

**MINUTES
TOWN MEETING
MAY 15, 2023
TOWN OFFICE – 300A SOUTH SETON AVENUE**

Present: *Elected Officials* - Mayor Donald Briggs; Commissioners: Timothy O'Donnell, President; Joseph Ritz III, Vice President; Clifford Sweeney, Treasurer, Frank Davis; and Amy Boehman-Pollitt. *Staff Present* - Cathy Willets, Town Manager; Sabrina King, Town Clerk; Cole Tabler, Accounting Supervisor; Jessica Housaman Recorder. *Others Present* – Deputy Honaker

I. Call to Order

A quorum being present, Commissioner Timothy O'Donnell, President of the Board of Commissioners, called the May 15, 2023 town meeting to order at 7:00 p.m. Pledge of Allegiance was recited. Upcoming meetings were announced and noted that Commissioner Sweeney would be arriving late to the meeting with prior approval.

Commissioner Comments:

- Commissioner Davis: He thanked staff for answering all his questions and getting back to him.
- Commissioner Sweeney: Not in attendance.
- Commissioner Ritz III: He also thanked staff for answering all his questions.
- Commissioner Amy Boehman-Pollitt: She also thanked staff for answering her questions and noted that the Community Garden is expanding nicely. She also mentioned that the Farmer's Market is still looking for activities for children if anyone is interested.
- Commissioner O'Donnell: He thanked staff for the preparation for this presentation and all the hard work that was put into this meeting.

Mayor's Comments:

Mayor Briggs honored the Fallen Fire Fighters over the weekend by attending the Ceremony.

II. Agenda Items

Agenda #1 – Presentation and review of FY24 Town of Emmitsburg budget for consideration: Mr. Tabler began with an introduction on how the staff and supervisors worked together to come up with FY24 budget. He also thanked Sabrina King for putting the power point together. Ms. Willets added that the Town staff has been working on the FY24 budget for the past four months. She explained how the supervisors in charge of each of their respected departments gave their proposed line items for FY24. Ms. Willets also explained that the revenue is budgeted low and revenue expenses are budgeted high. Mr. Tabler and Ms. Willets presented the agenda item and gave a summary of revenue and was given for the general fund, water fund, and sewer fund. Each line item of the FY24 budget was reviewed and a PowerPoint highlighting the breakdown of various line items for specific departments was presented. Future infrastructure projects and grant funding were discussed. Capital improvement cost and growth projects were presented. Storm water management, water line replacement, and road repair schedules were reviewed. The board agreed to move the agenda item to the June 5th meeting.

Commissioner Sweeney took his seat at 7:55pm

Agenda #2 – For consideration, approval of ordinance 23-07, update to Chapter 2.50.30 salary structure for FY24. Ms. Willets presented the item. She explained the Town of Emmitsburg Salary Structure for FY24 for July 1, 2023 with 4% COLA. Ms. Willets briefly went over the process of the performance evaluation she conducts with each employee and supervisor of each department. After further discussion, the agenda item was moved to the June 5th meeting.

Public Comments:

Valerie Turnquist, Emmitsburg MD- She asked that the presentation be posted onto the website. She had questions regarding multiple items from the presentation related to budget FY24.

Set Agenda Items for June 5th Town Meeting

Agenda Items: (1.) For consideration, approval of engineering improvement plan and design bid for North Seton Ave. waterline and Green Street project. (2.) Community Development Block Grant (CDBG) public hearing for the purpose of seeking public input on local community development, economic development, housing needs, proposed CDBG project activity – DePaul Street waterline replacement, and other community needs as-needed. (3.) Approval of Resolution 23-03R, Community Development Block Grant (CDBG) submittal authorization, for consideration. (4.) Review of Stormwater Utility Fee and moratorium for consideration. (5.) Presentation and review of FY24 Town of Emmitsburg budget for consideration. (6.) For consideration, approval of Ordinance 23-07, update to Chapter 2.50.30 salary structure for FY24. **Consent Items:** (1.) Approval of free pool day on Community Heritage Day 2023 for consideration. (2.) Filling of 2022 Planning Commission Annual Report. (3.) Appointment of Patricia Galloway as an alternate to the Planning Commission with a term of 06/05/2023 to 03/01/2023. (4.) Reappointment of Tricia Sheppard to the Citizen’s Advisory Committee with a term of 07/15/2023 to 07/15/2025. (5.) Reappointment of Will Sheppard to the Citizen’s Advisory Committee with a term of 07/15/2023 to 07/15/2025.

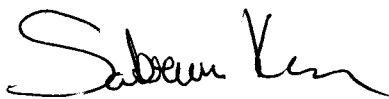
Motion: Commissioner Ritz III motioned to accept the May 15, 2023, Town meeting agenda as presented; second by Commissioner Boehman-Pollitt. Yeas – 5; Nays – 0. The motion was adopted/rejected.

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, Commissioner O’Donnell motioned to adjourn the May 15, 2023 Town meeting at 9:40 p.m.; Yeas – 5; Nays - 0. The motion was adopted/rejected.

Respectfully submitted,



Sabrina King, Town Clerk
Minutes Approved On: