

MINUTES
TOWN MEETING
JANUARY 8, 2024
TOWN OFFICE – 300A SOUTH SETON AVENUE

Present: *Elected Officials* - Mayor Frank Davis; Commissioners: Amy Boehman-Pollitt, President; Jim Hoover, Vice President; Valerie Turnquist, Treasurer; Timothy O'Donnell; and Clifford Sweeney. *Staff Present* - Cathy Willets, Town Manager; Sabrina King, Town Clerk; Najila Ahsan, Town Planer; Jessica Housaman, Recorder; and Madeline Shaw, Grant Administrator via Zoom. *Others Present* – Deputy Honaker; Clark Adams, Town Attorney.

I. Call to Order

A quorum being present, Commissioner Boehman-Pollitt, President of the Board of Commissioners, called the January 8, 2024 Town meeting to order at 7:00 p.m. Pledge of Allegiance was recited. Upcoming meetings were announced.

Approval of Minutes

Commissioner Hoover motioned to table the December 5, 2023 and December 12, 2023 Town meeting minutes until the next Town meeting; second by Commissioner O'Donnell. Yeas – 5; Nays – 0. The motion was accepted.

Police Report:

Deputy Honaker presented the police report from December (exhibit attached).

Town Managers Report:

Ms. Willets, Town Manager, presented the Manager's Report for November 2023 (exhibit in agenda packet). Ms. Willets highlighted key points in her report and noted at the time of the report, Rainbow Lake was 16.6 feet, which is at the spillway level. Ms. Willets noted noteworthy items and referred to page 13 in the agenda packet.

Grant Administrative Report:

The report was not read out loud and no questions were asked. The only comment was to update the grants that have cash match.

Town Planners Report:

Najila Ahsan, Town Planner presented the Town Planner's Report from December 2023 (exhibit in agenda packet). Ms. Ahsan highlighted that she processed two (2) zoning permits and added that one was for the solar panels. She went onto explain the development updates and announced the Comprehensive Plan is going very well.

Commissioner Comments:

- Commissioner O'Donnell: He announced on January 27th the County Executive Fitzwater will be hosting a budget public forum at the Catocin High School as it pertains to expressing concerns related to the Emmitsburg Elementary School and Catocin High School. He also added that this would be a good time to discuss further about Mount St. Mary's and the forthcoming North County Regional Park and possibly Thurmont.
- Commissioner Turnquist: She thanked everyone that is attending tonight's meeting. She also thanked those that reached out regarding the parking meters even the bad and really appreciates it.
- Commissioner Sweeney: He thanked staff for the snow clean up and those that moved their cars.
- Commissioner Hoover: No comment.
- Commissioner Boehman-Pollitt: She thanked all Town staff that helped with the plowing and cleaning the streets in a timely manner and those that moved their vehicles off the road. She wishes everyone a Happy New Year and hopes everyone had a wonderful holiday. Commissioner Boehman-Pollitt explained she does value those that are here at the meeting and would love to see this continue. Commissioner Boehman-Pollitt added that she wants everyone to come and participate in the Town meetings, and if there are concerns and those cannot attend to please reach out by email.

Mayor's Comments: He hoped that everyone had a great holiday. Mayor Davis expressed how the Town made it through the first snowstorm and acknowledged the residents did a good job with the new snow emergency route in place. He added that some streets had a few vehicles that were not moved, and the Town is doing their best to get the word out. Mayor Davis asked if anyone noticed that their neighbor did not move their vehicle to help spread the word so the Town staff and maintenance crews can make their way through. He explained that he understands this may be difficult for others, but to reach out and will try to figure something out, even if that means driving you to and from the car. Mayor Davis went onto explain the land purchase for Emmitt Ridge 2 and how it has been a long process but will help with traffic in Northgate. Mayor Davis said that on Saturday he seen a group of Mount St. Mary's students that were coming through the East side shoveling driveways and sidewalks. He attended a meeting presented by the Frederick County Office Economic Development and thought it was very interesting. Mayor Davis said that Emmitsburg zip code has the two or the largest employers out of the top 20 in the County and that being Mount St. Mary's and FEMA.

Public Comments:

Cecelia Ridgeway, Emmitsburg- She explained that she is upset due to a letter she received from the Town asking her to replace her sewer cap. She expressed that she did not give the Town permission to place the sewer cap in her yard. Ms. Ridgeway would like to be reimbursed of the charge she spent to replace the sewer cap in her next water bill. Mayor Davis informed Ms. Ridgeway that he and Town staff will be in touch to discuss this further.

Shelia Pittinger, Emmitsburg MD- She expressed concerns of the parking on North Seton Avenue and asked if the vehicles are allowed to park there. She explained that during the evenings there are a lot of cars parked there, and the pool parking lot is empty. Ms. Pittinger agrees that there should be new parking meters but is on the fence about adding new parking meters up on the west end of Town as there are more apartments and less businesses.

Devin Pier, a local government associate with Frederick County. He briefly spoke and added that he was an undergrad at Mount St. Mary's and informed the Board to please reach out to him if they need anything.

Administrative Business:

(A). First Item: Announcement of the 2023 winners of the Holiday House and Business Decorating Contest.

<u>Most Traditional</u>	1.1414 Ramblewood Dr.	2.7 Zanella Dr.	Honorable Mention: 115 East Main St.
<u>Most Creative</u>	1.53 Federal Ave	2.115 DePaul St.	Honorable Mention: 301 N Seton
<u>Best Business</u>	1.My Father's Footsteps	2.Ott House	Honorable Mention: Emmitsburg Tattoo

Consent Agenda: For consideration, ending the term of Amber Phillips on the Citizen's Advisory Committee. *Motion:* Commissioner Hoover motioned to accept ending the term of Amber Phillips to the Citizen's Advisory Committee; second by Commissioner Sweeney. Yeas -5; Nays -0. The motion was adopted.

Treasurer's Report:

Commissioner Turnquist presented the Treasurer's Report for December 2023 (exhibit in agenda packet).

Planning Commission Report:

Commissioner Turnquist explained that Najila covered everything during her Town Planner's report.

II. Agenda Items

The Board of Commissioners agreed to move agenda item #2 first and move agenda item #5 second.

Agenda #2 – For consideration, approval of the estimate for the prefabricated bathroom building in E. Eugene Myers Park. It was announced that the estimate for this project has not been completed, therefore the board will not be able to vote and motioned for it to be removed from the agenda. *Motion:* Commissioner O’Donnell motioned to remove the prefabricated bathroom building in E. Eugene Myers Park; second by Commissioner Sweeney. Yeas –5; Nays –0. The motion was adopted.

Agenda #5 – Hold a public hearing then consideration on approval of agreement with Shentel/Glo Fiber.

Commissioner Boehman-Pollitt announced the public hearing for the proposed cable franchise agreement between the Town and Shentel/Glo Fiber. Commissioner Boehman-Pollitt asked staff if there was any advertising involved with the public hearing. Staff noted it was published in the Frederick News Post, Catoclin Banner, Emmitsburg News Journal, the Town website, and Facebook. Commissioner Boehman-Pollitt asked those that were going to speak during the public hearing to please stand and raise their right hand and say “I do” after she recites the oath. Commissioner Boehman-Pollitt turned to staff for brief background on the agreement with Shentel/Glo Fiber. Clark Adams, Town Attorney, briefly noted the changes made to the agreement that were brought to their attention at the last Town meeting on December 5, 2023. There were questions from the Board related to the 5% that is associated with the FCC. The Board also voiced concerns regarding the language on the Comcast agreement, what would be charged at a competitive rate, and agreeing to the Shentel/Glo Fiber agreement while the Town still has the Comcast agreement in place currently. Mr. Adams explained to the Board that the Town cannot update the language in the Comcast agreement because it is signed, executed, and enforced until it is up for renewal in two to three years. Curt Kosko, the representative for Shentel/Glo Fiber explained the process of how the company works. He answered the questions the Board of Commissioners had related to the competitive rates, reiterated that the agreement established with Comcast currently with the Town, is the same language Shentel/Glo Fiber is proposing with the additional language changes per the board.

Public Hearing:

Cliff Kincaid, Emmitsburg MD- He expressed that he supports the competition in Town and asked to let the people decide on what internet service they would want. Mr. Kincaid asked how long the process will take for it to be installed, and what the installation process was.

Mr. Kosko addressed the questions and noted that it would be underground work and explained the process of how Shentel would place the equipment.

Motion: Commissioner Turnquist motioned to accept the agreement with Shentel/Glo Fiber with the included changes with the red lines; second by Commissioner O’Donnell. Yeas – 4; Nays – 1. Against – Hoover. The motion was adopted.

Commissioner Boehman-Pollitt asked the Board of Commissioners to move agenda item #6, and the board agreed.

Agenda #6 – Approval of bid for the purchase and installation of smart parking meters downtown for consideration.

Staff explained that everything that is before them is the same information as presented at the last Town meeting on December 5-2023.

Commissioner Boehman-Pollitt addressed the emails that were sent to the Town Council email address. Of those

three emails she explained they were all in favor of replacing the old parking meters but not in favor of adding additional meters to West Main.

Mayor Davis noted that he had a gathering at the Dough Boy Statue to address the concerns of the residents about the parking meters. He added that only five (5) families came out and it was a lively discussion. Mayor Davis said that there were good discussions, and it was expressed that residents are for new parking meters but not keen on adding additional parking meters. Mayor Davis explained that it is hard to address this because of only having five (5) or six (6) out of 3,000 residents come out and voice their opinion. He asked the Board of Commissioners of how you judge that or take that into consideration.

Commissioner Boehman-Pollitt again explained the information that was sent to her and the Board and asked if anyone else had anything to add.

Commissioner O'Donnell added that he was also in attendance at the Dough Boy Statue and addressed a concern a resident had shared with him. Commissioner O'Donnell added to the input that he has heard one person in favor of everything and the rest were mixed of wanting to replace the existing parking meters. Commissioner O'Donnell also noted that additional meters on West Main and fifty/fifty for the pool parking lot.

Commissioner Boehman-Pollitt asked about taking a separate motion on the three replacing existing parking meters, additional meters on West Main, and adding onto the swimming pool parking lot. She asked for feedback from the Board of Commissioners.

The power went out and lost connection.

Motion: Commissioner O'Donnell motioned to recess the January 8, 2024, Town meeting at 8:53 p.m.; seconded by Commissioner Turnquist. Yeas – 5; Nays – 0. The motion was adopted.

Motion: Commissioner O'Donnell motioned to reconvene the January 8, 2024, Town meeting at 9:07 p.m.; seconded by Commissioner Sweeney. Yeas – 5; Nays – 0. The motion was adopted.

The Board of Commissioners agreed to finish the deliberation about the smart parking meters and adjourn.

Commissioner Boehman-Pollitt asked the Board of Commissioners to make a motion to add smart parking meters to the swimming pool parking lot. No one made a motion.

Commissioner Boehman-Pollitt asked the Board of Commissioners to make a motion to add additional smart parking meters on West Main. No one made a motion.

Commissioner Boehman-Pollitt asked the Board of Commissioners to make a motion to replace the existing parking meters with smart parking meters. *Motion:* Commissioner O'Donnell motion to accept installing new digital parking meters where existing meters are, with Civic Smart Inc. in Gaithersburg MD in the amount of \$44,444.40; seconded by Commissioner Sweeney. Yeas – 5; Nays – 0. The motion was adopted.

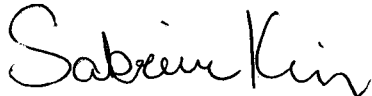
There was a consensus to place the remaining agenda items on the 02.05.2024 Town meeting agenda.

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, Commissioner Turnquist motioned to adjourn the January 8, 2024 Town meeting at 9:16 p.m.; second by Commissioner Sweeney. Yeas – 5; Nays - 0. The motion was adopted.

Respectfully submitted,

A handwritten signature in black ink that reads "Sabrina King". The signature is written in a cursive, flowing style.

Sabrina King, Town Clerk

Minutes Approved On: