

Town of Emmitsburg

300 A South Seton Avenue • Emmitsburg, MD 21727

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www.emmitsburgmd.gov

TOWN MEETING AGENDA

TOWN OFFICE – 300A SOUTH SETON AVENUE

MONDAY, FEBRUARY 5, 2024

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

Board of Commissioners Workshop RE: Setting priorities and project planning for the Town, February 12, 2024, 7:00 pm (Town Office & Zoom)

Park's Committee Meeting: February 13, 2024, 7:30 pm (Town Office)

Planning Commission Meeting: February 19, 2024, 7:30 pm (Town Office & Zoom)

Comprehensive Plan Workshop: February 26, 2024, 7:00 pm (Town Office & Zoom)

Board of Commissioners Meeting: March 4, 2024, 7:00 pm (Town Office & Zoom)

MEETING ITEMS

- A. APPROVE MINUTES: December 5, 2023; December 12, 2023; January 8, 2024; and January 22, 2024.
- B. POLICE REPORT
- C. TOWN MANAGER'S REPORT
- D. TOWN PLANNER'S REPORT
 1. PARKING ENFORCEMENT REPORT
- E. COMMISSIONER COMMENTS
- F. MAYOR COMMENTS
- G. PUBLIC COMMENTS
- H. ADMINSTRATIVE BUSINESS
 1. Discussion related to advertising Town events and meetings.
- I. CONSENT AGENDA
 1. For consideration, appointment of Dale Sharrer as a full member of the Planning Commission effective February 20, 2024
- J. TREASURER'S REPORT
- K. PLANNING COMMISSION REPORT
- L. AGENDA ITEMS (DETAILS ATTACHED)
 1. For consideration, move the home department of the following positions:
 - a. Office Coordinator from Dept. 40 (water) to Dept. 13 (financial).
 - b. Town Clerk from Dept. 50 (sewer) to Dept. 10 (legislative).
 - c. Town Manager from Dept. 50 (sewer) to Dept. 10 (legislative).

2. For consideration, approval of the pump station dedication agreement with Rutters.
3. For consideration, approval of three-year contract with EOS for maintenance of Silo Hill Stormwater Basin as required by MS-4 permit.
4. For consideration, approval of the updated Rules of Procedures of Board of Commissioner meetings to include provisions for closed session and workshops.
5. Discussion to allow 24-hour parking as it relates to Town Code 10.12.090.

M. SET AGENDA FOR NEXT MEETING: March 4, 2024

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

Hi there,

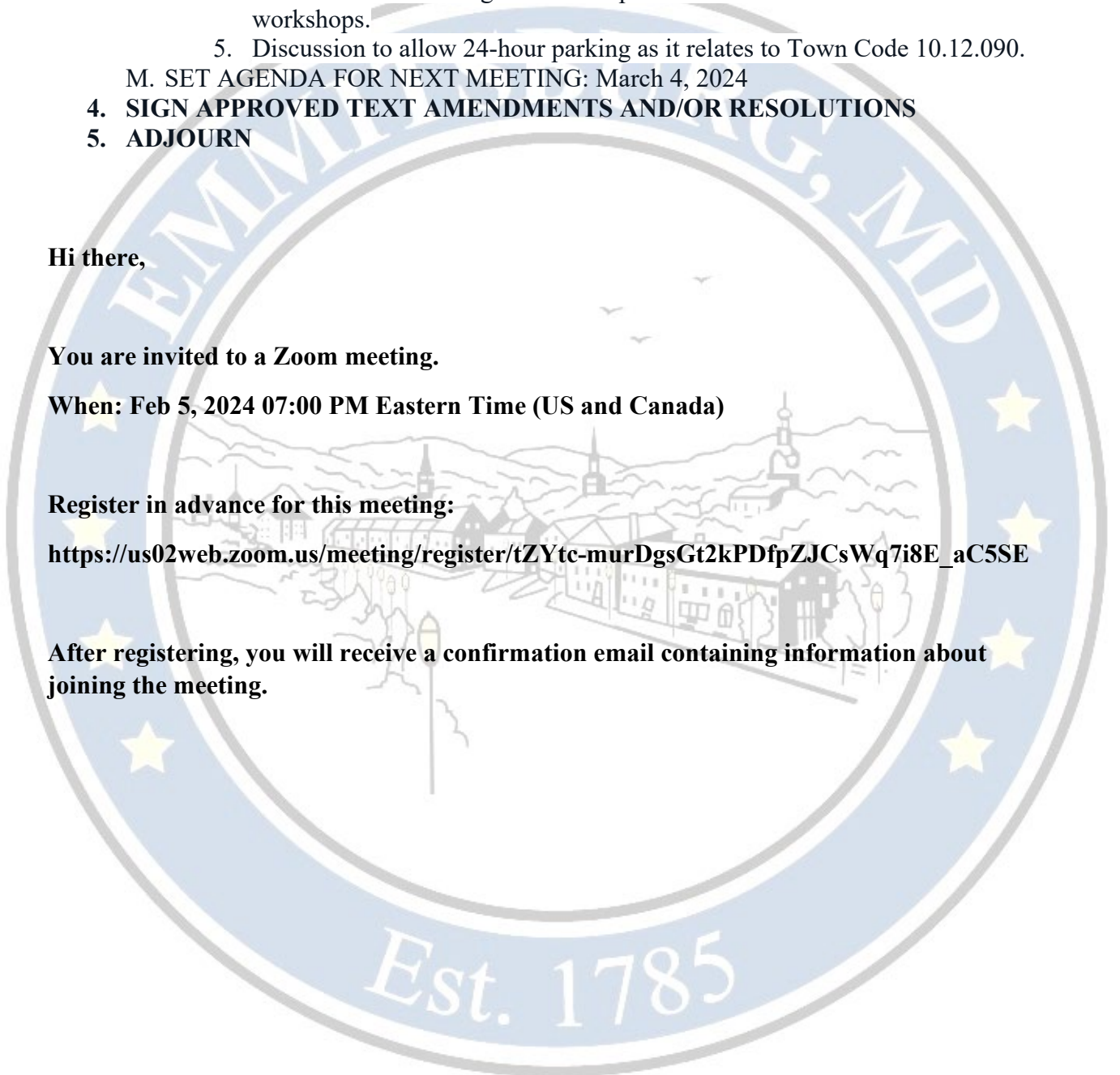
You are invited to a Zoom meeting.

When: Feb 5, 2024 07:00 PM Eastern Time (US and Canada)

Register in advance for this meeting:

https://us02web.zoom.us/join/tZYtc-murDgsGt2kPDfpZJCsWq7i8E_aC5SE

After registering, you will receive a confirmation email containing information about joining the meeting.



A. MINUTES



**MINUTES
TOWN MEETING
DECEMBER 5, 2023
TOWN OFFICE – 300A SOUTH SETON AVENUE**

draft

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; Madeline Shaw, Grant Administrator; Sabrina King, Town Clerk; Najila Ahsan, Town Planner; Jessica Housaman, Recorder; and Kadeem Brim, Parking Enforcement Officer. *Others Present* – Deputy Barthalow; Clark Adams, Town Attorney.

I. Call to Order

A quorum being present, Commissioner Boehman-Pollitt, President of the Board of Commissioners, called the December 5, 2023, Town meeting to order at 7:00 p.m. Pledge of Allegiance was recited.

Commissioner Boehman-Pollitt asked for Town staff to introduce themselves by name, years of service, and job title.

Mayor Davis also recognized Cole Tabler, the Town Accountant, with a plaque for his nine years of service with the Town.

Commissioner Boehman-Pollitt announced upcoming meetings.

Approval of Minutes

Commissioner O'Donnell motioned to accept the November 6, 2023, Town meeting minutes as presented; second by Commissioner Hoover Yeas – 4; Nays – 0; Abstain – 1, Turnquist. The motion was accepted.

Police Report:

Deputy Barthalow presented the police report from November (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 2.2 feet below the spillway level.

Town Planners Report:

Ms. Willets presented the Town Planner's Report from November 2023 (exhibit in agenda packet). Ms. Willets highlighted that Ms. Ahsan processed seven zoning permits, listed new development updates, and noted that Federal Stone will be breaking ground on December 8, 2023.

Grant Administrative Report:

Ms. Shaw, Grant Administrative, presented the Grants Administrative Report (exhibit in the agenda packet). She briefly noted the grants for the month of November and highlighted grant #24-4, Creamery Road Pump Station Replacement should have begun work on December 4, 2023. She also added grant #23-17, Downtown Streetlight Replacement, the agreement has been signed and the lights have been ordered.

Commissioner Comments:

- Commissioner O'Donnell: He wished everyone a Merry Christmas and a Happy New Year. He announced that Turkey Trot was a success, and a lot of people came from all over. He added that over the weekend he had met with 70-disc golfers due to a tournament in Town. He announced upcoming events for the month of December. Commissioner O'Donnell noted that the Parks and Rec Committee met and briefly noted one topic that was discussed which was the Community Garden.
- Commissioner Turnquist: No comment.
- Commissioner Sweeney: He announced the Lions Club Town Christmas party.
- Commissioner Hoover: He appreciates the opportunity to be on the Board again.

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- **Commissioner Amy Boehman-Pollitt:** She thanked Town staff and all volunteers who helped make the Christmas tree lighting successful and those that volunteered at the Carriage House. She added that it had a very well turn out and hopes that next year will be bigger. Commissioner Boehman-Pollitt also congratulated everyone for another successful turkey trot and thanked those that volunteered.

Mayor's Comments:

Mayor Davis announced that he did meet with the career center at Mount St. Mary's where the Town has completed proper forms to get two interns in the office and hopes will begin after the holidays. He also added that he met with President Trainer to have a meet and greet and discussed the water issues at the Mount. Mayor Davis mentioned how the Town staff had dinner with the elected officials and were able to have discussions. He added that he had a meeting with one of the financial institutions. He reminded that the Board of Commissioners will be meeting a second time in January to discuss finances. Mayor Davis announced that he contacted our State Delegate Valentine about the state funding for the police protection due to do being cut drastically this year and found that it was because we don't have violent crimes. Lastly, Mayor Davis noted that if anyone sees where it should not be wet on the ground to please contact the Town so they can properly investigate.

Public Comments:

Eric Sloane, Emmitsburg MD- He addressed his concerns about public drunkenness around his residence and finding broken bottles around his home.

Rebecca Ness, Emmitsburg MD- She addressed her concerns regarding the property of 3115 Stonehurst and explained those issues. Commissioner Boehman-Pollitt informed Ms. Ness to give all her information to Town Staff so they may look further into this.

8:06 p.m. Commissioner O'Donnell stepped out.

8:07 p.m. Commissioner O'Donnell returned.

Administrative Business:

- (A). **First Item:** Mayor Davis and Town Staff Recommendation: For the Holiday Season, free metered parking from Friday, December 8, 2023, to January 3, 2024. *Motion:* Commissioner Hoover motioned to accept free metered parking; second by Commissioner O'Donnell. Yeas – 5; Nays – 0. The motion was adopted. Recommendation for all monies collected to be donated to the Lions Club for Heritage Day Fireworks, the Friends of Emmitsburg Library, and the Food Bank.
- (B). **Second Item:** For consideration, ordinance 23-12 which would amend Town of Emmitsburg Code 2.80.020 changing the start time of the Citizen's Advisory Committee meetings. *Motion:* Commissioner Sweeney motioned to accept ordinance 23-12 which would amend Town of Emmitsburg Code 2.80.020 changing the start time of the Citizen's Advisory Committee; second by Commissioner Turnquist. Yeas – 4; Nays – 0; Abstain – 1, Hoover; Abstain. The motion was adopted.

Consent Agenda:

1. Re-appointment of Shannon Cool to the Park's Committee with a term of 12/5/23 to 12/5/25.
2. Re-appointment of Sandy Umbel to the Park's Committee with a term of 12/5/23 to 12/5/25.
3. Re-appointment of Steve Starliper to the Park's Committee with a term of 12/5/23 to 12/5/25.
4. Re-appointment of Amanda Ryder to the Park's Committee with a term of 12/5/23 to 12/5/25.
5. Appoint Dale Sharrer to the Planning Commission as an alternate with a term of 12/5/23 to 12/5/28.

Motion: Commissioner Hoover motioned to approve all appointees to the Committees; second by Commissioner O'Donnell. Yeas – 5; Nays – 0. The motion was adopted.

Treasurer's Report:

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

Planning Commission Report:

Ms. Willets announced that the Planning Commission did not meet for the month of November but will be meeting December 11, 2023.

The Board agreed to move Agenda Item #4 to Agenda Item #1.

II. Agenda Items

Agenda #1 – Discussion related to franchise agreement with Glo/fiber Shentel. Curt Kosko, who is the representative for Glo/Fiber Shentel came to the Town meeting. The Comcast franchise agreement that is currently in place with the Town, would be the same for Glo/Fiber Shentel. After deliberation amongst the Board of Commissioners it was agreed that Clark Adams, Town Attorney, would work with Mr. Kosko to update language that was of concern to the Board members. The main concerns were focused on not having a set 5% rate and including Mother Seton School.

8:31p.m. Cathy Willets stepped out.

8:33 p.m. Cathy Willets returned.

Agenda #2 – Approval of Resolution 23-07R. Community Development Block Grant Program Fair Housing and Equal Opportunity Plan. for consideration.

8:54 p.m. Madeline Shaw took her seat.

Resolution 23-07R is required by the Maryland Department of Housing and Community Development (DHCD) for the Community Development block grant (exhibit in the agenda packet). The Town received this grant in the amount of \$552,500 in funds for the DePaul Street Waterline. *Motion:* Commissioner O'Donnell motioned to accept Resolution 23-07R; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The motion was adopted.

Agenda #3 – Approval of Resolution 23-08R. Community Development Block Grant Program Minority Business Plan. for consideration. Resolution 23-08R is also another requirement from the Maryland Department of Housing and Community Development (DHCD) for the Community Development block grant (exhibit in the agenda packet). The Town must make a good faith effort to contract minority business enterprises and women businesses for goods and services especially in relation to the DePaul Street Waterline project. *Motion:* Commissioner Sweeney motioned to accept Resolution 23-08R; second by Commissioner O'Donnell. Yeas – 5; Nays – 0. The motion was adopted.

Agenda #4 - Approval of bid for the purchase and installation of smart parking meter downtown for consideration. The Town of Emmitsburg has outdated parking meters and some of those are out of service. With those broken meters, the parts are no longer being manufactured and the person who used to repair those damages can no longer. The proposed new parking meters have both options of either coin or card. Staff recommended Civic Smart Inc. located in Gaithersburg MD (exhibit in the agenda packet). There were discussions regarding downtown businesses, and how all are in favor of the installation of the meters. Concerns were expressed about the unfairness between having meters in front of residential homes and the pool parking lot. *Motion:* Commissioner Sweeney motioned to accept Civic Smart as presented with all spots included for \$61,381.90; second by Commissioner O'Donnell. Yeas – 2; Nays – 3; Hoover, Boehman-Pollitt, Turnquist. The motion was rejected.

Agenda #5: Discussion of water rates and overall financial status of the Town. The Board of Commissioners agreed to postpone the discussion until January 22, 2024, workshop meeting.

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Set Agenda Items for December 12, 2023, for Closed Executive Session

(1.) For consideration, approval of candidate for the Water and Sewer Operator.

Motion: Commissioner O'Donnell motioned to have a December 12th Closed Executive session related to personnel matters at 7pm; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The motion was adopted.

Set Agenda Items for January 8, 2024, Town Meeting

Agenda Items: (1.) For consideration, move the home department of the office coordinator from Dept. 40 (water fund) to Dept. 13 (general fund-financial). (2.) For consideration, approval of the estimate for the prefabricated bathroom building in E. Eugene Myers Park. (3.) For consideration, approval of the pump station dedication agreement with Rutters. (4.) For consideration, approval of the three-year contract with EOS for maintenance of Silo Hill Stormwater Basin as required by MS-4 permit. (5.) Hold a public hearing then consideration on approval of agreement with Shentel/Glo Fiber. (6.) Approval of bid for the purchase and installation of smart parking meters downtown for consideration. **Administrative Business:** (1.) Announcement of the 2023 winners of the Holiday House and Business Decorating Contest. **Consent Items:** (1.) For consideration, ending the term of Amber Phillips on the Citizen's Advisory Committee. **Motion:** Commissioner O'Donnell motioned to accept the January 8, 2024, Town meeting agenda as presented; second by Commissioner Hoover. Yeas – 5; Nays – 0. The motion was adopted.

Set Agenda Items for January 22, 2024, Town Meeting Workshop

Agenda Items: (1.) Discussion of water rates and overall financial status of the Town.

Motion: Commissioner O'Donnell motion to accept Town Workshop on January 22, 2024, at 7:00 p.m. for the discussion of water rates and overall financial status of the Town; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The motion was adopted.

Set Agenda Items for February 12, 2024, Town Meeting Workshop

Agenda Items: (1.) Setting priorities and project planning for the Town.

Motion: Commissioner O'Donnell motion to accept the Town Workshop on February 12, 2024, at 7:00 p.m. for project planning; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The motion was adopted.

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, Commissioner Sweeney motioned to adjourn the December 5, 2023, Town meeting at 10:34 p.m.; second by Commissioner O'Donnell. Yeas – 5; Nays - 0. The motion was adopted.

Respectfully submitted,

Sabrina King, Town Clerk
Minutes Approved On:

**MINUTES
SPECIAL TOWN MEETING
DECEMBER 12, 2023
TOWN OFFICE – 300A SOUTH SETON AVENUE**

draft

Present: *Elected Officials* - Mayor Frank Davis; Commissioners: Amy Boehman-Pollitt, President; Jim Hoover, Vice President; Valerie Turnquist, Treasurer, Timothy O'Donnell; and Clifford Sweeney.

I. Call to Order

A quorum being present, Commissioner Boehman-Pollitt, President of the Board of Commissioners, called the September 11, 2023, Town meeting to order at 7:00 p.m. Pledge of Allegiance was recited. Upcoming meetings were announced.

Commissioner Boehman-Pollitt read, at the close of the December 12, 2023, Town meeting, the Emmitsburg Mayor and Board of Commissioners intend to meet in closed session for the purpose "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals." The authority for meeting in closed session for this purpose is permitted by the General Provisions Article, Section 3-305(b)(1), Annotated Code of Maryland which authorizes us to meet in closed session to discuss employment. The Board of Commissioners will not be meeting in another open session after the closed session has ended."

Public Comments:

No Comment.

IV. Adjournment

Motion: Commissioner Hoover motioned to close the December 12, 2023, Town meeting at 7:09 pm for a closed Executive Session "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals". The authority for meeting in closed session for this purpose is permitted by the *General Provisions* Article, Section 3-305(b)(1), Annotated Code of Maryland which authorizes us to meet in closed session to discuss employment. The Board of Commissioners will not be meeting in another open session after the closed session has ended.; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The motion was adopted.

Respectfully submitted,

Sabrina King, Town Clerk
Minutes Approved On:

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

draft

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 Planner; 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 Catoctin High School as it pertains to expressing concerns related to the Emmitsburg Elementary School and Catoctin 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.

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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, Catocotin 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.

Emmitsburg Town Meeting
January 8, 2024 Minutes

draft

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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,

Sabrina King, Town Clerk
Minutes Approved On:

Est. 1785

**MINUTES
WORKSHOP
JANUARY 22, 2024
TOWN OFFICE – 300A SOUTH SETON AVENUE**

draft

Present: *Elected Officials* - Mayor Frank Davis; Commissioners: Amy Boehman-Pollitt, President; Jim Hoover, Vice President; Valerie Turnquist, Treasurer, via Zoom: Timothy O'Donnell; and Clifford Sweeney. *Staff Present* - Cathy Willets, Town Manager; Sabrina King, Town Clerk; and Jessica Housaman Recorder.

I. Call to Order

A quorum being present, Commissioner Boehman-Pollitt, President of the Board of Commissioners, called the January 22, 2024, Town meeting to order at 7:00 p.m. Pledge of Allegiance was recited. Upcoming meetings were announced.

Commissioner Comments:

- Commissioner O'Donnell: No comment.
- Commissioner Turnquist: She asked that since the last meeting was cut short due to the power outage, she asked to add an agenda item for next Town meeting. She requested to have a discussion on mending the ordinance for two (2) hour parking to a 24-hour limit.
- Commissioner Sweeney: No comment.
- Commissioner Hoover: No comment.
- Commissioner Boehman-Pollitt: She read out loud a statement related to the reason why the Board of Commissioners were having the workshop meeting.

Mayor's Comments:

Mayor Davis thanked everyone for coming to tonight's Town meeting. He also explained that during the January 8, 2024, Town meeting, the power was shut off and the generator was working. He thanked the Town of Thurmont for lending Cole Tabler to help with the new Town accountant, Kim, in the office. Mayor Davis also announced that with the recent snowstorm there has been cooperation with residents with the new snow emergency plan. Mayor Davis said that the Town is working on how to spread the word to others and noted that Main Street is doing well but having a harder time in the neighborhood.

II. Agenda Items

Agenda #1 – Discussion of water rates and overall financial status of the Town.

Commissioner Boehman-Pollitt announced that there is no set presentation for tonight's meeting and asked the board where they wanted to begin.

Water and Sewer Fund Balances

Mayor Davis offered to go over the Water and Sewer Fund Balances, that was a breakdown for water, sewer, and ARPA funds from FY22, FY23 and FY24. A question was asked on why the Sewer fund declined from FY23 to FY24. The Mayor and staff explained that due to paying a portion for the new pump station and having to resolve an incident with the current pump station in November. Another raised question was asked about the left-over money, and if that rolls over each fiscal year and where too. Staff explained that the money does roll over to the fund and cash balance and take those reserves to use in the budget, which is what is used for Capital Improvement projects for water and sewer.

ARPA

Staff explained the breakdown of the ARPA fund and each water and sewer project. Staff also noted how the ARPA money will be designated to help those projects.

Historical Water and Sewer Rate Increase/Decreases

Staff briefly explained the water and sewer rates that date from 2002 to present, along with the meter size and charges. Questions were asked related to the in Town and out of Town rates in the past, and concerns regarding the water rates and meter size in the future. Other questions were what consumers have for a meter size and why they are charged based off the size. Mayor Davis explained that some businesses have a larger meter size but are waived the fee of the higher rate due to fire safety with the sprinkler system. The Mayor and staff noted that they will look at all meter sizes and group each for the board. It was asked if staff can reach out to MML to ask if they have studies or charts from other Municipalities related to why water rates are charged a certain way. Mayor Davis expressed one positive outcome is the increase in the water fund and hopes that this will continue each quarter to where the Town can readjust the water rates in the future. Mayor Davis also added that the Town office has only received a few complaints related to the rate increase and noted of those complaints he explained the average increase is about \$15.00 dollars a quarter.

Mayor Davis asked the Board of Commissioners to write down any questions they might have and send them to staff.

Tap Fees-

A question was asked related to businesses being charged for a tap fee or if there is a system already there they do not? Staff explained that the business would have to provide a fixture count since it is commercial and if it is equivalent to what is already there. The only time would be if there is a change of use or if they are increasing the water demand, for example, the new Distillery and Federal Stone. Another question asked was, if the building engineer is the one deciding how many tap fees are needed. Staff answered that the engineer provides the Town with their anticipated flows and their fixture counts, and the Town calculates how many tap fees are needed. Discussion related to increasing tap fees in the future.

Salaries FY22, FY23 and FY24-

Staff explained the breakdown of the salary chart and where the home departments were. It was explained there is one operator with a home department of 40 (water) and noted that the front office coordinator is in Dept. 40 currently but will be presented to the Board in February to be moved to Dept. 13 (financial).

Mayor Davis asked the Board of Commissioners to do homework and write down anything they want to see from staff regarding the salary chart and where they think each employee should be in the department.

With consensus the board agreed to bring an agenda item to the February meeting to move the front office staff to another department.

Commissioner Boehman-Pollitt asked if the Board of Commissioners had any other concerns regarding the information that is in front of them as they will not be able to get through all the information provided tonight.

Questions from Commissioner Hoover

There was concern about contributing 10% of any logging revenue to Fund two (2) in trails to cover any damages or repairs that were caused by logging. Staff explained the Board of Commissioners had approved this due to one logging event that caused significant damage to a trail that was invested in by a grant and needed repairs. Staff added that there hasn't been any logging in the past two (2) years. Commissioner O'Donnell added that it was for the red trail that the Town had invested in but noted that he is not opposed to the 10% being modified to use for another area, for example parks.

Emmitsburg Town Meeting
January 22, 2024 Minutes

Page 3 of 3

Banking Information-

Mayor Davis explained the breakdown on the Banking Information and the positives that has been happening.

Commissioner Boehman-Pollitt informed the Board that it will be in the future to schedule another workshop to discuss this information further as the Board comes together with homework to ask staff what they would like to see.

Set Agenda Items for February 5, 2024 Town Meeting

Agenda Items: (1.) For consideration, move the home department of the following positions: A. Office Coordinator from Dept. 40 (water) to Dept. 13 (financial). B. Town Clerk from Dept. 50 (sewer) to Dept. 10 (legislative). C. Town Manager from Dept. 50 (sewer) to Dept. 10 (legislative). (2.) For consideration, approval of the pump station dedication agreement with Rutters. (3.) For consideration, approval of three-year contract with EOS maintenance of Silo Hill Stormwater Basin as required by MS-4. (4.) For consideration, approval of the updated Rules of Procedures for the Board of Commissioner meeting to include provisions for closed session and workshops. (5.) Discussion to allow 24-hour parking as it relates to Town Code 10.12.090. **Administrative Business:** (1.) Discussion related to advertising Town events and meetings. **Consent Items: (NONE)**

Motion: Commissioner O'Donnell motioned to accept the February 5, 2024, Town meeting agenda as presented; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The motion was adopted.

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, Commissioner Hoover motioned to adjourn the January 22, 2024, Town meeting at 9:05 p.m.; second by Commissioner O'Donnell. Yeas – 5; Nays - 0. The motion was adopted.

Respectfully submitted,

Sabrina King, Town Clerk
Minutes Approved On:

B. POLICE REPORT



C. TOWN MANAGER'S REPORT

Town Manager's Report

December 2023

Prepared by Cathy Willets

Streets:

- Staff replaced and repaired some street signs around town.
- Staff conducted monthly street sweeping.
- Staff repaired streetlights.
- Staff conducted monthly storm drain inlet cleaning.
- Staff assisted with the Annual Tree Lighting event.
- Staff put up an 8' Christmas Tree in front of 5 East Main St.
- Staff installed new photo cell in streetlight control box on Warthen's Way.
- Staff cleaned up glass on Chesapeake Ave. @ Potomac Ave.

Parks:

- Staff conducted daily park checks – trash cans, cameras, dog waste stations, restrooms.
- Contractor repaired and replaced some equipment at the all-inclusive playground in E. Eugene Myers Park. The climber was replaced.
- Staff conducted a park equipment inventory including tables, trash cans, park benches, etc.

Water:

- Rainbow Lake is at the spillway level (16.6 feet).
- The roughing filters are being backwashed three times a day. The DE filters are getting one week runs.
- Well levels (optimum level was determined to be May 2011).

	<u>May 2011</u>	<u>December</u>	<u>Change</u>
○ Well #1:	35'	40'	-5'
○ Well #2:	8'	12'	-4'
○ Well #3:	12'	33'	-21'
○ Well #4:	108'	125'	-17'
○ Well #5:	10'	23'	-13'

- Water production and consumption. We produced an average of 193,786 GPD. We consumed an average of 193,786 GPD (finish water + MSM). The amount of Backwash Water in the month of December is ... (13.64%).

- 63.82% of this water came from wells.
- 0.00% of this water came from Mt. St. Mary's.
- 36.18% of this water came from Rainbow Lake.

We purchased 0 gallons of water from MSM this month.

**Due to PFAs at MSM, the Town halted obtaining water from MSM until further notice.

Wastewater:

- We treated an average of 689,032 GPD (consumed 193,786 GPD) which means that 71.97% of the wastewater treated this month was "wild water".
- We had no spills of untreated sewage in the month of December.
- We were above the plant capacity for 14 days this month due to heavy rain. We had to divert flow to the lagoons and once the influent flow was ok we ran the transfer pump to pump down the lagoons.
- We received about 5.1" of precipitation this month (the average is 3.33"). We have had a precipitation **SURPLUS OF .01"** over the last six months. The average precipitation for the period from July 1st through December 31st is 21.61". We received 21.62" for that period.

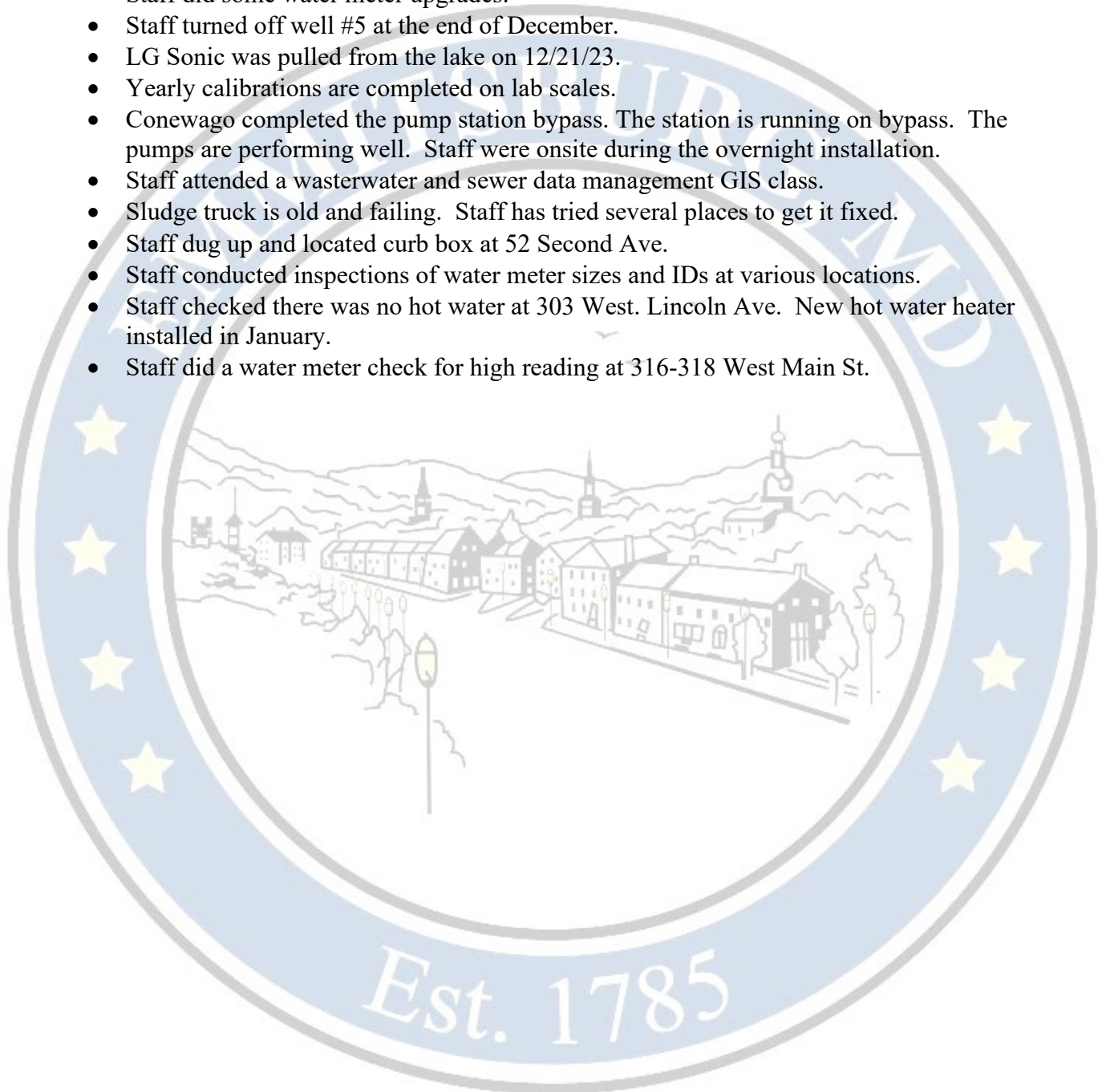
Trash: Trash pickup will remain on Mondays during the month of February.

Meetings Attended:

- 12/05 Attended conference call with Grants Administrator.
- 12/05 Attended zoom meeting with staff and Distillery personnel.
- 12/05 Attended Town Meeting.
- 12/06 Attended MDE Lead Registry Training with staff.
- 12/06 Attended meeting with Mayor Davis and Woodsboro Bank personnel.
- 12/07 Attended webinar re: Water Infrastructure funding in ARPA and IJJA.
- 12/08 Attended MDE Lead Registry Training with staff.
- 12/08 Attended Federal Stone Groundbreaking ceremony.
- 12/08 Attended accountant interview with HR consultant, Mayor and Commissioner Turnquist.
- 12/11 Attended meeting with Town Attorney and Mayor Davis
- 12/11 Attended conference call with USDA, RK&K and staff re: pump station project and BABAA requirements.
- 12/13 Attended zoom meeting with staff and RK&K regarding Distillery and sewer connections.
- 12/15 Attended meeting with Accounting Department.
- 12/15 Attended meeting with DCHD and Main St. re: project restore.
- 12/19 Attended meeting with Mayor, Commissioners, and auditors re: FY23 audit.
- 12/19 Attended meeting with vendor, Mayor, and staff re: water meters.
- 12/19 Attended meeting with staff re: DOC site plan review.
- 12/20 Attended meeting with staff, Mayor, and Main St. representatives re: workplan.

Noteworthy:

- Staff pumps holding tank every 10 days at 8533 Hampton Valley Rd.
- Staff worked the yard waste dumpster twice in December.
- Staff conducted monthly equipment and fire extinguisher maintenance.
- Staff did some water meter upgrades.
- Staff turned off well #5 at the end of December.
- LG Sonic was pulled from the lake on 12/21/23.
- Yearly calibrations are completed on lab scales.
- Conewago completed the pump station bypass. The station is running on bypass. The pumps are performing well. Staff were onsite during the overnight installation.
- Staff attended a wastewater and sewer data management GIS class.
- Sludge truck is old and failing. Staff has tried several places to get it fixed.
- Staff dug up and located curb box at 52 Second Ave.
- Staff conducted inspections of water meter sizes and IDs at various locations.
- Staff checked there was no hot water at 303 West. Lincoln Ave. New hot water heater installed in January.
- Staff did a water meter check for high reading at 316-318 West Main St.



1. PARKING ENFORCEMENT REPORT

PARKING ENFORCEMENT REPORT

2024

<i>Overtime Parking</i>	17			
<i>Restricted Parking Zone</i>	6			
<i>Parked in Crosswalk</i>				
<i>Parked on Sidewalk/Curb</i>	1			
<i>Parked by Fire Hydrant</i>	3			
<i>Parked Blocking Street</i>	1			
<i>Parked Blocking Driveway</i>				
<i>Failure to Park between Lines</i>				
<i>Left Side Parking</i>	2			
<i>Parked in Handicapped Space</i>				
<i>48 Consecutive Hours</i>				
<i>Total Tickets – Warnings - Dismissed</i>	30	10	0	
<i>Meter Money</i>	\$774.30			
<i>Meter Reservations</i>	Daily Reservations: 1 \$20		Funeral Home Reservations: 0	
<i>Parking Permits by Type</i>	1M: 0	3M: 1	6M: 0	1Y: 0
<i>Parking Permits Money</i>	\$57			
<i>Violation Cost</i>	\$270			
<i>Late Fees Assessed</i>	\$30			
<i>Payment Received</i>	\$115			
<i>Dues Forward</i>	\$185			
<i>Totals January:</i>	<i>Made</i> \$1157.10		<i>Due</i> \$150	
<i>Totals 2023</i>	<i>Violations Paid</i> \$115	<i>Outstanding Bal.</i> \$185	<i>Meter Money</i> \$774.30	<i>Permit Revenue</i> \$77

- **Meter Money was pulled and counted on January 30th.**

D. TOWN PLANNER'S REPORT



Planner's Report

January 2024

Prepared by: Najila Ahsan

Permits & Code Enforcement

- Processed the following permit applications:
 - 1 Zoning Permit
113 E Main St. | Renovation

Development Updates

- Ongoing Developments
 - Federal Stone
 - Under construction
 - Seton Village:
 - Forest Delineation | Forest Conservation | Subdivision Plat
 - The applicant is seeking Planning Commission approval of a subdivision plat to convert two condominium units into two recorded lots
 - On Planning Commission's agenda for February
 - Emmitsburg Distillery
 - Pending: updated improvement and site plans to address all staff comments
 - Christ Community Church
 - Applicant has resubmitted site plan for review
 - Staff has provided additional comments for the applicant to address
 - The applicant has yet to satisfy all the conditions of approval
 - MSMU E Wing Improvements
 - Planning Commission conditionally
 - Staff has provided additional comments for the applicant to address
 - The applicant has yet to satisfy all the conditions of approval
- Development Pipeline/ Applicant Interest
 - Emmit Ridge
 - Town Staff met with DRB Group to discuss the application process involving Forest Conservation, Subdivision, Site Plan, Improvement Plan, and others.
 - Frailey Property Annexation
 - Rodney McNair Property Annexation

Stormwater Management

- Silo Hill Basin Retrofit
 - Pending: Board Approval for Maintenance Contract with EOS
 - Done: Modification contract for IIJA Grant to include funding for maintenance
- MS4 Activities Timeline
 - Updating the timeline to meet all MS4 requirements

Planning Commission

- Past Meeting
 - 01.23.24
 - MSMU E Wing Improvement Plan
 - Planning Commission Rules of Procedure
- Future Meeting
 - 1.23.24
 - Seton Village
 - Planning Commission Rules of Procedure

Board of Appeals

- Future Meeting
 - 02.06.24
 - 17750 Creamery Rd.
The applicant is requesting a special exception approval from the BOA to establish a private school in the IP zoning district.
Public hearing notice has been provided.

Grants

- Community Legacy Grant (Awarded)
 - Number of applications from property owners: 6
 - Pending: Meeting of the Sustainable Communities Workgroup
- IIJA DNR Grant (Awarded)
 - Reimbursement process
- Keep Maryland Beautiful (Awarded)
 - Application submitted

Comprehensive Plan

- In Progress:
 - Existing conditions chapters
 - Maps & charts creation
 - Incorporation of public input

- Incorporation of Planning Commission comments

- Surveys
 - 3 webforms pertaining to
 - Economy – 5 responses
 - Community – 4 responses
 - Environment – 4 responses
 - 1 webform for general comments

- Past Event:
 - In-person Public Visioning Workshop – 1.29.24
 - Focus on economic development
 - Staff presentation, exercise, and discussion
 - Report will be available on the website

- Upcoming Events:
 - In-person Public Visioning Workshops
 -
 - Part 3: 2.26.24
 - Part 4: 3.25.24

Meetings Attended

1.8.24	Board of Commissioners Meeting
1.9.24	Barton & Loguidice regarding MS4 needs
1.9.24	MHAA Grant Meeting with Liz Shatto
1.11.24	DRB Group regarding development of Emmit Ridge
1.11.24	DePaul St. Waterline Replacement project Pre-bid
1.16.24	Staff meeting for Emmitsburg Distillery: Town Manager, Town Engineer, Town Attorney, Director of Public Works, Water & Sewer Superintendent
1.23.24	DNR Rep regarding IJA Grant Funding
1.23.24	Planning Commission Meeting
1.29.24	Christ Community Church Final Site Plan Review with Town Staff
1.29.24	Comprehensive Plan Workshop

E. COMMISSIONERS COMMENTS



F. MAYOR'S COMMENTS



G. PUBLIC COMMENTS



H. ADMINSTRATIVE BUSINESS

1. Discussion related to advertising Town events and meetings.

I. CONSENT AGENDA

1. For consideration, appointment of Dale Sharrer as a full member of the Planning Commission effective February 20, 2024.



J. TREASURER'S REPORT

**TOWN OF EMMITSBURG
CASH ACTIVITY as of January 31, 2024**

\$10,724,856	Cash Balance January 1, 2024
694,619	Deposits
<u>-494,151</u>	Withdrawals
\$10,925,324	Operating Balance Forward

<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check Date</u>	<u>Check Number</u>
\$107,772	Conewago Enterprises, Inc	Creamery Road Pump Station	01.17.24	45938
\$74,782	Treasurer of Frederick County	Law Enforcement	01.10.24	45914
\$24,060	MD Dept of Budget & Management	Health Insurance - Jan 2024	01.31.24	45997
\$23,535	Comptroller of Maryland	2Q FY24 Bay Restoration Fee	01.11.24	45932
\$18,224	Chesapeake Employers' Insurance	Workers' Comp Premium - CY24	01.24.24	45966
\$17,648	UGI Energy Services, LLC	Nov Electric - 300 S Seton	01.10.24	45923
\$17,100	Kerry & Teresa Shorb	Community Legacy Grant Pmt	01.17.24	45953
\$12,500	Marcasa Holding LLC	Community Legacy Grant Pmt	01.17.24	45944
\$8,000	TFJ Excavating	Concrete	01.17.24	45954
\$6,982	Republic Services	Dec 23 Refuse Services	01.17.24	45951

Ck dates 12.30.23 to 01.31.24

**Fund Breakdown as of 02/01/24 -
PRELIMINARY**

	FY24
1 - General Fund	2,165,664
2 - Capital Projects	573,092
4 - Water	343,049
4 - ARPA	2,836,694
5 - Sewer	4,834,291
Total	<u>10,752,790</u>
Per Trial Balance	10,750,130
Check	(2,660)

K. PLANNING COMMISSION REPORT

Discussion at the Town meeting.



L. AGENDA ITEMS

AGENDA ITEM #1: For consideration, move the home department of the following positions:

- a. Office coordinator from Dept. 40 (water fund) to Dept. 13 (financial).
- b. Town Clerk from Dept. 50 (sewer) to Dept. 10 (legislative).
- c. Town Manager from Dept. 50 (sewer) to Dept. 10 (legislative).

Annual Amount (per FY24 budget)

Employee	Health Insurance	Pension	Taxes (FICA, SUI, WC)	Total
Housaman	10,631	5,349	5,898	21,878
Willets	16,423	12,161	12,976	41,560
King	21,550	5,578	6,136	33,264

AGENDA ITEM #2: For consideration, approval of the pump station dedication agreement with Rutters.



DEDICATION AGREEMENT

THIS DEDICATION AGREEMENT, made this _____ day of January, 2024, between M&G Realty, Inc., hereinafter referred to as OWNER and the Town of Emmitsburg, Maryland, a public body corporate and politic, hereinafter referred to as the TOWN.

WHEREAS, in accordance with the terms of a certain Public Works Agreement concerning Water and Sewer facilities between the Owner and the TOWN, dated June 4, 2021, the Owner agreed that in connection with its development of a project known as Rutter's (Permit # 20-22:23-1029) located in the Town, it would construct the necessary water and sewer lines, Pump Station and Force Main and appurtenances hereinafter referred to as the Facilities, and

WHEREAS, the plans for the Facilities have been approved by the TOWN, and

WHEREAS, the Owner has constructed the Facilities at its expense, and

WHEREAS, the Facilities have been inspected and approved on August 9, 2023, by Fox & Associates, Inc., and accepted on September 18, 2023, by Department of the Environment pursuant to Article 9-204 of the Md. Ann. Code, demonstrated on Exhibit A hereto which is appended and made a part hereof,

WHEREAS, the TOWN has agreed to accept the aforesaid Facilities, without cost, as of the date of this Agreement, and

WHEREAS, the TOWN by accepting title to the aforesaid Facilities agree to maintain same and integrate the Facilities into its public system, accepting full responsibility for all maintenance, operational and other costs.

NOW, THEREFORE, THIS AGREEMENT WITNESSETH: That for and in consideration of the sum of One Dollar (\$1.00) paid by the parties hereto to each other, receipt of which is hereby acknowledged; and of the premises, the mutual covenants and agreements herein undertaken, the said parties hereto agree as follows:

1. That the Owner by execution of this Agreement, does hereby convey title to said Facilities to TOWN free and clear of all liens and encumbrances, and does further agree that it will execute any and all deeds necessary to convey to the TOWN all easements for lines that now exist, and does further agree to grant such further easements for sewer and water mains, without charge, as may be determined by the TOWN in its sole discretion, in order to serve the entire property of the Owner or connect same to other lines owned, or to be built, by the Town or anyone.

2. That the Owner agrees to supply to the TOWN all available information concerning the Testing and operation of the Facilities and warranties concerning the equipment in connection with this Agreement.

3. That the Owner agrees to assign to the TOWN any and all transferable warranties relating to the Facilities. Owner further agrees that all workmanship is warranted by Owner for a period of one year from the date of completion which is June 6, 2023.

4. From and after date of the signing of this Agreement by the TOWN, the TOWN shall be Entitled to collect all fees of any nature for the operation of the Facilities on the subject site and agrees to become fully responsible for the maintenance of the system and service to the existing users.

5. The Owner hereby warrants that it is the sole owner of said Facilities and that there are no outstanding liens against same, and does further indemnify and hold harmless the said TOWN against any and all claims in any manner relating to its ownership, installation, or cost of the pipes and equipment covered by this Agreement.

6. The parties to this Agreement mutually agree that it shall be binding upon their respective successors or assigns.

ATTEST:

M&G Realty, Inc.

By: _____

Print Name:

Title:

ATTEST:

TOWN OF EMMITSBURG

MARYLAND

Allen Frank Davis Jr., Mayor

STATE OF _____, TOWN OF _____, TO WIT:

I HEREBY CERTIFY, that on this __ day of _____, _____ before me, the subscriber, a Notary Public of the State and Town aforesaid, personally appeared _____, of M&G Realty, Inc., and duly acknowledged the foregoing Agreement to be the act of said Company.

WITNESS my hand and Notarial Seal.

Notary Public

My commission expires:

STATE OF MARYLAND, TOWN OF EMMITSBURG, TO WIT:

I HEREBY CERTIFY, that on this __ day of _____, _____ before me, the subscriber, a Notary Public of the State and Town aforesaid, personally appeared Allen Frank Davis Jr., Mayor of the TOWN OF EMMITSBURG, MARYLAND, and duly acknowledged the foregoing Agreement to be the act of said body corporate.

WITNESS my hand and Notarial Seal.

Notary Public

My commission expires:

EXHIBIT A

Rutter's Store 084 Project

Page 3 of 3

GENERAL CONDITIONS (CONTINUED)

Approval must be obtained from the Department before this project may be placed into service. Any exception allowing partial use of this project shall have the prior written approval of the Department. Approval may be obtained pursuant to the following procedure:


- a. Where large political subdivisions, commissions, authorities etc. have their own inspection capabilities (satisfactory to the Department), the attached construction completion certificate shall be completed by the director of Public Works or similar responsible person and submitted to the Department.
- b. Where an acceptable local construction inspection program does not exist, the attached construction completion certification shall be completed by a Professional Engineer licensed to practice in the State of Maryland (preferably the same engineer whose seal and signature appear on the plans approved under this permit) and submitted to the Department.
- c. Upon receipt of the signed certificate, the Department shall, within (30) working days of the receipt, 1) issue an approval, 2) require further review and on-site inspection or 3) reject the construction certification. Approval shall be automatic for projects that have not received some form of written notification from the Department within (30) working days of receipt of the signed certificate.

20-22:23-1029
Permit Number

Abul Ali
Abul A. Ali
Project Engineer
Engineering & Capital Projects Program

WATER AND SEWER CONSTRUCTION COMPLETION CERTIFICATION

The undersigned certifies that the construction authorized by this permit has been completed and inspected and that it substantially meets the terms of Environment Article 9-204, Annotated Code of Maryland.

	Vice President Fox & Associates, Inc.	08/09/2023
Signature MD PE 30709	Title	Date

The above project has been accepted by the Department within the terms of Environment Article 9-204, Annotated Code of Maryland.

	09/18/2023
Authorized Official	Date

Complete this certificate and return to:
Maryland Department of the Environment
Engineering & Capital Projects Program (ECP)
Office of Budget and Infrastructure Financing
1800 Washington Boulevard
Baltimore, MD 21230

10/13/2010

AGENDA ITEM #3: For consideration, approval of three-year contract with EOS for maintenance of Silo Hill Stormwater Basin as required by MS-4 permit.





4725 Dorsey Hall Drive, Suite A706
Ellicott City, MD 21042
Office: 410-648-2820

LANDSCAPE MANAGEMENT SERVICES

Client: **Town of Emmitsburg**

Service Site: **Silo Hill Road, Emmitsburg, MD, 21727**

Contractor: **Eos Outdoor Services, LLC, dba eos Outdoor Services (hereinafter "Contractor")**

TERMS AND CONDITIONS

This Service Agreement (hereinafter "Agreement") is made as of _____, 2024 between Client on behalf of itself and, if other than the record land owner of the Service Site, in its capacity as Agent for the record landowner of the Service Site, collectively, the ("Client") and eos Outdoor Services, LLC, dba eos Outdoor Services ("Contractor").

TERM

The Initial Term of this agreement shall be Twelve (12) months commencing January 01, 2024 and terminating on December 31, 2024 (the "Initial Term") unless terminated sooner in accordance herewith. Unless terminated earlier in accordance with the terms herein, the Initial Term shall renew for additional terms of twenty four (24) months (each a "Renewal Term," and the Initial Term with all Renewal Terms shall be collectively referred to as the "Term"), upon written notice from Client of its intention to renew at least ninety (90) days prior to the end of the Initial Term or Renewal Term (as the case may be).

TERMINATION

In addition to all other remedies available under law or under this Agreement, Contractor shall have the right, in its sole discretion, to refuse performance of the Services, to suspend performance of the Services, and/or terminate this Agreement without incurring liability therefor immediately upon notification of Client in the event of non-payment or late payment by Client. Each of Contractor and Client shall have the right to terminate this Agreement upon written notice to the other if either party makes an assignment for the benefit of creditors, a petition of bankruptcy is filed by or against such party or, all or substantially all such party's property is levied upon or sold in a judicial proceeding, or in the event of a material breach of this agreement by the other party which remains uncured for a period of fifteen (15) days after written notice thereof (provided, however, no such notice shall be required in the event of non-payment or late payment by Client). Furthermore, either party shall have the right terminate this Agreement without cause upon thirty (30) days' written notice to the other party. In the event of termination, Contractor shall be entitled to payment from Client for all Services rendered up to and through the effective date of termination, including, but not limited to, payment for all materials ordered, installed and/or delivered, and overhead and profit for all completed Services.

SERVICES

During the Term, Contractor shall provide or arrange for the provision of services described in the "Scope of Services" attached hereto (hereinafter "Services"). Contractor shall provide the Services in accordance with applicable professional standards using trained and properly supervised personnel, and properly maintained equipment. Contractor shall promptly remove all of its tools, equipment, surplus materials, waste materials and rubbish from the Service Site after rendering Services. Any regulated substances required to be applied as part of the Services shall be applied in accordance with applicable regulations by properly licensed personnel. Other materials shall be applied in accordance with the manufacturer's directions.

Notwithstanding anything to the contrary contained herein, Contractor is not responsible for any failure of or delays in the performance of Services under this Agreement to the extent such failure or delay arises from or relates to a Force Majeure Event provided Contractor has provided advance notice to the Client. A "Force Majeure Event" is defined as any of the following: weather conditions; power failure; vandalism; theft; natural disasters; extreme weather conditions (including cold, draught, storms, and flooding), changes in governmental rules, regulations, or orders, including orders or judgments of any court or commissions; delay or failure in obtaining necessary permits or materials for the Services; acts of God; strikes or labor disputes; war or acts of terrorism; the presence of hazardous, toxic or other dangerous materials or substances; issues related to the job site and site conditions; or any other cause or condition beyond the control of a Party. Owner and Contractor agree that the date of completion shall be extended for the number of days equal to the period of delay caused by the event of Force Majeure.

WORK ORDER

If Client requests Services from Contractor which are not set forth in the "Scope of Services", Contractor may provide such Services pursuant to a written work authorization signed by the Client (hereinafter "Work Authorization"). For Services furnished pursuant to a Work Authorization, payment shall be made as provided by such Work Authorization or upon completion of the work if not indicated on such Work Authorization. Contractor shall have no obligation to perform the Services outside of the Scope of Services until an executed Work Authorization and any cost increase is received by Contractor pursuant to the terms thereof.

SERVICE FEE

Client shall make payment in accordance with the provisions contained in attached "Payment Terms". Late payments shall be subject to a Service Charge which shall be equal to the lesser of 1.0% per month (12% per year) and the highest rate permitted by law, times the unpaid balance of the Service Fee. In addition to the Service Charge, Client shall reimburse Contractor for all costs and expenses, including but not limited to attorneys' fees, expert fees, court costs, and other costs of litigation, arbitration, negotiations, or other such proceedings which are reasonably incurred by Contractor in collecting unpaid Service Fees and Service Charges. Returned checks will be subject to a \$75.00 returned check fee. Provided, however, no service fee shall apply unless Contractor has provided a written invoice for the amount owed and more than thirty (30) days have expired since the date the written invoice has been delivered.

The parties hereby acknowledge that, notwithstanding the Service Fee, the monthly installment plan, and any other billing schedule attached hereto, the types and frequency of the services to be performed each month throughout the year may vary according to seasonal requirements. The installment plan and any billing schedule are implemented for the convenience of payment only, and billings do not necessarily reflect the actual cost or value of services performed. If this Agreement is terminated for any reason, other than a default by Client, on any date other than the scheduled expiration date of the Term, then all sums paid by Client to Contractor for services performed since the commencement of this Agreement shall be subtracted from the time and materials value of services performed during the same period; if the result is a positive number, then Client shall promptly pay the value of that amount to Contractor; if the result is a negative number, then Contractor shall promptly refund the balance to Client. In no event, however, will the total amount owed exceed the annual contracted amount excluding change orders.

INSURANCE

During the Term of this Agreement, Contractor will maintain General Liability Insurance, Automobile Insurance, and Workers Compensation Insurance covering the activities of Contractor in connection with the Services. Such insurance shall be in commercially reasonable amounts. Evidence of such insurance will be provided to Client before commencement of work and also within five (5) days of any change in coverage. Coverage available to the Town as an additional insured shall not be less than \$1,000,000 for an occurrence and \$1,000,000 for partial injury.

CLIENT

Client will cooperate with Contractor and will schedule adequate access to the Service Site as is required to perform the Services. If required, Client will provide water with adequate spigots or hydrants or such other items as identified on the Scope of Services.

Client shall provide written notice to Contractor of any proposed change in the ownership or management of the Service Site at least thirty (30) days prior to the effective date of any such change. A change in the ownership or management of the Service Site shall not relieve the Client of its obligations hereunder, including, but not limited to the payment for services, unless the Client shall have given proper notice of termination pursuant to this Agreement.



GENERAL PROVISIONS

This Agreement, and the application or interpretation thereof, shall be governed by the laws of the State of Maryland. Each of the parties hereto irrevocably submits to the exclusive jurisdiction of the courts of the State of Maryland, in Frederick County and of the U.S. District Court for the State of Maryland, for the purposes of any such action or other proceeding arising out of this Agreement. Neither party may assign this Agreement without the prior written consent of the other party. Contractor may subcontract services hereunder only upon providing proof of insurance of subcontractors in the amounts stated in this agreement, and with the prior written consent of Client, which consent shall not be unreasonably withheld. This Agreement is binding on, and inures to the benefit of the parties hereto (including the record owner of the Service Site if other than the Client) and their respective heirs, successors, and assigns.

This Agreement, together with all schedules attached hereto constitutes the entire Agreement of the parties with respect to the Services and supersedes all agreements with respect to the Services, whether oral or written. Except as otherwise provided herein, this Agreement may be amended or modified from time to time only by a written instrument executed and agreed to by both Client and Contractor. The failure of Contractor to enforce any provision or provisions of this Agreement shall not in any way be construed as a waiver of any such provision or provisions, nor prevent Contractor from thereafter enforcing each and every other provision of this Agreement. In the event that any term or provision of this Agreement shall be held to be invalid, void or unenforceable, then the remainder of this Agreement shall not be affected, impaired or invalidated, and each such term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

Contractor's total liability for any losses, damages and expenses of any type whatsoever incurred by Client or any of its affiliates, guests, tenants, and lessees (collectively "losses") which is caused directly or indirectly by acts or omissions of Contractor in connection with, or related to the provision of Services hereunder, including, but not limited to any breach of Contractor's obligations hereunder, shall be limited to direct and actual damages. In no event will Contractor be liable for special, indirect, incidental, lost-profits, punitive, or consequential damages, irrespective of the form or cause of action, in contract, tort or otherwise, whether or not the possibility of such damages has been disclosed to Contractor in advance or could have been reasonably foreseen by Contractor. Further, Contractor shall not be liable for any losses resulting from the provision of Services hereunder, if such losses are due to causes or conditions beyond its control. The specific remedies provided for in this Agreement are neither exclusive nor mutually exclusive, and the parties will be entitled to resort to any such remedies, or any other remedy available to them at law or in equity, or some or all in any combination.

Contractor hereby indemnifies, defends, and holds harmless Client, and their respective offices, employees, directors, representatives and agents, successors and assigns (each, a "Client Indemnified Party"), to the fullest extent permitted by law, from and against any and all claims, losses, settlements, fines, liabilities, damages, deficiencies, costs or expenses (including interest, penalties and reasonable attorneys' fees, expert fees, and other costs of litigation, arbitration, negotiations or other such proceedings, and disbursements) (collectively, "Client Losses") suffered, sustained, incurred or required to be paid by any such Client Indemnified Party, arising out of, resulting from, or relating to Contractor's breach or threatened breach of any representation, warranty, term or condition of this Agreement, and/or Contractor's negligence and/or willful misconduct, but only to the extent that such Client Losses were not caused by the negligence and/or willful misconduct of any person or entity other than the Contractor and subject to the limitations on liability set forth elsewhere in this Agreement. The obligations of this paragraph survive termination or expiration of this Agreement and extend to claims occurring after this Agreement is terminated as well as while it is in force and shall continue until such claims are finally adjudicated.

All employees of Contractor and any subcontractor shall be duly authorized to work in the United States and shall have any required licenses for equipment or services provided hereunder. Contractor and subcontractors shall comply with all employment laws of the federal government and the State of Maryland and are Equal Opportunity Employers. Contractor shall maintain all employment records of individuals providing services hereunder for a period of no less than three years from the termination of this agreement.

Client hereby indemnifies, defends, and holds harmless Contractor, and their respective offices, employees, directors, representatives, subcontractors, and agents, successors and assigns, (each, a "Contractor Indemnified Party"), to the fullest extent permitted by law, from and against any and all claims, losses, settlements, fines, liabilities, damages, deficiencies, costs or expenses (including interest, penalties and reasonable attorneys' fees, expert fees, and other costs of litigation, arbitration, negotiations or other such proceedings, and disbursements) (collectively, "Contractor's Losses") suffered, sustained, incurred or required to be paid by any such Contractors Indemnified Party, arising out of, resulting from, or relating to Contractor's breach or threatened breach of any representation, warranty, term or condition of this Agreement, and/or Owner's negligence and/or willful misconduct, but only to the extent that such Contractor's Losses were not caused by the negligence, or willful misconduct of any person or entity other than the Client. The obligations of this paragraph survive termination or expiration of this Agreement and extend to claims occurring after this Agreement is terminated as well as while it is in force and shall continue until such claims are finally adjudicated.

Any damage by Contractor or its agents shall be promptly repaired by Contractor and restored to its prior condition.

EACH PARTY EXPRESSLY WAIVES ANY RIGHT TO A TRIAL BY JURY IN THE EVENT OF ANY SUIT, ACTION OR PROCEEDING TO ENFORCE THIS AGREEMENT OR ANY OTHER ACTION OR PROCEEDING WHICH MAY ARISE OUT OF OR IN ANY WAY BE CONNECTED WITH THIS AGREEMENT OR ANY PROVISIONS HEREOF OR THEREOF.

ENTIRE AGREEMENT

This Agreement, including all exhibits attached hereto, contains the entire agreement of the parties with respect to the subject matter of the Agreement. This Agreement supersedes any prior agreements, understandings, or negotiations, whether written or oral. This Agreement can only be amended through a written document formally executed by all parties. This Agreement may be executed by the parties in one or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. Signed counterparts may be delivered via facsimile or email, with all executed copies delivered via facsimile or email to be deemed to have the same force and affect as if bearing all required original signatures. Common nouns and pronouns shall be deemed to refer to the masculine, feminine, neuter, singular and plural, as the identity of the person may in the context require.

AUTHORITY

By signing this Agreement in the space provided below, Client hereby represents and warrants on behalf of itself that it has full power and authority to enter into the Terms of this Agreement and that this Agreement is a legally binding obligation. If Client is other than the record owner of the Service Site, Client hereby represents and warrants that it has full power and authority to enter into this Agreement on behalf of itself and such record owner and that this Agreement is a binding obligation of Client and the record owner of the Service Site.

EXECUTED,

Client: _____

eos Outdoor Services, LLC

By: _____

By: Sarah Benson

Its: _____

Account Executive
Its: _____

Date

Date



Silo Hill Stormwater Maintenance Proposal

Quarter	Q1			Q2			Q3			Q4				
Item	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	#OCC	Total \$
1 Mowing			x	x	x	x	x	x	x	x	x	x	20	\$5,520.00
2 Mosquito Check			x	x	x	x	x	x	x	x				\$920.00
3 Visual Inspection									x					\$184.00
4 Plant Check-up			x											\$2,184.00
5 Replanting			x	x					x	x				Not Included
6 Debris Removal			x						x					\$552.00
7 Structural Inspection									x					Not Included
8 Sediment Removal ^[1]								o	o					Not Included
9 Remote Television Inspection ^[1]														
													\$9,360.00 Annually	
Annual Mulch application			x											\$1,735.00
Bed/Tree Ring Edging			x											\$483.00
													<i>With Mulch/Edge Option</i>	\$11,578.00 Annually

Additional Notes:

- Mowing: Includes area marked inside of fence line, outside fence line and back hill towards wood line
- Mosquito Checks: Included March as per your notes
- Visual inspections: (outside of the one included) can be requested at an additional expense
- Plant Check-Up: Based on your feedback, dollars added here for planting, seeding, etc. at a minimum per year. Additional costs may incur based on overall needs of replanting from large storms, etc.
- Sediment Removal: Eos Outdoor Services is able to do sediment removal when needed.

- The Contractor shall furnish the Town with an invoice for each payment due. Payment shall be made by the Client on or before thirty days from the date payment is due.
- Mulch/Edging: Added as an option



4725 Dorsey Hall Drive, Suite A706
Ellicott City, MD 21042
Office: 410-648-2820

PAYMENT TERMS

Clients Name: Town of Emmitsburg

Site Address: Silo Hill Road, Emmitsburg, MD, 21727

Payments for the 2024 season shall be made in four (4) equal and quarterly payments, starting March 1, 2024 and quarterly thereafter. Payment amounts shall be invoiced by Contractor to Town.

	2024
January 10th	\$ -
February 10th	\$ -
March 10th	\$ 2,894.50
April 10th	\$ -
May 10th	\$ -
June 10th	\$ 2,894.50
July 10th	\$ -
August 10th	\$ -
September 10th	\$ 2,894.50
October 10th	\$ -
November 10th	\$ -
December 10th	\$ 2,894.50

Total: \$ 11,578.00



AGENDA ITEM #4: For consideration, approval of the updated Rules or Procedures for Board of Commissioner meetings to include provisions for closed session and workshops.

- First Rules of Procedure is Red Lined.
- Second Rules of Procedure is Final.



Town of Emmitsburg

Board of Commissioners Rules of Procedure

Section 1: Purpose and Authority

Pursuant to Article II, Section 5 of the Town of Emmitsburg Charter, these rules of procedure are adopted as a guide to assist the Emmitsburg Board of Commissioners (the "CommissionersBoard") in the orderly and efficient conduct of all matters that come before the Commissioners.

Section 2: Agenda Items

- 2.1. A written agenda for each CommissionerBoard meeting containing known items of business and topics to be discussed at the meeting shall be made available to the public as soon as practicable after the agenda has been determined, but no later than twenty-four (24) hours prior to the meeting.
- 2.2. An item shall be placed on the agenda at the request of the Mayor or two or more Commissioners. Requests to add items to the agenda for future meetings shall be made at the end of each meeting except as otherwise provided by this Section.
- 2.3. If an item of business or topic requiring discussion arises after a meeting agenda has been set and it would be in the best interest of the Town for the CommissionersBoard to act upon or discuss the item at its next meeting, the item may be placed on the agenda by the Town Manager upon receiving a request in writing from the Mayor or two or more Commissioners, provided the request is made with enough time to allow for the publication of a revised agenda more than twenty-four (24) hours prior to the meeting.
- 2.4. If the Town is unable to publish a complete agenda more than twenty-four (24) hours prior to a meeting because the meeting or agenda item was scheduled in response to an emergency, natural disaster, or any other unanticipated situation, the Town shall make available on request a complete agenda of the meeting within a reasonable time after the meeting occurs.
- 2.5. Any item may be removed from the agenda upon the affirmative vote of at least four Commissioners at the commencement of a CommissionerBoard meeting. If an item was added to the agenda by the Mayor or Commissioners at the request of a member of the public, that person may withdraw the item from consideration by providing written notice to the Town Manager more than twenty-four (24) hours prior to the meeting.

- 2.6. Items which do not require discussion and are expected to receive the approval of the CommissionersBoard may be placed on the Consent Agenda. ~~Items may only be added to the Consent Agenda for a future meeting at the end of an open meeting of the Commissioners.~~ All items on a meeting's Consent Agenda shall be decided by a single motion and vote. If any Commissioner believes that an item on the Consent Agenda requires discussion the item may be removed from the Consent Agenda at their request and the matter shall be considered separately at the meeting.
- 2.7. The agenda shall not include the subject matter regarding the portion of any meeting closed in accordance with Maryland Open Meetings Act, but shall include the statutory exception on which the Board plans to rely to close the meeting.

Section 3: Meetings

- 3.1. The CommissionersBoard shall hold at least one regular meeting per month at a place and time designated by resolution.
- 3.2. The CommissionersBoard may hold special meetings in addition to the regular meeting as necessary for the transaction of business. A special meeting shall be called upon the request of the Mayor or two Commissioners. Notice of a special meeting shall be sent to the Mayor and Commissioners at least seventy-two (72) hours before the special meeting. However, if the special meeting is called to address an emergency, natural disaster, or any other unanticipated situation requiring immediate discussion or action, notice shall be sent to the Mayor and Commissioners at least twelve (12) hours before the meeting, if practicable.
- 3.3. A quorum for each meeting is three Commissioners. A Commissioner who disqualifies himself or herself or is ineligible to vote on a particular matter is not included for purposes of determining a quorum. No decisionaction may be madetaken in the absence of a quorum.
- 3.4. All regular and special meetings of the CommissionersBoard shall be subject to the Maryland Open Meetings Act. The CommissionersBoard shall keep a true and accurate record of all proceedings at all meetings and hearings. All meetings shall be recorded and the recording may be accepted as the official record until the minutes are prepared and approved by the CommissionersBoard. The minutes shall include: (1) each item that the public body considered; (2) the action that the public body took on each item; and (3) each vote that was recorded. The Town Manager shall be responsible for preparing the minutes, but may delegate this responsibility to other Town staff.
- 3.5. The order of business for a regular or special meeting will be as follows:
 - (a) Call to order;

- (b) Pledge of Allegiance
- (c) Notice of Future Meetings and Events
- (d) Town Manager and Planner Reports
- (e) Commissioner and Mayor Comments
- (f) Public Comments
- (g) Administrative Business
- (h) Consent Agenda
- (i) Treasurer's Report
- (j) Planning Commission Report
- (k) Agenda Items
- (l) Setting of Agenda for Next Meeting

- 3.6 A Commissioner who disqualifies himself or herself ~~or is ineligible to vote on a particular from an~~ agenda item ~~pursuant to the Town Code of Ethics or for any other reason should exit the meeting room and~~ shall not participate in the discussion of that agenda item- ~~or vote on that agenda item~~
- 3.7. ~~The Board shall provide time during regular and special meetings for members of the public to address the Board on relevant matters. Public comment shall only be received at the time set forth on the agenda. A person who wishes to make public comment shall wait to be recognized by the President and shall state their name, whether or not they are a resident of the Town, and the persons or organization they represent, if any. Public comment shall be limited to four minutes per person, which may only be exceeded upon consent of the Board.~~
- 3.8. At the first meeting of the ~~CommissionersBoard~~ following the Town's annual election, the ~~CommissionersBoard~~ shall elect one Commissioner to serve as President of the Board of Commissioners-~~and~~, one Commissioner to serve as Vice President-~~and one Commissioner to serve as Treasurer.~~ The President-~~and~~, Vice President, ~~and Treasurer~~ shall each serve a one-year term until their successor is elected.
- 3.89. The President shall preside over all meetings of the ~~CommissionersBoard~~. The Vice President shall preside over meetings in the absence of the President, or for any portion of a meeting in which the President is presenting a motion.
- 3.910. The ~~CommissionersBoard~~ shall ~~provide time for the members of the public to address the Commissionerstake action on relevant matters. Public comment shall only be received at the time set forth on the an agenda, item by motion and the Presidentvote.~~
- (a) ~~Any Commissioner may set a time limit on public comment. A person who wishes to make public comment shall wait to be a motion on an agenda item after being recognized by the President andpresiding officer.~~

- (b) A motion shall clearly state what action the Commissioner proposes the Board take.
- (c) All motions must receive a "second" from another Commissioner to be considered by the Board. If a motion does not receive a "second", the motion shall not be considered and the Board shall state their name, home address, continue transacting business.
- (d) If a motion receives a "second", the presiding officer shall repeat the motion as presented and the persons or organization they represent, open the floor to discussion and debate.
- (e) During discussion and debate of a motion, any Commissioner may move to amend the motion by modifying its language. The Board shall consider and vote on a motion to amend immediately before continuing discussion and debate of the main motion. If the motion to amend passes, the Board shall consider the main motion as amended. If a motion to amend fails, the Board shall consider the main motion as originally presented.
- (f) During discussion and debate of a motion, any Commissioner may move to divide the motion into separate parts if any—each proposed part is capable of being voted upon and enacted independently. The motion to divide must clearly state the manner in which the main motion is to be divided. The Board shall consider and vote on a motion to divide immediately before continuing discussion and debate of the main motion.
- (g) During discussion and debate of a motion, any Commissioner may move to table consideration of a motion to a specified later date. The Board shall consider and vote on a motion to table immediately before continuing discussion and debate of the main motion.
- (h) When discussion and debate of a motion has ended, the presiding officer shall put the motion to a vote. Following the vote on a motion, the President or presiding officer shall announce the results.

3.4011. Except as otherwise provided in these rules, Robert's Rules of Order Revised shall control the procedure of the ~~Commissioner's~~Board's meetings.

Section 4: Public Hearings

- 4.1. The procedures in this Section 4 shall apply to all public hearings before the ~~Commissioners required by Maryland law or the Town Code~~Board.
- 4.2. ~~The President of the Board of Commissioners~~

4.2. A public hearing occurs during a regular or special meeting of the Board and addresses a specific proposal or project. Public hearings shall be held when required by Maryland law or the Town Code. There are two types of public hearings:

(a) Legislative Public Hearings- involve matters in which the Board exercises its law-making power, such as the adoption of amendments to the Town Charter and annexation resolutions. The purpose of legislative public hearings is to provide notice to Town residents of the action contemplated by the Board and a special forum to receive public comment on the issue.

(b) Quasi-Judicial Public Hearings- involve proceedings which typically apply to a specific person or property as opposed to the Town at large, are initiated by a member of the public rather than the Board, and require the Board to make findings and determinations based upon the record produced at the hearing. For example, zoning amendments proposed by a property owner to change a property's zoning classification require quasi-judicial public hearings. Quasi-judicial public hearings require additional due process protections as provided herein.

4.3. All public hearings shall be advertised as required by the applicable Maryland law or Town Code section.

4.4 The President of the Board shall preside over all public hearings. The President shall commence the public hearing by reading the agenda item and asking the Town Manager ~~is~~if the public hearing has been properly advertised.

4.35. The President may set time limits on receiving testimony, including limits on the time for individual speakers, and limits on the total time permitted for oral testimony. The President may increase or decrease any time limits and sequence of evidence presentation, however in most cases the following time limits and sequencing will apply to the extent applicable:

- (a) Staff Presentation 15 minutes
- (b) Applicant Testimony ~~_____~~ /Moving Party Comments 10 minutes
- (c) Government Official Testimony ~~_____~~ /Comments 5 minutes
- (d) Representatives of Organizations ~~Testimony _____~~ 5 minutes
Testimony/Comments
- ~~(e) Adjacent and confronting property owners~~ Confronting Property Owners
~~(e) Testimony/Comments _____~~ 5 minutes
- (f) Other Public Testimony ~~_____~~ /Comments 5 minutes
- (g) Applicant/Moving Party Rebuttal _____ 5 minutes

4.46. The President has the discretion to limit the presentation of unduly repetitive and duplicative testimony.

4.57. All testimony before the ~~Commissioners~~Board during quasi-judicial public meetings must be sworn. The ~~presiding officer~~President may administer the following oath en masse at the outset of the hearing to all prospective speakers, or individually to each speaker before they give testimony:

"Do you solemnly swear or affirm under the penalties of perjury that ~~the~~ ~~response~~testimony given ~~and the statements made~~ by you in these proceedings will be the whole truth and nothing but the truth? Is so, state 'I do'."

4.68. No formal rules of evidence apply. The ~~Commissioners~~Board may consider any relevant evidence that assists in reaching a decision. However, the President may exclude evidence which is irrelevant, immaterial, inappropriate, scandalous, or unduly duplicative.

4.79. The Commissioners may ask questions of any speaker at any time during the hearing. Any person may request to cross-examine another speaker at the end of the speaker's testimony by making a request to the President prior to the speaker's testimony. Cross-examination shall be limited to questions pertaining to the speaker's testimony and must not be argumentative or repetitive.

4.810. Any exhibit presented at the public hearing must be assigned an exhibit number and marked and identified for the record. The exhibit or an accurate representation of the exhibit must be given to the ~~Town~~Board for inclusion in the administrative record.

4.911. Once all testimony has been received, the public hearing is closed and the record shall remain open only for the length of time designated by the ~~Commissioners~~Board to receive additional public comment, if any. If the ~~Commissioners do~~Board does allow the record to remain open to receive additional public comment, the applicant shall be awarded an additional five minutes of rebuttal time during the next public meeting before the ~~Commissioners~~ ~~vote~~Board votes on the issue.

Section 5: Workshops

5.1. The Board may hold workshops in addition to regular and special meetings for purposes of discussing public business without taking action. The Board shall neither vote nor take any other action, other than providing direction to Town staff, at a workshop.

- 5.2. A workshop shall be called upon the request of the Mayor or two Commissioners. Notice of a workshop shall be sent to the Mayor and Commissioners at least one week before the workshop.
- 5.3. A quorum is not required for a workshop.
- 5.4. All workshops shall be subject to the Maryland Open Meetings Act. The Board shall keep a true and accurate record of all proceedings at all workshop. All workshops shall be recorded and the recording shall be accepted as the official record. The Board need not prepare minutes for a workshop. A written agenda for all workshops shall be made available as required by Section 2 of these Rules of Procedure.
- 5.5. The order of business for a workshop need not follow the order of business for a regular or special meeting. After calling the workshop to order, the Board may move directly to the agenda items.
- 5.6. A Commissioner who would be disqualified from voting on an agenda item shall exit the meeting room and shall not participate in the discussion of that agenda item during a workshop.
- 5.7. The Board shall not accept public comment during a workshop.

Section 6: Closed Meetings

Section 6: Closed Meetings

- 6.1. The Board may meet in closed session provided it complies with the requirements of Md. Code Ann. Gen. Prov. § 3-101 et seq. and this Section 6.
- 6.2. Before meeting in a closed session, the Board shall provide reasonable advance notice of the closed session in the same manner it provides notice of its open meetings.
- 6.3. The agenda for the meeting at which the closed session shall occur must reflect that the Board expects to close a portion of the meeting in accordance with Md. Code Ann. Gen. Prov. §3-305. If the meeting will be entirely closed, the agenda shall invite the public to a separate open session preceding the closed session. The agenda shall not disclose the subject matter of the closed session but shall include the statutory exception on which the Board plans to rely to close the meeting.
- 6.4. Before entering into a closed session, the Board must first meet in open session. The presiding officer shall make a written statement of the reasons for closing the meeting (the "Closing Statement"). The Closing Statement shall include a citation of the statutory exception provided in Md. Code Ann. Gen. Prov. § 3-305 permitting the Board to hold a closed session, the topics to be discussed, and the

reason for closing the meeting. The Closing Statement may be prepared by staff in advance of the meeting. A sample Closing Statement is attached hereto as Exhibit A.

- 6.5. After reading the Closing Statement, the President shall call for a motion to adopt the Closing Statement and to close the meeting and conduct a vote. If the motion to enter closed session carries, all members of the public shall be excluded from the meeting and the Board will enter into closed session.
- 6.6. During the closed session, the Board shall limit its discussion to the topics identified in the Closing Statement. The Board's discussion of these topics shall not exceed the scope of the statutory exception cited in the Closing Statement.
- 6.7. After the closed session, the Board shall disclose the topics discussed, the individuals who attended, and any actions taken by the Board during the closed session in the minutes of the next open meeting. Unless a Commissioner or staff member who has received training on the requirements of the open meeting laws attends the closed session, the Board must also include the Compliance Checklist for Meetings Subject to the Maryland Open Meetings Act developed by the Office of the Attorney General in the minutes of the next open session.

EXHIBIT A

SAMPLE CLOSING STATEMENT

On _____ at _____ p.m. at the Town Meeting Room, upon motion made to meet in Closed Session pursuant to Md. Code Ann., Gen. Prov. Art. § 3-305(b) by _____ and seconded by _____, the Town Meeting is closed for discussion of the following topics under the authority and for the reasons set forth below:

Topics to be discussed:

_____ Applications for head of the public works department.

Statutory authority to close session:

Md. Code Ann. Gen. Prov. Art. § 3-305(b)(1), to "discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance valuation of appointees, employees, or official over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals."

Reason for closing session:

This matter is being discussed in closed session because public discussion of applicants' names and job information could discourage people from apply for Town jobs.

Voting in Favor:

Voting Against

Absent

This statement is made by: _____, Presiding Officer

Board of Commissioners Rules of Procedure

Section 1: Purpose and Authority

Pursuant to Article II, Section 5 of the Town of Emmitsburg Charter, these rules of procedure are adopted as a guide to assist the Emmitsburg Board of Commissioners (the "Board") in the orderly and efficient conduct of all matters that come before the Commissioners.

Section 2: Agenda Items

- 2.1. A written agenda for each Board meeting containing known items of business and topics to be discussed at the meeting shall be made available to the public as soon as practicable after the agenda has been determined, but no later than twenty-four (24) hours prior to the meeting.
- 2.2. An item shall be placed on the agenda at the request of the Mayor or two or more Commissioners. Requests to add items to the agenda for future meetings shall be made at the end of each meeting except as otherwise provided by this Section.
- 2.3. If an item of business or topic requiring discussion arises after a meeting agenda has been set and it would be in the best interest of the Town for the Board to act upon or discuss the item at its next meeting, the item may be placed on the agenda by the Town Manager upon receiving a request in writing from the Mayor or two or more Commissioners, provided the request is made with enough time to allow for the publication of a revised agenda more than twenty-four (24) hours prior to the meeting.
- 2.4. If the Town is unable to publish a complete agenda more than twenty-four (24) hours prior to a meeting because the meeting or agenda item was scheduled in response to an emergency, natural disaster, or any other unanticipated situation, the Town shall make available on request a complete agenda of the meeting within a reasonable time after the meeting occurs.
- 2.5. Any item may be removed from the agenda upon the affirmative vote of at least four Commissioners at the commencement of a Board meeting. If an item was added to the agenda by the Mayor or Commissioners at the request of a member of the public, that person may withdraw the item from consideration by providing written notice to the Town Manager more than twenty-four (24) hours prior to the meeting.

- 2.6. Items which do not require discussion and are expected to receive the approval of the Board may be placed on the Consent Agenda. All items on a meeting's Consent Agenda shall be decided by a single motion and vote. If any Commissioner believes that an item on the Consent Agenda requires discussion the item may be removed from the Consent Agenda at their request and the matter shall be considered separately at the meeting.
- 2.7. The agenda shall not include the subject matter regarding the portion of any meeting closed in accordance with Maryland Open Meetings Act, but shall include the statutory exception on which the Board plans to rely to close the meeting.

Section 3: Meetings

- 3.1. The Board shall hold at least one regular meeting per month at a place and time designated by resolution.
- 3.2. The Board may hold special meetings in addition to the regular meeting as necessary for the transaction of business. A special meeting shall be called upon the request of the Mayor or two Commissioners. Notice of a special meeting shall be sent to the Mayor and Commissioners at least seventy-two (72) hours before the special meeting. However, if the special meeting is called to address an emergency, natural disaster, or any other unanticipated situation requiring immediate discussion or action, notice shall be sent to the Mayor and Commissioners at least twelve (12) hours before the meeting, if practicable.
- 3.3. A quorum for each meeting is three Commissioners. A Commissioner who disqualifies himself or herself or is ineligible to vote on a particular matter is not included for purposes of determining a quorum. No action may be taken in the absence of a quorum.
- 3.4. All regular and special meetings of the Board shall be subject to the Maryland Open Meetings Act. The Board shall keep a true and accurate record of all proceedings at all meetings and hearings. All meetings shall be recorded and the recording may be accepted as the official record until the minutes are prepared and approved by the Board. The minutes shall include: (1) each item that the public body considered; (2) the action that the public body took on each item; and (3) each vote that was recorded. The Town Manager shall be responsible for preparing the minutes, but may delegate this responsibility to other Town staff.
- 3.5. The order of business for a regular or special meeting will be as follows:
 - (a) Call to order;
 - (b) Pledge of Allegiance
 - (c) Notice of Future Meetings and Events
 - (d) Town Manager and Planner Reports

- (e) Commissioner and Mayor Comments
 - (f) Public Comments
 - (g) Administrative Business
 - (h) Consent Agenda
 - (i) Treasurer's Report
 - (j) Planning Commission Report
 - (k) Agenda Items
 - (l) Setting of Agenda for Next Meeting
- 3.6 A Commissioner who disqualifies himself or herself from an agenda item pursuant to the Town Code of Ethics or for any other reason should exit the meeting room and shall not participate in the discussion of that agenda item or vote on that agenda item
- 3.7. The Board shall provide time during regular and special meetings for members of the public to address the Board on relevant matters. Public comment shall only be received at the time set forth on the agenda. A person who wishes to make public comment shall wait to be recognized by the President and shall state their name, whether or not they are a resident of the Town, and the persons or organization they represent, if any. Public comment shall be limited to four minutes per person, which may only be exceeded upon consent of the Board.
- 3.8. At the first meeting of the Board following the Town's annual election, the Board shall elect one Commissioner to serve as President of the Board of Commissioners, one Commissioner to serve as Vice President, and one Commissioner to serve as Treasurer. The President, Vice President, and Treasurer shall each serve a one-year term until their successor is elected.
- 3.9. The President shall preside over all meetings of the Board. The Vice President shall preside over meetings in the absence of the President, or for any portion of a meeting in which the President is presenting a motion.
- 3.10. The Board shall take action on an agenda item by motion and vote.
- (a) Any Commissioner may make a motion on an agenda item after being recognized by the presiding officer.
 - (b) A motion shall clearly state what action the Commissioner proposes the Board take.
 - (c) All motions must receive a "second" from another Commissioner to be considered by the Board. If a motion does not receive a "second", the motion shall not be considered and the Board shall continue transacting business.

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- (d) If a motion receives a “second”, the presiding officer shall repeat the motion as presented and open the floor to discussion and debate.
 - (e) During discussion and debate of a motion, any Commissioner may move to amend the motion by modifying its language. The Board shall consider and vote on a motion to amend immediately before continuing discussion and debate of the main motion. If the motion to amend passes, the Board shall consider the main motion as amended. If a motion to amend fails, the Board shall consider the main motion as originally presented.
 - (f) During discussion and debate of a motion, any Commissioner may move to divide the motion into separate parts if each proposed part is capable of being voted upon and enacted independently. The motion to divide must clearly state the manner in which the main motion is to be divided. The Board shall consider and vote on a motion to divide immediately before continuing discussion and debate of the main motion.
 - (g) During discussion and debate of a motion, any Commissioner may move to table consideration of a motion to a specified later date. The Board shall consider and vote on a motion to table immediately before continuing discussion and debate of the main motion.
 - (h) When discussion and debate of a motion has ended, the presiding officer shall put the motion to a vote. Following the vote on a motion, the President or presiding officer shall announce the results.

3.11. Except as otherwise provided for in these rules, Robert’s Rules of Order Revised shall control the procedure of the Board’s meetings.

Section 4: Public Hearings

- 4.1. The procedures in this Section 4 shall apply to all public hearings before the Board.
 - 4.2. A public hearing occurs during a regular or special meeting of the Board and addresses a specific proposal or project. Public hearings shall be held when required by Maryland law or the Town Code. There are two types of public hearings:
 - (a) Legislative Public Hearings- involve matters in which the Board exercises its law-making power, such as the adoption of amendments to the Town Charter and annexation resolutions. The purpose of legislative public hearings is to provide notice to Town residents of the
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action contemplated by the Board and a special forum to receive public comment on the issue.

- (b) Quasi-Judicial Public Hearings- involve proceedings which typically apply to a specific person or property as opposed to the Town at large, are initiated by a member of the public rather than the Board, and require the Board to make findings and determinations based upon the record produced at the hearing. For example, zoning amendments proposed by a property owner to change a property's zoning classification require quasi-judicial public hearings. Quasi-judicial public hearings require additional due process protections as provided herein.

- 4.3. All public hearings shall be advertised as required by the applicable Maryland law or Town Code section.
- 4.4. The President of the Board shall preside over all public hearings. The President shall commence the public hearing by reading the agenda item and asking the Town Manager if the public hearing has been properly advertised.
- 4.5. The President may set time limits on receiving testimony, including limits on the time for individual speakers, and limits on the total time permitted for oral testimony. The President may increase or decrease any time limits and sequence of evidence presentation, however in most cases the following time limits and sequencing will apply to the extent applicable:
 - (a) Staff Presentation 15 minutes
 - (b) Applicant Testimony/Moving Party Comments 10 minutes
 - (c) Government Official Testimony/Comments 5 minutes
 - (d) Representatives of Organizations 5 minutes
Testimony/Comments
 - (e) Adjacent and Confronting Property Owners
Testimony/Comments 5 minutes
 - (f) Other Public Testimony/Comments 5 minutes
 - (g) Applicant/Moving Party Rebuttal 5 minutes
- 4.6. The President has the discretion to limit the presentation of unduly repetitive and duplicative testimony.
- 4.7. All testimony before the Board during quasi-judicial public meetings must be sworn. The President may administer the following oath en masse at the outset of the hearing to all prospective speakers, or individually to each speaker before they give testimony:

"Do you solemnly swear or affirm under the penalties of perjury that testimony given by you in these proceedings will be the whole truth and nothing but the truth? Is so, state 'I do'."

- 4.8. No formal rules of evidence apply. The Board may consider any relevant evidence that assists in reaching a decision. However, the President may exclude evidence which is irrelevant, immaterial, inappropriate, scandalous, or unduly duplicative.
- 4.9. The Commissioners may ask questions of any speaker at any time during the hearing. Any person may request to cross-examine another speaker at the end of the speaker's testimony by making a request to the President prior to the speaker's testimony. Cross-examination shall be limited to questions pertaining to the speaker's testimony and must not be argumentative or repetitive.
- 4.10. Any exhibit presented at the public hearing must be assigned an exhibit number and marked and identified for the record. The exhibit or an accurate representation of the exhibit must be given to the Board for inclusion in the administrative record.
- 4.11. Once all testimony has been received, the public hearing is closed and the record shall remain open only for the length of time designated by the Board to receive additional public comment, if any. If the Board does allow the record to remain open to receive additional public comment, the applicant shall be awarded an additional five minutes of rebuttal time during the next public meeting before the Board votes on the issue.

Section 5: Workshops

- 5.1. The Board may hold workshops in addition to regular and special meetings for purposes of discussing public business without taking action. The Board shall neither vote nor take any other action, other than providing direction to Town staff, at a workshop.
 - 5.2. A workshop shall be called upon the request of the Mayor or two Commissioners. Notice of a workshop shall be sent to the Mayor and Commissioners at least one week before the workshop.
 - 5.3. A quorum is not required for a workshop.
 - 5.4. All workshops shall be subject to the Maryland Open Meetings Act. The Board shall keep a true and accurate record of all proceedings at all workshop. All workshops shall be recorded and the recording shall be accepted as the official record. The Board need not prepare minutes for a workshop. A written agenda for all workshops shall be made available as required by Section 2 of these Rules of Procedure.
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- 5.5. The order of business for a workshop need not follow the order of business for a regular or special meeting. After calling the workshop to order, the Board may move directly to the agenda items.
 - 5.6. A Commissioner who would be disqualified from voting on an agenda item shall exit the meeting room and shall not participate in the discussion of that agenda item during a workshop.
 - 5.7. The Board shall not accept public comment during a workshop.

Section 6: Closed Meetings

- 6.1. The Board may meet in closed session provided it complies with the requirements of Md. Code Ann. Gen. Prov. § 3-101 *et seq.* and this Section 6.
- 6.2. Before meeting in a closed session, the Board shall provide reasonable advance notice of the closed session in the same manner it provides notice of its open meetings.
- 6.3. The agenda for the meeting at which the closed session shall occur must reflect that the Board expects to close a portion of the meeting in accordance with Md. Code Ann. Gen. Prov. §3-305. If the meeting will be entirely closed, the agenda shall invite the public to a separate open session preceding the closed session. The agenda shall not disclose the subject matter of the closed session but shall include the statutory exception on which the Board plans to rely to close the meeting.
- 6.4. Before entering into a closed session, the Board must first meet in open session. The presiding officer shall make a written statement of the reasons for closing the meeting (the "Closing Statement"). The Closing Statement shall include a citation of the statutory exception provided in Md. Code Ann. Gen. Prov. § 3-305 permitting the Board to hold a closed session, the topics to be discussed, and the reason for closing the meeting. The Closing Statement may be prepared by staff in advance of the meeting. A sample Closing Statement is attached hereto as Exhibit A.
- 6.5. After reading the Closing Statement, the President shall call for a motion to adopt the Closing Statement and to close the meeting and conduct a vote. If the motion to enter closed session carries, all members of the public shall be excluded from the meeting and the Board will enter into closed session.
- 6.6. During the closed session, the Board shall limit its discussion to the topics identified in the Closing Statement. The Board's discussion of these topics shall not exceed the scope of the statutory exception cited in the Closing Statement.

- 6.7. After the closed session, the Board shall disclose the topics discussed, the individuals who attended, and any actions taken by the Board during the closed session in the minutes of the next open meeting. Unless a Commissioner or staff member who has received training on the requirements of the open meeting laws attends the closed session, the Board must also include the Compliance Checklist for Meetings Subject to the Maryland Open Meetings Act developed by the Office of the Attorney General in the minutes of the next open session.

EXHIBIT A

SAMPLE CLOSING STATEMENT

On _____ at _____ p.m. at the Town Meeting Room, upon motion made to meet in Closed Session pursuant to Md. Code Ann., Gen. Prov. Art. § 3-305(b) by _____ and seconded by _____, the Town Meeting is closed for discussion of the following topics under the authority and for the reasons set forth below:

Topics to be discussed:

Applications for head of the public works department.

Statutory authority to close session:

Md. Code Ann. Gen. Prov. Art. § 3-305(b)(1), to "discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance valuation of appointees, employees, or official over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals."

Reason for closing session:

This matter is being discussed in closed session because public discussion of applicants' names and job information could discourage people from apply for Town jobs.

Voting in Favor:

Voting Against

Absent

This statement is made by: _____, Presiding Officer

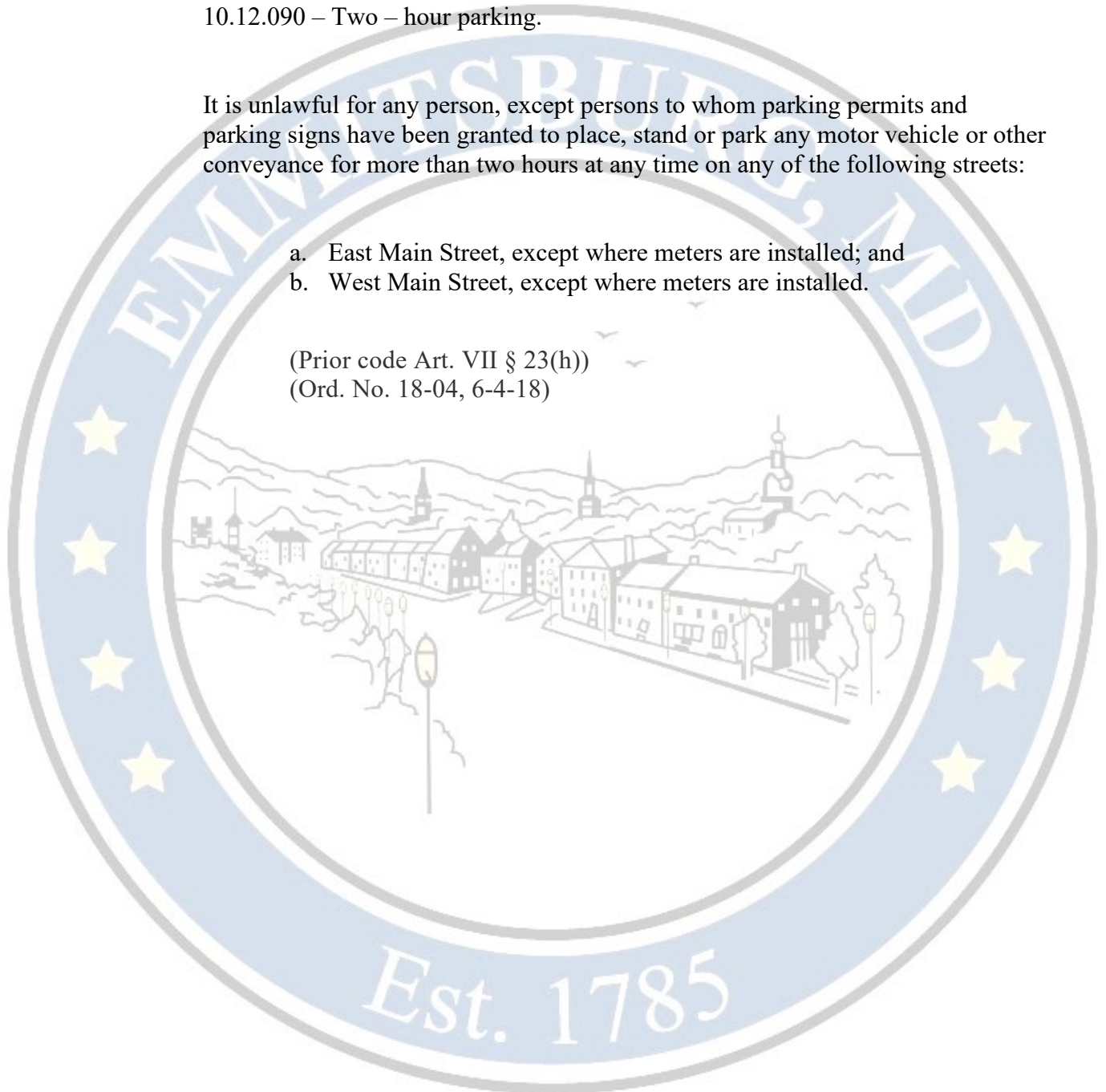
AGENDA ITEM #5: Discussion to allow 24-hour parking as it relates to Town Code 10.12.090.

10.12.090 – Two – hour parking.

It is unlawful for any person, except persons to whom parking permits and parking signs have been granted to place, stand or park any motor vehicle or other conveyance for more than two hours at any time on any of the following streets:

- a. East Main Street, except where meters are installed; and
- b. West Main Street, except where meters are installed.

(Prior code Art. VII § 23(h))
(Ord. No. 18-04, 6-4-18)



M. SET AGENDA FOR NEXT MEETING: MARCH 4, 2024

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

Administrative Business:

- A.
- B.
- C.

