

**MINUTES
TOWN MEETING
OCTOBER 2, 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; newly elected Valerie Turnquist. *Staff Present* - Cathy Willets, Town Manager; Sabrina King, Town Clerk; Najila Ahsan, Town Planer; Jessica Housaman Recorder. *Others Present* – Deputy Barthalow, Clark Adams, Town Attorney.

I. Call to Order

A quorum being present, Commissioner Timothy O'Donnell, President of the Board of Commissioners, called the October 2, 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 September 11, 2023 Town meeting minutes as presented; second by Commissioner Boehman-Pollitt. Yeas – 5; Nays – 0. The motion was accepted.

Police Report:

Deputy Barthalow presented the police report from September (exhibit attached).

Town Managers Report:

Ms. Willets, Town Manager, presented the Manager's Report from August 2023 (exhibit in agenda packet). Ms. Willets highlighted key points in her report and noted as of today October 2nd, Rainbow Lake was 14.9 feet at the spillway level. Ms. Willets added that she did speak with Mayor Briggs and Mayor-elect Davis regarding the possibility of needing to move past phase I of voluntary water restrictions to phase II, mandatory water restrictions.

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 September 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 five zoning permits and one cross connection, and she provided updates on the development projects.

Commissioner Comments:

- Commissioner Sweeney: He congratulated the winners of the Town election; Mayor-elect Davis and Commissioner-elect Turnquist.
- Commissioner Amy Boehman-Pollitt: She congratulated Mayor-elect Davis and Commissioner-elect Turnquist on winning elections and gave thanks to those who did run. Commissioner Boehman-Pollitt also thanked staff who helped with the Farmer's Market. She thanked Commissioner Ritz III for his years of service and dedication. Commissioner Boehman-Pollitt also thanked Mayor Briggs for the many years of service here and knows that his heart is with the Town. She hopes to see him still involved in the community.
- Commissioner Ritz III: He announced that two young ladies in Town are on the Inaugural Catocin girls football team, Jeanie Ann Smith, and Naomi Tipton. He thanked his wife, Jamie and his three sons Garrett, Edwin, and Davis for all their support and patience these past nine years. He congratulated Mayor-elect Davis and knows Emmitsburg will be in good hands. Commissioner Ritz III congratulated Commissioner-elect Turnquist on her winning and her willingness to serve. He also thanked those that did run during the election this year. Commissioner Ritz III thanked Mayor Briggs, Town Council, Town Staff that have worked with him these past years and that it has been a pleasure serving and working with all.

- Commissioner O'Donnell: He thanked everybody that voted, and the participation level was very strong. He mentioned that he has respect for those that are going to be serving and he thanked Commissioner Ritz III and Mayor Briggs for serving.
- Commissioner Davis: He announced that the parks were packed this weekend and thanked Town staff for keeping the parks looking great as he received multiple compliments on how they looked. He also added that the fields are reserved for next year already.

Mayor's Comments:

Mayor Briggs announced that tonight is about Mayor-elect Davis and Commissioner-elect Turnquist. He thanked Commissioner O'Donnell for running and everyone else that did. He added that everyone on the Board has done tremendous work for the Town and that it is a special place because people take care of each other. Mayor Briggs said that it has been an honor to serve and thanked his wife Libby for all her support. He added how much he loves the Town and knows that the Board members do as well. Mayor Briggs again thanked everyone who allowed him to serve. He added that the ARPA money can be used for operating expenses in the FY24 water fund in the amount of \$300,000. Mayor Briggs noted that this will be brought back to the Board as an agenda item in the future.

Public Comments:

Dale Sharrer, Emmitsburg MD- He congratulated Mayor-elect Davis and Commissioner-elect Turnquist on the elections. He thanked Commissioner Ritz III and Mayor Briggs for their years of service. He briefly noted the total of residents registered to vote in Emmitsburg and the lack of participation. Mr. Sharrer said that people need to understand the water more and respect it. He was glad he was able to put his name in to run as Commissioner this year and others should always try to help.

Administrative Business:

- (A). Commissioner O'Donnell read the Proclamation for Commissioner Ritz III that was voted and passed at the September 11, 2023 Town meeting.
- (B). For consideration, Proclamation honoring Mayor Donald N. Briggs. All five Commissioners signed the Proclamation honoring Mayor Donald N. Briggs.

Consent Agenda: (NONE)

Treasurer's Report:

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

Planning Commission Report:

Commissioner Ritz III informed the Board that Ms. Ahsan covered everything during her Town Planner's Report. He did note that the Planning Commission did meet on Monday, October 25th to discuss Chapter's 2-3 to discuss ideas and they scheduled dates for the Comprehensive Plan.

Commissioner Ritz III stepped down at 7:30 pm.

II. Agenda Items

Agenda #1 – Swearing in of Mayor. Ms. Sandra Dalton, Clerk of the Circuit Court for Frederick County MD, swore in Mayor-elect Davis.

Mayor Briggs stepped down at 7:30 pm.

Mayor Davis took his seat at 7:36 pm.

Mayor Davis thanked his family for all their support during the election. He said to staff and the Board that this will be a great ride and is excited to see future projects. Mayor Davis announced that there will be a staff meeting and understands that Commissioners cannot attend. He explained that it will be recorded for them to see later. He thanked Commissioner Ritz III for teaching him to govern the Town and explained that his work ethic

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is second to none. Mayor Davis thanked the citizens for the overwhelming support and promised he will work for them, listen to them, and make the best decisions for the future of the Town. He thanked Mayor Briggs for all he has done for the Town and knows that it will be seen for many more years. Mayor Davis added that he has enjoyed his and Mayor Briggs discussions over the past four years. Mayor Davis thanked Mrs. Briggs for sharing her husband with the Town over the past 12 years and thanked everyone for their time.

Mayor Davis presented a plaque for the years of service and dedication to Mayor Briggs.

Agenda #2 -Swearing in of Commissioner. Mayor Davis swore in Commissioner-elect Valerie Turnquist.

Commissioner Turnquist took her seat at 7:45 pm.

Commissioner Turnquist thanked Commissioner O'Donnell, Mr. Blanchard, and Mr. Sharrer for all stepping up and running for office. She hopes that everyone can move forward and work together. She also thanked Ms. Dottie for introducing herself at the beginning with a warm welcome. Commissioner Turnquist also thanked her family for standing by her and thanked Mayor Briggs for nominating her to be on the Planning Commission Committee.

Agenda #3 - Proclamation declaring October 2023 Breast Cancer Awareness Month. *Motion:* Commissioner Boehman-Pollitt motioned to accept; second by Commissioner Turnquist. Yeas – 4; Nays – 0. The motion was adopted.

Agenda #4 – For consideration, response to request by Peter Koutsos to initiate the annexation of the Rodney McNair property. Mr. Clark Adams, who is with Powell Associates, briefly explained that the property owner is interested in annexing into the Town. He added that what is to be voted on is if the Town should be the party initiating the petition or rather the property owner. Ms. Ahsan briefly described the property of 17381 North Seton Avenue and the boundaries of the property (exhibit in the agenda packet). Mr. Clark explained how annexation typically works and how the property owner initiates the petition, but in this scenario the property owner wrote a letter asking the Town to begin the process. Mr. Clark added that his office's recommendation would be that the Town does not, and the property owner should submit the petition on their own. *Motion:* Commissioner Sweeney motioned to decline the pending property owners request to have the Town make the application for annexation; second by Commissioner Boehman-Pollitt. Yeas – 4; Nays – 0. The motion was accepted.

~~Agenda #6 – Approval of Rules of Procedures for Community Legacy Grant Program for the Sustainable Communities Work Group for consideration.~~

Set Agenda Items for November 6, 2023 Town Meeting

Agenda Items: (1.) Swearing in of new Commissioner. (2.) For consideration, reorganization of Board of Commissioners. (3.) For consideration, Proclamation for MML Municipal Government Works Month. (4.) For consideration, standard operating procedures for the Community Legacy Façade Grant. (5.) For consideration, authorizing \$300,000 of American Rescue Plan Act (ARPA) money for FY24 water fund operating budget.
Administrative Business: (NONE) Consent Items: Appoint Patricia Galloway as a full member of the Planning Commission with a term of November 6, 2023 to March 1, 2026.


Motion: Commissioner Turnquist motioned to accept the November 6, 2023 Town meeting agenda as presented; second by Commissioner Boehman-Pollitt. Yeas – 4; Nays – 0. The motion was adopted.

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, Commissioner Sweeney motioned to adjourn the October 2, 2023 Town meeting at 8:10 p.m.; second by Commissioner Boehman-Pollitt. Yeas – ; Nays - 0. The motion was adopted.

Respectfully submitted,



Sabrina King, Town Clerk
Minutes Approved On: