



# Town of Emmitsburg

Mayor Donald N. Briggs

**Board of Commissioners**  
Timothy O'Donnell, *President*  
Clifford Sweeney, *Vice President*  
Glenn Blanchard, *Treasurer*  
Joseph Ritz III  
Elizabeth Buckman

**Town Manager**  
Cathy Willets

**Town Clerk**  
Madeline Shaw

## **TOWN MEETING AGENDA** **Monday, March 6, 2017 – 7:30 p.m.**

### **1. CALL TO ORDER**

### **2. PLEDGE OF ALLEGIANCE**

### **3. FUTURE MEETINGS**

*Citizens Advisory Committee: March 21<sup>st</sup> @ 7:30pm*

*Town Council Meeting: April 3<sup>rd</sup> @ 7:30pm*

### **4. MEETING ITEMS**

**A. APPROVE MINUTES:** February 6<sup>th</sup> & 13<sup>th</sup> 2017

**B. POLICE REPORT**

**C. TOWN MANAGER'S REPORT**

**D. TOWN PLANNER'S REPORT**

**E. COMMISSIONER COMMENTS**

**F. MAYOR COMMENTS**

**G. PUBLIC COMMENTS**

**H. ADMINISTRATIVE BUSINESS (please see attached)**

- I. Update on the Emmitsburg Dog Park
- II. Town Pool Upgrades for Consideration
- III. Proclamation: April as National Child Abuse Prevention Month

**I. CONSENT AGENDA:** 2 Appointments

**J. TREASURER REPORT**

**K. PLANNING COMMISSION REPORT**

**L. AGENDA ITEMS (please see attached)**

- I. Update from SHA About the Proposed Urban Reconstruction Project
- II. Human Resource Presentation on Staff Salaries and Performance Evaluations
- III. Revisit Park Pavilion Policy
- IV. Emmit Garden Playground Site and Equipment Consideration

**M. SET AGENDA FOR NEXT MEETING:** April 3, 2017 Town Meeting

### **5. SIGN APPROVED TEXT AMMENDMENTS AND/OR RESOLUTIONS**

### **6. ADJOURN**

**A. APPROVE MINUTES:** February 6<sup>th</sup> & February 13<sup>th</sup> 2017

**MINUTES  
TOWN MEETING  
February 6, 2017  
Emmitsburg Town Office**

**Present:** Mayor Donald Briggs; Commissioners: Glenn Blanchard, Elizabeth Buckman, Joseph Ritz III, Clifford Sweeney, and Tim O'Donnell, President.

**Staff Present:** Cathy Willets, Town Manager; Madeline Shaw, Town Clerk; Amy Naill, Code Enforcement Officer; Cole Tabler, Town Accountant; and Dan Fissel, Sewer and Water Superintendent.

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**I. Call to Order**

Commissioner Tim O'Donnell, President of the Board of Commissioners, called the February 6, 2017 Town Meeting to order at 7:30 p.m. EST. Pledge of Allegiance was recited.

Commissioner O'Donnell acknowledged the presence of Roger A. Wilson, Government Affairs and Policy Director.

**Approval of Minutes:**

The Minutes of the January 3, 2017 Town Meeting were approved as presented.

**Motion:** To approve January 3, 2017 Town Meeting Minutes as presented.

Motion by Commissioner Buckman, second by Commissioner Sweeney.

**Vote 5-0 in Favor**

**Police Report:**

Deputy Whitehouse presented the police report from January 2017 (exhibit attached). He mentioned the PNC Bank robbery is still under investigation, and he would like anyone with information to contact the Emmitsburg deputies.

Commissioner O'Donnell would like more red light enforcement at the town square traffic light.

**Town Managers Report:**

Cathy Willets presented the town managers report from December 2016 (exhibit attached). Ms. Willets mentioned Rainbow Lake is 1.2 feet below spillway level, but the wells are still 41 feet below the desired level. She recommends continuance of voluntary water restriction. All USDA loans and MDE grants are complete for financing the new waste water treatment plant. Commissioner O'Donnell expressed concern with the paint condition of Irishtown Road. Commissioner Blanchard expressed desire to fill vacant business buildings in town.

**Town Planners Report:**

Cathy Willets presented the town planners report from December 2016 (exhibit attached). Staff has been meeting with SHA on Flat Run Bridge Project; there is no start date yet. The SHA has been invited to speak about the Square Revitalization Project at the March 6<sup>th</sup> meeting. Staff is working on the bike ways grant and the dog park proposal. Commissioner Ritz expressed concern with various unsightly buildings in town that will need to be addressed if the town's appearance is to be improved. Commissioner O'Donnell stated in March the SHA is holding a grant meeting in Hagerstown regarding the grant process and bike route from Northern Frederick County to the C&O Canal. He would like Ms. Cipperly to attend.

**Commissioner Comments:** Commissioner(s) cited attendances, recognitions, and announcements.

- Commissioner Buckman: Would like the plow trucks to be cautious when plowing snow in Silo Hill because there were pieces of glass being plowed to the playground area
- Commissioner Ritz III: Reminded citizens of Ordinance Code 6.04.140 that requires the removal of animal feces from streets, parks, sidewalks, and public areas. Mr. Ritz III also stated concern over an article published by the Emmitsburg News-Journal stating the town turned down the Kentucky Long Range Rifle tourist attraction. The Board did not vote on the matter.
- Commissioner Blanchard: Stated there will be a 100<sup>th</sup> Centennial of WWI ceremony at the Doughboy statue on a Saturday in March; the details are still being arranged.
- Commissioner O'Donnell: Attended the Mid-Atlantic Off-Road Enthusiast party for the trail conservancy grant. He stated the town has 319 volunteer hours that can be applied to grants. The town has been awarded \$100 cash to put towards trail day picnics. Complemented town staff on salting roads and sidewalks.

#### **Mayor's Comments:**

Mayor Briggs attended numerous meetings in January 2017; attended MML Mayor's Conference and went to seminar on Main Street Program. He clarified he does not speak on behalf of the Board of Commissioners before an official vote has been taken.

#### **Public Comments:**

*Carolyn Miller, 48 2<sup>nd</sup> Avenue*- Ms. Miller spoke about Emmit Gardens Community where she has lived for 20 years. Asked the town to reconsider putting a park in Emmit Gardens because it's dangerous for children to travel to Silo Hill. *Neoline James, 700 East Main Street*- Ms. James lives in Emmit Gardens and expressed desire to put a new playground in with a baseball diamond, monkey bars, or swings due to safety concerns. *Aidoun Cottrell, 59 2nd Avenue*- Mr. Cottrell lives in Emmit Gardens and expressed desire to put a new playground in that features a swing set because it's dangerous for children to travel to Silo Hill. *Joel Miller, 48 2nd Avenue*- Mr. Miller lives in Emmit Gardens and expressed desire to put a new playground in for safety concerns and children leisure. *Connor Stahley, 59 2nd Avenue*- Mr. Stahley lives in Emmit Gardens and expressed desire to put a new playground in. Commissioner O'Donnell asked Commissioner Ritz III if plans for a park could be researched and a recommendation made at next town meeting on March 6<sup>th</sup>. Ms. Willets stated the proposed site for a park is the future location of a Water Plant, but perhaps an alternative location can be chosen. *Chris Price, 107 S. Seton Avenue*- Asked Board to reconsider the park rental fee. Mr. Price is with Alcoholics Anonymous and says they can't afford the new fee. The group would be comfortable with a fee of \$10 or \$15 instead of \$50. Mr. Price is also a business owner and resident. *Pastor John Talcott, 303 W. Lincoln Avenue*- Mr. Talcott is concerned with the park fee and says it will be difficult to get the money needed for his non-profit to host bi-monthly park events.

#### **Administrative Business:**

- Update on pool repair and renovation: Presented by town staff and contractor, Make N' Waves. Ms. Willets updated the Board on the current status of the 45 year old community pool. It has been found that the floor drains were not winterized properly, plumbing is not up to national codes, and no significant work has been done on the pool since it was opened. Other problems include beam damage, a major break in the return line, cracks in the pool shell, deteriorating Gunite, and 4 extra layers of plaster. If renovations continue, a structural engineer will need to be hired. \$55,000 has been paid to date, but it is estimated that another \$250,000 is needed to repair the pool. A new pool would be approximately \$369,500. Commissioners discussed if the town needs a pool. General consensus revealed interest to keep the community pool. Commissioners decided to hold additional meeting on Monday February 13<sup>th</sup> @ 7:30 p.m. to discuss funding and future of community pool. The pool probably won't open this year.

- Commissioner O'Donnell stated trail work days will be on April 23<sup>rd</sup>, May 21<sup>st</sup>, June 17<sup>th</sup>, and August 5<sup>th</sup>.

**Consent Agenda:**

- Reappointment of Joyce Rosensteel to the Planning Commission 0/18/2017 - 01/18/2022. Motion to accept initiated by Commissioner Buckman, second by Commissioner Ritz III. **Vote 5-0 in Favor.**
- Reappointment of Dianne Walbrecker to Board of Appeals 12/15/2016 - 12/15/2019. Motion to accept initiated by Commissioner Ritz III, second by Commissioner Sweeney. **Vote 5-0 in Favor.**
- Appointment of Ronald Lind to Board of Appeals 2/17/2017 - 2/17/2020. Motion to accept initiated by Commissioner Sweeney, second by Commissioner Buckman. **Vote 4-0 in Favor.** Commissioner Ritz III abstained due to family relations with Mr. Lind.

**Treasurer's Report:**

Commissioner Blanchard presented the treasurers report as of January 31, 2017 (exhibit attached). Mentioned the Comptroller of Maryland misallocated income tax revenue statewide between 2010 and 2014. As a result, Emmitsburg will need to repay \$14,368 starting in 2024 when a ten-year, interest-free repayment period will be initiated at \$1,436.80 per year.

**Planning Commission Report:**

Commissioner Sweeney stated the Planning Commission met on January 30 to reorganize and reappoint Joyce Rosensteel. Plans are being submitted for the new Seton Center on East Lincoln Avenue soon. Commissioner Sweeney stated all the board members stayed the same after the reorganization.

**II. Agenda Items**

Agenda #1: Audit and budget process presentation:

Michelle R. Mills, CPA with Draper & McGinley P.A, and Cole Tabler, Town Accountant, presented the fiscal year 2016 audit results (exhibit attached). Ms. Mills advised on how to avoid common local government financial mistakes and answered questions from the Commissioners. The town received an unmodified opinion on the financial statements. The total net position was \$32,972,248 (government-wide). Ms. Mills reported that the town has excess revenues and over expenditures of \$56,440 from a government fund level, but only \$6,080 from a governmental activities perspective. Stated if the depreciation is not fully funded, then an ordinance should be enacted. She reported that in all most things were comparable to the prior year, no significant items were identified during the audit, and the staff was very helpful.

Agenda #2: New technology for Rainbow Lake and Water Plant related to LG Sonic:

Presented by Cathy Willets, Town Manager; Dan Fissel, Sewer and Water Superintendent; and Bill Kramer, Kershner Environmental Technologies LLC. Ms. Willets showed charts of declining well levels, increased use of chemicals, rising over time costs, and increased amount of backwash needed to clean the algae out of the water system. She stated it's estimated an algae control system can save the town approximately \$19,385 a year. 4 different LG Sonic algae control options were presented for calibration and algae tracking. The starting fees for the system would be \$38,650 the first year. Town staff recommends option 3 and budgeting for new parts. Mr. Kramer stated an 18 month warranty would not be provided if an outside company was used for calibration. Commissioner O'Donnell would like to see DNR sign off on this technology. If approved, the system will begin in April 2017.

**Motion:** To purchase LG Sonic Technology for the first year totaling \$38,650.  
Motion by Commissioner Sweeney, second by Commissioner Blanchard.  
**Vote: 5 – 0 in Favor**

**Motion:** To purchase service option #3, additional KET Routine On-Site O&M Service, for \$13,000/year.  
Motion by Commissioner Buckman, second by Commissioner Sweeney.  
**Vote: 5 – 0 in Favor**

Agenda #3: Discussion on life insurance for the elected officials of the Town:  
Withdrawn- future agenda item once more information is gathered.

**Set Agenda Items for February 13, 2017 Town Meeting**

1. Action item: Potential for swimming pool replacement and related funding

**Set Agenda Items for March 6, 2017 Town Meeting**

1. Update from SHA about the proposed Urban Reconstruction Project
2. Human resource presentation on staff salaries and performance evaluations
3. Park pavilion fees
4. Emmit Garden playground site and equipment

**IV SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS- none**

**IV Adjournment**

With no further business, the February 6, 2017 Town Meeting was adjourned at 10:50 p.m. EST.

Respectfully submitted,

Madeline Shaw  
Town Clerk

Date Approved:

MINUTES  
TOWN MEETING  
February 13, 2017  
Emmitsburg Town Office

**Present:** Mayor Donald Briggs; Commissioners: Glenn Blanchard, Elizabeth Buckman, Clifford Sweeney, and Tim O'Donnell, President.

**Staff Present:** Cathy Willets, Town Manager; Madeline Shaw, Town Clerk; Amy Naill, Code Enforcement Officer; and Cole Tabler, Town Accountant.

**Absent:** Commissioner Joseph Ritz III with prior notice.

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### III. Call to Order

Commissioner Tim O'Donnell, President of the Board of Commissioners, called the February 13, 2017 Town Meeting to order at 7:30 p.m. Pledge of Allegiance was recited.

### Public Comments -

*Eric Sloan 500 E. Main Street-* Mr. Sloan mentioned trouble with people not following the curfew near his property. People are leaving trash and entering his shed without authorization. Mr. Sloan has reported the problem to the deputies and added extra lighting to the area. Commissioner O'Donnell asked staff to look into the issue and increase the frequency of deputy patrols in the area.

### II. Agenda Items

Agenda #1: Potential for swimming pool replacement and related funding: Ms. Willets briefly reviewed the pool updates and repair needs as reported in the February 6, 2017 Town Meeting. She reminded the board that no major repairs have been done since the pool was built. If repairs are made to the current condition of the pool, no warranty will be offered because of the significant structural problems. Ms. Willets reported the pool can be replaced with a new pool for \$369,500. The town has received a \$217,000 grant from Community Parks and Playgrounds (CP&P). To date, \$55,000 has been paid on permits and a leak detection specialist. Including already incurred expenses, a brand new pool would cost \$424,500. With the \$217,000 CP&P grant, the town would have to fund \$207,500 by loan or in-house funds. Since the town already has 10 open loans, town staff recommends the use of Fund 2 (capital improvements fund) as a source of in-house funds. Each year leftover money is moved to Fund 2 for line items the town thinks they will need funds for. None of the suggested line items would be depleted.

Ms. Willets handed out a pool fund analysis for in-house funds and loan options (exhibit attached). Ms. Willets reviewed the pool analysis handout for option #1 (in-house funds) and option #2 (loan terms).

#### Option #1: In-House Funds

- *\$40,000 from the West Lincoln Avenue Fund.* Commissioner Sweeney reported the West Lincoln Avenue Fund was for sidewalk upgrades and for connecting Well J to the main water line. Well J is not in use, and Ms. Willets reported the sidewalk project did not occur. The West Lincoln Avenue Fund would not be depleted as the current balance is about \$78,000.
- *\$41,500 from the East Lincoln Reserve for Wide Electric Fund.* Ms. Willets mentioned the town funded the project and the fronted grant money was never used. Commissioner Sweeney stated the funds were for widening the lanes on East Lincoln from South Seton to Creamery Road. The project was put on hold because the telephone company would not move the telephone poles and put the wires underground. The East Lincoln Reserve for Wide Electric Fund would not be depleted as the current balance is about \$60,000.

- *\$15,000 from the Upcounty Fund.* Ms. Willets reported this line item was put aside in case any significant replacements or renovations were needed for UpCounty. As of now, there are no foreseen repairs or replacements. Ms. Willets also stated there is another fund for UpCounty so this line item is not the only fund. The Upcounty Fund would not be depleted as the current balance is about \$52,000.
- *\$26,000 from the LED Light Upgrade Fund.* Mayor Briggs stated this fund was from a Potomac Edison rebate for switching to LED lights. Ms. Willets mentioned the town is planning to use Maryland Smart Energy grants to finish upgrading the street lights to LED. The LED Light Upgrades Fund would not be depleted as the current balance is about \$51,000.
- *\$18,000 from the Storm Drain Inlet Fund.* Commissioner Sweeney stated the fund was for storm drain repairs on private roads as the state replaces the public road storm drains. Ms. Willets mentioned only 3 items, totaling \$11,000, were drafted from this line item between 2013 and 2015. The Storm Drain Inlets Fund would not be depleted as the current balance is about \$37,000.

### **Option #2: Loan Terms**

Ms. Willets stated the second funding option is to take a loan out for \$207,500. She explained the three term options: 3 year, 5 year, and 7 year (exhibit attached). The interest rate, number of payments, monthly payment amount, and the total interest amounts were reviewed. Commissioner Sweeney, Blanchard, and Buckman mentioned they would like to use in-house funds instead of a loan. Commissioner O'Donnell expressed concern over the storm drain line item being depleted.

### **Public Comments -**

*Chris Annandale, 219 West Main Street-* Mr. Annandale mentioned his desire to have a pool for the community. He expressed a desire to get more than one quote on the pool renovation. Commissioner Buckman and Sweeney discussed possibly getting donations from the community.

**Motion:** To replace the Emmitsburg Community Pool with the in-house funds outlined by town staff.  
Motion by Commissioner Buckman, second by Commissioner Blanchard.

**Vote:** 4 – 0, motion in Favor.  
Commissioner Ritz III absent.

The commissioners discussed opening the new pool contract up for bid. Ms. Willets stated change orders are permissible when unforeseen circumstances arise or the town seeks to add to the scope/parameters of a project. Dylan Daugherty, contractor with Make N' Waves Inc., clarified details stated in the proposal. The 4,600 sq. feet of concrete will be for everything but the bathrooms, snack bar, and concrete in front of the pool house. Everything will be new and the old beams will be used as structural reinforcement. The commissioners discussed removing the deep end/diving board due to liability concerns. The new pool will be handicap accessible with a beach entry. Commissioner Sweeney expressed desire to add a water slide instead of a diving board and to put lights in the pool/around the pool for evening use. Commissioner O'Donnell asked if the pool is required to have lights. Mr. Daugherty will look into the code, and stated it's usually about \$1,000 per light. He also mentioned the new pool will have all new pipes except for the feed to the drain and that specific pool details/costs are covered in the proposal. Ms. Willets stated Make N' Waves received favorable reviews from past clients and it would be difficult to open the bid since Make N' Waves proposal price has already been shared publically.

**Motion:** To open bidding up to other businesses for rebuilding the Emmitsburg Community Pool.  
No motion.

**Motion:** To accept Make N' Waves pool proposal for a new pool bid for \$369,500.

Motion by Commissioner Sweeney, second by Commissioner Blanchard.

**Vote:** 3 (Buckman, Sweeney, Blanchard) - 1 (O'Donnell), motion in Favor.

Commissioner Ritz III absent.

**Set Agenda Items for March 6, 2017 Town Meeting**

1. Update from SHA about the proposed Urban Reconstruction Project
2. Human resource presentation on staff salaries and performance evaluations
3. Revisit park pavilion policy
4. Emmet Garden playground site and equipment consideration
5. Administrative business: Update on dog park

**IV SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS- none**

**IV Adjournment**

With no further business, the February 13, 2017 Town Meeting was adjourned at 8:47 p.m. EST.

Respectfully submitted,

Madeline Shaw  
Town Clerk

Date Approved:

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

## C. TOWN MANAGER'S REPORT

**Town Manager's Report  
January 2017  
Prepared by Cathy Willets**

Streets:

- Staff salted & plowed streets. (five small storms - ice & snow)
- Contractor plowed & salted sidewalks during two storms
- Repaired street lights around Town & developments - new bulb, repaired wiring, new socket, etc
- Took down Christmas decorations, trees, & banners
- Replaced stop signs in developments; straighten street sign posts around Town & developments

Parks:

- Check parks daily; empty trash cans and pet waste stations; check cameras for vandalism
- New pool construction approved by Board; Emmitsburg Community Pool due to construction will not open for the 2017 Summer season

Water:

- Rainbow Lake is now 1.2 feet below the spillway level (normal is 16.6 feet).
- The roughing filters are being backwashed two times a day and the DE filters are being done two times per week.
- A leak check was done from 11pm-1am shutting off different sections of Town to check for any major leaks.
- Our wells are now on average 39.25' below their May 2011 levels (came up 2.75' since December's report)
- Water production and consumption. We produced an average of 307,886 GPD. We consumed an average of 277,074 GPD.

The difference is "Backwash Water" ... (14.30%).

We purchased 502,500 gallons of water from MSM this month.

- 42.5% of this water came from wells.
- 5.0% of this water came from Mt. St. Mary's.
- 52.5% of this water came from Rainbow Lake.

Wastewater:

- We received about 3.2" of precipitation this month (the average is 3.19").
  - We have a precipitation **DEFICIT** of 5.59" over the last six months. The average precipitation for the period from August 1 through January 31 is 21.19". We have received 15.6" for that period.
- Wastewater Treatment:
  - We treated an average of 573,000 GPD (consumed 277,074 GPD) which means that 52% of the wastewater treated this month was "wild water".
  - We had no spills of untreated sewerage in the month of January.
  - We did exceed the plant's design capacity on four days in the month of January:
    - **01/03/17**- 1,292,000gpd
    - **01/23/17**- 2,092,000gpd
    - **01/24/17**- 1,171,000gpd
    - **01/25/17**- 753,000gpd

**Trash:** Trash pickup will remain Mondays for the remainder of the month of March.

**Meetings Attended:**

- 01/05 Met with Mayor
- 01/05 Met with Office Manager and Town Clerk to go over procedures
- 01/05 Met with Staff and contractor about the pool renovation/repair
- 01/06 Met with Office Manager about new position and duties
- 01/06 Met with Town Planner to go over projects
- 01/09 Met with Mayor
- 01/10 Met with Staff to conduct quarterly water audit
- 01/11 Met with Department Head for monthly staff meeting
- 01/11 Met with Mayor
- 01/11 Met with Sgt. Benner, FCSO
- 01/13 Met with Mayor
- 01/17 Met with Mayor
- 01/18 Met with Mayor
- 01/19 Met with staff and Pastor John about renovations at CCC
- 01/21 Attended Hometown Emergency Preparedness Action Committee Mtg. in Annapolis (MML)
- 01/24 Met with Office Manager and Town Clerk
- 01/24 Met with staff and HR consultant to go over salary chart, performance evaluation, and steps
- 01/25 Met with Mayor and Town Planner to go over square project and dog park
- 01/25 Met with Dan Fissel to go over water update/algae control
- 01/26 Met with Mayor and representative from Boys/Girls Club
- 01/27 Met with Mayor
- 01/27 Met with Dan Fissel and Kerschner regarding LG Sonic algae control
- 01/30 Met with Mayor
- 01/31 Met with Town Clerk and representative from Emmitsburg Little League

**PARKING ENFORCEMENT REPORT**  
**January 2017**

- **Overtime Parking:** 87
- **Restricted Parking Zone:** 4
- **24 Hour Consecutive Parking:**
- **Parked in Crosswalk:**
- **Parked on Sidewalk:**
- **Parked Blocking Road:**
- **Parked by Fire Hydrant:**
- **Parked on Highway:**
- **Failure to Park between Lines:**
- **Other Violation:**
- **Left Side Parking:** 1
- **Street Sweeping:**
- **Meter Money:** \$ 1,028.35
- **Parking Permits:**
- **Meter Bag Rental:**
- **Parking Ticket Money:** \$ 435.00
- **Funerals:** 1

**Total:** 1,463.35

## **D. TOWN PLANNER'S REPORT**

**Town Planner's Report**  
**January 2017**  
**Prepared by Sue Cipperly**

1. Attended Town Meeting on January 3, 2017  
Attended Planning Commission Meeting January 30, 2017  
Attended project/issues meetings with Mayor Briggs and Cathy Willets, Town Manager and other staff.  
Attended Department Head Meeting on Jan. 11, 2017.
2. **Enforcement:** (with Amy Nail)
  - Follow up on remaining grease trap cleaning reports due Jan 10, 2017.
  - Sent letters to property owners where there are abandoned property issues.
3. **State Highway Administration:**
  - Flat Run Bridge
    - Continued coordination with State Highway representatives, including notification of any upcoming shoulder closure/flaggers via Ch.99 and website.
  - Square revitalization project
    - Coordinated with SHA and town departments re square elements, financial aspects.
    - Provided updates to SHA address list for needed right-of-entry contacts.
    - Provided retraction letter re requiring sidewalk construction by property owner, since SHA is undertaking the project.
4. **Community Legacy grants:**
  - Processed local project reimbursement requests with DHCD.
  - Kept track of progress for existing projects.
  - Provided information to potential grantees.
5. **Dog Park:** Researched costs of equipment items and prepared draft list of items/costs.
6. **Permits:** Processed permits and/or provided information regarding requirements.
7. **Planning Commission:** Meeting Jan. 30. Reorganization. February 27 agenda items are Seton Center site plan and PC Annual Report.
8. **Jan. 3, 2017:** Met with representative of potential project for undeveloped site east of US15. Letter of Intent was provided to the town. Project would potentially require a zoning change, would require water/sewer facilities, internal roads, site plan, state and county road permits, county storm water, etc. Followed up with property owner, who will submit more information.
9. Provided Town Board with summary of potential projects related to historical tourism activities. Spoke with Maryland Office of Tourism Development Assistant Director, who offered to help Emmitsburg.
10. Communicated with consultants and Daughters of Charity regarding Seton Center site plan application.
11. Drafted RFP for MDOT Bikeways grant and sent to MDOT for review. (During February, received comments, made revisions, and sent back to MDOT.)
12. Worked on Dog Park design and researched costs of construction and equipment.

**E. COMMISSIONER COMMENTS**

**F. MAYOR COMMENTS**

**G. PUBLIC COMMENTS**

**H. ADMINISTRATIVE BUSINESS**

- I. Update on the Emmitsburg Dog Park:** Presentation by town staff
- II. Town Pool Upgrades for Consideration:** Presentation by town staff
  - a. New in-pool lighting
  - b. Diving board with safety handrails and a new stand
  - c. Vortex slide with ladder or vortex slide with steps
- I. Proclamation:** April as National Child Abuse Prevention Month

# *Proclamation*

## **NATIONAL CHILD ABUSE PREVENTION MONTH APRIL, 2017**

WHEREAS, child abuse prevention is a community problem and finding solutions depends on involvement among people throughout the community; and

WHEREAS, the effects of child abuse are felt by a whole community and need to be addressed by the entire community; and

WHEREAS, effective child abuse prevention programs succeed because partnerships are created among social service agencies, schools, religious organizations, local governments, law enforcement agencies, and the business community; and

WHEREAS, youth-serving prevention programs offer positive alternatives for young people and encourage youth to develop strong ties to their community; and

WHEREAS, all citizens should become involved in supporting parents to raise their children in a safe, nurturing environment.

NOW, THEREFORE, BE IT PROCLAIMED, that the Mayor and Council of the Town of Emmitsburg, Maryland do hereby proclaim the month of April as National Child Abuse Prevention Month in the Town of Emmitsburg and call upon all citizens, community agencies, religious organizations, medical facilities and businesses to increase their participation in efforts to prevent child abuse, thereby strengthening the Emmitsburg community.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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Donald N. Briggs, Mayor

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Timothy O'Donnell, President  
Board of Commissioners

**I. CONSENT AGENDA**

**I. Parks and Recreation Committee (2-year term)**

Appointment of Carolyn Miller to the Parks and Recreation Committee.  
 Term: 03/15/2017 - 03/15/2019.

**II. Parks and Recreation Committee (2-year term)**

Appointment of Martin Miller to the Parks and Recreation Committee.  
 Term: 03/15/2017 - 03/15/2019.

**J. TREASURER REPORT**

**TOWN OF EMMITSBURG  
 CASH ACTIVITY as of February 28, 2017**

|                 |                               |
|-----------------|-------------------------------|
| \$4,814,258     | Cash Balance February 1, 2017 |
| 213,676         | Deposits                      |
| <u>-216,816</u> | Withdrawals                   |
| \$4,811,118     | Operating Balance Forward     |

| <u>Check Amount</u> | <u>Vendor Name</u>                | <u>Description</u>                  | <u>Check Date</u> | <u>Check Number</u> |
|---------------------|-----------------------------------|-------------------------------------|-------------------|---------------------|
| \$29,500            | Make n Waves                      | Draw #2 - Pool                      | 02.08.17          | 36748               |
| 20,561              | MD Dept of Bud & Mgmt             | Jan 17 Health Insurance             | 02.08.17          | 36749               |
| 10,000              | Lam B Roofing & Home Improvements | Baseball Dugout Roof                | 02.15.17          | 36767               |
| 5,875               | Republic Services                 | Feb 17 Residential Services         | 02.15.17          | 36768               |
| 5,776               | Capital Tristate                  | Poles - Fixtures                    | 02.08.17          | 36739               |
| 5,613               | The Columbia Bank                 | Lincoln Ave General Obligation Bond | 02.01.17          | 36721               |
| 5,292               | Frederick County DUSWM            | Jan 17 Tipping Fees                 | 02.08.17          | 36743               |
| 4,960               | HD Supply Waterworks              | Meters                              | 02.08.17          | 36745               |
| 4,194               | UGI Energy Services               | Jan 17 Solar Field #2               | 02.22.17          | 36808               |
| 2,300               | Catoctin Labs                     | Chemicals                           | 02.15.17          | 36772               |

*Ck dates 02.01.17 to 02.28.17*

**K. PLANNING COMMISSION REPORT:** Presentation at the meeting.

**L. AGENDA ITEMS:**

- I. Update from SHA About the Proposed Urban Reconstruction Project:**  
Presentation at meeting by the State Highway Association (SHA).

**AGENDA ITEMS CONTINUED:**

**II. Human Resource Presentation On Staff Salaries and Performance**

**Evaluations:** Presentation by Amanda Haddaway

**Performance Evaluation Form**

*Draft*

**Employee name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Person conducting review:** \_\_\_\_\_

**Score the performance in each job factor below on a scale of 1-5, as follows:**

**5 = Outstanding**, consistently exceeds expectations and is recognized by peers and/or customers as a leader and positive example for others.

**4 = Above Expectations**, consistently meets and occasionally exceeds expectations.

**3 = Meets Expectations**, consistently meets expectations.

**2 = Below Expectations**, occasionally fails to meet expectations.

**1 = Needs Improvement**, consistently fails to meet expectations and a job performance improvement plan is required.

| <b>Job factor</b>  | <b>Employee self-evaluation</b> | <b>Supervisor evaluation</b> | <b>Comments</b> |
|--|---------------------------------|------------------------------|-----------------|
| <b>Job-specific knowledge</b><br>Competent in required job skills; is knowledgeable of the duties, methods and procedures required by the job; displays understanding of how job relates to others; able to perform a wide variety of job-related tasks. |                                 |                              |                 |
| <b>Quality of work</b><br>Completes assignments in a thorough and accurate manner; produces quality work and achieves results under established quality standards.   |                                 |                              |                 |
| <b>Work ethic and initiative</b><br>Demonstrates commitment and dedication to accomplishing assigned duties; persistent and resilient in the pursuit of the assigned performance objectives and goals.   |                                 |                              |                 |

draft

|   |  |  |  |
|---|--|--|--|
| <b>Punctuality and attendance</b><br>Has solid attendance record;<br>arrives to work on time and is<br>ready to work.   |  |  |  |
| <b>Interpersonal/communication skills</b><br>Handles internal and external<br>communications effectively;<br>expresses ideas clearly in both<br>verbal and written<br>communications.               |  |  |  |
| <b>Teamwork</b><br>Demonstrates ability to get<br>along with others,<br>communicates and acts as a<br>team player.  |  |  |  |
| <b>Customer service</b><br>Effectiveness in servicing both<br>internal and external<br>customers; responsive to<br>customer needs.  |  |  |  |
| <b>Time management</b><br>Consistently sets and meets<br>timelines; works in coordination<br>with other staff to ensure<br>timelines are met; manages<br>workload and delivers work as<br>promised. |  |  |  |
| <b>Other (please specify):</b>  |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |

**Indicate any additional comments that support your ratings:**

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**Questions for Employee:**

What have been your major accomplishments, achievements and contributions to the organization in the past year?

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Do you consider any of your contributions to be above and beyond the scope of your job description?

What were your goals for the past year (refer to previous review form)? Did you achieve these goals? If not, why?

Are there any areas where you need improvement? If yes, how can the organization help you with this?

What are your professional goals for the next year? What would you like to accomplish in the next year? How will you achieve these goals? Remember to make goals specific, measurable, achievable, results-focused and time-bound.

**Employee Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

**Questions for Supervisor:**

What are three things that this employee did well in the past year? Please include specific examples to back up your statements. Please use bullet points. A narrative description is not necessary.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What are three things that this employee could do to improve in the next year? Please include specific examples to back up your statements. Please use bullet points. A narrative description is not necessary.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What would you like your employee to accomplish in the next year? How will you help this employee achieve these goals? Remember to make goals specific, measurable, achievable, results-focused and time-bound.

Employee Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Agreed upon goals for the next year (Employee and supervisor to complete this section together.):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Employee Acknowledgment**

Your signature below indicates that the above performance appraisal and contents were reviewed and discussed with you by your supervisor:

|                      |              |
|----------------------|--------------|
| <b>Employee:</b>     | <b>Date:</b> |
| <b>Supervisor:</b>   | <b>Date:</b> |
| <b>Town Manager:</b> | <b>Date:</b> |

cc: Personnel File

**AGENDA ITEMS CONTINUED:**

**III. Revisit Park Pavilion Policy**

POLICY SERIES: 2016  
Policy No. P16-04

Page 1 of 1

TOWN OF EMMITSBURG  
Park Pavilion Reservation Deposit

\*\*\*\*\*

As of this date and pursuant to Title 12 "Streets, Sidewalks and Public Places" of the Emmitsburg Municipal Code, ball field and pavilion fees shall be as follows:  
Memorial and Community Park

- A. Ball fields - \$25.00 clean-up deposit per day per field (refunded if in good condition and cleaned up)
- B. Community and Memorial Park Pavilions
  - 1. Resident
    - \$75.00 total rental fee
    - \$25.00 returned to resident if pavilion and/or bathroom in good condition
  - 2. Non-Resident
    - \$125.00 total rental fee
    - \$25.00 returned to non-resident if pavilion and/or bathroom in good condition

This Policy will replaced previously adopted policy P00-05.

BE IT FURTHER RESOLVED, ENACTED AND ORDAINED, that this policy shall take effect on 6<sup>th</sup> day of December, 2016.

PASSED THIS 6<sup>th</sup> DAY OF December, 2016.

ATTEST:

EMMITSBURG BOARD OF COMMISSIONERS

Amy Nail  
Amy Nail, Recording Secretary

Timothy O'Donnell  
Timothy O'Donnell  
President

APPROVED     VETOED

this 6<sup>th</sup> day of December, 2016

Donald N. Briggs  
Donald N. Briggs, Mayor

**AGENDA ITEMS CONTINUED:**

**IV. Emmet Garden Playground Site and Equipment Consideration**



**M. SET AGENDA FOR NEXT MEETING: APRIL 3, 2017 @ 7:30 p.m.**

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