT AGENDA: NONE

D. AGENDA ITEMS (DETAILS ATTACHED)

(1) Approval of the Fiscal Year 2023 Frederick County Sheriff's Office contract for consideration.

(2) Presentation and review of Fiscal Year 2023 Town Budget for consideration.

(3) Approval of Ordinance 2022-06, update to chapter 2.50.30 Salary Structure for Fiscal Year 2023.

E. SET AGENDA FOR NEXT MEETING: JUNE 6, 2022

5. SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

6. ADJOURN

ZOOM MEETING ACCESS INFORMATION:

Town of Emmitsburg is inviting you to a scheduled Zoom meeting.

Topic: Town Meeting May 16, 2022

Time: May 16, 2022 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89125296591>

Meeting ID: 891 2529 6591

Passcode: 21727

One tap mobile

+13017158592,,89125296591#,,,,*21727# US (Washington DC)

+13126266799,,89125296591#,,,,*21727# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 891 2529 6591

Passcode: 21727

Find your local number: <https://us02web.zoom.us/u/kb58SWnqzc>

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 7:30 p.m. Sign-up to speak by emailing your name, address and topic you'd like to speak on to jscott@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: NONE

D. AGENDA ITEMS:

AGENDA ITEM# 1. Approval of the Fiscal Year 2023 Frederick County Sheriff's Office contract for consideration: Presentation at meeting by staff.

FY2022 Cost: \$298,022

FY2023 Cost: \$271,470**

**9.78% less than FY23 due to a change in personnel.

AGENDA ITEM# 2. Presentation and review of Fiscal Year 2023 Town Budget for consideration: Presentation at meeting by Mayor Briggs and staff.

AGENDA ITEM# 3. Approval of Ordinance 2022-06, update to chapter 2.50.30 Salary Structure for Fiscal Year 2023: Presentation at meeting by staff.

ORDINANCE SERIES: 2022
ORD. NO: 22 - 06

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AN ORDINANCE TO AMEND
TITLE 2
OF THE CODE OF EMMITSBURG
ENTITLED
ADMINISTRATION AND PERSONNEL

BE IT RESOLVED, 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 the Charter of the Town of Emmitsburg, that Title 2, Administration and Personnel, of the Emmitsburg Municipal Code, be amended as follows:

New language is indicated by being in **BOLD, CAPITAL LETTERS**, and deleted language is designated by being in ~~brackets and strike out~~.

2.50.020 - Employee salary chart.

- A. The town does adopt the twelve (12) grade salary chart with salary ranges. The salary chart will be adjusted July 1 of each year. It will be adjusted to offset the effects of inflation and/or the cost of living increase. From time to time, inflation adjustments will be set by the town council. Every employee will have a performance evaluation assessment by the town manager each year (between January and April). That performance evaluation will assess a number of performance standards and has a maximum score of ~~forty five (45)~~ **FORTY (40)**. Employees receiving a score ~~of twenty seven (27) and above~~ **BETWEEN TWENTY-FOUR TO TWENTY-EIGHT** will receive ~~an increase~~ **1% MERIT INCREASE. AN EMPLOYEE WITH A SCORE BETWEEN TWENTY-NINE (29) TO THIRTY-FIVE (35) WILL RECEIVE A 2% MERIT INCREASE. FINALLY, AN EMPLOYEE WITH A SCORE BETWEEN THIRTY-SIX (36) TO FORTY (40) WILL RECEIVE A 3% MERIT INCREASE. THESE INCREASES WILL TAKE EFFECT** ~~as of~~ July 1 of each year, if budget funds are available. Employees scoring ~~twenty six (26)~~ **TWENTY-FOUR (24)** or below will not receive a compensation increase.
- B. Employees permanently assigned new duties and/or responsibilities may be promoted at any time during the year if recommended by the town manager and approved by the mayor.
- C. Except for temporary employees, employee pay will be based upon the town salary chart.
- D. The salary of a temporary employee shall be determined on a case-by-case basis and approved by the mayor.
- E. New employees who are in their three-month introductory period on July 1 are not eligible for the annual July 1 step increase.
- F. Employees who are placed on probation (due to poor job performance) during the salary year are not eligible for July 1 step increases.
- G. Only the town manager, the town accountant, and the town planner will be compensated via "comp time" for overtime hours worked. All "comp-time" hours must be first approved by the town manager and the mayor.

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 ORD. NO: 22 - 06

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CHAPTER 2.50.30 SALARY STRUCTURE

Town of Emmitsburg Salary Structure - Fiscal Year 2023 ~~{2021}~~
 for July 1, 2022 ~~{2020}~~ with 2% COLA ~~[factor approved]~~

Town of Emmitsburg Salary Structure - Fiscal Year 2023 for July 1, 2022 with 2% COLA Proposed Alternative Salary Range (Minimums, Midpoints, Maximums)				
GRADE LEVEL	PROPOSED PERCENTAGE DIFFERENTIAL	PROPOSED SALARY RANGE	PROPOSED SALARY RANGE	PROPOSED SALARY RANGE
	MINIMUM/MAXIMUM	MINIMUM	MIDPOINT	MAXIMUM
12	50 percent	\$83,232	\$104,040	\$124,848
11	50 percent	\$72,379	\$90,474	\$108,569
10	50 percent	\$62,995	\$78,744	\$94,493
9	40 percent	\$54,740	\$65,688	\$76,637
8	40 percent	\$49,810	\$59,772	\$69,733
7	40 percent	\$45,305	\$54,366	\$63,428
6	40 percent	\$41,225	\$49,470	\$57,716
5	30 percent	\$39,115	\$44,982	\$50,849
4	30 percent	\$35,567	\$40,902	\$46,238
3	30 percent	\$32,374	\$37,230	\$42,086
2	30 percent	\$30,866	\$35,496	\$40,126
1	30 percent	\$29,447	\$33,864	\$38,282

- Executive/Managerial/Professional (Grades 10-12)
- Professional/Para-Professional/Skilled Trades (Grades 6-9)
- Skilled & Semi-Skilled Trades (Grades 1-5)

Biweekly salary is calculated by dividing the annual salary by twenty-six (26) pays.

Annual salary is the hourly rate multiplied by two thousand eighty (2,080) hours.

Part-time employee's annual and biweekly salary will be different than chart shows.

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BE IT FURTHER RESOLVED, 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 _____, 2022 by a vote of

Commissioners:	For	Against	Absent	Abstain
O'Donnell				
Sweeney				
Ritz III				
Burns				
Davis				
TOTAL:				

ATTEST:

BOARD OF COMMISSIONERS:

Julie Scott, Town Clerk

Timothy J. O'Donnell, President

MAYOR

_____ APPROVED _____ VETOED

this _____ day of _____, 2022.

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.

Julie Scott, Town Clerk
Date:

SET AGENDA FOR NEXT MEETING: JUNE 6, 2022 AT 7:30 PM

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

Administrative Business:

- A.
- B.
- C.