

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

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

I. Call to Order

A quorum being present, Commissioner Timothy O'Donnell, President of the Board of Commissioners, called the November 6, 2023 Town meeting to order at 7:00 p.m. Pledge of Allegiance was recited. Upcoming meetings were announced.

Approval of Minutes

Commissioner Boehman-Pollitt motioned to accept the October 2, 2023 Town meeting minutes as presented; second by Commissioner Sweeney. Yeas – 4; Nays – 0. The motion was accepted.

Commissioner Sweeney motioned to accept the October 18, 2023 Town meeting minutes as presented; second by Commissioner Turnquist. Yeas – 4; Nays – 0. The motion was accepted.

Police Report:

Deputy Honaker presented the police report from October 2023 (exhibit attached).

Town Managers Report:

Ms. Willets, Town Manager, presented the Manager's Report from September 2023 (exhibit in agenda packet). Ms. Willets highlighted key points in her report and noted at the time of the report, Rainbow Lake was 1.7' feet below the spillway level and as of today it is now 2.2' feet below.

Town Planners Report:

Najila Ahsan, Town Planner presented the Town Planner's Report from October 2023 (exhibit in agenda packet). Ms. Ahsan highlighted that she processed seven zoning permits and recent updates on the development projects.

Commissioner Comments:

- Commissioner Turnquist: She expressed the gratitude she has for Mr. Deatherage and his wife for their instrumental work for the Community Garden. She also thanked Town staff for their support for the Community Garden.
- Commissioner Sweeney: He thanked everyone that helped with the Halloween parade, trick-or-treating, and the party after.
- Commissioner Amy Boehman-Pollitt: She thanked all the organizations that made Halloween a success. She also thanked the applicants that applied for the empty Commissioner seat. Commissioner Boehman-Pollitt thanked everyone who came out to participate with the comprehensive plan. She added a few updates that the Citizen's Advisory Committee had discussed during their meeting.
- Commissioner O'Donnell: He announced Turkey Trot will occur on Thanksgiving Day and has expanded this year and you may bring your dog with you.

Mayor's Comments:

Mayor Davis noted that it has been a very busy month and addressed how busy it is in the Town office and appreciates all the work Town staff puts in. He attended the construction meeting for Federal Stone and is excited about what the outcome will be for the Town. Mayor Davis addressed unsigned letters to the Town and noted the open-door policy and asked them to call and talk to him to help resolve those concerns.

Public Comments:

Eric Sloane, Emmitsburg MD - He addressed public drunkenness in Town, and concerns of bonfires. He also proposed the idea of having a citizens' group to help with Town complaints.

Jack Weller, Emmitsburg MD - He addressed the article in the Frederick Newspaper about the water restrictions in the Town and asked why the Town doesn't use the Mount's water. He also asked if the Town can provide a porta pot at Rainbow Lake.

Kayla Delcid, Eagle Project – She proposed the idea of building tiny libraries in Town within the next year at Silo Hill Park and Community Park. Ms. Delcid said that she would be the one to build the two libraries. Commissioner O'Donnell informed her that the Town staff has approved this project and asked her to list all the supplies that she will need. Commissioner Sweeney also added that there are other organizations that would be more than happy to assist with anything that she might need.

Jean Javor, Emmitsburg MD – She addressed concerns about the parking regulations from the water bill newsletter and noted that no one follows those rules on St. Josephs Lane and DePaul St. Ms. Willets informed Ms. Javor that she will follow-up with Kadeem Brim who is the Parking Enforcement Officer.

Bonnie Portiar, Emmitsburg MD – She expressed her concerns about residents taking responsibility for cleaning up after their animals while walking. She asked if there was a way to surveillance the areas so those can be held accountable. Dr. Portiar also mentioned that she was given bikes for kids, and they do need repaired and asked if anyone knows someone to help fix them or help distribute.

Dianne Walbrecker, Emmitsburg MD – She addressed the process of choosing a new Commissioner and would like the people to have the right to choose. She also said she enjoyed attending the last Planning Commission vision board and looks forward to the next meeting.

Administrative Business: NONE

Consent Agenda: Appoint Patricia Galloway as a full member of the Planning Commission with a term of November 6, 2023 to March 1, 2026. *Motion:* Commissioner Sweeney motioned to accept Patricia Galloway; second by Commissioner Turnquist. Yeas – 4; Nays – 0. The motion was adopted.

Treasurer's Report:

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

Planning Commission Report:

Ms. Ahsan announced that the Planning Commission met on September 25th and will meet again in December.

II. Agenda Items

Agenda #1 – For consideration, approval of new Commissioner. *Motion:* Commissioner Sweeney motioned to nominate Jim Hoover to fill the empty Commissioner seat; second by Commissioner Boehman-Pollitt. Yeas – 4; Nays – 0. The motion was adopted.

Agenda #2 – Swearing in of new Commissioner.

Mayor Davis swore in Commissioner Hoover, who then took his seat at 7:55 p.m.

Agenda #3 – For consideration, reorganization of Board of Commissioners. After a lengthy discussion between the Board of Commissioners, they had made a collaborated agreement on how to vote. Commissioner O'Donnell asked those all in favor for Commissioner Boehman-Pollitt as President, Yeas – 5; Nays – 0. Commissioner O'Donnell asked those all in favor for Commissioner Hoover as Vice President, Yeas – 5; Nays – 0. Commissioner O'Donnell asked all those in favor for Commissioner Sweeney as Treasurer, Yeas – 2; Nays – 3. Nays were Boehman-Pollitt, Turnquist and Hoover. Commissioner O' Donnell asked those in favor Commissioner Turnquist as Treasurer, Yeas – 3; Nays – 2. Nays were O'Donnell and Sweeney. Commissioner Sweeney asked to motion Commissioner O'Donnell for liaison for Parks and Rec. *Motion:* Commissioner

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Turnquist motioned to accept Commissioner O'Donnell as liaison for Parks and Rec; second by Commissioner Boehman-Pollitt. Yeas – 5; Nays – 0. The motion was adopted. Commissioner O'Donnell asked all those in favor of Commissioner Turnquist for Planning and Zoning, Yeas – 5; Nays – 0. Commissioner O'Donnell asked all those in favor of Commissioner Hoover for liaison for Citizen's Advisory Committee, Yeas – 5; Nays – 0. The motion was adopted. Commissioner Hoover motion to accept the board as reorganized; second by Turnquist. Yeas – 5; Nays – 0.

The Board of Commissioners rearranged and took their new seats at 8:09 p.m.

Agenda Item #4: For consideration, Proclamation for MML Municipal Government Works month. *Motion:* Commissioner Hoover motioned to accept the Proclamation for MML Municipal Government; second by Commissioner O'Donnell. Yeas – 5; Nays – 0. The motion was adopted.

Agenda Item #5: For consideration, standard operating procedures for the Community Legacy Façade Grant. Ms. Willets noted that Ms. Ahsan will present the agenda item with the updated changes and added that there is an edited version first, followed by the clean version. Ms. Ahsan explained the updated changes (exhibit in the agenda packet). After a lengthy discussion the board agreed to move forward to vote as modified and had additional items to discuss but tabled to a later time.
Motion: Commissioner O'Donnell motioned to accept the standard operating procedures for the Community Legacy Façade Grant as modified; second by Commissioner Sweeney. Yeas – 5; Nays – 0.

Agenda Item #6: For consideration, authorizing \$300,000 of American Rescue Plan Act (ARPA) money for the FY 24 water fund operating budget. Ms. Willets briefly explained background history and how the Town of Emmitsburg, Maryland received payments from the American Rescue Plan Act in the amount of \$3,152,038.92. The amount was received through two payments. The first in July 2021 in the amount of \$1,575,429.93. The second payment was received in August 2022 in the amount of \$1,576,608.99. Ms. Willets added on page 42 of the agenda packet of the ARPA overview and page 43 of the questions and answers from the U. S. Department of Treasury (exhibit in the agenda packet). *Motion:* Commissioner O'Donnell motioned authorizing \$300,000 of American Rescue Plan Act (ARPA) money for the FY 24 water fund operating budget; second by Commissioner Hoover. Yeas – 5; Nays – 0. The motion was adopted.

Set Agenda Items for December 5, 2023 Town Meeting

Agenda Items: (1.) Approval of Resolution 23-07R, Community Development Block Grant Program Fair Housing and Equal Opportunity Plan, for consideration. (2.) Approval of Resolution 23-07R, Community Development Block Grant Program Minority Business Plan, for consideration. (3.) Approval of bid for the purchase and installation of smart parking meters downtown for consideration. (4.) Discussion related to franchise agreement with FloFiber/Shentel. **Administrative Business:** (1.) Free Holiday metered parking for consideration. (2.) For consideration, ordinance 2.80.020 changing the start time of the Citizen's Advisory Committee meetings. **Consent Items:** (1.) Re-appointment of Shannon Cool to the Park's Committee with a term of 12/5/23 to 12/5/25. (2.) Re-appointment of Sandy Umbel to the Park's Committee with a term of 12/5/23 to 12/5/25. (3.) Re-appointment of Steve Starliper to the Park's Committee with a term of 12/5/23 to 12/5/25. (4.) Re-appointment of Amanda Ryder to the Park's Committee with a term of 12/5/23 to 12/5/25. (5.) Appoint Dale Sharrer to the Planning Commission as an alternate with a term of 12/5/23 to 12/5/28.

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

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, Commissioner Sweeney motioned to adjourn the November 6, 2023 Town meeting at 9:38 p.m.; second by Commissioner Turnquist. Yeas – 5; Nays - 0. The motion was adopted.

Respectfully submitted,



Sabrina King, Town Clerk
Minutes Approved On: