

# 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, APRIL 1, 2024

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

*Sustainable Communities Workgroup Meeting: April 8, 2024, 7:00 pm (Town Office & Zoom)*

*Citizen's Advisory Committee Meeting: April 16, 2024, 7:30 pm (Town Office)*

*Board of Commissioners Meeting: May 6, 2024, 7:00 pm (Town Office & Zoom)*

### MEETING ITEMS

- A. APPROVE MINUTES: February 05, 2024, March 4, 2024, and March 18, 2024.
- B. POLICE REPORT
- C. TOWN MANAGER'S REPORT
- D. TOWN PLANNER'S REPORT
  1. GRANT ADMINISTRATIVE REPORT
  2. PARKING ENFORCEMENT REPORT
- E. COMMISSIONER COMMENTS
- F. MAYOR COMMENTS
- G. PUBLIC COMMENTS
- H. ADMINISTRATIVE BUSINESS
  1. For consideration, Proclamation declaring April 2024 Child Abuse Prevention Month.
  2. For consideration, Proclamation declaring April 20, 2024 Earth Day in the Town of Emmitsburg.
  3. For consideration, Proclamation declaring April Fair Housing Month.
- I. CONSENT AGENDA (NONE)
- J. TREASURER'S REPORT
- K. PLANNING COMMISSION REPORT
- L. AGENDA ITEMS (DETAILS ATTACHED)
  1. Approval of water treatment plant clarifier construction bid for consideration.
  2. Approval of bid for engineering for Emmitsburg Dam inspection as required by MDE for consideration.
  3. ~~Approval of FY2023 budget transfers for consideration.~~ **POSTPONED**
  4. Approval of ordinance 24-01 to amend Title 10 vehicles allowing 48 hour parking on East and West Main Street for consideration.
  5. Approval of ordinance 24-02 to amend Title 10 to remove the red citation box from the square for consideration.
  6. Approval of Policy 24-01 – parking meter fees for consideration.

- a. This would increase parking meter fees to 25 cents per 30 minutes.  
50 cents per hour.
  7. Approval of estimate for Rainbow Lake Pump House Bridge replacement for consideration.
  8. For consideration, approval of bid for DePaul St. waterline.
- M. SET AGENDA FOR NEXT MEETING: May 6, 2024
4. **SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS**
  5. **ADJOURN**

**Hi there,**

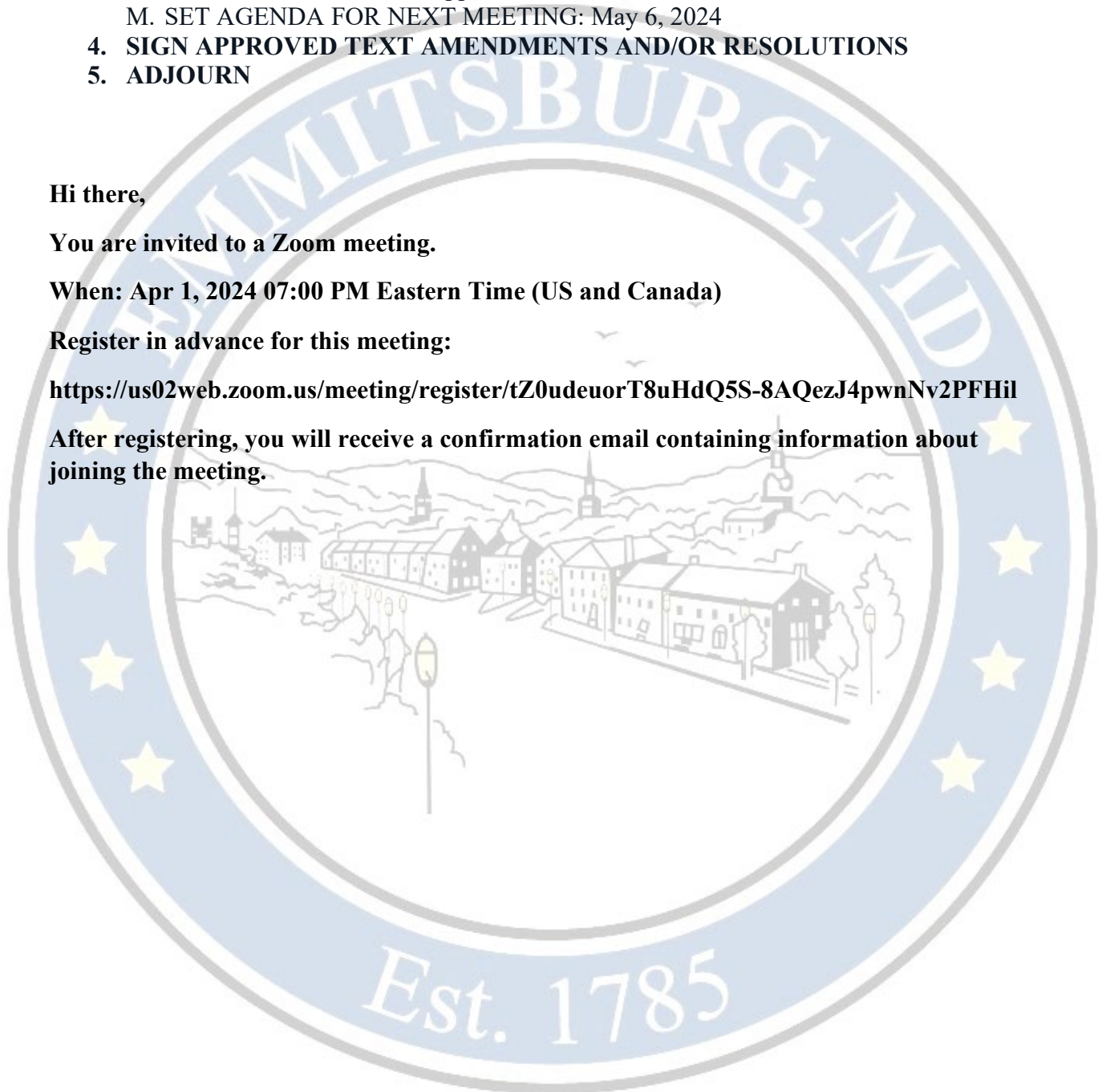
**You are invited to a Zoom meeting.**

**When: Apr 1, 2024 07:00 PM Eastern Time (US and Canada)**

**Register in advance for this meeting:**

**<https://us02web.zoom.us/meeting/register/tZ0udeuorT8uHdQ5S-8AQezJ4pwnNv2PFHil>**

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



**A. MINUTES**



**MINUTES  
TOWN MEETING  
FEBRUARY 5, 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. *Others Present* – Deputy Honaker; Clark Adams, Town Attorney.

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**I. Call to Order**

A quorum being present, Commissioner Boehman-Pollitt, President of the Board of Commissioners, called the February 5, 2024, Town meeting to order at 7:00 p.m. Pledge of Allegiance was recited. Upcoming meetings were announced.

**Approval of Minutes**

Commissioner Sweeney motioned to accept the December 5, 2023 Town meeting minutes as presented; second by Commissioner Hoover. Yeas – 5; Nays – 0. The motion was accepted.

Commissioner Hoover motioned to accept the December 12, 2023 Town meeting minutes as modified; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The motion was accepted.

Commissioner Turnquist motioned to table the January 8, 2024 and January 22, 2024 Town meeting minutes. No second.

Commissioner Hoover motioned to accept the January 8, 2024 Town meeting minutes as presented; second by Commissioner Sweeney. Yeas – 3; Nays – 2. (Boehman-Pollitt; Turnquist) The motion was accepted.

Commissioner Hoover motioned to accept the January 22, 2024 Town meeting minutes as presented; second by Commissioner O'Donnell. Yeas – 3; Nays – 2. (Boehman-Pollitt; Turnquist) The motion was accepted.

After a lengthy discussion it was decided that Commissioner Turnquist will write a set of minutes for February 05, 2024 on behalf of the Board of Commissioners. She will compare with staff at the next Town meeting on March 4, 2024.

**Police Report:**

Deputy Honaker presented the police report from January 2024 (exhibit attached).

**Town Managers Report:**

Ms. Willets, Town Manager, presented the Town Managers Report in December 2023. Ms. Willets highlighted key points in her report and noted at the time of the report that Rainbow Lake was 16.6 feet at the spillway level. She also reviewed the amount of water that was produced and consumption for the water and the amount of wastewater treated. Ms. Willets included (2) two noteworthy items; the LG Sonic was pulled from Rainbow Lake on December 21, 2023 and Conewago completed the pump station bypass (exhibit in the agenda packet).

**Town Planners Report:**

Najila Ahsan, Town Planner, presented the Town Planners Report from January 2024. Ms. Ahsan highlighted that she processed (1) one zoning permit and listed ongoing projects related to Federal Stone, Emmitsburg Distillery, Christ Community Church and MSMU E Wing Improvements. Ms. Ahsan briefly noted future meetings, grants and upcoming in-person Public Visioning Workshops (exhibit in agenda packet).

Ms. Ahsan stepped out at 7:45PM.

Ms. Ahsan returned at 7:48PM.



**Commissioner Comments:**

- Commissioner O'Donnell: He attended the County Executives budget listening session and noted those attending were County Commissioner Kemp, County Commissioner President Young and County Commissioner Mason Carter. Commissioner O'Donnell added that those representing the Town were himself and Mayor Davis. He announced the upcoming meeting for the Parks Committee meeting on February 13<sup>th</sup> at 7:30 PM. Commissioner O'Donnell was pleased to hear about the park inventory and hopes to present and share that information to the Parks Committee in the future. Lastly, he added that he was invited to Washington DC to REI to speak about the Emmitsburg trails to a group in the District of Columbia.
- Commissioner Turnquist: No comment.
- Commissioner Sweeney: No comment.
- Commissioner Hoover: He asked if staff could contact Allegany Power because there is a streetlight out on West Main Street.
- Commissioner Boehman-Pollitt: She announced that the Town has several committees that have openings and asked residents if they are interested to please contact the Town. She gave a shout out to Jess Housaman, front office coordinator for the number of postings on all social media outlets for the Town meetings and workshops. Commissioner Boehman-Pollitt said she was contacted by a resident of Southgate about the flooding at South Seton and Ave.

**Mayor's Comments:**

Mayor Davis thanked Kadeem Brim, Parking Code Enforcement Officer for his time here with the Town and announced that he is moving on to better things. He added that Kadeem had a hard position regaining the respect of the citizens and that he did an outstanding job. He announced that there will be more activity in Town for the next couple of months with the installation of the streetlights and parking meters. Mayor Davis noted the Town has multiple bid openings with future projects. Mayor Davis explained that the Town received another unfunded mandate from Maryland Department of Environment for the inspection of the spillway at Rainbow Lake which includes the Town hiring an engineer to do the inspection and fill those shortfalls for the DAM. Mayor Davis noted that he was able to meet with the County Executive and two of her senior staff and briefly spoke about Stormwater Management. Lastly, Mayor Davis mentioned how staff has put in a lot of hard work for the comprehensive plan and urged the community to get involved as this pertains to the future of the Town.

**Public Comments:**

*Eric Sloane, Emmitsburg MD* – He mentioned how the Town received new streetlights and parking meters and asked if the Town has put any thought into selling them. Mr. Sloane also asked about the future of the Town and if there would be a possibility of having an open meeting on a Saturday for people to speak their (4) four minutes.

*Jack Weller, Emmitsburg MD* – He commented on how Valero went out of business and is saddened by this. He also asked why Annandale Road was closed tonight.

Commissioner O'Donnell speculated that it was related to construction work that is being done on the road related to the recent flooding.

Mayor Davis also informed Mr. Weller that the Town did contact County Highway last week after the second flooding and mentioned the County brought concrete barricades. He was told they did that to prevent any future water rescues as people were still going past the wooden barriers. Mayor Davis added the County needs to bring in heavy equipment to remove those barricades and that is what is causing the delay with re-opening the road. Mayor Davis also mentioned how he spoke with the lead person with the roads department and was informed that they do know how to fix the problem, but Maryland Department of Environment will not give them permission. Mayor Davis said that it is a state issue and will be reaching out to the County Delegates and the State Senator to see what can be done.

Mr. Weller continued to comment on how Taneytown is having problems with their government. He said he hopes this doesn't happen in Emmitsburg and commented that it shouldn't take 30 minutes to approve minutes. Lastly, Mr. Weller asked if there was any logging for this year.

Staff answered no.

*Don Sonn, Fairfield PA* – Mr. Sonn asked if the Board could change the code to allow outside residents to be part of various committees.

**Administrative Business:**

- (A) First Item: Discussion related to advertising Town events and meetings. Commissioner Boehman-Pollitt noted that she was the one that requested this to be for discussion but no longer feels that it is needed. She acknowledges that the meetings and workshops are being posted on all social media outlets and thanked Jessica Housaman for doing that. Commissioner Boehman-Pollitt asked if there was a way the Town could create an event page on Facebook for meetings and workshops.

**Consent Agenda:**

1. For consideration, appointment of Dale Sharrer as a full member of the Planning Commission effective February 20, 2024. *Motion:* Commissioner Hoover motioned to approve Dale Sharrer as a full member of the Planning Commission effective February 20, 2024; second by Commissioner O'Donnell. Yeas – 5; Nays – 0. The motion was adopted.

**Treasurer's Report:**

Commissioner Turnquist presented the Treasurer's Report for January 2024 (exhibit in agenda packet).

**Planning Commission Report:**

Commissioner Turnquist presented the report. The Commission last met on February 28, 2024 and informed the Board they have elected new officers. She announced Kevin Hagan was elected as the chair, Patricia Galloway was elected as the new Vice Chair and Dan Garnitz will continue as the Secretary. Commissioner Turnquist also noted that the Planning Commission wants their own Rules of Procedure updated. She inquired if the updates would have to be approved by the Board.

Staff responded no. Commissioner O'Donnell added it is because they are an independent body.

**II. Agenda Items**

Agenda #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). Staff explained the breakdown of the chart that was provided for each position and the estimated amount that would be moved to the new department (exhibit in the agenda packet). Staff noted that the reason the Board must approve this change is because it affects more than (5) five percent of that department's budget. Commissioner Hoover reiterated that this was part of discussion at the last Town meeting and agreed that the three positions benefit packages and taxes should be changed. Staff informed the Board that this money will be taken out of the general fund and is going to roughly be \$97,000 less in the general fund come next fiscal year. *Motion:* Commissioner Hoover motioned to approve moving the three employees, as noted in the agenda, to include benefits, health insurance and taxes to move to their new home department; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The motion was adopted.

Agenda #2 – For consideration, approval of the pump station dedication agreement with Rutters. Staff explained that this is the dedication agreement between the Town and Rutters. It was summarized that Rutters constructed a pump station at their location and was responsible for all the construction and maintenance up until this agreement was approved. Staff read noteworthy items from the dedication agreement (exhibit in the agenda

packet).

Commissioner Turnquist asked questions regarding the agreement. She asked if all new construction is done this way and then transferred back to the Town. She also referred to page (2) two of the dedication agreement, section (4) four "The Town shall be Entitled to collect all fees of any nature for the operation of the Facilities", and if the Town receives any of those fees. Commissioner Turnquist asked if the language she referred to needs to be modified.

Staff informed the Board that this is the way the Town does all new construction, and the Town has not received any fees because there is nothing to be collected. Clark Adams, Town Attorney, answered Commissioner Turnquist regarding the modified language and informed the Board that there does not have to be a modification and this language means the facility is now incorporated within the larger system that the Town operates and bills for. *Motion:* Commissioner O'Donnell motioned to approve of the pump station dedication agreement with Rutters; second by Commissioner Hoover. Yeas – 5; Nays – 0. The motion was adopted.

Agenda #3 – For consideration, approval of three-year contract with EOS for maintenance of Silo Hill Stormwater Basin as required by MS-4 permit. Staff presented the EOS contract and explained the purpose of this is to ensure the maintenance of Silo Hill Basin is in place. Staff referred to the grant, IJJA DNR Grant from the Town Planners report that is dated November 15, 2023 is modified to a previous MOU to add extra funds towards maintenance of the Silo Hill Water Basin. The total being awarded through this grant is \$218,877.00 and includes up to \$38,580.00 for maintenance and will cover the Town for the next (3) three years. Staff added that this contract was drafted by EOS and was reviewed thoroughly by the Town Attorneys and noted for each year for the next (3) three-years will be taken out \$11,578 and asked that this be approved tonight as this a requirement for MS4.

Commissioner Hoover understands that the grant will cover up to the (3) three-years and acknowledged that the Town will re-apply for the grant but asked if the Town does not get awarded what fund would this money come from.

Staff explained the Storm Water Utility Fee will go into effect in July of this year and will be included in the water, sewer and trash bill and explained it has been on pause since last year. Staff added that this fee will be enough to fund one year's worth of the Stormwater utility fee. With more clarification staff explained, the fee is collected from the amount of impervious surface that each property has, and it's built into their water and sewer bill once it goes into effect. In conclusion, the money collected would have to be used towards Stormwater management practice. *Motion:* Commissioner Sweeney motioned to approve the three-year contract with EOS for maintenance of Silo Hill Stormwater Basin as required by MS-4 permit; seconded by Commissioner Hoover. Yeas – 5; Nays – 0. The motion was adopted.

Agenda #4: For consideration, approval of the updated Rules of Procedure for Board of Commissioner meeting to include provisions for closed session and workshops. Mr. Adams briefly noted the Board should have a redlined version of the Rules and Procedure and a clean version behind it (exhibit in the agenda packet). He explained the main intent of the revision was to account for the addition of workshops and request to include information on the closed session under the open meetings act. Mr. Adams explained that he tried to make this document step by step and easy as possible to have meetings run smoothly. He noted that of those changes made were to Sections, 2.5, 3.4, 3, 3.7, 3.10, 4, 5, and Section 6.

Commissioner O'Donnell referred to a procedural question and asked if a script could be provided in the procedures moving from a Board of Commissioners meeting open session to a closed session and a script to end the closed session.

Commissioner Boehman-Pollitt asked if the Board must meet for another open meeting to announce the results of that closed session.



Mr. Adams responded that he could include the script for the Board. The Board does not have to meet in an open session. He added, the results of a closed session end up in the minutes. He reiterated that the minutes are just topics discussed, who was there and what actions taken.

Commissioner Hoover did not agree with the language related to, Section 3.6 where a Board member must leave the room if it is a public meeting, Section 5.3 that there should be a quorum for a workshop, Section 5.4 that minutes should be taken for a workshop, Section 5.7 it should be read "Shall may" and Section 3.11. Commissioner Hoover asked that the Board have the same book of Roberts Rules to follow.

Another question was asked, with the updated language in Section 3.10. Do they conflict with the Roberts Rules of Procedure. Mr. Clark answered they do not.

*Motion:* Commissioner O'Donnell motioned to table the agenda item #4 with the addition of giving direction to the Town attorney to further investigate and return to the Board with information related to abstention, recusals and scripted language related to closed sessions; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The motion was adopted.

Agenda #5 – Discussion to allow 24-hour parking as it relates to Town Code 10.12.090. Commissioner Turnquist referred to when the Town was looking into replacing parking meters on Main Street and explained that she came across Code 10.12.090 and read the code in detail. She asked, since the parking meters were approved could the Board amend the ordinance related to parking. Commissioner Turnquist suggested they do not limit the parking on Main Street and if it can be aligned with the other streets in Town. Commissioner Turnquist added that the Board could strike out 10.12.090 since there are other codes related to parking limits.

Commissioner Sweeney raised concerns about the West end of Town rather than the East end because of the church and concerned that they will not have anywhere to park for services. He feels that having more than (2) two-hour parking could cause problems for churches.

Commissioner Hoover agreed that removing the (2) two-hour parking would not affect the Town residents. Commissioner Turnquist added that this was looked into in 2018, when there used to be (2) two-hour parking on two other streets. She feels that it would be equivalent to making all streets in Town the same. *Motion:* Commissioner Hoover motioned to direct staff to prepare an ordinance to change the (2) two-hour parking on West Main Street to be consistent with the rest of the Town for (48) hours; second by Commissioner Sweeney. Yeas – 5; Nays - 0. The motion was adopted.

#### **Set Agenda Items for February 12, 2024, Special Meeting**

**Agenda Items:** (1.) For consideration, approval of the updated Rules of Procedure for Board of Commissioner meetings to include provisions for closed meetings, workshops, etc. (2.) For consideration, setting priorities for the Town. **Administrative Business:** (NONE) **Consent Items:** (NONE).

*Motion:* Commissioner O'Donnell motioned to accept the February 12, 2024, as presented, Town meeting agenda as presented; second by Commissioner Hoover Yeas – 5; Nays – 0. The motion was adopted.



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**Set Agenda Items for March 4, 2024, Town Meeting**

**Agenda Items:** (1.) FY 23 audit presentation. (2.) For consideration, approval of bid for DePaul St. waterline. (3.) For consideration, approval of bid for three-year trash service contract. (4.) For consideration, approval of pre-fab restroom/concession stand building E. Eugene Myers Park. (5.) For consideration, approval of estimate for the backwash project at the WTP. (6.) For consideration, approval of the change order for the pump station project. **Administrative Business:** Presentation by Gary Castile on his proposed National Civil War Monument. **Consent Items:** (NONE).

*Motion:* Commissioner Hoover motioned to accept the March 4, 2024, Town meeting agenda as presented; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The motion was adopted.

*Motion:* Commissioner O'Donnell motioned to amend the February 12, 2024, agenda to add a closed session pursuant to Maryland Code Annotated General Provisions 3-305(b)(1); second by Commissioner Hoover. 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 February 5, 2024, Town meeting at 9:03 p.m.; second by Commissioner O'Donnell. Yeas – 5; Nays - 0. The motion was adopted.

Respectfully submitted,

Sabrina King, Town Clerk  
Minutes Approved On:

Est. 1785

**MINUTES  
TOWN MEETING  
MARCH 4, 2024  
TOWN OFFICE – 300A SOUTH SETON AVENUE**

draft

**Present:** *Elected Officials* - Mayor Frank Davis; Commissioners: Jim Hoover, Vice President; Valerie Turnquist, Treasurer, Timothy O'Donnell; and Clifford Sweeney. *Staff Present* - Cathy Willets, Town Manager; Kim Mondshour, Town Accountant; Sabrina King, Town Clerk; Jessica Housaman Recorder; Madeline Shaw, Grant Administrator via Zoom; *Others Present* – Deputy Honaker. Absent with prior approval, Commissioner Boehman-Pollitt; President.

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**I. Call to Order**

A quorum being present, Commissioner Hoover, Vice President of the Board of Commissioners, called the March 4, 2024 Town meeting to order at 7:00 p.m. Pledge of Allegiance was recited. Upcoming meetings were announced.

**Approval of Minutes**

Commissioner O'Donnell motioned to accept the February 5, 2024 and February 12, 2024 Town meeting minutes as presented; second by Commissioner Sweeney. Commissioner Turnquist had one item to discuss about the February 5, 2024 Town meeting minutes and asked to amend the last paragraph regarding the instructions of writing the set of minutes. The motion did not carry.

Commissioner O'Donnell motioned to accept the February 12, 2024 Town meeting minutes as presented; seconded by Commissioner Sweeney. Yeas – 4; Nays – 0; Absent – 1; Boehman-Pollitt. The motion was accepted.

Commissioner Turnquist motioned to accept the February 5, 2024 Town meeting minutes with addition of the Mayor's homework assignment to have all Commissioners take an agenda item and prepare a set of minutes for that agenda item. The motion did not carry.

Commissioner O'Donnell motioned to have staff review the February 5, 2024 Town meeting minutes to establish the timeline for the homework assignment and Commissioner Turnquist kind offer to do a sample of the minutes; seconded by Commissioner Turnquist. Yeas – 4; Nays – 0; Absent – 1; Boehman-Pollitt. The motion was accepted. For clarification the minutes were tabled until the next Town meeting on April 1, 2024.

**Police Report:**

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

**Town Managers Report:**

Ms. Willets, Town Manager, presented the Manager's Report from January 2024. Ms. Willets highlighted key points in her report and noted at the time of the report Rainbow Lake was 16.6 feet at the spillway level. She also reviewed the amount of water that was produced and consumption for the water and the amount of wastewater treated. Ms. Willets informed the Board of the new chart as requested for the well depths on pages 18 and 19. Ms. Willets also referenced noteworthy items (exhibit in the agenda packet).

**Town Planners Report:**

Ms. Willets presented the Town Planner's Report from March 2024. Ms. Willets highlighted that Ms. Ahsan processed (2) two zoning permits and listed ongoing projects related to Emmitsburg Distillery, and St. Joseph Church (exhibit in the agenda packet).

**Grant Administrative Report:**

Ms. Willets presented the Grants Administrative Report and noted grant #22-1 is complete (exhibit in the agenda packet).

**Commissioner Comments:**

- Commissioner O'Donnell: He noted that the Park's and Rec had a very productive meeting and added Town staff did repair the issues requested and appreciates it. Commissioner O'Donnell thanked staff for responding so quickly to the damages on Carrick Court. He attended the FCPL, which was for the Community Garden discussion, presented by Mr. Deatherage. He briefly explained the outcome of the meeting and how it was well attended. Commissioner O'Donnell asked staff about a composting facility and what is actually located on Creamery Road.

Staff explained that the Town only has a yard waste and recycling and noted the new developments that will be on Creamery Road.

- Commissioner Turnquist: No comment.
- Commissioner Sweeney: He wanted to announce that little league started practicing and the fields were all full. He asked that everyone be careful coming through due to children running across the street to the park.
- Commissioner Hoover: He is very thankful that Town staff and the Board voted for the new streetlights on Main Street and added they are better than the previous ones.
- Commissioner Boehman-Pollitt: Absent.

**Mayor's Comments:**

Mayor Davis reminded the Board that Town staff will begin a new schedule on March 11<sup>th</sup> with extended hours from 7AM to 5PM. He added that this is a (6) six-month trial basis and will be tracking any data on how this helps the residents. He will report back to the Council after those (6) six months. Mayor Davis announced that he was able to attend the Maryland Municipal League Mayor's conference in Annapolis. He explained that of 160 Mayors there were 106 that attended. He added that they were able to spend several hours at the state house as well as sitting on the Senate side, and noted how it was very interesting. Mayor Davis informed everyone that taxes may not increase this year but said fees would. He mentioned for every 100 jobs that are needed in Municipalities only 33 people are applying for those jobs. Mayor Davis expressed how some residents were concerned about cannabis shops opening around the Town and explained that it is difficult to do that due to the fees.

He added that during a work group with (8) eight other Mayors he found that he was the only (1) one that had (2) two separate accounts related to the enterprise fund for water and sewer. He said that he did speak with staff on exploring the option on having (1) one enterprise fund. Mayor Davis met with (3) three Mount St. Mary's alumnus who are interested in opening a "Roastery" which is making beans into coffee. He said they are hoping that they will be able to open a coffee shop in Town. Mayor Davis mentioned that he was able to connect them with the Chamber of Commerce of Frederick County Economic Development and Ms. Shaw, the Town's Grant Administrator. He asked everyone to keep the Turnquist and the Boehman-Pollitt families in their thoughts and prayers, as both families have suffered tragedies and sickness in their families.

**Public Comments:**

*Eric Slone, Emmitsburg MD*- Mr. Slone asked if the Town could extend availability for yard waste and recycling.

**Administrative Business:**

**(A). First Item: Presentation by Gary Casteel on his proposed National Civil War Monument.**

Mr. Casteel briefly gave insight on how he began sculpting and how he is based out of Gettysburg, PA. He also expressed his gratitude for the love of history and briefly noted that of all the wars that the United States has been involved in, they all have national monuments mostly in Washington DC, but one conflict that does not is the Civil War. Mr. Casteel then showed the Board his proposed monument he would like to do in the Town of



Emmitsburg. He said that he would need at least (3) three acres for the site and explained that this could potentially bring in more jobs for Emmitsburg.

The Board asked Mr. Casteel the following questions, if he had a scope of work or proposal; if he was asking the Town to donate the property or would he purchase it; who would run the memorial site; and if there was any land that he was interested in?

Mr. Casteel responded that he does have a proposal and would be able to turn it into the Town. He mentioned he has funds that are flexible if he must purchase the land and/or would be okay with it being donated. Mr. Casteel would prefer the land be near the Mason Dixon line and close to route 15. He also added that the ones to run the site would be who owns the site, either the city, National Memorial Commission, an individual or whomever, but noted he has not gotten that far for it to be determined.

Commissioner Hoover recommended that Mr. Casteel get the proposal together and send it into the Town office, attention to the Mayor so he may review and consider.

**Consent Agenda: NONE**

**Treasurer's Report:**

Commissioner Turnquist presented the Treasurer's Report for February 2024 (exhibit in agenda packet).

**Planning Commission Report:**

No Report.

**II. Agenda Items**

Agenda #1 – FY 23 audit presentation. Michelle Mills introduced herself as the Engagement Principal with Deleon and Stang who oversees the annual audit, and Addie Blickenstaff the Audit Manager, who is responsible for the day-to-day interactions with the staff. Ms. Mills noted that the audit was completed in late December and tonight's presentation will be the audit dashboard which highlights some non-financial as well as financial highlights. Ms. Mills and Ms. Blickenstaff both took turns presenting the audit dashboard (exhibit attached). The Board did not have any questions.

Ms. Mills addressed the question per the Mayor regarding the separate Enterprise funds. She explained that while it would be appropriate for it to be combined, the Town of Emmitsburg is using the best practice. She added that you don't have to have an Enterprise fund but explained the intent of an Enterprise fund. She noted it is to be able to track and account for any related expenditures that are funded by user fees so that you have an idea as to whether you're making a profit or loss. Ms. Mills noted that it is much easier to have the funds separated. No further questions were asked.

Ms. Mills and Ms. Blickenstaff stepped down at 8:10 PM.

Ms. Willets and Ms. Mondshour took their seats at 8:11 PM.

Agenda #2 – For consideration, approval of bid for DePaul St. waterline. Commissioner Turnquist mentioned that the bid was received with the lower amount set aside. She asked staff if the Town will be using less of the grant or ARPA designated money and asked what the Town is going to do with the remaining money. Staff informed the Board there is a chart that shows the breakout of the ARPA and explained that the difference would come out of the ARPA funding. Ms. Willets noted that there are several projects in the works that would use all the ARPA funding. She also confirmed that the designation due date is December 31, 2024.

Commissioner Hoover asked if Fox Associates, the engineers, had any concerns related to the significant amount difference from 1.2 million to the amount that is proposed by W.F. Delauter & Son.

Staff informed the Council that Fox Associates did review the bid from W.F. Delauter & Son and were satisfied with all the requirements and bid qualifications.

Commissioner Turnquist added she realizes the Town uses Fox Associates and RK&K engineering and asked if the Town has contracts with both to review all the Towns bids and serve as project managers on the projects.

Staff responded that Fox Associates was selected through a bidding process and does have a contract in place for this project. Ms. Willets also explained that RK&K is associated with other projects and has contracts in place with them to manage certain projects.

Commissioner Turnquist asked staff what the cost of service is for Fox Associates related to this project and where does the funding come from.

Staff did not have the answer of the cost for the engineering services but noted that the cost is included in the funding for the project and referred to page 36 for further breakdown. Ms. Willets added that this project is completely covered by grant and ARPA funding.

Staff clarified that the estimated cost for the entire project was 1.2 million dollars.

Commissioner O'Donnell did ask if there was a contingency built in if there was a change order.

Staff responded yes.

*Motion:* Commissioner O'Donnell motioned to accept the bid as presented with W.F. Delauter & Son Incorporated of Emmitsburg, MD in the amount of \$849,220.63; second by Commissioner Sweeney. Yeas – 4; Nays – 0; Absent – 1; Boehman-Pollitt. The motion was adopted.

Agenda #3 – For consideration, approval of bid for three-year trash service contract. Commissioner Turnquist asked what the cost of the current contract was and what the increase is if any. She also asked if the trash services are billed to residents through the water bill or does it come out of the general fund as part of taxes.

Staff explained that the Town currently pays \$5.40 per unit for trash services and added that there is an increase to \$8.30 per unit, the yard waste and bulk trash stayed the same. Ms. Willets also answered that the bill is on the water, sewer, and trash bill, however trash is in the general fund, so all revenue and expenses are in the general fund for trash services.

In addition, there was little discussion related to the tipping fees which was explained that it is billed from Frederick County and the price varies and clarified that is also included in the water, sewer, and trash bill.

*Motion:* Commissioner O'Donnell motioned to accept the Republic Services from Frederick, MD in the sum of \$117,252.00 for a three-year contract for the trash removal for the Town of Emmitsburg; second by Commissioner Sweeney. Yeas – 4; Nays – 0; Absent – 1, Boehman-Pollitt. The motion was adopted.

Agenda #4 – For consideration, approval of pre-fab restroom/concession stand building E. Eugene Myers Park. Staff asked for (2) two separate motions based on the request from Fox Associates. Ms. Willets explained, based off the recommendation of the engineer's, they request to reject both bids from Warner Construction and Rockwell Construction as they based their bid from the Smith Midland Building, which was where the project was designed from. She also added that the Town can purchase the building through Sole Source (as permitted by Town Code) at \$217,124 which is about \$75,000 in savings and was also recommended by Fox Associates and referred to the recommendation letter on page 46.

Commissioner Hoover asked if this is allowed?

Ms. Willets explained that the code does allow this, and staff did confirm with Leslie Powell, Town Attorney. She explained that it's because it is a sole source item, and the project was designed off this building and added that both contractors submitted the same building with an inflated price. Ms. Willets explained that Ms. Powell recommended to reject Warner Construction and Rockwell Construction bid and accept the estimate from Smith Midland for \$217,124.00. With further clarification Ms. Willets added that the Town would be purchasing the building from Smith Midland which includes the delivery, and the Town would then put another bid out for just the fieldwork. She went into further detail of the cost breakdown for each Warner and Rockwell Construction along with what it would cost the Town to do on their own.

Commissioner Turnquist continued with discussion related to the additional cost of electric and the waterline. Commissioner O'Donnell asked for clarification on what preparation has been done for the site and what needs to be done during construction.

Ms. Willets explained that the costs were included in the total amount estimated by the engineers when they applied for the grants. She added that everything is included related to the engineering, construction administration, electric, water and sewer in total is \$323,489.00. Ms. Willets also noted what has been completed versus what still needs to be done during the actual construction.

Commissioner Turnquist feels that it is premature to approve something when they don't know what the cost will be. She raised concerns about approving a building when the Town has not put an RFP out for the actual site cost. She also asked about the two grants in total \$210,000 and referred to the first grant the Town paid 25% of the total cost and asked is that the Town's match of the \$147,000. Commissioner Turnquist asked if that was approved in the FY24 budget review.

Ms. Willets explained that yes it was the Town's match, and it was approved during the FY22 or FY23 Capital project fund (2) two. With clarification this is a line item in the budget under Department 60, called Town Grant match in fund (2) two.

Commissioner Turnquist continued that \$210,000 will not cover the cost and asked where the additional money will come from. She is concerned that with her calculations the Town will be 100k short.

Ms. Willets explained that the Town is required to have the 25% match of the \$147,000. She also noted that with her calculation it would be around \$15,000.00 dollars short. Ms. Willets also reminded the Board that if the bid does come in under \$50,000.00, with three estimates, it will go the Mayor for approval per the code. She also read again the total cost and how the Town can receive additional money in the amount of \$ 35,000.00 in grant money from the state, that can be put in for this project.

*Motion:* Commissioner O'Donnell motioned to reject proposals from Warner Construction and Rockwell Construction related to the bathroom concession stand in the E. Eugene Myers Park; seconded by Commissioner Sweeney. Yeas – 3; Nays -1; Turnquist, Absent – 1; Boehman-Pollitt. The motion was adopted.

*Motion:* Commissioner O'Donnell motioned to purchase the bathroom concession stand structure from Smith Midland in the amount of \$217,124.00 and seek a re-bid for the site work to complete the project; seconded by Commissioner Sweeney. Yeas – 3; Nays – 1; Turnquist, Absent – 1; Boehman-Pollitt. The motion was adopted.

Agenda #5 – For consideration, approval of estimate for the backwash project at the WTP. After a little discussion, the Council asked if there was an engineer for this project. Staff noted that this project does not require an engineer. Control Systems 21 will provide all equipment and installation. Ms. Willets also noted that this project is fully funded through ARPA money and is a sole source project as permitted by Town Code.



*Motion:* Commissioner Sweeney motioned to accept the recommendation by staff to approve the estimate in the amount of \$148,844.10; seconded by Commissioner O'Donnell. Yeas – 4; Nays – 0; Absent – 1; Boehman-Pollitt. The motion was adopted.

Agenda #6 – For consideration, approval of Change Order #2 for the Creamery Road Pump Station Project. Staff briefly explained why the Town needs a Change Order for the Creamery Road Pump Station and clarified that the concrete that was found is believed to be an old wet well installed during the construction for the current/old pump station. Ms. Willets noted that this was not on any plans. It was also noted that the wet well has to be stabilized and filled with a permeable substance before it can be removed. *Motion:* Commissioner Sweeney motioned to accept approval of Change Order #2 in the amount of \$112,674.14 for the Creamery Road Pump Station Project; seconded by Commissioner O'Donnell. Yeas – 4; Nays – 0; Absent – 1; Boehman-Pollitt. The motion was adopted.

#### **Set Agenda Items for April 1, 2024 Town Meeting**

*Administrative Business:* (1.) For consideration, Proclamation declaring April 2024 Child Abuse Prevention Month. (2.) For consideration, Proclamation declaring April 20, 2024 Earth Day in the Town of Emmitsburg. (3.) For consideration, Proclamation declaring April Fair Housing Month. *Consent Items: (NONE)* *Agenda Items:* (1.) Approval of water treatment plant clarifier construction bid for consideration. (2.) Approval of bid for engineering services for Emmitsburg Dam inspection as required by MDE for consideration. (3.) Approval of FY2023 budget transfers for consideration. (4.) Approval of ordinance 24-01 to amend Title 10 vehicles allowing 48 hour parking on East and West Main Street for consideration. (5.) Approval of ordinance 24-02 to amend Title 10 to remove the red citation box from the square for consideration. (6.) Approval of Policy 24-01 – parking meter fees for consideration. (a.) This would increase parking meter fees to 25 cents per 30 minutes. 50 cents per hour.

*Motion:* Commissioner O'Donnell motioned to accept the April 1, 2024 Town meeting agenda as presented; second by Commissioner Turnquist. Yeas – 4; Nays – 0; Absent – 1; Boehman-Pollitt. The motion was adopted.

#### **Set Agenda Items for March 18, 2024 Town Meeting Workshop**

*Administrative Business: (NONE)* *Consent Items: (NONE)* *Agenda Items:* (1.) Discussion and review of water rates. (2.) Discussion and review of water compacity.

*Motion:* Commissioner O'Donnell motioned to accept the March 18, 2024 Town meeting agenda as presented; second by Commissioner Sweeney. Yeas – 4; Nays – 0; Absent – 1; Boehman-Pollitt. The motion was adopted.

### **III. Sign Approved Text Amendments and/or Resolutions**

#### **IV. Adjournment**

With no further business, Commissioner O'Donnell motioned to adjourn the March 4, 2024 Town meeting at 8:59 p.m.; second by Commissioner Sweeney. Yeas – 4; Nays – 0; Absent – 1; Boehman-Pollitt. The motion was adopted.

Respectfully submitted,

Sabrina King, Town Clerk  
Minutes Approved On:

**MINUTES  
WORKSHOP  
MARCH 18, 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; Kim Mondshour, Town Accountant; Sabrina King, Town Clerk; Jessica Housaman Recorder; Jared Brantner, Superintendent of Water and Sewer; and Jimmy Click, Director of Public Works.

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**I. Call to Order**

A quorum being present, Commissioner Boehman-Pollitt, President of the Board of Commissioners, called the March 18, 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: No comment.
- Commissioner Sweeney: No comment.
- Commissioner Hoover: No comment.
- Commissioner Boehman-Pollitt: No comment.

**Mayor's Comments:** No comment.

Commissioner O'Donnell arrived at 7:03 PM

**II. Agenda Items**

Agenda #1 – Discussion and review of water rates. Mayor Davis presented the agenda item through a power point (exhibit attached). The Mayor informed the Board that staff did try to address all the questions that were asked and understands this will be a continued discussion. He added if there are more questions after tonight, that staff will get those answers. Mayor Davis also thanked staff for all the time spent researching the answers and turned to the Council for any questions.

The Council asked questions related to the water fund projects; clarification on what is defined as “priority funding area”; why does the Town supply water outside Town boundaries; and asked about the sewer plant and the water compacity. It was also asked how the smart manhole covers are and how have they benefited the Town?

Mayor Davis added that the power point related to the water fund projects were not in any order, just a list of projects. Ms. Willets noted “priority funding area” typically refers to within Town limits and certain funding agencies are only limited to funding in the Town limits. Jared Brantner, Superintendent of the Water and Sewer Department, explained in depth of the water compacity and how the Sewer Plant treats “wild water”. He noted how the machines work while processing large amounts of water that comes through during a heavy period of rain. He explained in further detail why this helps the collection system and noted that I&I is what causes the problems due to the rain getting into the system. Mr. Brantner explained that the Town purchased (4) four smart manhole covers and noted that they have them placed in strategic locations and briefly noted how they have benefited with preventing sewer overflows.

Other items discussed related to purchases and projects using ARPA money and the upcoming budget FY25. The Board asked if the new Stormwater Management Utility fee money would be designated to cover any smart manhole covers.

Staff explained the Stormwater Management fee will only go towards MS4 related projects and briefly noted the upcoming project that Ms. Ahsan, Town Planner is currently working on.

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The Board asked other questions related to the project for the 16" waterline coming down the mountain; how many times staff measures well depths; tap fees in Town; who calculates the tap fees when there is new construction. The Board also asked about impact fees; 90-day reserve versus having potentially a 45-day or a 180-day reserve; is there a change in overall usage since the water rate increase; and an understanding of where the Board stands about having a water rate increase.

Staff explained that the Town already has a 10" waterline on the mountain and the Town would be adding a 16" line and once that is completed, the Town would not be using the 10" line anymore. Staff informed the Board that well depths are measured weekly, and staff referenced the power point to explain in detail how many taps there are in the Town. Staff also noted that the engineers who assist with any new development project in Town would be the ones to determine how many taps are needed.

Commissioner Turnquist explained that she is against raising water rates because Emmitsburg has approximately 56% of residents living at or below the Alice level. Commissioner Turnquist suggested the Town looks into the budget before the Board raises any water rates. She also expressed concerns about the interest income that is coming into the water and sewer fund. She continued that she is not convinced that all the interest that the Town is earning is going back into the appropriate fund.

Mayor Davis assured her and the Board he can guarantee that the money is going where it should be.

Commissioner Turnquist added that her understanding is, 50% of the interest goes to the General Fund, 25% goes to the water, and 25% goes to the sewer and believes that the numbers need to be looked at.

Commissioner Turnquist added that the percentage of salaries that are estimated to be charged for FY24 to the water and sewer fund and has already exceeded those percentages so far for FY24.

Mayor Davis explained that is not true because Town staff just had a budget review for FY24 for the last (2) two quarters and we are on target.

Commissioner Turnquist referenced a sheet that was provided during the last workshop and reiterated how the Town has exceeded what was estimated. She went on to ask the other Board members that approved the water rate increase if it was their intent to approve a 217% increase for a (1) one in a half inch meter for year (1) one. Commissioner Turnquist then referred to the ordinance that had the approved numbers and went into detail of each increase per meter. She then explained that the numbers need to be looked at carefully to see if there is any room.

Mayor Davis briefly spoke and explained that staff is looking into the numbers carefully and the Board has to take into consideration staff just showed roughly between 15 and 20 million dollars' worth of projects that have a failing infrastructure. He explained that just because there is money showing in a fund does not mean it will help touch any of those projects and potentially (1) one project can wipe the Town out. Mayor Davis also noted that he is dead set against doing a (5) five-year 36% rate increase but can't say they are not going to do any rate increase anymore. He knows that residents are struggling but the Town and the Board are committed as a group of people to provide a service and we can't do that for free. Lastly, he reiterated that a 36% increase in the last 18 years is not a big increase and are still cheaper than other surrounding Towns.

Commissioner Boehman-Pollitt briefly acknowledged the concerns and how the Commissioners want to fully understand the numbers that they're presented so that they can make the best decision moving forward. Commissioner Boehman-Pollitt also noted that she hopes everyone can gather collectively to resolve any issues related to the water and sewer fund and knows that there will be additional questions.

Agenda #2 – Discussion and review of water capacity. The Board agreed that this item was discussed during the



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first agenda item.

**Set Agenda Items for April 1, 2024 Town Meeting**

**Administrative Business:** (1.) For consideration Proclamation declaring April 2024 Child Abuse Prevention Month. (2.) For consideration, Proclamation declaring April 20, 2024 Earth Day in the Town of Emmitsburg. (3.) For consideration, Proclamation declaring April Fair Housing Month. **Consent Items: (NONE)** **Agenda Items:** (1.) Approval of water treatment plant clarifier construction bid for consideration. (2.) Approval of bid for engineering for Emmitsburg Dam inspection as required by MDE for consideration. (3.) Approval of FY2023 budget transfers for consideration. (4.) Approval of ordinance 24-01 to amend Title 10 vehicles allowing 48-hour parking on East and West Main Street for consideration. (5.) Approval of ordinance 24-02 to amend Title 10 to remove the red citation box from the square for consideration. (6.) Approval of Policy 24-01 – parking meter fees for consideration. (a.) This would increase parking meter fees to 25 cents per 30 minutes. 50 cents per hour.

**Motion:** Commissioner O'Donnell motioned to amend the March 18, 2024 Town meeting agenda as presented; second by Commissioner Hoover. 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 March 18, 2024 Town meeting at 8:42 p.m.; second by Commissioner O'Donnell. Yeas – 5; Nays - 0. The motion was adopted.

Respectfully submitted,

Sabrina King, Town Clerk  
Minutes Approved On:

The seal of the Town of Emmitsburg is a large, light blue circular emblem. It features a central white area with a stylized mountain range and a vertical line. Two yellow stars are positioned on either side of the central area. At the bottom of the seal, the text "Est. 1785" is written in a white, serif font.

Est. 1785

**B. POLICE REPORT**



## C. TOWN MANAGER'S REPORT

### Town Manager's Report

February 2024

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 collection of parking meter money.
- Staff worked with contractors on the Mai Street lighting project.
- Staff responded to two snow events.
- Staff cut up tree that fell near 338 Mountaineers Way.
- Staff cold patched potholes on Silo Hill Rd.
- Staff repaired storm drain inlet by 44 Robindale Dr.
- Staff filled in ruts at 4030 Carrick Ct. because of snow removal.
- Staff conducted storm drain inlet inventory.
- Staff assisted the contractor with the installation of a new storm drain inlet on West North Ave.

#### Parks:

- Staff conducted daily park checks – trash cans, cameras, dog waste stations, restrooms.
- Staff trimmed some trees along the Community Park walking trail behind ballfield #3.

#### Wastewater:

- We treated an average of 669,677 GPD (consumed 219,154 GPD) which means that 67.27% of the wastewater treated this month was "wild water".
- We had no spills of untreated sewage in the month of February.
- We did exceed the plant capacity 12 days this month.
- We received about 2.8" of precipitation this month (the average is 2.7"). We have had a precipitation **SURPLUS OF 5.48"** over the last six months. The average precipitation for the period from September 1st through February 29th is 20.44". We received 25.92" for that period.

#### Water:

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



end of the month.

	May 2011	February*	Change
○ Well #1:	35'	33'	+2'
○ Well #2:	8'	16'	-8'
○ Well #3:	12'	27'	-15'
○ Well #4:	108'	114'	-6'
○ Well #5:	10'	16'	-6'

MONTHLY AVERAGE WELL DEPTHS					
2023	WELL # 1	WELL # 2	WELL # 3	WELL # 4	WELL # 5
	250FT DEEP	161FT DEEP	212FT DEEP	600FT DEEP	401FT DEEP
JAN	45	11	25	OFF	OFF
FEB	36	12	25	OFF	OFF
MAR	36	12	25	OFF	OFF
APR	36	11	28	OFF	OFF
MAY	34	9	24	OFF	OFF
JUN	34	11	24	OFF	OFF
JUL	40	14	33	OFF	OFF
AUG	44	18	36	OFF	OFF
SEPT	60	21	41	126	34
OCT	79	28	45	128	41
NOV	47	24	46	135	46
DEC	49	13	35	126	27

MONTHLY AVERAGE WELL DEPTHS					
2024	WELL # 1	WELL # 2	WELL # 3	WELL # 4	WELL # 5
	250FT DEEP	161FT DEEP	212FT DEEP	600FT DEEP	401FT DEEP
JAN	44	16	30	119	17
FEB	33	16	27	114	16
MAR					
APR					
MAY					
JUN					
JUL					
AUG					
SEPT					
OCT					
NOV					
DEC					

- Water production and consumption. We produced an average of 219,227 GPD. We consumed an average of 219,154 GPD (finish water). The amount of Backwash Water in the month of February is ... (14.02%).
  - 74.34% of this water came from wells.
  - 0.00% of this water came from Mt. St. Mary's.
  - 25.66% 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.

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

**Meetings Attended:**

- 02/05 Conducted interviews with HR, Mayor and Commissioner Boehman-Pollitt
- 02/05 Attended Town Meeting
- 02/06 Attended meeting with Mayor and Eric Dutrow, MRWA re: water rates.
- 02/06 Attended zoom meeting with HR, Mayor and Commissioner Boehman-Pollitt

- 02/08 Attended zoom meeting re: live bid opening for DePaul St. Waterline project.
- 02/12 Attended Town meeting (workshop re: setting priorities)
- 02/13 Attended meeting with staff re: DePaul St. waterline bids.
- 02/13 Attended meeting with staff: bid opening Concession Stand/Restroom building.
- 02/14-02/23 Out of office
- 02/26 Attended meeting with staff: trash bid opening.
- 02/27 Attended webinar re: ARPA.
- 02/28 Attended zoom meeting with staff and DOC re: fee in-lieu.
- 02/28 Attended meeting with Town Accountant
- 02/29 Attended teams meeting with staff and Frederick Co representatives re: cross connection control program.
- 02/29 Attended zoom meeting re: live bid opening for water clarifier project.

**Noteworthy:**

- Staff worked the yard waste dumpster twice in February.
- Staff conducted monthly equipment and fire extinguisher maintenance.
- Staff did some water meter upgrades.
- Staff cleaned backwash pond drain line.
- Staff cleaned spillways of debris at Rainbow Lake.
- ★ Staff cleaned out soda ash tank.
- Staff flushed raw line for over four hours.
- Staff flushed Scott Road and Frailey Road hydrant.
- Staff increased demand from wells.
- ★ Staff continue to work with RK&K and contractor on CRPS project.
- Staff removed sanitary sewer overflow signs and cleaned the area in Emmitt Gardens.
- Staff prepared all necessary water and sewer monthly reports.
- ★ Staff gave a tour of both plants to University of Maryland students.
- Staff dug up and repaired curb boxes.
- Staff hung 50 water shut off notices. All bills paid – no shut offs.
- Staff assisted contractor with clogged sewer service line at 22 East Main St. due to a cracked pipe by East Lincoln Ave.
- Staff made repairs to flooded road at Well #5.



## 1. GRANT ADMINISTRATIVE REPORT

### Grants Administrator Report

As of March 27, 2024

Prepared By: Madeline Shaw, Grants Administrator

#### COMPLETED GRANTS

None.

#### GRANTS ACTIVELY MANAGING (19 TOTAL)

<u>Grant No.:</u>	<u>Grant Agency:</u>	<u>Date Applied For:</u>	<u>Date Awarded:</u>	<u>Grant Amount:</u>	<u>Match:</u>
22-1	USDA-RD	05/24/2021	05/27/2021	\$157,000	\$140,400
<p><u>Description:</u> For purchase of a 4x4 work truck, backhoe loader, multi-user tractor, sewer SCADA.  <u>Status:</u> Backhoe, multi-use tractor, 4x4 truck delivered and SCADA installed. Last invoice paid 03/27/24; check needs to clear bank before final report submitted in April.</p>					
22-6	FY22 DNR POS	05/06/2021	01/05/2022	\$147,980	25% total cost
22-7	FY22 DNR LPPI	07/16/2021	12/21/2022	\$62,290	None
<p><u>Description:</u> For construction of a new bathroom/concession stand building in Community Park.  <u>Status:</u> Working with Fox &amp; Associates engineering to order pre-fabricated building and prepare site.</p>					
22-16	MD DGS	2021	09/15/2021	\$1,000,000	None
<p><u>Description:</u> Design and construction of water treatment clarifier.  <u>Status:</u> Project went to bid for construction in January 2024, bids were due 02/28/2024. Bid approval coming before Board at the 04/01/2024 town meeting.</p>					
23-3	FY 23 DHCD CL	07/13/2022	01/03/2023	\$50,000	None
<p><u>Description:</u> Community Legacy 50/50 façade improvement program for sustainable community area.  <u>Status:</u> Property owners have until May 2024 to complete work. Reimbursements submitted as received.</p>					
23-5	FY23 DNR POS	11/29/2022	02/15/2023	\$70,000	\$37,850
23-13	FY23 DNR LPPI	11/22/2022	02/15/2023	\$44,500	None
<p><u>Description:</u> For 10 to 12 space Rainbow Lake parking lot SWM plan, design and construction.  <u>Status:</u> Engineer signed contract for design 05/24/23. Currently in design and permitting phase. Project to go to bid for construction early April. Board to vote on at June meeting.</p>					
23-10	USDA-RD	08/17/2022	10/07/2022	\$75,000	\$71,500
23-11	USDA-RD	08/17/2022	10/07/2022	\$50,000	None
23-17	FY23 DHCD OAG	06/30/2022	03/20/2023	\$10,000	None
<p><u>Description:</u> Purchase and installation of 97 streetlights along Main Street/S. Seton Avenue with new LED dimmable cutoff lights.  <u>Status:</u> Board voted on winning bidder 09/11/23. Installation finished 03/26/24. Need to submit final report.</p>					
23-12	DHCD CSW	10/21/2022	01/03/2023	\$85,000	None
<p><u>Description:</u> Purchase two portable radar speed trailers and two surveillance cameras for town square. Leftover grant money (\$23,786) to go towards the downtown streetlight project.  <u>Status:</u> Speed trailers delivered, and cameras installed. Streetlight installation finished 03/26/24. Need to submit final report.</p>					

<u>Grant No.:</u>	<u>Grant Agency:</u>	<u>Date Applied For:</u>	<u>Date Awarded:</u>	<u>Grant Amount:</u>	<u>Match:</u>
23-18	FY24 MWIFA	01/31/2022	06/06/2023	\$277,500	None
24-3	FY24 DHCD CDBG	06/07/2023	07/21/2023	\$552,500	None
<u>Description:</u> Design and construction of replacement DePaul Street waterline. <u>Status:</u> Construction bid approved 03/04/2024. Anticipated construction time frame Apr. 2024 – Jan. 2025.					
23-19	FY24 MWIFA	01/31/2022	06/06/2023	\$286,388	None
<u>Description:</u> Design and construction of replacement North Seton Ave. waterline and Green Street upgrade. <u>Status:</u> Project currently in design phase. Construction estimated to occur Jul. 2024 – Dec. 2025.					
23-20	FY23 FCTC	04/01/2023	04/19/2023	\$10,000	None
<u>Description:</u> Main Street cooperative fund. Purchase and installation of new Welcome signs. <u>Status:</u> Requested updated estimate from contractor. Additional monies needed in budget transfer before signs can be designed, ordered and installed.					
24-1	FY24 TRIPP	03/31/2023	05/31/2023	\$3,335	\$1,665
<u>Description:</u> To advertise Emmitsburg as a tourism destination in two annual print publications (2024 Destination Gettysburg and 2024 Visit Frederick guide). <u>Status:</u> Ads have been placed and will be run in annual publication starting in January 2024. Final report due June 2024 once analytics collected from online print publications for a 6-month period.					
24-4	USDA-RD	03/23/2023	04/05/2023	\$1,862,300	\$1,395,000
<u>Description:</u> Design and construction of a new Creamery Road Pump Station. <u>Status:</u> Currently in construction. Anticipate construction to be finished by November 26, 2024.					
24-5	USDA-RD	08/10/2023	09/14/2023	\$31,100	\$33,900
<u>Description:</u> Purchase/installation of new parking meters along Main Street. <u>Status:</u> Board voted on winning bidder at 01/08/2024 meeting. Contract signed 02/23/2024. Installation expected to occur the week of 04/22/24 once meters arrive.					
24-6	FY24 DHCD OAG	04/28/2023	11/15/2023	\$10,000	None
<u>Description:</u> Purchase/installation of four directional wayfinding signs for downtown. <u>Status:</u> Requested updated estimate from contractor. Signs will be ordered once received and approved.					

**NEWLY AWARDED:**

None.

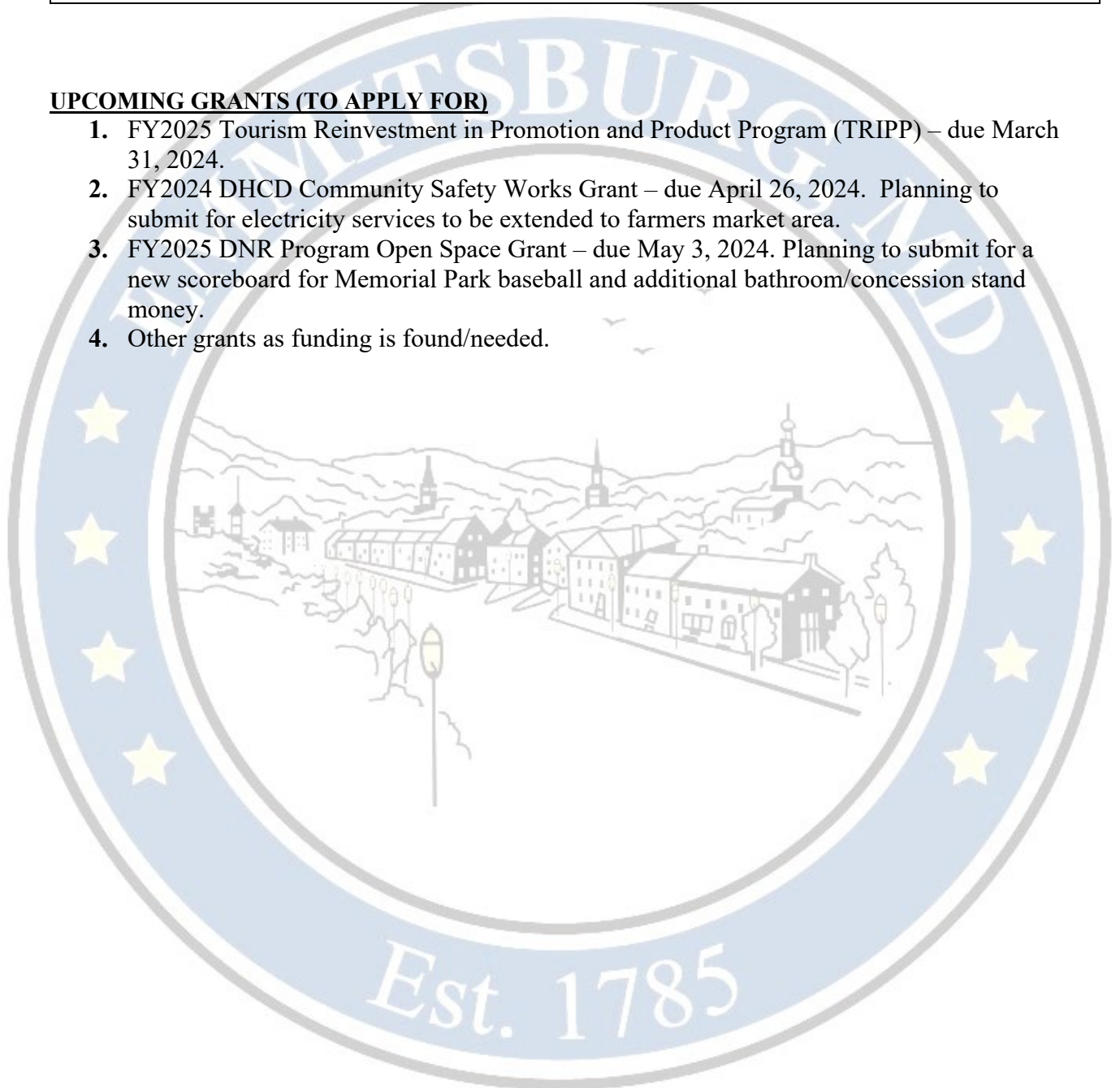
**PENDING GRANTS (WAITING FOR ANNOUNCEMENT) (5 TOTAL)**

<u>Grant Agency:</u>	<u>Date Applied For:</u>	<u>Date Awarded:</u>	<u>Grant Requested:</u>	<u>Match:</u>
FFY23/SFY25 MWIFA	01/31/2023	--	\$5,840,000	Unknown
<u>Proposed project:</u> Emmitsburg Transmission Main Replacement. To replace 10-inch mountain main with 16-inch to improve water quality and fire flow.				
FY24 POS	08/28/2023	--	\$85,950	\$9,550
<u>Proposed project:</u> Rainbow Lake Trail Improvements. Redesign and fix red trail damage from logging and add signage at trail transition points.				
FY24 POS	08/28/2023	--	\$20,000	\$2,222
<u>Proposed project:</u> Myers Community Park Improvements: Construct picnic shelter near ADA playground.				

<b>FY25 CP&amp;P</b>	<b>08/23/2023</b>	--	<b>\$13,000</b>	<b>None</b>
<u>Proposed project:</u> Emmitsburg Park Improvements: To purchase bike repair stations for each park (Community, Memorial and Rainbow Lake).				
<b>FY25 GOCP SAPP</b>	<b>12/13/2023</b>	--	<b>State determines</b>	<b>None</b>
<u>Proposed project:</u> State aid for police protection. To provide financial aid for our contracted deputies, State to determine amount based on formula.				

**UPCOMING GRANTS (TO APPLY FOR)**

1. FY2025 Tourism Reinvestment in Promotion and Product Program (TRIPP) – due March 31, 2024.
2. FY2024 DHCD Community Safety Works Grant – due April 26, 2024. Planning to submit for electricity services to be extended to farmers market area.
3. FY2025 DNR Program Open Space Grant – due May 3, 2024. Planning to submit for a new scoreboard for Memorial Park baseball and additional bathroom/concession stand money.
4. Other grants as funding is found/needed.





**2. PARKING CODE ENFORCEMENT REPORT**

**PARKING ENFORCEMENT REPORT**

**March 2024**

<i>Overtime Parking</i>	21		
<i>Restricted Parking Zone</i>			
<i>Parked in Crosswalk</i>			
<i>Parked on Sidewalk/Curb</i>			
<i>Parked by Fire Hydrant</i>			
<i>Parked Blocking Street</i>			
<i>Parked Blocking Driveway</i>			
<i>Failure to Park between Lines</i>	2		
<i>Left Side Parking</i>	3		
<i>Parked in Handicapped Space</i>			
<i>48 Consecutive Hours</i>			
<i>Total Tickets – Warnings – Dismissed</i>	28	2	0
<i>Meter Money</i>	\$725.11		
<i>Meter Reservations</i>	Daily Reservations: 0	Funeral Home Reservations: 0	
<i>Parking Permits by Type</i>	1M: 0	3M: 2	6M: 1 1Y: 0
<i>Parking Permits Money</i>	\$222.00		
<i>Violation Cost</i>	\$0		
<i>Late Fees Assessed</i>	\$0		
<i>Payment Received</i>	\$75.00		
<i>Dues Forward</i>	\$0		
<b><i>Totals March:</i></b>	<b><i>Made</i></b> \$	<b><i>Due</i></b> \$	

\*Meter Money was pulled and counted on March 20<sup>th</sup>.

## D. TOWN PLANNER'S REPORT



### *Planner's Report*

March 2024

Prepared by: Najila Ahsan

#### **Permits & Code Enforcement**

- Processed the following permit applications:

- Zoning Permits

28 Robindale Dr.	Driveway
702 Frailey Rd	Decorative Pergola
17750 Creamery Rd. Suite 2A North	Sign Permit
30 Provincial Pkwy	Fence 6' Height
17468 Irishtown Road	Patio

#### **Development Updates**

- Ongoing Developments

- Federal Stone
  - Under construction
- Seton Village:
  - Forest Delineation | Forest Conservation | Subdivision Plat
  - The applicant intends to convert two condominium units into two recorded lots
  - Approved by Planning Commission unanimously
- Emmitsburg Distillery
  - The Town Engineer and Staff had more comments regarding the updated Improvement Plan, especially regarding the size of the water pipe line and associated flow and pressure.
  - Staff and Town Engineer met with the developer to clarify Town requirements.
- Christ Community Church
  - Site Plan approved.
  - Improvement Plan is pending.
- MSMU E Wing Improvements
  - The applicant has yet to satisfy all the conditions of approval
  - Updated plans was received 3.26.24
- St Joseph Church
  - Improvement plan for installation of a ramp that meets ADA standards

- Approved by the Planning Commission unanimously
- Rainbow Lake Parking Lot
  - Staff review
  - Project engineer has to satisfy Town Engineer and Staff comments.
- Emmet Ridge
  - Sketch plat submitted and reviewed by Town Engineer and Town Staff.
- Development Pipeline/ Applicant Interest
  - Frailey Property Annexation
    - A potential developer interested in developing the portion within the Town boundary before annexing and developing the rest of the property.
  - Rodney McNair Property Annexation

### Stormwater Management

- Northgate Stormwater Pond
  - Preliminary research to estimate costs.
- Review of SWM Utility fee

### Planning Commission

- Past Meeting
  - 03.26.24
    - St Joseph Church ADA ramp
    - Seton Village Forest Delineation
    - Seton Village Forest Conservation
    - Seton Village Subdivision Plat
    - Seton Village Easement Plat
- Future Meeting
  - TBD
    - Comprehensive Plan

### Board of Appeals

- Past Meeting
  - 03.19.24
    - 17750 Creamery Rd.
      - Applicant (insurance agency) is seeking a special exception to occupy one of the units at this office park.
      - Board of Appeals approved the special exception unanimously



**Grants**

- Community Legacy Grant (Awarded)
  - The Sustainable Communities Workgroup made recommendations but requested additional information from a couple of applicants
    - The Workgroup will meet again to reconsider these applicants
  - Pending: Execution of Grant Agreement with DHCD.
- IJA DNR Grant (Awarded)
  - Reimbursement process- invoice approved by the fiscal team.

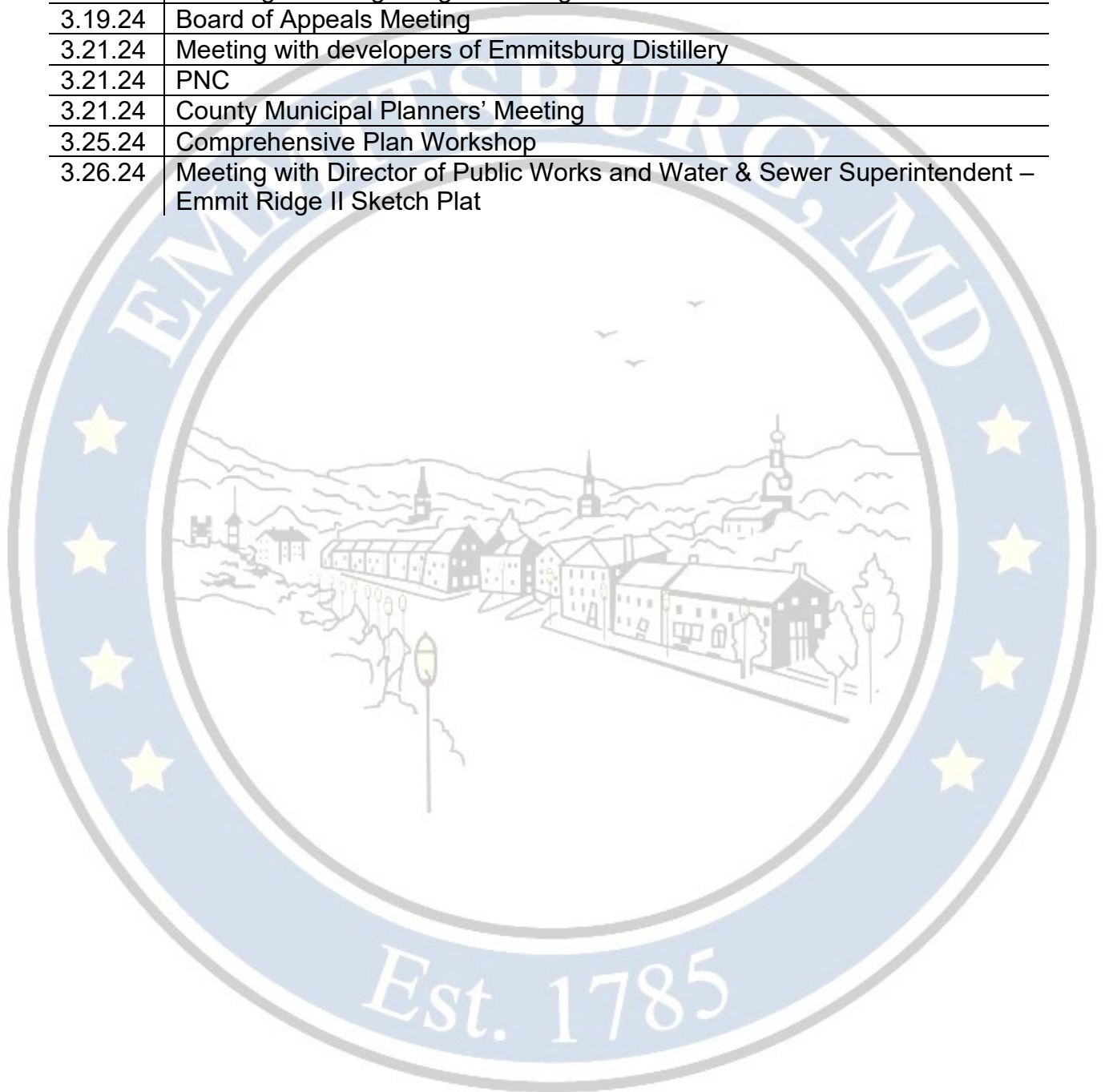
**Comprehensive Plan**

- In Progress:
  - Existing conditions chapters
  - Maps & charts creation
  - Incorporation of public input
  - Incorporation of Planning Commission comments
  - Surveys
    - 3 webforms pertaining to
      - Economy – 8 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, activities, and discussion
  - In-person Public Visioning Workshop – 3.25.24
    - Focus on community development and environmental sustainability
      - Staff presentation, activities, and discussion

**Meetings Attended**

2.29.24	Meeting with County regarding Cross Connection
3.1.24	Meeting with DNR – Forest Conservation Fund
3.4.24	Meeting with RK&K – Emmitsburg Distillery
2.5.24	DHCD Portal Training
3.6.24	DRB Group – Sketch Plat
3.7.24	Quarterly budget meeting
3.12.24	Department Head Meeting
3.14.24	Meeting with Town Manager and Water & Sewer Superintendent to confirm tap capacity

3.14.24	Meeting with Grants Administrator and Town Clerk regarding Main Street Action Plan
3.19.24	Meeting with the County's new Division of Planning and Permitting for Small Businesses
3.19.24	Planning & Zoning Budget Meeting
3.19.24	Board of Appeals Meeting
3.21.24	Meeting with developers of Emmitsburg Distillery
3.21.24	PNC
3.21.24	County Municipal Planners' Meeting
3.25.24	Comprehensive Plan Workshop
3.26.24	Meeting with Director of Public Works and Water & Sewer Superintendent – Emmit Ridge II Sketch Plat



**E. COMMISSIONERS COMMENTS**





**F. MAYORS COMMENTS**

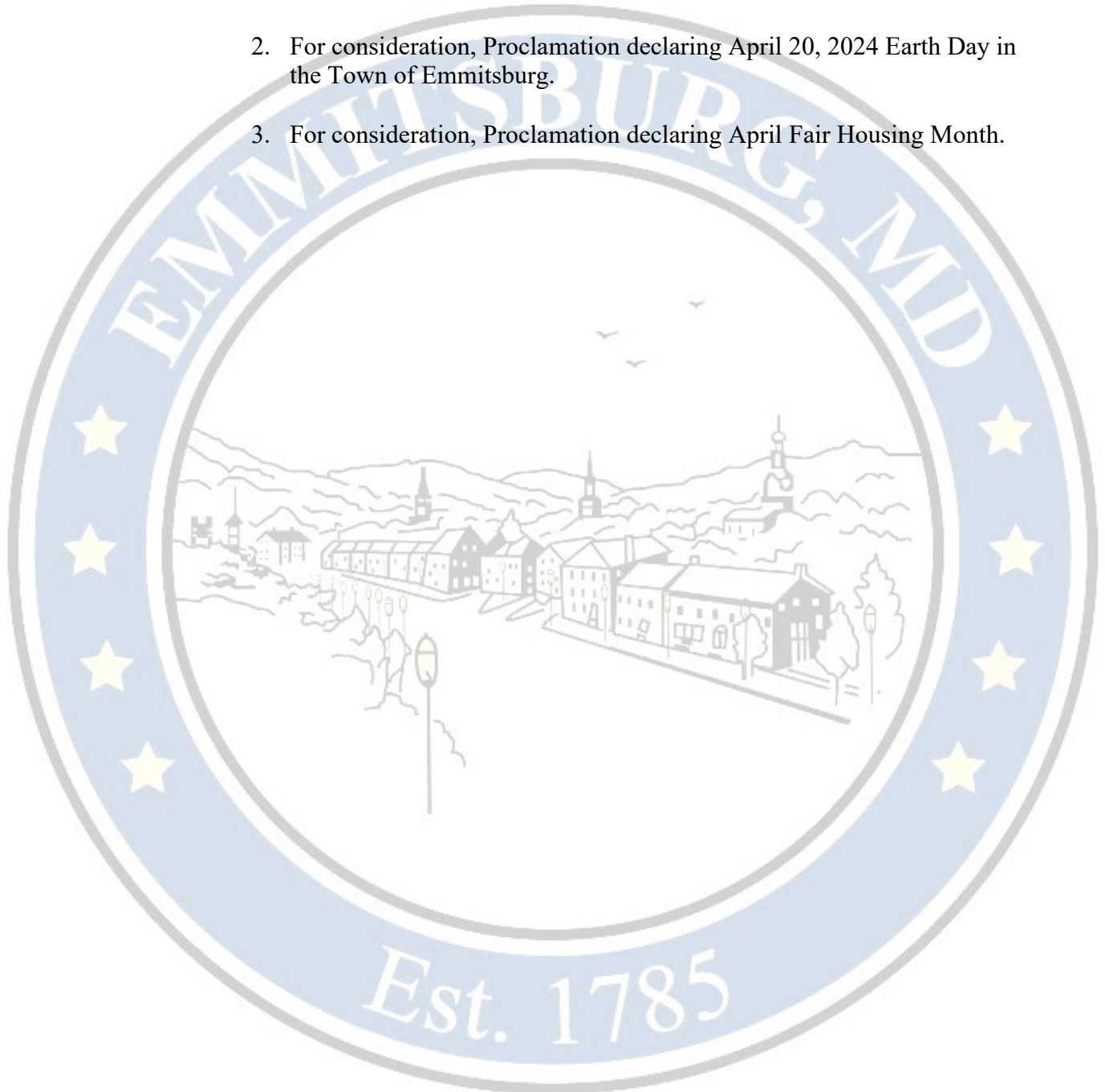


**G. PUBLIC COMMENTS**



## H. ADMINISTRATIVE BUSINESS

1. For consideration, Proclamation declaring April 2024 Child Abuse Prevention Month.
2. For consideration, Proclamation declaring April 20, 2024 Earth Day in the Town of Emmitsburg.
3. For consideration, Proclamation declaring April Fair Housing Month.



draft



## *Proclamation*

### **NATIONAL CHILD ABUSE PREVENTION MONTH**

**April 2024**

**WHEREAS**, child abuse prevention is a community problem and finding solutions depends on involvement among people throughout the community; and

**WHEREAS**, the effects of child abuse are felt by a whole community and need to be addressed by the entire community; and

**WHEREAS**, effective child abuse prevention programs succeed because partnerships are created among social service agencies, schools, religious organizations, local governments, law enforcement agencies, and the business community; and

**WHEREAS**, youth-serving prevention programs offer positive alternatives for young people and encourage youth to develop strong ties to their community; and

**WHEREAS**, all citizens should become involved in supporting parents to raise their children in a safe, nurturing environment.

**NOW, THEREFORE, BE IT PROCLAIMED**, that the Mayor and the Board of Commissioners of the Town of Emmitsburg, Maryland do hereby proclaim the month of April 2024 as National Child Abuse Prevention Month in the Town of Emmitsburg and call upon all citizens, community agencies, religious organizations, medical facilities, and businesses to increase their participation in efforts to prevent child abuse, thereby strengthening the Emmitsburg community.

ADOPTED this \_\_\_ day of \_\_\_, 2024.

---

Allen F. Davis Jr.  
Mayor

---

Amy Boehman-Pollitt, President  
Board of Commissioners



draft



# Proclamation Earth Day

SATURDAY, APRIL 20, 2024



**WHEREAS**, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

**WHEREAS**, this holiday, called Earth Day, was first observed with the planting of more than a million trees in Nebraska; and

**WHEREAS**, Earth Day is now observed throughout the nation and the world; and

**WHEREAS**, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

**WHEREAS**, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

**WHEREAS**, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

**WHEREAS**, trees, wherever they are planted, are a source of joy and spiritual renewal.

**NOW, THEREFORE, BE IT PROCLAIMED**, that the Mayor and the Board of Commissioners of the Town of Emmitsburg, Maryland do hereby proclaim April 20, 2024 as Earth Day in the Town of Emmitsburg. We call upon all citizens and organizations to support efforts to protect our trees and woodlands by planting trees to gladden the heart and promote the well-being of this and future generations.

ADOPTED this \_\_\_\_ day of April, \_\_\_\_.

---

Allen F. Davis Jr.

---

Amy Boehman-Pollitt, President

Mayor

Board of Commissioners



draft

# *Proclamation*

## FAIR HOUSING MONTH

APRIL 2024

The Mayor and Council of the Town of Emmitsburg proclaim April 2024 to be Fair Housing Month.

**WHEREAS**, April 11, 2024 marks the 56<sup>th</sup> anniversary of the passage of the Fair Housing Act, which enunciates a national policy of fair housing for all who live in the United States, and

**WHEREAS**, The Fair Housing Act prohibits discrimination based on race, color, religion, sex, handicap, familial status and national origin, and

**WHEREAS**, the State of Maryland additionally prohibits discrimination based on marital status, sexual orientation, and gender identity; and

**WHEREAS**, throughout Maryland, this spirit of cooperation is being provided through the efforts of our state, federal and local governments and with the support of countless community and nonprofit organizations; and

**WHEREAS**, economic stability, community health, and human relations in all communities are improved by diversity and integration; and

**NOW, THEREFORE, BE IT PROCLAIMED**, that the Mayor and the Board of Commissioners of the Town of Emmitsburg, Maryland do proclaim the month of April 2024 to be Fair Housing Month in Emmitsburg to establish an inclusive community committed to fair housing and to promote appropriate activities by private and public entities intended to provide or advocate for equal housing opportunities for all residents and prospective residents of Emmitsburg.

ADOPTED this 1<sup>st</sup> day of April, 2024

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Allen F. Davis Jr.

Mayor

---

Amy Boehman-Pollitt, President

Board of Commissioners

**I. CONSENT AGENDA (NONE)**





**J. TREASURER'S REPORT**

**TOWN OF EMMITSBURG  
CASH ACTIVITY as of March 25, 2024**

\$10,754,686	Cash Balance March 1, 2024
106,362	Deposits
<u>-543,943</u>	Withdrawals
\$10,317,105	Operating Balance Forward

<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check Date</u>	<u>Check Number</u>
\$143,741	Conewago Enterprises, Inc	Cap #7 - Creamery Road Pump Station	03.13.24	46135
\$91,020	Catoctin Lighting Services Inc	Streetlighting - grant #23-11, #23-17, #23-10	03.06.24	46101
\$27,768	MD Dept of Budget & Management	Health Insurance - Feb 24	02.28.24	46093
\$25,776	Duncan Parking Technologies	USDA grant #24-5 - parking meter replacement	03.13.24	46137
\$17,386	Utility Service Co Inc	Steel Tank - Annual	03.20.24	46174
\$15,006	RK&K	Creamery Road Pump Station	03.06.24	46120
\$13,145	Univar USA Inc	Almn Sulfate	03.20.24	46173
\$13,046	RK&K	Creamery Road Pump Station	03.06.24	46120
\$12,280	Fern Rodkey Electric, Inc	Light Poles - grant #23-11, #23-17, #23-10	03.13.24	46140
\$7,700	TFJ Excavating	Installing Storm Drain & Blacktop	03.06.24	46124

*Ck dates 02.28.24 to 03.25.24*

**Fund Breakdown as of 03/25/24**

	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
1 - General Fund	1,591,017	1,553,580	2,040,805
2 - Capital Projects	866,279	629,273	425,940
4 - Water	6,828	10,864	335,604
4 - ARPA	1,575,430	3,147,719	2,836,694
5 - Sewer	5,072,486	5,134,314	4,676,058
<b>Total</b>	<b>9,112,039</b>	<b>10,475,750</b>	<b>10,315,101</b>
Per Trial Balance	9,112,039	10,475,750	10,311,688
3 - Due to/Due From Acct Bal			(3,413)
Check	-	-	-



**K. PLANNING COMMISSION REPORT**

*Discussion at the Town meeting.*



**L. AGENDA ITEMS**

AGENDA ITEM #1: Approval of water treatment plant clarifier construction bid for consideration.



**PROJECT EXPLANATION:**

The Mayor and Commissioners of Emmitsburg, Maryland are requesting sealed bids from qualified contractors for the Town of Emmitsburg's Water Treatment Plant Clarifier. The Emmitsburg Water System (MD0100010) serves an estimated population of 3,090 (US Census) Town residents and a total of 928 service connections. The current water treatment plant, located at 8585 Crystal Fountain Road, has been on-line since 2003 and consists of a 432,000 gallon per day treatment plant, a 500,000-gallon steel storage tank, and a 140,000-gallon glass-lined tank. The plant does not have a water clarifier. The Emmitsburg water system utilizes both surface and groundwater sources from Rainbow Lake and three wells (#3, #4, #5) in the Town's watershed. The primary source of raw water supply is Rainbow Lake, a 13-acre impoundment (33-million-gallons) located along Hampton Valley Road, approximately one mile west of the water treatment facility. The entire treatment system is gravity feed and has a capability of treating up to 600,000 gallons per day, if needed, but averages about 250,000 gallons per day. Once the water is treated, it is stored in the two tanks until distributed to Town.

**TIMELINE – TOWN OF EMMITSBURG WATER TREATMENT PLANT CLARIFIER:**

RFP published by Town	January 16, 2024
DEADLINE, bids due	February 28, 2024 by 4:00 p.m.
Bid opening	February 29, 2024 at 11:00 p.m.
Bid review by Board	April 1, 2024

**RFP ADVERTISEMENT:**

- Public Notice Under RFP Tab on Town's Website: 01/16/2024 – 02/28/2024
- Notice on MML Classifieds: Currently unavailable during transition to new process for 2024
- RFP Published on eMaryland Marketplace: 01/16/2024
- Public Notice on Town Facebook Page 01/16/2024
- Email sent to potential contractors: 01/16/2024

**TOTAL ESTIMATED COST: \$3,057,477.00**

**BIDS RECEIVED (IN ORDER OPENED):**

*\*Note: the below prices do not include shipping in the price.*

<b>Company:</b>	<b>Price:</b>	<b>Notes:</b>
<b>M2</b>	\$3,366,860.00	
<b>HRI Incorp.</b>	\$2,531,870.00	
<b>Conewago</b>	\$2,329,561.00	
<b>CPD Construction Company Incorp.</b>	\$2,471,000.00	

**APPARENT LOW BIDDER – CONEWAGO AT \$2,329,561.00**



Water

### Clarifier Project

### Official Bid Tabulation Sheet

Due: February 28 by 4:00PM

Opened On: February 29, 2024 by 11:00AM

Live Bid Opening

Opened By (initial): Cathy Willets *CW*

Sabrina King: *SK*

Company:	Price:	Notes:
M2	\$ 3,366,860.00	
✓ HRI Incorp.	\$ 2,531,870.00	
Conewago	\$ 2,329,561.00	
✓ CPD construction company Incap.	\$ 2,471,000.00	

apparent low Bidder - Conewago \$2,329,561  
Winning bidder: \_\_\_\_\_

Date approved by Board of Commissioners: \_\_\_\_\_



700 East Pratt Street, Suite 500 | Baltimore, MD 21202 | P 410.726.2900 | T 800.787.3755 | www.rkk.com

March 19, 2024

Ms. Cathy Willets  
Town Manager  
300A South Seton Avenue  
Emmitsburg, MD 21727

Reference: **New Water Treatment Plant Clarifier**  
Project No. 24-01

Subject: **Recommendation to Award**

Ms. Willets:

Bids were publicly opened and read aloud for the New Water Treatment Plant Clarifier project at 11:00 AM EST on February 29, 2024. Four (4) bids were received and based upon these bids, Conewago Enterprises, Inc. was the "apparent" low bidder with a lump sum bid of \$2,329,561.00 pending a detailed review. Conewago's bid is 7.00% lower than the Engineer's Estimate and 6.07% lower than the second lowest bid. The highest bid received was \$3,366,860.00. (See Bid Tabulation attached.) We have completed our review and offer our analysis and recommendation below.

In consideration of their references, integrity, record of past performance including the New Creamery Road Sewage Pumping Station project, and financial and technical resources, it is our opinion that Conewago Enterprises, Inc. can successfully perform under the terms and conditions of the proposed contract and is a responsible bidder. Based upon our review of the bid form and documents submitted with and made a condition of the bid, Conewago Enterprises, Inc. has met the requirements of the Instructions to Bidders and has provided a responsive bid.

In summary, it is our recommendation to award to the "apparent" low bidder since they are a responsible bidder that submitted a responsive bid. Therefore, we recommend award to Conewago Enterprises, Inc. If you have any questions or need additional information, please do not hesitate to contact me by telephone at 410.462.9412 or [rburns@rkk.com](mailto:rburns@rkk.com).

Very truly yours,  
RUMMEL, KLEPPER & KAHL, LLP

A handwritten signature in blue ink, appearing to read 'R. Joseph Burns'.

R. Joseph Burns, PE  
Sr. Project Engineer, Water

Encl.  
cc: File 20119



**Town of Emmitsburg**  
**Water Treatment Plant Clarifier**  
**Project No. 24-01**  
**February 29, 2024**  
**Bid Tabulation**



Company	Bids		
	Low Bidder	Price	Notes
Engineer's Estimate		\$ 2,504,942.00	
Conewago Enterprises, Inc.	X	\$ 2,329,561.00	
CPP Construction Company, Inc.		\$ 2,471,000.00	
HRI, Inc.		\$ 2,531,870.00	
M2 Construction		\$ 3,366,860.00	

Low bid is 7.00% higher than the Engineer's Estimate and 6.07% lower than the second lowest bid.

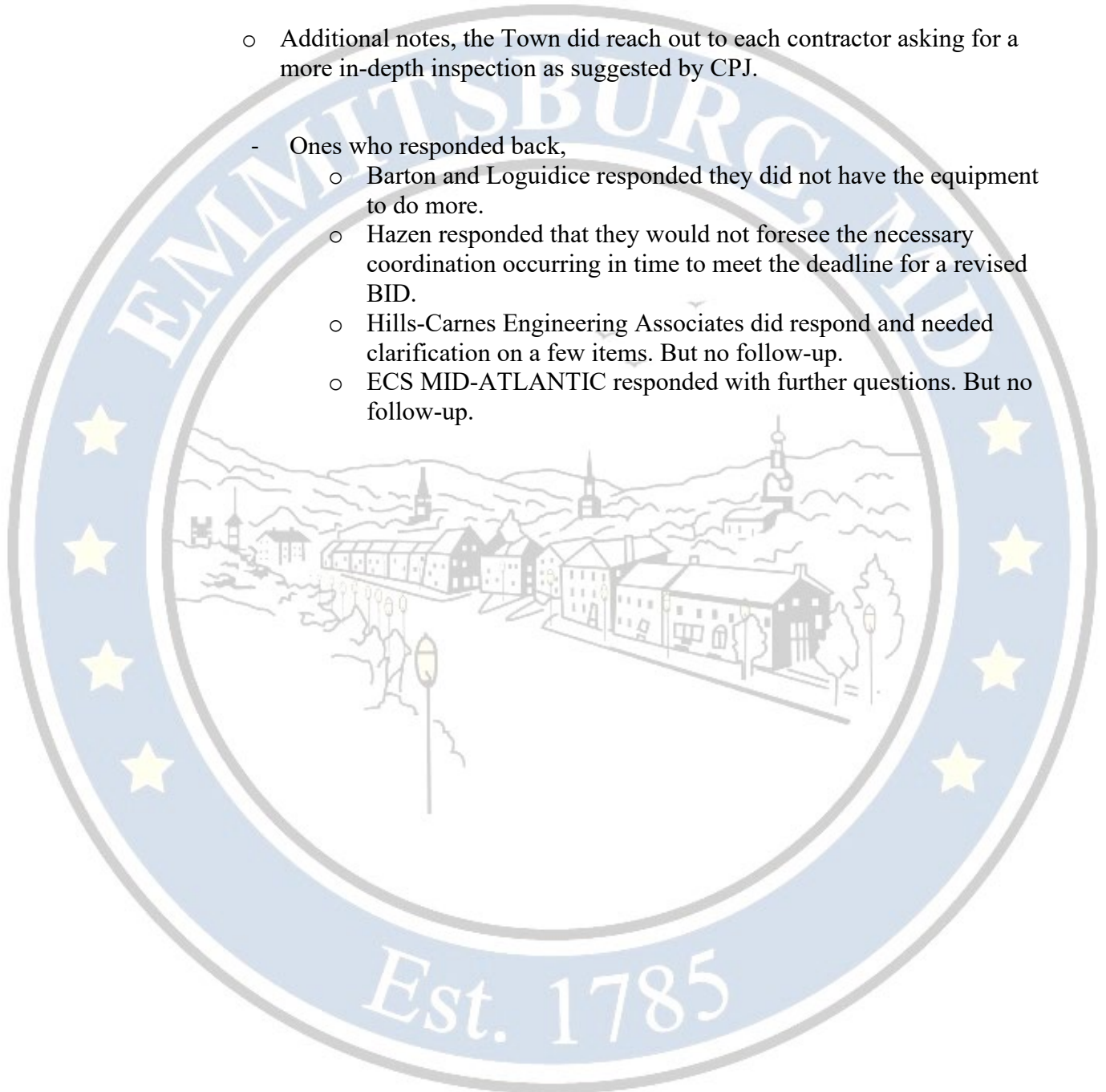


R. Joseph Burns, III  
 MD P.E. No. 15512  
 March 8, 2024

Est. 1785

AGENDA ITEM #2: Approval of bid for engineering services for Emmitsburg Dam inspection as required by MDE for consideration.

- Additional notes, the Town did reach out to each contractor asking for a more in-depth inspection as suggested by CPJ.
- Ones who responded back,
  - Barton and Loguidice responded they did not have the equipment to do more.
  - Hazen responded that they would not foresee the necessary coordination occurring in time to meet the deadline for a revised BID.
  - Hills-Carnes Engineering Associates did respond and needed clarification on a few items. But no follow-up.
  - ECS MID-ATLANTIC responded with further questions. But no follow-up.







**Maryland**  
Department of  
the Environment

Wes Moore, Governor  
Aruna Miller, Lt. Governor

Serena McIlwain, Secretary Designate  
Suzanne E. Dorsey, Deputy Secretary

January 11, 2024

Wayne Sharrer  
Town of Emmitsburg  
300A South Seton Avenue  
Emmitsburg, Maryland 21727

Subject: Dam Inspection Findings  
Emmitsburg Dam (MD Dam No. 18)

Dear Mr. Sharrer:

On November 11, 2022 and October 13, 2024, the Dam Safety Inspection and Compliance Division of the Maryland Department of the Environment (hereafter referred to as the Department) inspected the Emmitsburg Dam for a periodic dam inspection. The photos of the interior of the principal spillway pipes and weir structure are from the 2022 inspection. All other photos are from the more recent 2023 inspection.

The purpose of the periodic inspections is to attempt to detect any early signs of deterioration that may affect the safe operation of the dam and to identify maintenance items that, if performed routinely, can save costly repairs. The following persons were present for the inspection:

Kelly Flint	MDE Dam Safety Inspection and Compliance Division
Wayne Sharrer	Town of Emmitsburg Lead Water and Sewer Operator
Jared Bratner	Town of Emmitsburg Water and Sewer Superintendent

Inspections consist of a visual, but technical, examination of the dam and appurtenant works, as well as a limited review of the file maintained by the Department. Findings are based on visual observations of the inspector at the time of the inspection, unless otherwise noted. Accordingly, the contents of this inspection report should not be treated as an in-depth engineering evaluation, though such evaluations or detailed investigations may be recommended based on the findings.

The Department regulates dams in accordance with Sections 5-501 through 5-514, Annotated Code of Maryland, Environment Article, and promotes safe design, maintenance and operation of dams in accordance with national and local best practices. The inspection was performed under authority contained in the Annotated Code of Maryland, Environment Article, §5-509.

Common law holds that the storage of water is a hazardous activity and the Department does not assume any responsibility or risk for action or inaction of the dam owner and/or operator. Dam owners are responsible for the safe operations and maintenance of their impoundment structure (Appendix A).

### Summary of Recommendations

- Within three (3) months of the date of this report, remove woody vegetation (trees and shrubs) with a diameter less than six (6) inches at chest height within fifteen (15) feet of the outfall and downstream left abutment and toe of slope, provide permanent stabilization and email photos of the completed maintenance electronically to the Department. Please refer to Policy Memorandum No. 1 – Maintenance and Repair Trees and Woody Vegetation for additional guidance (Appendix B).
- Within six (6) months of the date of this report install buoys in front of the spillway, if recreationists access the lake.
- Within six (6) months of the date of this report retain a professional engineer that is experienced in dam inspections, design and construction to evaluate:
  - removal of woody vegetation with diameters greater than six (6) inches at chest height within fifteen (15) feet of the outfall and downstream left abutment and toe of slope,
  - current condition of the concrete weir walls and box principal spillways pipes,
  - seepage locations at the concrete weir walls and box principal spillway pipes,
  - intake tower and its water control gate/valves condition,
  
  - the condition of the left and right filter toe drains which were installed in 1984 and 1999, as necessary,
  - and provide a detail for a color-coded reflective staff gage and location that is visible from a safe distance.
- Within one (1) year of the date of this report, submit a report to the Department containing the professional engineer's evaluation results and recommendations.
- Within one (1) year of the date of the engineer's evaluation install a reflective, color-coded staff gage in a location that is visible from a safe location.
- Within one (1) year of the date of this report, perform routine maintenance and exercise the operable upper valves in the intake tower and the blow-off valve at the downstream toe. Continue to maintain and exercise valves that are not used regularly for water intake at a minimum annually.
- Within one (1) year of the date of this report, complete a visual inspection of the dam and complete annual visual inspections of the dam following the initial inspection. Provide an inspection report to the Department within sixty (60) days following the inspection that includes an inspection checklist and photographs. Please refer to MDE's Inspection Checklist in Appendix C as an example.

**PROJECT EXPLANATION:**

On November 11, 2022 and October 13, 2024, the Dam Safety Inspection and Compliance Division of the Maryland Department of the Environment inspected the Emmitsburg Dam for a periodic dam inspection. The purpose of the periodic inspections is to attempt to detect any early signs of deterioration that may affect the safe operation of the dam and to identify maintenance items that, if performed routinely, can save costly repairs. Attached to bid packet is the Dam Inspection findings from MDE.

The Town of Emmitsburg is seeking a qualified engineer that is experienced in Dam Inspections, Design and Construction.

1. The engineer will be required to evaluate:
  - a. Removal of woody vegetation with diameters greater than six (6) inches at chest height within fifteen (15) feet of the outfall and downstream left abutment and toe of slope.
  - b. The current condition of the concrete weir walls and box principal spillways pipes.
  - c. Seepage locations at the concrete weir walls and box principal spillway pipes.
  - d. Intake tower and its water control gate/valves condition.
  - e. The condition of the left and right filter toe drains which were installed in 1984 and 1999, as necessary.
  - f. Provide a detail for a color-coded reflective staff gage and location that is visible from a safe distance.
2. The engineer, within one (1) year, will be required to submit a report to MDE containing the professional engineer's evaluation results and recommendations.
3. Within one (1) year of the date of this report, complete a visual inspection of the dam and complete annual visual inspections of the dam following the initial inspection. Provide an inspection report to the Maryland Department of Environment within sixty (60) days following the inspection that includes an inspection checklist and photographs. Please refer to MDE's Inspection Checklist in Appendix C as an example.

**TIMELINE – EMMITSBURG DAM, ENGINEERING SERVICES:**

RFP published by Town	January 29, 2024
DEADLINE, bids due	March 4, 2024 by 4:00 p.m.
Bid opening	March 5, 2024 at 10:00 a.m.
Bid review by Board	April 1, 2024

**RFP ADVERTISEMENT:**

- Public Notice Under RFP Tab on Town's Website: 01/29/2024 – 03/04/2024
- Notice on MML Classifieds: Currently unavailable during transition to new process for 2024
- RFP Published on eMaryland Marketplace: 01/29/2024
- Public Notice on Town Facebook Page 01/29/2024
- Email sent to potential contractors: 01/29/2024

**ESTIMATED COST - \$ 72,426.00**

**BIDS RECEIVED (IN ORDER OPENED):**

*\*Note: the below prices do not include shipping in the price, except for ITS.*

<b>Company:</b>	<b>Price:</b>	<b>Notes:</b>
<b>CPJ</b>	\$72,426.00	
<b>Barton and Loguidice</b>	\$20,000 inspection report \$5,000 annual inspection	
<b>ECS Mid Atlantic</b>	\$6,475 document	
<b>Hills-Carnes</b>	\$1,380.00 for each inspection	
<b>Hazen</b>	\$20,370	(\$8,190.00 visual inspection, and \$12,180.00 report)

**STAFF RECOMMENDATION:**

Town staff recommends: CPJ - \$72,426.00



**Emmitsburg DAM, Engineering Services**  
**Official Bid Tabulation Sheet**  
**Due: March 4, 2024 by 4:00PM**  
**Opened On: March 5, 2024 by 10:00**

Opened By (initial): Cathy Willets CW Jimmy Click: JC Jared Brantner: JB  
 Sabrina King SK

Company:	Price:	Notes:
CPTJ	\$72,426.00	
Barton and Loguidice	\$20,000 inspection & report \$5,000 annual inspection	
ECS Mid Atlantic	\$6,475 document review, visual report	add'l costs per bid packet
Hills-Carnes	\$1,380.00 fee each inspection	
Hazen	\$20,370 (\$8,190 visual inspection) (\$12,180 report)	Annual follow-up ?

--	--	--

Lowest apparent bidder: Hills-Carnes @ \$1,380.00

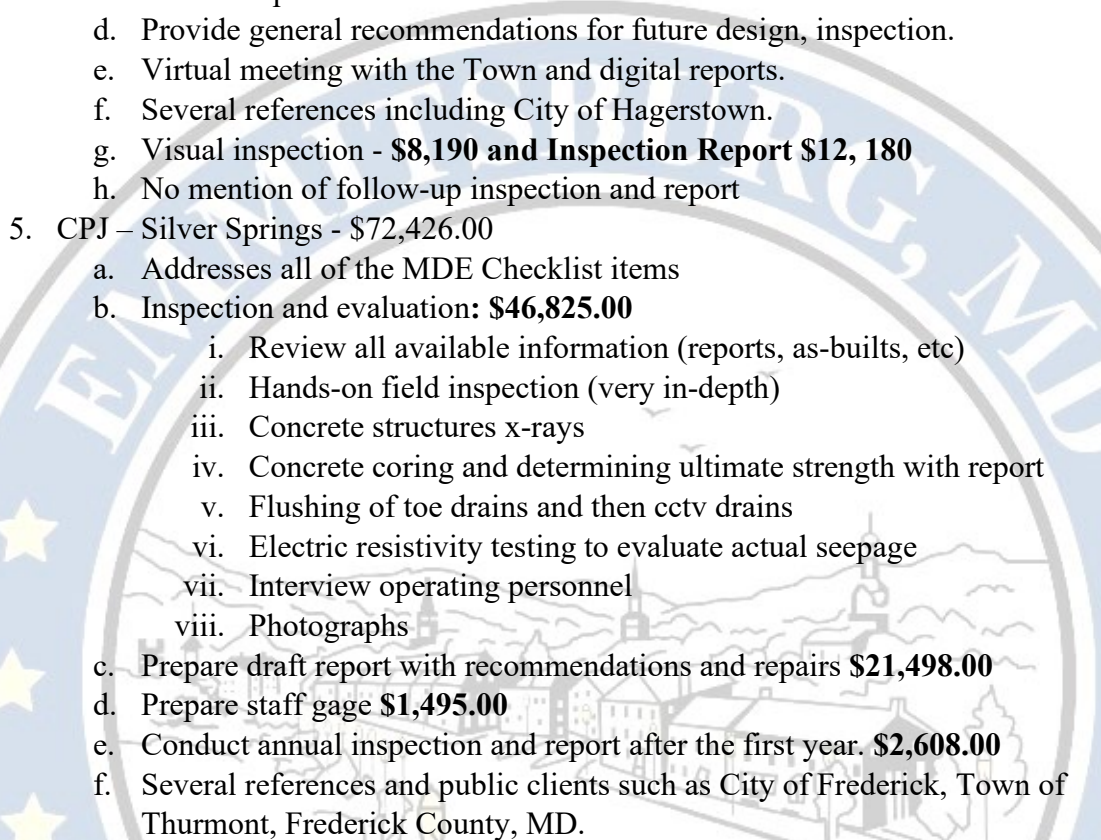
Date approved by Board of Commissioners: \_\_\_\_\_



## Dam Inspection Comparison

### MDE Inspection Report

1. Within 3 months remove vegetation – staff hired contractor
  2. Within 6 months install buoys in front of spillway if lake is used recreationally (NO)
  3. Within 6 months retain engineer experienced in dam inspections, design and construction:
    - a. Inspect removal of vegetation
    - b. Current condition of concrete weir walls and box principal spillways pipe
    - c. Seepage locations at concrete weir walls and box principal spillways pipe
    - d. Intake tower and its water control gate/valves condition
    - e. Condition of the left and right filter toe drains (1984 & 1999)
    - f. Provide a detail for a color-coded reflective staff gage
  4. Within 1 year of this report, submit to MDE report outlining results and recommendations
  5. Within 1 year of engineer' evaluation install staff gage
  6. Within 1 year of date of this report, complete a visual inspection of dam and provide inspection report to MDE.
- 
1. Hills – Carnes (Frederick, MD) - \$1,380.00
    - a. Perform annual dam inspection, photographic evidence, review of downstream area and prepare report with completed MDE checklist.
    - b. Estimate prepared for each annual visit - **\$1,380.00**
    - c. Did not address any of the other items in their estimate.
    - d. Two references – City of Frederick (one project); KC Construction Co. (one project).
  2. ECS Mid Atlantic – LLC (Frederick, MD) - \$6,475.00
    - a. Visual inspection of all the items on the MDE checklist.
    - b. Prepare report based on observations and evaluation.
    - c. Only one site visit.
    - d. Additional services billed on a time and materials basis.
    - e. Document review, visual site dam assessment and report preparation – **\$6,475.00**
    - f. Did not mention #5 and #6.
    - g. Two references – Civil Utility Construction Co. and Westminster Town Mall.
  3. Barton and Loguidice (Eldersburg, MD) - \$25,000.00
    - a. Evaluate and inspect all the items on the MDE checklist.
    - b. B&L can assist in identifying subcontractors.
    - c. Provide annual inspections and prepare MDE report within 60 days.
    - d. Bearing Construction Inc. – Town of Emmitsburg stormwater basin restoration
    - e. Ilion Reservoir (New York) – dam restoration
    - f. **\$20,000 (initial inspection and report); \$5,000 subsequent annual inspection**

- 
4. Hazen (Baltimore, MD) - \$20,370.00 (not to exceed)
    - a. Visual inspection of the accessible portions of the Dam.
    - b. Inspect all items on MDE checklist which will serve as 2024 annual visual inspection of dam.
    - c. Provide report to MDE.
    - d. Provide general recommendations for future design, inspection.
    - e. Virtual meeting with the Town and digital reports.
    - f. Several references including City of Hagerstown.
    - g. Visual inspection - **\$8,190 and Inspection Report \$12, 180**
    - h. No mention of follow-up inspection and report
  5. CPJ – Silver Springs - \$72,426.00
    - a. Addresses all of the MDE Checklist items
    - b. Inspection and evaluation: **\$46,825.00**
      - i. Review all available information (reports, as-builts, etc)
      - ii. Hands-on field inspection (very in-depth)
      - iii. Concrete structures x-rays
      - iv. Concrete coring and determining ultimate strength with report
      - v. Flushing of toe drains and then cctv drains
      - vi. Electric resistivity testing to evaluate actual seepage
      - vii. Interview operating personnel
      - viii. Photographs
    - c. Prepare draft report with recommendations and repairs **\$21,498.00**
    - d. Prepare staff gage **\$1,495.00**
    - e. Conduct annual inspection and report after the first year. **\$2,608.00**
    - f. Several references and public clients such as City of Frederick, Town of Thurmont, Frederick County, MD.



~~AGENDA ITEM #3: Approval of FY2023 budget transfers for consideration.~~ **POSTPONED**



AGENDA ITEM #4: Approval of ordinance 24-01 to amend Title 10 vehicles allowing 48 hours parking on East and West Main Street for consideration.



AN ORDINANCE TO AMEND  
TITLE 10  
OF THE CODE OF EMMITSBURG  
ENTITLED  
VEHICLES AND TRAFFIC

\*\*\*\*\*

BE IT RESOLVED, ENACTED AND ORDAINED by the Mayor and Board of Commissioners of the Town of Emmitsburg, Maryland, pursuant to the authority granted to them by the laws of Maryland and the Charter of the Town of Emmitsburg, that Title 10, Vehicles and Traffic, of the Emmitsburg Municipal Code, be amended as follows:

~~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.~~

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

BE IT FURTHER RESOLVED, ENACTED AND ORDAINED that this Ordinance shall take effect on the date on which the Mayor approves the Ordinance after passing by the Board of Commissioners or on the date on which the Board of Commissioners passes the Ordinance over the veto of the Mayor.

PASSED this \_\_\_ day of \_\_\_\_\_, 2024 by a vote of

Commissioners:	For	Against	Absent	Abstain
Boehman-Pollitt				
Hoover				
O'Donnell				
Sweeney				
Turnquist				
TOTAL:				

ATTEST:

BOARD OF COMMISSIONERS:

\_\_\_\_\_  
Sabrina King, Town Clerk

\_\_\_\_\_  
Amy Boehman-Pollitt, President

MAYOR

\_\_\_\_\_  
APPROVED \_\_\_\_\_ VETOED

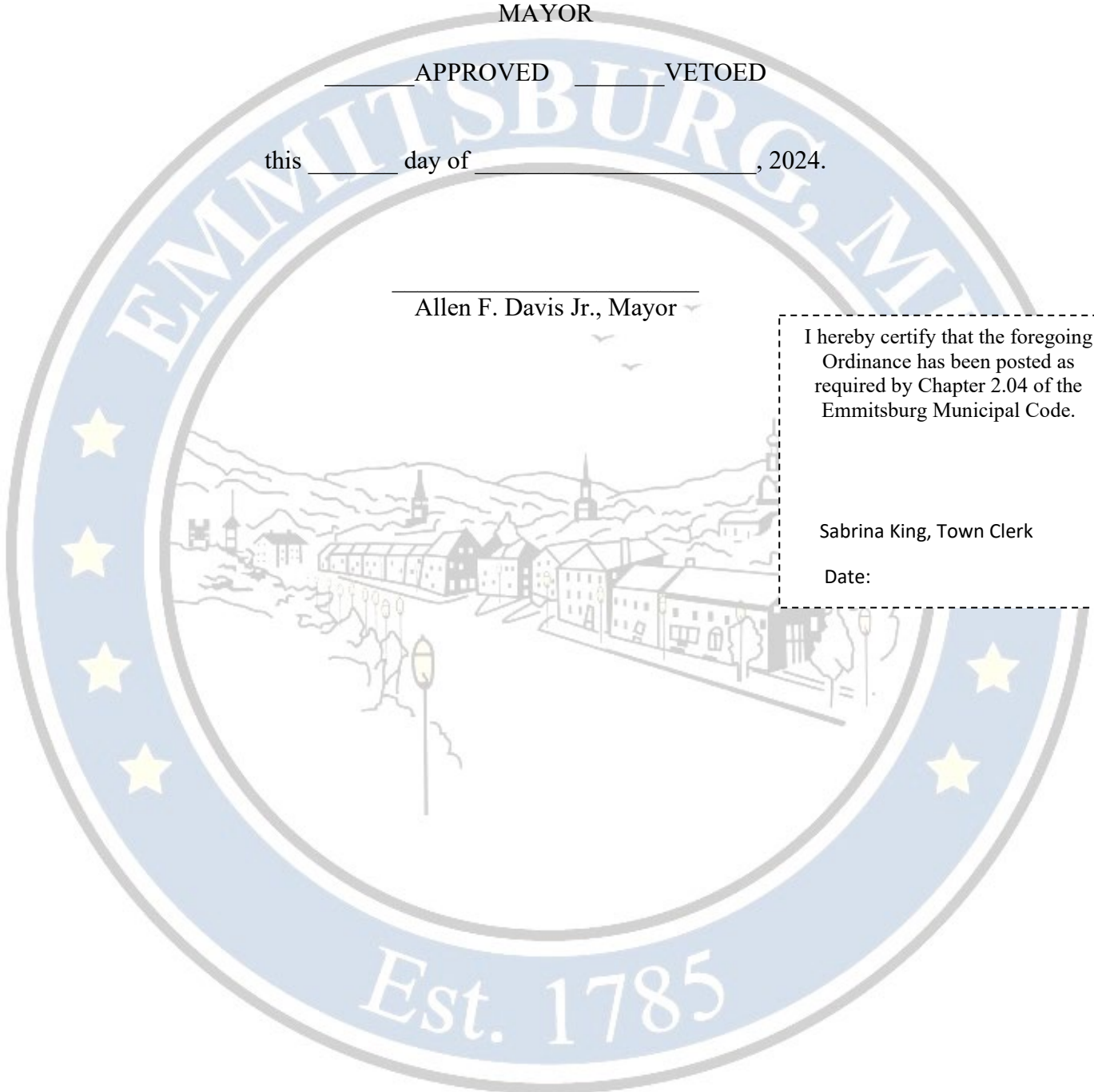
this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Allen F. Davis Jr., Mayor

I hereby certify that the foregoing Ordinance has been posted as required by Chapter 2.04 of the Emmitsburg Municipal Code.

Sabrina King, Town Clerk

Date:





AGENDA ITEM #5: Approval of ordinance 24-02 to amend Title 10 to remove the red citation box from the square for consideration.



ORDINANCE SERIES: 2024  
ORD. NO: 24-02

draft Page 1 of 2

AN ORDINANCE TO AMEND  
TITLE 10

OF THE CODE OF EMMITSBURG  
ENTITLED  
VEHICLES AND TRAFFIC

\*\*\*\*\*

BE IT RESOLVED, ENACTED AND ORDAINED by the Mayor and Board of Commissioners of the Town of Emmitsburg, Maryland, pursuant to the authority granted to them by the laws of Maryland and the Charter of the Town of Emmitsburg, that Title 10, Vehicles and Traffic, of the Emmitsburg Municipal Code, be amended as follows:

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

10.12.130 – Violations – Penalties

D. All parking citations are to be paid in full to the town at any of the following locations or in the following manners:

1. In person, by cash, check or credit card, at the Emmitsburg Town Office located at 300A South Seton Avenue Emmitsburg Maryland 21727, 2nd floor.
2. By mailing the payment to the Emmitsburg Town Office at 300A South Seton Avenue Emmitsburg Maryland 21727.
3. By placing the payment in the drop-box located in the front of the Old Town Office Building at 22 East Main Street.
- ~~4. By placing the payment in the red drop box located on the northeast corner of the square.~~
4. ~~5.~~By placing the payment in the black drop-box located at the rear of the Town Office Building at 300A South Seton Avenue.

BE IT FURTHER RESOLVED, ENACTED AND ORDAINED that this Ordinance shall take effect on the date on which the Mayor approves the Ordinance after passing by the Board of Commissioners or on the date on which the Board of Commissioners passes the Ordinance over the veto of the Mayor.

PASSED this \_\_\_ day of \_\_\_\_\_, 2024 by a vote of

ORDINANCE SERIES: 2024  
ORD. NO: 24-02

draft Page 2 of 2

Commissioners:	For	Against	Absent	Abstain
Boehman-Pollitt				
Hoover				
O'Donnell				
Sweeney				
Turnquist				
TOTAL:				

ATTEST:

BOARD OF COMMISSIONERS:

\_\_\_\_\_  
Sabrina King, Town Clerk

\_\_\_\_\_  
Amy Boehman-Pollitt, President

MAYOR

\_\_\_\_\_  
APPROVED

\_\_\_\_\_  
VETOED

this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Allen F. Davis Jr., Mayor

I hereby certify that the foregoing Ordinance has been posted as required by Chapter 2.04 of the Emmitsburg Municipal Code.

Sabrina King, Town Clerk

Date:

Est. 1785

AGENDA ITEM #6: Approval of Policy 24-01 – parking meter fees for consideration.

- a. This would increase parking meter fees to 25 cents per 30 minutes. 50 cents per hour





**TOWN OF EMMITSBURG**  
Parking Permits and Fees

\*\*\*\*\*  
This Policy will replace previously adopted policy P23-01 on parking citations and meter permits.

As of this date and pursuant to Title 10, Section 10.12 entitled Stopping, Standing and Parking, and Section 10.16 entitled Parking Meters of the Emmitsburg Municipal Code, parking violations fines and parking permit fees shall be as follows:

**A. All parking violations will be still fined according to the current fee schedule as previously established in P23-01:**

<b>Violation:</b>	<b>Fine:</b>	<b>After 20 Days:</b>
Overtime Parking	\$10.00	\$25.00
Restricted Parking Zone	\$15.00	\$30.00
Parked In Crosswalk	\$25.00	\$35.00
Parked On Sidewalk/Curb	\$25.00	\$35.00
Parked Blocking Driveway	\$25.00	\$35.00
Parked by Fire Hydrant	\$40.00	\$55.00
Parked Blocking Street	\$40.00	\$55.00
Failure To Park Between Lines	\$15.00	\$30.00
Left Side Parking	\$15.00	\$30.00
Snow Emergency Route	\$25.00	\$35.00
Parking for 48 Consecutive Hours	\$15.00	\$30.00

**B. Parking permit and Parking sign charges will be according to the following fee schedule:**

<b>Time Frame:</b>	<b>Cost:</b>
Daily Sign	\$5.00
One (1) Month Permit	\$20.00
Three (3) Month Permit	\$60.00
Six (6) Month Permit	\$108.00
Twelve (12) Month Permit	\$204.00

\*THE ONE MONTH PERMIT WILL BE OFFERED AS AUTO-RENEWING PARKING PASS\*

**C. PARKING FEES**

~~CURRENT RATE \_\_\_\_\_ 10¢ FOR 24 MINS 25¢ FOR ONE HOUR~~  
**CURRENT RATE 25 CENTS FOR 30 MINUTES**  
**50 CENTS FOR ONE HOUR**

**\*IF PAID VIA THIRD PARTY VENDOR THERE MAY BE EXTRA FEES\***

**BE IT FURTHER RESOLVED, ENACTED AND ORDAINED** that this policy shall take effect this 1st day of April, 2024.

**PASSED** this \_\_\_ day of \_\_\_\_\_, 2024 by a vote of:

<b>Commissioners:</b>	<b>For</b>	<b>Against</b>	<b>Absent</b>	<b>Abstain</b>
Boehman-Pollitt				
Hoover				
O'Donnell				
Sweeney				
Turnquist				
<b>TOTAL:</b>				

ATTEST:

EMMITSBURG BOARD OF COMMISSIONERS:

\_\_\_\_\_  
Sabrina King, Town Clerk

\_\_\_\_\_  
Amy Boehman-Pollitt, President

\_\_\_\_\_ APPROVED \_\_\_\_\_ VETOED

this 1<sup>st</sup> day of April, 2024.

\_\_\_\_\_  
Allen F. Davis, Mayor

AGENDA ITEM #7: Approval of estimate for Rainbow Lake Pump House Bridge replacement for consideration.

**3.12.040 Expenditures over fifty thousand dollars.**

*An expenditure involving fifty thousand dollars (\$50,000.00) or more or an expenditure involving fifteen thousand dollars (\$15,000.00) or more and less than fifty thousand dollars (\$50,000.00) may be made without competitive bidding or written contract when the Town manager determines, after a good faith review of available sources, that there is only one appropriate source for the required supplies, materials, equipment, construction of public improvements or contractual services. A written statement for the basis of the determination that there is only one appropriate source for the required supplies, materials, equipment, construction of public improvements or other contractual services shall be made by the Town manager and submitted to the Mayor and Board of Commissioners. The Town manager shall conduct negotiations, as appropriate, as to price, delivery, and terms. Any such expenditure shall be approved by the Mayor and Board of Commissioners.*

The current bridge is structurally flawed and hazardous. Safety is the biggest concern. It is no longer straight and shakes when walked upon. It is not safe. Future work at the valve house will be hindered as staff or contractors will not be able to walk across let alone carry heavy items across the bridge. This is the first phase of a long list of items that needs to be repaired/replaced at the Emmitsburg Dam.

The bridge that PlasTech is proposing will never rust due to the fiberglass material and has a life expectancy of 50+ years. The coating used is EPA approved and will not harm any wildlife. Staff is not aware of any other company that offers this type of material and service. One of the biggest factors is fitting the bridge to our valve house and the concrete structure on the dam. This is all custom work for it to fit. This company also guarantees that the work will be done without disturbing the water, water quality and wildlife.





3903 Washington Blvd  
Baltimore, Maryland 21227  
Ph: 410-737-4700  
Fx: 410-737-6764

March 6, 2024

Town of Emmitsburg, Md  
300A South Seton Avenue,  
Emmitsburg, Md 21727

Attn: Jared Brantner

Re: **Rainbow Lake Pumphouse Bridge Replacement**

Jared,

Plastech is pleased to present the following proposal for the above-mentioned project at your facility. Our scope of work is as follows:

- Coordinate the design of the new fiberglass bridge to be installed at your Rainbow Lake Site.
- Review the demo, installation plan, schedule of the job and review any safety or environmental concerns with the appropriate personnel from the Town of Emmitsburg.
- Prefabricated sections of the new Fiberglass Pumphouse Bridge at our Baltimore fabrication facility. The bridge will be fabricated from Structural Fiberglass Shapes and components with a final UV resistant Coating.
- Transport the fabricated Fiberglass Pumphouse Bridge sections to your Rainbow Lake Site.
- Stage all the needed fabrication and installation materials onsite at the Town of Emmitsburg Designated Landing area.
- Demo and remove the in-place steel bridge structure. This will be removed in the largest manageable sections.
- Final assembly the Fiberglass Pumphouse bridge onsite.
- Rig and install the assembled Fiberglass Pumphouse bridge into place utilizing a crane and temporary floating barges. The Fiberglass Pumphouse bridge will be attached to the Pumphouse and shoreline using the in-place anchors with Stainless Steel hardware.
- Included in this estimate is working Monday through Friday.
- Any delays that may occur outside of the control of Plastech will be considered extra and will be billed on a Time and Material basis.



**Notes:**

- As the engineering for the new bridge has not been finalized, this price is subject to change based on the final design and installation method needed.

**Exclusions**

- Any paint or coating abatement
- Disposal of the removed steel bridge
- Surveying or Permitting (Local, City, State, & Federal)
- Concrete Repairs
- New Bridge Supports/Anchors

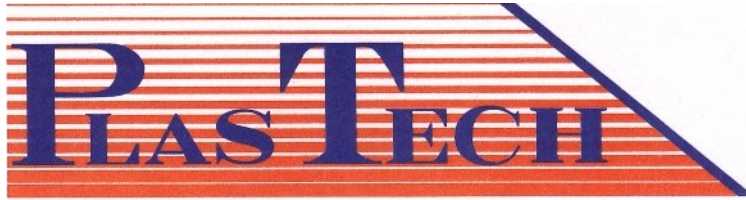
**Total Cost \$160,959.00**

Please feel free to contact me should you have any questions.  
Respectfully submitted,

***Chris Pulliam***  
**410-218-0828**

*Quoted Price Does Not Include any State or Local Taxes. Customer MUST Submit Tax Exemption Certificate With Order To Be Exempt. PlusTech Standard Terms are Net 30 Days From Receipt of an Invoice Unless Otherwise Stipulated and Agreed Upon by All Parties. Any Late Payments May Be Subject to a Late Charge of 1.5% Per Month. Customers shall allow for partial billings for stored materials and work performed unless otherwise noted.*

Est. 1785



3903 Washington Blvd  
Baltimore, Maryland 21227  
Ph: 410-737-4700

March 18, 2024

Town of Emmitsburg, Md  
300A South Seton Avenue,  
Emmitsburg, Md 21727

Attn: Jared Brantner

Re: **Rainbow Lake Pumphouse Bridge Replacement**

Dear Jared,

In support of the proposal that was sent on March 6<sup>th</sup> for the Rainbow Lake pumphouse bridge replacement, I would like to provide the following information regarding our company and the products being used for this project. Plastech services will purchase the materials needed from the manufacturer once the final design drawings have been approved.

The materials used in the construction of this bridge are all **Fiberglass Reinforced Plastic**, with this Plastech is very well suited to making any necessary changes that may occur for the proper fit into its final position as well as working in unison with the manufacture on any adjustments, modifications or field-changes that may occur. Plastech services has been in business for over 35 years, we have always performed Fiberglass Reinforced Plastic repairs, fabrications, & installations as our primary service offered and that continues to this day.

We can provide references and job photos of installations and fabrications that cover a wide variety of custom applications. We can also provide a shop tour to show what the daily work of our mechanics is all about and support our status as an exclusive and full-service Fiberglass Reinforced Plastic contractor.

If you have any questions or concerns, please feel free to reach out at any time.

Respectfully,

*Chris Pulliam*

**410-218-0828**

AGENDA ITEM #8: For consideration, approval of bid for DePaul St. waterline.

*Staff presentation at the Town meeting.*



**PROJECT EXPLANATION:**

This project entails the replacement of approximately 2,340 feet of 8-inch ductile iron water line, replacement of fire hydrants and copper water services, restoration of asphalt pavement and concrete sidewalks, mobilization, traffic control, and other related items necessary to complete the project in accordance with the Frederick County, Maryland Standard Details for Water Mains, Sanitary Sewers and Related Structures, the Maryland State Highway Specifications dated July 2023 (Latest Revision), unless directed otherwise by the Town of Emmitsburg.

**TIMELINE – DEPAUL STREET WATERLINE CONSTRUCTION**

RFP published by Town	Fri. January 05, 2024
DEADLINE, bids due	Thurs. February 8, 2023 by 3:00 p.m.
Live bid opening	Thurs. February 8, 2024 at 3:00 p.m.
Bid review by Board	Tues. March 4, 2024

**RFP ADVERTISEMENT:**

- Public Notice Under RFP Tab on Town’s Website: 10/24/2023 – 11/17/2023
- Notice on MML Classifieds: Currently unavailable during transition to new process for 2024
- RFP Published on eMaryland Marketplace: 01/05/2024
- Public Notice on Town Facebook Page 01/05/2024
- Email sent to potential contractors: 01/05/2024

**PROJECT FUNDING:**

**DePaul Street Funding**

<b>GRANT #1 (CDBG)</b>	<b>\$552,500.00</b>
<b>GRANT #2 MWIFA (MDE)</b>	<b>\$277,500.00</b>
<b>ARPA</b>	<b>\$280,000.00</b>

**ESTIMATED COST:**

\$1,217,250.00

Est. 1785



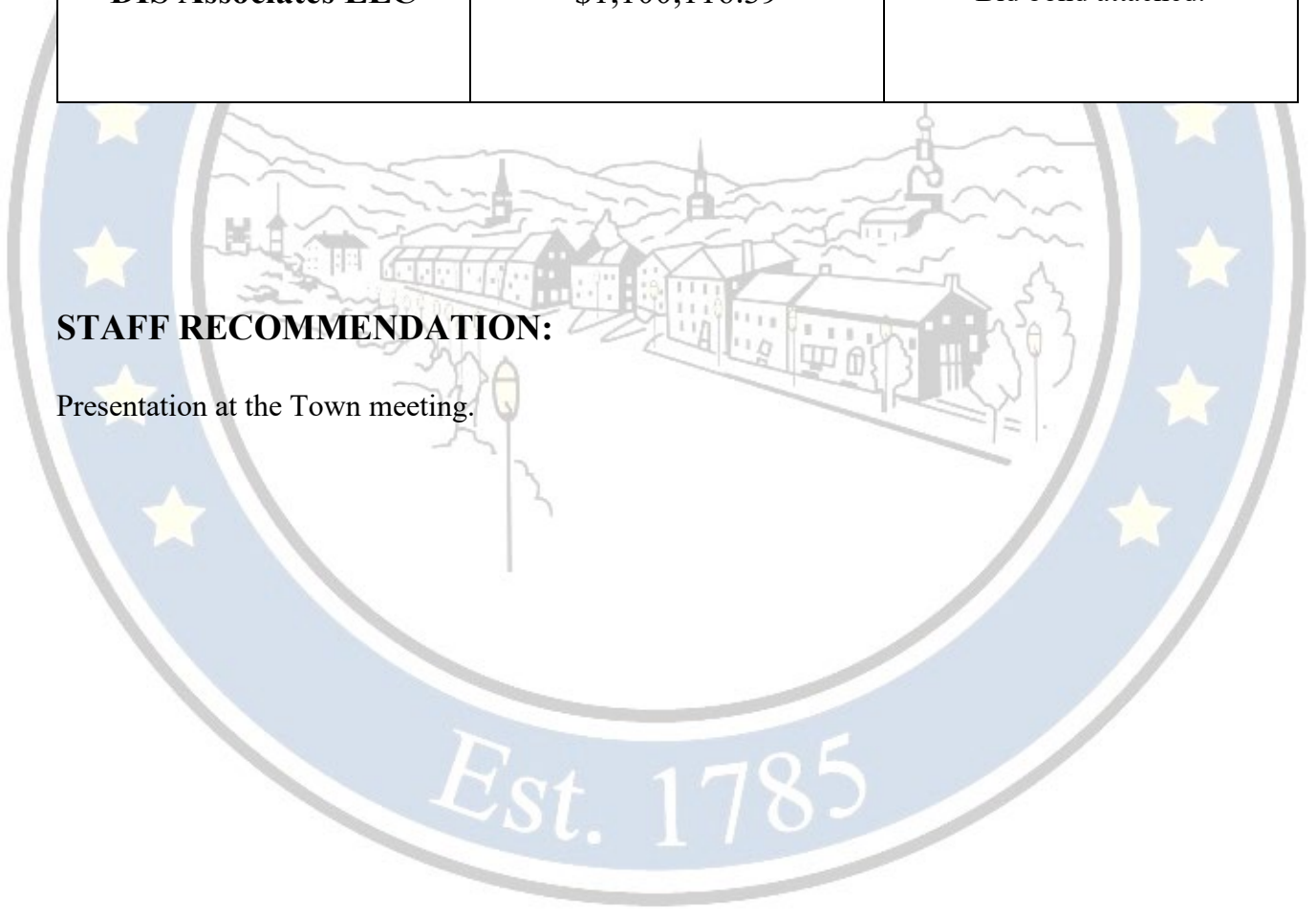
**BIDS RECEIVED (IN ORDER OPENED):**

<b>Company:</b>	<b>Price:</b>	<b>Notes:</b>
<b>J Fletcher Creamer &amp; Son Inc.</b>	\$1,327,697.00	Phase 1 and Phase 2 with contingency. Bid bond attached.
<b>Bright Construction Group</b>	\$1,046,870.00	Bid bond attached.
<b>ECM Corp.</b>	\$1,373,053.50	Bid bond attached.
<b>W.F. Wilson &amp; Son</b>	\$1,518,113.00	Bid bond attached.
<b>Guyer Brothers Inc.</b>	\$1,376,477.00	Bid bond attached.
<b>Huntzberry Brothers Inc.</b>	\$1,107,771.00	Bid bond attached.

<b>Jerry Justice</b>	\$1,415,054.00	Bid bond attached.
<b>W.F. Delauter &amp; Son Inc.</b>	\$849,220.63	Bid bond attached.
<b>DIS Associates LLC</b>	\$1,100,116.39	Bid bond attached.

**STAFF RECOMMENDATION:**

Presentation at the Town meeting.



**M. SET AGENDA FOR NEXT MEETING: May 6, 2024**

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

Administrative Business:

- A.
- B.
- C.

