

**MINUTES
TOWN MEETING
June 6, 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 Clerk; Cole Tabler, Town Accountant; Amy Naill, Recording Secretary; and Dave Haller, Town Manager.

I. Call to Order

Commissioner Tim O'Donnell, President of the Board of Commissioners, called the June 6, 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 June 6th 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.

Approval by Commissioners for a closed executive meeting
Motion by Commissioner Blanchard, Second Commissioner Mellor
Vote 5-0 in favor

Police Report: Deputy Whitehouse presented the police report from May (Exhibit). Deputy Whitehouse mentioned the theft of the Town sign on Harney Road and stated they do not have any suspects yet. The Jim Moxley Memorial Rocket Club was a big success with ten children attending. The next rocket club is June 26th at Memorial Park between the hours of 2–5 PM. Deputy Whitehouse also asked residents for suggestions by placing comments on the Town Website in the deputy section.

Commissioner Comments:

Commissioner Ritz III: Apologized for not attending the rededication ceremony of the Doughboy Statue.

Commissioner Mellor: Mentioned the flowers in the median of Silo Hill Parkway look very nice.

Commissioner Sweeney: Stated the rededication of the Doughboy Statue was a nice presentation. He encouraged everyone to come out to Community Heritage Day scheduled for Saturday, June 25th.

Commissioner Blanchard: Mentioned the rededication of the doughboy statue. He thanked Mr. Eugene Zacharias for attending. He thanked the American Legion, Veterans of Foreign Wars Post #6658, the Vigilant Hose Company and also the Vigilant Hose Ladies Auxiliary for their help with the rededication.

Commissioner O'Donnell: Thanked Commissioner Blanchard for his part in the doughboy rededication ceremony. He thanked the Mayor for his quotes from Rudyard Kipling, he said they were very poignant.

He mentioned at Community Heritage Day there will be mountain Bike rides in the morning, a kid's ride on the family trail in Community Park, also a bike safety rodeo in Community Park.

Mayor's Comments –

Mayor Briggs: Mentioned that if the doughboy statue would not have been knocked down we would have never met the wonderful group of people that assembled at the rededication. He also mentioned an article in the Frederick News-Post concerning the Daughters of Charity and the bus tours they are hosting in the area.

Administrative Business –

- Commissioner Ritz: Did not receive any follow-up concerning the fireworks funding. The Mayor stated the Town contributed \$1,500.00 this year to make up for the decreased donation last year.
- Commissioner O'Donnell: Spoke concerning the Recreational Trail Program Grant. He explained that this is a federal grant that is managed by the State of Maryland.

He said previously the board had voted in favor of accepting \$30,000.00 of a \$40,000.00 grant and the Trail Conservancy would cover the balance with their match and therefore there would be no out of pocket match for the Town. The Trail Conservancy contacted Commissioner O'Donnell and stated they would be willing to write an addendum to modify how the grant would be applied so the Town could recover \$10,000.00 additional. The additional \$10,000.00 would be applied to the professional design of the trail.

Gavel was given to Commissioner Sweeney

Motion: For the Town of Emmitsburg to accept without obligation for matching funds, the Recreational Trail Program Grant for 2016 with the addition of \$10,000.00 to the standing \$30,000.00 Recreational Trail Program Grant for a total of \$40,000.00, which will be made available for trail design and construction for the Town of Emmitsburg by the Trail Conservancy.

Motion by Commissioner O'Donnell, Second by Commissioner Blanchard
Vote 5-0 in Favor

Consent Agenda – No Items

Reports:

Treasurer's Report –Commissioner Blanchard reported on May 2016 cash activity.

Planning Commission Report – No Report

II. Agenda Items

Review and Discussion of the 2017 Town of Emmitsburg Budget:

Mr. Tabler: Asked for questions and additional comments from the Commissioners concerning the 2017 Town budget.

Commissioner Sweeney: Gave Mr. Tabler some suggestions for the uses of \$77,458 located in the Capital Projects Budget under West Lincoln Avenue. He would like to see it used to connect the sidewalk that is missing from West Lincoln Avenue and to help fund the square project.

Commissioner Mellor: Asked if we still have an amount in the parks budget that is not being used for the defunct summer concerts. She would be in favor of transferring the funds into another area in order to fund a community event.

Mr. Haller: Cautioned the Board concerning the liability in how the event was funded. His concern was funding it as a donation versus directly funding it as a line item. He asked the Commissioners to confer with Mr. Tabler to see if the concerts are still funded in the budget.

Mr. Tabler was asked what is included the 6901 Special Events/Program Cost under Parks.

Consensus from board in order that Mr. Tabler can research what 6901 Special Events/Program Cost consists of during a recess.

Commissioner O'Donnell: Asked for a recess of 5-10 minutes at 8:26 PM in order for Mr. Tabler to access budget figures for the Commissioners concerning what 6901 Special Events/Program Cost consists of.

Meeting was reconvened at 8:35 PM

Mr. Tabler: The \$1,000.00 was used in the past for fireworks. He said within the different accounts there is no specific allocation to specific checks that we write, this is an estimate of what we want to place there during the coming fiscal year, should there be a need.

Motion: To move \$500.00 from the 6901 Special Events/Program Costs to 6902 Donations for the fiscal year 2017 Parks Budget.

Motion by Commissioner Sweeney, Second by Commissioner Mellor
Vote 5-0 in favor

Commissioner Mellor- Mentioned a typographical error on page 6 a miss-spelling of revenue missing the second "e".

Commissioner Ritz III- Wanted to clarify that the tax rate was not increased.

Mr. Haller- Reminded the Commissioners that they will have to revisit the tax rate in the future. The tax base has dropped and it has not recovered. So you are running at about 10% less revenue.

Commissioner O'Donnell- Asked about a one-time streets compensation revenue from the State of Maryland.

Mr. Tabler - Stated that under the State Highway use that we would have a one-time amount of \$71,000 coming from the State of Maryland pending receipt.

Motion:To approve Fiscal Year 2017 Town of Emmitsburg Budget as amended.

Motion by Commissioner Sweeney, Second by Commissioner Blanchard

Vote 5-0 in favor

Set Agenda Items for June 6, 2016 Town Meeting

1. Discussion concerning sidewalk maintenance in front of homes and businesses.
2. Discussion of proposed dog park
3. Discussion related to metrics for the Town website.

IV SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

IV Adjournment

With no further business, the June 6, 2016 Town Meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Cathy Willets, Town Clerk

Approved: July 5, 2016