

# TOWN OF EMMITSBURG

300A South Seton Avenue  
Emmitsburg, Maryland 21727

301-600-6300 fax: 301-600-6313

**Mayor**

Donald N. Briggs

**Town Manager**

David Haller

**Town Clerk**

Cathy Willets

**Board of Commissioners**

Timothy O'Donnell, President

Clifford Sweeney

Glenn Blanchard

Jennifer Mellor

Joseph Ritz III

## TOWN MEETING AGENDA APRIL 6, 2015

### I) CALL MEETING TO ORDER (7:30PM)

**A. PLEDGE OF ALLEGIANCE TO THE FLAG**

**B. NEXT MEETINGS:**

*Town Meeting, April 20 @ 7:30pm*

*Citizens Advisory Committee, April 21 @ 7:30 pm*

*Planning Commission, April 27 @ 7:30 pm*

**C. APPROVE MINUTES FROM: March 16, 2015 Town Meeting**

**D. COMMISSIONER COMMENTS**

**E. MAYOR COMMENTS**

**F. PUBLIC COMMENTS**

**G. ADMINISTRATIVE BUSINESS**

**H. CONSENT AGENDA (See Attached)**

**I. REPORTS**

Treasurer's

Planning Commission

**II) AGENDA ITEMS:**

- 1. Update of WWTP by RK&K*
- 2. Audit Presentation*

**III) SET AGENDA ITEMS FOR APRIL 20, 2015 TOWN MEETING**

**IV) SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS**

**ITEM C**

**MEETING MINUTES:**

*March 16, 2015, Town Meeting*

**MINUTES  
TOWN MEETING  
March 16, 2015  
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 Vickie Felix and Dave Haller, Town Manager.

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**I. Call to Order**

Commissioner Tim O'Donnell, President of the Board of Commissioners, called the March 16, 2015 Town Meeting to order at 7:30 p.m. Pledge of Allegiance was recited.

Commissioner O'Donnell welcomed Dr. Powell who just recently resigned from his position as president of Mount Saint Mary's. Mayor Briggs presented Dr. Powell with keys for the town for his children and an elaborate plaque on behalf of the Town for his leadership and dedication. Dr. Powell expressed his gratitude towards the town. He announced that the new President for Mt. Saint Mary's is Mr. Simon Newman.

Commissioner O'Donnell acknowledged the presence of Roger A. Wilson, Government Affairs & Policy Director.

**Approval of Minutes**

The Minutes of the February 2, 2015 and March 2, 2015 Town Meeting were approved as presented.

**Commissioner Comments**

Commissioner(s) cited attendances, recognitions and announcements. Commissioner Sweeney requested staff to look at streets to make sure we're not losing base. Commissioner O'Donnell reported that a trail day schedule has been set and will be posted.

**Mayor's Comments**

Mayor Briggs commented on the Tourist Area and Corridor Signing Program (TAC). He announced the tax equity is slightly down; the bridge bids will go out this fall; bulk trash will be April 25<sup>th</sup>; he will be helping with the march for meals campaign. He also announced the MML meeting for December 2015 will be held in Emmitsburg at the Carriage House.

**Administrative Business**

- Little League Baseball fields and contract – league had two points in contract they would like reviewed. Motion was made by Commissioner Mellor to approve town staff to install the initial preseason ball field mix treatment to the girl's softball field. Motion was second by Commissioner Ritz. Vote 5-0 in favor. There was no motion to approve the request for Little League to be responsible for setting field schedule. Item failed.
- Action items to move forward on: Bathrooms need to be made ADA compliant; pathways leading to bathrooms; pathway added to play structure near post office and an assigned handicapped space.

**Consent Agenda - none**

**Reports:**

**Town Manager Report for January and February** - reported on the public works department monthly activities to include a water production and consumption analysis. Mr.

Town Meeting

**April 6, 2015 Agenda**

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Haller highlighted that the water supply is good; Rainbow Lake is at the spillway level; the precipitation surplus is 3.3" over the last six months; exceeded plant's design capacity on four days in the last two months and the average backwash is less than 4%. **Town Planners Report for January and February.** Mr. Haller gave a very brief report and stated there are no major problems and that staff continues to work on Comp Plan. The draft should be done late April early May. Detailed report at Exhibit A.

**Police Report** - Deputy Rohrer reported on February 2015 police activities. He cited current frauds taking place at this time to make residents aware; a big one is for the IRS. Detailed report at Exhibit B.

**Treasurer's Report** - Commissioner Blanchard reported on January and February 2015 cash activity. Detailed report at Exhibit C.

**Planning Commission Report** - Commissioner Sweeney reported there was no Planning Commission meeting.

**II. Agenda Items**

**Discussion on pool funding contract**

Mr. Haller brought this to the Board to make them aware of what appears to be some future burdens in the parks funding. He reported that over the last six years on average the town has put in \$36,500 tax dollars to have the pool open. Staff only got one response for this year's pool contract bids which is \$6,000 more than past years, which would be over \$42,000 of tax dollars after revenue and cost. He stated he will continue to move forward to open the pool unless the Board votes otherwise. Commissioners' feel the pool is a huge plus to the town and that there may be ways to generate more income from the pool.

**Board consideration of suggested salary chart modifications**

Mr. Haller handed out copies of the suggested salary chart modifications for the board to review for the presentation. He stated that after the HR consultant analysis they recommended a 25% adjustment to salaries. The town could not afford that; they also offered a 15% adjustment which staff stated is doable and presented to the Board. He stated if the 15% adjustment is installed it will cost the town 5% the first year. The 15% gives a better range and makes salaries competitive.

**Motion:** - To approve the 15% salary range adjustment as presented in the packet. Motion made by Commissioner Blanchard and second by Commissioner Ritz.

**Vote: 3-2 in favor**

Commissioners' Sweeney and Mellor against.

**Set Agenda Items for April 6, 2015 Town Meeting**

1. Update of WWTP by RK&K
2. Audit presentation
3. **Consent Agenda** - Rick Kapriva taking over position for Bob Rosensteel on Board of Appeals

**III. Public Comments** - *Bill Wivell, 16636 Toms Creek Church Rd and George Brenton, 95 Tracey Rd., Hanover PA* - addressed the Board on the Seton Center Building in regards to a new structure. They would like the Board to consider allowing them to continue with the water/sewer service without annexation. *Vernon French, 104 E. Main St.,* - He thanked the commissioners for his extension and proceeded to approach the Board in regards to his shed issue and is requesting a reply from someone.

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

**V. Adjournment**

With no further business, the March 16, 2015 Town Meeting was adjourned at 9:27p.m.

Respectfully submitted,

Vickie L. Felix  
Recording Secretary

Date Approved:

**ITEM G**

**ADMINISTRATIVE BUSINESS:**

*No Items*

## **ITEM H**

### **CONSENT AGENDA:**

*Bob Rosensteel to step down from Board of Appeals; Rick Kapriva to Chairperson of Board of Appeals*

## **ITEM I**

### **REPORTS:**

*Treasurer's Report - see attached*

*Planning Commission Report – to be given at the meeting*

**TOWN OF EMMITSBURG  
CASH ACTIVITY as of March 25, 2015**

\$3,719,099	Cash Balance March 1, 2015
135,354	Deposits
<u>-140,134</u>	Withdrawals
\$3,714,319	Operating Balance Forward

<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check Date</u>	<u>Check Number</u>
\$18,867	MD Dept of Budget & Management	Feb 15 Health Insurance	3.4.15	34222
15,621	GHD, Inc.	Jan 15 SCADA Screen Dev & Programming	3.11.15	34244
12,987	GHD, Inc.	Jan 15 Submittals & O&M Manuals	3.11.15	34243
12,713	Utility Service Co.	500,000 GST Steel Tank	3.4.15	34234
8,837	UGI Energy Services, LLC	Feb 15 Billing	3.18.15	34296
5,590	Republic Services	Mar 15 Trash-Yard Waste	3.11.15	34236
3,176	Treasurer of Frederick Co.	Feb 15 Tipping Fee	3.11.15	34241
2,511	George S. Coyne Chemical Co.	Chemicals	3.4.15	34213
1,780	Bollinger Construction Inc.	Feb 15 Plowing and Sidewalk Clearing	3.4.15	34208
1,556	Clapp & Carper, LLC	Feb15 Legal Services	3.18.15	34286

*Ck dates 2/25/15 to 3/24/15*

## **AGENDA ITEMS**

### **ITEM 1**

*Update of WWTP by RK&K – presentation at meeting*

## **AGENDA ITEMS**

### **ITEM 2**

*Audit presentation – to be made at meeting*

**IV) SET AGENDA ITEMS FOR APRIL 20, 2015  
TOWN MEETING**

1.

2.

3.

4.

5.

6.

**V) SIGN APPROVED TEXT AMENDMENTS AND/OR  
RESOLUTIONS**