

**MINUTES  
TOWN MEETING  
MAY 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; Julie Scott, Town Clerk; Amy Naill, Code Enforcement Officer; and Cole Tabler, Town Accountant.

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**I. Call to Order**

A quorum being present, Commissioner Timothy O'Donnell, President of the Board of Commissioners, called the May 16, 2022 town meeting to order at 7:30 p.m. Pledge of Allegiance was recited. Upcoming meetings were announced.

**Public Comments:**

*Rebecca Ness, Carrick Ct.* - Ms. Ness, on behalf of the Pembroke Woods HOA, expressed concern over the road conditions and streetlights in the development. She asked the Board to consider repairing the roads and increasing the lighting in that area, specifically on Carrick Ct. Ms. Ness also requested that the incomplete sidewalk and construction parking on Irishtown Rd. be addressed for safety reasons. The Board confirmed there is funding allocated in the budget for road repairs and Town Staff are working on securing grant money to add/replace the streetlights throughout town. Town Manager, Cathy Willets, advised the construction parking will be addressed. Mayor Briggs verified the sidewalk to blacktop transition on Irishtown Rd. is temporary.

**II. Agenda Items**

Agenda #1 - Approval of the Fiscal Year 2023 Frederick County Sheriff's Office contract for consideration: Ms. Willets presented the item. The FY 2023 Frederick County Sheriff's Office contract will be \$271,470 which is a 9.78% decrease from FY 2022 resulting from a change in personnel. The remainder of the contract will stay the same. Cost savings will be applied throughout the general fund to address increasing costs in other departments. Commissioner Davis suggested putting that savings towards additional police coverage during Mt. Saint Mary's high traffic dates/activities. Ms. Willets confirmed that this has already been arranged with the deputies. *Motion:* Commissioner Davis motioned to approve the FY 2023 Frederick County Sheriff Office's contract as presented; second by Commissioner Burns. Yeas – 5; Nays – 0. The motion was adopted.

Agenda #2 - Presentation and review of Fiscal Year 2023 Town Budget for consideration: Ms. Willets, Town Manager and Mr. Tabler, Town Accountant presented the agenda item. A summary of revenue and expenses was given for the general fund, water fund, and sewer fund. Each line item of the FY 2023 budget was reviewed and a PowerPoint highlighting the breakdown of various line items for specific departments was presented. Future infrastructure projects and grant funding were discussed. Capital improvement costs and growth projections were presented. Storm water management, water line replacement, and road repair schedules were reviewed and the Board requested an administrative item be added to a future town meeting to provide an update on these items. *Motion:* Commissioner Davis motioned to approve the FY 2023 budget as presented; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The motion was adopted.

Agenda #3 - Approval of Ordinance 2022-06, update to chapter 2.50.30 Salary Structure for Fiscal Year 2023: Ms. Willets presented the item. Performance standards and the employee evaluation rating scale were reviewed. A 2% COLA increase was applied to the previous salary structure to keep it in line with years moving forward. Effective July 1, 2022, for FY 2023, a 5% COLA increase in addition to a 1 - 3% merit increase based on individual employee evaluations will be implemented based on the Mayor's recommendation in an effort to offset inflation and retain staff. *Motion:* Commissioner Sweeney motioned to accept the salary chart ordinance 2022-06 for fiscal year 2023 as presented; second by Commissioner Ritz III. Yeas – 5; Nays – 0. The motion was adopted.

**Set Agenda Items for June 6, 2022 Town Meeting**

**Administrative Business:** NONE **Consent Items:** (1.) Approval of free pool day on Community Heritage Day 2022 for consideration. **Agenda Items:** (1.) Approval of Policy 2022-03, Public Information Act for proactive disclosure of public records for consideration. (2.) Accept agreement & right-of-way dedication at 500 East Main Street for consideration. (3.) Approval of Resolution 2022-01 (Community Legacy grant authorization) for façade for consideration. (4.) Approval of Resolution 2022-02 (Community Legacy grant authorization) for Street Light Replacement Project for consideration. (5.) Approval of the street sweeping bid for consideration. **Motion:** Commissioner Ritz III motioned to approve the June 6, 2022 Town Meeting Agenda as modified; second by Commissioner Sweeney. Yeas - 5; Nays - 0. The motion was adopted.

**III. Sign Approved Text Amendments and/or Resolutions**

**IV. Adjournment**

With no further business, Commissioner Sweeney motioned to adjourn the May 16, 2022 Town Meeting; second by Commissioner Burns. Yeas – 5; Nays - 0. The meeting adjourned at 9:48 p.m.

Respectfully submitted,



Julie Scott, Town Clerk

Minutes Approved On: 06/06/2022