

**MINUTES  
TOWN MEETING  
JULY 17, 2023  
TOWN OFFICE – 300A SOUTH SETON AVENUE**

**Present:** *Elected Officials* - Mayor Donald Briggs; Commissioners: Timothy O'Donnell, President; Joseph Ritz III, Vice President; Clifford Sweeney, Treasurer, Frank Davis; and Amy Boehman-Pollitt. *Staff Present* - Cathy Willets, Town Manager; Sabrina King, Town Clerk; Jessica Housaman Recorder. With the Board's prior approval, Commissioner Ritz III and Commissioner Boehman-Pollitt attended via Zoom.

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**I. Call to Order**

A quorum being present, Commissioner Timothy O'Donnell, President of the Board of Commissioners, called the July 17, 2023, Town meeting to order at 7:00 p.m. Pledge of Allegiance was recited. Upcoming meetings were announced.

**Commissioner Comments:**

- Commissioner Amy Boehman-Pollitt: She was pleased to hear that the farmer's market had a great turn out and thanked staff for helping.
- Commissioner Ritz III: He hopes that everyone had a great week.
- Commissioner Davis: He wanted to thank staff for helping him with the meeting last week due to connections issues. He also wanted to clear up that there was a misconception when it came to the conversation about timecards. Commissioner Davis wants staff to know that he does not believe anyone is falsifying their timecards and wants everyone to know that.
- Commissioner Sweeney: No comment.
- Commissioner O'Donnell: He announced that when he attended MML he was speaking with the State Highway Administration Secretary, and he asked about a traffic incident that keeps occurring by the McDonalds off 140. It was brought to their attention, and staff investigated and said that the issue should be resolved after correcting the sign's location and adding another. Commissioner O'Donnell announced that on July 29<sup>th</sup>, the Emmitsburg Enduro will be riding on the purple trail.

**Mayor's Comments:**

Mayor Briggs mentioned Conrad Weaver biked 3,300 miles on bike with an average of 60 miles and sometimes 85 miles a day. He arrived at the Vigilant Hose this past week and is on his way to the last destination, which is Ocean City, where he will show his documentary.

**Public Comments:**

*Jim Hoover, Emmitsburg, MD*– Mr. Hoover briefly explained his concerns that he has with the water rate increase of 36%. He made suggestions the Town can do as an alternative to get income, rather than the rate increase. *Wendy Brubaker, Mount St. Mary's*- She briefly explained how the event "Party in the Park" occurred last year in 2022 and had over 330 students that attended. She said the students and college staff played games and were able to get to know one another. Ms. Brubaker also mentioned that this was a community event, where businesses came together and gave students the opportunity to get involved. She noted that some students have been involved in the Town and are a part of those businesses. *Justin Buelto, Mount St. Mary's*- Mr. Buelto announced this year's event for 2023, "Party in the Park" and announced this will take place on August 19<sup>th</sup> from 5 – 8 p.m. He is hoping that this year's event will be a great way for students to connect with local businesses.

Commissioner Sweeney added that there is a student from Mount St. Mary's that plays the drums for their church. He thanked the Mount St. Mary's for having this event.

Commissioner Davis also added that there were two students that lived at the Fire Station and have recently transferred to other counties beginning their recruit school.

Commissioner Boehman-Pollitt asked if they were in contact with businesses and if any were returning and if he had contact with the business alliance here in Town?

Mr. Buelto answered that they will be going out during the week to touch base with local businesses and that they are in contact with the group.

Commissioner Davis added that he would like to use this event as a business fair from 10 a.m. – 2p.m. that way businesses can be set up and have a chance to get their names out. He also added that this would be great to do if not this year, next year.

#### **E. Administrative Business (NONE)**

#### **F. Consent Agenda**

1. Proclamation making August 1, 2023, National Night Out for consideration.

Commissioner Sweeney motion to accept the Proclamation making August 1, 2023, National Night Out; second by Commissioner Davis. Yeas – 5; Nays – 0.  
The motion was adopted.

### **II. Agenda Items**

Agenda #1 – Hold a public hearing then consideration of ordinance 2023-08, which would amend Section 17.42- Floodplain Management to meet FEMA standards. Adoption of this amendment is mandatory and would allow the Town to continue to participate in the National Flood Insurance Program and be eligible for disaster relief. This is to allow the Town and the residents to be covered if there were to be a flood. Ms. Ahsan explained that the Planning Commission recommended approval of some changes to the Floodplain Management ordinance which will bring the ordinance up to FEMA standards. She explained that this is important for the Town to adopt in case there are any future floods which would then protect the Towns residents and property owners. Ms. Ahsan briefly presented the map of the floodplain to the board and explained how the Town must adopt this to be eligible for disaster relief funds. Ms. Ahsan introduced Matt Smith who is the acting cap coordinator for Maryland Environment as a part of the state NFIP program. He explained that this is an update by FEMA because Frederick County and all Municipalities are getting new maps that will be affected August 1<sup>st</sup> and that is what has predicated the update to the ordinance for the Town.

Commissioner Ritz III asked how often the Town would have to revise the document. Mr. Smith explained that the ordinance only gets updated when the Town wants to do it or when new maps are updated. He also noted that the last time a map was updated was in 2007 and that the Town can update the document when the Town sees fit. The reason the document needs to be updated now is because it is being mandated. Mr. Smith added that he would be able to provide Ms. Ahsan with floodplain management links to certain FEMA documents and other hyper links with the new certificates related to the floodplain to be included on the Town website.

Commissioner O'Donnell read the language for public hearing related to ordinance 2023-08 which would amend Section 17.42 Floodplain Management to meet FEMA standards. Motion: Commissioner Davis motion to close the regular meeting and start a public hearing; second by Commissioner Boehman-Pollitt. Yeas – 5; Nays – 0.

The Public hearing began at 7:31 p.m.

Commissioner O'Donnell read the terms related to the public hearing regarding ordinance 2023-08, which would amend section 17.42 Floodplain Management to meet FEMA standards.

Staff had nothing further to add and there were no further questions related to the ordinance 2023-08.

Public hearing: NONE

Commissioner O'Donnell asked to close the public hearing and begin the regular meeting. Commissioner Davis motioned to close the public hearing and begin the regular meeting: seconded by Commissioner Ritz III. Yeas – 5; Nays – 0.

*Motion:* Commissioner Sweeney motioned to accept ordinance 2023-08, which would amend Section 17.42- Floodplain Management to meet FEMA standards; second by Commissioner Davis. Yeas – 5; Nays – 0. The motion was adopted.

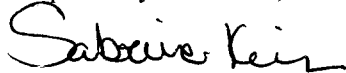
**Agenda Items:** (1.) Approval of 2023 Election Judges for consideration. (2.) Approval of Rules of Procedures for Community Legacy Grant Program for the Sustainable Communities Work Group for consideration. (a.) These rules or procedure are adopted as a guide to assist SCWG and staff to efficiently and orderly administer the Community Legacy Grant Program. (3.) Approval of bid for the downtown streetlight purchase for consideration. (4.) Hold a public hearing then consideration of ordinance 2023-09 which would add a new section 17.26 EDFD – Economic Development Flex District (Floating Zone). (a.) This amendment would allow the Town to approve a Zoning Map Amendment to create a new district that would function as a floating zone restricted to sites of 25 acres or greater in the B-2, ORI, I-P and C-R districts. **Administrative Business: NONE**  
**Consent Items:** (1.) Re-appoint Wayne Slaughter to the Citizen's Advisory Committee with a term of September 11, 2023, to September 11, 2025. (2.) Re-appoint Sandy Slaughter to the Citizen's Advisory Committee with a term of September 11, 2023, to September 11, 2025. Commissioner Boehman-Pollitt motion to accept the modified August 21<sup>st</sup> Town meeting agenda; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The motion was adopted.

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

### IV. Adjournment

With no further business, Commissioner Ritz III motion to adjourn the July 17, 2023, Town meeting at 7:37 p.m.; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The motion was adopted.  
Ritz III and Boehman-Pollitt via zoom others present

Respectfully submitted,



Sabrina King, Town Clerk

Minutes Approved On: