

**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

Commissioners 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 Catocin 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

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: August 1, 2016