

**MINUTES
TOWN MEETING
DECEMBER 5, 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; Timothy O'Donnell, and Clifford Sweeney. *Staff Present* - Cathy Willets, Town Manager; Madeline Shaw, Grant Administrator; Sabrina King, Town Clerk; Najila Ahsan, Town Planer; Jessica Housaman, Recorder; and Kadeem Brim, Parking Enforcement Officer. *Others Present* – Deputy Barthalow; Clark Adams, Town Attorney.

I. Call to Order

A quorum being present, Commissioner Boehman-Pollitt, President of the Board of Commissioners, called the December 5, 2023, Town meeting to order at 7:00 p.m. Pledge of Allegiance was recited.

Commissioner Boehman-Pollitt asked for Town staff to introduce themselves by name, years of service, and job title.

Mayor Davis also recognized Cole Tabler, the Town Accountant, with a plaque for his nine years of service with the Town.

Commissioner Boehman-Pollitt announced upcoming meetings.

Approval of Minutes

Commissioner O'Donnell motioned to accept the November 6, 2023, Town meeting minutes as presented; second by Commissioner Hoover Yeas – 4; Nays – 0; Abstain – 1, Turnquist. The motion was accepted.

Police Report:

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

Town Managers Report:

Ms. Willets, Town Manager, presented the Manager's Report for November 2023 (exhibit in agenda packet). Ms. Willets highlighted key points in her report and noted at the time of the report, Rainbow Lake was 2.2 feet below the spillway level.

Town Planners Report:

Ms. Willets presented the Town Planner's Report from November 2023 (exhibit in agenda packet). Ms. Willets highlighted that Ms. Ahsan processed seven zoning permits, listed new development updates, and noted that Federal Stone will be breaking ground on December 8, 2023.

Grant Administrative Report:

Ms. Shaw, Grant Administrative, presented the Grants Administrative Report (exhibit in the agenda packet). She briefly noted the grants for the month of November and highlighted grant #24-4, Creamery Road Pump Station Replacement should have begun work on December 4, 2023. She also added grant #23-17, Downtown Streetlight Replacement, the agreement has been signed and the lights have been ordered.

Commissioner Comments:

- Commissioner O'Donnell: He wished everyone a Merry Christmas and a Happy New Year. He announced that Turkey Trot was a success, and a lot of people came from all over. He added that over the weekend he had met with 70-disc golfers due to a tournament in Town. He announced upcoming events for the month of December. Commissioner O'Donnell noted that the Parks and Rec Committee met and briefly noted one topic that was discussed which was the Community Garden.
- Commissioner Turnquist: No comment.
- Commissioner Sweeney: He announced the Lions Club Town Christmas party.
- Commissioner Hoover: He appreciates the opportunity to be on the Board again.

- Commissioner Amy Boehman-Pollitt: She thanked Town staff and all volunteers who helped make the Christmas tree lighting successful and those that volunteered at the Carriage House. She added that it had a very well turn out and hopes that next year will be bigger. Commissioner Boehman-Pollitt also congratulated everyone for another successful turkey trot and thanked those that volunteered.

Mayor's Comments:

Mayor Davis announced that he did meet with the career center at Mount St. Mary's where the Town has completed proper forms to get two interns in the office and hopes will begin after the holidays. He also added that he met with President Trainer to have a meet and greet and discussed the water issues at the Mount. Mayor Davis mentioned how the Town staff had dinner with the elected officials and were able to have discussions. He added that he had a meeting with one of the financial institutions. He reminded that the Board of Commissioners will be meeting a second time in January to discuss finances. Mayor Davis announced that he contacted our State Delegate Valentine about the state funding for the police protection due to do being cut drastically this year and found that it was because we don't have violent crimes. Lastly, Mayor Davis noted that if anyone sees where it should not be wet on the ground to please contact the Town so they can properly investigate.

Public Comments:

Eric Sloane, Emmitsburg MD- He addressed his concerns about public drunkenness around his residence and finding broken bottles around his home.

Rebecca Ness, Emmitsburg MD- She addressed her concerns regarding the property of 3115 Stonehurst and explained those issues. Commissioner Boehman-Pollitt informed Ms. Ness to give all her information to Town Staff so they may look further into this.

8:06 p.m. Commissioner O'Donnell stepped out.

8:07 p.m. Commissioner O'Donnell returned.

Administrative Business:

- (A). **First Item:** Mayor Davis and Town Staff Recommendation: For the Holiday Season, free metered parking from Friday, December 8, 2023, to January 3, 2024. *Motion:* Commissioner Hoover motioned to accept free metered parking; second by Commissioner O'Donnell. Yeas – 5; Nays – 0. The motion was adopted. Recommendation for all monies collected to be donated to the Lions Club for Heritage Day Fireworks, the Friends of Emmitsburg Library, and the Food Bank.
- (B). **Second Item:** For consideration, ordinance 23-12 which would amend Town of Emmitsburg Code 2.80.020 changing the start time of the Citizen's Advisory Committee meetings. *Motion:* Commissioner Sweeney motioned to accept ordinance 23-12 which would amend Town of Emmitsburg Code 2.80.020 changing the start time of the Citizen's Advisory Committee; second by Commissioner Turnquist. Yeas – 4; Nays – 0; Abstain – 1, Hoover; Abstain. The motion was adopted.

Consent Agenda:

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 approve all appointees to the Committees; second by Commissioner O'Donnell. Yeas – 5; Nays – 0. The motion was adopted.

Treasurer's Report:

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

Planning Commission Report:

Ms. Willets announced that the Planning Commission did not meet for the month of November but will be meeting December 11, 2023.

The Board agreed to move Agenda Item #4 to Agenda Item #1.

II. Agenda Items

Agenda #1 – Discussion related to franchise agreement with Glo/fiber Shentel. Curt Kosko, who is the representative for Glo/Fiber Shentel came to the Town meeting. The Comcast franchise agreement that is currently in place with the Town, would be the same for Glo/Fiber Shentel. After deliberation amongst the Board of Commissioners it was agreed that Clark Adams, Town Attorney, would work with Mr. Kosko to update language that was of concern to the Board members. The main concerns were focused on not having a set 5% rate and including Mother Seton School.

8:31 p.m. Cathy Willets stepped out.

8:33 p.m. Cathy Willets returned.

Agenda #2 – Approval of Resolution 23-07R, Community Development Block Grant Program Fair Housing and Equal Opportunity Plan, for consideration.

8:54 p.m. Madeline Shaw took her seat.

Resolution 23-07R is required by the Maryland Department of Housing and Community Development (DHCD) for the Community Development block grant (exhibit in the agenda packet). The Town received this grant in the amount of \$552,500 in funds for the DePaul Street Waterline. *Motion:* Commissioner O'Donnell motioned to accept Resolution 23-07R; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The motion was adopted.

Agenda #3 – Approval of Resolution 23-08R, Community Development Block Grant Program Minority Business Plan, for consideration. Resolution 23-08R is also another requirement from the Maryland Department of Housing and Community Development (DHCD) for the Community Development block grant (exhibit in the agenda packet). The Town must make a good faith effort to contract minority business enterprises and women businesses for goods and services especially in relation to the DePaul Street Waterline project. *Motion:* Commissioner Sweeney motioned to accept Resolution 23-08R; second by Commissioner O'Donnell. Yeas – 5; Nays – 0. The motion was adopted.

Agenda #4 - Approval of bid for the purchase and installation of smart parking meter downtown for consideration. The Town of Emmitsburg has outdated parking meters and some of those are out of service. With those broken meters, the parts are no longer being manufactured and the person who used to repair those damages can no longer. The proposed new parking meters have both options of either coin or card. Staff recommended Civic Smart Inc. located in Gaithersburg MD (exhibit in the agenda packet). There were discussions regarding downtown businesses, and how all are in favor of the installation of the meters. Concerns were expressed about the unfairness between having meters in front of residential homes and the pool parking lot. *Motion:* Commissioner Sweeney motioned to accept Civic Smart as presented with all spots included for \$61,381.90; second by Commissioner O'Donnell. Yeas – 2; Nays – 3; Hoover, Boehman-Pollitt, Turnquist. The motion was rejected.

Agenda #5: Discussion of water rates and overall financial status of the Town. The Board of Commissioners agreed to postpone the discussion until January 22, 2024, workshop meeting.

Set Agenda Items for December 12, 2023, for Closed Executive Session

(1.) For consideration, approval of candidate for the Water and Sewer Operator.

Motion: Commissioner O'Donnell motioned to have a December 12th Closed Executive session related to personnel matters at 7pm; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The motion was adopted.

Set Agenda Items for January 8, 2024, Town Meeting

Agenda Items: (1.) For consideration, move the home department of the office coordinator from Dept. 40 (water fund) to Dept. 13 (general fund-financial). (2.) For consideration, approval of the estimate for the prefabricated bathroom building in E. Eugene Myers Park. (3.) For consideration, approval of the pump station dedication agreement with Rutters. (4.) For consideration, approval of the three-year contract with EOS for maintenance of Silo Hill Stormwater Basin as required by MS-4 permit. (5.) Hold a public hearing then consideration on approval of agreement with Shentel/Glo Fiber. (6.) Approval of bid for the purchase and installation of smart parking meters downtown for consideration. **Administrative Business:** (1.) Announcement of the 2023 winners of the Holiday House and Business Decorating Contest. **Consent Items:** (1.) For consideration, ending the term of Amber Phillips on the Citizen's Advisory Committee. **Motion:** Commissioner O'Donnell motioned to accept the January 8, 2024, Town meeting agenda as presented; second by Commissioner Hoover. Yeas – 5; Nays – 0. The motion was adopted.

Set Agenda Items for January 22, 2024, Town Meeting Workshop

Agenda Items: (1.) Discussion of water rates and overall financial status of the Town.

Motion: Commissioner O'Donnell motion to accept Town Workshop on January 22, 2024, at 7:00 p.m. for the discussion of water rates and overall financial status of the Town; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The motion was adopted.

Set Agenda Items for February 12, 2024, Town Meeting Workshop

Agenda Items: (1.) Setting priorities and project planning for the Town.

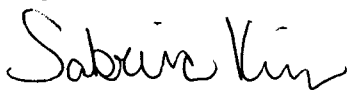
Motion: Commissioner O'Donnell motion to accept the Town Workshop on February 12, 2024, at 7:00 p.m. for project planning; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The motion was adopted.

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, Commissioner Sweeney motioned to adjourn the December 5, 2023, Town meeting at 10:34 p.m.; second by Commissioner O'Donnell. Yeas – 5; Nays - 0. The motion was adopted.

Respectfully submitted,



Sabrina King, Town Clerk
Minutes Approved On: