



MINUTES

Mayor and Council Meeting

Thursday, November 17, 2022 - 7:00 PM

Frostburg Municipal Center Meeting Room - 37 Broadway

The Mayor and Council Meeting of the City of Frostburg was called to order on Thursday, November 17, 2022, at 7:00 PM, at the Frostburg Municipal Center, 37 Broadway, with the following members present:

PRESENT:

Adam Ritchey, Commissioner of Public Works
Donny Carter, Commissioner of Finance
Kevin Grove, Commissioner of Public Safety
Nina Forsythe, Commissioner of Water, Parks, and Recreation
W. Robert Flanigan, Mayor

EXCUSED:

Page

1 CALL TO ORDER

2 PLEDGE OF ALLEGIANCE

3 FROSTBURG BLESSING

4 ROLL CALL

5 APPROVAL OF THE AGENDA

Moved by Commissioner of Water, Parks and Recreation Nina Forsythe, seconded by Commissioner of Public Safety Kevin Grove.

6 APPROVAL OF THE MINUTES

a) Minutes from the October Council Meeting.

4 - 8

Moved by Commissioner of Finance Donny Carter, seconded by Commissioner of Public Works Adam Ritchey

Motion and Second to Approve the Minutes for the October Council Meeting.

Carried

[Mayor and Council Meeting Minutes 10-20-22](#)

- b) Sealed Minutes and Summary of Closed Meeting on October 13, 2022

Moved by Commissioner of Public Works Adam Ritchey, seconded by
Commissioner of Finance Donny Carter

*Motion and Second to Approve Sealed Minutes and Summary of Closed
Meeting on October 13, 2022*

Carried

7 SPECIAL PRESENTATIONS AND REQUESTS

- a) Municipal Government Works Month Proclamation

Commissioner of Public Works Adam Ritchey presented Director of Public
Works, Hayden Lindsey with a Proclamation.

8 MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS

- a) Monthly Reports of the City Departments

Moved by Commissioner of Public Safety Kevin Grove, seconded by
Commissioner of Water, Parks, and Recreation Nina Forsythe

*Motion and Second to Approve Monthly Reports of the City Departments; Vote
of the Mayor and City Council.*

Carried

9 PUBLIC HEARINGS

- a) **ORDINANCE 2022-07** Amending Ordinance 2019-07 to amend the definition
of "Project" used therein to include the acquisition and demolition of certain
residential rental properties and the design, engineering and construction of a
new public parking lot.

9 - 10

[Ord. 2022-07 Amend Infrastructure Bond Ord.](#)

- b) Combined Sewer Overflow Monthly Public Hearing

10 OLD BUSINESS

- a) **ORDINANCE 2022-07** Amending Ordinance 2019-07 to amend the definition of "Project" used therein to include the acquisition and demolition of certain residential rental properties and the design, engineering and construction of a new public parking lot. 11 - 12

Moved by Commissioner of Finance Donny Carter, seconded by
Commissioner of Public Works Adam Ritchey

Motion and Second to Approve the Ordinance on Second Reading; Vote of the Mayor and City Council.

Carried

[Ord. 2022-07 Amend Infrastructure Bond Ord.](#)

11 NEW BUSINESS

- a) **RESOLUTION 2022-54** Authorize additional staff member as a "Retirement Coordinator" with the Maryland State Pension System 13

Moved by Commissioner of Finance Donny Carter, seconded by
Commissioner of Public Safety Kevin Grove

Motion and Second to Approve Resolution 2022-54; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2022-54 Retirement Coordinator Designation](#)

12 REPORT OF THE FROSTBURG POLICE DEPARTMENT

Chief Nicholas Costello

13 OPEN PUBLIC COMMENT

14 ADJOURNMENT

There being no further business the meeting was adjourned at 7:09 pm.

Mayor

City Administrator



MINUTES

Mayor and Council Meeting

Thursday, October 20, 2022 - 7:00 PM
Frostburg Municipal Center Meeting Room - 37 Broadway

The Mayor and Council Meeting of the City of Frostburg was called to order on Thursday, October 20, 2022, at 7:00 PM, at the Frostburg Municipal Center, 37 Broadway, with the following members present:

PRESENT: Adam Ritchey, Commissioner of Public Works
Donny Carter, Commissioner of Finance
Kevin Grove, Commissioner of Public Safety
Nina Forsythe, Commissioner of Water, Parks, and Recreation
W. Robert Flanigan, Mayor

EXCUSED:

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1 CALL TO ORDER

2 PLEDGE OF ALLEGIANCE

3 FROSTBURG BLESSING

4 ROLL CALL

5 APPROVAL OF THE AGENDA

Moved by Commissioner of Water, Parks and Recreation Nina Forsythe, seconded by Commissioner of Public Safety Kevin Grove.

6 APPROVAL OF THE MINUTES

a) Minutes from the September Council Meeting.

6 - 10

Moved by Commissioner of Public Safety Kevin Grove, seconded by Commissioner of Public Works Adam Ritchey

Motion and Second to Approve the Minutes for the September Council Meeting.

Carried

Mayor and Council Meeting Minutes 9-15-22

7 SPECIAL PRESENTATIONS AND REQUESTS

8 MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS

- a) Monthly Reports of the City Departments

Moved by Commissioner of Public Works Adam Ritchey, seconded by
Commissioner of Water, Parks, and Recreation Nina Forsythe

*Motion and Second to Approve Monthly Reports of the City Departments; Vote
of the Mayor and City Council.*

Carried

9 PUBLIC HEARINGS

- a) Combined Sewer Overflow Monthly Public Hearing

10 OLD BUSINESS

11 NEW BUSINESS

- a) **ORDINANCE 2022-07** Amending Ordinance 2019-07 to amend the definition of "Project" used therein to include the acquisition and demolition of certain residential rental properties and the design, engineering and construction of a new public parking lot.

Moved by Commissioner of Water, Parks, and Recreation Nina Forsythe,
seconded by Commissioner of Public Safety Kevin Grove

*Motion and Second to Approve the Ordinance on First Reading, and set the
November 17, 2022 Council Meeting as an advertised Public Hearing; PUBLIC
COMMENT; Vote of the Mayor and City Council.*

Carried

- b) **RESOLUTION 2022-48** Approve American Rescue Plan Act
Projects/Programs. Elizabeth Stahlman, City Administrator
- LED Street Lighting Upgrade
 - Lions Park Light Retrofit to LED

11

Moved by Commissioner of Public Works Adam Ritchey, seconded by
Commissioner of Water, Parks, and Recreation Nina Forsythe

*Motion and Second to Approve Resolution 2022-48; PUBLIC COMMENT; Vote
of the Mayor and City Council.*

Carried

Res. 2022-48 ARPA Projects

- c) **RESOLUTION 2022-49** Approve an energy purchase agreement, brokered by Tradition Energy, for a 24-month period beginning May 1, 2023, as part of the 'Allegany County Coalition' agreement. Elizabeth Stahlman, City Administrator 12 - 22

Moved by Commissioner of Public Safety Kevin Grove, seconded by Commissioner of Public Works Adam Ritchey

Motion and Second to Approve Resolution 2022-49; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

Res. 2022-49 Energy Purchase Agreement

- d) **RESOLUTION 2022-50** Award a contract for the replacement of the Street Department rubber membrane roof. Hayden Lindsey, EIT, Director of Public Works 23

Moved by Commissioner of Public Works Adam Ritchey, seconded by Commissioner of Water, Parks, and Recreation Nina Forsythe

Motion and Second to Approve Resolution 2022-50; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

Res. 2022-50 Contract St. Dept. Roof

- e) **RESOLUTION 2022-51** Approve a quote for the rebuild of 1 valve for Piney Dam in the amount of \$30,240. Hayden Lindsey, EIT, Director of Public Works 24

Moved by Commissioner of Water, Parks, and Recreation Nina Forsythe, seconded by Commissioner of Public Safety Kevin Grove

Motion and Second to Approve Resolution 2022-51; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

Res. 2022-51 Rebuild a Valve for Piney Dam

- f) **RESOLUTION 2022-52** Approve a proposal from RK&K, LLP, for a comprehensive City-wide smoke testing of sewer lines and GIS mapping of all City-owned stormwater and sewer assets, in the amount of \$247,400. Hayden Lindsey, EIT, Director of Public Works 25

Moved by Commissioner of Public Works Adam Ritchey, seconded by Commissioner of Water, Parks, and Recreation Nina Forsythe

Motion and Second to Approve Resolution 2022-52; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

Res. 2022-52 RK&K Smoke Testing, GIS Mapping

- g) **RESOLUTION 2022-53** Declare miscellaneous equipment surplus and authorize sale of surplus equipment. Hayden Lindsey, EIT, Director of Public Works 26

Moved by Commissioner of Public Works Adam Ritchey, seconded by Commissioner of Public Safety Kevin Grove

Motion and Second to Approve Resolution 2022-53; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

Res. 2022-53 Surplus Equip. and Vehicles

12 REPORT OF THE FROSTBURG POLICE DEPARTMENT
Chief Nicholas Costello

13 OPEN PUBLIC COMMENT

1. Lisa Vanhouten, asked if a speed trap or 4-way stop signs be put on the corners of Bowery and College Ave., wants a white line on Main and Victoria to keep people on their half of the road. Asked how much the City is saving on the Opt-out Insurance.
2. Melanie Lombardi-FSU TV- made the announcement that they are upgrading the cable channel. Video on demand for educational programs are now on Apple and Google Play Store Apps with additional capabilities.
3. Nina Forsythe announced the Halloween Parade on Thursday, October 27 at 6:00 pm, Trick or Treating on October 30th from 6:00pm to 8:00 pm

14 ADJOURNMENT

There being no further business, the meeting was adjourned at 7:30 p.m.



Mayor

Mayor and Council Meeting
October 20, 2022


City Administrator

ORDINANCE 2022-07

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG AMENDING ORDINANCE 2019-07 TO AMEND THE DEFINITION OF "PROJECT" USED THEREIN TO INCLUDE THE ACQUISITION AND DEMOLITION OF CERTAIN RESIDENTIAL RENTAL PROPERTIES AND THE DESIGN, ENGINEERING AND CONSTRUCTION OF A NEW PUBLIC PARKING LOT, WITH GREEN SPACE, LIGHTING AND RELATED IMPROVEMENTS THEREON.

WHEREAS, The City of Frostburg (the "City") enacted Ordinance 2019-07 on September 19, 2019 (the "Existing Ordinance"), which authorized the issuance and sale of an aggregate principal amount of bonds of the City not to exceed Two Million Nine Hundred Thousand Dollars for the purpose of providing a portion of the funds necessary for financing and/or refinancing of the costs of improvements to the City's existing public safety building to establish the Frostburg Municipal Center, including ADA upgrades, additions to the building and related items (collectively, the "Original Project"); and

WHEREAS, pursuant to the Existing Ordinance, the City issued and sold The City of Frostburg Infrastructure Bond, 2019 Series B in the original principal amount of \$2,576,814.32 (the "Bond") to the Community Development Administration (the "Administration"); and

WHEREAS, the Original Project has been completed and proceeds of the Bond in the amount of \$214,412.00 remain unspent (the "Remaining Bond Proceeds"); and

WHEREAS, the City has requested and the Administration has agreed to allow the Remaining Bond Proceeds to be used to finance and refinance the acquisition and demolition of certain residential rental properties and the design, engineering and construction of a new public parking lot, with green space, lighting and related improvements thereon (the "New Project"); and

WHEREAS, the City reasonably expects to spend the Remaining Bond Proceeds to finance and refinance the New Project on or before March 1, 2023; and

WHEREAS, the City wishes to amend the Existing Ordinance in order to amend the definition of "Project" therein to include the New Project.

NOW, THEREFORE:

SECTION 1: BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG, that the definition of "Project" in the Existing Ordinance is hereby amended to include (i) the costs of (A) improvements to the City's existing public safety building to establish the Frostburg Municipal Center, including ADA upgrades, additions to the building and related items and (B) the acquisition and demolition of certain residential rental properties and the design, engineering and construction of a new public parking lot, with green space, lighting and related improvements thereon.

SECTION 2: BE IT FURTHER ORDAINED, that from and after the effective date hereof, the Existing Ordinance shall be deemed amended and supplemented as provided herein and all other terms and provisions of the Existing Ordinance shall remain in full force and effect.

SECTION 3: BE IT FURTHER ORDAINED, that in connection with the transactions contemplated by this Ordinance, any one or more of the Mayor of the City, the City Administrator of the City, and the Director of Finance of the City, acting within the scope of their respective authority, are hereby authorized and directed to approve, execute and deliver, on behalf of the City, any amendments, modifications or supplements to any documents, certificates or instruments executed and delivered by the City in connection with the issuance of the Bond and/or any additional documents, certificates or instruments deemed necessary or desirable by bond counsel to the City or bond counsel to the Administration in connection with the transactions contemplated by this Ordinance.

SECTION 4: BE IT FURTHER ORDAINED, that pursuant to the requirements of Section 311 of the Charter, the City shall promptly cause a copy of this Ordinance to be kept available for public inspection during normal business hours.


SECTION 5: BE IT FURTHER ORDAINED, that this Ordinance shall be effective the date it is adopted.

Introduced: October 20, 2022
Public Hearing: November 17, 2022
Enacted: November 17, 2022
Effective: November 17, 2022

MAYOR AND CITY COUNCIL OF
FROSTBURG

By: 
W. Robert Flanigan, Mayor

ATTEST:


Elizabeth Stahlman, City Administrator

ORDINANCE 2022-07

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG AMENDING ORDINANCE 2019-07 TO AMEND THE DEFINITION OF "PROJECT" USED THEREIN TO INCLUDE THE ACQUISITION AND DEMOLITION OF CERTAIN RESIDENTIAL RENTAL PROPERTIES AND THE DESIGN, ENGINEERING AND CONSTRUCTION OF A NEW PUBLIC PARKING LOT, WITH GREEN SPACE, LIGHTING AND RELATED IMPROVEMENTS THEREON.

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WHEREAS, the Original Project has been completed and proceeds of the Bond in the amount of \$214,412.00 remain unspent (the "Remaining Bond Proceeds"); and

WHEREAS, the City has requested and the Administration has agreed to allow the Remaining Bond Proceeds to be used to finance and refinance the acquisition and demolition of certain residential rental properties and the design, engineering and construction of a new public parking lot, with green space, lighting and related improvements thereon (the "New Project"); and

WHEREAS, the City reasonably expects to spend the Remaining Bond Proceeds to finance and refinance the New Project on or before March 1, 2023; and

WHEREAS, the City wishes to amend the Existing Ordinance in order to amend the definition of "Project" therein to include the New Project.

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SECTION 1: BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG, that the definition of "Project" in the Existing Ordinance is hereby amended to include (i) the costs of (A) improvements to the City's existing public safety building to establish the Frostburg Municipal Center, including ADA upgrades, additions to the building and related items and (B) the acquisition and demolition of certain residential rental properties and the design, engineering and construction of a new public parking lot, with green space, lighting and related improvements thereon.

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SECTION 3: BE IT FURTHER ORDAINED, that in connection with the transactions contemplated by this Ordinance, any one or more of the Mayor of the City, the City Administrator of the City, and the Director of Finance of the City, acting within the scope of their respective authority, are hereby authorized and directed to approve, execute and deliver, on behalf of the City, any amendments, modifications or supplements to any documents, certificates or instruments executed and delivered by the City in connection with the issuance of the Bond and/or any additional documents, certificates or instruments deemed necessary or desirable by bond counsel to the City or bond counsel to the Administration in connection with the transactions contemplated by this Ordinance.

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Introduced: October 20, 2022
Public Hearing: NOVember 17, 2022
Enacted: November 17, 2022
Effective: November 17, 2022

MAYOR AND CITY COUNCIL OF
FROSTBURG

By: 
W. Robert Flanigan, Mayor

ATTEST:


Elizabeth Stahlman, City Administrator

RESOLUTION 2022-54

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, DESIGNATING A NEW PENSION COORDINATOR FOR THE STATE PENSION SYSTEM

WHEREAS, The City of Frostburg is a participating local agency in the Employees' Pension System in the Maryland State Retirement System; and

WHEREAS, The State Retirement Agency requires that each participating agency or department must "Designate" a Pension Coordinator within their agency; and

WHEREAS, The State Retirement Agency further requires that Form 214 "Designation/Removal of Retirement Coordinator" be submitted.

NOW, THEREFORE, be it resolved that the Mayor and City Council of Frostburg designate Trevor Sisler as an additional Retirement Coordinator as required by the State Retirement Agency; and,

AND BE IT FURTHER RESOLVED, that Form 214 be submitted to the State Retirement Agency indicating the designation of as Trevor Sisler as Retirement Coordinator.

ADOPTED this 17th day of November, 2022.

Frostburg Mayor and Council

BY 
W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator