

**MINUTES
TOWN MEETING
FEBRUARY 6, 2023
TOWN OFFICE – 300A SOUTH SETON AVENUE**

Present: *Elected Officials* - Mayor Donald Briggs; Commissioners: Timothy O'Donnell, President; Joseph Ritz III, Vice President; Clifford Sweeney, Treasurer, Frank Davis; and Amy Boehman-Pollitt. *Staff Present* - Cole Tabler, Accounting Supervisor; Madeline Shaw, Grants Administrator; Najila Ahsan, Town Planner; Jessica Housman, Office Coordinator; Reese Fryer, Recorder. *Others Present* – Deputy Ahalt, Deputy Honaker and Sargent Hajjar.

I. Call to Order

A quorum being present, Commissioner Timothy O'Donnell, President of the Board of Commissioners, called the February 6, 2023 town meeting to order at 7:00 p.m. Due to town staff absences, agenda items two and three will be postponed tonight until the March 13, 2023 town meeting. Pledge of Allegiance was recited. Upcoming meetings were announced.

Approval of Minutes

Commissioner Ritz motioned to accept the January 18, 2023 town meeting minutes as presented; second by Commissioner Boehman-Pollitt. Yeas – 5; Nays – 0. The motion was accepted.

Police Report:

Deputy Ahalt presented the police report from January 2023 (exhibit attached). Deputy Ahalt was promoted and transferred to another unit so will no longer be the community deputy for Emmitsburg. The Board and Mayor thanked Deputy Ahalt for his service. The new Emmitsburg community deputy will be Deputy Honaker.

Town Managers Report:

Najila Ahsan, Town Planner, presented the December 2022 town manager's report due to the Town Manager's absence. (exhibit in agenda packet).

Grant Administrative Report:

Madeline Shaw, Grants Administrator, presented the January 2023 Grants Administrator Report. The Creamery Road Pump Station Replacement construction went out to bid on February 2nd with a due date of March 22, 2023. Two new program open space grants were awarded for a storybook trail and cornhole in E. Eugene Myers Community Park. Two new grants were applied for in January 2023 to include a neighborhood streetlight replacement project and a MDE grant to replace the 10-inch transmission main from the water treatment plant.

Town Planners Report:

Ms. Ahsan presented the January 2023 town planners report (exhibit in the agenda packet). The Planning Commission last met on January 30, 2023.

Commissioner Comments:

- Commissioner Amy Boehman-Pollitt: She was able to visit newly opened Rutter's and encouraged small businesses, vendors and farmers to participate in the farmer's market.
- Commissioner Ritz III: He requested the Board add an agenda item in the future approving the members of the Sustainable Communities Work Group that vote on the disbursement of State Community Legacy grant funds for façade improvements. He held up a Sunoco ad in the Emmitsburg News Journal for a 25th anniversary celebration.

- Commissioner Sweeney: He mentioned the Lions Club will be hosting a Valentine's Day dance on February 11, 2023 at the Banquet Hall.
- Commissioner Davis: He thanked Ms. Shaw for obtaining grant funds for the Storybook Trail. He thanked Carolyn Miller who is a member of the Parks and Rec. committee who brought the idea to them. He also requested the Town to look into the new MDE testing for PFAS.
- Commissioner O'Donnell: He apologized for missing the prior town meeting due to illness. He also congratulated Rutters on their opening.

Mayor's Comments:

Mayor Briggs attended numerous meetings since the last town meeting (meetings listed in agenda packet). Mayor Briggs attended the Frederick County Building Association meeting, a dinner meeting the new County elected officials at Winchester Hall and a Ukrainian Prayer Breakfast in Washington D.C with Conrad Reaver. He met the Ukrainian Ambassador of the United States and she is interested in the work the Town has done for Ukraine. He also had a meeting with a member of the sister city Lutsk counsel. He acknowledged that his wife did apply for the Legacy Grant because they are residents of Emmitsburg and have been for many years. He does appoint the Sustainable Communities Work Group and has since starting the program in 2012. Mayor Briggs also noted the amount of projects the Town has successfully completed over the years.

Public Comments:

Eric Sloane, Emmitsburg – Mr. Sloane would like the Town to bring an outside consultant in to take a look to see how much “wild water” is coming into the system.

Administrative Business:

None.

Consent Agenda:

Commissioner Davis motioned to approve the appointment of Shelia Pittinger, an out-of-Town representative, to the Citizens Advisory Committee with a term of February 6, 2023 to February 6, 2025; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The motion was adopted.

Commissioner Ritz III motioned to approve Amber Phillips to the Citizens Advisory Committee with a term of February 6, 2023 to February 6, 2025; second by Commissioner Boehman-Pollitt. Yeas – 5; Nays – 0. The motion was adopted.

Treasurer's Report:

Commissioner Sweeney, Treasurer, presented the Treasurer's Report for January 2023 (exhibit in agenda packet). The top 10 check amounts are listed in the agenda packet.

Planning Commission Report:

Ms. Ahsan covered the planning commission report in the town planners report earlier in the meeting and has nothing else to add.

II. Agenda Items

Agenda #1 - FY22 Audit Presentation by Deleon and Stang: Cole Tabler, Town Accountant, introduced Michele Mills, Public Accountant, and Addie Blickenstaff, In-Charge Accountant, with DeLeon and Stang. The fiscal year 2022 is complete and there were no significant problems identified. No material weaknesses in internal controls were identified. All transactions were found to be properly supported and recorded. The Town adopted and implemented GASB Statement No. 87 for leases

ending in the year June 30, 2022. Three material misstatements noted and adjusted as result of the audit procedure. The three entries were identified in the course of auditing. First was to record additional accounts payable which affected both the capital projects fund and the water fund. Second was to recognize differed inflows unavailable grant revenues that affected the capital projects fund. The third was, to recognize the initial lease receivable and differed inflow as a result of the GASB 87. Ms. Mills explained that there were no difficulties in performing the audit and no disagreements with management. A presentation highlighting key information such as summaries on net position, statement of activities, operating revenues, etc. was made by the auditors.

Agenda #2 - Discussion related to increases to water and sewer rates: The agenda item postponed to the March 13, 2023 town meeting.

Agenda #3 - For consideration, approval of the Amendment to Loan and Financing agreement for the extension of credit made to the Vigilant Hose Company of Emmitsburg as the successor by merger to the Emmitsburg Volunteer Ambulance Company: The agenda item postponed to the March 13, 2023 town meeting.

Agenda #3 - For consideration, approval of engineering change order, amendment number 3, RK&K for the Creamery Road Pump Station replacement project: Ms. Shaw presented the agenda item. The proposed change order would be the third engineering change order for the Creamery Road Pump Station Replacement project. The change order amount is \$267,058.75, which includes \$251,660.75 needed for full time inspection services by a Resident Project Representative and \$15,398 needed to cover engineering construction administration and post-construction support for 450 days. The initial engineering contract had a part time inspector for six months and 360-day construction timeline. *Motion:* Commissioner Davis motioned to approve the change order; second by Commissioner Ritz III. Yeas – 5; Nays – 0. The motion was adopted.

Set Agenda Items for March 13, 2023 Town Meeting

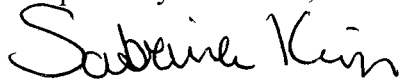
Agenda Items: (1.) Approval of ordinance 23-04, update to Chapter 17.40.060 allowable projection of fences over 4-feet tall, for consideration. (2.) Approval of ordinance 23-05, update to Chapter 17.40.020 definition of “lot, front of” definition, for consideration. (3.) Discussion related to increases to water and sewer rates. (4.) For consideration, approval of the Amendment to Loan and Financing agreement for the extension of credit made to the Vigilant Hose Company of Emmitsburg as the successor by merger to the Emmitsburg Volunteer Ambulance Company **Administrative Business:** None. **Consent Items:** None. *Motion:* Commissioner Ritz III motioned to accept the March 13, 2023 town meeting agenda; 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 February 6, 2023 town meeting at 8:33 p.m.; second by Commissioner Boehman-Pollitt. Yeas – 5; Nays – 0. The motion was adopted.

Respectfully submitted,



Sabrina King, Town Clerk
Minutes Approved On: