

Susan H. Cipperly, Town Planner

1. Met with other staff re water billing for Daughters of Charity and FEMA procedures. Related to changes to water lines and new meters.
2. Participated in choosing final improvements for 22 E. Main. Follow-up by other staff.
3. Met with Mayor Briggs, Jerry Muir, and Emmitsburg News Journal reporter to provide info on local projects and topics. Provided requested follow-up info.
4. Comp Plan update –
 - Commenced research and outline for comp plan update.
 - Provided initial work assessment/outline to Dave Haller.
 - Met with 2 potential zoning/growth boundary change requestors. Have received one follow-up letter for comp plan process.
 - Received letter from a local business regarding request for rezoning of a property. Will keep it in file for comp plan process.
5. Provided materials to Planning Commission for January 26 meeting, which was cancelled due to weather.
6. Assisted audio video repair staff with assessment of TV issues in meeting room.
7. Provided CD of College Mountain environmental assessment to Comm. O'Donnell.
8. Created display for kiosk on the square. Welcome Center kiosk has Fire Museum panel on it.
9. Worked on response to MDE comments on FredCo Water/Sewer plan update relative to Emmitsburg. Info requested will also be required for town comp plan update.
10. Responded to George Brenton regarding information needed in order to assess water/sewer tap needs at Seton Center property, if buildings are removed and replaced. (Outside of town boundary, so increase in fixture count would require annexation.)
11. Attended Frederick Co. Planning training session re census data utilization on 1/16/15.
12. Community Legacy grant program coordination – local
 - Grant agreements processed for 105 N. Seton and 307 W. Main projects (work can start)
 - Tracked progress of current projects, and funding utilization, submitted reimbursement requests for completed projects, issued reimbursement checks for 800 Frailey and 320 W. Main.
 - Documented projects via photos.
 - Provided additional documentation to DHCD as needed.
 - Sent review request to MHT for additional work at 22 E. Main.
13. Attended meeting with SHA and Frederick Co. Planning regarding the Scenic Byways program and Journey through Hallowed Ground. Also received info re potential grant funding.
14. Attended Grand History Trail meeting in Gettysburg 1/29/15. Initial effort to connect Gettysburg to Emmitsburg.