MINUTES
TOWN MEETING
APRIL 15, 2019
EMMITSBURG TOWN OFFICE

Present: *Elected Officials* - Mayor Donald Briggs; Commissioners: Elizabeth Buckman; Joseph Ritz III; Timothy O'Donnell, Treasurer; Glenn Blanchard, Vice President; and Clifford Sweeney, 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 Clifford Sweeney, President of the Board of Commissioners, called the April 15, 2019 town meeting to order at 7:30 p.m. Pledge of Allegiance was recited. Upcoming meetings were announced.

Commissioner Comments:

- Commissioner O'Donnell: None.
- Commissioner Ritz III: He thanked the Frederick News Post reporter, Steve Bohnel, for coming to every meeting since he was assigned his new position and Mr. Tyler Shaw for attending many meetings too.
- Commissioner Buckman: She explained the Citizen's Advisory Committee meeting will be April 16. The United Way ALICE (Asset Limited, Income Constrained, Employed) report for the County will be presented.
- Commissioner Blanchard: He attended an Emergency Preparedness training on April 13 where he learned Narcan use, active shooter response, CPR training and emergency medical response. He recommends taking the class if possible, which is offered through Frederick County.
- Commissioner Sweeney: He attended the April 13 Arbor Day celebration and helped plant eight (8) trees.

Mayor's Comments:

Mayor Briggs attended the April 13 Arbor Day celebration in Community Park and thanked town staff for their hard work. The event was attended by County Executive Jan Gardener and Maryland Department of Natural Resources representative Becky Wilson.

Public Comments:

None.

Administrative Business:

None.

II. Agenda Items

Agenda #1 – Approval of a Bid to Purchase New Town Car for Consideration: Ms. Willets explained town staff would like to replace the 2002 town car with a new vehicle due to age. Ms. Naill obtained estimates from several dealerships and test drove the Chevrolet Bolt (total electric), Chevrolet Volt (plug-in hybrid) and Ford Fusion (plug-in hybrid). All vehicles are front wheel drive to accommodate winter driving. Town staff plans on using the new electric vehicle charging stations with the new vehicle, but town staff does not want a fully electric vehicle because it can be difficult to find charging stations. Town staff recommends the 2019 Chevrolet Volt from Criswell Chevrolet for $33,555 with a federal tax credit of $3,750 (price includes tax credit).

***Motion*:** To accept the bid for the 2019 Chevrolet Volt from Criswell Chevrolet for $33,555.
Motion by Commissioner Buckman, second by Commissioner Blanchard.

Commissioner O'Donnell requested a fully electric vehicle. He believes town staff would plan accordingly to ensure the vehicle does not lose charge. Commissioner Ritz III asked if a gas vehicle was considered as the cost is less and funds could be used elsewhere, such as for a plumber for the new cross-connection control program. Ms. Willets explained state law requires the general fund and water/sewer (enterprise) fund have different operating principles. The Town cannot move vehicle money into the water/sewer fund. The town budgeted $45,000 for the car and the town would get sustainable credits for a hybrid or electric vehicle, which can be used to obtain/apply for future grants. Ms. Willets read the warranties offered on the vehicles.

***Vote*:** Motion fails with 2 (Blanchard, Sweeney) for and 3 (Buckman, Ritz III and O'Donnell) against.

Motion: To purchase the 2019 Chevrolet Bolt total electric vehicle.

***Motion Modified*:** To purchase the 2019 Chevrolet Bolt electric vehicle from Wantz Chevrolet for the sum $35,746.
Motion by Commissioner O'Donnell, second by Commissioner Buckman.
Vote: Motion carries with 4 in favor and 1 (Ritz III) against.

Agenda #2 – Presentation and Review of the Fiscal Year 2020 Town Budget: Mayor Briggs thanked town staff for their time in putting together the fiscal year (FY) 2020 budget. He explained each of the Board members should have received a copy of the proposed budget. He summarized the tax rate will remain the same and the general fund revenues will increase by $79,878 (or 4.3%). Staff salaries are anticipated to increase 1.35% and it is recommended staff be given a step increase with a 2% cost of living adjustment (COLA) since staff did not receive a COLA increase in FY2018 and the U.S. Bureau of Labor Statistics reports nationwide consumer price index increase by 1.5% for the 12-month period ending in February 2019. The capital funds transfer will be $222,480, which is less than FY2019 amount of $232,019. The Board must approve the new budget by June 30, 2019. The Town is looking into transferring some accounts to Woodsboro Bank for better return opportunities. The County Tax Equity funding and sheriff contract are unknown at this time, but town staff expects notice within the next week or so. The detailed budget presentation will occur on May 6, 2019. Mr. Tabler requested any budget questions be emailed prior so town staff can prepare answers for the May 6, 2019 town meeting. The Board requested town staff present information on the solar field electrical savings and the water/chemical savings from LG Sonic Algae Control system.

Set Agenda Items for the May 6, 2019 Town Meeting:

1. Fiscal Year (FY) 2020 Budget for Discussion and Possible Consideration.
2. Fiscal Year (FY) 2020 Salary Chart Adoption for Consideration.
3. Setting of the Tax Rate for Fiscal Year (FY) 2020 for Consideration.

Motion: To accept the agenda for the May 6 meeting at presented.
Motion by Commissioner O'Donnell, second by Commissioner Buckman. Vote: Motion carries 5-0 in favor.

Motion: To adjourn the town meeting for Monday April 15.
Motion by Commissioner Ritz III, second by Commissioner O'Donnell. Vote: Motion carries 5-0 in favor.

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, the April 15, 2019 town meeting was adjourned at 8:22 p.m. EST.

Respectfully submitted,

Madeline Shaw, Town Clerk
Approved On: May 6, 2019