

**MINUTES  
TOWN MEETING  
AUGUST 1, 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; Zachary Gulden, Town Planner; Madeline Shaw, Recording Secretary and Grants Administrator; and Amy Naill, Code Enforcement Officer. *Others Present* - Deputy Cole Bartholow.

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**I. Call to Order**

A quorum being present, Commissioner Timothy O'Donnell, President of the Board of Commissioners, called the August 1, 2022 town meeting to order at 7:30 p.m. Pledge of Allegiance was recited. Upcoming meetings were announced. The Planning Commission will not be holding a meeting on August 29, 2022 as there is no need for a meeting. The Parks Committee will hold a Memorial Park walk through meeting on August 20, 2022 at 9:00 a.m. to discuss potential park improvements.

**Approval of Minutes**

*Motion:* Commissioner Davis motioned to accept the July 11, 2022 town meeting minutes as presented; second by Commissioner Burns. Yeas – 4; Nays – 0; Abstain – 1 (Sweeney). The motion was adopted.

**Police Report:**

Deputy Bartholow presented the police report from July 2022 (exhibit attached). The report is entitled “June 2022” but is actually for July 2022.

**Town Managers Report:**

Cathy Willets, Town Manager, presented the Manager's Report from June 2022 (exhibit in agenda packet). The Maryland Department of the Environment waterline replacement applications for North Seton Avenue and DePaul Street ranked eighth and ninth out of 43 applications. Staff requested the Board reach out to State delegates to request grant funding in the Governor's Capital Budget for the projects.

**Town Planners Report:**

Zachary Gulden, Town Planner, presented the Planner's Report from June 2022 (exhibit in agenda packet). The town attorney has recommended the Board hold a public workshop with the Frailey Farm developer in October.

**Commissioner Comments:**

- Commissioner Ritz III: He thanked the media, public and Senator Corderman for attending the meeting.
- Commissioner Davis: He is sending his thoughts to the town deputy that is out on medical leave.
- Commissioner Sweeney: He thanked all those that participated in Community Heritage Day.
- Commissioner Burns: He thanked staff for purchasing the community pool lounge chairs and umbrellas.
- Commissioner O'Donnell: He explained there is an upcoming youth mountain biking event at the multi-user trails on August 6 with 60 plus children registered to attend.

**Mayor's Comments:**

Mayor Briggs attended numerous meetings in July 2022 (meetings listed in agenda packet). Mayor Briggs had a zoom meeting with Ihor Polishchuk, Mayor of Lutsk, Ukraine regarding becoming a sister city with the town.

**Public Comments:**

*Paul Corderman, Hagerstown* – State Senator Corderman is the representative of the Maryland State Senate District two. He wanted to introduce himself and encourage the Board to reach out with any questions. *Eric Sloane, Emmitsburg* – Mr. Sloane is concerned with the bicyclist in Town not following traffic rules. He would also like to keep Emmitsburg green and continue to plant trees. *Dianne Walbrecker, Emmitsburg* – Ms. Walbrecker would like to see disaster recovery elements included in the comprehensive plan for the Town. *Austin Steo, Emmitsburg* – Mr. Steo requested the Town build a sustainably designed trail connecting the green and yellow multi-user trails. He also requested improved safety via signage so trail users do not get lost.

**Administrative Business:**

None.

**Consent Agenda:**

*Motion:* Commissioner Davis motioned to re-appointment Mark Long to the Planning Commission for a term of August 5, 2022 to August 5, 2027; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The motion was adopted. *Motion:* Commissioner Burns motioned to appoint Dan Garnitz as an Alternate to the Board of Appeals with a term of August 1, 2022 to August 1, 2027; second by Commissioner Ritz III. Yeas – 5; Nays – 0. The motion was adopted.

**Treasurer's Report:**

Commissioner Burns presented the Treasurer's Report for July 2022. The exhibit is listed in the agenda packet.

**Planning Commission Report:**

Commissioner Ritz III presented the report. The Commission last met on July 25, 2022 where the Commission conditionally approved Christ Community Church's addition plat, forest stand delineation plan, preliminary and final forest conservation plan. The applicant will plant additional trees instead of seeking the fee in lieu of. The Commission also tabled the site plan for Christ Community Church. In addition, the Commission conditionally approved the Brookfield parcel C, D, and E's forest stand delineation plan, preliminary forest conservation plan, preliminary subdivision plat, and approved the same parcels adequate public facilities ordinance application.

**II. Agenda Items**

Agenda #1 - Approval of 2022 Election Judges for consideration: Ms. Willets presented the item. Mayor Briggs recommends using four election judges for the September 27, 2022 election. The four applicants have been election judges in the past and would include Sharon Hane as the chief judge, Lynn Orndorff and Tammy May as judges and Charlotte Mazaleski as a greeter and alternate judge. *Motion:* Commissioner Ritz III motioned to approve the 2022 election judges as presented; second by Commissioner Burns. Yeas – 5; Nays – 0. The motion was adopted.

Agenda #2 - Proclamation making August 2, 2022 National Night Out for consideration: Mayor Briggs read details about the event aloud. The Town's sixth annual National Night Out celebration will occur in E. Eugene Myers Community Park on August 2, 2022 from 6:00 p.m. to 8:00 p.m. The event promotes police-community comradery. Mayor Briggs read the proclamation aloud. *Motion:* Commissioner Sweeney motioned to accept the proclamation as presented; second by Commissioner Davis. Yeas – 5; Nays – 0. The motion was adopted.

Agenda #3 - Proclamation declaring September 2022 National Recovery Month for consideration: Anna Staveley, Crossed Bridges, is helping to promote Frederick County Goes Purple for National Recovery Awareness Month. A PowerPoint was presented highlighting the outreach that will occur in September to bring awareness to substance-related deaths and overdoses. The outreach will include purple ribbons on the town streetlights, purple pinwheels at the town square, hosting a prayer walk, and creating a memorial garden among other outreach. Mayor Briggs read the proclamation aloud. *Motion:* Commissioner Burns motioned to accept the proclamation as presented; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The motion was adopted.

Agenda #4 - Decline to accept dedication of four open space lots at Brookfield conditioned upon approval of the Brookfield HOA for consideration: Agenda item postponed at the request of the Brookfield Home Owners Association. The Board gave unanimous consent for presenting agenda item six next in respect for Sister Anne Higgins time.

Agenda #6 - Proclamation declaring Sister Anne M. Higgins Town of Emmitsburg Poet Laureate for consideration: Mayor Briggs read the proclamation aloud. The proclamation appoints Sister Anne Higgins to a two-year poet laureate position that was first established in August 2019. Sister Anne's appointment would be until August 2024. Mayor Briggs invited Sister Anne to the podium to read a poem. Sister Anne introduced herself and read a poem aloud called "Cherry Tomatoes." *Motion:* Commissioner Ritz III motioned to accept the proclamation as presented; second by Commissioner Davis. Yeas – 5; Nays – 0. The motion was adopted.

Agenda #5 – Update on MS-4 permit: Mr. Gulden presented the agenda item. The last Municipal Separate Storm Sewer System (MS-4) update was given by town staff at the October 7, 2019 town meeting. The MS-4 permit is for Chesapeake Bay protection and is a program mandated by the State of Maryland and federal Environmental Protection Agency. The mandate requires municipalities continue to make progress on six areas by treating 20% of impervious area through: public education/outreach, public involvement/participation, illicit discharge detection/elimination, preconstruction site runoff control, post construction stormwater management, and pollution prevention. Non-compliance can result in imprisonment and fines up to \$1-million. For the Town, restoration projects must treat 20.45 acres of impervious surfaces by January 1, 2025. Current permit expenditures from October 31, 2018 to July 12, 2022 is \$191,826.92, which does not include staff time, attorney fees, donated tree plantings, value of donated easements, etc. The new permit period will start October 31, 2024. Future projects the Town is considering is bi-monthly street sweeping, planting 30 to 40 acres of trees, North Seton Avenue Green Street upgrade, Northgate basin retrofit and catch basin cleaning. The Town is currently on target to meet permit requirements. The Board discussed future project ideas.

Agenda #7 - Discussion related to a Proclamation declaring Lutsk, Ukraine a sister city to the Town of Emmitsburg: Mayor Briggs presented the agenda item. In lieu of the invasion of Russia into the Ukraine, the Mayor is requesting the Board approve the pursuit of the Town becoming a sister city with Lutsk, Ukraine. Mayor Briggs had letters from Conrad Weaver, Emmitsburg resident; President Timothy Trainor, Mount St. Mary's University; and Sister Martha Beaudoin, Daughters of Charity read aloud. The letters expressed support for the proclamation. If the Board gives consent for the pursuit of the proclamation, there would also be a memorandum of understanding between Emmitsburg and Lutsk presented at a later town meeting. There are no financial obligations with the designation. Ms. Willets explained a zoom call was held in July with Mayor Ihor Polishchuk of Lutsk, Ukraine. Mayor Polishchuk is interested in sharing ideas and resources especially regarding the National Emergency Training Center and Mount St. Mary's University. The Board gave consent for the pursuit of the proclamation.

Agenda #8 – Review and approval of Ordinance 22-08, update to election candidate name posting, for consideration: Ms. Willets presented the agenda item. The Town Code does not specify how election candidates should be listed, whether by first or last name, on the bulletin boards and town website. Town staff would like to clarify how candidates are listed. Commissioner Ritz III requested language be added for the official ballot to also have names listed in alphabetical order by last name. *Motion:* Commissioner Ritz III motioned to approve Ordinance 22-08 as modified; second by Commissioner Burns. Yeas – 5; Nays – 0. The motion was adopted.

### **Set Agenda Items for September 12, 2022 Town Meeting**

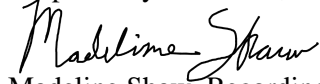
**Agenda Items:** (1.) Proclamation celebrating the 100-year founding anniversary of Emmitsburg High School for consideration. (2.) Proclamation declaring Lutsk, Ukraine a Sister City to the Town of Emmitsburg for consideration. (3.) Approval of Ordinance 22-09, update to Town Code §8.12.040. – Removal of grass & weeds, for consideration. (4.) Approval of a Silo Hill basin retrofit project change order request in the amount of \$42,555.00 for consideration. (5.) Review, consider and approve Ordinance 2022-05 authorizing the imposition of a stormwater management utility fee based on the recommendations and study results of the Environmental Finance Center of the University of Maryland. **Administrative Business:** None. **Consent Items:** None. *Motion:* Commissioner Burns motioned to accept the September 12, 2022 town meeting agenda as presented; 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 Ritz III motioned to adjourn the August 1, 2022 town meeting at 9:25 p.m.; second by Commissioner Burns. Yeas – 5; Nays – 0. The motion was adopted.

Respectfully submitted,



Madeline Shaw, Recording Secretary

Minutes Approved On: September 12, 2022