

**MINUTES
TOWN MEETING
May 21, 2018
Emmitsburg Town Office**

Present - Elected Officials: Mayor Donald Briggs; Commissioners: Glenn Blanchard, Elizabeth Buckman, Joseph Ritz III, Clifford Sweeney, and Tim O'Donnell, President. **Staff Present:** Cathy Willets, Town Manager; Terri Ray, Office Manager; Amy Naill, Code Enforcement Officer; and Cole Tabler, Town Accountant.

I. Call to Order

Commissioner Tim O'Donnell, President of the Board of Commissioners, called the May 21, 2018 Town Meeting to order at 7:30 p.m. EST. Pledge of Allegiance was recited. Upcoming meetings were announced.

Commissioner Comments:

- Commissioner Buckman: She stated the Mother Seton Carnival is occurring this week and encouraged residents to attend. She requested town staff spray and weed near the pool to help prevent bee/wasp stings.
- Commissioner Ritz III: He inquired why the proposal from Kirby Delauter regarding the sidewalk extension along Creamery Road near the Ambulance Company building was declined by the Mayor. Commissioner O'Donnell recommended making the item an official item to allow for further discussion later in the meeting.
- Commissioner Sweeney: He stated the lions club is selling raffle tickets at the Mother Seton Carnival.
- Commissioner Blanchard: He encouraged more residents to get involved in the community gardens.
- Commissioner O'Donnell: He stated he has seen numerous people using the new dog park. He met with Christine Adamow, the entrepreneur leadership program director from Mount Saint Mary's (MSM). She has several projects she would like to see occur in town that could help promote town and school growth.

Mayor's Comments:

Mayor Briggs attended the Vigilant Hose Company Spring Fling in May 2018. He congratulated MSM and Catoctin High School on their upcoming graduations. He also thanked MSM and Dr. Powell for the donation of the historic clock at the new town square.

Public Comments:

None.

Consent Agenda:

None.

Administrative Business:

- I. Discussion Relating to the Proposed Creamery Road Sidewalk Extension Near Mother Seton School and the Vigilant Hose Company Activities Building: Commissioner O'Donnell requested the modification of the May 21, 2018 town meeting agenda to add an administrative business item for the Creamery Road sidewalk extension that was mentioned briefly by Commissioner Ritz III in his commissioner comments. The Board showed unanimity.

Motion: To add an administrative business item before the agenda items on the agenda.

Motion by Commissioner Buckman, second by Commissioner Blanchard. Vote: Motion carries 5 – 0 in favor.

Commissioner O'Donnell clarified the administrative business item at hand is regarding the discussion of the Creamery Road sidewalk extension linking the sidewalk in front of the Mother Seton School to the Vigilant Hose Company activities building area. Ms. Willets summarized Mayor Briggs had expressed a desire to build a sidewalk extension along Creamery Road to the Vigilant Hose Company activities building; however, the Town did not have the budget for it. The Mayor had suggested piggy backing the sidewalk work with the County to save money, which resulted in the Mayor reaching out to the County. Kirby Delauter offered to do a portion of the originally proposed sidewalk, but the Town would have to cover the remaining costs. Town staff and the Mayor discussed the offer and determined it would be best to have the project completed all at once and have the County budget cover it and time was of the essence because the County was voting on their budget, thus Mr. Delauter's offer was declined.

Commissioner Ritz III requested the Board discuss similar items in the future at a town meeting before responding.

II. Agenda Items

Agenda #1- Fiscal Year 2019 Three Year Trash Services Contract for Consideration: Ms. Willets explained town staff put the request for proposal (RFP) out on April 6, 2018 and the bids were due April 30, 2018 at 4:00 p.m. The RFP was advertised on the town website and in the Frederick News Post. Four total bids were received. Town staff recommends continuing services with Republic Services for three (3) years because they have the best prices and town staff is familiar (and likes) their customer service. The Board requested town staff research the cost to add a third day for bulk trash pick-up. Town staff will request pricing for a third day.

Motion: To Republic Services contract as presented.

Motion by Commissioner Sweeney, second by Commissioner Ritz III. Vote: Motion carries 5 – 0 in favor.

Agenda #2- Fiscal Year 2019 Budget for Discussion and Possible Consideration: Presentation by Cole Tabler, Town Accountant, and Cathy Willets, Town Manager. Mr. Tabler and Ms. Willets explained they will do their best to answer questions. A PowerPoint will be used to summarize main components of the fiscal year (FY) 2019 budget.

- **Revenue:** Mr. Tabler explained the general fund revenue will increase by approximately 5% from \$1,743,959 to \$1,832,039. The tax rate is recommended to stay the same, which was reviewed at the May 7, 2018 town meeting. Town staff had submitted a Project Open Space (POS) grant for rehabbing the pool bathhouse and an ADA compliant playground in Community Park. Town staff only included six months of rent for 140 South Seton Avenue because town staff is considering requesting the Board sell the property due to the future lead testing expenses. Overall, Mr. Tabler explained the town tries to be conservative with numbers and he mentioned real estate tax revenue is increasing slightly.
- **Expenses:** Mr. Tabler reviewed the expenses of the departments in ascending order.
 - **Department 10 (Legislative & Executive):** Mr. Tabler explained overall this department has an increase. Ms. Willets explained the most noticeable difference occurs under special events/program costs (6901) due to the town pursuing a Boys and Girls club program since the After School Club House director is retiring. This line item also covers a community shred day as a green project in Town. The educational conferences and workshop materials (5401) was increased so all six elected officials could go to the MML summer conference if they desired. In addition, Ms. Willets would like to send the town clerk to a grants training workshop.
 - **Department 12 (Planning & Zoning):** Mr. Tabler explained overall this department has increased and the most noticeable difference occurs under contractual (5505), which Ms. Willets explained is needed because the Town will need to hire a contractor to make recommendations on how to reduce impervious surfaces in Town for the MS-4 Permit. In addition, there will be a one-month overlap with the current town planner (Ms. Cipperly) and the new town planner before Ms. Cipperly's retirement at the end of July.
 - **Department 13 (Financial):** Mr. Tabler explained overall this department decreased by \$46. The accounting auditing fees (5502) decreased because the town overestimated on auditing fees for FY2018. Educational conferences and workshop materials (5401) decreased because the average was taken from the past several fiscal years and the average amount was less.
 - **Department 15 (Buildings):** Mr. Tabler explained overall this department has increased. Ms. Willets explained the increase is town staffs attempt to be proactive with preventative maintenance for town buildings. The Emmitsburg Community Center is in need of the most funding to ensure the town fulfills lease responsibilities. Electric (5522) has increased due to allocation.
 - **Department 20 (Public Safety Police):** Mr. Tabler explained overall this department has increased, which is mainly the result of the increase in the contract for law enforcement services.
 - **Department 21 (Public Safety Fire & Rescue):** Mr. Tabler explained this department is a donation to the Vigilant Hose Company and is remaining the same. Commissioner O'Donnell explained the cost of running a fire department would be significantly greater than donating to our local volunteer fire department.
 - **Department 22 (Other Public Safety):** Mr. Tabler explained this department is the same as the previous FY and is for the emergency warning siren in Town.
 - **Department 30 (Public Works Streets):** Mr. Tabler explained that overall this department budget increased. Town staff would like to keep contractual (5505) the same for snow removal, human resources, information technology contractor, etc. Other expenses (6100) increased to help provide the necessary safety tools for staff and storm drain repairs for the MS-4 Permit. Communications (5304) increased \$4,500 for town staff to have radios installed in their vehicles. Commissioner Sweeney requested the Town consider metering the parking spaces at the newly paved pool parking lot during non-pool hours for extra municipal parking.

- **Department 31 (Refuse):** Mr. Tabler explained this department slightly increased, which is mostly a result of the trash services the Town pays for. The overtime wages for this department pay for town staff to collect yard waste on Saturdays twice a month.
 - **Department 60 (Parks):** Mr. Tabler explained that overall this department budget increased and the bulk on the increase is the town pool opening for summer 2018 and summer 2019. Commissioner Sweeney requested more cameras around town, which will be included under the proposed fund 2 transfers. Repairs and maintenance (6200) has an increase for such items as the ball field maintenance, pool house, new dog park and ash tree treatments (among other items).
 - **Department 70 (Debt Service):** Mr. Tabler explained loan items are listed under this department. In FY2019 the town anticipates paying off one of the loans.
- **FY 2019 Capital Projects Fund Transfers:** Mr. Tabler mentioned this fund is the excess FY 2018 revenue that can be applied to upcoming capital projects. For FY 2019 there is \$232,819 available for transfer. For capital projects, Town staff recommends the following interfund transfers for FY 2019:
- *\$10,000 to Department 12:* Geographic Information System (GIS) for sewer/water mapping.
 - *\$9,819 to Department 15:* For Christ Community Church (aka UpCounty) for maintenance.
 - *\$5,000 to Department 15:* For maintenance of 22 East Main Street and interior work.
 - *\$10,000 to Department 15:* For 300A South Seton Avenue to upgrade the camera system and repair the generator.
 - *\$7,500 to Department 30:* For equipment to upgrade the camera system around town to help prevent vandalism and damage to town property. The camera system is split between departments 30/60.
 - *\$55,000 to Department 30:* For vehicles to replace the town car and prepare for upcoming items.
 - *\$2,500 to Department 30:* Square maintenance (beautification) once the square is complete.
 - *\$72,000 to Department 30:* For curbs, gutters, sidewalks and roads.
 - *\$18,500 to Department 60:* For pool house upgrades as part of matching funds for a grant.
 - *\$7,500 to Department 60:* For ballfields to re-shingle the dugout roofs.
 - *\$28,500 to Department 60:* For park/rec equipment upgrades to rehab the bandstand and other items.
 - *\$1,500 to Department 60:* For trails maintenance and promotions.
 - *\$9,000 to Department 60:* For the MHAA historic wayside signs grant match.
- **Department 40 (Water):** The Town anticipates an increase in revenue due to the sale of homes in the new Brookfield development. Contractual (5505) will continue to provide a contractor for leak detection and the LG Sonic algae control system. Chemicals (6150) is remaining the same from FY2018. Ms. Willets explained water rates have not increased in a significant amount of time, which is resulting in the revenue not keeping up with the expenses. Town staff proposes \$4,400 to add the home on the failing 8-inch mountain line to the 10-inch line on Hampton Valley road, \$15,000 to tie the mountain water line to the 8-inch MSM line, \$6,800 for the tract road water line, \$774,000 for the North Seton waterline, \$398,500 for the Waynesboro Pike Waterline, and \$7,000 for turbidimeters.
 - **Department 50 (Sewer):** Mr. Tabler mentioned the sewer expenses have increased from FY2018. For infrastructure projects, town staff proposes \$36,400 for sewer line repair between Irishtown Road and Creekside Drive, \$63,000 for sewer line repair between the Post Office and Mother Seton School, \$14,000 for new garage doors at the WWTP, \$80,575 for the sewer relining along East Main Street, \$20,750 for a new building to keep the sewer equipment in, \$13,425 for repairs to the old WWTP garage roof, \$37,000 for a generator for the lab at the WWTP.
- **Other Budget Items:** Mr. Tabler reviewed other expenses. He explained the health insurance decreased slightly in FY2018. Ms. Willets explained all employees did well on their performance evaluations and all employees are eligible for their step increase.
- **Electric:** The total anticipated budget for FY2019 is \$172,950, which is a slight increase from FY2018. The increase is mostly from the sewer plant, which Mr. Tabler has been trying to allocate correctly with the solar fields. Town staff is still seeing a reduction in electrical costs at the pumping station due to the PowerStar system, which was installed in 2015.
 - **Insurance:** Insurance is slightly increasing from \$25,045 to \$31,700 in FY2019.

Ms. Willets summarized the large projects that were completed in FY2018 due to grants and prior Board budget approval. Some of these projects include the dog park, Community Pool, town square, Community Park board fence, rip rap (phase 1), the WWTP salt shed, MS-4 Permit and GIS mapping. Town staff have applied for several grants this year, which include the Willow Rill tree planting, the EAB ash tree treatment, the LED lights for town buildings, the cigarette litter prevention grant and the pool parking lot paving. There are several other grants pending for the pool bathhouse, ADA playground, historical wayside exhibits and more. Town staff recommends the Board approve an employee benefits payout resolution to prepare for several long-term employees that will be retiring soon. Ms. Willets explained this item will come before the Board in the June town meeting. Commissioner Ritz III expressed a desire to consider donating funds to Emmitsburg Little League to help bring little league back to Emmitsburg. There was discussion over ways to revitalize the Emmitsburg Little League during FY2019. Ms. Willets recommended the Board pursue a fund transfer when an exact amount is known for a little league donation. The Board agreed. Commissioner Ritz III requested more funding for special events and programs (department 60, 6901). Commissioner O'Donnell offered to transfer \$500 from trail maintenance and promotion (900, fund 2) to department 60, special events and programs (6901). The Board agreed. Commissioner Ritz III requested an additional \$300 in department 60, 6901. The Board requested to move an additional \$300 from UpCounty (107, fund 2) to department 60, special events and programs (6901) to make the total amount available for park events \$2,000.

Motion: To accept the FY2019 budget along with the modifications.

Motion by Commissioner Blanchard, second by Commissioner Buckman. Vote: Motion carries 5–0 in favor.

Set Agenda Items for the June 4, 2018 Town Meeting

1. Fiscal Year (FY) 2019 Salary Chart Adoption for Consideration.
2. Resolution Related to Employee Benefit Payout.
3. Electric Vehicle Institute and Frederick County Agreement for Consideration Relating to Electric Vehicle Chargers.
4. Sliding Scale for Pool Membership for Discussion.
5. Parking Ordinances and Policy for Consideration.
6. Town Volunteer Program for Community Cleanup for Consideration.

Administrative Business:

- A. New Town Planner Employee for Consideration.
- B. Amended Lease Agreement to Denali Water for Consideration.

Motion: To close the meeting.

Motion by Commissioner Buckman, second by Commissioner Sweeney. Vote: Motion carries 5–0 in favor.

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, the May 21, 2018 Town Meeting was adjourned at 10:54 p.m. EST.

Respectfully submitted,

Madeline Shaw, Town Clerk
Approved: June 4, 2018