

**MEETING MINUTES
VIRTUAL TOWN MEETING
MAY 4, 2020
EMMITSBURG TOWN OFFICE**

Present: *Elected Officials* - Mayor Donald Briggs; Commissioners: Clifford Sweeney, President; Timothy O'Donnell, Treasurer and Vice President; Joseph Ritz III; Frank Davis; and TJ Burns. *Staff Present* - Cathy Willets, Town Manager; and Madeline Shaw, Town Clerk.

I. Call to Order

Commissioners O'Donnell, Ritz III, Burns and Davis joined the meeting via a teleconferencing platform. A quorum being present, Commissioner Clifford Sweeney, President of the Board of Commissioners, called the May 4, 2020 town meeting to order at 7:30 p.m. Pledge of allegiance was recited. Upcoming meetings were announced. Mayor Briggs read a statement explaining the public can observe the meeting virtually on cable channel 99 or Zoom teleconferencing platform only due to the COVID-19 virus.

Approval of Minutes

Motion: Commissioner O'Donnell motioned to accept the March 2, 2020 town meeting minutes as presented; second by Commissioner Burns. Yeas – 5; Nays – 0. The president declared the motion passed.

Police Report:

No police report.

Town Managers Report:

Cathy Willets, Town Manager, presented the Town Manager's Report from February 2020 and March 2020 (exhibits in agenda packet). Since the COVID-19 virus shutdown began on March 19, 2020, Ms. Willets has spoken with the Mayor every day. LG Sonic was deployed on Rainbow Lake on April 28, 2020. There was a reduction in flows to the Creamery Road pump station during heavy rain fall indicating the February sewer relining was a success.

Town Planners Report:

Cathy Willets, Town Manager, presented the Town Planner's Report on behalf of the Town Planner for February 2020 and March 2020 (exhibits in agenda packet). Mr. Gulden continues to work on MS4 requirements, the 2020 Census, Community Legacy, and permitting.

Commissioner Comments:

- Commissioner O'Donnell: He was informed by Senator Cardin's office the pedestrian trail project connecting the C&O Canal with Gettysburg is still being discussed. There was also damage to the Town's trails during the stand 5 logging.
- Commissioner Ritz III: He expressed a desire to participate in the COVID-19 weekly update with Mayor Briggs on channel 99. He thanked the Vigilant Hose Company and others in the community for their volunteer work.
- Commissioner Burns: He thanked all the COVID-19 volunteers for their assistance.
- Commissioner Davis: He thanked the volunteers too. Anyone with needs can contact the Vigilant Hose Company for supplies. The Thurmont Little League is hoping to have a baseball season June to August 2020.
- Commissioner Sweeney: He thanked the volunteers too. Community Heritage day is still on for June 27, 2020 unless the Governor continues the mandate canceling all events.

Mayor's Comments:

Mayor Briggs attended several meetings in March 2020 and April 2020 (meetings listed in agenda packet). Mayor Briggs mentioned the pool house renovation is almost complete. The pool will not open Memorial Day weekend due to the COVID-19 virus and governor mandates. He thanked the Commissioners for wearing their 2020 census t-shirts. He encouraged residents to take the census to ensure Emmitsburg gets federal funding for schools and roads.

Public Comments:

No public comment.

Administrative Business:

- I. **Lion's Club request for a location in the park for a storage shed:** Item postponed to future meeting.
- II. **Discussion related to traffic pattern at square:** Commissioner Ritz III would like the alternation pattern of the light at the town square to be revised to minimize traffic backups and improve safety. The Board discussed safety concerns and possible new light patterns. The Board directed town staff to send a formal letter to State Highway Administration with a modification request on behalf of the Mayor and appeal to higher levels of the State if necessary.

Consent Agenda:

The Board gave unanimous consent for the appointment of Wayne Slaughter as an alternate to the Board of Appeals with a term ending in April 2023. Commissioners Sweeney, O'Donnell, Burns and Davis gave unanimous consent for the appointment of Ronald Lind to the Board of Appeals with a term ending in February 2023; commissioner Ritz III abstained. The Board also gave unanimous consent for the appointment of Tim Clarke to the Ethics Commission and the Community Heritage Day free pool day on June 27, 2020.

Treasurer's Report:

Commissioner O'Donnell presented the Treasurer's Report for March 2020 and April 2020 (exhibits in agenda packet). The operating balance forward is \$3,964,962 as of April 28, 2020.

Planning Commission Report:

Commissioner Ritz III presented the report. The last Planning Commission meeting was on February 24, 2020 and was already reported on. The next Planning Commission meeting will be virtual on May 5, 2020.

II. Agenda Items

Agenda #1 - Initial presentation of the fiscal year (FY) 2021 budget: Mayor Briggs thanked town staff for their time in putting together the fiscal year (FY) 2021 budget. He explained each of the Board members should have received a copy of the proposed FY2021 budget. The Town is planning for a 15% decrease in revenue due to the COVID-19 virus as recommended by the State and County. The budget may need to be revisited in the middle of the fiscal year to adjust to additional revenue or expenses. A full presentation of the FY2021 budget will be made at the May 18, 2020 town meeting.

Agenda #2 - Approval of the engineering firm for the Water Clarifier Project for consideration: Ms. Willets presented the agenda item. The proposed water clarifier would reduce maintenance on the water plant by improving the raw water quality from Rainbow Lake. The bid was first advertised on December 16, 2019 with bids due on February 14, 2020. Town staff received four bids. Town staff recommends awarding the bid to RK&K (Baltimore, MD) for \$243,200 because the bid addressed gravity flow concerns of staff, included recommendations on buildings and DAFs, the town has worked with RK&K in the past, and the reference checks were all positive. *Motion:* Commissioner O'Donnell motioned to accept RK&K of Baltimore, Maryland's bid in the sum of \$243,200 for the water clarifier project; second by Commissioner Ritz III. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #3 - Approval of Ordinance 20-03 Small Cell Tower for consideration: The agenda item was postponed under the direction of Mayor Briggs as the Town does not want to introduce any new legislation that would create new fees during the COVID-19 virus. The agenda item will be brought back to the Board at a later date.

Agenda #4 - Approval of Policy 20-02 Small wireless facility standards for consideration: Item postponed to a later date.

Agenda #5 - Approval of Policy 20-03 updated Review Fees' Policy for consideration: Item postponed to a later date.

Agenda #6 - Approval of Ordinance 20-04 and Ordinance 20-05, Collection of Charges, for consideration: Ms. Willets presented the agenda item. The town has a new black drop box in the rear of the Emmitsburg Community Center. The ordinances would allow for the drop box to be used as an acceptable method of payment for water bills and parking citations. *Motion:* Commissioner Burns motioned to approve Ordinance 20-04 and Ordinance 20-05 regarding collection of charges; second by Commissioner Davis. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #7 - Authorization to obtain USDA Rural Development funding for the Creamery Road Pump Station project for consideration: Ms. Willets presented the agenda item. Resolution 20-09R gives town staff the authority to apply for United State Department of Agriculture (USDA) Rural Development funding for the replacement of the Creamery Road Pump Station that has exceeded its useful life. The Town is requesting grants or low interest loans from the USDA. There was no

public comment on the agenda item. *Motion:* Commissioner Ritz III motioned to approve Resolution 20-09R with the date modification; second by Commissioner O'Donnell. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #8 - Approval of Resolution 20-08R, Authorization the Town Manager to File an Application for Federal Assistance with the USDA Rural Development for consideration: Ms. Willets presented this agenda item. Resolution 20-08R gives Mayor Briggs and Ms. Willets the authority to sign all documents required for the submission of the USDA-RD funding application for the replacement of the Creamery Road pump station. There was no public comment on the agenda item. *Motion:* Commissioner Burns motioned to approve Resolution 20-08R with modification; second by Commissioner O'Donnell. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #9 - Approval of Policy 20-04, Limited English Proficiency Plan, for consideration: Ms. Willets presented the agenda item. The USDA requires the Town pass Policy 20-04 to be eligible for federal funding. The policy establishes guidelines on the availability and cost of translation services for persons with limited English proficiency in Emmitsburg. *Motion:* Commissioner O'Donnell motioned to approve Policy 20-04 Limited English Proficiency Plan; second by Commissioner Burns. Yeas – 5; Nays – 0. The president declared the motion passed.

Set Agenda Items for May 18, 2020 Virtual Town Meeting

1. Approval of the fiscal year 2021 Sheriff's Office Contract for Consideration (tentative).
2. Town of Emmitsburg grant for \$30,000 for local businesses for consideration.
3. Presentation and review of the fiscal year 2021 town budget for consideration.
4. Presentation and review of Ordinance 20-07, FY2021 Employee Salary Chart, for consideration.

Set Agenda Items for June 1, 2020 Town Meeting

1. Approval of Resolution 20-06R Community Legacy grant submittal authorization ADA curb ramps for consideration.
2. Approval of Resolution 20-07R Community Legacy grant submittal authorization façade improvements for consideration.
3. Presentation and review of the fiscal year 2021 town budget for consideration.
4. Presentation and review of Ordinance 20-07, FY2021 Employee Salary Chart, for consideration.

Administrative Business:

- A. Discussion of Renaming of Community Park in Honor of Gene Myers.

If the budget is not passed at the June 1, 2020 town meeting the Board will need to hold a second meeting on June 15, 2020. The Board gave unanimous consent for the agenda for the June 1, 2020 and May 18, 2020 agendas.

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, Commissioner Ritz III motioned to adjourn the May 4, 2020 virtual town meeting; second by Commissioner O'Donnell. Yeas – 5; Nays – 0. The meeting adjourned at 9:34 p.m.

Respectfully submitted,



Madeline Shaw, Town Clerk

Minutes Approved On: