



Town of Emmitsburg

Mayor Donald N. Briggs

Board of Commissioners,
Clifford Sweeney, *President*
Timothy O'Donnell, *V.P. & Treasurer*
Joseph Ritz III
Frank Davis
T.J. Burns

Town Manager
Cathy Willets

Town Clerk
Madeline Shaw

**VIRTUAL TOWN MEETING
AGENDA PACKET
MONDAY, MAY 18, 2020 – 7:30 P.M.**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. FUTURE MEETINGS

Virtual Town Council Meeting: Monday, June 1, 2020 at 7:30 p.m. (via Zoom & Channel 99)

4. MEETING ITEMS

A. COMMISSIONER COMMENTS

B. MAYOR'S COMMENTS

C. PUBLIC COMMENTS

D. ADMINISTRATIVE BUSINESS: NONE

E. AGENDA ITEMS (DETAILS ATTACHED)

(1). ~~Approval of the fiscal year 2021 Frederick County Sheriff's Office contract for consideration (tentative).~~ POSTPONED

(2). Town of Emmitsburg grant for \$30,000 for local businesses for consideration.

(3). Approval of Policy 20-05, COVID-19 hazard pay for essential employees, for consideration.

(4). Presentation and review of the fiscal year 2021 town budget for consideration.

(5). Presentation and review of Ordinance 20-07, FY2021 Employee Salary Chart, for consideration.

F. SET AGENDA FOR NEXT MEETING: JUNE 1, 2020

5. SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

6. ADJOURN

Topic: Town Meeting: May 18, 2020
Time: May 18, 2020 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting:

<https://us02web.zoom.us/j/87371890905>

Meeting ID: 873 7189 0905

Password: 21727

One tap mobile

+13017158592,,87371890905#,,1#,21727# US (Germantown)

+13126266799,,87371890905#,,1#,21727# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 873 7189 0905

Password: 21727

Find your local number: <https://us02web.zoom.us/j/87371890905>

The town meeting will begin at 7:30 p.m. If you would like to speak during public comment or an agenda item, you must sign-up to speak **BEFORE** 7:30 p.m. Sign-up to speak by emailing your name, address and topic you'd like to speak on to mshaw@emmitsburgmd.gov or calling (301) 600-6300.

You can also watch the town meeting live on cable channel 99. A recording will be posted to YouTube after (@Town of Emmitsburg).

A. COMMISSIONER COMMENTS

B. MAYOR'S COMMENTS

C. PUBLIC COMMENTS

D. ADMINISTRATIVE BUSINESS

NONE

E. AGENDA ITEMS:

- AGENDA ITEM# 1. Approval of the fiscal year 2021 Frederick County Sheriff's Office contract for consideration (tentative):** Presentation at meeting by town staff.

POSTPONED

AGENDA ITEM# 2. Town of Emmitsburg grant for \$30,000 for local businesses for consideration: Presentation at meeting by Mayor Briggs and staff.



Town of Emmitsburg

Mayor Donald N. Briggs

Board of Commissioners
Clifford Sweeney, President
Timothy O'Donnell, V.P. & Treasurer
Joseph Ritzi III
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T.J. Burns
Town Manager
Cathy Willets
Town Clerk
Madeline Shaw

Dear Emmitsburg Businesses,

The Town of Emmitsburg recognizes the struggles and challenges our small businesses are facing during this disruptive pandemic. In response to this disaster, the Town of Emmitsburg is announcing a C-19 Emergency Micro-Grant. This micro-grant has been created to support existing businesses with total funding of \$30,000 for the emergency funding program. The Town will award a onetime grant with no repayment due to those who have been impacted by the COVID-19 restrictions placed on businesses, and meet the criteria and are within the town limits. The C-19 Emergency Micro Grant will open on May 19, 2020. Based upon the number of applications received, the \$30,000 will be distributed evenly to all eligible businesses that meet the criteria, not to exceed \$1,000. Nonprofits, churches, banks/ financial institutions, investment, real-estate entities, chains/franchisees, and government agencies are not eligible to apply.

Eligible uses for the funds:

Rent payments, mortgage payments, utilities, regular overhead costs, and any operating expenses incurred after April 1, 2020. This micro-grant may not be used for any accrued debt or expenses before April 1, 2020.

Criteria for Businesses:

- o Demonstrate a loss of business revenue of 50% or more related to COVID-19;
- o Must have a physical location (storefront/office/shop, etc.) within the Town of Emmitsburg, Maryland limits;
- o Home based businesses must have obtained a valid Occupancy Permit from the Town of Emmitsburg as of March 1, 2020;
- o Have no more than 15 employees;
- o Must be a registered business entity in good standing with the State of Maryland;
- o Have no pre-existing tax liens or legal judgements;
- o Your business was impacted by the COVID-19 Maryland's State of Emergency business mandates; and
- o You may only apply one time for the funds.

This funding can be combined with other funding sources such as the CARES Act, tax credit programs, state grant or loan programs.

300A South Seton Avenue • Emmitsburg, Maryland 21727
Phone 301.600.6300 • Fax 301.600.6313 • info@emmitsburgmd.gov • www.emmitsburgmd.gov

Application Overview:

This is a onetime micro-grant. All applications received will be evaluated based on the mandated criteria and supporting documentation. Applications must be emailed to zgulden@emmitsburgmd.gov. If you cannot email the application please mail to the Town of Emmitsburg, 300A South Seton Avenue, Emmitsburg, MD 21727 and call the Town Office at 301-600-6300 once you have mailed the documents. Applications must be received by June 2, 2020 at 2:30 PM.

Supporting Documentation:

1. Revenue reports from March 2019, March 2020, April 2019, and April 2020 (QuickBooks, documentation from your bookkeeper/accountant);
2. Copy of current Business License; and
3. Proof of "Good Standing" from the State of Maryland

(Click this link to take you to the site. You do not have to purchase a letter of good standing)

Go to: <https://egov.maryland.gov/businessexpress>

This will take you to a screen that will ask you for the name of the business. This will take you to a screen where your name is displayed. Click the business name and this will take you to a screen that will show if you are in good standing. You can print that page or do a print screen to validate your standing for the applications. You do not have to purchase a copy for this application. If you have not used this site in the past it may ask you to create a login.

Notification of Approval:

Applicants will be notified of their approval/denial within 15 business days of the deadline to submit applications. You will receive an email for the status of your application once a determination has been made. If your application was submitted by US Mail, you will receive a phone call and a US Mailed letter to inform you of your determination.

After you Receive the Funds:

You will not be required to complete any report once you have received the check. Once you receive the check the grant process will be completed.

You may also access this letter and the application online at: <https://bit.ly/eburgcovid19>

The Town of Emmitsburg strives to support our local businesses and place high value on the importance each of you bring to this community. You are the backbone of our community and a lifeline to many nonprofit organizations. Thank you for your investment in the Town of Emmitsburg, because each of you provide a better quality of life and place for our residents, future residents, and new businesses. Thanks for all you do!



TOWN OF EMMITSBURG

300A South Seton Avenue Emmitsburg, Maryland 21727; Phone: 301-600-6300; info@emmitsburgmd.gov

Town of Emmitsburg C-19 Emergency Micro-Grant Application

All financial data provided in the submission of this application will be confidential and not publicly disseminated. This onetime micro-grant is only eligible to those who have been impacted by the COVID-19 restrictions placed on businesses and meet the criteria of the mini-grant program.

1. Business Name (Full legal name of applicant):

2. Current Business Address:

3. Name and title of applicant:

4. Email Address: _____

Telephone Number: _____

Mailing Address: _____

Federal Employer ID#: _____

Website and/or Social Media: _____

5. Does your business have less than 15 employees as of March 15, 2020?

Yes or No (circle one)

6. Do you Own or Rent (circle one)

7. What is the monthly rent or mortgage payment (inclusive of Common Area Maintenance (CAM) charges if applicable) for the property?

8. Number of full time and part time employees on March 15, 2020:

Full time: _____ Part-time: _____

9. What was your revenue in March 2019 (last year) *\$ _____

10. What was your revenue in March 2020 (this year) *\$ _____

11. What was your revenue in April 2020 (last year) *\$ _____

12. What was your revenue in April 2020 (this year) *\$ _____

*Must have supporting documentation to submit with application. Revenue Income report from QuickBooks, your bookkeeper/accountant, or tax report such as sales tax.

13. If your business has been operational for less than one year, please provide revenue for January and February 2020.

January 2020 *\$ _____

February 2020 *\$ _____

*Must have supporting documentation to submit with application. Revenue Income report from QuickBooks, your bookkeeper/accountant, or tax report such as sales tax.

14. Please attach a copy of your current business license and proof of "Good Standing from the State of Maryland.

I certify that all information on this application and supporting documentation are accurate.

Signature

Date



TOWN OF EMMITSBURG

300A South Seton Avenue Emmitsburg, Maryland 21727; Phone: 301-600-6300; info@emmitsburgmd.gov

**Quick Checklist to see if you are eligible to apply for the
Town of Emmitsburg C-19 Emergency Micro-Grant Application:**

My Business can demonstrate a loss of business revenue of 50% or more related to COVID-19: Yes or No (circle one)

My business has a physical location (storefront/office/shop, etc.) or a home based businesses with a valid Occupancy Permit within the Town of Emmitsburg, Maryland limits:
Yes or No (circle one)

My business does not have more than 15 employees:
Yes or No (circle one)

My registered business entity is in good standing with the State of Maryland:
Yes or No (circle one)

My business has no pre-existing tax liens or legal judgements:
Yes or No (circle one)

If you answered **No** to any of the above criteria you **Are Not Eligible** to apply.

DRAFT - Pending Board Approval 05/18/2020

AGENDA ITEM# 3. Approval of Policy 20-05, COVID-19 hazard pay for essential employees, for consideration: Presentation at meeting by staff.

POLICY SERIES: 2020
POLICY NO: P20 - 05

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**TOWN OF EMMITSBURG
COVID-19 HAZARD PAY FOR ESSENTIAL EMPLOYEES**

The Town of Emmitsburg, as a municipal government, provides essential services to its residents. Due to our responsibility and charter to serve our residents under all circumstances, some Town employees have been asked to continue their normal work during the COVID-19 crisis. The Town believes that these employees must be compensated for their willingness to work in unknown and potentially hazardous situations.

SCOPE

All full- and part-time employees assigned to essential positions, as defined under the existing Severe Weather/Extreme Conditions policy in the employee handbook are eligible for hazard pay (or compensatory time in lieu of hazard pay, or a combination of both options) if they are reporting to work (not remote work) during the specified hazard pay time period. These positions include:

- Town Manager
- Town Clerk
- Public Works supervisors and staff
- Sewer and water supervisors and staff
- Any other Town employees required to report to the office or a location in the Town during the COVID-19 crisis as a result of their work duties and directed to do so by the Town Manager.
- This includes the Town accountant and accounting tech (accounting department)

Hazard duty pay is a supplement to the employee’s base pay. Hazard pay may be taken as compensation and/or compensatory time. Neither overtime, holiday pay nor any other type of pay is factored into the base rate to determine the hazard pay calculation. If an employee is on paid or unpaid leave during the hazard pay timeframe, they are not eligible for the hazard pay supplement on days they are off and not working.

Hazard pay will begin on March 19, 2020 and continue until Governor Hogan lifts the stay-at-home order. March 19, 2020 was the same date that the Mayor following the Governor’s executive order implemented reduce staffing and reduced hours related to COVID-19.

Hazard pay taken as compensation is considered taxable income and will be reported on the employee’s annual W-2 statement. An employee who does not wish to receive hazard pay must notify the Town Manager in writing.

BE IT FURTHER RESOLVED, ENACTED AND ORDAINED that this policy shall take effect this 18th day of May, 2020.

PASSED this 18th day of May, 2020.

ATTEST:

EMMITSBURG BOARD OF COMMISSIONERS:

Madeline Shaw, Town Clerk

Clifford L. Sweeney, President

_____ APPROVED _____ VETOED

this 18th day of May, 2020.

Donald N. Briggs, Mayor

AGENDA ITEM# 4. Presentation and review of the fiscal year 2021 town budget for consideration: Presentation at meeting by Mayor Briggs and town staff.

AN ORDINANCE TO ADOPT
THE BUDGET
FOR THE TOWN OF EMMITSBURG
FOR THE FISCAL YEAR
JULY 1, 2020 THROUGH JUNE 30, 2021

Draft

BE IT 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 by Article V in the Charter of the Town of Emmitsburg, that the “Budget” attached hereto and incorporated by reference herein, be and hereby is, adopted by and for the Town of Emmitsburg for the fiscal year 2020-2021.

BE IT FURTHER 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 _____, 2020.

by a vote of _____ for, _____ against, _____ absent, and _____ abstain.

ATTEST:

EMMITSBURG BOARD OF COMMISSIONERS:

Madeline Shaw, Town Clerk

Clifford Sweeney, President

MAYOR

_____ APPROVED _____ VETOED

this _____ day of _____, 2020.

Donald N. Briggs, Mayor

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

Madeline Shaw, Town Clerk
Date:

AGENDA ITEM# 5. Presentation and review of Ordinance 20-07, FY2021 Employee Salary Chart, for consideration: Presentation at meeting by Mayor Briggs.

ORDINANCE SERIES: 2020
ORDINANCE NO. 20 - 07

Page 1 of 6

AN ORDINANCE TO AMEND
TITLE 2
OF THE CODE OF EMMITSBURG
ENTITLED
ADMINISTRATION AND PERSONNEL

Draft

BE IT RESOLVED, ENACTED AND ORDAINED BY THE Mayor and Board of Commissioners of the Town of Emmitsburg, Maryland that Chapters 2.50.030 of the Emmitsburg Municipal Code be amended as follows:

The amended section of this regulation reads as follows with new wording indicated in **BOLD CAPITAL** letters and deleted words in [strikeout]

CHAPTER 2.50.30 SALARY STRUCTURE

Town Of Emmitsburg Salary Structure—Fiscal Year ~~2020~~ **2021**
for July 1, ~~2019~~ **2020** with **2%** COLA factor approved

See following pages

SALARY CHART (Part 1 of 4)

Position	Grade		3.50%		3.00%
			Base	Step 1	Step 2
	1	Annual Salary	\$26,024.78	\$26,935.65	\$27,743.72
		Biweekly Salary	\$1,000.95	\$1,035.99	\$1,067.07
		Hourly Rate	\$12.51	\$12.95	\$13.34
	2	Annual Salary	\$27,463.66	\$28,424.89	\$29,277.64
		Biweekly Salary	\$1,056.29	\$1,093.27	\$1,126.06
		Hourly Rate	\$13.20	\$13.67	\$14.08
	3	Annual Salary	\$28,699.23	\$29,703.70	\$30,594.81
		Biweekly Salary	\$1,103.82	\$1,142.45	\$1,176.72
		Hourly Rate	\$13.80	\$14.28	\$14.71
Public Works Employee & Water & Sewer Operator	4	Annual Salary	\$31,279.79	\$32,374.58	\$33,345.82
		Biweekly Salary	\$1,203.07	\$1,245.18	\$1,282.53
		Hourly Rate	\$15.04	\$15.56	\$16.03
Office Manager	5	Annual Salary	\$35,338.34	\$36,575.18	\$37,672.44
		Biweekly Salary	\$1,359.17	\$1,406.74	\$1,448.94
		Hourly Rate	\$16.99	\$17.58	\$18.11
Accounting Technician, Building Maintenance, & Parking & Code Enforcement Officer	6	Annual Salary	\$40,507.34	\$41,925.10	\$43,182.85
		Biweekly Salary	\$1,557.97	\$1,612.50	\$1,660.88
		Hourly Rate	\$19.47	\$20.16	\$20.76
	7	Annual Salary	\$41,445.73	\$42,896.33	\$44,183.22
		Biweekly Salary	\$1,594.07	\$1,649.86	\$1,699.35
		Hourly Rate	\$19.93	\$20.62	\$21.24
Town Clerk	8	Annual Salary	\$44,573.72	\$46,133.80	\$47,517.82
		Biweekly Salary	\$1,714.37	\$1,774.38	\$1,827.61
		Hourly Rate	\$21.43	\$22.18	\$22.85
Lead Water & Sewer Operator	9	Annual Salary	\$47,701.71	\$49,371.27	\$50,852.41
		Biweekly Salary	\$1,834.68	\$1,898.89	\$1,955.86
		Hourly Rate	\$22.93	\$23.74	\$24.45
	10	Annual Salary	\$50,584.57	\$52,355.03	\$53,925.69
		Biweekly Salary	\$1,945.56	\$2,013.66	\$2,074.06
		Hourly Rate	\$24.32	\$25.17	\$25.93
Director of Public Works, Town Accountant, Town Planner, Water & Sewer Superintendent	11	Annual Salary	\$55,592.42	\$57,538.15	\$59,264.30
		Biweekly Salary	\$2,138.17	\$2,213.01	\$2,279.40
		Hourly Rate	\$26.73	\$27.66	\$28.49
Town Manager	12	Annual Salary	\$86,418.93	\$89,443.59	\$92,126.90
		Biweekly Salary	\$3,323.80	\$3,440.14	\$3,543.34
		Hourly Rate	\$41.55	\$43.00	\$44.29

SALARY CHART CONTINUED (Part 2 of 4)

Position	Grade		3.00%	2.00%	2.00%
			Step 3	Step 4	Step 5
	1	Annual Salary	\$28,576.03	\$29,147.55	\$29,730.50
		Biweekly Salary	\$1,099.08	\$1,121.06	\$1,143.48
		Hourly Rate	\$13.74	\$14.01	\$14.29
	2	Annual Salary	\$30,155.97	\$30,759.09	\$31,374.27
		Biweekly Salary	\$1,159.84	\$1,183.04	\$1,206.70
		Hourly Rate	\$14.50	\$14.79	\$15.08
	3	Annual Salary	\$31,512.66	\$32,142.91	\$32,785.77
		Biweekly Salary	\$1,212.03	\$1,236.27	\$1,260.99
		Hourly Rate	\$15.15	\$15.45	\$15.76
Public Works Employee & Water & Sewer Operator	4	Annual Salary	\$34,346.19	\$35,033.12	\$35,733.78
		Biweekly Salary	\$1,321.01	\$1,347.43	\$1,374.38
		Hourly Rate	\$16.51	\$16.84	\$17.18
Office Manager	5	Annual Salary	\$38,802.61	\$39,578.66	\$40,370.23
		Biweekly Salary	\$1,492.41	\$1,522.26	\$1,552.70
		Hourly Rate	\$18.66	\$19.03	\$19.41
Accounting Technician, Building Maintenance, & Parking & Code Enforcement Officer	6	Annual Salary	\$44,478.34	\$45,367.90	\$46,275.26
		Biweekly Salary	\$1,710.71	\$1,744.92	\$1,779.82
		Hourly Rate	\$21.38	\$21.81	\$22.25
	7	Annual Salary	\$45,508.72	\$46,418.89	\$47,347.27
		Biweekly Salary	\$1,750.34	\$1,785.34	\$1,821.05
		Hourly Rate	\$21.88	\$22.32	\$22.76
Town Clerk	8	Annual Salary	\$48,943.35	\$49,922.22	\$50,920.67
		Biweekly Salary	\$1,882.44	\$1,920.09	\$1,958.49
		Hourly Rate	\$23.53	\$24.00	\$24.48
Lead Water & Sewer Operator	9	Annual Salary	\$52,377.98	\$53,425.54	\$54,494.05
		Biweekly Salary	\$2,014.54	\$2,054.83	\$2,095.92
		Hourly Rate	\$25.18	\$25.69	\$26.20
	10	Annual Salary	\$55,543.46	\$56,654.33	\$57,787.41
		Biweekly Salary	\$2,136.29	\$2,179.01	\$2,222.59
		Hourly Rate	\$26.70	\$27.24	\$27.78
Director of Public Works, Town Accountant, Town Planner, Water & Sewer Superintendent	11	Annual Salary	\$61,042.23	\$62,263.07	\$63,508.33
		Biweekly Salary	\$2,347.78	\$2,394.73	\$2,442.63
		Hourly Rate	\$29.35	\$29.93	\$30.53
Town Manager	12	Annual Salary	\$94,890.71	\$96,788.52	\$98,724.29
		Biweekly Salary	\$3,649.64	\$3,722.64	\$3,797.09
		Hourly Rate	\$45.62	\$46.53	\$47.46

SALARY CHART CONTINUED (Part 3 of 4)

Position	Grade		1.50%	1.50%	1.50%
			Step 6	Step 7	Step 8
	1	Annual Salary	\$30,176.46	\$30,629.10	\$31,088.54
		Biweekly Salary	\$1,160.63	\$1,178.04	\$1,195.71
		Hourly Rate	\$14.51	\$14.73	\$14.95
	2	Annual Salary	\$31,844.88	\$32,322.56	\$32,807.39
		Biweekly Salary	\$1,224.80	\$1,243.18	\$1,261.82
		Hourly Rate	\$15.31	\$15.54	\$15.77
	3	Annual Salary	\$33,277.56	\$33,776.72	\$34,283.37
		Biweekly Salary	\$1,279.91	\$1,299.10	\$1,318.59
		Hourly Rate	\$16.00	\$16.24	\$16.48
Public Works Employee & Water & Sewer Operator	4	Annual Salary	\$36,269.79	\$36,813.83	\$37,366.04
		Biweekly Salary	\$1,394.99	\$1,415.92	\$1,437.16
		Hourly Rate	\$17.44	\$17.70	\$17.96
Office Manager	5	Annual Salary	\$40,975.79	\$41,590.42	\$42,214.28
		Biweekly Salary	\$1,575.99	\$1,599.63	\$1,623.63
		Hourly Rate	\$19.70	\$20.00	\$20.30
Accounting Technician, Building Maintenance, & Parking & Code Enforcement Officer	6	Annual Salary	\$46,969.39	\$47,673.93	\$48,389.04
		Biweekly Salary	\$1,806.52	\$1,833.61	\$1,861.12
		Hourly Rate	\$22.58	\$22.92	\$23.26
	7	Annual Salary	\$48,057.48	\$48,778.34	\$49,510.02
		Biweekly Salary	\$1,848.36	\$1,876.09	\$1,904.23
		Hourly Rate	\$23.10	\$23.45	\$23.80
Town Clerk	8	Annual Salary	\$51,684.48	\$52,459.74	\$53,246.64
		Biweekly Salary	\$1,987.86	\$2,017.68	\$2,047.95
		Hourly Rate	\$24.85	\$25.22	\$25.60
Lead Water & Sewer Operator	9	Annual Salary	\$55,311.46	\$56,141.13	\$56,983.25
		Biweekly Salary	\$2,127.36	\$2,159.27	\$2,191.66
		Hourly Rate	\$26.59	\$26.99	\$27.40
	10	Annual Salary	\$58,654.22	\$59,534.04	\$60,427.05
		Biweekly Salary	\$2,255.93	\$2,289.77	\$2,324.12
		Hourly Rate	\$28.20	\$28.62	\$29.05
Director of Public Works, Town Accountant, Town Planner, Water & Sewer Superintendent	11	Annual Salary	\$64,460.96	\$65,427.87	\$66,409.29
		Biweekly Salary	\$2,479.27	\$2,516.46	\$2,554.20
		Hourly Rate	\$30.99	\$31.46	\$31.93
Town Manager	12	Annual Salary	\$100,205.15	\$101,708.23	\$103,233.86
		Biweekly Salary	\$3,854.04	\$3,911.86	\$3,970.53
		Hourly Rate	\$48.18	\$48.90	\$49.63

SALARY CHART CONTINUED (Part 4 of 4)

Position	Grade		1.50%	1.50%	1.50%	1.50%
			Step 9	Step 10	Step 11	Step 12
	1	Annual Salary	\$31,554.87	\$32,028.19	\$32,508.61	\$32,996.24
		Biweekly Salary	\$1,213.65	\$1,231.85	\$1,250.33	\$1,269.09
		Hourly Rate	\$15.17	\$15.40	\$15.63	\$15.86
	2	Annual Salary	\$33,299.50	\$33,799.00	\$34,305.98	\$34,820.57
		Biweekly Salary	\$1,280.75	\$1,299.96	\$1,319.46	\$1,339.25
		Hourly Rate	\$16.01	\$16.25	\$16.49	\$16.74
	3	Annual Salary	\$34,797.62	\$35,319.59	\$35,849.38	\$36,387.12
		Biweekly Salary	\$1,338.37	\$1,358.45	\$1,378.82	\$1,399.50
		Hourly Rate	\$16.73	\$16.98	\$17.24	\$17.49
Public Works Employee & Water & Sewer Operator	4	Annual Salary	\$37,926.53	\$38,495.43	\$39,072.86	\$39,658.95
		Biweekly Salary	\$1,458.71	\$1,480.59	\$1,502.80	\$1,525.34
		Hourly Rate	\$18.23	\$18.51	\$18.79	\$19.07
Office Manager	5	Annual Salary	\$42,847.50	\$43,490.21	\$44,142.56	\$44,804.70
		Biweekly Salary	\$1,647.98	\$1,672.70	\$1,697.79	\$1,723.26
		Hourly Rate	\$20.60	\$20.91	\$21.22	\$21.54
Accounting Technician, Building Maintenance, & Parking & Code Enforcement Officer	6	Annual Salary	\$49,114.88	\$49,851.60	\$50,599.37	\$51,358.36
		Biweekly Salary	\$1,889.03	\$1,917.37	\$1,946.13	\$1,975.32
		Hourly Rate	\$23.61	\$23.97	\$24.33	\$24.69
	7	Annual Salary	\$50,252.67	\$51,006.46	\$51,771.55	\$52,548.13
		Biweekly Salary	\$1,932.79	\$1,961.79	\$1,991.21	\$2,021.08
		Hourly Rate	\$24.16	\$24.52	\$24.89	\$25.26
Town Clerk	8	Annual Salary	\$54,045.34	\$54,856.02	\$55,678.86	\$56,514.04
		Biweekly Salary	\$2,078.67	\$2,109.85	\$2,141.49	\$2,173.62
		Hourly Rate	\$25.98	\$26.37	\$26.77	\$27.17
Lead Water & Sewer Operator	9	Annual Salary	\$57,838.00	\$58,705.57	\$59,586.15	\$60,479.94
		Biweekly Salary	\$2,224.54	\$2,257.91	\$2,291.77	\$2,326.15
		Hourly Rate	\$27.81	\$28.22	\$28.65	\$29.08
	10	Annual Salary	\$61,333.45	\$62,253.45	\$63,187.26	\$64,135.06
		Biweekly Salary	\$2,358.98	\$2,394.36	\$2,430.28	\$2,466.73
		Hourly Rate	\$29.49	\$29.93	\$30.38	\$30.83
Director of Public Works, Town Accountant, Town Planner, Water & Sewer Superintendent	11	Annual Salary	\$67,405.43	\$68,416.51	\$69,442.76	\$70,484.40
		Biweekly Salary	\$2,592.52	\$2,631.40	\$2,670.88	\$2,710.94
		Hourly Rate	\$32.41	\$32.89	\$33.39	\$33.89
Town Manager	12	Annual Salary	\$104,782.36	\$106,354.10	\$107,949.41	\$109,568.65
		Biweekly Salary	\$4,030.09	\$4,090.54	\$4,151.90	\$4,214.18
		Hourly Rate	\$50.38	\$51.13	\$51.90	\$52.68

Biweekly salary is calculated by dividing the annual salary by twenty-six (26) pays.

Annual salary is the hourly rate multiplied by two thousand eighty (2,080) hours.

Part-time employee's annual and biweekly salary will be different than chart shows.

BE IT FURTHER 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 _____, 2020.
by a vote of _____ for, _____ against, _____ absent, and _____ abstain.

ATTEST:

EMMITSBURG BOARD OF COMMISSIONERS:

Madeline Shaw, Town Clerk

Clifford Sweeney, President

MAYOR

_____ APPROVED _____ VETOED
this _____ day of _____, 2020.

Donald N. Briggs, Mayor

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

Madeline Shaw, Town Clerk
Date:

F. SET AGENDA FOR NEXT VIRTUAL MEETING: JUNE 1, 2020 at 7:30 PM

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 Community Park in Honor of Gene Myers.