

# TOWN OF EMMITSBURG

300A South Seton Avenue  
Emmitsburg, Maryland 21727  
301-600-6300 fax 301-600-6313

**Mayor**  
Donald N. Briggs  
**Town Manager**  
David Haller  
**Town Clerk**  
Cathy Willets

**Board of Commissioners**  
Timothy O'Donnell, President  
Clifford L. Sweeney  
Glenn Blanchard  
Jennifer Mellor  
Joseph Ritz III

## TOWN MEETING AGENDA MARCH 2, 2015

### **I. CALL MEETING TO ORDER (7:30PM)**

**A. PLEDGE OF ALLEGIANCE TO THE FLAG**

**B. NEXT MEETINGS:**

*Town Meeting, **March 16** @ 7:30 pm*

**C. APPROVE MINUTES FROM FEBRUARY 2, 2015 TOWN MEETING**

**D. POLICE REPORT**

**E. TOWN MANAGER'S REPORT**

**F. TOWN PLANNER'S REPORT**

**G. COMMISSIONER COMMENTS**

**H. MAYOR'S COMMENTS**

**I. PUBLIC COMMENTS**

**J. ADMINISTRATIVE BUSINESS (see attached)**

**K. CONSENT AGENDA**

**L. REPORTS**

Treasurer's (January & February)  
Planning Commission

### **II. AGENDA ITEMS:**

*1. Audit Report*

### **III. SET AGENDA ITEMS FOR MARCH 16, 2015, TOWN MEETING**

### **IV. SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS**

**ITEM C**

*APPROVE MINUTES FROM FEBRUARY 2, 2015 TOWN MEETING*

**MINUTES  
TOWN MEETING  
February 2, 2015  
Emmitsburg Town Office**

**Present:** Mayor Donald Briggs; Commissioners Clifford Sweeney, Joseph Ritz III, Jennifer Mellor, Glenn Blanchard and Tim O'Donnell, President.  
Staff present were Vickie Felix; Cole Tabler, Town Accountant and Dave Haller, Town Manager.

---

**I. Call to Order**

Commissioner Tim O'Donnell, President of the Board of Commissioners, called the February 2, 2015 Town Meeting to order at 7:30 p.m. Pledge of Allegiance was recited.

**Announcement of a Closed Session**

President O'Donnell announced the need for a closed executive session following adjournment of this meeting as permitted by the *Annotated Code of Maryland, State Government Article: Section 10-508 (a) Closed Meetings, Item 8* to discuss pending or potential litigation. See attached announcement. Motion by Commissioner Blanchard, second by Commissioner Mellor, motion carried 5-0 in favor.

**Approval of Minutes**

The Minutes of the January 5, 2015 Town Meeting were approved as presented.

**Commissioner Comments**

Commissioners cited announcements to include: the status of the citizen's advisory committee; early stages of planning community gardens and upcoming community day. Commissioner Sweeney commended staff for excellent job on snow removal. Attendances included meeting with ACB Consulting held at the Seton Shrine and the Smart Growth seminar for elected officials. Commissioner O'Donnell met with a Chamber of Commerce organization and was able to put them in touch with the Frederick County Tourism.

**Mayor's Comments**

Mayor Briggs announced the Town received the third Community Legacy Grant for \$50,000 and there was a 40% savings for the town in regards to the LED lights. He had a meeting with the State Highway Administration in regards to the construction on the bridge, bidding will start this fall. The construction will be done in 2 phases; about 18 months; there will be two-way traffic during construction. When project is finished there will be sidewalks on both sides of the bridge. He also attended the meeting for small communities and smart growth. He will be attending the upcoming Mayors conference. He reported that the Dollar General builder found a sealed tank and called MDE. He congratulated the Lions Club, Vigilant Hose and the Ambulance Co. for the banquets that were held this past month.

**Administrative Business - none**

**Consent Agenda - none**

**Reports:**

**Town Manager Report** - reported on the public works department monthly activities to include a water production and consumption analysis. Mr. Haller

## TOWN AGENDA

March 2, 2015

highlighted that town wells have improved a little; only 9 feet from optimal level. There is still a surplus of 8" precipitation; there were no spills of untreated sewerage but the plants operational design capacity was exceeded six times due to rain. The new sewer plant is getting close to being finished in about 5 to 6 months. **Town Planners Report** - Mr. Haller highlighted the Dollar General has run into a few environmental issues in regards to some old gasoline storage tanks that were there that were undocumented. There was a brief discussion on creating a dog park in town which is very preliminary at this point. Detailed report at Exhibit A.

**Police Report** - Deputy Patterson reported on December 2014 police activity. She reminded everyone that when they see suspicious activity to call it in when they see or observe it. Also residents should keep garages locked and remove all valuables from vehicles. She also handed out a Frederick County Bureau of Investigations Crime Analysis Bulletin for their review which was then collected and given back to her after report was given. Detailed report at Exhibit B.

**Motion:** A motion was made that the Investigation Crime Analysis Bulletin be returned to Deputy Patterson after report is given and if the town is requested to distribute them the addresses would be blacked out.

Motion made by Commissioner Mellor and second by Commissioner Ritz.

**Vote 5-0 in favor.**

At this point in the meeting the town power went out and the generator kicked on; the meeting was not able to be broadcasted from this point forward.

## II. Agenda Items

### **Audit Report**

This agenda item was tabled because of technical difficulties due to the town power outage that occurred around 8pm.

**Motion:** To table audit report until two meetings from now because of technical difficulties.

Motion made by Commissioner Blanchard and second by Commissioner Sweeney.

**Vote: 5-0 in favor**

Commissioner Ritz informed the Board that he might not be present for the March 2, 2015 Town Meeting.

### **Set Agenda Items for February 16, 2015 Town Meeting**

1. Discussion of pool funding and contract
2. Board review of salary chart modification

**III. Public Comments** – *Kendall Moore; President of Pembroke Woods HOA*, - commented on theft/vandalism in Pembroke. He asked about hours of patrol and possible community watch.

## IV. SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS - none

## TOWN AGENDA

March 2, 2015

### **V. Adjournment**

With no further business, the February 2, 2015 Town Meeting was adjourned at 8:33 p.m.

Respectfully submitted,

Vickie L. Felix  
Recording Secretary

Date Approved:

**ITEM D**

*POLICE REPORT – to be presented at meeting*

**ITEM E**

*TOWN MANAGER REPORT*

**Town Manager's Report  
JANUARY, 2015**

**Prepared by David Haller**

**Streets:**

- Staff took down the Christmas tree on the square
- Staff repaired a number of street lights
- Staff took down the wreaths and Christmas banners
- Staff plowed and treated the streets and parking lots

**Water:**

- Rainbow Lake is now at the spillway level.
- The roughing filters are being backwashed one time a day and the DE filters are being done once per week.
- Our wells are down an average of 10.0 feet from May 2011 levels.
- Water production and consumption. We produced and purchased an average of 335,191 GPD. We consumed an average of 325,317 GPD.

The difference is "Backwash Water" ... (2.9%). We purchased 461,040 gallons of water from MSM this month.

- 45.2% of this water came from wells.
- 4.4% of this water came from Mt. St. Mary's.
- 50.4% of this water came from Rainbow Lake.

**Wastewater:**

- The overland flow treatment system is shutdown for the season.
- We received about 3.5" of precipitation this month (the average is 3.7").
  - We have a precipitation **SURPLUS** of 6.5" over the last six months. The average precipitation for the period from August 1 thru January 31 is 22.1". We have received 28.6" for that period.
- Wastewater Treatment:
  - We treated an average of 530,000 GPD (consumed 325,317 GPD) which means that 38.6% of the wastewater treated this month was "wild water".
  - We had no spills of untreated sewerage in the month of January.
  - We did exceed the plant's design capacity on four days in the month of January.  
01/12 783,000 GPD    01/24 1,090,000    01/25 1,040,000 GPD  
01/26 907,000 GPD

**Trash:** Trash pickup will remain Mondays for the remainder of the month of February.



## TOWN AGENDA

March 2, 2015

### **Parks:**

- Staff has been performing standard park maintenance and weather checks

### **I Recently Attended the Following Meetings:**

- 02/05 Met with staff to review agenda items
- 02/07 Met with staff for a preconstruction meeting related to the dollar general store
- 02/08 Met with staff related to final improvements for 22 East Main St.
- 02/21 Met with staff and equipment vendor related installation of energy saving equipment for water and sewer plants
- 02/26 Met with staff related to town square project
- 02/27 Met with SHA and staff to review and discuss the bridge replacement project on East Main St.
- Met with staff to review the remodeling of the restrooms in Memorial Park

## **PARKING ENFORCEMENT REPORT**

**Date: January 2015**

**Overtime Parking: 89**

**Restricted Parking Zone: 1**

**Parked in Crosswalk:**

**Parked on Sidewalk:**

**Parked Blocking Road:**

**Parked by Fire Hydrant:**

**Parked on Highway:**

**Failure to Park between Lines:**

**Other Violation:**

**Left Side Parking:**

**Meter Money: \$1,324.20**

**Parking Permits:**

**Meter Bag Rental:**

**Parking Ticket Money: \$340.00**

**Funerals: 2**

**Total: \$ 1,664.20**

**Zoning/Code Enforcement Report**

**January 2015**

---

1. Continual follow up on the MEA grant for Power Star. Coordinate responses to the questions asked by MEA related to the technology. Arrange meeting with Power Star owner and representatives, Congressman Van Hollen's office in Columbia. Attend with Town Manager. Contact Senator Young's office for support.
2. Received GHD engineering responses to the SCD comments on renewal for the WWTP permit. Delivered new package to SCD and arranged submittal fee payment.
3. Continue to coordinate billing information with Standard Solar for Potomac Edison credits.  
Arrange a meeting with Standard Solar to go over billing and account information.
4. Take plans to E Copy Plus for printing and getting a digitized set.
5. Met with Dollar General Contractors and Jim and Dan to discuss utility connections. Meet residents on site to review drainage issues. Arrange an on-site meeting with contactors and County Environmental Inspector to discuss drainage issues.
6. Sent out two requests for proposals for additional work on 22 E Main St (molding extension and storm windows). Coordinated with Steve, Sue and Dave regarding new blinds for the front window. Went to Lowes with Steve and met with salesperson to discuss installation. Ordered the blinds after further discussion with staff to settle on type.
7. Began receiving grease trap reports. All but three have been submitted.
8. Coordinate release of Letters of Credit for Homes for Emmitsburg.
9. Met with Mayor Briggs and Teresa Grable from the Emmitsburg News to discuss various Town projects. Respond to additional email information requests.
10. Pull together TRANSIT information for Mayor and write a short report on ridership.
11. Arrange a meeting with SHA regarding the reconstruction of Flat Run Bridge. Met with SHA project manager, engineer and Town staff to discuss status, schedule and utility and traffic impacts.
12. Gather E Main Street information for Mayor and Town Manager.
13. Review electric vehicle grant information.
14. Draft preliminary designs for potential dog park. Meet with Mr. Devost from Gettysburg to discuss their experiences with dog park construction.
15. Continue to coordinate with State Highway on sidewalk and Town Square projects. Meet with Dave, Jim and Dan to review utility information in the Square. Coordination for a meeting at the SHA in Baltimore.
16. Contact team members about a meeting for the Old Emmitsburg Road trail project. Contact Frederick County Tourism about information for a TRIPP grant for the project. Submit a Letter of Intent for a MD Heritage Grant for project design.
17. Tour town for Code Enforcement.

## TOWN AGENDA

March 2, 2015

### Zoning permits and/or zoning letters issued

<b>Date</b>	<b>Address</b>	<b>Type</b>	<b>Fee</b>
01-14-15	321 W Main St	Sign and U&O	\$35
01-16-15	4035 Carrick Ct	Shed	\$42
01-20-15	7 Waycross Ct	Fence	\$39
01-22-15	56 2 <sup>nd</sup> Avenue	Fence	\$41
01-22-15	515 E Main	Temp Sign	NC

**ITEM F**

**TOWN PLANNER'S REPORT**

---

1. Met with other staff re water billing for Daughters of Charity and FEMA procedures. Related to changes to water lines and new meters.
2. Participated in choosing final improvements for 22 E. Main. Follow-up by other staff.
3. Met with Mayor Briggs, Jerry Muir, and Emmitsburg News Journal reporter to provide info on local projects and topics. Provided requested follow-up info.
4. Comp Plan update –
  - Commenced research and outline for comp plan update.
  - Provided initial work assessment/outline to Dave Haller.
  - Met with 2 potential zoning/growth boundary change requestors. Have received one follow-up letter for comp plan process.
  - Received letter from a local business regarding request for rezoning of a property. Will keep it in file for comp plan process.
5. Provided materials to Planning Commission for January 26 meeting, which was cancelled due to weather.
6. Assisted audio video repair staff with assessment of TV issues in meeting room.
7. Provided CD of College Mountain environmental assessment to Comm. O'Donnell.
8. Created display for kiosk on the square. Welcome Center kiosk has Fire Museum panel on it.
9. Worked on response to MDE comments on FredCo Water/Sewer plan update relative to Emmitsburg. Info requested will also be required for town comp plan update.
10. Responded to George Brenton regarding information needed in order to assess water/sewer tap needs at Seton Center property, if buildings are removed and replaced. (Outside of town boundary, so increase in fixture count would require annexation.)
11. Attended Frederick Co. planning training session re census data utilization on 1/16/15.
12. Community Legacy grant program coordination – local
  - Grant agreements processed for 105 N. Seton and 307 W. Main projects (work can start)
  - Tracked progress of current projects, and funding utilization, submitted reimbursement requests for completed projects, issued reimbursement checks for 800 Frailey and 320 W. Main.
  - Documented projects via photos.
  - Provided additional documentation to DHCD as needed.
  - Sent review request to MHT for additional work at 22 E. Main.

## TOWN AGENDA

March 2, 2015

13. Attended meeting with SHA and Frederick Co. Planning regarding the Scenic Byways program and Journey through Hallowed Ground. Also received info re potential grant funding.

14. Attended Grand History Trail meeting in Gettysburg 1/29/15. Initial effort to connect Gettysburg to Emmitsburg.

**ITEM J**

**ADMINISTRATIVE BUSINESS**

*Little League Baseball fields and contract – the league have two points in the contract that they would like reviewed:*

1. Can Town staff install the initial (preseason) ball field mix treatment to the girls softball field?
2. Can the Little League be responsible for setting field scheduling for all fields and all days? The Little League advised they would make every effort to accommodate anyone who wants to use a field.

*Staff has reviewed both requests and recommends their approval based on a one season trial basis.*

**ITEM K**

**CONSENT AGENDA**

*No items*



**ITEM L**

**REPORTS**

*Treasurers Report (January and February)*

*Planning Commission report – to be presented at the meeting*

TOWN AGENDA  
March 2, 2015

**TOWN OF EMMITSBURG**  
**CASH ACTIVITY as of February 5, 2015**

\$3,143,120	Cash Balance January 1, 2015
843,741	Deposits
<u>-442,391</u>	Withdrawals
\$3,544,470	Operating Balance Forward

<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check Date</u>	<u>Check Number</u>
\$105,325	CONEWAGO	Dec 14 WWTP ENR Upgrade	1.14.15	34096
66,608	RK&K	Oct - Nov 14 WWTP ENR Upgrade	12.29.14	34062
59,163	TREASURERS OF FRED CO	2Qtr FY15 Law Enforcement	1.7.15	34075
27,224	GHD Inc	Nov - Dec 14 WWTP ENR Upgrade Engineering	1.21.15	34116
23,888	COMPTROLLER OF MD	4Qtr CY14 Bay Restoration Fee	1.7.15	34079
18,941	GHD Inc	Nov - Dec 14 WWTP ENR Upgrade Programming	1.21.15	34115
18,867	MD Dept of Budget & Management	Jan 15 Health Insurance	2.4.15	34162
18,826	MD Dept of Budget & Management	Dec 14 Health Insurance	12.29.14	34056
16,008	CHEASAPEAKE EMPLOYERS INS	CY15 Workmans Compensation	1.14.15	34094
12,700	FRED CO PAVING	Depaul St & North Seton Ave	1.7.15	34076

*Ck dates 12/23/14 to 2/4/15*

TOWN AGENDA  
March 2, 2015

**TOWN OF EMMITSBURG**  
**CASH ACTIVITY as of February 25, 2015**

\$3,571,802	Cash Balance February 1, 2015
302,141	Deposits
<u>-311,264</u>	Withdrawals
\$3,562,679	Operating Balance Forward

<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check Date</u>	<u>Check Number</u>
\$37,627	Conewago	Jan 15 WWTP ENR Upgrade	2.19.15	34000
6,140	UGI Energy	Jan 15 Energy Service	2.18.15	34188
5,722	Republic Services	Jan 15 Trash and Yard Waste Service	2.11.15	34251
3,519	Treasurer of Frederick Co	Jan 15 Solid Waste Service	2.11.15	34261
2,084	East Park Automotive	Repair Work to Pickup	2.11.15	34259
1,018	Univar USA Inc	Chemicals	2.18.15	34189
902	US Postal Service	Stamped Envelopes	2.11.15	34275
880	Cannon Cleaning Service	Jan 15 Cleaning Service	2.11.15	34257
750	Catoclin Labs	Chemicals	2.11.15	34258
725	ICMA Retirement Corp	2.8.15 Payroll 457 Withholding	2.11.15	34265

*Ck dates 12/5/15 to 2/24/15*

*AGENDA ITEMS*

**ITEM 1**

*Audit Report – to be presented at the meeting*

**IV) SET AGENDA ITEMS FOR MARCH 16, 2015 TOWN MEETING**

1. Discussion of pool funding and contract
2. Board consideration of suggested salary chart modifications
- 3.
- 4.
- 5.
- 6.

**V) SIGN APPROVED TEXT AMENDMENTS AND/OR  
RESOLUTIONS**