

**MEETING MINUTES  
DECEMBER 8, 2020  
VIRTUAL TOWN MEETING  
EMMITSBURG TOWN OFFICE**

**Present:** *Elected Officials* - Mayor Donald Briggs; Commissioners: Timothy O'Donnell, President; Clifford Sweeney, Vice President; T.J. Burns, Treasurer; Joseph Ritz III; and Frank Davis. *Staff Present* - Cathy Willets, Town Manager; Madeline Shaw, Town Clerk; Amy Naill, Code Enforcement Officer; and Zachary Gulden, Town Planner. *Others Present* – Deputy Ben Whitehouse.

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**I. Call to Order**

A quorum being present, Commissioner Timothy O'Donnell, President of the Board of Commissioners, called the December 8, 2020 virtual town meeting to order at 7:30 p.m. Pledge of Allegiance was recited. Upcoming meetings were announced.

**Approval of Minutes**

*Motion:* Commissioner Sweeney motioned to accept the November 2, 2020 town meeting minutes as presented; second by Commissioner Ritz III. Yeas – 5; Nays - 0. The president declared the motion passed.

*Motion:* Commissioner Ritz III motioned to accept the November 18, 2020 town meeting minutes as presented; second by Commissioner Burns. Yeas – 5; Nays - 0. The president declared the motion passed.

**Police Report:**

Deputy Ben Whitehouse presented the police report from November 2020 (exhibit attached). Deputy Whitehouse mentioned Deputy Olejniczak will be assisting coverage in Emmitsburg while Deputy Ahalt is on administrative leave. Sergeant Marc Linehan was introduced to the Board as the new sergeant in charge of the community deputy program.

**Town Managers Report:**

Ms. Willets presented the Town Manager's Report from November 2020 (exhibit in agenda packet). Water curtailment restrictions were lifted on November 13, 2020 and town staff will continue to monitor water levels.

**Town Planners Report:**

Mr. Gulden presented the Town Planner's Report from November 2020 (exhibit in agenda packet).

**Commissioner Comments:**

- Commissioner Ritz III: He commended staff on the holiday decorations along Main Street.
- Commissioner Davis: He received a letter from Thurmont Little League requesting a donation to attend a tournament in New York. He will bring more information to the Board in January.
- Commissioner Burns: He attended a Thurmont/Emmitsburg Toys for Tots drive in Thurmont.
- Commissioner Sweeney: The Lions Club and Sons of American Legion had to cancel the holiday festivities after the tree lighting ceremony but will retain supplies for next year.
- Commissioner O'Donnell: The annual Turkey Trot was a success with \$320 raised for the food bank. He was invited to Mount St. Mary's (MSM) to discuss their outdoor program and a Town partnership.

**Mayor's Comments:**

Mayor Briggs attended numerous meetings in November 2020 (meetings listed in agenda packet). The Mayor received the County Municipality Impact Award for Small Business and Entrepreneurship award on behalf of the Town for being proactive with potential new businesses. Mayor Briggs continues to host weekly COVID-19 up channel 99 and social media, November guests included Ed Hind, Student Homelessness Initiative Partnership, and Amber Madigan with Emmitsburg Elementary School. The Town Office continues to be closed to public walk-in services due to COVID-19 and HVAC construction.

**Public Comments:**

No public comment.



**Administrative Business:**

- (A). **Free holiday metered parking for consideration:** Mayor Briggs recommends free holiday metered parking from Friday, December 11, 2020 until Saturday, January 2, 2021. Any meter money during this time would be donated to Heritage Day, Friends of the Emmitsburg Library, and the Emmitsburg Food Bank. *Motion:* Commissioner Ritz III motioned to accept the free holiday metered parking as presented; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The president declared the motion passed.

**Consent Agenda:**

*Motion:* Commissioner Sweeney motioned to appoint Conrad Weaver, Tricia Sheppard and Will Sheppard to the Citizens Advisory Committee with a term of July 15, 2019 until July 15, 2021; second by Commissioner Ritz III. Yeas – 5; Nays – 0. The president declared the motion passed.

*Motion:* Commissioner Sweeney motioned to reappointment Jennifer Joy and Mark Walker to the Citizens Advisory Committee for a term of November 7, 2020 until November 7, 2022; second by Commissioner Davis. Yeas – 5; Nays – 0. The president declared the motion passed.

**Treasurer's Report:**

Commissioner Burns presented the Treasurer's Report (exhibit in agenda packet). The operating balance forward is \$5,477,123. The top ten check amounts are listed in the agenda packet.

**Planning Commission Report:**

Commissioner Ritz III reported the commission last met on November 30, 2020 and conditionally approved the Irishtown Road Improvement Plan, Miss B's Daycare and unanimously approved the Irishtown Road Detour Plan.

**II. Agenda Items**

Agenda #1- Forward proposed Ordinance 2021-01 (Subdivision Amendment – Parks/Rec/Open Space Requirements) to the Planning Commission for review and comment and set public hearing for January 11, 2021 for consideration: Mr. Gulden presented the agenda. The ordinance was pursued as directed by the Board of Commissioners at the October 5, 2020 town meeting in regards to Ordinance 2020-08 and recommendations from the Planning Commission to require developers to provide recreational space on all future residential subdivisions. A Maryland DNR park equity map study reveals the town is equitable and satisfactory on the amount of park space in Emmitsburg. Mr. Gulden reviewed the recommendations in the ordinance. The Board discussed computation of the amount of parkland developers should be required to reserve and fees to charge developers who do not wish to build a park. Staff will bring a recommendation back to the Board in the future. *Motion:* Commissioner Burns motioned to forward Ordinance 2021-01 to the Planning Commission for review and comment and to set a public hearing date for January 11, 2021; second by Commissioner Davis. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #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 – replace 117 curb ramps at various locations throughout the Town of Emmitsburg for ADA compliance, and other community needs as-needed: Commissioner O'Donnell called the public hearing to order at 8:55 p.m. Mr. Gulden explained the hearing was advertised in English and in Spanish in the Frederick News Post on November 27, 2020. The Town contracted with Fox & Associates, Inc. to conduct a formal Town-wide inventory and detailed cost estimate of all of the non-compliant American with Disability Act (ADA) sidewalk curbs located at various intersections and street corners. Mr. Gulden displayed maps showing where the ADA sidewalk curbs would be installed. If approved, the project would start with an Environmental Review in March/April 2021 followed by a request for proposal and project construction occurring between July 2021 and April 2022. A summary of community development, economic development, housing needs and other development needs was given by Mr. Gulden. *Dianne Walbrecker* – Ms. Walbrecker gave public comment stating there is not enough affordable housing in Emmitsburg. The Board discussed affordable housing options and pursuit. *Motion:* Commissioner Sweeney motioned to close the public hearing; second by Commissioner Ritz III. Yeas – 5; Nays – 0. The president declared the motion passed. The public hearing closed at 9:21 p.m.



Agenda #3 - Approval of Resolution 20-03R, Community Development Block Grant (CDBG) submittal authorization, for consideration: Mr. Gulden presented the agenda item and explained submittal authorization is needed from the Board before town staff can submit an application requesting funding of the project in January 2021. The project would be fully funded through the CDBG. *Motion:* Commissioner Burns motioned to approve resolution 20-03R; second by Commissioner Davis. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #4 - New water sewer truck bid approval for consideration: Ms. Willets presented the agenda item. Town staff would like to replace the 2003 Ford Ranger XLT due to age. The Town received three total bids and recommends the 2021 blue Chevrolet Silverado 1500 from Wantz Chevrolet for \$28,089. *Motion:* Commissioner Ritz III motioned to approve the purchase of the Chevrolet Silverado from Wantz Chevrolet for \$28,089; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #5 - Ordinance related to the salary chart for consideration: Ms. Willets presented the agenda item and summarized the changes in ordinance 20-13. The agenda item is being pursued per the request of the Board at the November 2, 2020 town meeting and the recommendations of WRA Consulting Inc. after completing a compensation survey analysis. The biggest change is switching from a 12 grade, 10 step salary chart to a salary range system using minimums and maximums. *Motion:* Commissioner Ritz III motioned to accept Ordinance 20-13; second by Commissioner Davis. Yeas – 5; Nays – 0. The president declared the motion passed.

Agenda #6 - Consideration of closure of Irishtown Road and detour plan during road improvement construction: Mr. Demmitt, a developer, is requesting the Town approve the closure of Irishtown Road in two phases to allow the Irishtown Road Improvement Plan to be completed before the developer can build in the 19 empty lots in Brookfield. The improvements will include, but are not limited to, widening the road, installing curbs/sidewalks/gutters/street lights, and extending the Town water and sewer lines. Phase one is requesting closure of both sides of Irishtown Road and phase two includes closure of the left side of Irishtown Road with flagging operations during closure. The maximum days of closure allowed is 90 days before the closure must be brought back to the Board for approval. Detour signs will be posted during the closure. Commissioner Ritz III stated he abstained from the Planning Commission vote on the item. The Board discussed potential traffic slowing techniques on Irishtown Road. *Motion:* Commissioner Sweeney motioned to approve the closure of Irishtown Road and detour plan as presented; second by Commissioner Burns. Yeas – 5; Nays – 0. The president declared the motion passed.

#### **Set Agenda Items for January 11, 2021 Town Meeting**

1. Review and approval of the FY2021 MHAA wayside exhibits for consideration.
2. Review and approval of the preliminary engineering report and environmental report engineering contract for the DePaul Street and North Seton Avenue waterline replacement projects for consideration.
3. Hold public hearing and adoption of proposed Ordinance 2021-01 (Subdivision Amendment – Parks/Rec/Open Space Requirements) for consideration.
4. Increasing multi-user trail access during non-major hunting season and allowing access of electric bicycles on the multi-user trails for discussion and consideration.

#### **Administrative Business:**

- A. Announcement of 2020 Holiday House and Business Decorating Contest winners.
- B. Donation to the Thurmont Little League for consideration.

#### **Consent Agenda:**

- Appointment of Stephen Starliper to the Planning Commission.
- Appointment of Dr. Levi Esses as an alternate to the Board of Appeals.

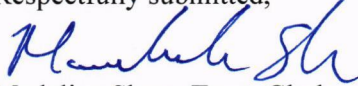
*Motion:* Commissioner Burns motioned to approve the agenda; second by Commissioner Davis. Yeas – 5; Nays – 0. The president declared the motion passed.

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

**IV. Adjournment**

With no further business, Commissioner Sweeney motioned to adjourn the December 8, 2020 town meeting; second by Commissioner Burns. Yeas – 5; Nays – 0. The meeting adjourned at 9:53 p.m.

Respectfully submitted,



Madeline Shaw, Town Clerk

Minutes Approved On: January 11, 2021