

**MEETING MINUTES
TOWN MEETING
MARCH 16, 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; and Julie Scott, Town Clerk.

I. Call to Order

A quorum being present, Commissioner Timothy O'Donnell, President of the Board of Commissioners, called the March 16, 2022 town meeting to order at 7:30 p.m. Pledge of Allegiance was recited. The Board will meet in open session only for the purpose of voting to close its meeting to discuss a matter that the Open Meeting Act permits it to discuss in closed session. Upcoming meetings were announced.

Announcement of a Special Closed Session

President O'Donnell announced the need for a special closed executive session following adjournment of the March 16, 2022 town meeting for the purpose of consulting with staff, consultants, or other individuals to discuss a personnel matter and potential action, including possible termination as permitted by the General Provisions Article, Section 3-305(b)(1), Annotated Code of Maryland which authorizes Boards to meet in closed session to preserve the confidentiality of personnel records as provided by the Maryland Public Information Act and the privacy of the employee. The Board will not be meeting in another open session after the closed session has ended.

II. Adjournment

With no further business, Commissioner Burns motioned to adjourn the March 16, 2022 town meeting at 7:35 p.m. for a special closed executive session to consult with staff, consultants, or other individuals to discuss a personnel matter and potential action, including possible termination as permitted by the *General Provisions* Article, Section 3-305(b)(1). The reason for a closed session discussion of this topic is to preserve the confidentiality of personnel records as provided by the Maryland Public Information Act and the privacy of the employee. The Board will not be meeting in another open session after the closed session has ended; second by Commissioner Sweeney. Yeas - 5; Nays - 0. The motion was approved.

Respectfully submitted,



Julie Scott, Town Clerk
Minutes Approved On: April 4, 2022

**CLOSED EXECUTIVE SESSION SUMMARY
EMMITSBURG TOWN OFFICE
MARCH 16, 2022**

Time Closed Session Began: 7:35 p.m.

Place of Closed Session: Emmitsburg Town Office 300A South Seton Avenue Emmitsburg MD 21727.

Purpose: To consult with staff, consultants, or other individuals about a personnel matter and potential action, including possible termination.

Members Who Voted to Meet in Closed Session: Commissioners: Timothy O'Donnell, Clifford Sweeney, Frank Davis, Joseph Ritz III and T.J. Burns.

Persons Attending Closed Session: Mayor Donald Briggs; Commissioners: Timothy O'Donnell, Clifford Sweeney, Frank Davis, Joseph Ritz III and T.J. Burns. Staff Present: Cathy Willets, Town Manager and Julie Scott, Town Clerk.

Authority Under § 3-305 for the Closed Session: Section 3-305(b)(1), consult with staff, consultants, or other individuals to discuss a personnel matter.

Topics Actually Discussed: The documented disciplinary actions and reasoning for termination of employee.

Actions Taken: The Board approved the termination of said employee, effective immediately, with a payout for accrued time as stated in the Employee Handbook.

Time Closed Session Ended: 8:00 p.m.