

TOWN OF EMMITSBURG

300A South Seton Avenue
Emmitsburg, Maryland 21727

301-600-6300 fax: 301-600-6313

info@emmitsburgmd.gov

Mayor

Donald N. Briggs

Town Manager (Interim)

Cathy Willets

Town Clerk

Cathy Willets

Board of Commissioners

Timothy O'Donnell, President

Clifford Sweeney, Vice President

Glenn Blanchard, Treasurer

Jennifer Mellor

Joseph Ritz III

TOWN MEETING AGENDA AUGUST 1, 2016

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

A. PLEDGE OF ALLEGIANCE TO THE FLAG

B. NEXT MEETINGS:

Town Meeting September 6 @ 7:30pm

Parks Committee Meeting August 16 @ 7:30pm

C. APPROVE MINUTES FROM: July 5, 2016

D. POLICE REPORT

E. TOWN MANAGER'S REPORT

F. TOWN PLANNER'S REPORT

G. COMMISSIONER COMMENTS

H. MAYOR COMMENTS

I. PUBLIC COMMENTS

J. ADMINISTRATIVE BUSINESS (see attached)

K. CONSENT AGENDA

L. REPORTS

Treasurer's
Planning Commission

II) AGENDA ITEMS:

1. *Streets, sidewalks, and public places ordinance related to Section 12.08.020 Amendment for consideration*
2. *Proposed Dog Park*
3. *Credit card terminal fee Policy*
4. *Approval of salary chart Ordinance*

III) SET AGENDA ITEMS FOR September 6, 2016 TOWN MEETING

IV) SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

ITEM C

MEETING MINUTES:

July 5, 2016

**MINUTES
TOWN MEETING
July 5, 2016
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 Cathy Willets, Town Manager; Sue Cipperly, Town Planner; and Amy Naill; Recording Secretary.

I. Call to Order

Commissioner Tim O'Donnell, President of the Board of Commissioners, called the July 5, 2016 Town Meeting to order at 7:30 p.m. Pledge of Allegiance was recited.

Announcement of a Closed Session:

President O'Donnell announced at the close of this meeting there may be a closed executive session as permitted by the general provisions article section 3-305(b)(1) a potential personnel matter.

Motion- To close the July 5th Town Meeting at its conclusion for a closed executive session as permitted by the general provisions article section 3-305(b)(1), Annotated Code of Maryland which is to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees or officials over whom the public body has jurisdiction or any other personnel matter that affects one or more civic individuals.

Motion by Commissioner Blanchard, Second Commissioner Sweeney

Vote 5-0 in Favor

Commissioner O'Donnell, Blanchard, Sweeney, Mellor and Ritz III present

Motion-to accept the recommendation of the Mayor to terminate a Town employee.

Vote in Favor

Approval of Minutes:

The minutes of the June 6, 2016 Town Meeting were approved as presented.

Motion by Commissioner Sweeney, Second by Commissioner Mellor

Police Report: Deputy Whitehouse presented the police report from June (Exhibit attached). Mentioned his supervisor, John Benner was present. Mentioned Dollar General suspect was not apprehended. The case is still open and being investigated.

Commissioner Comments:

Commissioner Ritz III: Wanted to thank Jenny Joy and everyone else who helped plan Community Heritage Day. Also all the other organizations such as the Lions Club in helping the Town have a successful Community Heritage Day.

Commissioner Mellor: Mentioned the Catoctin Banner did a wonderful job reporting on Community Heritage Day.

Commissioner Sweeney: Thanked the Town staff for the preparation for Community Heritage Day. It was well attended. Also thanked Jennifer Joy who kept everyone organized.

Commissioner Blanchard: Community Heritage Day is a wonderful event. The MML Convention in Ocean City was an interesting event.

Commissioner O'Donnell: Thanked Commissioner Sweeney for getting Community Heritage Day up and running. He mentioned that the MML Convention was very productive this year.

He said he received feedback from a group concerning the heroin issue in town. There is a group organizing and trying to move forward for the community to address the problem more aggressively. It sounds very positive.

Mayor's Comments –

Mayor Briggs: He attended a progress meeting with the State Highway on the Town square project. Things are going well. He thanked Commissioner Sweeney and the Joys for work on Community Heritage Day. He mentioned "Emmitsburg Cares" program, if you see suspicious activity in the community say something.

Administrative Business –

- **Resolution 2016-01 R Community Legacy Grant**

Overview was presented by Sue Cipperly. She explained the Town is applying for money through a grant from the state to fund our Community Legacy Program. It is a 50/50 matching grant of state and private money. For the 2017 fiscal year we are asking for \$75,000.00. It has accomplished a lot of improvement on Main Street.

Commissioner Ritz III: Asked if the Town is responsible for matching any of the money?

Ms. Cipperly: There is not any Town money involved except for staff time.

Mayor Briggs: Mentioned with the matching funds, there has been \$400,000.00 put into the downtown sustainable community area. Our goal is to get to \$500,000 or \$600,000 of work completed in the downtown area. Our planner, Sue Cipperly has done a terrific job on this.

Motion – To accept resolution 2016-01R as presented.

Motion by Commissioner Ritz III, second by Commissioner Mellor

Vote: 5-0 in Favor

Consent Agenda- No items

Reports:

Town Manager's Report – Presented by Cathy Willets. She mentioned the installation of new bicycle racks in the parks.

Town Planner's Report-Presented by Sue Cipperly. She mentioned that the Town will be applying for two Community Legacy grants - one for the facade as we have done in the past and one for square project.

Treasurer's Report –Commissioner Blanchard reported on June 2016 cash activity. (Exhibit attached).

II. Agenda Items

Discussion related to metrics for Town website:

Terri Ray gave a PowerPoint presentation explaining the use of Google analytics to support the website. The program is free. There were 503 sessions or people that accessed the Town website.

She mentioned in the last water bill a page was included to have the residents fill out and update their phone numbers and email address and also sign up for the email update list. This should generate some additional traffic on the website.

Commissioner O'Donnell: The new website is far more useful than the old one.

Cathy Willets: Asked the board for suggestions concerning the website and also asked for pictures for the website.

Discussion concerning sidewalk maintenance in front of homes and businesses:

Ms. Cipperly gave an overview of the ordinance. She explained this ordinance concerns the sidewalks and who is responsible for keeping them free of litter etc. She said a draft was sent to the town attorney who provided wording on how to enforce the ordinance.

Commissioner O'Donnell: We are trying to maintain a sense of cleanliness in Town. We want it to be a safe and clean environment for our children, the elderly and ourselves.

Commissioner Sweeney: Mentioned vehicles being parked on the sidewalks and the damage to the sidewalks. He said there needs to be enforcement.

Commissioner O'Donnell: Mentioned adding plant debris or organic material to the ordinance. He mentioned after warning the homeowner, the Town would need to step in and effect the repair or cleanup and bill the property owner for services rendered.

Commissioner Blanchard: This is for egregious circumstances. I think the Town does have a responsibility to take care of this.

Mayor Briggs: Suggested to include specifications for sidewalk repair by the owner in the ordinance.

Public Comments: Mark Walker, 9436 Waynesboro Pike, Emmitsburg, MD. Mr. Walker questioned the language in the ordinance. He was asking if the tenant or the owner would get the violation letter. He thought both should be notified at the same time.

Ms. Cipperly: Normally we would send it to the owner. I would question how much authority we have over the occupier. I would like to consult with the attorney about that.

The Town Board gave direction to the Town Staff to pursue modifications concerning this ordinance and bring it back for consideration in August.

Discussion of proposed dog park:

Ms. Cipperly gave out handouts with two locations considered for the dog park. The two sites were Site A: Located off the end of Cedar Avenue. Site B: Located off the Southwest corner of Southgate. Ms. Cipperly asked Commissioner Mellor if any decision was made by the Parks Committee concerning the location of the dog park.

Commissioner Mellor: She stated a decision was not made because only two members of the Parks Committee showed.

Motion: To use site B as the dog park site with direction to the staff to apply to the grant source to extend the waterline and to extend the access path.

Motion by Commissioner Sweeney, second by Commissioner Blanchard

Vote 2-3 Against

Commissioner's O'Donnell, Mellor and Ritz III against

Recommended hiring of Matthew Desmond for the position of Lead Sewer/Water Operator:

Ms. Willets: Stated Mr. Desmond is currently working for the wastewater treatment plant in Frederick. He is in possession of a class 5 wastewater license. He has currently all the licenses we require at this time, with the exception of a water license which he is intending to get within six months. He is in the Marine/Reserves. He was highly recommended. We would like to hire him at a grade 9 step 3.

Motion: To approve the Mayor's recommendation to hire Matthew Desmond as Lead Sewer/Water Operator

Motion by Commissioner Blanchard, Second by Commissioner Mellor

Vote 5-0 in favor

Set Agenda Items for August 1, 2016 Town Meeting

1. Streets, sidewalks, and public places ordinance 12.08.020 Amendment for consideration.
2. Proposed dog park
3. Credit card terminal fee policy
4. Approval of salary chart ordinance

IV SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

IV Adjournment

With no further business, the July 5, 2016 Town Meeting was adjourned at 9:41 p.m.

Respectfully submitted,

Amy Naill, Recording Secretary

Approved:

ITEM E

TOWN MANAGERS REPORT:

Town Manager's Report
JUNE 2016
Prepared by Cathy Willets

Streets:

- Staff weed killed sidewalks on East & West Main and North & South Seton Ave. as well as DePaul St, Welty Ave, and Creamery Rd.
- Staff installed a new street light pole and fixtures on Main St. damaged as a result of an accident.
- Staff continued work with contractor on street lights on West Main St. from Jamison Ave. to square.
- Staff put up flags and Fourth of July banners on street light poles.
- Staff trimmed trees on Creamery Road and trimmed area around Town Office.
- Staff conducted maintenance on several street light poles.

Water:

- Rainbow Lake is now at the spillway level.
- The roughing filters are being backwashed three times a day and the DE filters are being done twice per week.
- Our wells are now on average 3.75' below their May 2011 levels.
- Water production and consumption. We produced an average of 316,202 GPD. We consumed an average of 282,395 GPD.

The difference is "Backwash Water" ... (10.7%). We purchased 377,150 gallons of water from MSM this month.

- 45.0% of this water came from wells.
- 4.0% of this water came from Mt. St. Mary's.
- 55.0% of this water came from Rainbow Lake.

Wastewater:

- The overland flow treatment system is shut down and is no longer used since new WWTP went online.
- We received about 5.2" of precipitation this month (the average is 3.92").
 - We have a precipitation **SURPLUS** of .44" over the last six months. The average precipitation for the period from Dec. 1 thru May 31 is 19.51". We have received 19.95" for that period.
- Wastewater Treatment:
 - We treated an average of 430,530 GPD (consumed 282,395 GPD) which means that 65% of the wastewater treated this month was "wild water".
 - We had no spills of untreated sewerage in the month of June.

- We did not exceed the plant's design capacity on any days in the month of June.

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

Parks:

- Staff cleaned up area for Farmer's Market and put up signs.
- Staff mowed, trimmed & weed killed in all the parks.
- Staff installed ADA chair lift at pool in preparation of opening day.
- Staff assisted with preparations for Community Day in Community Park, i.e. repairs in women's bathroom; horseshoe pits; bleachers; cleaned & stocked bathrooms, etc.
- Staff trimmed tree limbs and brush on the walking trail.
- Staff conducted maintenance at the pool in preparation of opening day
- Staff trimmed tree in Memorial Park that was hanging over street.

Meetings I attended:

- 06/01 Meeting with staff regarding Power Star.
- 06/02 Meeting with Aerotek about hiring temporary administrative assistant.
- 06/06 Attended Town Meeting.
- 06/08 Conducted interviews with staff for a part-time mower/general maintenance.
- 06/10 Meeting with Town Accountant.
- 06/13 Meeting with staff regarding updates on solar, square, and credit card processor.
- 06/17 Attended Retirement Coordinator Training in Frederick.
- 06/17 Conducted interview with Staff for Lead Sewer/Water Operator position.
- 06/20 Conducted interviews for temporary administrative assistant position.
- 06/21 Staff meeting with the Mayor and Planning & Zoning Department.
- 06/22 Meeting with Staff and Fox Associates regarding water line and Flat Run Bridge.
- 06/23 Attended progress meeting at SHA about the square project.
- 06/27-29 Attended MML Summer Conference.

PARKING ENFORCEMENT REPORT

Date: JUNE 2016

Overtime Parking: 87

Restricted Parking Zone: 11

24 Hour Consecutive Parking:

Parked in Crosswalk:

For more information go to www.emmitsburgmd.gov

Parked on Sidewalk:
Parked Blocking Road:
Parked by Fire Hydrant:
Parked on Highway:
Failure to Park between Lines:
Other Violation:
Left Side Parking: 2
Street Sweeping:
Meter Money: \$ 1095.72
Parking Permits:
Meter Bag Rental:
Parking Ticket Money: \$ 815.00
Funerals:

Total: 1,910.72

ITEM F

TOWN PLANNER'S REPORT:

Planner's Report

June 2016

Susan H. Cipperly, Town Planner

1. Geographic Information System (GIS)

- Reviewed proposed agreement from ALWI regarding mapping of water/sewer lines. Need to adjust for reduced budgeted amount.

For more information go to www.emmitsburgmd.gov

2. Community Legacy Program

- Continued coordination with DHCD regarding MD Historical Trust reviews and reimbursement requests for projects.
- Created and delivered packets to Work Group members for submitted application
- Created materials for MHT review for those projects approved by the group, and submitted them for review.
- Provided application forms and info upon request.
- Coordinated mailing to all property owners in the Sustainable Area, informing them of the program and requesting that they return a survey regarding potential work in the next 3 years.
- CL program file and financial records maintenance. Submitted FY2015 and FY2016 July 1 quarterly report to DHCD.
- Began working on the FY2017 Facade and Restoration program grant application from the town to the state DHCD.

3. Attended Frederick County Planners quarterly meeting in Frederick on June 9.

4. Supervised and undertook Code Enforcement and Zoning activity. Primary enforcement activity, and accumulated trash. Yard sale signs continue to be placed illegally, so have been removed.
5. Responded to a request for information regarding annexation for an Irishtown Rd. property. (Primary reason was lack of perc on individual property.)
6. Met with Mayor and Cathy Willets for staff meetings.
7. Organizing computer and paper files.

ITEM J

ADMINISTRATIVE BUSINESS:

1. *Resolution 2016-02R Community Legacy Grant*
2. *Discussion of Nuisance Ordinance-Commissioner Ritz III*
3. *Update on online bill pay-Discussion only-Handout given at meeting*
4. *Potomac Edison Easement-Flat Run Bridge-Handouts given at meeting*
5. *Appointment to Citizens Advisory Committee-Per Commissioner Joseph Ritz III, names to be announced at meeting*

ADMINISTRATIVE BUSINESS:

ITEM 1

Resolution 2016-02R Community Legacy Grant

Resolution 2016-02R

Page 1 of 2

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

BE IT RESOLVED, ENACTED AND ORDAINED, this 5th day of July, 2016 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 Devel-

For more information go to www.emmitsburgmd.gov

opment (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 \$170,523 for the Square Revitalization project.

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 (Interim), 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 2016-02R

Page 2 of 2

PASSED this 1st day of August, 2016.

BY ORDER: this 1st day of August, 2016, I hereby certify that Resolution Number 2016-02R is true and correct and duly adopted by the Mayor and Board of Commissioners of the Town of Emmitsburg.

ATTEST:

EMMITSBURG BOARD OF COMMISSIONERS

By: _____

For more information go to www.emmitsburgmd.gov

Amy Naill, Recording Secretary

Timothy O'Donnell, President
Board of Commissioners

____ APPROVED ____ VETOED

This 1st day of August, 2016

Donald N. Briggs, Mayor

ADMINISTRATIVE BUSINESS:

ITEM 2

Discussion of Nuisance Ordinance-Commissioner Ritz III

ADMINISTRATIVE BUSINESS:

ITEM 3

Update on online bill pay-Discussion only-Handouts given at meeting

ADMINISTRATIVE BUSINESS:

ITEM 4

Potomac Edison Easement-Flat Run Bridge-Handout given at meeting

ADMINISTRATIVE BUSINESS:

ITEM 5

Appointment to Citizens Advisory Committee-Per Commissioner Joseph Ritz III, names to be announced at meeting

ITEM K

CONSENT AGENDA:

No items

ITEM L

REPORTS:

1. *Treasurer's Report*
2. *Planning Commission Report – to be given at the meeting*

Treasurer's Report:

TOWN OF EMMITSBURG
CASH ACTIVITY as of July 26, 2016

\$4,323,753	Cash Balance July 1, 2016
229,431	Deposits
<u>-256,599</u>	Withdrawals
\$4,296,585	Operating Balance Forward

<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check Date</u>	<u>Check Number</u>
\$17,511	MD Dept of Bud & Mgmt	June 16 Health Insurance	06.29.16	35996
14,114	UGI Energy Services	June 16 Solar Field #1	07.20.16	36080
14,095	Local Govt Ins Trust	Insurance Coverage FY17	07.13.16	36047
7,838	RSV Pools Inc	July 16 Pool Mgmt	07.06.16	36028
7,254	Draper & McGinley, PA	FY16 Audit Services	07.13.16	36041
6,875	Alexander's Plumbing	July 16 Refuse Services	07.13.16	36032
6,205	Catoctin Labs Inc	Chemicals	07.13.16	36038
5,080	Alexander's Plumbing	Well # 2 Pump Supply & Service	06.29.16	35991
4,825	Karen Adelsberger	Community Legacy - 110 East Main Street	06.29.16	36000
4,207	Fred Co DUSWN	June 16 Tipping Charges	07.13.16	36042

Ck dates 06.29.16 to 07.26.16

Planning Commission Report:

Planning Commission Report – to be given at the meeting

AGENDA ITEMS:

ITEM 1

*Streets, sidewalk, and public places ordinance related to Section 12.08.020
Amendment for consideration*

ORDINANCE SERIES: 2016
ORD. NO. 16-12

PAGE 1 OF 2

AN ORDINANCE TO AMEND
TITLE 12
OF THE CODE OF EMMITSBURG
ENTITLED
STREETS, SIDEWALKS AND PUBLIC PLACES

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 including, but not limited to, Local Government Article, Section 5-217, Annotated Code of MD, and the Charter of the Town of Emmitsburg, that Title 12; Section 12.08.020 of the Emmitsburg Municipal Code, be amended as follows:

The amended section of this regulation reads as follows with new wording indicated in **BOLD, CAPITAL** letters and deleted words in ~~strike-out~~.

12.08.020 – Sidewalks – Repair by property owners and occupiers.

It shall be the duty of all owners and occupiers of land to keep the sidewalks and footways bounding thereon in good and proper repair and at all times free of nuisances, litter, trash and debris, including, but not limited to, **newspapers, smoking debris, trash and other types of litter**. **Upon observing an accumulation of debris, trash or other litter in violation of this section, the Town may send a written warning to the owner and/or occupier of the property adjoining the sidewalk in violation and inform that person of the requirements of this section and giving such person ten days to correct the violation. If the violation is not corrected within that time period, the violation shall constitute a municipal infraction punishable by a fine of twenty-five (\$25.00). A subsequent violation(s) at the same location within a ten day period shall be punishable by a fifty (\$50.00) fine.**

Whenever, in the opinion of the town staff and with the approval of the town manager, any sidewalk, or portion thereof, is out of repair and should be repaired or relaid, the mayor shall notify the owner by notice in writing to repair, or relay the same within twenty (20) days from the date of such notice.

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 pass the Ordinance over the veto of the Mayor.

ORDINANCE SERIES: 2016
ORD. NO. 16-12

PAGE 2 OF 2

PASSED this _____ day of _____, 2016 by a vote of ___ for, ___ against, ___absent, and
_____ abstain.

ATTEST:

EMMITSBURG BOARD OF COMMISSIONERS

By: _____
Amy Naill, Recording Secretary

Tim O'Donnell, President

_____ APPROVED _____ VETOED

this _____ day of August, 2016

Donald N. Briggs, Mayor

AGENDA ITEMS:

ITEM 2

Proposed Dog Park-Presentation and discussion at meeting

AGENDA ITEMS:

ITEM 3

Credit Card Terminal fee policy Policy

POLICY SERIES: 2016
POLICY NO. P16-03

PAGE 1 OF 1

TOWN OF EMMITSBURG
Credit Card Processor

The Town of Emmitsburg will adopt the following policy for the credit card processor located at the front office of the Town Office:

The Town of Emmitsburg in an effort to expand services to residents is offering an additional choice to pay water/sewer bills, permit fees, park reservations, etc with a credit/debit card. A credit card processor will be located at the front desk for customers to use to pay their bills. The company that supplies the processor passes on a service fee for each transaction to the Town of Emmitsburg. A five dollar (\$5) flat convenience fee will be added to all credit card and debit card payments to offset the processing fee the Town of Emmitsburg must pay to the credit card processor. There will a limit of \$500 per transaction.

BE IT FURTHER RESOLVED, ENACTED AND ORDAINED, that this policy shall take effect on ____ day of _____, 2016.

PASSED THIS ____ DAY OF _____, 2016.

ATTEST:

EMMITSBURG BOARD OF COMMISSIONERS

Amy Naill, Recording Secretary

Tim O'Donnell, President

____ APPROVED ____ VETOED

this ____ day of _____, 2016

Donald N. Briggs, Mayor

AGENDA ITEMS

ITEM 4

Approval of Salary Chart Ordinance

ORDINANCE SERIES: 2016
ORD. NO. 16-10

PAGE 1 OF 4

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 that Chapters 2.50.030 of the Emmitsburg Municipal Code be amended as follows:

The amended section of this regulation reads as follows with new wording indicated in **BOLD CAPITAL** letters and deleted words in [~~strikeout~~]

Chapter 2.50.30 Salary Structure Chart

Town of Emmitsburg Salary Structure - **FISCAL YEAR 2017 FOR JULY 1, 2016**
With 2% COLA factor approved

See next page

ORDINANCE SERIES: 2016
 ORD. NO. 16-10

PAGE 2 OF 4

Town Of Emmitsburg Salary Structure - Fiscal Year 2017															
for July 1, 2016 w/ 2% COLA factor approved															
3.50% 3.00% 3.00% 2.00% 2.00% 1.50% 1.50% 1.50% 1.50% 1.50% 1.50%															
Position	Grade		Base	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
Labors (unskilled)	1	Annual Salary	\$24,523.74	\$25,382.07	\$26,143.53	\$26,927.84	\$27,466.39	\$28,015.72	\$28,435.96	\$28,862.50	\$29,295.43	\$29,734.86	\$30,180.89	\$30,633.60	\$31,093.10
		Biweekly Salary	\$943.22	\$976.23	\$1,005.52	\$1,035.69	\$1,056.40	\$1,077.53	\$1,093.69	\$1,110.10	\$1,126.75	\$1,143.65	\$1,160.80	\$1,178.22	\$1,195.89
		Hourly Rate	\$11.79	\$12.20	\$12.57	\$12.95	\$13.20	\$13.47	\$13.67	\$13.88	\$14.08	\$14.30	\$14.51	\$14.73	\$14.95
	2	Annual Salary	\$25,879.63	\$26,785.41	\$27,588.98	\$28,416.65	\$28,984.98	\$29,564.68	\$30,008.15	\$30,458.27	\$30,915.14	\$31,378.87	\$31,849.56	\$32,327.30	\$32,812.21
		Biweekly Salary	\$995.37	\$1,030.21	\$1,061.11	\$1,092.95	\$1,114.81	\$1,137.10	\$1,154.16	\$1,171.47	\$1,189.04	\$1,206.88	\$1,224.98	\$1,243.36	\$1,262.01
		Hourly Rate	\$12.44	\$12.88	\$13.26	\$13.66	\$13.94	\$14.21	\$14.43	\$14.64	\$14.86	\$15.09	\$15.31	\$15.54	\$15.78
Sewer/ Water Trainee	3	Annual Salary	\$27,043.92	\$27,990.45	\$28,830.17	\$29,695.07	\$30,288.97	\$30,894.75	\$31,358.17	\$31,828.55	\$32,305.97	\$32,790.56	\$33,282.42	\$33,781.66	\$34,288.38
		Biweekly Salary	\$1,040.15	\$1,076.56	\$1,108.85	\$1,142.12	\$1,164.96	\$1,188.26	\$1,206.08	\$1,224.17	\$1,242.54	\$1,261.18	\$1,280.09	\$1,299.29	\$1,318.78
		Hourly Rate	\$13.00	\$13.46	\$13.86	\$14.28	\$14.56	\$14.85	\$15.08	\$15.30	\$15.53	\$15.76	\$16.00	\$16.24	\$16.48
Public Works Employee	4	Annual Salary	\$29,475.65	\$30,507.30	\$31,422.52	\$32,365.20	\$33,012.50	\$33,672.75	\$34,177.84	\$34,690.51	\$35,210.87	\$35,739.03	\$36,275.12	\$36,819.24	\$37,371.53
Sewer/Water Operator		Biweekly Salary	\$1,133.68	\$1,173.36	\$1,208.56	\$1,244.82	\$1,269.71	\$1,295.11	\$1,314.53	\$1,334.25	\$1,354.26	\$1,374.58	\$1,395.20	\$1,416.12	\$1,437.37
Receptionist		Hourly Rate	\$14.17	\$14.67	\$15.11	\$15.56	\$15.87	\$16.19	\$16.43	\$16.68	\$16.93	\$17.18	\$17.44	\$17.70	\$17.97
Parking Enforcement	5	Annual Salary	\$33,300.11	\$34,465.62	\$35,499.58	\$36,564.57	\$37,295.86	\$38,041.78	\$38,612.41	\$39,191.59	\$39,779.47	\$40,376.16	\$40,981.80	\$41,596.53	\$42,220.48
		Biweekly Salary	\$1,280.77	\$1,325.60	\$1,365.37	\$1,406.33	\$1,434.46	\$1,463.15	\$1,485.09	\$1,507.37	\$1,529.98	\$1,552.93	\$1,576.22	\$1,599.87	\$1,623.86
		Hourly Rate	\$16.01	\$16.57	\$17.07	\$17.58	\$17.93	\$18.29	\$18.56	\$18.84	\$19.12	\$19.41	\$19.70	\$20.00	\$20.30
Maintenance	6	Annual Salary	\$38,170.97	\$39,506.96	\$40,692.16	\$41,912.93	\$42,751.19	\$43,606.21	\$44,260.31	\$44,924.21	\$45,598.07	\$46,282.04	\$46,976.27	\$47,680.92	\$48,396.13
Accounting Assistant		Biweekly Salary	\$1,468.11	\$1,519.50	\$1,565.08	\$1,612.04	\$1,644.28	\$1,677.16	\$1,702.32	\$1,727.85	\$1,753.77	\$1,780.08	\$1,806.78	\$1,833.88	\$1,861.39
Sewer/Water Skilled Laborer		Hourly Rate	\$18.35	\$18.99	\$19.56	\$20.15	\$20.55	\$20.96	\$21.28	\$21.60	\$21.92	\$22.25	\$22.58	\$22.92	\$23.27
Public Works Supervisor	7	Annual Salary	\$39,055.24	\$40,422.17	\$41,634.84	\$42,883.88	\$43,741.56	\$44,616.39	\$45,285.64	\$45,964.92	\$46,654.39	\$47,354.21	\$48,064.52	\$48,785.49	\$49,517.27
		Biweekly Salary	\$1,502.12	\$1,554.70	\$1,601.34	\$1,649.38	\$1,682.37	\$1,716.02	\$1,741.76	\$1,767.88	\$1,794.40	\$1,821.32	\$1,848.64	\$1,876.37	\$1,904.51
		Hourly Rate	\$18.78	\$19.43	\$20.02	\$20.62	\$21.03	\$21.45	\$21.77	\$22.10	\$22.43	\$22.77	\$23.11	\$23.45	\$23.81

For more information go to www.emmitsburgmd.gov

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Town Clerk	8	Annual Salary	\$42,002.81	\$43,472.91	\$44,777.10	\$46,120.41	\$47,042.82	\$47,983.67	\$48,703.43	\$49,433.98	\$50,175.49	\$50,928.12	\$51,692.05	\$52,467.43	\$53,254.44	
Zoning Technician		Biweekly Salary	\$1,615.49	\$1,672.04	\$1,722.20	\$1,773.86	\$1,809.34	\$1,845.53	\$1,873.21	\$1,901.31	\$1,929.83	\$1,958.77	\$1,988.16	\$2,017.98	\$2,048.25	
		Hourly Rate	\$20.19	\$20.90	\$21.53	\$22.17	\$22.62	\$23.07	\$23.42	\$23.77	\$24.12	\$24.48	\$24.85	\$25.22	\$25.60	
Inspector	9	Annual Salary	\$44,950.38	\$46,523.64	\$47,919.35	\$49,356.93	\$50,344.07	\$51,350.95	\$52,121.21	\$52,903.03	\$53,696.58	\$54,502.02	\$55,319.55	\$56,149.35	\$56,991.59	
		Biweekly Salary	\$1,728.86	\$1,789.37	\$1,843.05	\$1,898.34	\$1,936.31	\$1,975.04	\$2,004.66	\$2,034.73	\$2,065.25	\$2,096.23	\$2,127.68	\$2,159.59	\$2,191.98	
		Hourly Rate	\$21.61	\$22.37	\$23.04	\$23.73	\$24.20	\$24.69	\$25.06	\$25.43	\$25.82	\$26.20	\$26.60	\$26.99	\$27.40	
	10	Annual Salary	\$47,666.97	\$49,335.31	\$50,815.37	\$52,339.83	\$53,386.63	\$54,454.36	\$55,271.17	\$56,100.24	\$56,941.75	\$57,795.87	\$58,662.81	\$59,542.75	\$60,435.89	
		Biweekly Salary	\$1,833.34	\$1,897.51	\$1,954.44	\$2,013.07	\$2,053.33	\$2,094.40	\$2,125.81	\$2,157.70	\$2,190.07	\$2,222.92	\$2,256.26	\$2,290.11	\$2,324.46	
		Hourly Rate	\$22.92	\$23.72	\$24.43	\$25.16	\$25.67	\$26.18	\$26.57	\$26.97	\$27.38	\$27.79	\$28.20	\$28.63	\$29.06	
Planner/Accountant	11	Annual Salary	\$52,385.98	\$54,219.49	\$55,846.07	\$57,521.45	\$58,671.88	\$59,845.32	\$60,743.00	\$61,654.15	\$62,578.96	\$63,517.64	\$64,470.41	\$65,437.46	\$66,419.02	
Water & Sewer Superintendent		Biweekly Salary	\$2,014.85	\$2,085.36	\$2,147.93	\$2,212.36	\$2,256.61	\$2,301.74	\$2,336.27	\$2,371.31	\$2,406.88	\$2,442.99	\$2,479.63	\$2,516.83	\$2,554.58	
Public Works Superintendent		Hourly Rate	\$25.19	\$26.07	\$26.85	\$27.65	\$28.21	\$28.77	\$29.20	\$29.64	\$30.09	\$30.54	\$31.00	\$31.46	\$31.93	
Town Manager	12	Annual Salary	\$81,434.49	\$84,284.70	\$86,813.24	\$89,417.64	\$91,205.99	\$93,030.11	\$94,425.56	\$95,841.95	\$97,279.58	\$98,738.77	\$100,219.85	\$101,723.15	\$103,249.00	
		Biweekly Salary	\$3,132.10	\$3,241.72	\$3,338.97	\$3,439.14	\$3,507.92	\$3,578.08	\$3,631.75	\$3,686.23	\$3,741.52	\$3,797.65	\$3,854.61	\$3,912.43	\$3,971.12	
		Hourly Rate	\$39.15	\$40.52	\$41.74	\$42.99	\$43.85	\$44.73	\$45.40	\$46.08	\$46.77	\$47.47	\$48.18	\$48.91	\$49.64	

Biweekly Salary is calculated by dividing the Annual Salary by 26 pays.

Annual Salary is The Hourly Rate (unrounded) Multiplied by 2080 Hours

Part Time Employees Annual and Biweekly Salary May be Different Than Chart Shows

proof: \$485,889.88
 \$18,688.07
 \$233.60

For more information go to www.emmitsburgmd.gov

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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 pass the Ordinance over the veto of the Mayor.

PASSED this _____ day of August, 2016, by a vote of _____ for, _____ against, _____ absent, and _____ abstain.

ATTEST:

EMMITSBURG BOARD OF COMMISSIONERS

By: _____
Amy Naill, Recording Secretary

Timothy O'Donnell, President

_____ APPROVED _____ VETOED

this _____ day of August, 2016

Donald N. Briggs, Mayor

IV) SET AGENDA ITEMS FOR: September 6, 2016 TOWN MEETING

1.

2.

3.

4.

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