

MINUTES
TOWN MEETING
April 3, 2017
Emmitsburg Town Office

Present: Mayor Donald Briggs; Commissioners: Glenn Blanchard, Elizabeth Buckman, Joseph Ritz III, 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.

I. Call to Order

Commissioner Tim O'Donnell, President of the Board of Commissioners, called the April 3, 2017 Town Meeting to order at 7:30 p.m. EST. Pledge of Allegiance was recited.

Approval of Minutes

The minutes of the March 6, 2017 Town Meeting were approved as presented. Motion by Commissioner Buckman, second by Commissioner Ritz III. Passed 4-0, Commissioner Sweeney arrived as the vote was being taken.

Police Report:

Deputy Mostoller presented the police report from March 2017 (exhibit attached). The majority of traffic collisions (3) occurred at the square light. The deputies participated in Read Across America at the Mother Seton School. Because the pool is closed, the deputies would like to do an Emmitsburg scavenger hunt in June. There will be a prize for the winning family. Registration will be available on the Town website. The first family that turns in the scavenger hunt, with all the correct answers, will win the prize. The deputies have also been updating the Emergency Contact Sheet for local businesses. Deputy Mostoller reminded drivers to be alert for pedestrians in the warmer weather. He also stated there have been 3 overdoses in March, 1 was unintentional and 2 were heroine related. Commissioner O'Donnell inquired about a safety escort for the Community Day bike ride.

Town Managers Report:

Cathy Willets presented the town manager's report from February 2017 (exhibit attached). A Project Open Space (POS) grant funded new dugout roofs and baseball fences for field #3, #5, and #6. Town staff removed graffiti in Memorial Park. Rainbow Lake is at 16.6ft (spillway level) for the first time in 6 months. The wells are 36.75ft below optimum level. The Town still has a deficit of 5.74 inches of rain over the last 6 months. The LG Sonic Algae Control System will be installed April 11th. The Square Project contractor has delayed the start of the project to late April or May. Ms. Willets stated there is some residential construction interest in South Gate; there are for sale signs along South Seton Avenue. Commissioner O'Donnell inquired about town staff pursuing a grant that purchases low cost housing in Town. Town staff has not pursued this grant. Ms. Willets mentioned SHA is in charge of setting up all the signage for detours; Main Street will not be closed the weekend of Community Heritage Day.

Town Planners Report:

Cathy Willets, Town Manager, presented the town planner's report from February 2017 (exhibit attached). Amy Naill has been working with Ms. Cipperly on code enforcement. A new round of Community Legacy Grants are being completed. The Town is continuing to work on the new dog park, and is currently collecting donations for amenities. There has been one larger donation thus far. The Bikeways Grant application has been completed.

Commissioner Comments: Commissioner(s) cited attendances, recognitions, and announcements.

- Commissioner Buckman: The Citizen's Advisory Committee presented a plaque honoring Martin Luther King Jr. and his I Have a Dream Speech. The plaque will be hung in the Town Office. Commissioner Buckman thanked Dominic Nield for his work on the Pregnancy Center Prayer Garden. She mentioned the Waysboro Pool is extending a residential membership rate to Emmitsburg residents since the pool will be closed this summer. She also thanked the community for helping to take down a collapsing barn.
- Commissioner Ritz III: Saturday July 15th is a family event at Community Park.
- Commissioner Sweeney: Thanked the community for participating in a dance that raised money for the fireworks display on Community Heritage Day. More fundraisers are coming up. He would like to get mist tents for Community Heritage Day. Any donations or volunteers will help create an enjoyable family event.
- Commissioner Blanchard: Attended the Town's Child Abuse Awareness Ceremony and will speak at the WWI Commemoration Ceremony later in April.
- Commissioner O'Donnell: Meet with town staff regarding Emmitsburg Multiuser Trail 2018 Proposal. He attended various bike meetings to improve Emmitsburg bike ride ability. Would like to have a discussion at the next town meeting regarding trail use on non-hunting Sundays throughout the year.

Mayor's Comments:

Mayor Briggs attended numerous meetings in March 2017. The Mayor attended the Town's Child Abuse Awareness Ceremony. In April the Mayor will be speaking at the Sprinkler System Dedication at the Fire Museum and the WWI Commemoration Ceremony. He will also be meeting with the County Executive for a Mayors' Meeting. An invitation was extended to the public to join the Green Team, Emmitsburg's sustainability team. If interested, contact the Town offices.

Public Comments:

Conrad Weaver, 343 Mountaineers Way- Mr. Weaver has been meeting with numerous people regarding heroin use around Frederick County. He thanked the Deputies for helping to control the heroin epidemic in Emmitsburg, as the number of heroin overdoses has been declining. He encouraged town staff and the public to attend upcoming local activities regarding education on the heroin epidemic. By joining together, we can help solve the problem. *Anthony Gipe, 13 Deep Powder Terrace Fairfield, PA-* Mr. Gipe thanked Commissioner O'Donnell for his involvement in the Multi-User Trails. He would like more signage regarding pedestrian crossing where the trails cross the road. Numerous people speed down the road and it's dangerous to cross. He would also like more signage in various places on the trail clearly stating when the trail is opened/closed. He recommends creating a hiking trail that goes around the lake. Mr. Gipe said he is willing to volunteer his time to clean up trash around Rainbow Lake.

Administrative Business:

- **Pool Lighting:** Cathy Willets, Town Manager, received information from the pool contractor. There needs to be illumination of the water, deck and walkways to stay open after sunset. Budget wise, Ms. Willets does not recommend pursuing lighting at this time. Commissioner O'Donnell inquired about implementing the lighting in phases. Ms. Willets mentioned LED pool lights can be installed in the pool now (while the new pool is being built), and the remainder of the lights (i.e. deck and walkway lights) can be pursued during a later fiscal year. The 8 in-pool lights is \$13,200 and additional funding will need to be found to cover the expense. There was discussion among the Commissioners about the necessity of pool lighting. Commissioner Sweeney inquired about having PVC piping put in the concrete so the new concrete wouldn't need to be torn up at a later date for lighting. Commissioner Ritz III was concerned with the additional cost without bringing in excess revenue. Commissioner O'Donnell mentioned the town would charge people to have after hour parties, which would help recover costs, and numerous people have already expressed interest.

Motion: - Directing town staff to approach the vendor regarding pricing for just the conduit.

Motion by Commissioner Blanchard, second by Commissioner Buckman.

Vote: 5 – 0 in Favor.

- **Proclamation:** AMVET "Because We Care Day:" Mayor Donald Briggs asked Commissioner Blanchard to read the proclamation making April 5, 2017 "Because We Care Day." The proclamation calls upon all citizens to pay tribute to hospitalized veterans on April 5, 2017 and each day of 2017.

Motion: - To adopt the proclamation with one spelling modification.

Motion by Commissioner Blanchard, second by Commissioner Ritz.

Vote: 5 – 0 in Favor.

- **Catoctin High School Addiction Awareness Event:** Ed Schildt and Karen Schildt mentioned their son passed away last year from an overdose. Mr. and Mrs. Schildt host a free Wednesday night support group from 6-7pm for families experiencing active addiction. In addition, they also host a free bereavement group twice a month for families that have lost a loved one from addiction. The meetings are held in Frederick, but there has been discussion on having a group in Northern Frederick County. Everything shared is kept confidential. The support group is for those who are 18 and older, but an adolescent group could be started if a professionally trained individual can help run the group. Contact the CHRIS for Family Support in Recovery for more information.
- **Waynesboro Pool Rates Offer:** Presentation by Commissioner Buckman during the Commissioner's Comments. Commissioner Buckman mentioned she would like to extend the same offer to Waynesboro Community Pool if they are ever in a similar situation in the future.

Consent Agenda:

Appointment of Wayne Slaughter and Patrick Joy to the Board of Appeals, 3 year term, 04/15/2017 - 04/15/2020. Motion by Commissioner Buckman, second by Commissioner Blanchard. **Vote:** 5-0 in Favor.

Treasurer's Report:

Commissioner Blanchard presented the treasurers report as of March 28, 2017 (exhibit attached).

Planning Commission Report:

No meeting in March 2017.

II. Agenda Items

Agenda #1- Livable Frederick Presentation: Presentation at meeting by David Whitaker, Chief of Comprehensive Planning, with the Frederick County Division of Planning and Permitting (PowerPoint attached). Mr. Whitaker shared information on the process for creating the Livable Frederick Comprehensive Plan. Many of the scenarios develop a plan for 2050 projections. The projections are based on survey results of over 2,220 people, ages 17 to 80+, who live and/or work in Frederick County. The Frederick County population is projected to increase 7% by 2020. Frederick County is aging rapidly and has a growing foreign born population. Frederick County has four potential scenarios moving forward: business as usual, city rises, suburban placemaking, or multimodal places/corridors. The fourth model (multimodal places and corridors) would leverage transportation choices in Frederick County. Mr. Whitaker mentioned the Frederick Planning Commission is considering transit centers and a rail system. Commissioner O'Donnell expressed concern over Emmitsburg losing viability. Mr. Whitaker mentioned Livable Frederick can help Emmitsburg achieve future goals. Frederick County would like to create less auto dependent places, more walkability/bike ability, and more transit support. Mr. Whitaker will come back once the Comprehensive Plan is formally adopted. He welcomes any input in a letter format.

Agenda #2- Child Abuse Awareness Presentation: Presentation at meeting by Lynn Davis, Director, and Kristen Dunn, Forensic Interviewer, for the Child Advocacy Center for Frederick County. Ms. Davis thanked the commissioners and Town for making April Child Abuse Awareness Month and allowing pinwheels to be "planted" in front of the Emmitsburg Community Center. Ms. Davis stated 20 Northern Frederick County children have been involved with the child advocacy center in the past few years. Ms. Dunn mentioned the center provides free forensic exams, advocacy services, and counseling for children and families.

Agenda #3- MML Public Works Mutual Aid Agreement & Resolution: Ms. Willets presented the Maryland Municipal Leagues (MML) Public Works Mutual Aid Agreement, which would formally allow the town to provide additional public works personnel, equipment and/or material assistance to neighboring municipalities in need during a catastrophic event. The agreement must be adopted as presented. The Town must sign this agreement to receive FEMA compensation and to receive aid from other municipalities. If Emmitsburg was also dealing with an emergency, personnel would not be taken away from Emmitsburg. If the Town wanted to withdrawal from the agreement, a resolution would need to be passed. The agreement shall be in effect for 1 year and 1 successive year.

Motion: - Motion to adopt Resolution No. 17-01:

"Adopting the Maryland Municipal Leagues Public Works Mutual Aid Agreement."

Motion by Commissioner Buckman, second by Commissioner Sweeney

Vote: 5 - 0 in Favor

Motion: - Motion to accept the Maryland Municipal Leagues Public Works Mutual Aid Agreement.

Motion by Commissioner Sweeney, second by Commissioner Blanchard

Vote: 5 - 0 in Favor

Agenda #4- Comprehensive Energy Plan: Town staff presented the Comprehensive Energy Plan for Emmitsburg (PowerPoint attached). Cathy Willets, Town Manager, mentioned town staff has been working on composing the presentation since February. The project was initiated due to several recent inquires about what Emmitsburg has done to pursue sustainability. Madeline Shaw, Town Clerk, started the presentation by describing the importance of sustainability. Ms. Shaw also described the town's participation in Sustainable Maryland, a 3 year certification program that gives the Town grant priority, free training/tools, free promotion, and aids in the conservation of Town resources. The Board unanimously voted to pursue the Sustainable Maryland program in October 2014. To become certified, the Town must achieve a minimum of 150 points and also show continued strives towards sustainability via a "Green Team" and various community projects. Ms. Shaw briefly went over sustainable projects the town has completed, is currently completing, or will complete. Some projects include a community garden, farmers market, Dog Park, sidewalk connectivity, pet waste ordinance, LED lights, and 2 solar fields. Ms. Willets discussed the Community Legacy Grants, which also fall under Sustainable Maryland. Emmitsburg has received multiple awards for its participation in sustainability. Since 2013, the Board has passed several sustainability policies with the goal of

meeting at least 20% of local government building electricity needs with renewable energy. Ms. Willets also reviewed the new Maryland Department of the Environment's (MDE) legislation that required the town to build its new Waste Water Treatment Plant (WWTP).

Cole Tabler, Town Accountant, reviewed the Town energy expenses. Mr. Tabler mentioned the numbers used in the presentation are audited numbers. In addition, he noted the Town's fiscal year (July thru June) and the Solar Generation Year (May thru April) are not the same. Mr. Tabler 4 Potomac Edison (PE) Highlights since the solar fields were installed: PE invoices have almost halved, kWh usage with variable rates no longer apply, kWh fixed rates assist in budgeting, and certain line item charges no long apply to the Town. Mr. Tabler gave a brief history of the solar fields. Solar Field 1 opened in April 2014 with an initial rate of \$0.079 per kWh. Solar Field 2 opened in August 2015 with an initial rate of \$0.068 per kWh. Together, both fields produce an average of 256,700 kWh per month, of which an average of 117,600 kWh is currently not being consumed. On average the new and old plant use 32% of the solar generation. Mr. Tabler mentioned the Town receives a First Energy kWh refund based on kWh not consumed. The total excess net kWh expense for both solar fields was \$11,900 in April 2016. In summary, the Town's projected FY 2017 energy expense is less than the total energy expense of \$175,400 in 2010 before the new WWTP came online. In addition, the Town now has capacity to grow. The Town reached its 20% renewable energy goal in 2015, and continues to shift its reliance to renewable energy. Ms. Willets mentioned a new community account array will allow the Town the opportunity to add non-town organizational users to reduce the amount of excess kWh. Ms. Shaw concluded the presentation by stating the green impact of the Town's solar field (i.e. trees saved, CO2 avoided, etc.) according to numbers by Standard Solar. There was discussion over how sustainability projects are classified as sustainable. Commissioner Ritz III inquired if the Town was really saving money. Ms. Willets stated the Town is projecting an overall energy savings on \$27,140 for 2017. Ms. Willets stated the numbers presented were audited numbers according to the town's fiscal year and a best/worst case scenario was not assumed. If anyone would like to view the presented numbers in detail, they should contact the Town office.

Agenda #5- Emmitsburg Multiuser Trail 2018 Proposal: Presentation by Commissioner O'Donnell. The Town uses grants to construct the Multi-User Trails. To use the grant, the Town must match the funds through either volunteer hours or monetary amounts. Commissioner O'Donnell reviewed the steps for constructing a new trail. The trail corridor will be looked at by town staff, a recommendation will be made to the Board of Commissioners, and then if it is approved by the Board, a flag line will be established. If the board accepts the flag line, then the corridor is cleared. Regular inspections are made to ensure accuracy. When the trail is complete, the Board will be asked to approve the end result. If approved, the contractors will be able submit their invoices for payment. The trail construction will be completed by August 2018. So far volunteers have contributed approximately 1,454 hours. If paid the state rate of \$23 per/hr, volunteers have contributed \$33,149. An anonymous individual also donated \$300,000 to trail construction. The goal is to eventually connect the Town. Trail maps are on the Town website and MTB Project website. Commissioner O'Donnell will bring the proposed trail corridor to the Board at a later date.

Set Agenda Items for May 1, 2017 Town Meeting

1. Initial Budget Presentation for FY 2018
2. Discussion of Zoning Text Amendment in B2
3. Geographical Information System (GIS) Update
4. Administrative Business: Annual Planning Commission Report
5. Administrative Business: Resolution to Expand the Sustainable Communities Area
6. Administrative Business: Update Hunting and Trail Use Guidelines
7. Administrative Business: Consideration of Reciprocity with the Waynesboro Community Pool

IV SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

IV Adjournment

With no further business, the April 3, 2017 Town Meeting was adjourned at 11:20p.m. EST.

Respectfully submitted,

Madeline Shaw
Town Clerk

Approved: May 1, 2017