



Town of Emmitsburg

Mayor Donald N. Briggs

Board of Commissioners,
Timothy O'Donnell, *President*
Clifford Sweeney, *Vice President*
T.J. Burns, *Treasurer*
Joseph Ritz III
Frank Davis
Town Manager
Cathy Willets

**TOWN MEETING AGENDA PACKET
TOWN OFFICE – 300A SOUTH SETON AVENUE
MONDAY, AUGUST 1, 2022 – 7:30 P.M.**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. FUTURE MEETINGS**

National Night Out: Tuesday, August 2nd 6-8pm E. Eugene Myers Community Park

Parks Committee Meeting: Tuesday, August 16th 7:30 pm (Town Office)

Board of Appeals Meeting: Monday, August 22nd at 7:00pm (Town Office & Zoom)

Citizen's Advisory Meeting: Tuesday, August 23rd at 7:00pm (Town Office)

Planning Commission Meeting: Monday, August 29th at 7:00 pm (Town Office & Zoom)

Town Council Meeting: Monday, September 12th at 7:30 pm (Town Office & Zoom)

Important Date: Last day to register to vote with County and last day to file for election candidacy: Friday, August 26th

- 4. MEETING ITEMS**

- A. APPROVE MINUTES: JUNE 11, 2022
- B. POLICE REPORT
- C. TOWN MANAGER'S REPORT
- D. TOWN PLANNER'S REPORT
- E. COMMISSIONER COMMENTS
- F. MAYOR'S COMMENTS
- G. PUBLIC COMMENTS
- H. ADMINISTRATIVE BUSINESS (None)
- I. CONSENT AGENDA
 - Re-appointment of Mark Long to Planning Commission for consideration with a term of August 5, 2022 – August 5, 2027 for consideration.
 - Appointment of Dan Garnitz as an Alternate to the Board of Appeals with a term of August 1, 2022 – August 1, 2027 for consideration.
- J. TREASURER'S REPORT
- K. PLANNING COMMISSION REPORT
- L. AGENDA ITEMS (DETAILS ATTACHED)
 - 1) Approval of 2022 Election Judges for consideration.
 - 2) Proclamation making August 2, 2022 National Night Out for consideration.
 - 3) Proclamation declaring September 2022 National Recovery Month for consideration.

300A South Seton Avenue • Emmitsburg, Maryland 21727

Phone 301.600.6300 • Fax 301.600.6313 • info@emmitsburgmd.gov • www.emmitsburgmd.gov

- 4) ~~Decline to accept dedication of four open space lots at Brookfield conditioned upon approval of the Brookfield HOA for consideration.~~ **POSTPONED AT REQUEST OF BROOKFIELD HOA**
- 5) Update on MS-4 permit.
- 6) Proclamation declaring Sister Anne M. Higgins Town of Emmitsburg Poet Laureate for consideration.
- 7) Discussion related to a Proclamation declaring Lutsk, Ukraine a sister city to the Town of Emmitsburg.
- 8) Review and approval of Ordinance 22-08, update to election candidate name posting, for consideration.

M. SET AGENDA FOR NEXT MEETING: SEPTEMBER 12, 2022

5. SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

6. ADJOURN

ZOOM INFORMATION

Topic: Board of Commissioner's Monthly Meeting

Time: Aug 1, 2022 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83502408682>

Meeting ID: 835 0240 8682

Passcode: 21727

One tap mobile

+16465588656,,83502408682# US (New York)

+16469313860,,83502408682# US

Dial by your location

+1 646 558 8656 US (New York)

+1 646 931 3860 US

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Meeting ID: 835 0240 8682

Find your local number: <https://us02web.zoom.us/j/83502408682>

A. APPROVE MINUTES

**MINUTES
TOWN MEETING
JULY 11, 2022
TOWN OFFICE – 300A SOUTH SETON AVENUE**

Present: *Elected Officials* - Mayor Donald Briggs; Commissioners: Timothy O'Donnell, President; T.J. Burns, Treasurer, Joseph Ritz III; and Frank Davis. *Staff Present* - Cathy Willets, Town Manager; Madeline Shaw, Recording Secretary and Grants Administrator; Amy Naill, Code Enforcement Officer; and Zachary Gulden, Town Planner. *Others Present* – Deputy Cole Bartholow and Sergeant Marc Linehan.
Absent: Clifford Sweeney with prior notice.

I. Call to Order

A quorum being present, Commissioner Timothy O'Donnell, President of the Board of Commissioners, called the July 11, 2022 town meeting to order at 7:30 p.m. Pledge of Allegiance was recited. Commissioner O'Donnell announced the need for a closed executive session at the end of the town meeting for the purpose of consulting with staff, consultants, or other individuals to discuss: (1) a personnel matter relating to an employee performance evaluation; (2) a personnel matter relating to the hiring of a new employee; and (3) a personnel matter relating to the promotion of three current employees. The authority for meeting in closed session for this purpose is permitted by the *General Provisions* Article, Section 3-305(b)(1), Annotated Code of Maryland which authorizes us to meet in closed session. The reason for closing the session is to preserve the confidentiality of personnel records as provided by the Maryland Public Information Act and the privacy of the employee. The Board of Commissioners will not be meeting in another open session after the closed session has ended. *Motion:* Commissioner Burns motioned to close the July 11, 2022 town meeting at the conclusion of the regularly scheduled town meeting for a closed executive session; second by Commissioner Ritz III. Yeas – 4; Nays – 0; Absent – 1. The motion was adopted. Upcoming meetings were announced.

Approval of Minutes

Motion: Commissioner Ritz III motioned to approve the June 6, 2022 town meeting minutes as presented; second by Commissioner Davis. Yeas – 4; Nays – 0; Absent – 1. The motion was adopted.

Police Report:

Deputy Bartholow presented the police report from June 2022 (exhibit attached). Sergeant Linehan explained the increasing crime rates described at the June town meeting parallels crime during the April to May 2021 time period.

Town Managers Report:

Cathy Willets, Town Manager, presented the Manager's Report from May 2022 (exhibit in agenda packet). A grants administrator report was included in the agenda packet this month and will be included going forward.

Town Planners Report:

Zachary Gulden, Town Planner, presented the Planner's Report from May 2022 (exhibit in agenda packet). Commissioner Davis requested a change to the Code to allow the new electronic town office sign to run at night.

Commissioner Comments:

- Commissioner Ritz III: He thanked everyone that helped and participated in Community Heritage Day.

- Commissioner Davis: None.
- Commissioner Burns: He attended the ground breaking for the new Daughters of Charity archives in June and is looking forward to the tourism draw the new addition will have.
- Commissioner O'Donnell: He thanked staff for their work with Community Heritage Day. He received a number of complaints regarding parking enforcement in Town that will be discussed during the parking agenda item. The United States of America Cycling event in June was a success.

Mayor's Comments:

Mayor Briggs attended several meetings in June 2022 (meetings listed in agenda packet). Mayor Briggs explained the list of meetings is shorter than usual due to being out of Town for a portion of the month.

Public Comments:

Mason Carter, Walkersville, Maryland – Mr. Carter is a republican candidate for the Frederick County Council. He gave a brief summary on why he is running. *Colt Black, Sabillasville, Maryland* – Mr. Black is a republican candidate for congress district 6. He gave a brief history on himself. *Daryl Buffman, Frederick, Maryland* – Mr. Buffman is a democratic candidate for county executive. He gave a brief history on himself.

Administrative Business:

- (A). **Presentation by Mount St. Mary's staff regarding a MSM Freshman Event in E. Eugene Myers Park on August 20, 2022:** Wendy Brubaker, Director of Orientation and New Student Services, with Mount St. Mary's (MSM) University, introduced herself. MSM will be having an event to welcome freshman on August 20, 2022 in E. Eugene Myers Community Park from 5:00 to 8:00 p.m. The students will be bussed in from the campus and the event will feature vendors, information booths, games, food, pool access and more. The Board gave unanimous consent for the event.

Consent Agenda:

Commissioner Davis motioned to appoint Kevin Hagan as a regular member of the Planning Commission with a term of July 11, 2022 to July 11, 2027; second by Commissioner Burns. Yeas – 4; Nays – 0; Absent – 1. The motion was adopted. The alternate appointment for the Board of Appeals is postponed because a volunteer is needed.

Treasurer's Report:

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

Planning Commission Report:

Commissioner Ritz III presented the report. The June 27, 2022 meeting was canceled due to the withdrawal of the application as it relates to agenda item one. The next meeting will be held July 25, 2022.

II. Agenda Items

Agenda #1 - Public hearing and consideration of proposed Ordinance 22-07, zoning text amendment application: The agenda item is canceled due to the withdrawal of the amendment request by the applicant.

Agenda #2 - Review and approval of the St. Joseph College and Emmitsburg High School Wayside Exhibits for consideration: Ms. Shaw, Grants Administrator, presented the item. The two proposed exhibits are part of a historic walking tour in Town. To date, 12 wayside exhibit signs have been design and installed. The St. Joseph College and Emmitsburg High School exhibits will be exhibits 13 and 14. If approved, the exhibits would be installed in September 2022. The Emmitsburg High School exhibit was reviewed for accuracy by Joyce Bruchey, former student, teacher and Emmitsburg Alumni Association historian. The St. Joseph College exhibit was reviewed for accuracy by Scott Keefer, Archivist, with the Daughters of Charity. There was a grammatical edit on the Emmitsburg High exhibit. *Motion:* Commissioner Ritz III motioned to approve the wayside exhibits as modified; second by Commissioner Davis. Yeas – 4; Nays – 0; Absent – 1. The motion was adopted.

Agenda #3 - Approval of Resolution 2022-03R, bond reduction request for the Irishtown Road project, for consideration: Mr. Gulden presented the agenda item. The resolution will authorize a bond reduction for the Irishtown Road project, Brookfield lots 1 through 19, from \$815,584.89 to \$125,343.10 due to public improvement items being completed and fully inspected. The Mayor gave consent for the resolution. *Motion:* Commissioner Burns motioned to approve Resolution 2022-03R as presented; second by Commissioner Ritz III. Yeas – 4; Nays – 0; Absent – 1. The motion was adopted.

Agenda #4 - Approval of Policy P22-02, update to parking fees and fines for consideration: Mr. Gulden presented the agenda item. A five-year parking plan for July 2022 through June 2027 was initially presented at the May 2, 2022 town meeting. Mr. Gulden reviewed the edits made to the parking plan since the May meeting. If approved, the plan would include parking updates such as updating the parking Town Code, purchasing new digital meters to replace the existing mechanical meters on Main Street, constructing a new municipal parking lot, allowing electronic payments for tickets/fines/permits, and adding digital meters to the pool parking lot. New parking meters are needed because the parts to repair the old meters are no longer available. The Board and staff discussed expanding parking meters on Main Street and North Seton Avenue and locations for the municipal parking lot. Mr. Gulden presented the Policy P22-02 to include modifications to the policy since the May town meeting and the percentage of tickets distributed for each violation. The proposed Policy P22-02 would increase the parking violation fees and gradually increase the bag meter permit fees and parking meter fees between 2022 and 2027 with the goal of funding the parking upgrades outlined in the five-year parking plan. The Board discussed the business owner's reaction to the proposed amendments, annual enforcement parking revenue from the past five years, and adding a grace period that would allow parking ticket forgiveness if the person contacted the Town Office within a certain time frame after a ticket has been issued in exchange for a reduction in the ticket amount or ticket forgiveness. Ms. Willets invited the Board to shadow the parking enforcement officer during her daily enforcement duties. The Board discussed tabling the policy until new digital parking meters are installed. The Board gave unanimous consent, with Commissioner Sweeney absent, for the tabling of Policy P22-02. Town staff requested the Board email staff with any recommendations for changes to the parking code.

Agenda #5 - Approval of Ordinance 2022-02, update to Title 10 – Parking for consideration: Mr. Gulden presented the agenda item. Ordinance 22-02 would modernize the Town's vehicle and traffic code in order to allow parking meter fees, meter bag fees, and parking fines to be paid by credit card via a third party vendor online and would change the parking meter hours of operation from 9:00 a.m. to 6:00 p.m. Monday through Saturday to 8:00 a.m. to 8:00 p.m. Monday through Saturday and parking boots would be allowed to be utilized among other changes. The parking meter hours of operation change is recommended by staff to encourage vehicle turnover to allow more patrons for the businesses. The Board discussed parking meter hours of operation and how the new proposed times compare to nearby cities and Towns. The Board discussed changing the allowable length of parking time during meter operation from 2-hours to 3-hours in the future. The Board requested the parking meter hours of operations remain 9:00 a.m. to 6:00 p.m. until the new digital parking meters are installed. *Motion:* Commissioner Burns motioned to approve Ordinance 2022-02 with the modification of keeping the parking meter hours of operation as 9:00 a.m. to 6:00 p.m. instead of 8:00 a.m. to 8:00 p.m.; second by Commissioner Ritz III. Yeas – 2 (O'Donnell, Burns); Nays – 2 (Davis, Ritz II); Absent – 1. The motion was rejected. Commissioner Davis stated he voted no to support the local businesses that were not in favor of the changes.

Agenda #6 - Approval of Ordinance 2022-04, collection of municipal charges for consideration: Mr. Gulden presented the agenda item. If approved, this ordinance would allow any valid charges, taxes, or assessments issued by or on behalf of the Town, in addition to real estate taxes, to be charged as liens upon the real property of the debtor within the municipality. The liens would be collected in the same manner as municipal taxes are collected. The ordinance would give the Town another tool to collect unpaid charges, taxes or assessments. The

amendment will have a retroactive impact and was recommended by the town attorney. *Motion:* Commissioner Davis motioned to approve Ordinance 22-04 as presented; second by Commissioner Burns. Yeas – 4; Nays – 0; Absent – 1. The motion was adopted.

Agenda #7 - Approval of deed of easement for the Emmitsburg East Industrial Park II for consideration: Mr. Gulden presented the item. The agenda item is for the Federal Stone project. The Planning Commission has approved the plans and the Board is required to approve the easements which include landscape, snow storage, utility lines, storm water management, forest conservation, sewer abandonment, stream buffer easements, and the long term forest conservation agreement. The Town is not required to maintain any of these easements. All proposed documents were prepared by the town attorney. *Motion:* Commissioner Burns motioned to approve the deed of easements for the Emmitsburg East Industrial Park II; second by Commissioner Davis. Yeas – 4; Nays – 0; Absent – 1. The motion was adopted.

Set Agenda Items for August 1, 2022 Town Meeting

Agenda Items: (1.) Approval of 2022 Election Judges for consideration. (2.) Proclamation making August 2, 2022 National Night Out for consideration. (3.) Proclamation declaring September 2022 National Recovery Month. (4.) Decline to accept dedication of four open space lots at Brookfield conditioned upon approval of the Brookfield HOA for consideration. (5.) Update on MS-4 permit. (6.) Proclamation declaring Sister Anne M. Higgins Town of Emmitsburg Poet Laureate. (7.) Proclamation declaring Lutsk, Ukraine a sister city to the Town of Emmitsburg. (8.) Review and approval of Ordinance 22-08, update to election candidate name posting, for consideration. **Administrative Business:** None. **Consent Items:** (I.) Re-appointment of Mark Long to Planning Commission for consideration with a term of August 5, 2022 – August 5, 2027 for consideration. (II.) Appointment of ___ as an Alternate to the Board of Appeals with a term of August 1, 2022 – August 1, 2027 for consideration. **Motion:** Commissioner Davis motioned to approve the August 1, 2022 town meeting as presented; second by Commissioner Ritz III. Yeas – 4; Nays – 0; Absent – 1. The motion was adopted.

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, Commissioner Ritz III motioned to adjourn the July 11, 2022 town meeting at 10:00 p.m.; second by Commissioner Burns. Yeas – 4; Nays – 0; Absent – 1. The motion was adopted. The Board took a brief recess prior to the start of the closed session. The Board of Commissioners will not be meeting in another open session after the closed session has ended.

Madeline Shaw, Recording Secretary
Minutes Approved On:

**CLOSED EXECUTIVE SESSION SUMMARY
EMMITSBURG TOWN OFFICE
JULY 11, 2022**

Time Closed Session Began: 10:16 p.m.

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

Purpose: To consult with staff, consultants, or other individuals to discuss: (1) a personnel matter relating to an employee performance evaluation; (2) a personnel matter relating to the hiring of a new employee; and (3) a personnel matter relating to the promotion of three current employees.

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

Persons Attending Closed Session: Commissioners: Timothy O'Donnell, Frank Davis, Joseph Ritz III and T.J. Burns. Staff Present: Cathy Willets, Town Manager and Madeline Shaw, Recording Secretary and Grants Administrator.

Authority Under § 3-305 for the Closed Session: Section 3-305(b)(1).

Topics Actually Discussed: (1) a personnel matter relating to an employee performance evaluation; (2) a personnel matter relating to the hiring of a new employee; and (3) a personnel matter relating to the promotion of three current employees.

Actions Taken: The Board directed town staff to hire the new employee, promote the three current employees and amend employee responsibilities for the performance evaluation item.

Time Closed Session Ended: 11:26 p.m.

B. POLICE REPORT: Presentation by deputies at the meeting.

C. TOWN MANAGER’S REPORT

**Town Manager’s Report
June 2022
Prepared by Cathy Willets**

Streets:

- Staff replaced and repaired some street signs around town.
- Staff conducted monthly street sweeping.
- Staff repaired street lights.
- Staff conducted monthly storm drain inlet cleaning.
- Staff trimmed some tree wells on East and West Main St.
- Staff installed two “bump head” signs on Irishtown Road.
- Staff put Farmers Market banners up at the square.

Parks:

- Staff conducted daily park checks – trash cans, cameras, dog waste stations, restrooms.
- Staff conducted monthly park maintenance – playground equipment, roads, fences, pavilions, etc.
- Staff mowed, trimmed and weed killed in parks.
- Staff put crush run, dirt, seed and mulch along new blacktop road in Memorial Park.

Water:

- Rainbow Lake is at the spillway level (16.6 feet).
- The roughing filters are being backwashed two times a day. The DE filters are getting two week runs.
- Well levels (optimum level was determined to be May 2011).

	<u>May 2011</u>	<u>June</u>	<u>Change</u>
○ Well #1:	35’	31’	+4’
○ Well #2:	8’	8’	0’
○ Well #3:	12’	17’	-5’
○ Well #4:	108’	OFF	N/A’
○ Well #5:	10’	OFF	N/A

- Water production and consumption. We produced an average of 232,622 GPD. We consumed an average of 247,795 GPD (finish water + MSM). The amount of Backwash Water in the month of June is ... (9.83%).
 - 28.79% of this water came from wells.
 - 5.31% of this water came from Mt. St. Mary's.

- 65.90% of this water came from Rainbow Lake.

We purchased 426,900 gallons of water from MSM this month.

Wastewater:

- We treated an average of 291,267 gpd (247,795 consumed GPD) which means that 14.93% of the wastewater treated this month was "wild water".
- We had no spills of untreated sewage in the month of June.
- We did not exceed the plant's design capacity any time in the month of June.
- We received about 3.3" of precipitation this month (the average is 3.7"). We have a precipitation **SURPLUS of .85"** over the last six months. The average precipitation for the period from January 1 through June 30 is 22.10". We have received 22.95" for that period.

Trash: Trash pickup will remain Mondays in the month of August.

Meetings Attended:

- 06/01 Attended staff meeting.
- 06/06 Attended Town Meeting.
- 06/12-15 Attended MML Summer Conference.
- 06/22 Staff and HR conducted interviews for water/sewer trainee and lead operator.
- 06/30 Attended meeting with staff, Town Attorney and developers re: potential Frailey Farm development.
- 06/30 Attended department head meeting.
- Met with Mayor and various Commissioners throughout the month.

Noteworthy:

- Staff pumps holding tank every 10 days at 8533 Hampton Valley Rd.
- Staff worked the yard waste dumpster twice in June.
- Staff conducted monthly equipment and fire extinguisher maintenance.
- Staff did some water meter upgrades.
- Staff completed some use and occupancy permit inspections.
- Staff responded at 3:30am on a Sunday for a Miss Utility locate re: North Seton Ave. blinking light accident.
- Staff dug up and replaced curb box at 17252 Mt. View Rd.
- Staff repaired a water leak on the Emmitt House service line.
- Staff mowed, trimmed, and weed killed around 507 East Main St. property
- Staff conducted June quarterly water meter readings.
- Staff completed all the yearly maintenance in the headworks building, changed oil in bar screen grit conveyor and the grit pump (WWTP).
- Contractor completed vibration analysis at pump station.
- Fire on Waynesboro Pike. Heavy pull on our hydrants which caused a spike up to 890 gpm. No discolored water complaints.

GRANTS ADMINISTRATOR REPORT
June 2022
Prepared by Madeline Shaw, Grants Administrator

ACTIVE GRANTS (11 TOTAL)

#22-1, USDA New Public Works Equipment for \$168,900 (match of \$128,500)

- For purchase of a 4x4 work truck, backhoe loader, multi-user tractor, WWTP SCADA.
- Status - Waiting for equipment to be delivered and invoiced.

#22-4, HCWHA St. Euphemia's Wayside Exhibit for \$3,547 (\$3,031 match)

- For writing, design and fabrication of wayside exhibit on St. Euphemia's school.
- Status – Waiting on installation and ribbon cutting tentatively August 10th.

#22-5, GOCCP Edward J. Byrne Memorial Justice Assistance Grant (BJAG) for \$98,544 (no match)

- For purchase/installation of 3 license plate readers & 1 surveillance camera.
- Status - Waiting on State to approve amendment request, installation scheduled for Sep. 2022.

#22-6, POS New Bathroom/Concession Stand for \$147,980 (\$89,000 match)

- For construction of a new bathroom/concession stand combo building in Community Park.
- Status – Engineer currently working on SWM plan and topographic work.

#22-7, LPPI New Bathroom/Concession Stand for \$40,000 (no match)

- For construction of a new bathroom/concession stand combo building in Community Park.
- Status – Engineer currently working on SWM plan and topographic work.

#22-9, LPPI Memorial Park Paving for \$58,000 (no match)

- For paving and lining of Memorial Park.
- Status – lining tentatively scheduled July 23rd, then final report will be submitted.

#22-10, LPPI Message Centers for \$7,500 (no match)

- For purchase of 5 bulletin boards – 3 Community Park, 1 Memorial Park, 1 Rainbow Lake.
- Status – project complete, final report to be submitted soon.

#22-11, LPPI Baseball/Softball Bleacher Replacement \$73,300 (no match)

- For purchase/installation and concrete pads for 7 bleachers and 8 slabs.
- Status – project complete, final report to be submitted soon.

USDA Creamery Road Pump Station Replacement \$863,000 grant, \$1,987,000 loan

- For replacement of Creamery Road Pump Station with new station.
- Status – waiting on USDA to approve final design, submitting monthly reports to USDA.

#23-1, TRIPP Historic Walking Tour and Visit Emmitsburg Website for \$9,750 (\$9,750 match)

- For creation of a tri-fold brochure with walking tour map and creation of VisitEmmitsburg website that would include things to do in area and walking tour.
- Status – contract signed, project kick-off meeting scheduled for July 27th.

#23-2, TRIPP Emmitsburg Advertising for \$2,963 (\$1,481 match)

- For advertising the Town as a destination in Celebrate Gettysburg and Montgomery Magazine.
- Status – waiting to run ads in spring/summer 2023.

NEWLY AWARDED GRANTS (5 TOTAL)

#23-4, CP&P Silo Hill Playground Improvements for \$146,263 (no match)

- To replace old swing set and playground tower and install half basketball court.
- Status – waiting on Maryland Board of Public Works review/approval at July 27th meeting.

#23-5, POS Rainbow Lake Parking Lot for \$70,000 (\$37,500 match)

- For SWM plan and to pave a 10 to 12 space parking lot at Rainbow Lake.
- Status - waiting on Maryland Board of Public Works review/approval. No meeting date known at this time. Was told State is holding FY23 POS applications to approve all at once.

#23-6, POS Community Park Cornhole for \$6,000 (\$2,00 match)

- For installing two pairs of permanent concrete cornhole boards in Community Park.
- Status - waiting on Maryland Board of Public Works review/approval. No meeting date known at this time. Was told State is holding FY23 POS applications to approve all at once.

#23-7, POS Outdoor Storybook Trail for \$8,250 (\$2,750 match)

- For installation of 30 single pedestal exhibits that would display exchangeable storybook pages.
- Status - waiting on Maryland Board of Public Works review/approval. No meeting date known at this time. Was told State is holding FY23 POS applications to approve all at once.

#23-8, MEA Streetlight & Outdoor Lighting Efficiency Pilot for \$27,500 (\$35,113.50 match)

- For replacement of street lights on Main Street/South Seton with dimmable cutoff lights.
- Status – waiting to find additional funding to fund entire project est. at \$234,090.

PENDING GRANTS (WAITING FOR ANNOUNCEMENT) (8 TOTAL)

MWQFA Drinking Water Revolving Loan and/or Water Supply Grant for \$2,255,552

- North Seton Avenue waterline replacement \$1,145,552
- DePaul Street waterline replacement \$1,110,000

DHCD Operating Assistance Grant – Main Street Improvement Grant for \$10,000

- Downtown improvements via funding of streetlight replacement on Main Street/Seton.

DNR Local Parks and Playgrounds Infrastructure Grant FY2023 – 4 Totaling \$100,000

- Rainbow Lake Parking Lot to cover remainder of funds needed for project \$44,500
- Community Park Pavilion Improvements to rehab pavilion and replace tables \$30,500
- Memorial Park Pavilion Improvements to rehab pavilions and replace tables \$22,000

- Baseball Bat/Helmet Racks to purchase racks for remaining 3 ballfields \$3,000

DHCD Community Legacy - Emmitsburg Streetlight Improvements for \$161,476.50

- Downtown improvements via funding of streetlight replacement on Main Street/Seton Ave.

UPCOMING GRANTS (TO APPLY FOR)

1. **DNR Community Parks & Playgrounds due 08/24 – project and amount TBD**
2. **GOCCP Edward J. Byrne Memorial Justice Assistance Grant, amount TBD due 09/01**
 - Purchase/installation of 3 more ALPRs to catch traffic going in both directions
3. **And other grants as funding is found**

**PARKING ENFORCEMENT REPORT
JUNE 2022**

Overtime Parking	109
Restricted Parking Zone	9
Street Sweeping	
Parked in Crosswalk	
Parked on Sidewalk/Curb	3
Parked by Fire Hydrant	
Parked Blocking Street	
Parked Blocking Driveway	
Failure to Park between Lines	1
Left Side Parking	5
Parked in Handicapped Space	3
48 Consecutive Hours	11
Parking Warnings	6
Meter Money	\$1078.17
Parking Bags	\$ 30.00
Parking Permits	\$ 1150.00
Parking Ticket Money	\$ 2170.00
Total:	\$ 4428.17

D. TOWN PLANNER'S REPORT

Town Planner's Report – June 2022

Prepared by Zach Gulden, MPA

1. Board of Commissioners (BOC):

- Attended the 6/6 BOC meeting and processed pre/post meeting materials.

2. Grants:

- Community Legacy (façade restoration):
 - Finalized & submitted the FY23 grant application.
 - Submitted a reimbursement request for 115 W Main St.
 - Completed the FY22 award quarterly report.
- Chesapeake Bay Trust:
 - Silo Hill SWM basin retrofit design & permitting grant management.
 - Applied for a \$5,000 grant to continue the rain barrel program.
 - Attended a grant award ceremony on 6/24 in Chambersburg, PA in recognition of receiving a \$121,400.00 award for the Silo Hill basin retrofit project.
 - Created press release for grant award.
- Community Development Block Grant (ADA Ramps) management:
 - Reviewed & processed weeks 44, 45, & 46 payrolls.
 - Processed reimbursement request #10.
- Researched grants for a sidewalk connection along South Seton Avenue from Cedar Avenue to the edge of the Town's boundary. Spoke with MDOT/SHA for potential funding sources.

3. Municipal Separate Storm Sewer System (MS4):

- Silo Hill SWM basin retrofit & tree planting project management.
 - Silo Hill SWM basin retrofit:
 - Obtained quotes to remove brush/trees from basin.
 - Finalized FC E&S permit.
- Reviewed pollution prevention & good housekeeping plan & provided preliminary comments to contractor & MDE.
- Worked on addressing MDE comments on previous year permit report.

4. Code Enforcement & Permits:

- Processed 7x zoning permit applications:
 - 1x - garage.
 - 1x - shed.
 - 3x - fence.
 - 1x - sign.
 - 1x - driveway extension.

- Processed 8x backflow preventer permit applications.
- Processed 1x sidewalk café permit.
- Code enforcement officer attended court trial on 6/21 regarding E Main St property.
- Continued issuing citations to E Main St property (high grass / junk).
- Processed & filed 36 citations with FC Court regarding E Main St property.
- Processed & filed 10 citations with FC Court regarding Frailey Rd property.
- Processed & filed 22 municipal liens against E Main St property.
- Processed & filed 10 citations with FC Court regarding another E Main St property (high grass / junk).
- Continued issuing citations to Frailey Road property (high grass / junk).
- Continued training on parking enforcement software.
- Met with code enforcement officer & parking enforcement software trainers on 6/14.
- Finalized training on parking enforcement software.
- Responded to incident reports.

5. Planning Commission (PC):

- Christ's Community Church, Brookfield Parcel's "C", "D", & "E", Rutter's, Irishtown Road (Brookfield Lots 1-19), Federal Stone, Village Liquors & Plaza Inn, & Emmitsburg East Industrial Park II project management.
- 500 East Main Street Right-of-Way Plat:
 - Worked with engineer & attorney on finalizing plat & deed of easement.
- Christ's Community Church
 - Received and started processing traffic impact analysis, addition plat, forest stand delineation plan, preliminary forest conservation plan, final forest conservation plan, and site plan.
- Brookfield Parcel's "C", "D", & "E":
 - Received and started processing forest stand delineation plan, preliminary forest conservation plan, and preliminary subdivision plan.
- Created PC staff memo for zoning text amendment application.

6. Miscellaneous:

- New town sign project management.
 - Installation completed on 06/27.
 - Finalized permits with County.
- Met with the Sustainable Community Board on 6/7 regarding designation renewal application.
- Submitted Sustainable Community Designation renewal application to State.
- Met with DCNR on 6/7 for the mandatory 2021-2022 biennial forest review.
- Met with Mayor & manager on 6/8.
- Created delinquent water bill door hanger notice for manager.

- Spray painted curbs on E & W Main St with code enforcement officer on 6/15 in preparation for Gonzaga volunteer paint days.
- Oversaw Gonzaga High School student volunteers on 6/21, 6/22, 6/23, 6/28, 6/29, & 6/30 painting curbs on E & W Main Streets.
- Met with DCNR on 6/16 for forest project walk-through.
- Coordinated 2022 pool business advertisements.

7. New Business / Development Updates:

- **Emmit Ridge 2** - Property has sold to an investor. RJD Development & Ryan Homes working with investor to purchase. Wetlands have been found to compromise 8 proposed lots and part of proposed Irishtown Drive. Wetland mitigation will need to be approved by State of MD. 48 total lots proposed.
- **Federal Stone** – Forest & site plans approved. Next step is to submit an improvement plat with the Town. Unknown date.
- **Frailey Farm** - Property is under contract. Met with potential developer on 6/30.
- **Mason Dixon Logistics Park (Trout Property)** – concept plan submitted to staff. Commercial / industrial park.
- **MDOT/SHA Park & Ride** – MDOT/SHA has informed the Town that they will restart design on July 1, 2022. They expect that 30% of the project will be completed by the end of 2022 (“Preliminary Investigation”).
- **Ripleigh’s Creamery** – Working on obtaining FC building permit.
- **Rutter’s** – active construction. Expected completion is late summer of 2022.
- **Village Liquors & Plaza Inn** – Working with FC on erosion & sediment control and stormwater management permits. Also working on conditions of approval on Town site & improvement plans.
- **Warthen’s Court 5-unit townhomes** – Sketch plan submitted. Unknown date of submittal.

E. COMMISSIONER COMMENTS

F. MAYOR'S COMMENTS

- Monday, July 11th, 7:30 AM regularly scheduled town monthly meeting, in person and zoom.
- Wednesday 13th, 1:30 pm meeting with Mount President Trainor, D.C Metro Hall of Fame football coach Bob Milloy and former D.C. All Metro football player Mike McCall.
- Wednesday, 14th, zoom conference call Mayor Briggs, TP Gulden, TM Willets. Twn. attorney, Trout development team re: property on e/s of US 15.
- Wednesday, 14th, noon, Mayor and Community Davis, Frederick Rescue Mission Summer Enrichment Camp: 20 children and counselors, pizza in the park, visit from Vigilant Hose Company with a fire truck, swimming. Summer Enrichment camp theme: Kindness.
- Thursday, 21st, 10 AM, Mayor Briggs, TM C. Willets, Conrad Weaver, zoom with Mayor of Lutsk, Ukraine, Ihor Polishchuk.
- Saturday, July 23rd, Ribbon Cutting Ceremony for Sabillasville Environmental School.
- Monday, August 1st, 7:30 AM regularly scheduled town monthly meeting, in person and zoom.

G. PUBLIC COMMENTS

H. ADMINISTRATIVE BUSINESS

NONE

I. CONSENT AGENDA

1. Reappointment of Mark Long to the Planning Commission with a term of August 5, 2022 – August 5, 2027.
2. Appointment of Dan Darnetz as an Alternate to the Board of Appeals with a term of August 1, 2022 – August 1, 2025.

J. TREASURER REPORT

Top 10 Check Amounts:

**TOWN OF EMMITSBURG
CASH ACTIVITY as of July 19, 2022**

\$7,236,066	Cash Balance July 1, 2022
337,341	Deposits
<u>-174,810</u>	Withdrawals
\$7,398,597	Operating Balance Forward

<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check Date</u>	<u>Check Number</u>
\$49,850	Frederick County Paving	Paving Memorial Park . Grant #22-9	06.29.22	43828
\$29,239	MIM Construction	ADA Ramp . Grant #21-4	07.13.22	43890
\$24,675	Strickler	Remove Old Sign & Install New One	06.29.22	43842
\$23,768	Comptroller of MD	4Q FY22 Bay Restoration Fee	07.06.22	43855
\$22,059	MD Dept of Budget & Mgmt	Jun 22 Health Insurance	06.29.22	43836
\$14,966	GHD Inc.	Scada Upgrade . Grant #22-1	07.13.22	43887
\$12,386	UGI Energy Services	May 22 Solar Field #1	07.06.22	43874
\$11,842	UGI Energy Services	May 22 Solar Field #2	07.06.22	43874
\$7,076	Republic Services	Jul 22 Refuse Services	07.13.22	43897
\$3,172	Mount Saint Mary's	4Q FY22 Water Purchase	07.06.22	43858

Ck dates 06.29.22 to 07.19.22

K. PLANNING COMMISSION REPORT: Presentation at the meeting.

L. AGENDA ITEMS:

AGENDA ITEM# 1: Approval of 2022 Election Judges for consideration.

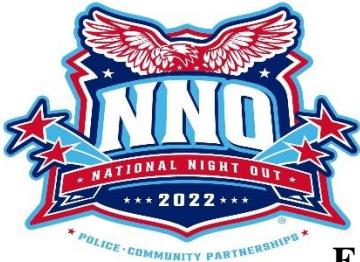
Election Judge Applications (In Order of Filing):

Applicant:	Experience:	Received:
Sharon Hane	Prior Town and County elections	June 7, 2022
Tammy May	Prior Town and County elections	June 23, 2022
Charlotte Mazaleski	Prior Town and County elections	July 7, 2022
Lynn Orndorff	Prior town and County elections	July 7, 2022

Mayor's 2022 Recommendation

- **Chief Judge: Sharon Hane**
- **Judge: Lynn Orndorff**
- **Judge: Tammy May**
- **Greeter/Alternate Judge: Charlotte Mazaleski**

AGENDA ITEM #2: Proclamation making August 2, 2022 National Night Out for consideration.



Proclamation



**NATIONAL NIGHT OUT
TUESDAY, AUGUST 2, 2022
E. EUGENE MYERS COMMUNITY PARK
6:00 TO 8:00 P.M.**

WHEREAS, the National Association of Town Watch (NATW) sponsors a national community building campaign on the first Tuesday in August each year entitled “National Night Out”; and

WHEREAS, “National Night Out” has been an annual event in the Town of Emmitsburg for the past five years; and

WHEREAS, the National Night Out event provides an opportunity for neighbors in the Town of Emmitsburg to join over 38 million people in over 16,000 thousand communities from all 50 states, U.S. territories, Canadian cities, and military bases worldwide; and

WHEREAS, National Night Out is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, more caring places to live; and

WHEREAS, it is essential that all neighbors of the Town of Emmitsburg come together with police and work together to build a safer, more caring community.

NOW, THEREFORE, BE IT PROCLAIMED, that the Mayor and Council of the Town of Emmitsburg, Maryland do hereby proclaim Tuesday, August 2, 2022, “National Night Out” in Emmitsburg and do hereby call upon all citizens, neighbors, community agencies and businesses to join the Frederick County Sheriff’s Office and the National Association of Town Watch in support for National Night Out in E. Eugene Myers Community Park.

ADOPTED this 1st day of August, 2022.

Donald N. Briggs
Mayor

Timothy J. O’Donnell, President
Board of Commissioners

AGENDA ITEM #3: Proclamation Declaring September 2022 as National Recovery Month for consideration.



Proclamation
NATIONAL RECOVERY MONTH
SEPTEMBER 2022

WHEREAS, National Recovery Month is a national observance held every September to unify the community and reduce substance-related deaths and overdoses; and

WHEREAS, mental and substance use disorders affect all communities; and

WHEREAS, nearly half of all overdose deaths involved a prescription painkiller; prescription painkillers are killing more people than car accidents and homicides combined; and

WHEREAS, 1-in-4 teens report having abused or misused a prescription drug at least once; 4 out of 5 people who use heroin started with recreational use of prescription painkillers; and

WHEREAS, the Town of Emmitsburg offers hope and resources; supports those in active addiction, recovery, and their loved ones;

WHEREAS, the Town of Emmitsburg invests in the future of its youth through prevention education; and

WHEREAS, the Town of Emmitsburg joins Frederick County in going purple; standing together and conquering addiction.

NOW, THEREFORE, BE IT PROCLAIMED, that the Mayor and Council of the Town of Emmitsburg, Maryland do hereby proclaim the month of September as National Recovery Month and call upon all citizens, community agencies, religious organizations, medical facilities and businesses to “go purple” to bring awareness and understanding of mental health and substance use disorders, and to celebrate those living in recovery.

ADOPTED this 1st day of August 2022.

Donald N. Briggs
Mayor

Timothy J. O’Donnell, President
Board of Commissioners

AGENDA ITEM #4: ~~Decline to accept dedication of four open space lots at Brookfield conditioned upon approval of the Brookfield HOA for consideration.~~

POSTPONED AT REQUEST OF BROOKFIELD HOA

~~—Four open space lots in the Brookfield residential community were never turned over to the Town for ownership per notation on the approved final subdivision plans. Staff is recommending that the Board decline the dedication, because the HOA has expressed interest in ownership, and it is in staff's opinion that the lots do not serve a public purpose.~~

AGENDA ITEM #5: Update on MS-4 permit.

Powerpoint presentation by staff at Town Meeting.

Town staff will provide the yearly update on the Town's federal MS4 stormwater permit restoration requirements. The current permit term ends on October 31, 2023 at such time all restorations goals must be met.

AGENDA ITEM #6: Proclamation declaring Sister Anne M. Higgins Town of Emmitsburg, Poet Laureate for consideration.

PROCLAMATION

DECLARING SISTER ANNE HIGGINS TOWN OF EMMITSBURG, POET LAUREATE

WHEREAS, the Town of Emmitsburg wishes to encourage reflection upon the richness and diversity of the people, locations and traditions of the Town of Emmitsburg; and

WHEREAS, on August 5, 2019, the Board of Commissioners established a two-year, honorary position of Poet Laureate of Emmitsburg, Maryland; and

WHEREAS, a Poet Laureate of the Town of Emmitsburg encourages the reading, writing, sharing and celebration of poetry; and

WHEREAS, Sister Anne Higgins has been selected by the Board of Commissioners and Mayor, as the Town of Emmitsburg's Poet Laureate for a two-year term beginning August 2022 and ending August 2024; and

WHEREAS, Sister Anne, a native of West Chester, Pennsylvania, is a long time Emmitsburg area resident and in addition to many other roles, Sister Anne has taught English for over 22 years at Mount St. Mary's University; and

WHEREAS, Sister Anne has been a member of the Daughters of Charity for close to 50 years and is a graduate of Saint Joseph College in Emmitsburg; and

WHEREAS, Sister Anne is an accomplished poet with nine published poetry books and more than 100 of her poems having been published in journals and magazines to include The Writer's Almanac on several occasions; and

WHEREAS, Sister Anne has given readings at the Curious Iguana bookstore in Frederick, the Joaquin Miller Cabin and Café Muse in Washington D.C., as well as other venues on the East Coast; and

WHEREAS, Sister Anne is passionate about inspiring the Town of Emmitsburg and public to engage in poetry.

NOW, THEREFORE, BE IT PROCLAIMED, that the Mayor and Board of Commissioners of the Town of Emmitsburg, Maryland do hereby declare Sister Anne Higgins as the honorary Town of Emmitsburg Poet Laureate.

ADOPTED this 1st day of August, 2022.

Donald N. Briggs
Mayor

Timothy J. O'Donnell, President
Board of Commissioners

AGENDA ITEM #7: Discussion related to a Proclamation declaring Lutsk, Ukraine a sister city to the Town of Emmitsburg.

Presentation by Mayor Briggs and staff at Town meeting.

AGENDA ITEM #8: Review and approval of Ordinance 22-08, update to election candidate name posting, for consideration.

ORDINANCE SERIES: 2022
ORDINANCE NO.: 22-08

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

BE IT RESOLVED, 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 the Charter of the Town of Emmitsburg, that Title 2, Administration and Personnel, of the Emmitsburg Municipal Code, be amended as follows:

New language is indicated by being in **BOLD, CAPITAL LETTERS**, and deleted language is designated by being in ~~{brackets and strike out}~~.

Chapter 2.28 – MUNICIPAL ELECTIONS

2.28.030 - Elections—Filing of candidates.

All candidates (excluding write-in candidates) for mayor and commissioners shall file written application for candidacy with the town clerk no later than close of business of the last business day thirty (30) calendar days prior to the date of the election. A write-in candidate must file a certificate of candidacy with the town clerk. Said write-in certificate shall not be filed after twelve noon on the seventh day preceding the day of the election for which it is filed. Upon receipt of any certificates (regardless of the type of candidacy) by the town clerk, the name of the candidates thereof will be posted on the Town bulletin board and Town website in alphabetical order **BY LAST NAME** the way in which it appears on the certificate as soon as possible after it is filed. All certificates shall be kept on file in the Town office for a period of three months after the election. Each candidate filing shall receive a receipt for his/her application signed by the town clerk. Candidates must meet qualifications as set forth in the Charter.

ORDINANCE SERIES: 2022
ORDINANCE NO.: 22-08

PASSED this 1st day of August, 2022

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

ATTEST:

EMMITSBURG BOARD OF COMMISSIONERS:

Cathy Willets, Town Clerk

Timothy O'Donnell, President

MAYOR

_____APPROVED _____VETOED

this 1st day of August, 2022

Donald N. Briggs, Mayor

M. SET AGENDA FOR NEXT MEETING: SEPTEMBER 12, 2022 AT 7:30 PM

- 1.
- 2.
- 3.
- 4.
- 5.

Administrative Business:

- A.
- B.
- C.