

**MINUTES
TOWN MEETING
May 16, 2016
Emmitsburg Town Office**

Present: Mayor Donald Briggs; Commissioners Clifford Sweeney, Joseph Ritz III, 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.

Absent: Jennifer Mellor with prior notice. Mayor Donald Briggs left at 9:05 PM.

I. Call to Order

Commissioner Tim O'Donnell, President of the Board of Commissioners, called the May 16, 2016 Town Meeting to order at 7:30 p.m. Pledge of Allegiance was recited.

Commissioner Comments:

Commissioner Sweeney: Stated that sidewalks looked good on North Seton Avenue. Questioned why they did not complete the area between the American Legion and the barber shop.

Mr. Haller: Said some of these areas were in good condition and some areas are included in the square project.

Commissioner Blanchard: Mentioned the Doughboy Rededication, Saturday May 28th at 11:00 AM. He would like moral support from the board. He also mentioned the Flag Day Ceremony on June 14th at 7:00 PM in front of the Emmitsburg Town Office. He mentioned the dates for the Food Bank drops, June 15th, July 13th, August 17th, and September 14th from 3:00 PM to 6:00 PM. They are in need of volunteers.

Mayor's Comments – Mayor Briggs will be at FEMA on June the 11th, they are going to add additional names to the Firefighters Memorial. To honor the firefighters that were killed in fires prior to 1981.

Maryland General Assembly Special Citation Presented by Delegate Afzali:

Delegate Afzali made a presentation concerning the New National Champions for the Small College Division. She represented the Frederick County Delegation to Annapolis and presented a special recognition from the State of Maryland to Mount Saint Mary's rugby team in winning the 2015-2016 NSCRO Championship. Stats for the year were 13-0. Present to receive the award were Coach Jay Myles, Club President Nick Mufay and Assistant Captain Tyler Myles.

Assembly Report from Delegate Alfazi:

Delegate Afzali presented a report from the State House in Annapolis including the funding for the Town of Emmitsburg. Mentioned were The Emmitsburg Elementary School for HVAC renovations will receive \$320,000.00. The Emmitsburg Community Pool will receive \$217,000. She emphasized the need to make the delegation aware if something is needed for the community.

She stated that Governor Hogan's budget has almost a billion saved into a rainy day fund and that it was a very productive year for the delegation as a whole.

Commissioner Blanchard: Wanted to thank Governor Hogan for attending the Mount Saint Mary's graduation ceremony this year.

Commissioner Ritz III: Questioned the \$217,000 grant for the Town pool.

Mayor Briggs: Told Commissioner Ritz III that the Town Staff put in for the grant proposal.

Commissioner O'Donnell: Stated that we are a small community but we are getting stronger responses progressively from the Maryland State Government. He gave the example of the State Highway Administration sending their "A" team for the public meeting on the square project.

Mayor Briggs: Thanked Delegate Alfazi for coming to the meeting and assisting the Town with the grant.

Commissioner O'Donnell: Discussed a procedural item concerning the premise of a closed session. He said it is to allow candor and privacy among the Commissioners. A closed session is used when discussing items related to Town business that would include litigation, personnel matters, or contracts. What comes forward in the summary is different than what the sealed transcript is of the actual session. The summary should include the time and place of the closed session, the purpose of the meeting, the record of the vote of each member to close the meeting, the legal authority for closing the meeting according to the State statute, a list of topics of discussion, the person's present who are involved in the meeting and a statement of any action taken during the closed meeting.

At the next Town meeting brief summaries will be given related to the closed sessions the Board of Commissioners had previously.

Administrative Business –No Items

Consent Agenda – No Items

Reports:

Treasurer's Report – No Report

Planning Commission Report – No Report

II. Agenda Items

Review and Discussion of the 2017 Town of Emmitsburg Budget:

Mayor Briggs: Stated the budget is balanced with no tax increases. He is recommending a 2% cola for the staff. The budget also provides an additional \$20,000.00 toward the square project.

Mr. Tabler: Gave out a revised fiscal year 2017 proposed budget. Mr. Tabler stated the budget is a balanced budget and that revenues equal expenses. Under total expenses we have some departments increasing and some departments decreasing, this is due to where we think the staff's salaries will be allocated during the coming year.

Commissioner Sweeney: Asked a question concerning the electric increase in public works/streets section of the budget.

Mr. Haller: Stated that the staff is in the process of making the second solar field fit in and work properly. You will see the cost decrease over time.

Commissioner Ritz III: Asked about the streetlight upkeep increase from 2016 to the 2017 budget.

Mr. Haller: This concerns people knocking down streetlights. This happens quite often.

Cathy Willets: Said the cost is about \$3,000.00 per pole.

Commissioner Ritz III: Asked that the fireworks donation to the Lion's Club be increased from \$500.00 to \$2,000.00.

Mr. Haller: Stated that Commissioner Sweeney spoke to him earlier and that he is going to verify exactly what the Town donated last year.

Commissioner O'Donnell: Asked about \$77,458.00 under Capital Projects concerning West Lincoln Avenue is related to.

Mr. Haller: This is what is remaining on the potential upgrade of West Lincoln Avenue, which an earlier board allocated to increase the curb and gutters. We have increased the sidewalk in this area. However, when you decide to improve and put in the second water plant, you will need to install a couple of thousand feet of waterline in that area. You cannot build a new water plant until that line is completed.

Commissioner Ritz III: Had questions concerning the amount under Special Assessment-Mtn View.

Mr. Haller: These properties are not within the Town boundary. The Town replaced the water line in that area but we did not charge the homeowners the total fee. We did charge them a fee per property over long term. This is a continuation of the homeowners making the payment back to the Town.

Mr. Tabler: Stated that the last few years the water revenue has been in deficit and the sewer revenue has made up for it.

Mr. Haller: Explained that adjustments were made to the sewer rates to allow for the new plant but no adjustments have been made to the water rates for some time. He asked the board to think about modifying the water rates sometime in the future.

Commissioner O'Donnell: Suggested to the board if they wanted to see funding for something specific in the budget modified or enhanced that they should come back to the board at the next meeting with suggestions and we will consider those modifications.

Mr. Haller: Asked that the Board to look over the budget further and encouraged them to email or contact staff with any concerns.

Set Agenda Items for June 6, 2016 Town Meeting

1. Fiscal Year 2017 Town of Emmitsburg Budget

IV SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

IV Adjournment

With no further business, the May 16, 2016 Town Meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Cathy Willets, Town Clerk

Approved: June 6, 2016