

**MINUTES  
TOWN MEETING  
AUGUST 21, 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; Madeline Shaw, Grant Administrator; Sabrina King, Town Clerk; Najila Ahsan, Town Planner; Jessica Housaman Recorder. *Others Present* – Town Attorney, Leslie Powell; Deputy Honaker.

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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 21, 2023 town meeting to order at 7:00 p.m. Pledge of Allegiance was recited. Upcoming meetings were announced.

**Approval of Minutes**

Commissioner Ritz III motioned to accept the June 5, 2023 Town meeting minutes as presented; second by Commissioner Davis. Yeas – 5; Nays – 0. The motion was accepted.

Commissioner Sweeney motioned to accept the July 17, 2023 Town meeting minutes as presented; second by Commissioner Boehman-Pollitt. Yeas – 5; Nays – 0. The motion was accepted.

The Town meeting minutes for July 10, 2023 were tabled to the September 11, 2023 Town meeting.

**Police Report:**

Deputy Honaker presented the police report from July (exhibit attached).

**Town Managers Report:**

Ms. Willets, Town Manager, presented the Manager's Report from June 2023 (exhibit in agenda packet). Ms. Willets highlighted key points in her report and noted at the time of the report, Rainbow Lake was 16.6 feet at the spillway level. Ms. Willets added that the Town implemented phase I water restrictions and they are still in place. The Town encourages everyone to do their part and help conserve their part. She noted that the Town produced an average of 248,269 GPD and consumed an average of 254,686 GPD. The percentage of backwash in the month of June was 15.02%. Ms. Willets added for Wastewater the Town treated an average of 261,302 and consumed an average of 254,686 which means that -.72% of the Wastewater treated this month was "wild water".

**Grant Administrative Report:**

Ms. Shaw, Grant Administrative, presented the Grants Administrative Report (exhibit in the agenda packet). She briefly noted the grants for the month of August and highlighted that there are a total of 21 active grants.

**Town Planners Report:**

Najila Ahsan, Town Planner presented the Town Planner's Report from June 2023 (exhibit in agenda packet). Ms. Ahsan highlighted that she processed six zoning permits and 22 Cross Connections and updates on the development projects.

**Commissioner Comments:**

- Commissioner Amy Boehman-Pollitt: She wanted to commend staff on a successful National Night Out and loved the idea of providing back-packs and school supplies. She also thanked staff for continued efforts for the Farmer's Market and the pool parties especially because of coinciding at the same time. Commissioner Boehman-Pollitt asked people to be mindful of traffic with school buses as students return to school.
- Commissioner Davis: He thanked staff for putting in the Story Book Trails placed at the park and Ms. Shaw for getting the grant. He mentioned that he has noticed the crowd has gotten larger every week at the

Farmer's Market. Commissioner Davis thanked staff for helping with the "Party in the Park" with Mount St. Mary's College and mentioned he spoke with the businesses and that they are interested in having a business fair next year.

- Commissioner Sweeney: He thanked staff for helping with the Mount St. Mary's event. He mentioned that they have 35 students signed up for Lion's Club on Campus.
- Commissioner Ritz III: He wished a safe and successful year to all the students returning students and teacher. He also thanked former Commissioner Blanchard for running again.
- Commissioner O'Donnell: He thanked staff for the pool party set up and how it was very well attended. He attended a trail social for the library and attended the National Night Out. He gave thanks to Mr. Jack Deatherage for the Community Garden. Commissioner O'Donnell then read a prepared statement related to the concerns of the water rate increase.

Commissioner Boehman-Pollitt added that she is not against water rate increases but that she is concerned how the Town is putting the burden on the residents.

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

Mayor Briggs attended numerous meetings in the month of July. Mayor Briggs mentioned National Night Out. He also added that he hoped to attend the recent pool party but could not be there due to a family medical emergency. Mayor Briggs thanked Commissioner Boehman-Pollitt and Kadeem with the Farmer's Market on the terrific success it has been having. He welcomed the class of 2027 on Saturday and was thankful to be part of the event with the Community. Mayor Briggs noted that phase I of the Mount coming downtown to Emmitsburg at the nursing home wing will be complete and phase II will happen next year. He explained that in 2006 he wrote a thesis paper on Black Education Opportunities for Northern Frederick County. Mayor Briggs added that after speaking with Joy Schaefer, Frederick County Director, he expressed two concerns that he wanted to happen before he is out of the office. He is excited to announce that the Catholic School will begin this year with 20 students and will start at St. Anthony's but will be downtown first of next year. Mayor Briggs added that he then asked if she could help him get West Lincoln Ave annexed into the historical society. He noted that Elizabeth Comer from the Catoctin Historic Society helped get this through Frederick County in August to make West Lincoln Ave a part of the historic tradition.

#### **Public Comments:**

*Glenn Blanchard, Town Resident*- Mr. Blanchard wanted to speak about the town sport and the recreational area for the Town of Emmitsburg. He expressed how grateful he is that the Town has a Community Pool and how it is well used. He thanked the Town for the new addition of the Story Book trails in the Community Park. Mr. Blanchard thanked Town staff for keeping the parks clean. He also thanked the Town for the support with the Community Garden and how he has two plots, and notices that all the plots were reserved this year. He also expressed the Town parks are real resource assets of humidity that he thinks that this is a huge selling point for the Town of Emmitsburg. He gave his thanks to Commissioner O'Donnell for his efforts with the biking trail on the mountain, and complimented Commissioner Davis on his efforts of keeping baseball coming to the Town. He gave his thanks to the board for their time. *Eric Sloane, Town Resident*- Mr. Sloane asked what the USA Mainstreet Maryland Program was, and Commissioner O'Donnell explained in further detail. *Curt Kosko, Shentel Glo Fiber*- Mr. Kosko gave a short informative presentation regarding the process of Shentel Glo Fiber works and the process it would take to move forward.

#### **Administrative Business: NONE**

### **Consent Agenda:**

*Motion:* Commissioner Boehman-Pollitt motioned to accept to re-appoint Wayne Slaughter to the Citizen's Advisory Committee with a term of September 08, 2023 to September 08, 2025; second by Commissioner Davis. Yeas – 5; Nays – 0. The motion was adopted.

*Motion:* Commissioner Sweeney motioned to accept to re-appoint Sandy Slaughter to the Citizen's Advisory Committee with a term of September 07, 2023 to September 07, 2025.

### **Treasurer's Report:**

Commissioner Sweeney presented the Treasurer's Report for July (exhibit in agenda packet).

### **Planning Commission Report:**

Commissioner Ritz III announced that Ms. Ahsan explained what needed to be said very well during her report. He noted that they are in the process of beginning the comprehensive plan and that there will be Community involvement. If there are any questions to please reach out to Ms. Ahsan.

## **II. Agenda Items**

Agenda #1 -Approval of 2023 Election Judges for consideration. Ms. Willets briefly explained that required by code there are election judges needed for the Town Elections. She noted that the Town reached out to the previous Election Judges, and they agreed to be judges again this year. Ms. Willets announced the Mayor's recommendation: ~~that~~ Sharon Hane as the Chief Judge; Tammy May as a Judge; Lynn Orndorff as a Judge; and Charlotte Mazaleski as greeter/alternate Judge. *Motion:* Commissioner Ritz III motioned to accept the 2023 Election Judges; second by Commissioner Boehman-Pollitt. Yeas –5; Nays –0. The motion was adopted.

Agenda #2 -Approval of Rules and Procedures for Community Legacy Grant Program for the Sustainable Communities Work Group for consideration. These rules of procedures are adopted as a guide to assist SCWG and staff to efficiently and orderly administer the Community Legacy Grant Program. Ms. Willets explained that Ms. Ahsan and Ms. Shaw collectively collaborated on the agreement and noted that Ms. Ahsan will be taking over the Community Legacy Grant this year. Ms. Ahsan briefly went over the agreement and multiple sections listed (exhibit in the agenda packet). Ms. Willets added that all the properties must be in the Sustainable Community Area. Commissioner Boehman-Pollitt will reach out to Town staff with the suggestions she has for the agreement. After deliberation the board decided to table the agreement. *Motion:* Commissioner Sweeney motioned to table the Approval of Rules and Procedures for Community Legacy Grant Program for the Sustainable Communities Work Group until the September 11<sup>th</sup> Town meeting; second by Commissioner Ritz III. Yeas-5; Nays-0. The motion was adopted.

Agenda #3- Approval of bid for the downtown streetlight purchase for consideration. Ms. Willets briefly explained that Ms. Shaw handled the bid process and has a presentation for the board. Ms. Shaw noted the timeline and how bids were processed for the streetlights. She explained there were a total of nine bids, but Town staff presented four of the lowest bidders to the board (exhibit in the agenda packet) Ms. Shaw explained the proposed project would replace 103 total streetlights (poles, fixtures, and lenses) located on Main Street and South Seton Avenue in the Town of Emmitsburg. She noted that 97 lights are located on Main Street (East and West side) and six lights are located on South Seton Avenue. Ms. Shaw noted that the existing streetlights have paint that is chipping, safety hazards and multiple complaints with how the light is projecting. Ms. Shaw noted that this is for the purchase only and not for the installation. Ms. Willets informed the board that staff recommended Catoclin Lighting Services, LLC of Thurmont, MD. She explained the reasons behind Town staff's recommendations due to the lights are very similar to what the Town already has. She added staff knows their customer service is outstanding, their local with references. They also worked with Thurmont and Brunswick. After further deliberation the board decided to table the agenda item. *Motion:* Commissioner

Boehman-Pollitt motioned to table the approval of bid for the downtown streetlight purchase until the September 11<sup>th</sup> Town meeting; second by Commissioner Ritz III. Yeas – 5; Nays – 0. The motion was adopted.

Agenda Item #4- Hold a public hearing then consideration of Ordinance 2023-09 which would add a new section 17.26 EDFD-Economic Development Flex District (Floating Zone). This amendment would allow the Town to approve a Zoning Map Amendment to create a new district that would function as a floating zone restricted to sites of 25 acres or greater in the B-2, ORI, I-P and C-R districts. Commissioner O'Donnell asked if there was a motion to end the regular meeting and start a public hearing. Motion: Commissioner Sweeney motioned to close the regular meeting a start a public hearing; second by Commissioner Ritz III. Yeas-5; Nays-0. The motion was adopted.

Commissioner O'Donnell read out loud the language for the public hearing “Calling of the hearing for the meeting to consider ordinance 2023-09 which would add a new section 17.26 Economic Development Flex District (Floating Zone).” Commissioner O'Donnell turned to the staff and welcomed the Town attorney Ms. Leslie Powell. Ms. Ahsan briefly explained that the purpose of this is to allow an amendment to the current zoning map to create a new District that would function as a floating zone restricted to sites of 25 acres. She noted what the changes were and how this would benefit the Town of Emmitsburg (exhibit in the agenda packet). Ms. Powell explained how this ordinance was presented to the Planning Commission in two separate workshops and a public hearing for the Planning Commission where they made recommendations. She added that her team made other suggested modifications for the purpose of clarity and language. Ms. Powell went into further detail of the reasons behind the changes in ordinance 2023-09. Ms. Powell reiterated the process and informed the board that the applicants' counsel was there to speak. Commissioner O'Donnell asked the applicant if they would like to speak and if so, they may and to introduce themselves. Mr. Dean who is the attorney for the applicant with McCurdy Dean and Graditor in Frederick City introduced himself, Andrew Brown who is the broker for the applicant which is SPT Land LLC and Devin Trout whose father owns SPT. Mr. Dean briefly explained the process that he and his applicant has gone through to get into this position. Commissioner Boehman-Pollitt asked for clarification on the map of what properties were in the floating zone. After further discussion and clarification it was made clear on who can decide what can be developed for the agreement.

Commissioner O'Donnell closed public comment.

Commissioner Davis motioned to end the public hearing and restart the regular meeting; second by Commissioner Ritz III. Yeas-5; Nays-0. The motion was adopted.

Commissioner O'Donnell turned to the board for deliberation. *Motion:* Commissioner Sweeney motioned to accept ordinance 2023-09; second by Commissioner Davis. Yeas-5; Nays-0. The motion was adopted.

### **Set Agenda Items for September 11, 2023 Town Meeting**

**Agenda Items:** 1. For consideration, Proclamation declaring September 2023 National Recovery Month. 2. For consideration, approval of stormwater deed of easement for Seton Shrine Museum entrance. 3. For consideration, approval of Ordinance 23-11, which would make the entire Town subject to the snow emergency plan. 4. For consideration, establish minimum bid price for tax sale of 509 East Main Street. 5. Approval of Rules of Procedures for Community Legacy Grant Program for the Sustainable Communities Work Group for consideration. 6. Approval of bid for the downtown streetlight purchase for consideration. **Administrative Business: (NONE) Consent Items: (NONE)**

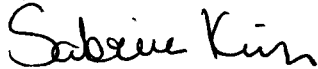
*Motion:* Commissioner Sweeney motioned to accept the September 11, 2023 Town meeting agenda as presented; second by Commissioner Davis. Yeas – 5; Nays – 0. The motion was adopted/rejected.

**III. Sign Approved Text Amendments and/or Resolutions**

**IV. Adjournment**

Commissioner Ritz III made a motion to close the August 21, 2023 Town meeting at 9:53 p.m. for a closed executive session to discuss legal advice, the board of commissioners will not be meeting in another open session after the closed session has ended; second Commissioner Sweeney. Yeas-5; Nays-0. The motion was adopted.

Respectfully submitted,



Sabrina King, Town Clerk  
Minutes Approved On: