

**MINUTES
TOWN MEETING
SEPTEMBER 11, 2023
TOWN OFFICE – 300A SOUTH SETON AVENUE**

Present: *Elected Officials* - 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 Planer; Jessica Housaman Recorder. *Others Present* – Deputy Honaker; Clark Adams, Town Attorney. Absent with Board approval- Mayor Donald Briggs.

I. Call to Order

A quorum being present, Commissioner Timothy O'Donnell, President of the Board of Commissioners, called the September 11, 2023 Town meeting to order at 7:00 p.m. Pledge of Allegiance was recited. Upcoming meetings were announced.

Approval of Minutes

Commissioner Sweeney motioned to accept the July 10, 2023 Town meeting minutes as modified; second by Commissioner Boehman-Pollitt. Yeas – 5; Nays – 0. The motion was accepted.

Commissioner Davis motioned to accept the August 21, 2023 Town meeting minutes as presented; second by Commissioner Boehman-Pollitt. Yeas – 5; Nays – 0. The motion was accepted.

Police Report:

Deputy Honaker presented the police report from August (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. She added the spillway level on September 1st the lake was 15.3 feet. Ms. Willets added that the wells have dropped some since the July report and staff are still closely monitoring it. She noted that the Town is still in the voluntary conservation of water and asked that everyone do their part.

Grant Administrative Report:

Ms. Shaw, Grant Administrative, presented the Grants Administrative Report (exhibit in the agenda packet).

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 eight zoning permits and five Cross Connections and updates on the development projects. She also zoning verifications on three locations, and ongoing developments.

Commissioner Comments:

- Commissioner Amy Boehman-Pollitt: She remembers those that were lost on September 11th and a classmate, Alan Linton. She also gave thanks to the Town's local First Responders, anyone that is in the helper categories. She also sends congratulations for the new expansion on the Seton Shrine. Commissioner Boehman-Pollitt informed residents if they have an issue to please email the Town Council or come to public comment. She also thanked Commissioner Ritz III for serving and how she appreciated his insight and comments and his careful consideration that he has made for the Town. Commissioner Boehman-Pollitt also thanked Mayor Briggs for running and his time with the Town.
- Commissioner Davis: He briefly spoke about September 11th and how the guys at the Fire Hall decided to take up a collection to give to the families of Fire Fighters in New York. He explained that the Town raised twenty-eight thousand dollars in a day and a half. Commissioner Davis said he had the privilege to take the donation to New York to give to the two families. He added that Friday on September 8th the Mayor, and himself attended the 67th Annual Thurmont/Emmitsburg Community Show.

- Commissioner Sweeney: He gave thanks to all the first responders from that day and everyone that helped afterwards. He gave thanks to Commissioner Ritz III for his nine years of service in serving on the board and other organizations. Commissioner Sweeney announced that Little League will be starting fall ball and to keep an eye for children at the parks.
- Commissioner O'Donnell: He thanked Commissioner Ritz III for his service and remembering those on September 11th.
- Commissioner Ritz III: He inquired about notification requirements to surrounding properties when someone obtains a permit.

Mayor's Comments:

Mayor Briggs was not in attendance.

Public Comments:

Valerie Turnquist, Emmitsburg MD – She announced that she is running for Commissioner this year. Ms. Turnquist acknowledges the anniversary of September 11th and how it's been 22 years. She said that everyone should thank all first responders because they do not get enough credit. She spoke how she has been a resident of Emmitsburg for 13 years and she briefly explained why she would like to be Commissioner. Ms. Turnquist thanked Commissioner Ritz III for his time serving on the board.

Glenn Blanchard, Emmitsburg MD- He expressed that he wanted to go over a few items and one being that there are not enough activities for teenagers to do in Town. He disagrees with this statement and explains how there are a variety of activities and people need to seek them out. Mr. Blanchard also noted that the Town has a great park where people can take advantage of the trails offered. He thanked Mayor Briggs for his leadership and his many years in service and thanked Commissioner Ritz III for his service. Mr. Blanchard also thanked the two Commissioners that were both running for Mayor.

Dale Sharrer, Emmitsburg MD- He briefly noted where he lives and how rent/cost of living expenses are very high on residents. He noted how he use to be an accountant and would like to take the heavy burden off the Town people and reevaluate the increase of cost. Mr. Sharrer said that he believes that to know what the people want is to go out and ask them. He thanked the board for their time.

Administrative Business: (NONE)

Consent Agenda: (NONE)

Treasurer's Report:

Commissioner Sweeney presented the Treasurer's Report for August 2023 (exhibit in agenda packet).

Planning Commission Report:

Commissioner Ritz III announced that the Planning Commission did not meet for the month of August. He stated that at the beginning of the meeting the next meeting will be September 25th.

II. Agenda Items

~~AGENDA ITEM #1 – For consideration, Proclamation honoring Mayor Donald N. Briggs. POST PONED UNTIL THE OCTOBER 2ND, 2023 TOWN MEETING.~~

AGENDA ITEM #2 -For consideration, Proclamation honoring Commissioner Ritz III. *Motion:* Commissioner Davis motioned to accept; second by Commissioner Boehman-Pollitt. Yeas – 4; Nays – 0; Abstain – Ritz III. The motion was adopted.

AGENDA ITEM #3 – For consideration, Proclamation declaring September 2023 National Recovery Month. *Motion:* Commissioner Ritz III motioned to accept; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The motion was adopted.

AGENDA ITEM #4 – For consideration, approval of stormwater deed of easement for Seton Shrine Museum entrance. Ms. Ahsan briefly explained the background history on how the Planning Commission approved this project in June of this year. She explained that this involves redeveloping the entrance and drop-off which involves pavers as a subsurface storm water management VMP. She noted that the deed grants the Town a perpetual stormwater drainage and management easement right away (exhibit in the agenda packet). *Motion:* Commissioner Davis motioned to approve the stormwater deed of easement for Seton Shrine Museum entrance; second by Commissioner Boehman-Pollitt. Yeas – 5; Nays- 0. The motion was adopted.

AGENDA ITEM #5 – For consideration, approval of Ordinance 23-11, which would make the entire Town subject to the snow emergency plan. Ms. Willets explained that this has been brought to her attention by the Director of Public Works. She outlined the changes to the snow emergency plan that arose from Town meetings in September 2015 (exhibit in the agenda packet). Ms. Willets went over the current code which allows parking on some streets during a snow emergency plan enacted by Frederick County. Commissioner Davis agrees with this update for Emergency Services which will allow a firetruck to get through. He also added the less obstacles the crew work has to work around, the quicker the streets can be cleared. Commissioner Davis also suggested if there were other alternatives where people can park their vehicles during these times other than the pool parking lot. *Motion:* Commissioner Ritz III motioned to approve of Ordinance 23-11 as presented; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The motion was accepted.

AGENDA ITEM# 6 – For consideration, establish minimum bid price for tax sale of 509 East Main Street. Ms. Willets introduced Clark Adams who is with Powell Associates. Mr. Adams briefly explained how the Town came into this position with the property of 509 East Main Street. He noted how the property has large unpaid charges due to fines that are owed to the Town with the total amount of \$22,817.09. Mr. Adams noted that the Town did try a variety of methods to resolve this issue without it coming to the tax sale. He informed the Board that the owner has since passed away, which resulted in his property transferring to his estate. Unfortunately, the estate closed without transferring the property. Mr. Clark explained the tax sale process. He noted that because this is a vacant lot the Town has the option to set a minimum bid price lower amount than the \$22,817.09. he explained Town staff calculated \$11,222.00 for the minimum amount that the Town would owe to cover expenses. Mr. Clark added that once this goes to tax sale, the auction can't accept anything less than what the Town has set. *Motion:* Commissioner Ritz III motioned to accept the established minimum bid price at \$11,222.00 plus cost of sale all other fees the Town would be entitled to by State Law; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The motion was accepted.

Commissioner Davis stepped out at 8:21 pm.
Commissioner Davis took his seat at 8:23pm.

AGENDA ITEM # 7 – Approval of Rules and Procedures for Community Legacy Grant Program for the Sustainable Communities Work Group for consideration. Ms. Ahsan briefly reviewed the Approval of Rules and Procedures and noted the revised changes that were updated since the last meeting on August 21st (exhibit in the agenda packet). After a lengthy discussion and deliberation, the board decided to table the Rules of Procedures for more clarity and verification. *Motion:* Commissioner Boehman-Pollitt motioned to table the Rules of Procedures until the next Town meeting on October 2, 2023; second by Commissioner Ritz III. Yeas – 5; Nays – 0. The motion was accepted.

AGENDA ITEM # 8: Approval of bid for the downtown streetlight purchase for consideration. Ms. Shaw briefly reviewed the bid project and how the streetlights would only be going on Main Street and South Seton Avenue. She noted the bid outline, staff recommendation and reviewed finalist response answers to questions requested by the Board (exhibit in the agenda packet).

Commissioner Davis confirmed that staff recommends Catocin Lighting Services and explained that even though the cost is higher than the other companies, the Town would be saving in shipping cost over the years.

After further discussion Commissioner Davis motion to accept the bid for Catocin Lighting Services in total sum of \$266,140.00; second by Commissioner Sweeney. Yeas – 3; Nays – 2. Against; Commissioner Ritz III and Commissioner Boehman-Pollitt. The motion was accepted.

Set Agenda Items for October 2, 2023 Town Meeting

Agenda Items: (1.) For consideration, Proclamation honoring Mayor Donald N. Briggs. (2.) Swearing in of Mayor. (3.) Swearing in of Commissioner. (4.) Proclamation declaring October 2023 Breast Cancer Awareness Month. (5.) For consideration, response to request by Peter Koutsos to initiate the annexation of the Rodney McNair property. (6.) Approval of Rules of Procedure for Community Legacy Grant Program for the Sustainable Communities Work Group for consideration. **Administrative Business:** (NONE). **Consent Items:** (NONE).

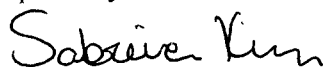
Motion: Commissioner Sweeney motioned to accept the October 2, 2023 Town meeting agenda as presented; second by Commissioner Boehman-Pollitt. Yeas – 5; Nays – 0. The motion was adopted/rejected.

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, Commissioner Boehman-Pollitt motioned to adjourn the September 11, 2023 Town meeting at 9:37 p.m.; second by Commissioner Ritz III. Yeas – 5; Nays - 0. The motion was adopted.

Respectfully submitted,



Sabrina King, Town Clerk
Minutes Approved On: