

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 July 20, 2015

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

A. PLEDGE OF ALLEGIANCE TO THE FLAG

B. NEXT MEETINGS:

*Town Meeting, **August 3** @ 7:30 pm*

*Citizens Advisory Committee, **July 21** @ 7:30pm*

*Planning Commission, **July 27** @ 7:30pm*

C. APPROVE MINUTES FROM July 6, 2015

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 (no items)

II. AGENDA ITEMS:

1. Delegate Kathy Afzali
2. Review of Comprehensive Plan Update
3. Appointment to Citizens Advisory Committee

III. SET AGENDA ITEMS FOR August 3, 2015 TOWN MEETING

IV. SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

ITEM C

pg2

APPROVE MINUTES FROM July 6, 2015 TOWN MEETING

pg3

**MINUTES
TOWN MEETING
07/06/2015
Emmitsburg Town Office**

Present: Commissioners Clifford Sweeney, Joseph Ritz III, Jennifer Mellor, Glenn Blanchard and Tim O'Donnell, President.
Staff present were Sue Cipperly, Town Planner, Dave Haller, Town Manager and Amy Nail.
Absent: Mayor Briggs, with prior notice.

I. Call to Order

Commissioner Tim O'Donnell, President of the Board of Commissioners, called the 07/06/2015 Town Meeting to order at 7:30 p.m. Pledge of Allegiance was recited.

Approval of Minutes

The Minutes of the 07/06/2015 Town Meeting were approved as presented/corrected. Motion made by Commissioner Sweeney, second by Commissioner Ritz III. Passed 5-0.

Commissioner Comments

Commissioner cited attendances, recognitions and announcements. Commissioner Ritz gave a big thank you to all veterans who served. Commissioner Sweeney thanked town staff and organizations for extra work in order to move Community Heritage Day till Sunday. Commissioner Blanchard and O'Donnell noted their attendance at the MML conference. Commissioner Blanchard noted he would like to see Flags on Main St. for Veterans Day as well as repairs to the doughboy. The multi-user trail is now open. Commissioner O'Donnell also welcomed Mr. Wilson, Frederick County Government Affairs Director for County Executive Jan Gardner.

Mayor's Comments - None

Public Comments - None

Administrative Business

Discussion of the delay in the pool opening. Mr. Haller advised Board the delay was due to a leak which required the State to re-inspect. Consensus of Commissioners to issue two free day passes to each season pass holder as compensation for the delayed pool opening.

Consent Agenda

Nothing.

Reports:

Treasurer's Report – Commissioner Blanchard reported on June 2015 cash activity. Detailed report at Exhibit A.

Planning Commission Report: - Nothing reported

II. Agenda Items

Review and discussion of the proposed Comprehensive Plan Update

Commissioner O'Donnell mentioned the Plan has already gone through our Planning Commission and is at the State for review and approval. Ms. Cipperly advised that this is a study guide not going through the entire plan. Ms. Cipperly gave a power point presentation overview and reviewed State and County changes that happened since 2009. There is a new emphasis on sustainability. A Public Hearing set for July 27, 2015. The

pg4

Planning Commission will incorporate State Comments, public comments; and refer to the Board for action.

Re-appoint Dave McCarthy to the Park and Recreation Committee

Commissioner Mellor told the Board that Mr. McCarthy has been a great asset to the Committee.

Motion:

Motion by Commissioner Ritz second by Commissioner Jennifer Mellor. Passed 5-0.

Set Agenda Items for 07/20/2015 Town Meeting

4. Kathryn L. Afzali, Maryland State Delegate, to attend July 20th meeting.
5. Continued discussion of the Comprehensive Plan Review.
6. Appointment to Citizens Advisory Committee

IV SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

IV Adjournment

With no further business, the 07/06/2015 Town Meeting was adjourned at 8:36 p.m.

Respectfully submitted,

Cathy Willets
Town Clerk

Approved:

ITEM D

pg5

POLICE REPORT – to be presented at meeting

ITEM E

PG6

TOWN MANAGER REPORT

pg7

**Town Manager's Report
JUNE, 2015
Prepared by David Haller**

Streets:

- Staff repaired a number of street lights.
- We patched a number of pot holes around Town.
- Staff cleaned East and West Main Street.
- Staff hung Four 4th of July Banners on the light poles on Main Street.

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 4.5 feet from May 2011 levels.
- Water production and consumption. We produced and purchased an average of 332,698 GPD. We consumed an average of 316,585 GPD.

The difference is "Backwash Water" ... (4.8%). We purchased 305,250 gallons of water from MSM this month.

- 46.4% of this water came from wells.
- 3.0% of this water came from Mt. St. Mary's.
- 50.6% of this water came from Rainbow Lake.

Wastewater:

- The overland flow treatment system is up and running for the season.
- We received about 10.5" of precipitation this month (the average is 4.4").
 - We have a precipitation **SURPLUS** of 6.7" over the last six months. The average precipitation for the period from January 1 thru June 30 is 23.3". We have received 33.0" for that period.
- Wastewater Treatment:
 - We treated an average of 774,000 GPD (consumed 316,585 GPD) which means that 59.1% of the wastewater treated this month was "wild water".
 - We had one spill of untreated sewerage in the month of June. On June 27th and 28th at MH 98 that loss 12,600 gals
 - We exceeded the plant's design capacity on 17 days in the month of June.

06/01 929,000 GPD 06/02 985,000 GPD 06/03 784,000 GPD 06/04 804,000 GPD
06/14 989,000 GPD 06/15 966,000 GPD 06/16 810,000 GPD 06/17 766,000 GPD
06/18 991,000 GPD 06/19 950,000 GPD 06/20 957,000 GPD 06/21 1,020,000 GPD
06/22 848,000 GPD 06/27 1,013,000 GPD 06/29 842,000 GPD 06/30 961,000 GPD

pg8

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

Parks:

- Staff has repaired several spots on the ballfield fences
- Staff had Bollinger Construction and Kelco plumbing continuing the work on the upgrade to the restrooms in Memorial Park.
- Staff rotor-tilled and raked the sand volleyball court in Community Park.
- We has mowed and trimmed all parks.

I Recently Attended the Following Meetings:

- 06/01 Met with the Mayor to review the meeting agenda
- 06/03 Met with Staff to review the trash contract
- 06/05 Met with the Mayor and Staff on an employee issue
- 06/11 Met with the Mayor and Staff on an employee matter
- 06/15 Met with the Mayor to review the meeting agenda
- 06/23 Met with a land owner and his surveyor related to a possible future project
- 06/29 & 30 Attended MML convention

pg9

PARKING ENFORCEMENT REPORT

Date: JUNE 2015

Overtime Parking: 67

Restricted Parking Zone: 13

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: 1

Meter Money: \$1,214.57

Parking Permits: \$115.00

Meter Bag Rental:

Parking Ticket Money: \$ 95.00

Funerals:

Total: \$ 1,424.57

pg10

Zoning/Code Enforcement Report

June 2015

1. Met with John Clapp to go over the Power Star contract. John Clapp rewrote it for review. Need to meet to go over his comments.
2. Issued a temporary Certificate of Occupancy to Dollar General Store. Tracking bond release with Frederick County. Arranged for screening fence to be erected to the rear of the lot.
3. Checked o status of the TAC submittal. No change yet.
4. Arranged the recordation of the final Emmitt Gardens plat and sent copies to the owners.
5. Filed the majority of the Sustainable MD Certification actions for review and approval. By the State. Began assembling a final Community Action Plan.
6. Attended a Chesapeake Bay Alliance SWM inspection workshop at Ballenger Creek Park.
7. Coordinated the mailings and receipts of Right of Entry Agreements for a new SHA sidewalk project on South Seton.
8. Arranged for FEMA to provide revisions to the water plan.
9. Received the approved Notice of Intent from MDE for the Waste Water Plant.
10. Updated electrical usage charts.
11. Met with local surveyor and real estate agent to discuss future growth potential.
12. Checked progress of second Solar Field. Discussed contacts and billing.
13. Coordinated with Town and SHA to repair valve covers broken during paving.
14. Talked to Dave Haller and Jim Click about Potomac Avenue sidewalk.
15. Followed up on the application to the SHA Safe Routes to School grant program to support the East Lincoln sidewalk project. No decisions until August
16. Continued to coordinate with State Highway on sidewalk and Town Square projects. Need to arrange a new meeting at the end of July.
17. Coordinate mowing with Landscape Contractor.
18. Send Daughters of Charity a response for Seton Center tap issue.
19. Tour town for Code Enforcement.

Zoning permits and/or zoning letters issued

Date	Address	Type	Fee
06-04-15	1447 Ramblewood Dr	Patio	\$39
06-09-15	126 E Main	Stairs	\$35
06-15-15	Chesapeake Ave.	Temp Sign	NC
06-17-15	1 Seton Place	Fence	\$39
06-25-15	12 Federal Avenue	Fence	\$35

pg11

ITEM F

Planner's Report

June 2015

Susan H. Cipperly, Town Planner

1. 2015 Comprehensive Plan. Follow-up with Frederick Co. regarding GIS mapping to reflect recommended zoning changes, etc. Follow-up with owners of properties potentially affected by recommended zoning change. Mailed notice, maps, etc. Researched publication and notice requirements for plan and zoning change. Created public review copy for front desk, and provided pdf for website. Planning Commission hearing will be held on July 27, 2015.

Discussed plan with Frederick Co. planner, specifically relative to demographics information and discussed procedures with Jim Gugel, Planning Director.

2. June 15. Attended Town Meeting to present zoning text amendments 15-01 Neighborhood Commercial, and 15-02 Commercial Buffers. Both were adopted.

3. Community Legacy program:

- Submitted reimbursement requests for several projects where work has been completed.
- Submitted two projects for Historic Review. One approved to date – 105 S. Seton.
- Prepared and submitted July 1 quarterly reports for FY2014 and FY2015
- Assisted potential applicants via describing the program and the information required.
- Created a list of all contractors who have provided bids for grant applications, to assist those who are having trouble securing estimates.
- Revised application and guidance packet.
- Reviewed new project applications and took pictures as needed. Will provide copies to CL Work Group for use when they meet to discuss the project applications.

6. Prepared and sent letter to SHA S. Seton sidewalk coordinator re request for crosswalk near post office.

7. Created graphics/info for hallway display per Mayor's request.

8. Supervised Zoning and Code Enforcement. Conferred on several situations.

9. Met with representatives of Healthy Adams County and Frederick County Planning and Recreation departments regarding the Grand History Trail project attempting to connect Gettysburg area with Emmitsburg, as part of a much larger project. Provided follow-up information to attendees.

10. Went on pre-opening site visit with Jerry Muir to Dollar General on 6/24.

11. Researched annexation procedures for potential annexation request.

pg12

ITEM J

ADMINISTRATIVE BUSINESS

Community Legacy Resolution supporting FY2016 application for grant funds

pg13

Resolution 2015-01R

Page 1

**A RESOLUTION
APPROVING THE APPLICATION
AND RECEIPT OF FINANCING
FOR COMMUNITY LEGACY PROJECTS**

BE IT RESOLVED, ENACTED AND ORDAINED, this 20th day of July, 2015 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;

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 Dave Haller, Town Manager, are hereby authorized to execute documents and take any action necessary to carry out the intent of these resolutions; and,

pg14

Resolution 2015-01R

Page 2

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.

PASSED this 20th day of July, 2015.

BY ORDER: this 20th day of July, 2015, I hereby certify that Resolution Number 2015-01R is true and correct and duly adopted by the Mayor and Board of Commissioners of the Town of Emmitsburg.

ATTEST:

By: _____
Cathy Willets, Town Clerk

Timothy O'Donnell, President
Board of Commissioners

____ APPROVED ____ VETOED

This 20th day of July, 2015

Donald N. Briggs, Mayor

pg15

ITEM K

CONSENT AGENDA

No items

pg16

AGENDA ITEMS

ITEM 1

Delegate Kathy Afzali – presentation at meeting

pg17

AGENDA ITEMS

ITEM 2

Review of Comprehensive Plan Update

pg18

AGENDA ITEMS

ITEM 3

Appointment to Citizens Advisory Committee

pg19

IV) SET AGENDA ITEMS FOR AUGUST 3, 2015 TOWN MEETING

1.

2.

3.

4.

pg20

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