

**MINUTES
TOWN MEETING
NOVEMBER 21ST, 2022
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 (Via Zoom). *Staff Present* - Cathy Willets, Town Manager; Sabrina King, Town Clerk; Cole Tabler, Accounting Supervisor; Reese Fryer, Recorder.

I. Call to Order

A quorum being present, Commissioner Timothy O'Donnell, President of the Board of Commissioners, called the November 21st, 2022 town meeting to order at 7:30 p.m. Pledge of Allegiance was recited. Upcoming meetings were announced.

Announcement of a Closed Session

President O'Donnell announced the need for a closed executive session following adjournment of the November 21, 2022 town meeting for the purpose of consulting with staff, consultants, or other individuals to discuss the proposed employment of the candidates for the Parking and Code Enforcement Office and Office Coordinator. The authority for meeting in closed session for this purpose is permitted by the General Provisions Article, Section 3-305 (b)(1), Annotated Code of Maryland which authorizes us to meet in closed session to discuss employment. The Board of Commissioner will not be meeting in another open session after the closed session has ended.

Approval of Minutes

Commissioner Davis motioned to accept the October 3, 2022 town meeting minutes; second by Commissioner Sweeney. Yeas – 5; Nays – 0. The motion was accepted.

Commissioner Comments:

- Commissioner Davis: No comment.
- Commissioner Sweeney: Announced Christmas Festivities sponsored by the Lions Club at the VHC Recreational building on Creamery Road on December the 10th at 10am to 1pm. Santa will be there, plenty of activities for the children along with hot chocolate.
- Commissioner Ritz III: He has received two positive comments in regards to the Christmas decorations in Town, and gave his thanks.
- Commissioner O'Donnell: Also has been receiving great feed-back of the Christmas decoration in Town. He attended the Bicycle Pedestrian Advisory for the County and have put in the budget to fund a study for a paved path that would connect the Town of Emmitsburg to the University and the forth coming Regional Park. If there are funds left over from this, then they would look into connecting the paved path from Regional Park to Thurmont.
- Commissioner Amy Boehman-Pollitt: No comment.

Mayor's Comments:

Mayor Briggs was not in attendance with prior notice.

Public Comments:

No public comment.

Administrative Business: (NONE)

Consent Agenda: (NONE)

II. Agenda Items

Agenda #1 – For consideration, approval of Rutters pump station indemnification agreement. The agenda item is Pump Station Operations and Maintenance agreement. Ms. Willets presented the item briefly explaining the agreement. Rutters is asking permission to utilize their back-up pump while they wait for their main pump to arrive. Rutters received permission from MDE to proceed. Mr. Bieber briefly spoke of the delays of the pumps and electrical panels. *Motion:* Commissioner Ritz motioned to accept the approval of Rutter’s pump station indemnification agreement modified; second by Commissioner Davis. Yeas – 5; Nays – 0. The motion was adopted.

Agenda #2 – For consideration, approval of Master Service Agreement with Barton and Loguidice for consulting services for stormwater management and MS-4 for Town of Emmitsburg. The agenda item is being pursued for consulting and contractual services related to the mandatory stormwater management and mandatory MS-4 requirement. Ms. Willets gave a brief description of the agreement (find attached). Ms. Willets reviewed the termination clause in the agreement at Commissioner Ritz III’s request. *Motion:* Commissioner Sweeney motioned to accept the approval of Master Service Agreement; second by Commissioner Davis. Yeas – 4; Nays – 1; (Ritz III) The motion was adopted.

The Board made a consensus for Commissioner Davis to actively follow other County’s assistance on MS-4 permits.

Set Agenda Items for December 6, 2022 Town Meeting

Agenda Items:

- (1.) Hold a public hearing then consideration of Ordinance 2022-12 which would increase water and sewer rates over a three-year period.
 - (2.) For consideration, approval of Ordinance 2022-13 which would change Board of Commissioners meeting to 7:00pm.
 - (3.) For consideration, approval of the three-year sewer relining bid.
 - (4.) For discussion and consideration, an offer from Richard Lindsay to purchase three acres from the Town of Emmitsburg located near the WWTP.
 - (5.) For consideration, approval of revertible forest conservation easement with Daughters of Charity. (a.) The Daughters of Charity is providing the Town a 9.02013-acre revertible forest conservation easement to the Town in order to plant trees for the 2023-2028 MS-4 permitting term. Parcel located on East side of US 15.
 - (6.) For consideration, amending the hours of the Farmer’s Market.
 - (7.) For consideration, approval of the Amendment to Loan and Financing agreement for the extension of credit made to the Vigilant Hose Company of Emmitsburg as the successor by merger to the Emmitsburg Volunteer Ambulance Co.
- Administrative Business:** (1.) Free Holiday metered parking for consideration. (2.) Discussion related to using Farmer’s Market land for larger community garden plot. (3.) For consideration, Proclamation honoring Emmitsburg High School Volunteer. **Consent Items:** (1.) Reappoint Dianne Walbrecker to Citizen’s Advisory Committee with a term of December 15, 2022 – December 15, 2025. (2.) Appoint Jack Pollitt to the Parks and Recreation Committee with a term of December 6, 2022 – December 2, 2024. (3.) Appoint Valeria Turnquist an alternate to the Planning Commission with a term of December 6, 2022 – December 6, 2027. (4.) Reappoint Mark Walker to the Citizen’s Advisory Committee with a term of November 7, 2022 – November 7, 2024. *Motion:* Commissioner Davis motioned to accept the December 6, 2022 town meeting agenda as presented; second by Commissioner Ritz III. Yeas – 5; Nays – 0. The motion was adopted.

II. Sign Approved Text Amendments and/or Resolutions

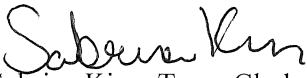
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IV. Adjournment

With no further business, Commissioner Sweeney motioned to adjourn the November 21, 2022 town meeting at 8:12 p.m.; second by Commissioner Davis. Yeas – 5; Nays - 0. The motion was adopted.

Respectfully submitted,



Sabrina King, Town Clerk

Minutes Approved On: