

MEETING MINUTES
MAY 17, 2021
VIRTUAL TOWN MEETING
EMMITSBURG TOWN OFFICE

Present: *Elected Officials* - Mayor Donald Briggs; Commissioners: Timothy O'Donnell, President; Clifford Sweeney, Vice President; T.J. Burns, Treasurer, Joseph Ritz III; and Frank Davis. *Staff Present* - Cathy Willets, Town Manager; Madeline Shaw, Town Clerk; Amy Naill, Code Enforcement Officer; and Cole Tabler, Town Accountant.

I. Call to Order

Commissioners O'Donnell, Burns, Ritz III, and Davis joined the meeting via the Zoom teleconferencing platform. A quorum being present, Commissioner Timothy O'Donnell, President of the Board of Commissioners, called the May 17, 2021 town meeting to order at 7:30 p.m. Pledge of Allegiance was recited. Upcoming meetings were announced.

Public Comments:

None.

Consent Agenda:

Commissioner O'Donnell requested a trail workday on Sunday, May 23, 2021 from 9am to 1pm. Commissioner Sweeney requested a motion. *Motion:* Commissioner O'Donnell motioned to approve the multi-user trail work day for Sunday, May 23, 2021; second by Commissioner Burns. Yeas – 5; Nays – 0. The motion passed.

II. Agenda Items

Agenda #1- Presentation and review of the fiscal year (FY) 2022 town budget for consideration: Ms. Willets and Mr. Tabler presented the agenda item. Despite there being a slight increase in revenue, the Town is still behind in revenue due to the impact of the COVID-19 virus and a reduced County tax equity. A summary of revenue and expenses was given for the general fund, water fund and sewer fund. Town staff reviewed each line item of the FY2022 budget and presented a PowerPoint highlighting the breakdown of various line items. A list of future infrastructure projects with projected cost and proposed funding was also given. Due to the Frederick County Sheriff's Contract being higher than anticipated, the budget approval will need to be delayed and brought back to the Board at the June 7, 2021 town meeting once the budget can be modified to include the contract numbers.

Set Agenda Items for June 7, 2021 Virtual Town Meeting

1. Review and approval of the fiscal year (FY) 2022 town budget for consideration.
2. Award ADA sidewalk curb ramp project contract for consideration.
3. Approval of the Irishtown Road Transfer Memorandum of Understanding with Frederick County and authorize the Mayor to sign the agreement on behalf of the Town for consideration.
4. Approval of the Brookfield Lots 1-19 Irishtown Road project's right-of-way, temporary grading easement, and public works agreements, and authorize the Mayor to sign the agreements on behalf of the Town for consideration.
5. Approval of bid to construct two small pavilions in E. Eugene Myers Community near the band stand for consideration.
6. Approval of Resolution 2021-03R Authorizing Mayor Briggs and the Town Manager to File an Application for Federal Assistance with the USDA Rural Development for consideration.

Administrative Business:

- A. Proclamation honoring Richard Boyd, manager of Jubilee Foods, for his service to the community.
- B. Approval of free pool day on Community Heritage Day 2021 for consideration.
- C. Approval of face-masks to not be worn inside the bathhouse at the community pool for the 2021 pool season for consideration.
- D. Discussion related to opening the town office for town meetings.

Consent Agenda:

- Re-appointment of Wendy Walsh, Wayne Slaughter, Tricia Sheppard, Will Sheppard and Conrad Weaver to the Citizen's Advisory Committee.
- Appointment of Kevin Hagan as an alternate to the Planning Commission.

Motion: Commissioner Sweeney motioned to approve the June 7, 2021 agenda as modified; second by Commissioner Burns. Yeas – 5; Nays – 0. The motion passed.

Set Agenda Items for June 21, 2021 Virtual Town Meeting

1. Impact fee and park & rec fee in-lieu study presentation.
2. Public hearing and approval of Ordinance 21-05 for consideration.
3. Public hearing and approval of Ordinance 21-06 for consideration.
4. Approval of Policy P21-02 – Park, Recreation, and Open Space Fee In-Lieu for consideration.
5. Approval of Ordinance 21-08, update to Chapter 3.08 – Impact Fees, for consideration.
6. Approval of Resolution 21-02R, Community Legacy façade improvement grant submittal authorization, for consideration.

Administrative Business:

- A. Approval of the FY 2022 Frederick County Sheriff's Office contract for consideration.
- B. Discussion of the Status of the North Gate Park.

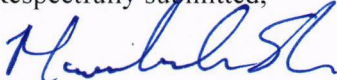
Motion: Commissioner Ritz III motioned to approve the June 21, 2021 town meeting agenda as presented; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The president declared the motion passed.

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, Commissioner Ritz III motioned to adjourn the May 17, 2021 town meeting; second by Commissioner Sweeney. Yeas – 5; Nays - 0. The meeting adjourned at 9:33 p.m.

Respectfully submitted,



Madeline Shaw, Town Clerk

Minutes Approved On: June 7, 2021