



Town of Emmitsburg

Mayor Donald N. Briggs

Board of Commissioners,
Timothy O'Donnell, *President*
Clifford Sweeney, *Vice President*
T.J. Burns, *Treasurer*
Joseph Ritz III
Frank Davis

Town Manager
Cathy Willets

Town Clerk
Julie Scott

**TOWN MEETING AGENDA PACKET
TOWN OFFICE – 300A SOUTH SETON AVENUE
MONDAY, JUNE 6, 2022 – 7:30 P.M.**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. FUTURE MEETINGS

Planning Commission Meeting: Monday, June 27, 2022 at 7:00 p.m.(Town Office)

Town Council Meeting: Monday, July 11, 2022 at 7:30 p.m.(Town Office & Zoom)

Citizen's Advisory Committee Meeting: Tuesday, July 19, 2022 at 7:30 p.m.(Town Office)

4. MEETING ITEMS

A. APPROVE MINUTES: MAY 2, 2022 & MAY 16, 2022

B. POLICE REPORT

C. TOWN MANAGER'S REPORT

D. TOWN PLANNER'S REPORT

E. COMMISSIONER COMMENTS

F. MAYOR'S COMMENTS

G. PUBLIC COMMENTS

H. ADMINISTRATIVE BUSINESS (NONE)

I. CONSENT AGENDA

- Approval of free pool day on Community Heritage Day 2022 for consideration.

J. TREASURER'S REPORT

K. PLANNING COMMISSION REPORT

L. AGENDA ITEMS (DETAILS ATTACHED)

(1.) Approval of Policy 2022-03, Public Information Act for proactive disclosure of public records for consideration.

(2.) Accept agreement & right-of-way dedication at 500 East Main Street for consideration.

- The property owners are giving the Town a 25' right-of-way along its property on Creamery Road. 109' of privacy fence will be installed at 500 East Main Street in exchange for the right-of-way. The Town will use excess Community Development Block Grant funds in order to construct a sidewalk that will connect East Main Street's sidewalks to the future Christ's Community Church development at 17550 Creamery Road.

300A South Seton Avenue • Emmitsburg, Maryland 21727

Phone 301.600.6300 • Fax 301.600.6313 • info@emmitsburgmd.gov • www.emmitsburgmd.gov

- (3.) Approval of Resolution 2022-01 (Community Legacy grant authorization) for façade for consideration.
 - Each year the Town applies for \$75,000 in Community Legacy grant funds for its façade restoration program. The resolution is required for the state’s grant application.
- (4.) Approval of Resolution 2022-02 (Community Legacy grant authorization) for Street Light Replacement Project for consideration.
- (5.) ~~Approval of the street sweeping bid for consideration.~~ **(POSTPONED)**
 - ~~Street sweeping is required in order to help meet restoration requirements set forth in the Town’s stormwater management (MS4) permit. A contractor will sweep various roads in the Community one time each month.~~
- (6.) Forward proposed Ordinance 22-07, zoning text amendment application to Sections 17.04.020 – Definitions & 17.20.030 – Commercial Districts, to the Planning Commission and set public hearing for July 14, 2022 for consideration.
 - If approved, it would add “Hostel / Inn” as a permitted use in the General Commercial (B-2) zoning district.
- (7.) Consideration of a sewer & water connection fee payment plan waiver application for 201 Silo Hill Parkway, Village Liquors & Plaza Inn, in the amount of \$29,484.00.

- M. SET AGENDA FOR NEXT MEETING: JULY 11, 2022
5. **SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS**
 6. **ADJOURN**

ZOOM MEETING ACCESS INFORMATION:

Town of Emmitsburg is inviting you to a scheduled Zoom meeting.

Topic: Town Meeting: June 6, 2022

Time: Jun 6, 2022 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85361519268>

Meeting ID: 853 6151 9268

Passcode: 21727

One tap mobile

+13017158592,,85361519268#,,,,*21727# US (Washington DC)

+13126266799,,85361519268#,,,,*21727# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 853 6151 9268

Passcode: 21727

Find your local number: <https://us02web.zoom.us/j/85361519268>

The town meeting will begin at 7:30 p.m. If you would like to speak during public comment or an agenda item, you must sign-up to speak BEFORE 7:30 p.m. Sign-up to speak by calling (301) 600-6300.

You can also watch the town meeting live on cable channel 99. A recording will be posted to YouTube after (@Town of Emmitsburg)

A. APPROVE MINUTES

**MINUTES
TOWN MEETING
MAY 2, 2022
TOWN OFFICE – 300A SOUTH SETON AVENUE**

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; Julie Scott, Town Clerk; Amy Naill, Code Enforcement Officer; Zachary Gulden, Town Planner; Cole Tabler, Town Accountant; and Madeline Shaw, Grants Administrator. *Others Present* - Deputy Cole Bartholow

I. Call to Order

A quorum being present, Commissioner Timothy O'Donnell, President of the Board of Commissioners, called the May 2, 2022 town meeting to order at 7:30 p.m. Mayor Briggs attended via Zoom. Pledge of Allegiance was recited. Upcoming meetings were announced.

Approval of Minutes

Commissioner Ritz III advised that under Public Comments Mr. McKenney's address should be changed from DePaul St. to St. Joseph's Lane. *Motion:* Commissioner Burns motioned to accept the April 4, 2022 town meeting minutes as modified; second by Commissioner Davis. Yeas - 5; Nays - 0. The motion was adopted.

Police Report:

Deputy Bartholow presented the police report from March 2022 (exhibit attached). The deputies assisted with property cleanup at Welty Ave. Theft of generators stolen from the Rutter's construction site and the multiple incidents of vandalism at Community Park are under investigation.

Town Managers Report:

Cathy Willets, Town Manager, presented the Manager's Report from March 2022 (exhibit in agenda packet). The Board asked for an update on wild water status. The origin, percentage, and planned areas to be reviewed were discussed.

Town Planners Report:

Zachary Gulden, Town Planner, presented the Planner's Report from March 2022 (exhibit in agenda packet).

Commissioner Comments:

- **Commissioner Burns:** He attended a zoom meeting with Frederick County Public Schools and Town Staff. Concerns and future improvements regarding the Emmitsburg Elementary school were discussed. He also reminded residents that water bills are due on May 5, 2022.
- **Commissioner Ritz III:** He expressed concern about the amount of time provided to review the agenda packet and suggested at least one full week of review time before the meeting. He also advised that Thurmont Elementary School was chosen as the site for the FCPS band event being held on May 18, 2022 @ 7:00 pm. He thanked the Lions Club for their offer to sponsor and this will be considered for future events.
- **Commissioner Davis:** none
- **Commissioner Sweeney:** The Citizen's Advisory Committee meeting was held this month where Ms. Esses presented a power point on the Town. He also suggested having this power point presented at an upcoming Town Council Meeting.

- **Commissioner O'Donnell:** He attended the Maryland Municipal League (MML) chapter meeting on April 28, 2022 where a presentation was provided regarding harm reduction programs that provide a variety of government services that are available for the public. In addition, he was contacted by the local disc golf group who expressed concern regarding the recent vandalism.

Mayor's Comments:

Mayor Briggs attended numerous meetings in April 2022 (meetings listed in agenda packet). He attended the Zoom meeting with Frederick County Public Schools, Commissioner Burns, and Town Staff. Concerns about the Emmitsburg Elementary School were discussed and progress is being made with getting FCPS attention to those issues. He has lots of upcoming events and meetings planned for this summer. He asked the Board to move the July meeting from July 4 to July 11, 2022 due to the Independence Day holiday. David Trone, Congressman for our district, will be joining him for a podcast on Friday, May 6, 2022.

Public Comments:

Don Shorb, DePaul St. - Mr. Shorb discussed the right of way behind his house and explained how he has been maintaining it for several years. He expressed concern with people driving in that area and asked the Town to modify the blocked off section so the people who live there can access the back of their properties.

Commissioner O'Donnell will look into this and consult with Town Staff to review the infrastructure of the water/sewer lines on this town-owned property as well as possible solutions. *Eric Sloane, East Main St.* - Mr. Sloane asked for traffic control measures on Creamery Rd. due to noticeable increase in traffic and speeding.

This is a school zone with speed limit of 15 mph. He requested that future development goals be reviewed to ensure this remains under control. *Neil Parrott* - Mr. Parrott is the delegate from Hagerstown, MD running for Congress. He presented an updated map of Maryland and discussed how the recent court approved changes to the county boundaries could impact the next election. He also expressed interest in being on a podcast with the Mayor.

Administrative Business:

- (A). **Presentation of proposed work to address flooding issue on the E. Eugene Myers Community Park walking path:** Mr. McKenney presented this item. He discussed the results from his research into the ongoing flooding issue on the walking path and his proposed solutions. He has obtained pricing and suggested securing volunteers to get this accomplished at a lower cost to the Town. Concerns regarding the possible sale of Fraley Farm and the effect construction would have to the water table in in this area was also reviewed. The Board thanked Mr. McKenney for his time and assistance in researching this issue. They will work with him and Town Staff to set up a plan. No motion was made on the item at this time.
- (B). **Construction of new ¼-mile long section of trail to link the green and yellow trails for consideration:** Commissioner O'Donnell presented this item. He provided a map of the trails and explained the connection would link the high points of green and yellow trails to allow the option of a full circuit. He clarified there is money budgeted for professional trail work as well as a volunteer component to completing maintenance. *Motion:* Commissioner Burns motioned to accept the construction of new ¼-mile long section to link the green and yellow trails; second by Commissioner O'Donnell. Yeas - 5; Nays - 0. The motion was adopted.

Consent Agenda:

- Re-Appoint Shannon Cool, Glenn Blanchard, Sandy Umbel, Steve Starliper, and Amanda Ryder to the Parks and Recreation Committee with a term of December 3, 2021 through December 3, 2023. The Board gave unanimous consent for the re-appointment of Shannon Cool, Glenn Blanchard, Sandy Umbel, Steve Starliper, and Amanda Ryder to the Parks and Recreation Committee for a 2-year term ending on December 3, 2023.

- Proposal of Trail Volunteer Workdays. Commissioner O'Donnell advised that the goal is to prepare all trails for Community Heritage Day when an increase in riders is anticipated. The proposed dates are May 15, May 22, May 29, June 4 and June 18., 2022. Unanimous consent was given by the Board for all of the proposed the volunteer workdays.

Treasurer's Report:

Commissioner Burns presented the Treasurer's Report for April 2022 (exhibit in agenda packet). He confirmed that some of the checks listed in the report will be reimbursed by grant money.

Planning Commission Report:

Commissioner Ritz III presented the report. The Planning Commission did not meet in April. The next meeting is scheduled for Tuesday, May 31, 2022 due to the Memorial Day Holiday and he will present a summary at the June 6, 2022 Town Council meeting.

II. Agenda Items

Agenda #1 - Initial presentation of the Fiscal Year 2023 budget: Mayor Briggs presented this item and summarized the FY 2023 budget. He gave an overview on the 8% expected revenue increase over last fiscal year, discussed areas where additional costs are anticipated, and explained where general fund transfers will be allocated. He requested a 5% COLA increase for Town Staff due to recent inflation and staff retention measures in addition to a 1 - 3% merit increase based on individual employee evaluations. Ms. Willets, Town Manager, advised that the water and sewer capital improvement project budget will be included during the formal presentation on May 16, 2022. No motion was made on the item at this time.

Agenda #2 - Review and approval of the St. Euphemia's Wayside Exhibit for consideration: Ms. Shaw, Grants Administrator, presented the item. A map of the Emmitsburg Historic Walking Tour was presented to show the current and anticipated locations of the wayside exhibits. The proposed design, location, and installation date of Exhibit 12 for St. Euphemia's School were reviewed. There are 2 more exhibits as well as a brochure and website remaining to be completed. Thanks were given to the Daughters of Charity and Frederick County Public Libraries Maryland Room for their help with this project. *Motion:* Commissioner Sweeney motioned to approve the St. Euphemia Wayside Exhibit; second by Commissioner Davis. Yeas - 5; Nays - 0. The motion was adopted.

Agenda #3 - Approval of ordinance 2022-01, which will incorporate the Board's findings. Motion and vote will be presented in writing to Board for approval and execution: Mr. Gulden, Town Planner, presented the item. At the last meeting, the Board approved the zoning map amendment for 2 parcels at the entrance of Brookfield on Timbermill Run. The Town Attorney put the findings of fact into formal ordinance form. *Motion:* Commissioner Sweeney motioned to accept ordinance 2022-01; second by Commissioner Ritz III, Yeas - 5; Nays - 0. The motion was adopted.

Agenda #4 - Approval of Policy P22-02, update to parking fees & fines, for consideration: Mr. Gulden presented the item. He explained the proposed changes with gradual implementation in parking fees and fines. The fees for meters, permits, and boots were reviewed. The fees charged in surrounding areas were provided for comparison. The Board will review the policy further and send their proposed recommendations/changes to the Parking Enforcement Department. This item will be voted on at the July 11, 2022 meeting. *Motion:* Commissioner Ritz III motioned to postpone approval of Policy P22-02, update to parking fees & fines; second by Commissioner Burns. Yeas - 5; Nays - 0. The motion was postponed.

Agenda #5 - Approval of Ordinance 2022-02, update to Title 10 – Parking, for consideration: Mr. Gulden presented the item. The update to the ordinance will modernize the current parking plan. It includes measures for upgraded technology and changes to current parking rules. Town Staff researched parking enforcement

regulations in nearby areas. The status of the municipal parking lot, funding for parking projects, and the 5-year parking plan were discussed. Since this ordinance includes many changes, the Board requested more time for review and decided to table the vote on the item at this time. *Donald Son, Fairfield, PA* - Mr. Son provided public comment on the item. He expressed concern that the criteria for booting vehicles is not clearly defined and agreed that additional review of the ordinance should be done. The Board will review the ordinance further and send proposed recommendations/changes to the Parking Enforcement Department. This item will be voted on at the July 11, 2022 meeting. *Motion:* Commissioner Ritz III motioned to postpone approval of Ordinance 2022-02, update to Title 10 Parking; second by Commissioner Burns. Yeas - 5; Nays - 0. The motion was postponed.

~~Agenda #6 – Forward proposed Ordinance 2022-03 (zoning text amendment to Chapters 17.04, 17.20, & 17.44) to the Planning Commission and set public hearing for June 6, 2022 for consideration: (POSTPONED) Mr. Gulden advised this item has been postponed and will be presented at a future meeting.~~

Set Agenda Items for May 16, 2022 Town Meeting

Administrative Business: NONE *Consent Items:* NONE *Agenda Items:* (1.) Approval of the Fiscal Year 2023 Frederick County Sheriff's Office contract for consideration. (2.) Presentation and review of Fiscal Year 2023 Town Budget for consideration. (3.) Approval of Ordinance 2022-06, update to chapter 2.50.30 Salary Structure for Fiscal Year 2023. *Motion:* Commissioner Burns motioned to approve the May 16, 2022 Town Meeting Agenda as presented; second by Commissioner Davis. Yeas - 5; Nays - 0. The motion was adopted.

Set Agenda Items for June 6, 2022 Town Meeting

Administrative Business: NONE *Consent Items:* NONE *Agenda Items:* (1.) Presentation and review of Fiscal Year 2023 Town Budget for consideration. (2.) Approval of Ordinance 2022-06, update to chapter 2.50.30 Salary Structure for Fiscal Year 2023. (3.) Approval of Policy 2022-03, Public Information Act for proactive disclosure of public records for consideration. (4.) Accept agreement & right-of-way dedication at 500 East Main Street for consideration. (5.) Approval of Resolution 2022-01 (Community Legacy grant authorization) for consideration. (6.) Forward proposed Ordinance 2022-03 (zoning text amendment to Chapters 17.04, 17.20, & 17.44) to the Planning Commission and set public hearing for July 11, 2023 for consideration. (7.) Approval of the street sweeping bid for consideration. *Motion:* Commissioner Burns motioned to approve the June 6, 2022 Town Meeting Agenda as presented; second by Commissioner Davis. Yeas - 5; 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 May 2, 2022 Town Meeting; second by Commissioner Burns. Yeas - 5; Nays - 0. The meeting adjourned at 9:45 p.m.

Respectfully submitted,

Julie Scott, Town Clerk
Minutes Approved On:

**MINUTES
TOWN MEETING
MAY 16, 2022
TOWN OFFICE – 300A SOUTH SETON AVENUE**

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; Julie Scott, Town Clerk; Amy Naill, Code Enforcement Officer; and Cole Tabler, Town Accountant.

II. Call to Order

A quorum being present, Commissioner Timothy O'Donnell, President of the Board of Commissioners, called the May 16, 2022 town meeting to order at 7:30 p.m. Pledge of Allegiance was recited. Upcoming meetings were announced.

Public Comments:

Rebecca Ness, Carrick Ct. - Ms. Ness, on behalf of the Pembroke Woods HOA, expressed concern over the road conditions and streetlights in the development. She asked the Board to consider repairing the roads and increasing the lighting in that area, specifically on Carrick Ct. Ms. Ness also requested that the incomplete sidewalk and construction parking on Irishtown Rd. be addressed for safety reasons. The Board confirmed there is funding allocated in the budget for road repairs and Town Staff are working on securing grant money to add/replace the streetlights throughout town. Town Manager, Cathy Willets, advised the construction parking will be addressed. Mayor Briggs verified the sidewalk to blacktop transition on Irishtown Rd. is temporary.

II. Agenda Items

Agenda #1 - Approval of the Fiscal Year 2023 Frederick County Sheriff's Office contract for consideration:

Ms. Willets presented the item. The FY 2023 Frederick County Sheriff's Office contract will be \$271,470 which is a 9.78% decrease from FY 2022 resulting from a change in personnel. The remainder of the contract will stay the same. Cost savings will be applied throughout the general fund to address increasing costs in other departments. Commissioner Davis suggested putting that savings towards additional police coverage during Mt. Saint Mary's high traffic dates/activities. Ms. Willets confirmed that this has already been arranged with the deputies. *Motion:* Commissioner Davis motioned to approve the FY 2023 Frederick County Sheriff Office's contract as presented; second by Commissioner Burns. Yeas – 5; Nays – 0. The motion was adopted.

Agenda #2 - Presentation and review of Fiscal Year 2023 Town Budget for consideration:

Ms. Willets, Town Manager and Mr. Tabler, Town Accountant presented the agenda item. A summary of revenue and expenses was given for the general fund, water fund, and sewer fund. Each line item of the FY 2023 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 costs and growth projections were presented. Storm water management, water line replacement, and road repair schedules were reviewed and the Board requested an administrative item be added to a future town meeting to provide an update on these items. *Motion:* Commissioner Davis motioned to approve the FY 2023 budget as presented; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The motion was adopted.

Agenda #3 - Approval of Ordinance 2022-06, update to chapter 2.50.30 Salary Structure for Fiscal Year

2023: Ms. Willets presented the item. Performance standards and the employee evaluation rating scale were reviewed. A 2% COLA increase was applied to the previous salary structure to keep it in line with years moving forward. Effective July 1, 2022, for FY 2023, a 5% COLA increase in addition to a 1 - 3% merit increase based on individual employee evaluations will be implemented based on the Mayor's recommendation in an effort to

offset inflation and retain staff. *Motion:* Commissioner Sweeney motioned to accept the salary chart ordinance 2022-06 for fiscal year 2023 as presented; second by Commissioner Ritz III. Yeas – 5; Nays – 0. The motion was adopted.

Set Agenda Items for June 6, 2022 Town Meeting

Administrative Business: NONE *Consent Items:* (1.) Approval of free pool day on Community Heritage Day 2022 for consideration. *Agenda Items:* (1.) Approval of Policy 2022-03, Public Information Act for proactive disclosure of public records for consideration. (2.) Accept agreement & right-of-way dedication at 500 East Main Street for consideration. (3.) Approval of Resolution 2022-01 (Community Legacy grant authorization) for façade for consideration. (4.) Approval of Resolution 2022-02 (Community Legacy grant authorization) for Street Light Replacement Project for consideration. (5.) Approval of the street sweeping bid for consideration. *Motion:* Commissioner Ritz III motioned to approve the June 6, 2022 Town Meeting Agenda as modified; second by Commissioner Sweeney. Yeas - 5; 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 May 16, 2022 Town Meeting; second by Commissioner Burns. Yeas – 5; Nays - 0. The meeting adjourned at 9:48 p.m.

Respectfully submitted,

Julie Scott, Town Clerk
Minutes Approved On:

B. POLICE REPORT: Presentation by deputies at the meeting.

C. TOWN MANAGER’S REPORT

**Town Manager’s Report
April 2022
Prepared by Cathy Willets**

Streets:

- Staff replaced and repaired some street signs around town.
- Staff conducted monthly street sweeping.
- Staff repaired street lights.
- Staff conducted monthly storm drain inlet cleaning.
- Staff responded to damaged streetlight from an accident on Zanella Drive.
- Staff worked with contractor installing new storm drain pipe and inlet on Cedar Ave.
- Staff put milling and cold patch along edge of road on West North Ave. @ North Jamison Ave.

Parks:

- Staff conducted daily park checks – trash cans, cameras, dog waste stations, restrooms.
- Staff conducted monthly park maintenance – playground equipment, roads, fences, pavilions, etc.
- Staff mowed, trimmed and weed killed in parks.
- Contractor completed the tree project (removed dead trees and stump grinding) in Memorial park.
- Staff removed tree that fell over the walking path behind ballfield #3.
- Staff put mulch around entrance signs to the parks.
- Staff put all the sinks, toilets and urinals back together at the pool.

Water:

- Rainbow Lake is at the spillway level (16.6 feet).
- The roughing filters are being backwashed two times a day by the end of the month. The DE filters are getting two week runs.
- Well levels (optimum level was determined to be May 2011).

	<u>May 2011</u>	<u>April</u>	<u>Change</u>
○ Well #1:	35’	34’	+1’
○ Well #2:	8’	10’	-2’
○ Well #3:	12’	28’	-16’
○ Well #4:	108’	OFF	N/A
○ Well #5:	10’	OFF	N/A

- Water production and consumption. We produced an average of 214,906 GPD. We consumed an average of 235,240 GPD (finish water + MSM). The amount of Backwash Water in the month of March is ... (10.99%).
 - 27% of this water came from wells.
 - 6% of this water came from Mt. St. Mary's.
 - 67% of this water came from Rainbow Lake.

We purchased 441,300 gallons of water from MSM this month.

Wastewater:

- We treated an average of 700,000 gpd (consumed 235,240 GPD) which means that the 66 % of the wastewater treated this month was "wild water".
- We had one spill of untreated sewage in the month of April.
 - 04/07/22 @104,000 gallons lost MH 98 & 35 MDE & FCHD notified
- We did exceed the plant's design capacity four times in the month of April.
 - 766,000gpd 04/06 1,576,000gpd 04/07 865,000gpd 04/08
 - 817,000gpd 04/18
- We received about 2.95" of precipitation this month (the average is 3.91"). We have a precipitation **DEFICIT of 6.68"** over the last six months. The average precipitation for the period from November 1 through April 30 is 20.78". We have received 14.10" for that period.

Trash: Trash pickup will remain Mondays in the month of June.

Meetings Attended:

- 04/01 Met with staff as well as representatives from Mt. St. Mary's re: possible event in the park
- 04/04 Met with Mayor
- 04/04 Attended Town Meeting
- 04/05 Met with Fire Dept. Chief
- 04/06 Met with Sgt. Linehan re: possible event in park with MSM
- 04/07 Attended meeting with staff and vendor re: streetlight grant
- 04/07 Conducted interview with candidate, staff and HR for water/sewer position
- 04/08 Conference call with Mayor, staff and FCPS re: status of schools in Emmitsburg and Thurmont
- 04/08 Attended budget meeting with staff
- 04/12 Conducted interview with candidate, staff and HR for water/sewer position
- 04/12 Conducted performance evaluation reviews with staff
- 04/13 Conducted performance evaluation reviews with staff
- 04/14 Listened to County Executive presentation on her FY 23 budget
- 04/14 Conducted performance evaluation reviews with staff
- 04/15 Conducted performance evaluation reviews with staff

- 04/15 Reviewed all performance evaluations of staff with Mayor
- 04/21-04/29 Time off

Noteworthy:

- Staff pumps holding tank every 10 days at 8533 Hampton Valley Rd.
- Staff worked the yard waste dumpster twice in April.
- Staff and contractor dug up and replaced two curb stops @300 block of East Main St.
- Staff conducted monthly equipment and fire extinguisher maintenance.
- Staff did some water meter upgrades.
- Staff completed some use and occupancy permit inspections.
- Staff completed six-month fire hydrant flushing.
- The wells have all increased in the static level. It appears the ground water table is up.
- LG Sonic was launched in early April.
- Rutter's installing the sewer and water piping. No testing has been done on the piping yet. The wet well for pump station is on site but as of this report has not been installed yet.

PARKING ENFORCEMENT REPORT
April 2022

Overtime Parking	119
Restricted Parking Zone	7
Street Sweeping	
Parked in Crosswalk	
Parked on Sidewalk/Curb	9
Parked by Fire Hydrant	
Parked Blocking Street	
Failure to Park between Lines	1
Left Side Parking	7
48 Consecutive Hours	
Meter Money	\$ 953.14
Parking Bags	\$ 15.00
Parking Permits	\$ 640.00
Parking Ticket Money	\$ 1,825.00
Total:	\$ 3433.14

D. TOWN PLANNER'S REPORT

**Town Planner's Report
April 2022
Prepared by Zachary R. Gulden, MPA**

1. Board of Commissioners (BOC):

- Attended the 4/4 BOC meeting and processed pre/post meeting materials.
- Updated zoning map due to zoning map amendment approval.
- Prepared Resolution 2022-01 – Community Legacy grant authorization.
- Prepared Ordinance 2022-04 - collection of municipal charges.
- Developed and refined a 5-year parking improvement plan.

2. Grants:

- Community Legacy:
 - Submitted a reimbursement request for 321 W Main St.
 - Submitted the FY21 final report.
- Chesapeake Bay Trust:
 - Silo Hill SWM basin retrofit design & permitting grant management.
- Community Development Block Grant (ADA Ramps) management:
 - Met with E Main Street property owner on 4/11 regarding sidewalk ROW dedication.
 - Processed payment requests #8 & 9.
 - Processed grant reimbursement requests #8 & 9.
 - Reviewed & processed week #33, 34, 35, & 36 payrolls.
 - Worked with town attorney & engineer on E Main Street ROW dedication.
 - Completed the Section 3 report.

3. Municipal Separate Storm Sewer System (MS4):

- Silo Hill SWM basin retrofit & tree planting project management.
 - Tree planting events held at WWTP on 4/2, 4/16, 4/21, & 4/23.
- SWM Utility Feasibility Study project management:
 - Reviewed draft final report & finalized project.
- SWM Utility implementation:
 - Continued processing data from feasibility study compared to water/sewer bills.
 - Issued 13 property addresses.
- Started discussion with MDE, Daughters of Charity, & StreamLink Education for next MS4 permit term tree plantings.

4. Code Enforcement & Permits:

- Processed 10x zoning permit applications:
 - 2x single-family dwellings (Brookfield, which is now sold out of lots).
 - 2x fences.

- 2x sheds.
- 1x deck.
- 1x paver patio.
- 1x Town pump station replacement
- 1x change of use – Wookiee Walkers’ expansion.
- Processed 3x backflow preventer permit applications.
- Processed 3x no zoning permit required form.
- Processed 1x back yard chicken permit application.
- Prepared and delivered numerous citations to FC Court (E Main St property).
- New parking enforcement/permit software:
 - Met with parking/code enforcement officer & contractor on 4/11, 4/14, 4/21 & 4/28.
 - Attended virtual permit training on 4/25 with parking/code enforcement officer.
 - Filled out new parking software information sheet.
- Met with parking meter company & parking/code enforcement officer on 4/6.
- Worked with attorney to address E Main St property options.
- Met with contractor on 4/19 & 4/25 to clean up property on Welty Avenue.
- Attended court hearing on 4/26 with code enforcement officer regarding E Main St property.
- Responded to incident reports.

5. Planning Commission (PC):

- Rutter’s, Irishtown Road (Brookfield Lots 1-19), Federal Stone, Village Liquors & Plaza Inn, and Ripleigh’s Creamery, & Emmitsburg East Industrial Park II project management.
- Federal Stone:
 - Reviewed corrected site & landscape plans for Mayor/PC Chair signatures.
 - Worked with Federal Stone’s engineer/attorney on easements.
- Emmitsburg East Industrial Park II:
 - Reviewed corrected final forest plan for Mayor/PC Chair signatures.
- Irishtown Road:
 - Met with developer, developer’s contractor, Ryan Homes, & public works director on 4/8 regarding road safety issue.

6. Miscellaneous:

- Completed yearly employee evaluation form for parking/code enforcement officer.
- Attended a budget meeting on 4/8.
- Attended a meeting on 4/8 with mayor, manager, Commissioner Burns, & Frederick County School’s representatives regarding Emmitsburg Elementary.
- Met with manager, sewer/water superintendent, public works director, and developer on 4/11 regarding apartment project.

- Provided information to sewer/water superintendent for water/sewer capacity report.
- New town sign project management.
- Held yearly employee evaluations on 4/12.
- Updated expected residential growth document and forwarded to FCPS.
- Started working on the Sustainable Community designation renewal application.
- Filled out Frailey Farm contract purchaser questionnaire.

7. New Business / Development Updates:

- **Brookfield 10-unit cul-de-sac** – Sketch plan submitted. Waiting for development plans for 10 single-family dwellings.
- **Christ's Community Church** – concept plan submitted to build 12,500 sq. ft. church with 98 parking spaces on Creamery Road around Quality Tire.
- **Emmit Ridge 2** - Property has sold to an investor. RJD Development & Ryan Homes working with investor to purchase. Wetlands have been found to compromise 8 proposed lots and part of proposed Irishtown Drive. Wetland mitigation will need to be approved by State of MD. 48 total lots proposed.
- **Federal Stone** - Final subdivision plat, forest conservation plan, & site plan have been submitted for combined lots 7 & 8.
- **Frailey Farm** - Property is for sale. Potential developer has reached out to the Town for a meeting, which is set in May.
- **Mason Dixon Logistics Park (Trout Property)** – concept plan submitted to staff. Commercial / industrial park.
- **MDOT/SHA Park & Ride** – Design is 15% complete. Project is on hold due to State budget cuts resulting from COVID-19. Staff working with legislators to push project forward. No activity with the town this month.
- **Ripleigh's Creamery** – Working on obtaining FC building permit.
- **Rutter's** – active construction. Expected completion is late summer of 2022.
- **Village Liquors & Plaza Inn** – Working with FC on erosion & sediment control and stormwater management permits. Also working on conditions of approval on Town site & improvement plans.
- **Warthen's Court 5-unit townhomes** – Sketch plan submitted. Developer is preparing required engineered plans for Planning Commission submittal.

E. COMMISSIONER COMMENTS

F. MAYOR'S COMMENTS

- Monday, May 6th @ 7:30 PM: regularly scheduled town monthly meeting.
- Monday, May 6th @ 7:30 PM: special town meeting on FY 2023 budget.
- Friday, May 12th @ 9:30 AM with Madeline Shaw-Grants Administrator and Wayside Exhibit Developers regarding FEMA exhibit.
- Wednesday, May 18th @ 6:30 PM: Mount St Mary's University Frederick Campus. Mount Alumni, College of Liberal Arts Symposium.
- Thursday, May 19th @ 4:00 PM: St. Johns College, Annapolis - Santa Fe Classics Symposium (virtual).
- Tuesday, May 24th @ 9:30 AM: meeting with Cathy Willets-Town Manager, Mount St. Mary's University President Trainor, Mrs. Davies, and Mr. Otis regarding the update in Mount use of DOC building and joint water usage.

G. PUBLIC COMMENTS

H. ADMINISTRATIVE BUSINESS (NONE)

I. CONSENT AGENDA

1. **Approval of free pool day on Community Heritage Day 2022 for consideration.**
Presentation at meeting by staff.

J. TREASURER REPORT

Town of Emmitsburg
CASH ACTIVITY as of May 31, 2022

\$7,402,183	Cash Balance May 1, 2022
463,398	Deposits
<u>-389,742</u>	Withdrawals
\$7,475,839	Operating Balance Forward

Top 10 Check Amounts:

<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check Date</u>	<u>Check Number</u>
\$42,600	Green Site, LLC	Baseball Bleacher Replacement	04.27.22	43577
\$31,393	RK&K	Water Clarifier Project	05.11.22	43666
\$23,982	MD Dept of Budget & Mgmt	Apr 22 Health Insurance	05.04.22	43612
\$22,063	MD Dept of Budget & Mgmt	May 22 Health Insurance	05.25.22	43702
\$14,325	Frederick County Paving	Concrete Pads	05.11.22	43644
\$11,185	RK&K	Water Clarifier Project	05.11.22	43666
\$11,100	UGI Energy Services	Mar 22 Solar Field #1	05.04.22	43630
\$11,080	Fluid Solutions	Recycle Pump	05.04.22	43605
\$10,992	RSV Pools	May 22 Pool Management	05.04.22	43624
\$7,688	Kirby Built Sales	Message Center – Grant #22-10	05.04.22	43611

Check dates 04.27.22 to 05.31.22

K. PLANNING COMMISSION REPORT: Presentation at the meeting.

L. AGENDA ITEMS:

AGENDA ITEM# 1. Item: Approval of Policy 2022-03, Public Information Act for proactive disclosure of public records for consideration.
Presentation at meeting by staff.

POLICY SERIES: 2022
Policy No. P22 - 03

Page 1 of 2

TOWN OF EMMITSBURG
PUBLIC INFORMATION PROACTIVE DISCLOSURE

Purpose: The Maryland Public Information Act (PIA) grants access to government records without unnecessary cost or delay. The Town of Emmitsburg will provide specific, non-exempt information to the extent that it is available. The Town Clerk is designated as the official PIA custodian and Records Manager for the Town of Emmitsburg. Contact information for the Town Clerk can be obtained from the Town Office in person at 300A South Seton Ave. Emmitsburg, MD 21727, by phone at 301-600-6300 or by email at info@emmitsburgmd.gov and is also posted on the Town of Emmitsburg website at <https://emmitsburgmd.gov/>.

Policy: All requests for copies of the Town of Emmitsburg public records that are not otherwise exempt must be made in writing on the official form provided by the Town and submitted to the Emmitsburg Town Clerk. The official form is available on the Town website or from the Town Office. The Town of Emmitsburg will provide access to documents as requested; however, the Town is not obligated to conduct research or investigations.

All requests will be reviewed for the purpose of discerning the availability of information requested and estimated charges, if any, to be incurred by the requestor. The Town will provide the requestor with acknowledgement of receipt, approval/denial of the request, and a timeline for completion in writing within 10 business days of the Town's receipt of the completed form. An approved request is normally completed within 10 business days. The requestor will be notified if more than 10 business days are needed to produce responsive records.

The Town charges a copying fee of \$0.25 per page for copies of most standard documents containing 5 or more pages. Copying charges may be more for larger size items or other specialty type records. There may also be a fee of \$25.00 per hour if the retrieval, review, or research of the records takes more than 2 hours. Payment is required in full upon retrieval of records.

An applicant who, after reviewing documents which have been produced, requests additional records or an additional category of records shall submit another application. Such application will be considered a separate request and is subject to all applicable time periods and fees.

The Town of Emmitsburg also proactively discloses via its website the following records:

- Town Municipal Code and Charter
- Ordinances, Resolutions, Proclamations, and Policies
- Approved Budgets and Audit Reports
- Agendas and Minutes of Board and Planning Commission meetings
- Public Bidding and Requests for Proposals
- Vendors

POLICY SERIES: 2022
Policy No. P22 - 03

Page 2 of 2

BE IT FURTHER RESOLVED, ENACTED AND ORDAINED that this policy shall take effect this 6th day of June, 2022.

PASSED this ___ day of _____, 2022 by a vote of:

Commissioners:	For	Against	Absent	Abstain
O'Donnell				
Sweeney				
Ritz III				
Burns				
Davis				
TOTAL:				

ATTEST:

EMMITSBURG BOARD OF COMMISSIONERS:

Cathy Willets, Town Manager

Timothy J. O'Donnell, President

_____ APPROVED _____ VETOED

this 6th day of June, 2022.

Donald N. Briggs, Mayor

AGENDA ITEM# 2. Item: Accept agreement & right-of-way dedication at 500 East Main Street for consideration. Presentation at meeting by staff.

COORDINATES

Point	Northing	Easting
3018	741892.2468	1222027.0148
3019	741892.2468	1222027.0148
3020	741748.8419	1222013.6446
3021	741898.8516	1222035.3298

VICINITY MAP
SCALE: 1" = 400'
TAX MAP: 86 PARCEL 1899, 5045; 05-171482

OWNERS CERTIFICATION & DEDICATION

WE, ELIZABETH CLARE SLOANE, CHRISTINA RUTH CALLAHAN AND ERIC EDWARD SLOANE, OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON, CONSENT TO AND ADOPT THIS PLAN, AND THE COMMISSION OF THIS PLAN, IN FULL COMPLIANCE WITH THE REQUIREMENTS OF THE MARYLAND EASEMENTS, TO PUBLIC USE, UNLESS OTHERWISE NOTED ON THIS PLAN.

WE CERTIFY THAT THERE ARE NO SUITS, ACTIONS OF LAW, LEASES, MORTGAGES, TRUSTS, EASEMENTS, RIGHTS-OF-WAY, OR COVENANTS OF RECORD AFFECTING THE PROPERTY INCLUDED IN THIS PLAN, EXCEPT AS HERON INDICATED.

AND THAT THE REQUIREMENTS OF THE ANNOTATED CODE OF MARYLAND, REAL PROPERTY BOOK CODE NUMBERED 46-101, AND THE REQUIREMENTS OF THE ANNOTATED CODE OF MARYLAND, REAL PROPERTY BOOK CODE NUMBERED 46-101, HAVE BEEN FULLY COMPLIED WITH.

AND THE SETTING OF MONUMENTS AND MARKERS HAVE BEEN COMPLIED WITH.

AREA TABULATION
ORIGINAL AREA ELIZABETH CLARE SLOANE, CHRISTINA RUTH CALLAHAN & ERIC EDWARD SLOANE BK. 9754 PG. 331
RIGHT-OF-WAY DEDICATION TO TOWN OF EMMITSBURG 4,018 SQ. FT. OR 0.0922 AC.±
REMAINING AREA ELIZABETH CLARE SLOANE, CHRISTINA RUTH CALLAHAN & ERIC EDWARD SLOANE 17,258 SQ. FT. OR 0.3962 AC.±

OWNERS
ELIZABETH CLARE SLOANE
CHRISTINA RUTH CALLAHAN
P.O. BOX 1115, 500 E. MAIN STREET
EMMITSBURG, MARYLAND 21727

FOX & ASSOCIATES INC.
ENGINEERS-SURVEYORS-PLANNERS
101 WESTERN HILL COLLEGE
101 WESTERN HILL COLLEGE
FREDERICK, MD 21701
PHONE: (301) 734-8823
FACSIMILE: (301) 734-8800
WWW.FOXANDASSOCIATES.COM

NOTES:

1. UNLESS OTHERWISE NOTED, ALL DIMENSIONS ARE IN FEET AND INCHES.
2. A 5' EASEMENT IS RESERVED ALONG ALL LOT LINES.
3. THE INFORMATION CONTAINED HEREON IS BASED ON THE RECORDS OF THE FREDEBURG COUNTY RECORDS.
4. THIS PLAN WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND THEREFORE MAY BE SUBJECT TO ANY AND ALL RESTRICTIONS, EASEMENTS, COVENANTS AND CONDITIONS OF RECORD.
5. THERE ARE NO UNRECORDED INTERESTS WITHIN THIS PLATTED AREA PER NATIONAL WELLS.
6. UNLESS OTHERWISE NOTED, ALL DIMENSIONS ARE PER NATIONAL WELLS.
7. THIS PLAN WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND THEREFORE MAY BE SUBJECT TO ANY AND ALL RESTRICTIONS, EASEMENTS, COVENANTS AND CONDITIONS OF RECORD.
8. THE INFORMATION CONTAINED HEREON IS BASED ON THE RECORDS OF THE FREDEBURG COUNTY RECORDS.
9. THE INFORMATION CONTAINED HEREON IS BASED ON THE RECORDS OF THE FREDEBURG COUNTY RECORDS.

APPROVED BY:
TOWN OF EMMITSBURG

TOWN MAYOR _____ DATE _____
PLANNING COMMISSION CHAIRMAN _____ DATE _____

RIGHT OF WAY PLAT
FOR
CREAMERY ROAD
ACROSS THE PROPERTY OF
ELIZABETH CLARE SLOANE, CHRISTINA RUTH CALLAHAN & ERIC EDWARD SLOANE
BOOK 9754 PAGE 331
SITUATED AT 500 E. MAIN STREET
PLANNING REGION - EMMITSBURG ELECTION DISTRICT No. 5
FREDERICK COUNTY, MARYLAND

DATE: APRIL 2022 SCALE: 1" = 30' P.B. _____ P.G. _____ RECORDED _____ DWG. No. C-4209

AGENDA ITEM# 3. Item: Approval of Resolution 2022-01 (Community Legacy grant authorization) for façade for consideration. Presentation at meeting by staff.

RESOLUTION: 2022
RESOLUTION NO. 22 – 01R

Page 1 of 2

**A RESOLUTION
APPROVING THE APPLICATION
AND RECEIPT OF FINANCING
FOR COMMUNITY LEGACY PROJECTS:
FAÇADE & RESTORATION PROGRAM**

BE IT RESOLVED, ENACTED AND ORDAINED, this 6th day of June, 2022 by the Mayor and Board of Commissioners of the Town of Emmitsburg, Maryland, pursuant to the authority granted to them by the laws of Maryland and the Charter of the Town of Emmitsburg, do, approve the application and receipt of financing for a Community Legacy Project (the “Project”) further described in the Community Legacy Application (the “Application”), to be financed either directly by the Department of Housing and Community Development (the “Department”) of the State of Maryland or through other departments or agencies of the State of Maryland.

WHEREAS, the Mayor and Board of Commissioners recognize that there is a significant need for reinvestment and revitalization of the communities in Frederick County/Town of Emmitsburg; and

WHEREAS, the Department, either through Community Legacy or through other Programs of the Department, or in cooperation with other State departments or agencies, may provide some or all of the financing for the Project (the “Project Financing”) in order to assist in making it financially feasible; and

WHEREAS, the Project is located within a priority funding area under Section 5-7B-02 of the Smart Growth Act and the Project will conform to the local zoning code; and

WHEREAS, the applicable law and regulations require approval of the Community Legacy Project and the Project Financing by the Mayor and Board of Commissioners and, where appropriate, by the chief elected executive official of the local subdivision;

NOW, THEREFORE BE IT RESOLVED THAT, the Mayor and Board of Commissioners hereby endorses the Project; and **HEREBY** approves the request for financial assistance in the form of a grant in the amount of \$75,000.00 for Façade & Restoration Program;

BE IT FURTHER RESOLVED THAT, the chief elected executive official be, and is hereby requested to endorse this Resolution, thereby indicating his approval thereof; and,

BE IT FURTHER RESOLVED THAT, Donald N. Briggs, Mayor, and Cathy Willets, Town Manager, are hereby authorized to execute documents and take any action necessary to carry out the intent of these resolutions; and,

BE IT FURTHER RESOLVED THAT, copies of this Resolution are sent to the Secretary of the Department of Housing and Community Development of the State of Maryland.

RESOLUTION: 2022
RESOLUTION NO. 22 – 01R

Page 2 of 2

NOW, THEREFORE, BE IT HEREBY enacted this 6th day of June, 2022 by the Mayor and Board of Commissioners, that Resolution Number 2022 – 01R is true, correct, and duly adopted by the Mayor and Board of Commissioners of the Town of Emmitsburg.

PASSED this 6th day of June, 2022 by a vote of:

Commissioners:	For	Against	Absent	Abstain
O'Donnell				
Sweeney				
Ritz III				
Burns				
Davis				
TOTAL:				

ATTEST:

BOARD OF COMMISSIONERS:

Cathy Willets, Town Manager

Timothy J. O'Donnell, President

MAYOR

_____ APPROVED _____ VETOED

this this 6th day of June, 2022.

Donald N. Briggs, Mayor

AGENDA ITEM# 4. Item: Approval of Resolution 2022-02 (Community Legacy grant authorization) for Street Light Replacement Project for consideration. Presentation at meeting by staff.

RESOLUTION: 2022
RESOLUTION NO. 22 – 02R

Page 1 of 2

**A RESOLUTION
APPROVING THE APPLICATION
AND RECEIPT OF FINANCING
FOR COMMUNITY LEGACY PROJECTS:
DOWNTOWN STREETLIGHT REPLACEMENT**



BE IT RESOLVED, ENACTED AND ORDAINED, this 6th day of June, 2022 by the Mayor and Board of Commissioners of the Town of Emmitsburg, Maryland, pursuant to the authority granted to them by the laws of Maryland and the Charter of the Town of Emmitsburg, do, approve the application and receipt of financing for a Community Legacy Project (the “Project”) further described in the Community Legacy Application (the “Application”), to be financed either directly by the Department of Housing and Community Development (the “Department”) of the State of Maryland or through other departments or agencies of the State of Maryland.

WHEREAS, the Mayor and Board of Commissioners recognize that there is a significant need for reinvestment and revitalization of the communities in Frederick County/Town of Emmitsburg; and

WHEREAS, the Department, either through Community Legacy or through other Programs of the Department, or in cooperation with other State departments or agencies, may provide some or all of the financing for the Project (the “Project Financing”) in order to assist in making it financially feasible; and

WHEREAS, the Project is located within a priority funding area under Section 5-7B-02 of the Smart Growth Act and the Project will conform to the local zoning code; and

WHEREAS, the applicable law and regulations require approval of the Community Legacy Project and the Project Financing by the Mayor and Board of Commissioners and, where appropriate, by the chief elected executive official of the local subdivision;

NOW, THEREFORE BE IT RESOLVED THAT, the Mayor and Board of Commissioners hereby endorses the Project in the Sustainable Community Area; and **HEREBY** approves the request for financial assistance in the form of a grant in the amount of \$ _____ [*to be announced at town meeting*] for Downtown Streetlight Replacement;

BE IT FURTHER RESOLVED THAT, the chief elected executive official be, and is hereby requested to endorse this Resolution, thereby indicating his approval thereof; and,

BE IT FURTHER RESOLVED THAT, Donald N. Briggs, Mayor, and Cathy Willets, Town Manager, are hereby authorized to execute documents and take any action necessary to carry out the intent of these resolutions; and,

BE IT FURTHER RESOLVED THAT, copies of this Resolution are sent to the Secretary of the Department of Housing and Community Development of the State of Maryland.

RESOLUTION: 2022
RESOLUTION NO. 22 – 02R

Page 2 of 2

NOW, THEREFORE, BE IT HEREBY enacted this 6th day of June, 2022 by the Mayor and Board of Commissioners, that Resolution Number 2022 – 02R is true, correct, and duly adopted by the Mayor and Board of Commissioners of the Town of Emmitsburg.

PASSED this 6th day of June, 2022 by a vote of:

Commissioners:	For	Against	Absent	Abstain
O'Donnell				
Sweeney				
Ritz III				
Burns				
Davis				
TOTAL:				

ATTEST:

BOARD OF COMMISSIONERS:

Cathy Willets, Town Manager

Timothy J. O'Donnell, President

MAYOR

_____ APPROVED _____ VETOED

this this 6th day of June, 2022.

Donald N. Briggs, Mayor

**AGENDA ITEM# 5. ~~Item: Approval of the street sweeping bid for consideration.~~
(POSTPONED)**

AGENDA ITEM# 6. Item: Ordinance 22-07, zoning text amendment application to Sections 17.04.020 – Definitions & 17.20.030 – Commercial Districts, to the Planning Commission and set public hearing for July 14, 2022 for consideration. Presentation at meeting by staff.

ORDINANCE SERIES: 2022
ORD. NO: 22 - 07

Page 1 of 2

AN ORDINANCE TO AMEND
TITLE 17
OF THE CODE OF EMMITSBURG
ENTITLED
ZONING

BE IT RESOLVED, ENACTED AND ORDAINED by the Mayor and Board of Commissioners of the Town of Emmitsburg, Maryland, pursuant to the authority granted to them by the laws of Maryland and the Charter of the Town of Emmitsburg, that Title 17, Zoning, of the Emmitsburg Municipal Code, be amended as follows:

New language is indicated by being in **BOLD, CAPITAL LETTERS**, and deleted language is designated by being in ~~brackets and strike out~~.

Chapter 17.04 – General Provisions

§17.04.020 – Definitions.

A. *{Unchanged}*

B. Definitions.

{“Agriculture” – “Home Occupation” Unchanged}

“HOSTEL / INN” MEANS AN ESTABLISHMENT THAT PROVIDES TEMPORARY, LESS THAN ONE (1) YEAR AT A TIME, LODGING FOR A SPECIFIC GROUP OF PEOPLE, SUCH AS STUDENTS, WORKERS, OR TRAVELERS. IT IS A LOWER PRICED TEMPORARY ACCOMMODATION THAT OFFERS FULLY FURNISHED BASIC ROOMS WITH LINEN SERVICE. TYPICALLY, A HOSTEL MAY FEATURE A LARGE ROOM WITH SEPARATE BEDS, AND A SHARED BATHROOM AND KITCHEN. A COMMERCIAL KITCHEN MAY ALSO BE LOCATED WITHIN THE ESTABLISHMENT TO PROVIDE FOOD SERVICE TO GUESTS.

{“Hospital” – “Zoning Map” Unchanged}

Chapter 17.20 – Commercial Districts.

§17.20.030 – Uses permitted in the General Commercial (B-2) district.

Any use permitted in the Neighborhood Commercial (B-1) district as well as the following uses:

{A-S Unchanged}

T. HOSTEL / INN

ORDINANCE SERIES: 2022
ORD. NO: 22 - 07

Page 2 of 2

BE IT FURTHER RESOLVED, ENACTED AND ORDAINED that this Ordinance shall take effect on the date on which the Mayor approves the Ordinance after passing by the Board of Commissioners or on the date on which the Board of Commissioners passes the Ordinance over the veto of the Mayor.

PASSED this ___ day of _____, 2022 by a vote of

Commissioners:	For	Against	Absent	Abstain
O'Donnell				
Sweeney				
Ritz III				
Burns				
Davis				
TOTAL:				

ATTEST:

BOARD OF COMMISSIONERS:

Cathy Willets, Town Manager

Timothy J. O'Donnell, President

MAYOR

_____ APPROVED _____ VETOED

this _____ day of _____, 2022.

Donald N. Briggs, Mayor

I hereby certify that the foregoing Ordinance has been posted as required by Chapter 2.04 of the Emmitsburg Municipal Code.

Cathy Willets, Town Manager
Date:

AGENDA ITEM# 7. Item: Consideration of a sewer & water connection fee payment plan waiver application for 201 Silo Hill Parkway, Village Liquors & Plaza Inn, in the amount of \$29,484.00. Presentation at meeting by staff.

The passage of Resolution 2020-04R created an optional 5-year sewer and water connection fee payment plan for qualified applicants. This resolution also allows the Mayor and Board of Commissioners to grant a waiver of up to 10% of the total sewer and water connection fees if deemed appropriate. Pradeep & Gopi Saini, owners of the proposed Village Liquors & Plaza Inn, are requesting a 10% waiver, which equates to a \$29,484.00 fee reduction. Total connection fees for this project equate to \$294,840.00

The proposed project consists of creating a 6,363 sq. ft. liquor store on the first floor and 20-unit hostel on the second and third floors.

273 total fixtures = 18.2 equivalent residential units (ERUs) for water = \$149,240.00 connection fee.

- 10% waiver = \$14,924.00.
- 9% = \$13,431.60
- 8% = \$11,939.20
- 7% = \$10,446.80
- 6% = \$8,954.40
- 5% = \$7,462.00
- 4% = \$5,969.60
- 3% = \$4,477.20
- 2% = \$2,984.80
- 1% = \$1,492.40

273 total fixtures = 18.2 ERUs for sewer = \$145,600.00 connection fee.

- 10% waiver = \$14,560.00.
- 9% = \$13,104.00
- 8% = \$11,648.00
- 7% = \$10,192.00
- 6% = \$8,736.00
- 5% = \$7,280.00
- 4% = \$5,824.00
- 3% = \$4,368.00
- 2% = \$2,912.00
- 1% = \$1,456.00

M. SET AGENDA FOR NEXT MEETING: JULY 11, 2022 AT 7:30 PM

- 1.
- 2.
- 3.
- 4.
- 5.

Administrative Business:

- A.
- B.
- C.