



MINUTES

Mayor and Council Meeting

Tuesday, January 18, 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 Tuesday, January 18, 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

6 APPROVAL OF THE MINUTES

a) Minutes from the December Council Meeting.

5 - 9

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

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

Carried

[Mayor and Council Meeting Minutes 12-16-21](#)

7 SPECIAL PRESENTATIONS AND REQUESTS

8 MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS

- a) Monthly Reports of the City Departments

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

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

Carried

- b) FY 23 Budget Preparation Schedule. Commissioner Donny Carter

9 PUBLIC HEARINGS

- a) Combined Sewer Overflow Monthly Public Hearing - Hayden Lyndsey, Director
of Public Works gave the monthly report as required by law.

10 OLD BUSINESS

11 NEW BUSINESS

- a) **ORDINANCE 2022-01** Town and Gown Committee: removing sunset
provisions, administrative changes. Elizabeth Stahlman, City Administrator.

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

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

Carried

- b) **ORDINANCE 2022-02** To amend the Zoning Ordinance to update regulations
for Bed and Breakfasts and include provisions for short-term vacation rentals.
L.J. Bennett, Director of Community Development

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

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

Carried

- c) **ORDINANCE 2022-03** To amend the Zoning Ordinance to update regulations for the Historic Preservation Overlay District. L.J. Bennett, Director of Community Development

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 February 17, 2022 Council Meeting as an advertised Public Hearing; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

- d) **RESOLUTION 2022-01** Amend the FY 22 Budget mid-year. Elaine Jones, CPA, Director of Finance 10 - 12

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

Motion and Second to Approve Resolution 2022-01; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2022-01 Amend FY 21-22 budget](#)

- e) **RESOLUTION 2022-02** Authorize a contract for the purchase of 167 Bowery Street. Elizabeth Stahlman, City Administrator 13

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

Motion and Second to Approve Resolution 2022-02; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2022-02 167 Bowery St. Purchase](#)

12 REPORT OF THE FROSTBURG POLICE DEPARTMENT

Chief Nicholas Costello gave the December 2021 monthly report

- a) 2021 Annual Report of the Frostburg Police Department

13 OPEN PUBLIC COMMENT

14 ADJOURNMENT

There being no further business the meeting was adjourned at 7:13 pm.

Mayor

City Administrator



MINUTES

Mayor and Council Meeting

Thursday, December 16, 2021 - 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, December 16, 2021, 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**

6 **APPROVAL OF THE MINUTES**

a) Minutes from the November Council Meeting.

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

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

Carried

b) **SUMMARY OF CLOSED SESSION HELD ON NOVEMBER 15, 2021**

1. *Statement of the time, place, and purpose of the closed session:*

Time of closed session: 4:27 pm

Place (location) of closed session: 37 Broadway, Frostburg, MD, Room 100

Purpose of the closed session: To discuss the contract provisions of the City Administrator and discuss offers on real estate to be made by the City.

2. *Record of the vote of each member as to closing the session:*

Names of members voting aye: Forsythe, Ritchey, Carter, Grove, Flanigan

Members opposed: none Abstaining: none

3. *Statutory authority to close session:*

This meeting was closed under the following provisions of General Provisions
Art. § 3-305(b):

- o *Topic #1: § 3-305(b) (3) Topic #2: § 3-305(b) (1)*

Topic description	Persons present for discussion	Action Taken/Each Recorded Vote
#1: Real estate transaction	Council, H. Lindsey, E. Jones, E. Stahlman	Stahlman may make offers to owners
#2: Compensation/contract provisions	Council, E. Stahlman	OK for Resolution to amend contract provisions at Council Meeting

7 SPECIAL PRESENTATIONS AND REQUESTS

- a) AFHNA Pollinator Resolution

8 MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS

- a) Special Yard Waste and Garbage Collections for 2022. Commissioner Adam Ritchey.
- b) Change of Date for January 2022 Council Meeting due to conflict with PACE event in Annapolis to TUESDAY, JANUARY 18 at 7 PM.

c) Monthly Reports of the City Departments

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

*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-Hayden Lyndsey, Director
of Public Works gave the monthly report as required by law.

10 OLD BUSINESS

11 NEW BUSINESS

- a) **RESOLUTION 2021-60** Authorize Contract with SPECS, Inc. for the
Engineering services for CSO Elimination Project Phase X-A. Hayden
Lindsey, Director of Public Works

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

*Motion and Second to Approve Resolution 2021-60; PUBLIC COMMENT; Vote
of the Mayor and City Council.*

Carried

Res. 2021-60 CSO Project X-A

- b) **RESOLUTION 2021-61** Approve request to waive open container law for the
Cocoa Crawl Event. Elizabeth Stahlman, City Administrator

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

*Motion and Second to Approve Resolution 2021-61; PUBLIC COMMENT; Vote
of the Mayor and City Council.*

Carried

Res. 2021-61 Temp Repeal Open Container

- c) **RESOLUTION 2021-62** Approve the purchase of a Ford F-250 in lieu of previously approved Ram 2500 for the Water Department. Elizabeth Stahlman, City Administrator. 8

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

Motion and Second to Approve Resolution 2021-62; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

Res. 2021-62 Equity Lease of a Vehicle

- d) **RESOLUTION 2021-63** To Authorize the City Administrator to execute Participation Plans recommended by the City Attorney and Opioid Litigation Team in various settlements as part of the ongoing Opioid Litigation. Elizabeth Stahlman, City Administrator. 9

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

Motion and Second to Approve Resolution 2021-63; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

Res. 2021-63 Opioid Litigation

12 REPORT OF THE FROSTBURG POLICE DEPARTMENT

Chief Nicholas Costello gave the November 2021 report.

13 STATEMENT FROM THE FROSTBURG FIRE DEPARTMENT

Chief Matt McMorran announced that this will be his last meeting as Fire Chief. Nick Green will be appointed as next year's Chief. Chief McMorran stated that he will be a Logistics Chief. He made the announcement that he will be running for Public Safety Commissioner.

14 OPEN PUBLIC COMMENT

There were none.

15 ADJOURNMENT

There being no further business the meeting was adjourned at 7:22 pm.



Mayor

Mayor and Council Meeting
December 16, 2021


City Administrator

RESOLUTION 2022-01

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND APPROVING AN AMENDMENT TO THE FISCAL YEAR 2021-2022 BUDGET.

WHEREAS, The Mayor and Council approved the Operating Budget for Fiscal Year 2021/2022 in May 2021; and,

WHEREAS, During the course of the first half of Fiscal Year 2021/2022 certain revenues and expenses occurred that were not known at the time the budget was developed and approved or were otherwise affected by the ARPA funds; and,

WHEREAS, The Director of Finance has presented a proposed Budget Amendment that details the changes known as of the mid-point of the budget year to the Council for consideration.

NOW, THEREFORE BE IT RESOLVED that the Frostburg Mayor & City Council do hereby approve a Budget Amendment to the Fiscal 2021/2022 Operating Budget, which Amendment is attached hereto and made a part hereof this Resolution.

ADOPTED this 18th day of January, 2022.

Frostburg Mayor and Council

BY 

W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

**CITY OF FROSTBURG
OPERATING BUDGET - PROPOSED AMENDMENTS
FOR THE YEAR ENDING JUNE 30, 2022**

Account	Account Description	Original Budget	Proposed Amendment	Amended Budget
Corporate Fund Revenues				
01-000-4002	PUBLIC UTILITY TAXES	\$ 140,000	\$ 60,000	\$ 200,000
01-000-4021	ADMISSION TAXES	100	15,000	15,100
01-000-4041	PARKING METERS	8,000	10,000	18,000
01-000-4045	FINES & FORFEITURES	11,000	4,000	15,000
01-000-4046	METER VIOLATIONS	400	1,600	2,000
01-000-4051	BUILDING PERMITS	1,000	1,500	2,500
01-000-4056	COMM DEV GRANT REVENUE	75,000	85,000	160,000
01-000-4304	MISCELLANEOUS REVENUE	3,000	110,000	113,000
01-000-4306	PROJECT REIMBURSEMENT	24,500	236,000	260,500
01-000-4315	PROCEEDS FROM FUND BALANCE	157,435	(157,435)	-
01-000-4317	SPECIAL REVENUE	-	672,000	672,000
01-000-4600	INTEREST INCOME	-	10,000	10,000
Net Increase in Corporate Fund Revenue			\$ 1,047,665	
Corporate Fund Expenses				
<u>Administrative</u>				
01-110-5000	SALARIES	\$ 140,000	\$ 32,000	\$ 172,000
01-110-5001	SALARIES - BONUS	-	19,500	19,500
01-110-5010	SOCIAL SECURITY	10,700	3,900	14,600
01-110-5050	RESERVE FOR CONTINGENCIES	6,000	8,265	14,265
01-110-5230	COMPUTER EXP	10,000	7,500	17,500
01-110-5232	IT LICENSING AND FEES	20,000	5,000	25,000
01-110-5807	CAPITAL OUTLAY	-	175,000	175,000
<u>Community Development</u>				
01-130-5322	PLANNING	35,000	85,000	120,000
<u>Code Enforcement</u>				
01-140-5231	SOFTWARE AND SUBSCRIPTIONS	6,500	16,000	22,500
<u>Public Works Admin</u>				
01-150-5342	PUBLIC WORKS	1,000	1,000	2,000
<u>Public Works - Street</u>				
01-170-5100	INSURANCE - AUTO	5,100	1,500	6,600
01-170-5713	STREET EQUIPMENT MAINTENANCE	74,000	20,000	94,000
01-170-5716	STREET SHOP EQUIPMENT	30,000	520,000	550,000
01-170-5800	CAPITAL OUTLAY	60,000	40,000	100,000
01-170-5861	STREET PAVING	135,000	60,000	195,000
<u>Recreation</u>				
01-180-5800	CAPITAL OUTLAY	-	53,000	53,000
Net Increase in Corporate Fund Expenses			\$ 1,047,665	

**CITY OF FROSTBURG
OPERATING BUDGET - PROPOSED AMENDMENTS
FOR THE YEAR ENDING JUNE 30, 2022**

Account	Account Description	Original Budget	Proposed Amendment	Amended Budget
Water Fund Revenue				
02-000-4317	SPECIAL REVENUE	\$ -	\$ 442,000	\$ 442,000
02-000-4402	SALE OF METERS	2,400	2,150	4,550
	Net Increase in Water Fund Revenue		444,150	
Water Fund Expenses				
Water - Filtration				
02-192-5522	PURIFICATION PLANT MAINTENANCE	40,000	250,000	290,000
Water - Supply				
02-194-5506	HYDRO FACILITY EXPENSE	5,000	3,000	8,000
Water - Distribution				
02-196-5050	RESERVE FOR CONTINGENCIES	-	9,600	9,600
02-196-5191	COMMUNICATIONS	9,200	5,000	14,200
02-196-5700	DISTRIBUTION EXPENSE	90,000	20,000	110,000
02-196-5702	EQUIPMENT MAINTENANCE	5,000	1,550	6,550
02-196-5703	FIRE HYDRANTS EXPENSE	5,000	5,000	10,000
02-196-5740	METERS EXPENSE	40,000	150,000	190,000
	Net Increase in Water Fund Expenses		444,150	
Sewer Fund Revenues				
03-000-4317	SPECIAL REVENUE	-	600,000	600,000
03-000-4530	PROJECT REIMBURSEMENTS	211,000	(211,000)	-
	Net Increase in Sewer Fund Revenues		389,000	
Sewer - Operating				
03-211-5800	CAPITAL OUTLAY - SEWER PROJECTS	258,000	389,000	647,000
	Net Increase in Sewer Fund Expenses		389,000	
Piney Surcharge Revenue				
04-000-4317	SPECIAL REVENUE	-	50,000	50,000
	Net Increase in Piney Surcharge Revenue		50,000	
Piney Surcharge Expenses				
04-200-5802	CAPITAL REPAIRS	49,700	50,000	99,700
	Net Increase in Piney Surcharge Expenses		50,000	

Note: Only accounts impacted by proposed budget amendments are presented. For the complete

RESOLUTION 2022-02

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG APPROVING THE PURCHASE OF A PROPERTIES ON BOWERY STREET AS THE REAL ESTATE IS REQUIRED FOR ROUNDABOUT CONSTRUCTION

WHEREAS, The City of Frostburg has been pursuing the construction of a roundabout with ARC Access Road Funds to improve the flow, safety, and appearance of the intersection at Braddock Road, Park Lane, and Bowery and Center Streets; and,

WHEREAS, The roundabout will serve as a “gateway” from I-68 to Main Street by way of Frostburg State University and the infrastructure improvements will facilitate economic development along the Center Street corridor; and,

WHEREAS, The property located at 167 Bowery Street is in close proximity to the intersection and is needed in order to construct the roundabout; and,

WHEREAS, The City anticipates Allegany County through their Community Enhancement Program will reimburse the City fully for the acquisition plus an additional \$12,000 toward demolition.

NOW, THEREFORE BE IT RESOLVED that the Frostburg Mayor & City Council do hereby approve the purchase of 167 Bowery Street for the appraised value of \$113,000 plus any closing costs and to authorize the Mayor or City Administrator to sign all related documents.

ADOPTED this 18th day of January, 2022.

Frostburg Mayor and Council

BY 

W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator