

**MINUTES**  
**TOWN MEETING**  
**February 13, 2017**  
**Emmitsburg Town Office**

**Present:** Mayor Donald Briggs; Commissioners: Glenn Blanchard, Elizabeth Buckman, Clifford Sweeney, and Tim O'Donnell, President.

**Staff Present:** Cathy Willets, Town Manager; Madeline Shaw, Town Clerk; Amy Naill, Code Enforcement Officer; and Cole Tabler, Town Accountant.

**Absent:** Commissioner Joseph Ritz III with prior notice.

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**I. Call to Order**

Commissioner Tim O'Donnell, President of the Board of Commissioners, called the February 13, 2017 Town Meeting to order at 7:30 p.m. Pledge of Allegiance was recited.

**Public Comments -**

*Eric Sloan 500 E. Main Street-* Mr. Sloan mentioned trouble with people not following the curfew near his property. People are leaving trash and entering his shed without authorization. Mr. Sloan has reported the problem to the deputies and added extra lighting to the area. Commissioner O'Donnell asked staff to look into the issue and increase the frequency of deputy patrols in the area.

**II. Agenda Items**

Agenda #1: Potential for swimming pool replacement and related funding: Ms. Willets briefly reviewed the pool updates and repair needs as reported in the February 6, 2017 Town Meeting. She reminded the board that no major repairs have been done since the pool was built. If repairs are made to the current condition of the pool, no warranty will be offered because of the significant structural problems. Mrs. Willets reported the pool can be replaced with a new pool for \$369,500. The town has received a \$217,000 grant from Community Parks and Playgrounds (CP&P). To date, \$55,000 has been paid on permits and a leak detection specialist. Including already incurred expenses, a brand new pool would cost \$424,500. With the \$217,000 CP&P grant, the town would have to fund \$207,500 by loan or in-house funds. Since the town already has 10 open loans, town staff recommends the use of Fund 2 (capital improvements fund) as a source of in-house funds. Each year leftover money is moved to Fund 2 for line items the town thinks they will need funds for. None of the suggested line items would be depleted.

Mrs. Willets handed out a pool fund analysis for in-house funds and loan options (exhibit attached). Mrs. Willets reviewed the pool analysis handout for option #1 (in-house funds) and option #2 (loan terms).

**Option #1: In-House Funds**

- *\$40,000 from the West Lincoln Avenue fund.* Commissioner Sweeney reported the West Lincoln Avenue fund was for sidewalk upgrades and for connecting Well J to the main water line. Well J is not in use, and Mrs. Willets reported the sidewalk project did not occur. The West Lincoln Avenue fund would not be depleted as the current balance is about \$78,000.
- *\$41,500 from the East Lincoln reserve for Wide Electric fund.* Mrs. Willets mentioned the town funded the project and the fronted grant money was never used. Commissioner Sweeney stated the funds were for widening the lanes on East Lincoln from South Seton to Creamery Road. The project was put on hold because the telephone company would not move the telephone poles and put the wires underground. The East Lincoln reserve for Wide Electric fund would not be depleted as the current balance is about \$60,000.
- *\$15,000 from the Upcounty fund.* Mrs. Willets reported this line item was put aside in case any significant replacements or renovations were needed for UpCounty. As of now, there are no foreseen repairs or replacements. Mrs. Willets also stated there is another fund for UpCounty so this line item is not the only fund. The Upcounty fund would not be depleted as the current balance is about \$52,000.
- *\$26,000 from the LED Light Upgrade fund.* Mayor Briggs stated this fund was from a Potomac Edison rebate for switching to LED lights. Mrs. Willets mentioned the town is planning to use Maryland Smart Energy grants to finish upgrading the street lights to LED. The LED Light Upgrades fund would not be depleted as the current balance is about \$51,000.
- *\$18,000 from the Storm Drain Inlet fund.* Commissioner Sweeney stated the fund was for storm drain repairs on private roads as the state replaces the public road storm drains. Mrs. Willets mentioned only 3 items, totaling \$11,000, were drafted from this line item between 2013 and 2015. The Storm Drain Inlets fund would not be depleted as the current balance is about \$37,000.

### **Option #2: Loan Terms**

Mrs. Willets stated the second funding option is to take a loan out for \$207,500. She explained the three term options: 3 year, 5 year, and 7 year (exhibit attached). The interest rate, number of payments, monthly payment amount, and the total interest amounts were reviewed. Commissioner Sweeney, Blanchard, and Buckman mentioned they would like to use in-house funds instead of a loan. Commissioner O'Donnell expressed concern over the storm drain line item being depleted.

### **Public Comments -**

*Chris Annandale, 219 West Main Street-* Mr. Annandale mentioned his desire to have a pool for the community. He expressed a desire to get more than one quote on the pool renovation. Commissioner Buckman and Sweeney discussed possibly getting donations from the community.

**Motion:** - To replace the Emmitsburg Community Pool with the funds outlined by town staff (exhibit attached).

Motion by Commissioner Buckman, second by Commissioner Blanchard.

**Vote:** 4 – 0, motion in Favor.

Commissioner Ritz III absent.

The commissioners discussed opening the new pool contract up for bid. Mrs. Willets stated change orders are permissible when unforeseen circumstances arise or the town seeks to add to the scope/parameters of a project. Dylan Daugherity, contractor with Make N' Waves Inc., clarified details stated in the proposal. The 4,600 sq. feet of concrete will be for everything but the bathrooms, snack bar, and concrete in front of the pool house. Everything will be new and the old beams will be used as structural reinforcement. The commissioners discussed removing the deep end/diving board due to liability concerns. The new pool will be handicap accessible with a beach entry. Commissioner Sweeney expressed desire to add a water slide instead of a diving board and to put lights in the pool/around the pool for evening use. Commissioner O'Donnell asked if the pool is required to have lights. Mr. Daugherity will look into the code, and stated it's usually about \$1,000 per light. He also mentioned the new pool will have all new pipes except for the feed to the drain and that specific pool details/costs are covered in the proposal. Mrs. Willets stated Make N' Waves received favorable reviews from past clients and it would be difficult to open the bid since Make N' Waves proposal price has already been shared publically.

**Motion:** - To open bidding up to other businesses for rebuilding the Emmitsburg Community Pool.

No motion.

**Motion:** - To accept Make N' Waves pool proposal for a new pool bid for \$369,500.

Motion by Commissioner Sweeney, second by Commissioner Blanchard.

**Vote:** 3 (Buckman, Sweeney, Blanchard) - 1 (O'Donnell), motion in Favor.

Commissioner Ritz III absent.

### **Set Agenda Items for March 6, 2017 Town Meeting**

1. Update from SHA about the proposed Urban Reconstruction Project
2. Human resource presentation on staff salaries and performance evaluations
3. Revisit park pavilion policy
4. Emmet Garden playground site and equipment consideration
5. Administrative business: Update on dog park

**IV SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS-** none

### **IV Adjournment**

With no further business, the February 13, 2017 Town Meeting was adjourned at 8:47 p.m. EST.

Respectfully submitted,

Madeline Shaw  
Town Clerk

Date Approved: March 7, 2017