

**MINUTES  
TOWN MEETING  
MARCH 13, 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* – Cathy Willets, Town Manager; Cole Tabler, Accounting Supervisor; Najila Ahsan, Town Planner; Sabrina King, Town Clerk; Jessica Housman, Recorder. *Others Present* – Deputy Barthalow, Deputy Honaker.

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**I. Call to Order**

A quorum being present, Commissioner Timothy O'Donnell, President of the Board of Commissioners, called the March 13, 2023 Town meeting to order at 7:00 p.m. Pledge of Allegiance was recited. Upcoming meetings were announced.

**Approval of Minutes**

Commissioner Ritz motioned to accept the February 6, 2023 town meeting minutes as presented; second by Commissioner Boehman-Pollitt. Yeas – 5; Nays – 0. The motion was accepted.

**Police Report:**

Deputy Barthalow presented the police report from February 2023 (exhibit attached).

**Town Managers Report:**

Ms. Willets, Town Manager presented the January 2023 Town manager's report. (exhibit in agenda packet). Ms. Willets announced the Town will be sponsoring Earth Day this year behind the Town office from 12PM to 2PM, and there will be activities for children along with food and ice cream. Ms. Willets went onto highlight key points in her report and noted that Rainbow Lake was at the spillway level of 16.6 feet. She then explained the Town produced an average of 235,893GPD and consumed an average of 251,214GPD with the amount of Backwash Water in the month of January which was, (14.58%). Ms. Willets noted that there were no spills of untreated sewage in the month of January. She also highlighted that Staff completed December 2022 water report along with the semi-annual water withdrawal report and backwash pond.

**Town Planners Report:**

Ms. Ahsan, Town Planner presented the February 2023 Town planners report (exhibit in the agenda packet). Ms. Ahsan highlighted key points in her report and noted that the Silo Hill SWM has submitted the progress report to Chesapeake Bay Trust. She announced the next Planning Commission meeting will on March 27, 2023 at 7:00 PM. Ms. Ahsan informed the board that there are updated forms with correct contact information and will be uploaded to the Town website.

**Commissioner Comments:**

- Commissioner Davis: He announced baseball season will begin first week of April. He gave a shout out to the boy's track team at Catoctin High School for winning the State Championship. He also mentioned Mount Saint Mary's have begun their Spring sports and congratulated the men's and women's basketball team for a great finish.
- Commissioner Sweeney: He mentioned Little League will be coming back into Town and the concession stands will be open starting in April.
- Commissioner Ritz III: He attended the second Sustainable Community Work Group meeting on March 2<sup>nd</sup> at 11:30 AM. He noted that the group thoroughly went through all the applications and made fair recommendation on how the total grant money of \$50,000.00 should be rewarded. He

mentioned that the Board should consider approving members of this committee after they approve the resolution for the grant.

- Commissioner Amy Boehman-Pollitt: She announced Earth Day festivities on April 22<sup>nd</sup> and how it coincides with Community Advisory's Clean-Up Day from 9AM to 12PM and will end in the back parking lot behind the Town office. She noted that Kadeem Brim has been doing a wonderful job looking for more farmer's for the Farmer's Market. She also mentioned the Community Garden is coming along well and hearing great feed-back from the Town. She also noted that she seconds Commissioner Ritz on voting on the Legacy Grant funds next year.
- Commissioner O'Donnell: He announced North County Regional Park is set to be developed on the university land across from the St. Anthony Road. He said there will be a public input and suggested for those to come and speak. He also mentioned the County budgeted a study, intending to create a pedestrian link between the Town of Emmitsburg and the University and hopefully to the Regional Park. He noted if the funds are available, it can move forward to Thurmont. He feels that it would be great to connect to the County project to push towards connection to Frederick and the Canal.

#### **Mayor's Comments:**

Mayor Briggs thanked Commissioner O'Donnell for serving on the County Committee and his due diligence. He also thanked Commissioner O'Donnell for running the clinic for coaches and biking at the Mother Seton School. Mayor Briggs announced Transit will be adding new bus routes and times for Emmitsburg. He also toured the three projects at the Daughter's of Charity St. Joseph House, the pre-seminarians wing will open next August along with the museum and gift shop and in another year the public services school will open. He also announced that the Sister City Lutsk has been bombed and asked to keep them in your prayers.

#### **Public Comments:**

None.

#### **Administrative Business:**

None.

#### **Consent Agenda:**

Commissioner Davis motioned to approve to re-appoint Scott Frager to the Board of Appeals with a term of 02/17/2023 to 02/17/2026; second by Commissioner Ritz III. Yeas – 5; Nays – 0. The motion was adopted.

Commissioner Sweeney motioned to approve to re-appoint Carolyn Miller to the Parks and Recreation Committee with a term of 03/13/2023 to 03/13/2025; second by Commissioner Boehman-Pollitt. Yeas – 5; Nays – 0. The motion was adopted.

Commissioner Ritz III motioned to approve to re-appoint Martin Miller to the Parks and Recreation Committee with a term of 03/13/2023 to 03/13/2025; second by Commissioner Boehman-Pollitt. Yeas – 5; Nays – 0. The motion was adopted.

Commissioner Sweeney motioned to approve to accept Mark Walkers resignation from the Citizens Advisory Committee; second by Commissioner Boehman-Pollitt. Yeas – 5; Nays – 0. The motion was adopted.

Commissioner Davis motioned to approve to appoint Valerie Turnquist to the Planning Commission with a term of 03/13/2023 to 03/01/2026; 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 February 2023 (exhibit in agenda packet). The top 10 check amounts are listed in the agenda packet.

**Planning Commission Report:**

None.

**II. Agenda Items**

~~Agenda #1 Approval of ordinance 23-04, update to Chapter 17.40.060 to add allowable projection of fences over 4 feet high on Corner Lots, for consideration.~~ **POST PONED UNTIL APRIL 3, 2023.**

Ms. Willets asked the board to switch agenda items #2 and #3.

Agenda item #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. Mr. Ward spoke on behalf of the Vigilant Hose Company and gave a brief background history of the past agreement with the Town of Emmitsburg beginning in 2006. He noted that the only change in the agreement is due to the new banking model and added that the Town attorney has read over the agreement and found it to be in good standing. *Motion:* Commissioner Ritz motioned to approve 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; second by Commissioner Sweeney. Yeas – 4; Nays – 0; Abstain – 1 (Davis).

Agenda item # 2 Discussion related to increases to water and sewer rates. Ms. Willets presented the power point on the water and sewer rate fee and she highlighted key points. (exhibit in the agenda packet). Ms. Willets briefly explained that the bid was originally posted on October 12, and the deadline was November 30<sup>th</sup>, and the board reviewed and approved the current vendor on December 7, 2021. She explained that her and Mr. Tabler worked very closely with the consultant in January. She noted that there were many meetings with staff and a lot of numbers exchanged. Ms. Willets then explained that the first initial presentation was on October 3, 2022, a second presentation on November 7, 2022 and lastly on December 12, 2022. The Town advertised for a public hearing on December 12, 2022. As a result of the December meeting, the Board wanted to see other proposed rates over a longer number of years. She explained the last increase for an average user was in 2006, and then in May 2013 the water rates increase was raised for the users over 10,000 gallons. She also noted the last sewer rate increase was April 1, 2012 which was increased by 27% and on July 1, 2014 the sewer rates increased by another 21%. Ms. Willets and Mr. Tabler went into further detail of the power point presentation with the current charges and fees, along with the proposed percentage scenarios of the 30% and 36%.

Commissioner O'Donnell stepped out at 7:53 PM.  
Commissioner O'Donnell returned at 7:57 PM.

Commissioner Boehman-Pollitt had questions regarding the final increase amounts for the five-year scenarios. Staff suggested speaking with Commissioner Boehman-Pollitt to review the numbers together and she agreed.

Ms. Willets noted the contractor has suggested the proposed percentages based off inflation and cost increases to fix water infrastructure.

Commissioner Davis suggested that Staff meet with Commissioner Boehman-Pollitt and if she is satisfied Staff could move forward. Commissioner O'Donnell asked the board for consensus to direct Staff to advertise a public hearing for the next meeting on April 3, 2023 with a 36% increase each year for the next five years.

Commissioner Davis made a consensus to approve the change order; second by Commissioner Ritz III.

Commissioner Davis motioned to approve the change order; second by Commissioner Ritz III. Yeas – 5; Nays – 0.

### **Set Agenda Items for April 3, 2023 Town Meeting**

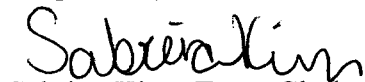
**Agenda Items:** (1.) Hold a public hearing then consideration of ordinance 2023-05 which would increase water and sewer rates over a five-year period. (2.) Hold a public hearing then consideration of ordinance 2023-04 which would add allowable projection of fences over a 4-feet high on corner lots for consideration. (3.) For consideration, approval of Frederick County Sheriff's Office contract FY24. (4.) For consideration, ordinance 2023-06 which would allow a business owner within the Town limits to be a member of the Citizens Advisory Committee. **Administrative Business:** (1.) For consideration, Proclamation declaring April 2023 Child Abuse Prevention month. (2.) For consideration, Proclamation declaring April 22, 2023 Earth Day in the Town of Emmitsburg. **Consent Items:** (1.) Accept Glenn Blanchard's resignation from the Planning Commission. **Motion:** Commissioner Ritz III motioned to accept the April 3, 2023 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 Ritz motioned to adjourn the March 13, 2023 town meeting at 8:49 p.m.; second by Commissioner Boehman-Pollitt. Yeas – 5; Nays – 0. The motion was adopted.

Respectfully submitted,



Sabrina King, Town Clerk  
Minutes Approved On: