

MINUTES
TOWN MEETING
FEBRUARY 7, 2022
TOWN OFFICE – 300A SOUTH SETON AVENUE

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 Zachary Gulden, Town Planner. *Others Present* – Deputy Ben Whitehouse; Deputy Paul Groves.

I. Call to Order

Commissioner Burns and Town Clerk Ms. Shaw joined the meeting via the Zoom teleconferencing platform. A quorum being present, Commissioner Timothy O'Donnell, President of the Board of Commissioners, called the February 7, 2022 town meeting to order at 7:30 p.m. Pledge of Allegiance was recited. Upcoming meetings were announced.

Approval of Minutes

Motion: Commissioner Ritz III motioned to accept the January 11, 2022 town meeting minutes as modified; second by Commissioner Davis. Yeas – 5; Nays – 0. The motion passed.

Police Report:

Paul Graves introduced himself as the new Emmitsburg community deputy. Deputy Ahalt presented the police report from January 2022 (exhibit attached).

Town Managers Report:

Cathy Willets, Town Manager, presented the Manager's Report from December 2021 (exhibit in agenda packet). Commissioner Burns joined the meeting in-person at 7:55 p.m.

Town Planners Report:

Zachary Gulden, Town Planner, presented the Planner's Report from December 2021 (exhibit in agenda packet). The Board discussed tap fees for a new residential dwelling. Commissioner Davis and Ritz III expressed a desire to formally review and update the tap fees in the future.

Commissioner Comments:

- Commissioner Burns: He explained there are many discussions occurring about future growth of the Town and he looks forward to the outcomes of those discussions.
- Commissioner Davis: None.
- Commissioner Ritz III: He thanked the Frederick News Post and Emmitsburg News Journal for attending the town meeting.
- Commissioner Sweeney: None.
- Commissioner O'Donnell: He has been interacting with the town attorney and town staff regarding zoning procedures and improving the process. He also attended meetings with the Library and Community Heritage Day planning committee.

Mayor's Comments:

Mayor Briggs attended numerous meetings in January 2022 (meetings listed in agenda packet). Mayor Briggs had meetings with: County Executive Gardner and other Mayors/Burgesses; Timothy Trainor, Mount St. Mary's president, regarding a graduate school in Town; and interviews with candidates for town clerk and office coordinator.

Public Comments:

Eric Sloane, East Main Street – Mr. Sloane requested the Town install street lights on the new MD140 bridge over Flat Run to improve safety at night. Town staff is currently searching for a grant to fund the project.

Administrative Business:

None.

Consent Agenda:

Mr. Gulden presented the filing of the 2021 Planning Commission Report, which is required by the State. The report summarizes the actions taken by the Planning Commission during 2021. The report has been approved by the Planning Commission but the Board needs to acknowledge receipt before the report can be filed.

Motion: Commissioner Sweeney motioned to approve the filing of the 2021 Planning Commission Report; second by Commissioner Burns. Yeas – 4; Nays – 0; Abstained – 1 (Ritz III). The motion passed.

Commissioner Ritz III abstained because he already voted on the report at the Planning Commission meeting.

Treasurer's Report:

Commissioner Burns presented the Treasurer's Report for January 2022 (exhibit in agenda packet).

Planning Commission Report:

Commissioner Ritz III presented the report. The Commission last met on January 31, 2022 where the 2022 chair, vice-chair and secretary positions were elected and the 2021 Planning Commission Report was approved.

II. Agenda Items

Agenda #1 - Forward zoning map amendment application for Lots C and D as shown on the Final Plat of Section 1 – Plat 1 Parcels "C", "D" & "E" of Brookfield recorded in Plat Book No. 58, Page 40 to the Planning Commission and set public hearing and final vote for April 4, 2022 for consideration: Mr. Gulden presented the agenda item for informational purposes only. The application is being presented to the Planning Commission on March 28, 2022 at 7:00 p.m. and will come back to the Board with the Planning Commission recommendations and a public hearing on April 4, 2022 at 7:30 p.m. The final vote on the amendment will also occur on April 4, 2022. The public can provide comment at the March 28th and April 4th meetings.

Agenda #2 - Approval of bid to pour eight concrete slabs for ballfield bleachers for consideration: Ms. Willets presented the item. This project is being pursued as part of the Town's FY2022 Local Playgrounds and Infrastructure Grant. Eight total concrete slabs will be poured for ballfield bleachers in Myers Community Park and Memorial Park. The bid was published on January 4, 2022 with a due date of January 25, 2022. A total of 25 bids were received. Town staff recommends Frederick County Paving for \$14,325. *Motion:* Commissioner Sweeney motioned to approve Frederick County Paving's bid for \$14,325; second by Commissioner Burns. Yeas – 5; Nays – 0. The motion passed.

Agenda #3 - Approval of bid to construct and install seven bleachers for ballfields for consideration: Ms. Willets presented the item. This project is being pursued as part of the Town's FY2022 Local Playgrounds and Infrastructure Grant. Seven total outdoor aluminum five row 15-foot bleachers will be installed on the concrete pads poured in Myers Community Park and Memorial Park. The bid was published on January 4, 2022 with a due date of January 25, 2022. A total of 11 bids were received. Town staff recommends Green Sites, LLC for \$42,600. *Motion:* Commissioner Burns motioned to approve the Green Sites, LLC bid for \$42,600; second by Commissioner Ritz III. Yeas – 5; Nays – 0. The motion passed.

Agenda #4 - Approval of bid to pave gravel area in Memorial Park for consideration: Ms. Willets presented the item. This project is being pursued as part of the Town's FY2022 Local Playgrounds and Infrastructure Grant. The project would pave the gravel area in Memorial Park with 3-inch thick asphalt. The bid was published on January 4, 2022 with a due date of January 25, 2022. A total of 21 bids were received. Town staff recommends HMF Paving Contractors, Inc. for \$28,980. The contractor had excellent references. *Motion:* Commissioner Ritz III motioned to approve the HMF Paving Contractors, Inc. bid for \$28,980; second by Commissioner Burns. Yeas – 5; Nays – 0. The motion passed.

Agenda #5 - FY2021 budget transfers to the capital projects fund for consideration: Ms. Willets presented the agenda item. Upon completion of the FY2021 audit the Town had additional revenues over expenses in the General Fund in the amount of \$371,917. These additional funds are now available for allocation within the General & Capital Projects Funds and town staff would like to use the money to balance negative line items and complete projects such as the stormwater management requirements, the Cedar Avenue storm drain project, GIS updates for mapping town water/sewer lines, building a new electronic message board for the town office, street paving, and constructing a new restroom/concession stand building in Community Park. *Motion:* Commissioner Sweeney motioned to approve the FY21 budget transfers as presented; second by Commissioner Ritz III. Yeas – 5; Nays – 0. The motion passed.

Agenda #6 - Approval of new employee hire for position of Town Clerk for consideration: Mayor Briggs presented the item. There were 115 applicants and none of the applicants had grant writing experience. Six of the applicants were interviewed. Mayor Briggs recommends Julie Scott as the new town clerk at \$30.29 an hour or \$63,003.20 per year. Ms. Scott had strong qualifications for the position. *Motion:* Commissioner Burns motioned to accept Julie Scott for the position of town clerk with an annual salary of \$63,003.20; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The motion passed.

Agenda #7 - Approval of new employee hire for position of Office Coordinator for consideration: Mayor Briggs presented the item. There were 85 applications and none of the applicants had grant writing experience. Five candidates were interviewed. Mayor Briggs recommends Sabrina King as the new office coordinator at \$41,995.20 per year. *Motion:* Commissioner Burns motioned to accept Sabrina King for the position of office coordinator with an annual salary of \$41,995.20; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The motion passed.

Agenda #8 - Approval of employee for new position part-time Grant Administrator for consideration: Ms. Willets presented the item. Since none of the applicants for town clerk or office coordinator had grant writing experience and the Town relies heavily of grants for the funding of various projects, Mayor Briggs had offered Madeline Shaw, prior town clerk, this new part-time position. The position will have a max of 16-20 hours per week. The grant administrator would be responsible for managing all Town grants except those that are assigned to other personnel. Ms. Shaw has an 82% success rate with grant writing and currently manages numerous grants for the Town. The position would be paid \$35 per hour with no benefits besides the ability to accrue time off. *Motion:* Commissioner Burns motioned to accept Madeline Shaw for the new part-time grant administrator position; second by Commissioner Davis. Yeas – 5; Nays – 0. The motion passed.

Agenda #9 - Approval of pool management company for the 2022-2024 pool seasons for consideration: Ms. Willets presented the item. The bid was published on November 16, 2021 and bids were due January 10, 2022. The bid was advertised as the Town Code requires and also emailed to 12 potential pool management companies. One total bid was received by RSV Pools, Inc. with a bid price of \$65,952 for 2022, \$67,848 for 2023 and \$70,980 for the 2024 pool season. RSV Pools, Inc. has been managing the Town pool the past few years. The price increase is due to rising minimum wage, chemical prices and unemployment insurance. The Board would like to see pool management staff wear their uniforms while working. *Motion:* Commissioner Ritz III motioned to approve the RSV Pools, Inc. bid as presented; second by Commissioner Burns. Yeas – 5; Nays – 0. The motion passed.

Set Agenda Items for March 7, 2022 Town Meeting

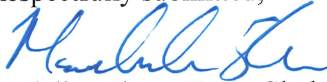
Administrative Business: (A.) Update on 507 East Main Street being deemed a dangerous and hazardous building. **Consent Items:** (I.) Accept resignation of Levi Essess from the BOA effective January 12, 2022. (II.) Appoint Scott Frager as a regular member of the Board of Appeals with a term of March 7, 2022 through February 17, 2023. (III.) Appoint _____ as an alternate to the Board of Appeals with a term of March 7, 2022 through January 11, 2024. **Agenda Items:** (1.) Stormwater Utility Feasibility Study presentation and final recommendation – presentation by staff and the University of Maryland. (2.) Approval of new employee for the position of water and sewer operator trainee for consideration. (3.) Approval of bid for the purchase and installation of advanced license plate readers for consideration. (4.) Approval of contract for purchase of new town sign not to exceed \$55,000 for consideration. **Motion:** Commissioner Sweeney motioned to approve the March 7, 2022 town meeting agenda as presented; second by Commissioner Burns. Yeas – 5; Nays – 0. The motion passed.

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, Commissioner Sweeney motioned to adjourn the February 7, 2022 town meeting; second by Commissioner Ritz III. Yeas – 5; Nays - 0. The meeting adjourned at 9:52 p.m.

Respectfully submitted,



Madeline Shaw, Town Clerk

Minutes Approved On: March 7, 2022