

Town of Emmitsburg

300 A South Seton Avenue • Emmitsburg, MD 21727

Office: 301-600-6300 • Fax: 301-600-6313

www.emmitsburgmd.gov

TOWN MEETING AGENDA

TOWN OFFICE – 300A SOUTH SETON AVENUE

MONDAY, MAY 15, 2023

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. FUTURE MEETINGS

Park's Committee Meeting: Tuesday, May 16, 2023 at 7:30 pm (Town Office)

Planning Commission Meeting: Monday, May 22, 2023 at 7:00 pm (Town Office & Zoom)

Board of Commissioners Meeting: Monday, June 5, 2023 at 7:00 pm (Town Office & Zoom)

MEETING ITEMS

A. COMMISSIONER COMMENTS

B. MAYOR'S COMMENTS

C. PUBLIC COMMENTS

D. AGENDA ITEMS (DETAILS ATTACHED)

1. Presentation and review of FY24 Town of Emmitsburg budget for consideration.
2. For consideration, approval of Ordinance 23-07, update to Chapter 2.50.30 salary structure for FY24.

E. SET AGENDA FOR NEXT MEETING: JUNE 5, 2023

4. SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS
5. ADJOURN

Zoom Link:

When: May 15, 2023 07:00 PM Eastern Time (US and Canada)

Register in advance for this meeting:

https://us02web.zoom.us/join/register/tZMufuyspjMpHNYInrM7OLxikQt_t7EjQ6RH

After registering, you will receive a confirmation email containing information about joining the meeting.

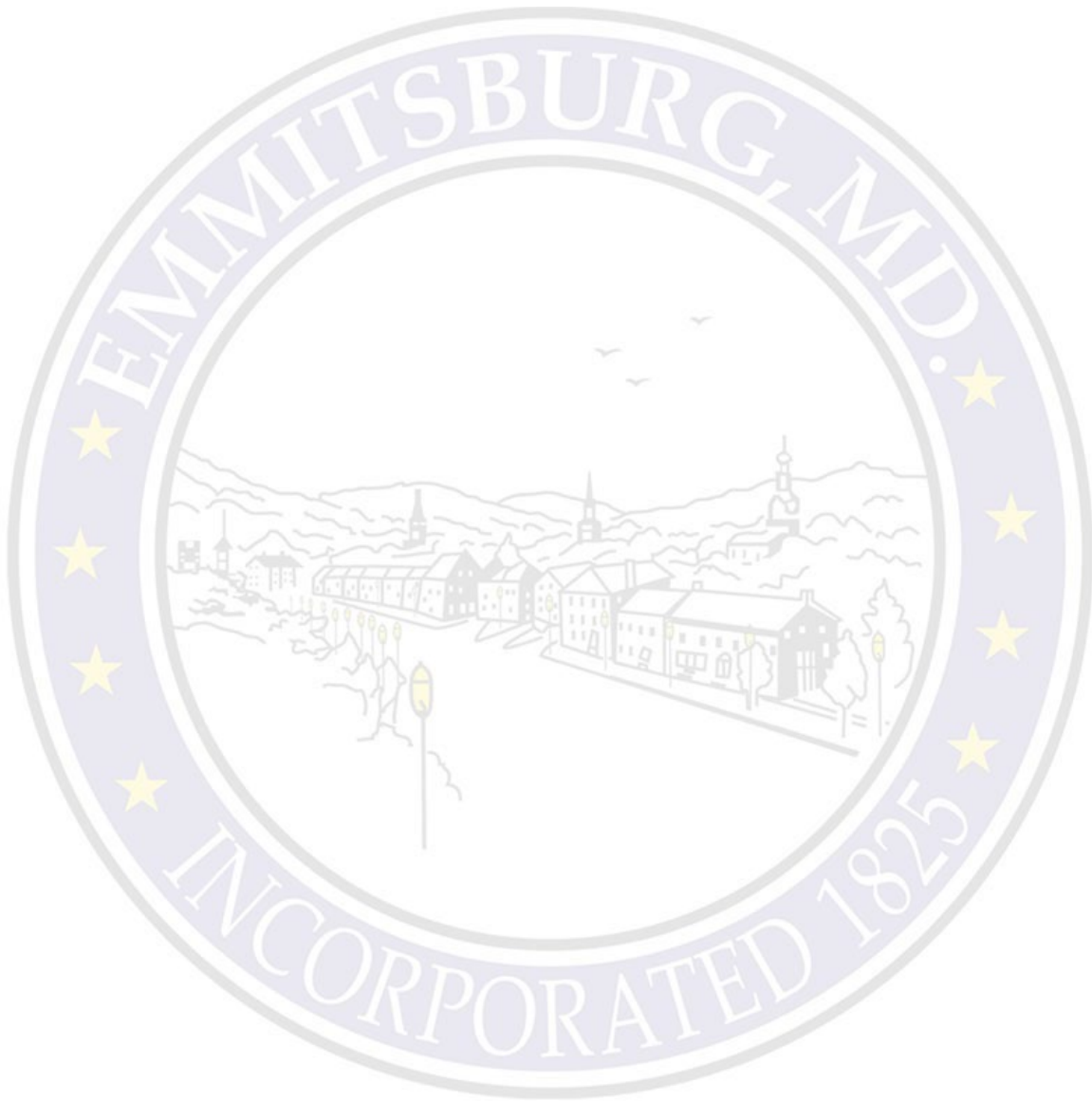
Mayor Donald N. Briggs

Town Manager Cathy Willets

Town Clerk Sabrina King

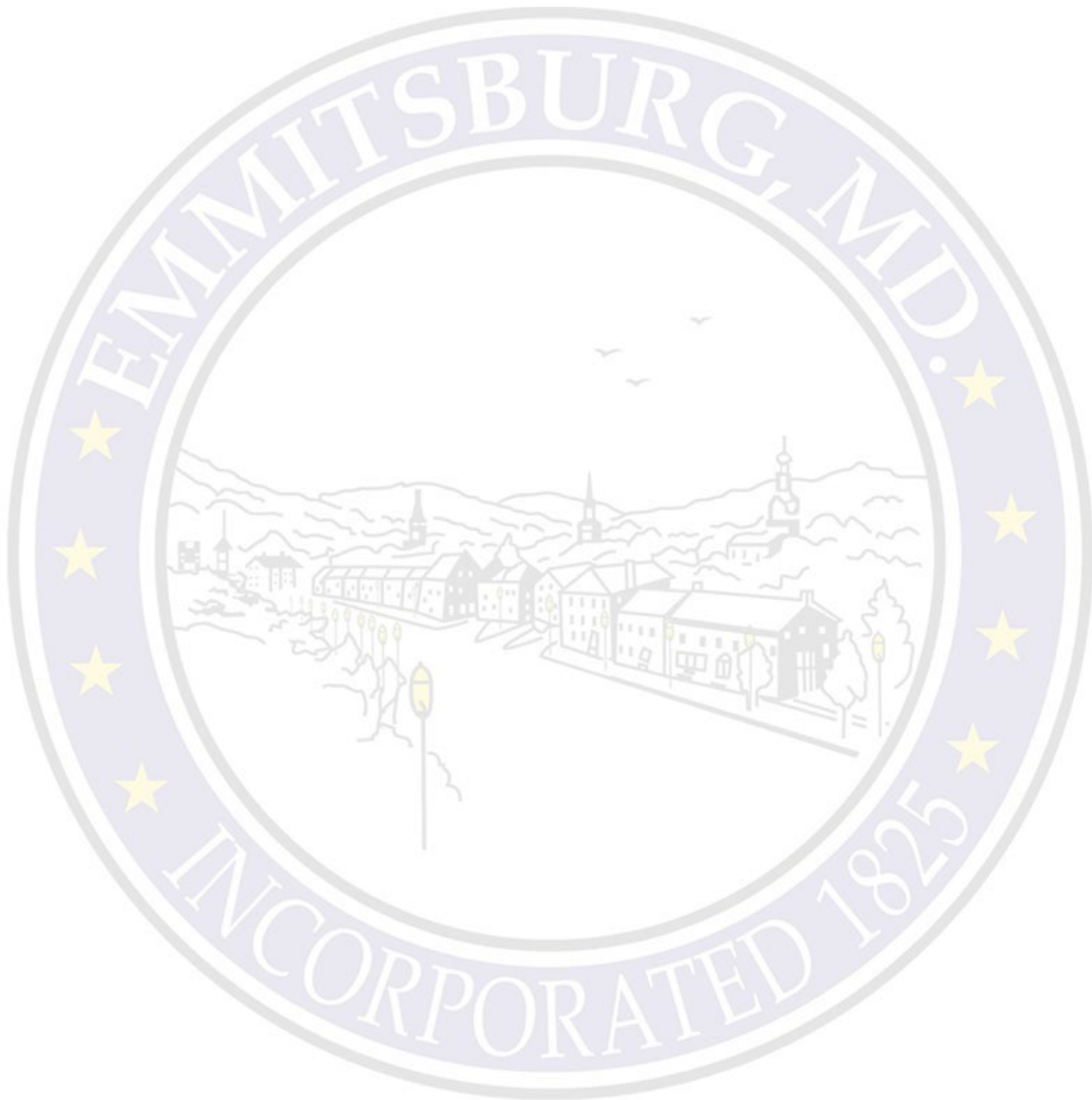
Board of Commissioners Timothy O'Donnell, President • Joseph Ritz, III, Vice President • Clifford Sweeney • Frank Davis • Amy Boehman-Pollitt

A. COMMISSIONERS COMMENTS

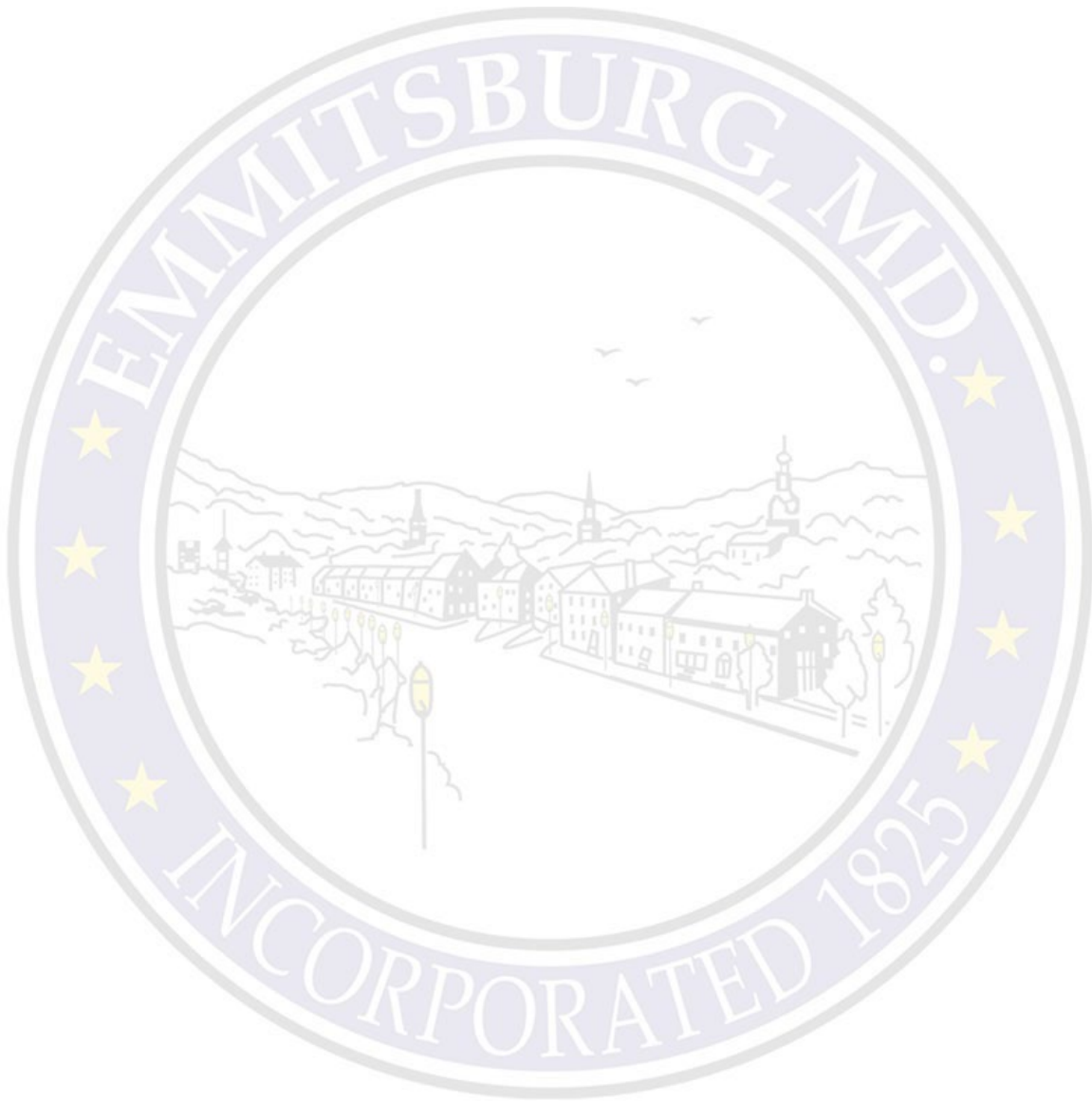


B. MAYORS COMMENTS

Presentation at the meeting.



C. PUBLIC COMMENTS



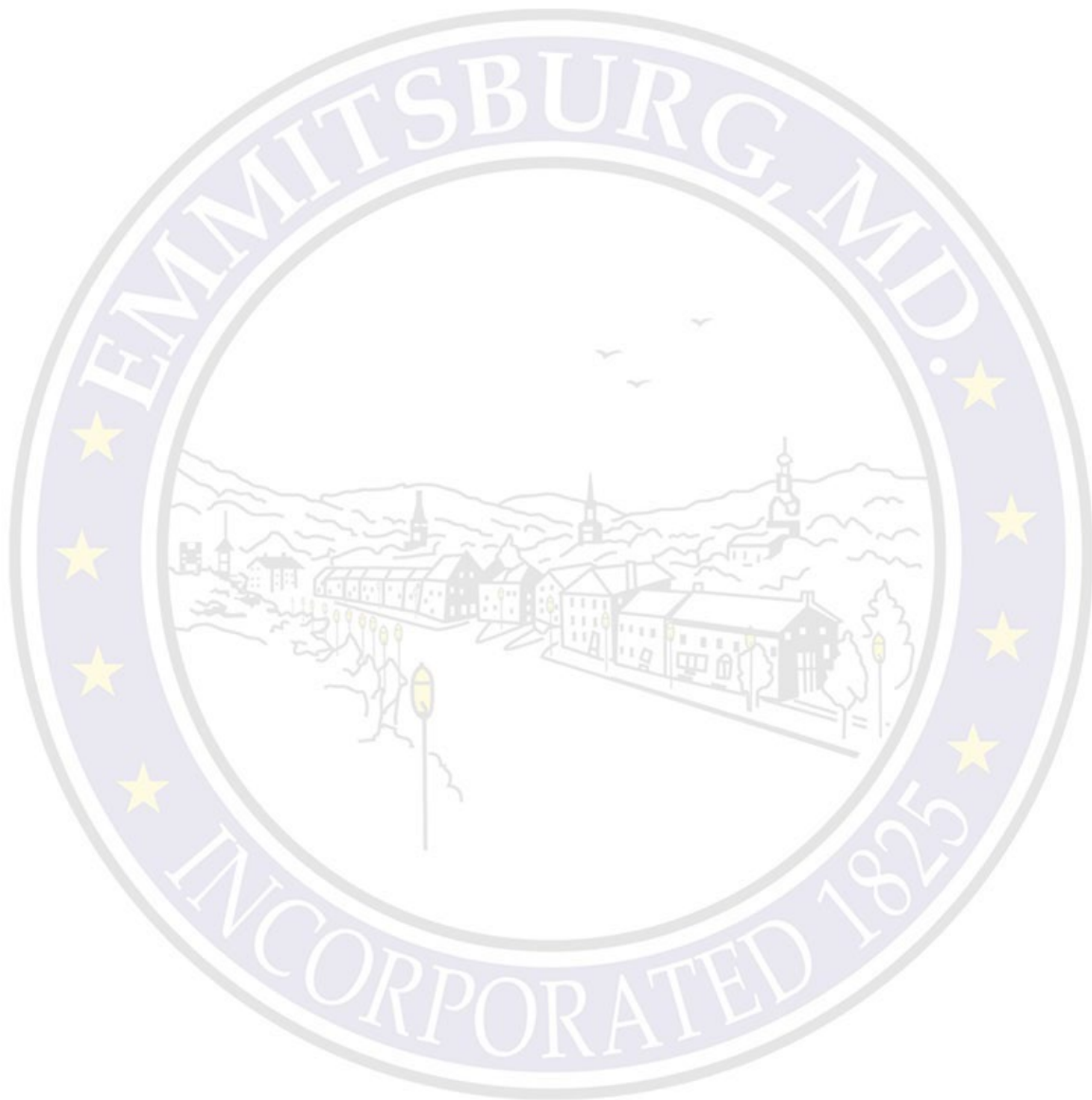
D. AGENDA ITEMS

AGENDA ITEM #1: Presentation and review of FY24 Town of Emmitsburg budget for consideration.

Presentation at the Town meeting by Town Staff



AGENDA ITEM #2: For consideration, approval of ordinance 23-07, update to Chapter 2.50.30 salary structure for FY24.



AN ORDINANCE TO AMEND
TITLE 2
OF THE CODE OF EMMITSBURG
ENTITLED
ADMINISTRATION AND PERSONNEL

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 2, Administration and Personnel, 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~~.

2.50.020 - Employee salary chart.

- A. The town does adopt the twelve (12) grade salary chart with salary ranges. The salary chart will be adjusted July 1 of each year. It will be adjusted to offset the effects of inflation and/or the cost of living increase. From time to time, inflation adjustments will be set by the town council. Every employee will have a performance evaluation assessment by the town manager each year (between January and April). That performance evaluation will assess a number of performance standards and has a maximum score of forty (40). Employees receiving a score between twenty-four to twenty-eight will receive a 1% merit increase. An employee with a score between twenty-nine (29) to thirty-five (35) will receive a 2% merit increase. Finally, an employee with a score between thirty-six (36) to forty (40) will receive a 3% merit increase. These increases will take effect July 1 of each year if budget funds are available. Employees scoring twenty-four (24) or below will not receive a compensation increase.
- B. Employees permanently assigned new duties and/or responsibilities may be promoted at any time during the year if recommended by the town manager and approved by the mayor.
- C. Except for temporary employees, employee pay will be based upon the town salary chart.
- D. The salary of a temporary employee shall be determined on a case-by-case basis and approved by the mayor.
- E. New employees who are in their three-month introductory period on July 1 are not eligible for the annual July 1 step increase.
- F. Employees who are placed on probation (due to poor job performance) during the salary year are not eligible for July 1 step increases.
- G. Only the town manager, the town accountant, and the town planner will be compensated via "comp time" for overtime hours worked. All "comp-time" hours must be first approved by the town manager and the mayor.

CHAPTER 2.50.30 SALARY STRUCTURE

Town of Emmitsburg Salary Structure - Fiscal Year 2024
 for July 1, 2023 with 4% COLA

Town of Emmitsburg Salary Structure – Fiscal Year 2024 for July 1, 2023 with a 4% COLA				
Proposed Alternative Salary Range (Minimums, Midpoints, Maximums)				
Grade Level	PROPOSED PERCENTAGE DIFFERENTIAL	PROPOSED SALARY RANGE	PROPOSED SALARY RANGE	PROPOSED SALARY RANGE
	MINIMUM/MAXIMUM	PROPOSED	PROPOSED	PROPOSED
12	50 percent	\$86,561	\$108,202	\$129,842
11	50 percent	\$75,274	\$94,093	\$112,912
10	50 percent	\$65,515	\$81,894	\$98,273
9	40 percent	\$56,930	\$68,316	\$79,702
8	40 percent	\$51,802	\$62,163	\$72,522
7	40 percent	\$47,117	\$56,541	\$65,965
6	40 percent	\$42,874	\$51,449	\$60,025
5	30 percent	\$40,680	\$46,781	\$52,883
4	30 percent	\$36,990	\$42,538	\$48,088
3	30 percent	\$33,669	\$38,719	\$43,769
2	30 percent	\$32,101	\$36,916	\$41,731
1	30 percent	\$30,625	\$35,219	\$39,813
Executive/Managerial/Professional (Grades 10-12)				
Professional/Para-Professional/Skilled Trades (Grades 6-9)				
Skilled & Semi-Skilled Trades (Grades 1-5)				

Biweekly salary is calculated by dividing the annual salary by twenty-six (26) pays.
 Annual salary is the hourly rate multiplied by two thousand eighty (2,080) hours.
 Part-time employee’s annual and biweekly salary will be different than chart shows.

ORDINANCE SERIES: 2023
ORD. NO: 23 - 07

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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 _____, 2023 by a vote of

Commissioners:	For	Against	Absent	Abstain
O'Donnell				
Ritz III				
Sweeney				
Davis				
Boehman-Pollitt				
TOTAL:				

ATTEST:

BOARD OF COMMISSIONERS:

Sabrina King, Town Clerk

Timothy J. O'Donnell, President

MAYOR

APPROVED

VETOED

this _____ day of _____, 2023.

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.

Sabrina King, Town Clerk

E. SET AGENDA FOR NEXT MEETING: JUNE 5, 2023

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

Administrative Business:

- A.
- B.
- C.

