



MAYOR AND CITY COUNCIL OF FROSTBURG

Mayor W. Robert Flanigan

Donald L. Carter, Jr., Commissioner of Finance

Kevin G. Grove, Commissioner of Public Safety

Nina Forsythe, Commissioner of Water, Parks and Recreation

Adam Ritchey, Commissioner of Public Works

AGENDA

MAYOR AND COUNCIL MEETING

Thursday, August 18, 2022 at 7:00 PM

Frostburg Municipal Center Meeting Room - 37 Broadway

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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	
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6.2. Sealed Minutes and Summary of Closed Meeting on July 21, 2022	25
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7. SPECIAL PRESENTATIONS AND REQUESTS	
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9. PUBLIC HEARINGS	
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10. OLD BUSINESS	
11. NEW BUSINESS	
11.1. RESOLUTION 2022-33 Authorize an Application to the Maryland State Retirement and Pension System for the Law Enforcement Officers Pension System for Police Officers and a preliminary actuarial valuation by the Agency to determine the City's cost of participation.	51
Motion and Second to Approve Resolution 2022-33; PUBLIC COMMENT; Vote of the Mayor and City Council. Resolution 2022-33 LEOPS Application and Actuarial Valuation	

- 11.2. **RESOLUTION 2022-34** Approve American Rescue Plan Act Projects/Programs. 52
- Purchase of 2020 Used Freightliner Garbage Truck
 - Refinishing of Armory floor
- Motion and Second to Approve Resolution 2022-34; PUBLIC COMMENT; Vote of the Mayor and City Council.
- [Resolution 2022-34 American Rescue Plan Project Program Approvals](#)
- 11.3. **RESOLUTION 2022-35** Authorize Purchase of 2020 Used Freightliner Garbage Truck from Maryland Industrial Trucks, Baltimore, MD for \$190,000.00 53 - 55
- Motion and Second to Approve Resolution 2022-35; PUBLIC COMMENT; Vote of the Mayor and City Council.
- [Resolution 2022-35 2020 Freightliner Garbage Truck Purchase](#)
[MIT Frostburg 25 King Cobra-2020 Freightliner Quote](#)
- 11.4. **RESOLUTION 2022-36** Approve a new job title in the Street Department of Foreman, with no net increase in number of employees. 56
- Motion and Second to Approve Resolution 2022-36; PUBLIC COMMENT; Vote of the Mayor and City Council.
- [Resolution 2022-36 Street Department Foreman](#)
- 11.5. **RESOLUTION 2022-37** Approve a contract for the implementation of a planned Timber Sale for the Piney Reservoir Watershed, as identified in the Forest Stewardship Plan and in continued partnership with Maryland DNR Forest Service. 57
- Motion and Second to Approve Resolution 2022-37; PUBLIC COMMENT; Vote of the Mayor and City Council.
- [Resolution 2022-37 Timber Sale Admin Contract](#)
- 11.6. **RESOLUTION 2022-38** Authorize the Purchase of 32 W. Mechanic Street as part of a downtown Municipal Parking Lot project. 58
- Motion and Second to Approve Resolution 2022-38; PUBLIC COMMENT; Vote of the Mayor and City Council.
- [Resolution 2022-38 32 W. Mechanic Street Purchase](#)
- 11.7. **RESOLUTION 2022-39** Approve a short-term land lease with Borden Mining Company for the use of their field for parking, adjacent to Field 8 (Cougar Field). 59
- Motion and Second to Approve Resolution 2022-39; PUBLIC COMMENT; Vote of the Mayor and City Council.
- [Resolution 2022-39 BMC Land Lease adjacent to Field 8.](#)
- 11.8. **RESOLUTION 2022-40** Reappoint Jeff Snyder to the Frostburg Planning Commission. 60
- Motion and Second to Approve Resolution 2022-40; PUBLIC COMMENT; Vote of the Mayor and City Council.
- [Resolution 2022-40 Planning Commission Appointment](#)
- 11.9. **RESOLUTION 2022-41** Amend Personnel Manual to include Health Insurance Opt-Out Payment Policy 61 - 62

Motion and Second to Approve Resolution 2022-41; PUBLIC COMMENT; Vote of the Mayor and City Council.

[Resolution 2022-41 Health Insurance Opt Out Policy Insurance Opt Out Payment 8.1.22](#)

12. REPORT OF THE FROSTBURG POLICE DEPARTMENT
Chief Nicholas Costello
13. OPEN PUBLIC COMMENT
14. ADJOURNMENT



MINUTES

Mayor and Council Meeting

Thursday, July 21, 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, July 21, 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 June Council Meeting.

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

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

Carried

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 Safety Kevin Grove

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

Carried

9 PUBLIC HEARINGS

- a) **ORDINANCE 2022-06** To Repeal and Reenact Section 8-2 of the Frostburg
Code (2018 Edition) pertaining to Property Maintenance Standards.
- b) Combined Sewer Overflow Monthly Public Hearing

10 OLD BUSINESS

- a) **ORDINANCE 2022-06** To Repeal and Reenact Section 8-2 of the Frostburg
Code (2018 Edition) pertaining to Property Maintenance Standards. 6 - 10

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

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

Carried

[Ord. 2022-06 Property Maintenance Code](#)

11 NEW BUSINESS

- a) **RESOLUTION 2022-27** Abate taxes for property owned by Frostburg Lions
Club 11

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

*Motion and Second to Approve Resolution 2022-27; PUBLIC COMMENT; Vote
of the Mayor and City Council.*

Carried

[Res. 2022-27 Prop. Tax Credit Lion's Club](#)

- b) **RESOLUTION 2022-28** Approve application to the Community Legacy Grant program, administered by the Maryland Department of Housing and Community Development 12 - 13

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

Motion and Second to Approve Resolution 2022-28; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2022-28 Community Legacy Application](#)

- c) **RESOLUTION 2022-29** Authorize the Mayor to execute Letter of Intent with Gillis Gilkerson, Salisbury, MD, for a 1-year study period for due diligence and planning for Center Street Redevelopment Project. 14 - 18

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

Motion and Second to Approve Resolution 2022-29; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2022-29 LOI Gillis Gilkerson](#)

- d) **RESOLUTION 2022-30** Approve transfer of property acquired through tax sale foreclosure known as 45 Ormand (Tax Account 26 005469) and recorded in the Land Records of Allegany County in liber 2779 folio 268, to Lorenzo and Tammy Seminerio for \$0, contingent upon the demolition of the structure known as 45 Ormand Street by Mr. and Mrs. Seminerio, as the structure is located on their property at 33 S. Water Street. 19

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

Motion and Second to Approve Resolution 2022-30; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2022-30 Ormand St. Transfer](#)

- e) **RESOLUTION 2022-31** Acquire a Ford Ranger Crew Cab under the Enterprise Fleet Master Lease Agreement. 20

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

Motion and Second to Approve Resolution 2022-31; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2022-31 Enterprise Fleet Lease-Ford Ranger](#)

- f) **RESOLUTION 2022-32** Reappoint Constance Loucks to the Frostburg Board of Zoning Appeals. 21

Moved by Commissioner of Finance Donny Carter, seconded by Commissioner of Water, Parks, and Recreation Nina Forsythe

Motion and Second to Approve Resolution 2022-32; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2022-32 BOZA Appointment](#)

12 REPORT OF THE FROSTBURG POLICE DEPARTMENT

Chief Nicholas Costello gave the monthly report for June 2022 and announced that National Night Out is scheduled for August 2, 2022

a)

13 OPEN PUBLIC COMMENT

14 CLOSING STATEMENT

Under the Annotated Code of Maryland Article § 3-305(b) (3), a closed session may be held to "consider the acquisition of real property for a public purpose and matters directly related to the acquisition." A closed session is required for the purpose of discussing a property acquisition to facilitate the development of a City downtown parking lot and in order to protect the City's bargaining power in a real estate transaction.

MOTION TO ADJOURN AND ENTER INTO CLOSED SESSION. Motioned by Commissioner Carter, seconded by Commissioner Ritchey to adjourn the Regular Council Meeting at 7:20 pm and enter into the Closed Session.

Mayor

Mayor and Council Meeting
July 21, 2022

City Administrator

ORDINANCE 2022-06

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG ENTITLED “AN ORDINANCE TO REPEAL AND REENACT SECTION 8-2 OF THE FROSTBURG CODE (2018 EDITION) PERTAINING TO PROPERTY MAINTENANCE STANDARDS.”

WHEREAS, The City of Frostburg is a municipal corporation of the State of Maryland, organized and operating under a charter adopted in accordance with Article XI-E of the Constitution of Maryland and the Local Government Article of the Annotated Code of Maryland, as amended from time to time;

WHEREAS, Article V, Sections 502(11) and 502(54) of the City Charter empower the Mayor and City Council to pass this Ordinance;

WHEREAS, as is set forth in Section 8-2 of the Frostburg Code, the City adopts certain codes as its property maintenance standards;

WHEREAS, in applying Section 8-2, City staff discovered certain portions thereof in need of amendment;

WHEREAS, the purpose of this Ordinance is to amend Section 8-2 in the manner recommended by City Staff.

NOW, THEREFORE:

SECTION 1: BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG, MARYLAND, that Section 8-2 of the Frostburg Code is hereby repealed and reenacted to read as follows:

Sec. 8-2. Property maintenance standards.

- (a) *Minimum livability code adopted.* The City adopts the Maryland Minimum Livability Code, COMAR 05.02.03, et seq., as now or hereafter amended, as its standards for the maintenance of all residential, commercial, and institutional properties within the City, subject to the deletions, insertions and additions set forth hereinafter. The Maryland Minimum Livability Code incorporates the 2012 edition of the International Property Maintenance Code (IPMC), subject to the modifications set forth therein. The deletions, insertions and additions set forth hereinafter pertain specifically to the 2012 edition of the IPMC. In the event subsequent editions of the IPMC are adopted as the Maryland Minimum Livability Code, those deletions, insertions and additions shall continue to apply.
- (b) *Deletions from IPMC.* The following sections of the IPMC are deleted:

- (1) Section 111 (Means of Appeal); and
 - (2) Section 302 (Exterior Property Areas) with the exception of Section 302.4 (Weeds), 302.5 (Rodent harborage), 302.6 (Exhaust vents), 302.7 (Accessory structures), 302.8 (Motor vehicles) and 302.9 (Defacement of property)
- (c) *Revisions to IPMC.* The following sections of the IPMC are revised by inserting the language set forth below at the insertion points set forth in the applicable sections:
- (1) Section 101.1. Insert: City.
 - (2) Section 103.5. Insert: Refer to the fee schedule established by the City.
 - (3) Section 112.4. Insert: \$250.00 at the first insertion point and \$500.00 at the second insertion point.
 - (4) Section 302.4. Insert: "12 inches" at the insertion point.
 - (5) Section 304.14. Insert: May 15 to September 15.
 - (6) Section 602.3. Insert: October 1 to May 1.
 - (7) Section 602.4. Insert: October 1 to May 1.
- (d) *Additional standards and provisions.* The following standards and provisions shall apply in addition to those set forth in the IPMC. They shall be interpreted consistently with the IPMC.
- (1) *Trees, shrubs.* It shall be unlawful to allow the limbs or branches of any tree, shrub or other vegetation to grow or hang onto any public right-of-way so as to restrict the flow or obstruct the visibility of traffic.
 - (2) *Used appliances.* No operative or inoperative appliances or appliance parts shall be left on open or unscreened porches, landings or in yard areas.
 - (3) *Furniture.* Only furniture specifically designed and manufactured for outdoor use may be situated and maintained upon open or unscreened porches, landings and yards. No upholstered furniture, designed and manufactured for indoor use, including mattresses, shall be placed, situated or allowed to remain upon open or unscreened porches, landings or in the surrounding yards.
 - (4) *Means of appeal.* Any person directly affected by a decision of the Code Official or a notice or order issued under this section shall have the right to appeal to the City Administrator, provided that a written application for appeal must be filed within ten (10) days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the regulations found in this section have been incorrectly interpreted or do not fully apply. Appeals of notice and orders (other than imminent danger notices) shall stay the enforcement of the notice or order until the appeal is heard by the City Administrator. Any party to the proceeding aggrieved by the decision of the City Administrator shall have the right to note an appeal with the Circuit Court for Allegany County, Maryland; provided, however, that the appeal shall not stay the effect of that decision.
 - (5) *Municipal infraction.* Any person who violates the provisions of this section shall be guilty of a municipal infraction and shall be subject to the penalties provided in this Code.

SECTION 2: BE IT FURTHER ORDAINED, that this Ordinance shall be effective the date it is adopted.

Introduced: June 16, 2022
Public Hearing: July 21, 2022
Adopted: July 21, 2022
Effective: July 21, 2022

MAYOR AND CITY COUNCIL OF
FROSTBURG

By: 
W. Robert Flanigan, Mayor

ATTEST:


Elizabeth Stahlman, City Administrator

FOR INFORMATION PURPOSES ONLY
REVISIONS TO FORMER VERSION OF SECTION 8-2

Sec. 8-2. Property maintenance standards.

- (a) *Minimum livability code adopted.* The City adopts the Maryland Minimum Livability Code, COMAR 05.02.03, et seq., as now or hereafter amended, as its standards for the maintenance of all residential, commercial, and institutional properties within the City, subject to the deletions, insertions and additions set forth hereinafter. The Maryland Minimum Livability Code incorporates the 2012 edition of the International Property Maintenance Code (IPMC), subject to the modifications set forth therein. The deletions, insertions and additions set forth hereinafter pertain specifically to the 2012 edition of the IPMC. In the event subsequent editions of the IPMC are adopted as the Maryland Minimum Livability Code, those deletions, insertions and additions shall continue to apply.
- (b) *Deletions from IPMC.* The following sections of the IPMC are deleted:
- (1) Section 111 (Means of Appeal); and
 - (2) Section 302 (Exterior Property Areas) [with the exception of Section 302.4 \(Weeds\), 302.5 \(Rodent harborage\), 302.6 \(Exhaust vents\), 302.7 \(Accessory structures\), 302.8 \(Motor vehicles\) and 302.9 \(Defacement of property\)](#);
- (c) *Revisions to IPMC.* The following sections of the IPMC are revised by inserting the language set forth below at the insertion points set forth in the applicable sections:
- (1) Section 101.1. Insert: City.
 - (2) Section 103.5. Insert: Refer to the fee schedule established by the City.
 - (3) Section 112.4. Insert: \$250.00 at the first insertion point and \$500.00 at the second insertion point.
 - (4) [Section 302.4. Insert: "12 inches" at the insertion point.](#)
 - (5) Section 304.14. Insert: May 15 to September 15.
 - (6) Section 602.3. Insert: October 1 to May 1.
 - (7) Section 602.4. Insert: October 1 to May 1.
- (d) *Additional standards and provisions.* The following standards and provisions shall apply in addition to those set forth in the IPMC. They shall be interpreted consistently with the IPMC.
- (1) ~~Trees, shrubs, weeds and grass.~~ [All premises and exterior property shall be maintained free from weeds and plant growth in excess of twelve \(12\) inches. Weeds and plant growth shall be defined as all grasses, annual plants and vegetation other than trees, shrubs, cultivated flowers and flowers, herbs and vegetables maintained in gardens.](#) It shall be unlawful to allow the limbs or branches of any tree, shrub or other vegetation to grow or hang onto any public right-of-way so as to restrict the flow or obstruct the visibility of traffic.
 - (2) *Used appliances.* No operative or inoperative appliances or appliance parts shall be left on open or unscreened porches, landings or in yard areas.
 - (3) *Furniture.* Only furniture specifically designed and manufactured for outdoor use may be situated and maintained upon open or unscreened porches, landings and yards. No upholstered furniture, designed and manufactured for indoor use, including mattresses, shall be placed, situated or allowed to remain upon open or unscreened porches, landings or in the surrounding yards.
 - (4) *Means of appeal.* Any person directly affected by a decision of the Code Official or a notice or order issued under this section shall have the right to appeal to the City Administrator, provided that a

written application for appeal must be filed within ten (10) days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the regulations found in this section have been incorrectly interpreted or do not fully apply. Appeals of notice and orders (other than imminent danger notices) shall stay the enforcement of the notice or order until the appeal is heard by the City Administrator. Any party to the proceeding aggrieved by the decision of the City Administrator shall have the right to note an appeal with the Circuit Court for Allegany County, Maryland; provided, however, that the appeal shall not stay the effect of that decision.

(Ord. No. 2015-04, 6-19-2015)

- (5) *Municipal infraction.* Any person who violates the provisions of this section shall be guilty of a municipal infraction and shall be subject to the penalties provided in this Code.

(Ord. No. 2015-04, 6-19-2015)

RESOLUTION 2022-27

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND AUTHORIZING A PROPERTY TAX CREDIT FOR THE PROPERTY OWNED BY THE FROSTBURG LION'S CLUB.

WHEREAS, The City of Frostburg has the authority pursuant to Section 711 of the Charter to grant a property tax credit on the real or personal property or capital stock of any entity to the extent that such credit is authorized by the laws of the State of Maryland; and

WHEREAS, The State of Maryland has authorized a property tax credit for property owned by the Frostburg Lion's Club, pursuant to the Maryland Annotated Code, Tax Property Section 9-302 (b)5; and

WHEREAS, The Frostburg Mayor and Council desire to grant a property tax credit to property owned by the Frostburg Lion's Club.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Frostburg, Maryland that a property tax credit be hereby granted for the property owned by the Frostburg Lion's Club.

ADOPTED this 21st day of July, 2022.

Frostburg Mayor and Council

BY


W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2022-28

RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND APPROVING THE APPLICATION AND RECEIPT OF FINANCING FOR COMMUNITY LEGACY AND STRATEGIC DEMOLITION FUND THE PROJECT(S) (THE "PROJECT") FURTHER DESCRIBED IN THE APPLICATION(S) TO BE SUBMITTED ON OR BEFORE JULY 13, 2022 (THE "APPLICATION"), TO BE FINANCED EITHER DIRECTLY BY THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (THE "DEPARTMENT") OF THE STATE OF MARYLAND OR THROUGH OTHER DEPARTMENTS OR AGENCIES OF THE STATE OF MARYLAND.

WHEREAS, the City of Frostburg recognizes that there is a significant need for reinvestment and revitalization of the communities in Allegany County; and,

WHEREAS, the Department, either through Community Legacy, Community Legacy-Neighborhood Intervention, Strategic Demolition Fund, Technical Assistance Grant Program, Baltimore Regional Neighborhood Initiative [or other State Revitalization Programs] or through other Programs of the Department, or in cooperation with other State departments or agencies, may provide some or all of the financing for the Project (the "Project Financing") in order to assist in making it financially feasible; and

WHEREAS, the Project is located within a priority funding area under Section 5-7B-02 of the Smart Growth Act and the Project will conform to the local zoning code; and

WHEREAS, the applicable law and regulations require approval of the Project and the Project Financing by the City of Frostburg and, where appropriate, by the chief elected executive official of the local subdivision;

NOW, THEREFORE BE IT RESOLVED THAT, the Council of the City of Frostburg hereby endorses the Project in the Sustainable Community Area; and,

HEREBY approves the request for financial assistance in the form of a grant or loan, up to the amount of up to \$50,000; and

BE IT FURTHER RESOLVED THAT, the chief elected executive official be, and is hereby requested to endorse this Resolution, thereby indicating his approval thereof; and,

BE IT FURTHER RESOLVED THAT, the Community Development Director and Grants Manager are hereby authorized to execute documents and take any action necessary to carry out the intent of these resolutions; and,

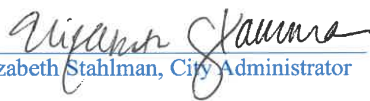
BE IT FURTHER RESOLVED THAT, copies of this Resolution are sent to the Secretary of the Department of Housing and Community Development of the State of Maryland.

ADOPTED this 21st day of July, 2022.

Frostburg Mayor and Council

BY 
W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2022-29

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND AUTHORIZING A LETTER OF INTENT FOR THE DEVELOPMENT OF THE CENTER STREET PROJECT TO BE SIGNED.

WHEREAS, The City of Frostburg has pursued the Center Street Redevelopment Project over a period of several years with funding from Maryland Department of Housing and Community Development Strategic Demolition Funds and Allegany County Community Enhancement Program funds; and,

WHEREAS, the City acquired and razed 8 residential rental properties in 2019/2020 with the vision of a mixed-use development to include first floor commercial/office and upper story residential designed for professionals working in the region and at Frostburg State University; and,

WHEREAS, the City has engaged with several developers over the last 4 years, and recently was unsuccessful in soliciting a developer through a Request for Proposal process, but through that process continue to engage with interested developers.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Frostburg authorize the Mayor to sign a Letter of Intent with Gillis Gilkerson of Salisbury, Maryland, granting the firm a 1-year period for due diligence and project development, with the intent to sell the property to Gillis Gilkerson in one year or less, provided all parties are mutually agreeable to project terms and outcomes.

ADOPTED this 21st day of July, 2022.

Frostburg Mayor and Council

BY 
W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator



July 21, 2022

City of Frostburg
37 S Broadway,
Frostburg, MD 21532

Re: Center Street Redevelopment (Project) Offer to Purchase – 8 Lots – 52,500 SQFT Center St & American Ave – Center St & Oak St

Premises: 8 Lots – 52,500 SQFT Center St & American Ave – Center St & Oak St (Exhibit A)

Seller: City of Frostburg

Buyer: Opportunity Street, LLC and/or assigneds

Purchase Price: One Dollar (\$1.00) for 8 Lots owned by the City of Frostburg; Property owned by Frostburg State University to be determined

Study Period: Three Hundred Sixty-Five (365) Days, (Exhibit B for benchmarks/timeline)

Contingences: 1. Environmental Inspection & Financing
2. A master lease with Frostburg State University and/or directly with the food service vendor to FSU for the 1st floor of the Project

Settlement: Upon the ratification of a master lease with Frostburg State University and city approval of MEP drawings for the Project

Commissions: Buyer to Pay

Other Conditions: Buyer to include 12-month lease provisions and other means to encourage tenants that seek year-round housing, with the understanding that the residential component of this project is to be geared toward professionals at Frostburg State University and various other employers in the region.

Cross Street: Buyer & Seller to coordinate with The City of Frostburg to close American Ave and combine the Center Street Redevelopment with 7 American Ave, Frostburg, MD 21532 & 150 Park Ave, Frostburg, MD 21532.

Adjacent Parcel: Buyer & Seller to coordinate with Frostburg State University to include 7 American Ave, Frostburg, MD 21532 & 150 Park Ave, Frostburg, MD 21532 as a part of the



project that includes the purchase of the 8 lots at the Center
Street Redevelopment.

City of Frostburg
Accepted:

A blue ink signature of W. Robert Flanigan, written over a horizontal line.

7/21/22
Date

Name: W. Robert Flanigan, Mayor
Authorized Person

Exhibit A

4 Lots – 19,733SQFT Market & Camden Streets, Parking Lot #15





Exhibit B

Exhibit D
Conceptual Timeline

The timeline assumes all requests from Opportunity Street LLC Inc. to Tenant for information, feedback and input are addressed within 5 business days. Any and all delays from Tenant or Landlord will result in damages to be defined in the Lease. The below timeline reflects the Center Street Redevelopment (Project) contract being awarded to Opportunity Street LLC Inc.:

July 2022	Fully Executed Letter of Intent for Center Street Redevelopment (Project)
August 2022	Opportunity Street LLC and/or assigneds to provide 2-4 conceptual site drawings
November 2022	City of Frostburg, Frostburg State University, Opportunity Street LLC and/or assigneds to review and agree upon 1 site drawing
December 2022	Opportunity Street LLC to provide reasonably estimated costs of development for chosen conceptual site drawing; City of Frostburg, Frostburg State University, Opportunity Street LLC and/or assigneds to review and finalize costs projections and next steps
Q1, 2023	Pending conceptual site drawing approval, Landlord to submit for concept site plan approval to Planning and Zoning
Q2, 2023	Full execution of contract between Opportunity Street LLC and/or assigneds and City of Frostburg for Center Street Redevelopment (Project)
Q2, 2023	Opportunity Street LLC and/or assigneds to submit for building permit based on approved drawings
Q3-Q4, 2023	Ongoing attainment of varied licensing, inspections, regulatory components
Q1, 2024	All commercial, third-party lease agreements to be fully executed
Q1-Q2, 2024	Break Ground
Q2-Q3, 2025	Substantial Completion



BRADLEY GILLIS
PRINCIPAL | DEVELOPMENT

RESOLUTION 2022-30

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND AUTHORIZING TRANSFER OF PROPERTY ACQUIRED THROUGH TAX SALE CERTIFICATE FORECLOSURE.

WHEREAS, The City of Frostburg acquired 45 Ormand Street, a blighted property, through a tax sale certificate foreclosure; and,

WHEREAS, after the deed for 45 Ormand Street was recorded in the City's name, it came to the City's attention that the structure at 45 Ormand was located on an adjacent property not owned by the City and the City technically only is in ownership of a vacant, land-locked parcel; and,

WHEREAS, the City has discussed the matter with the owners of the property whom the blighted structure is located on and they proposed to demolish the blighted structure at their own cost in exchange for the land.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Frostburg authorize the transfer of 45 Ormand Street (Tax Account 26 005469) and recorded in the Land Records of Allegany County in liber 2779 folio 268, to Lorenzo and Tammy Seminerio for \$0, provided that the structure known as 45 Ormand Street is contracted to be razed by Mr. and Mrs. Seminerio.

ADOPTED this 21st day of July, 2022.

Frostburg Mayor and Council

BY 
W. Robert Flanagan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2022-31

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING THE EQUITY LEASE OF 1 VEHICLE.

WHEREAS, In July 2020, the City of Frostburg entered into an Master Equity Lease Agreement with Enterprise Fleet Management as a solution for the City's light-duty fleet; and,

WHEREAS, The City is able to take advantage of government contract pricing and the Fleet Lease program has been evaluated to save the City money over a ten year period by accessing Enterprise Fleet pricing, reduced maintenance costs, and improved efficiency and safety; and,


NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Frostburg hereby authorizes the City Administrator to execute documents for an equity lease with Enterprise Fleet Management for a Ford Ranger Crew Cab XL 4x4 for the use by Public Works and Community Development in an amount estimated to be \$627 per month.

ADOPTED this 21st day of July, 2022.

Frostburg Mayor and Council

BY 
W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2022-32

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND APPOINTING A MEMBER TO THE BOARD OF ZONING APPEALS.

WHEREAS, the City of Frostburg has a number of Boards and Commissions established for specific purposes; and,

WHEREAS, certain vacancies and expired terms have been identified on the Frostburg Board of Zoning Appeals; and,

WHEREAS, staff have verified the interest of certain residents or, where appropriate, technical specialists, for appointment to these Boards and Commissions.

NOW, THEREFORE BE IT RESOLVED that the Frostburg Mayor & City Council do hereby approve reappointing Constance Loucks to the Board of Zoning Appeals for a 3 year term expiring July 20, 2025.

ADOPTED this 21st day of July, 2022.

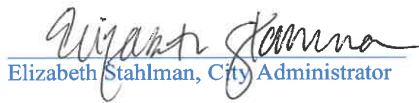
Frostburg Mayor and Council

BY



W. Robert Flanigan, Mayor

Attest:



Elizabeth Stahlman, City Administrator

SUMMARY OF CLOSED SESSION HELD ON JULY 21, 2022

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

Time of closed session: 7:20 pm _____

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

Purpose of the closed session: To review a property appraisal and discuss an offer to be made to the owners after review.

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

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

Members opposed: 0 _____ Abstaining: 0 _____

3. Statutory authority to close session:

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

4. Topic #1: § 3-305(b) (3)

Listing of each topic actually discussed, persons present, and each action taken in the session:

Topic description	Persons present for discussion	Action Taken/Each Recorded Vote
#1: matters related to a real estate transaction to protect buyers negotiation power.	Flanigan, Carter, Forsythe, Grove, Ritchey, Stahlman,	An amount to offer for the purchase of the property was agreed upon by Council.

Submitted by:

Elizabeth Stahlman, City Administrator

City of Frostburg
Monthly Reports



For the month of July 2022
Reports from the Departments of:

Finance
Parks and Recreation
Police
Street
Water

CITY OF FROSTBURG
MONTHLY REPORT - TAXES
FOR THE MONTH ENDING JULY 31, 2022

Tax Type - Year	Principal Receivable at 06/30/22	Billings	Receipts Principal	Interest	Abatements/ Adjustments	Principal Receivable at 07/31/22
Real Estate - 17/18	\$ 227.70	\$ -	\$ -	\$ -	\$ -	\$ 227.70
Real Estate - 18/19	692.20	-	111.57	-	-	580.63
Real Estate - 19/20	1,030.92	-	-	-	-	1,030.92
Real Estate - 20/21	26,474.66	-	691.52	308.48	-	25,783.14
Real Estate - 21/22	85,492.19	-	3,699.02	700.80	-	81,793.17
Real Estate - 22/23	-	2,602,202.10	328,420.46	-	(1,121.99)	2,272,659.65
Real Estate Total	<u>\$ 113,917.67</u>	<u>\$ 2,602,202.10</u>	<u>\$ 332,922.57</u>	<u>\$ 1,009.28</u>	<u>\$ (1,121.99)</u>	<u>\$ 2,382,075.21</u>
Personal Prop - 20/21	\$ 293.45	\$ -	\$ -	\$ -	\$ -	\$ 293.45
Personal Prop - 21/22	388.50	-	-	-	-	388.50
Personal Prop - 22/23	-	680.85	-	-	-	680.85
Personal Property	<u>\$ 681.95</u>	<u>\$ 680.85</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,362.80</u>
Public Utility - 22/23	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Corporation - 19/20	\$ 40.36	\$ (75.77)	\$ -	\$ -	\$ 75.77	\$ 40.36
Corporation - 20/21	2,397.86	(151.54)	-	-	-	2,246.32
Corporation - 21/22	26,989.67	-	1,393.95	89.12	-	25,595.72
Corporation - 22/23	-	23,397.33	-	-	-	23,397.33
Corporation Total	<u>\$ 29,427.89</u>	<u>\$ 23,170.02</u>	<u>\$ 1,393.95</u>	<u>\$ 89.12</u>	<u>\$ 75.77</u>	<u>\$ 51,279.73</u>
NST - Returned Check Fee Taxes	<u>\$ -</u>	<u>\$ 30.00</u>	<u>\$ 30.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total	<u><u>\$ 144,027.51</u></u>	<u><u>\$ 2,626,082.97</u></u>	<u><u>\$ 334,346.52</u></u>	<u><u>\$ 1,098.40</u></u>	<u><u>\$ (1,046.22)</u></u>	<u><u>\$ 2,434,717.74</u></u>

CITY OF FROSTBURG

Parks and Rec Monthly report

For the Month of: July, 2022

Submitted by: [Gene Bittinger maintenance Supervisor]

July 1 2022

Checked parks

Cut grass around the pool

July 4 2022

Holiday

July 5 2022

Checked parks

Took old Pepsi cooler to Lyons concession

Took refrigerator to Hoffman concession stand

Fixed heater at Lyons concession

Installed ice maker at Hoffman concession stand

Put cable up at Rifle Range

July 6 2022

Checked parks

Cut and weed eated at Hoffman

Water grass and picked up sticks and trash at Hoffman

Took canopies to Hoffman

Cleaned bathrooms at Hoffman concession

Picked up sawdust for Pirates Ahoy

Cleaned up sawdust

July 7 2022

Checked parks

Fixed water leak at Bureau of mines

Weed eated at Glendening

Changed out soap dispenser at the pool

July 8 2022

Checked parks

Cut around pool, Armory, and shop

Cut Glendening, Cleaned up Cross country trail

July 11 2022

Checked parks

Cut Trail head, ST Mikes, MT Pleasant, Greene ST. Dog Park, City Hall, East End

July 12 2022

Checked parks

Unplugged sewer line at Lyons concession

Installed new soap dispensers at the pool

Took bees nest down at Hoffman amphitheater

Check generator at City Hall

Cut trees off walking trail at Glendening

July 13 2022

Checked parks

Brush hogged field at field 8 and walking trail

Gathered up supplies for pool umbrellas

Cleaned truck 40

Weed eated around L.L. field

July 14 2022

Checked parks

Brush hogged at Glendening

Installed umbrella brackets at the Pool

July 15 2022

Checked parks

Fixed umbrella brackets broken from the day before

Brush hogged cross country trail

Fixed tractor weight

July 18 2022

Checked parks

Fixed picnic tables from field 8

Hooked up tractor weight

Trimmed trees at Glendening entrance

July 19 2022

Checked parks

Trimmed trees at Glendening

Took tables back to field 8

Worked on bleachers

July 20 2022

Checked parks

Dug hole for statue at City place parking lot

Built bleachers for field 8

July 21 2022

Checked parks

Finished bleachers for field 8

Started cutting around shop

Cut MT Pleasant, East End

July 22 2022

Checked parks

Cut around the pool

Cut Glendening

Weed eaten around Community field

July 25 2022

Checked parks

Started building new walking trail at Glendening

Checked roof leak at the Gym

Took bobcat to Water Dept.

July 26 2022

Checked parks

Put new trailer together

Went to staff meeting

Fixed roof on the Gym

Checked Dog Park for repairs

July 27 2022

Checked parks

Worked on new walking trail at Glendening

Cut and weed eated Hoffman and Dog Park

Picked up bobcat from Water Dept.

July 28 2022

Checked parks

Finished new walking trail at Glendening

Cleaned up walking trails and ditches at Glendening

Put benches on new walking trail

Hauled millings to Dog Park

July 29 2022

Checked parks

Hauled millings to Dog Park

Weed eated around Glendening playground

Hung new paper towel holders and hooks

Brought bobcat back from Glendening

CITY OF FROSTBURG

Monthly Report: Police Department

For the Month of: July 2022

Submitted by: PCO Mary Gracie & Chief Nicholas Costello

IDENTIFIED INCIDENTS & COMPLAINTS for the Month of		July
2021	568	2022 720
ARRESTS	On-View/Citations	7
	Warrants Served	0
	Summonses Served	1
	Juvenile Arrests & Citations	0
	TOTAL	8
C3I INVESTIGATIONS	Cases	2
COMMUNITY POLICING	Logged Activities	7
PARKING	Parking Violations	13
PRISONERS	Custodial Arrests	4
PUBLIC SERVICE	Well-Being Checks	16
	Emergency Petitions	5
	Assist Other Agency	12
	Request for Officer	46
	Follow-Ups	14
	Disturbance (Multiple Inc. Types)	28
TRAFFIC	M/V Crashes	5
	Traffic Details	13
	DWI/DUI Arrests	1
TRAFFIC STOPS	Total Number of Stops	155
	Citations	8
	Warnings	160
	SEROs	3
COLLECTIONS	Parking Meter Fines	\$120.00
	Other Parking Fines	\$780.00
	Parking Meter Collections	\$1,688.01
	Municipal Infractions Paid	\$0.00
	Parking Permits	\$0.00
	Miscellaneous	\$70.00
	Park Mobile	June 2022 \$102.39
This month year prior:		TOTAL \$2,760.00

Respectfully Submitted,



Chief of Police

CITY OF FROSTBURG

Monthly Report: Street Department

For the Month of: July 2022

Submitted by: (Supervisor) Shane Elliott & Tony Frenzel (Assistant Supervisor)

July 1, 2022 – Friday

- Cleaned out truck #45 and #88
- Picked up litter on Main Street
- Loaded up all barricades, cones, detour signs and stands that will be used for Derby Day
- Pushed up salt deliveries as they came in
- Washed off loader after use
- Checked and emptied all City trash cans
- Made up no parking signs for tomorrow
- Picked up supplies at Carquest
- Installed no parking signs and stakes between Bower Street and Grant Street
- Took the new garbage truck to Grantsville Truck & Trailer to have an antifreeze leak repaired
- Removed steel plate from the roadway on Mill Street and took it to the shop
- Looked at a hedge growing into the roadway complaint at 153 Washington Street
- Washed all City work trucks
- Cut and removed brush growing in the roadway on Washington Street
- Cleaned up around fence and parking lot at the Street Department

July 2, 2022 – Saturday - **DERBY DAY**

July 3, 2022 – Sunday - Checked all CSO'S

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July 4, 2022 – Monday - HOLIDAY

July 5, 2022 – Tuesday

- Picked up west end of town garbage route
- Picked up litter on Main Street
- Checked and emptied all city trash cans on where needed
- Put away all cones, barricades, detour signs and stands that was used on Derby Day
- Rearranged plows and riggings in parking lot while cleaning up
- Checked all sewer pumping stations
- Ran street sweeper on Main Street to clean up after Derby Day
- Cleaned up and repaired truck #8 and #4 plow
- Marked miss utility tickets and checked them off on the computer
- Took street sweeper to the dump site to dump and wash out the hopper
- Cut all grass around town also cleaned up Rec Department's mower before taking it back
- Cleaned up limbs and tree debris in the roadway on Hill Street just below College Ave
- Called in a Miss Utility ticket for the Rec Department
- Picked up supplies at Bond Home Center

July 6, 2022 – Wednesday

- Picked up garbage route on east end of town
- Inspected storm drain Northern Pipeline had damaged on Green Street
- Trimmed bushes in empty lot at the end of Bowery Street
- Checked all sewer pumping stations
- Ran sewer camera in old storm line on Green Street
- Marked miss utility tickets and checked them in on computer
- Changed fluids and filter in vactor truck
- Removed litter on Main Street
- Picked up load of mulch from Eby's in Cumberland
- Spread mulch around Frostburg sign on Braddock Road
- Attended roadside tree care meeting on Center Street
- Ran sewer camera in sewer main on Main Street to locate sewer tap
- Cut up dead tree in empty lot on Victoria Lane
- Removed dead animal in roadway on Water Street
- Washed off all sewer camera equipment after use
- Spread mulch around flower bed on Center Street n Braddock Rd intersection

P.3

July 7, 2022 – Thursday

- Picked up garbage route in center section of town
- Removed dead animal in roadway on Park Street
- Checked all sewer pumping stations
- Helped Frostburg Museum move things around in building
- Removed litter on Main Street
- Checked sediment manhole traps on Depot Street at route 36 and at turntable
- Took invoices to city hall and picked up paystubs
- Worked at Hoffman pumping station due to electrical issues
- Marked miss utility tickets and checked them in on computer
- Took truck load of debris to Miller Bottom
- Checked sewer main on Village Parkway for any flow issues
- Picked up garbage that was missed from previous route
- Checked on a spill in roadway complaint
- Replaced side board and rear light on truck #8
- Checked all CSO locations due to rain event
- Swept out garage bays and put supplies in lower shed
- Reinstalled broken street light banner on Broadway
- Cleaned off catch basin grates and culvert inlets where needed
- Met with Northern Pipeline over issues on Green Street

July 8, 2022 – Friday

- Sealed concrete around repaired catch basin on Mill Street
- Cleaned up gravel & debris in roadway on Paul Street
- Picked up litter on Main Street
- One employee took computer test at the MVA
- Checked and emptied city trash cans where needed on Main Street
- Marked miss utility tickets and checked them in on computer
- Checked troublesome sewer mains for any flow issues
- Picked up garbage truck from Grantsville Truck & Trailer
- Cleaned off catch basin grates where needed before weekend
- Removed tree limb from roadway per police dept. request
- Checked all sewer pumping stations
- Set up garbage truck demonstration for next week
- Cleaned rest room and lunch room
- Removed dead animal in roadway on Talcot Avenue due to complaint
- Emptied out all the trash cans in garage area
- Put deliveries away as they arrived
- Washed off loader and greased all fittings

P.4

July 9, 2022 – Saturday – Checked CSO's

July 10, 2022 – Sunday - Checked CSO's

- Worked on electrical issue at Victoria Lane pumping station

July 11, 2022 – Monday

- Emptied all city trash cans where needed on Main Street
- Saw cut roadway around catch basin on Park Avenue – Built new forms for concrete pour
- Picked up yard waste all over town
- Ram sewer camera in sewer main just off Victoria Lane
- Used vactor truck to remove debris in catch basins on Park Avenue
- Removed litter on Main Street
- Marked location of possible new sculpture in city parking lot off Mechanic Street
- Checked all sewer pumping stations – Worked on electrical issues at Victoria Lane pumping station most of the day – Cleaned excessive amounts of grease off all the pump floats
- Checked an address on Wood Street for a possible special garbage pick up
- Put Kimball Midwest delivery away
- Applied sewer solvent in all sewer pumping stations
- Marked emergency miss utility ticket for a water leak
- Put Select Specialty delivery away
- Emptied and cleaned out vactor truck over at dump site - refilled water tanks and checked fluids after use
- Washed off all sewer camera equipment after use
- Picked up a skid of concrete at Potomac Valley
- Took yard waste over to Frostburg Grows compost site

P.5

July 12, 2022 – Tuesday

- Picked up garbage route on west end of town
- Worked at Victoria Lane pumping station most of the day with pump issues
- Cleaned off blacktop tools and filled roller
- Picked up delivery over at MDE
- Checked all sewer pumping stations
- Blacktop patched roadways around East Street, Allegany Street, Jenkins Street and the surrounding area
- Picked up litter on Main Street
- Took invoices to be paid to city hall
- Ran push rod and sewer camera in sewer line at Lions Field due to sewer issues
- Picked up debris in roadway on Hilltop Drive
- Had meeting to discuss a new sewer line install at Lions Field
- Marked miss utility tickets and checked them in on computer
- Ran jetter truck in sewer main to clean out debris for USG to run robot sewer camera system to inspect main line
- Checked on sewer complaint on Liden Street – found issues to be on homeowner
- Refilled jetter trucks water tanks and checked all other fluids

July 13, 2022 – Wednesday

- Had a guy ride with the garbage truck on east end of town
- Marked miss utility tickets and cleared them on the computer
- Checked all sewer pumping stations
- Removed litter on Main Street
- Marked an emergency Miss Utility ticket on Meadow Drive
- Filled up water tank, loaded up rebar and tools for a catch basin job
- Had a few guys rebuilding and pouring concrete for a catch basin on Park Lane all day
- Filled all gas cans with gas and trimmed weeds around town where needed
- Checked a damaged storm drain that Northern Pipeline had hit on Main Street and contacted State Highway
- Removed glass in roadway on State Street
- Coned off work site for the night to let concrete cure
- Added more degreaser to Victoria Lane pumping station
- Replaced street sign on College Avenue
- Greased and checked fluids on blacktop truck
- Ran sewer camera in sewer system just off East Main Street
- Washed off all sewer camera equipment after use

P.6

July 14, 2022 – Thursday

- Picked up garbage route in center section of town
- Installed missing blot on street sign on Ormand Street
- Cleaned off blacktop tools and filled roller water tank
- Removed litter on Main Street
- Had garbage truck demonstration at street dept. shop – went over all the features and a driving demonstration
- Picked up trash that had been missed during yesterday's garbage route
- Checked all sewer pumping stations
- Had a special garbage pickup on Wood Street
- Marked miss utility tickets and turned them in
- Blacktop patched on First Street, Lee Street, North Grant and the surrounding area
- Straightened a few sign posts around town
- Ran manual test on Victoria Lane pumping station
- Cleaned tar from rear locks on blacktop truck and sprayed concentrate on the entire bed
- Trimmed weeds around town where needed
- Checked vegetation over hanging roadway complaint on First Street
- Filled old jetter water tank and checked all fluids
- Removed street cones and steal plate off Park Street catch basin project

July 15, 2022 – Friday

- Checked and emptied city trash cans where needed on Main Street
- Trimmed weeds along curb lines in several alleyways
- Checked all sewer pumping stations – Ran test on Victoria Lane pumps
- Took invoices to be paid to city hall
- Removed dead animal in roadway on Main Street
- Emptied out all shop trash cans and swept garage bays
- Marked miss utility tickets and turned them in
- Took demo truck on a practice run around town
- Picked up litter on Main Street
- Cleaned up glass and debris in roadway on East Main Street
- Picked up uniforms at Final Touch in Cumberland
- Cleaned restroom, lunch room and office area
- Met with county utilities on sewer main on Village Parkway and opened manholes to inspect sewer main for issues
- Removed dead animal in roadway on Green Street
- Checked sewer main on Centennial Street and surrounding area for issues
- Handed out new uniform T shirts and sweat shirts

P.7

July 16, 2022– Saturday

July 17, 2022 – Sunday

July 18, 2022 – Monday

- Emptied city trash cans where needed on Main Street
- Checked all sewer pumping stations - Worked at Hoffman pumping station most of the day due to electrical issues
- Used vactor truck to excavate down to a water and sewer break due to Northern Pipeline damaging main lines – Made repairs where needed
- Checked all CSO's and made a report
- Straightened bent sign post over hanging roadway
- Trimmed weeds around sign posts and curb lines around town
- Drained water from safety tanks
- Marked miss utility tickets and turned them in on computer
- Removed litter on Main Street, Center and Broadway
- Cleaned off catch basin grates and culvert inlets where needed
- Used wheel loader up Rec. Complex to push up blacktop millings
- Removed dead animal in roadway on Taylor Street
- Emptied and cleaned out debris tank on vactor – refilled water tanks after use

July 19, 2022 – Tuesday

- Picked up garbage route on west end of town
- Removed two dead animals in roadway on Main Street
- Cut roadway around catch basin in Braddock heights – removed debris and started forming up new walls for concrete pour
- Set steel plate and coned off work area at catch basin project
- Removed litter on Main Street
- Sawcut roadway and marked work area to repair damaged sewer line
- Marked miss utility tickets and checked them in on computer
- Checked all sewer pumping stations
- Ran sewer camera on Center Street to locate and mark several locations for Braddock Construction
- Marked an emergency Miss Utility ticket on West Main Street
- Cleaned up debris in roadway around Depot Street and Main Street
- Ran robot sewer camera to inspect sewer main on Barnard Street
- Washed and sanitized sewer camera equipment after use
- Used jetter to clean sewer line on Barnard Street

P.8

July 20, 2022 – Wednesday

- Picked up garbage route on east end of town
- One employee is attending the CDL driving school
- Removed litter on Main Street
- Checked sewer complaint in Alleyway just off Bowery Street
- Loaded up skid of concrete, mixer and filled potable water tank
- Poured new concrete walls in catch basin in Braddock heights – Set steel plate and coned off work area until concrete cures
- Cleaned up debris around work site and swept off street
- Marked miss utility tickets and checked them in on computer
- Checked all sewer pumping stations
- Removed dead animal in roadway on Uhl Street
- Unloaded all materials and tools from the dump truck
- Cleaned up tree limbs in the roadway on College Ave and some on Welsh Hill that fell from a truck
- Washed out mixer and cleaned all concrete tools
- Took both garbage trucks to the landfill

July 21, 2022 – Thursday

- Picked up garbage route in center section of town
- Checked all sewer pumping stations
- Removed litter on Main Street
- Picked up supplies from Potomac Valley
- Marked several miss utility tickets and cleared them on the computer
- Picked up mail and paystubs from city hall
- Met with the Gas Company on East Main Street to go over the storm sewer and sanitary sewer lines. Also contacted State Highway about having the catch basins and storm lines cleaned around Mario's Eatery so USG would have access to camera them
- Applied concrete sealer to the catch basin that was poured yesterday
- Had one guy attending CDL class at Garret College
- Marked an emergency Miss Utility ticket at 170 Spring Street
- Ran robot sewer camera on Centennial Street to inspect sewer line
- Checked the status of the old garbage truck up Coburns

P.9

July 22, 2022 – Friday

- Checked and emptied all city trash cans
- Removed litter on Main Street
- Marked miss utility tickets and cleared them on the computer
- Checked all sewer pumping stations
- Had one guy attending CDL class at Garret College
- Removed litter in city streets where needed
- Checked out sewer problem at 64 Meadow Road
- Trimmed weeds around pumping stations
- Fueled up both garbage trucks also checked and filled fluids where needed in both trucks
- Took out all trash at the Street Department
- Cut grass all around town where needed
- Reinstalled a banner on Broadway and installed straps on a few more along Main Street
- Took the garbage truck to the landfill and washed it off afterwards
- Helped Code enforcement install signs and post around 193 Glenn Street
- Removed forms from catch basin over Braddock Heights
- Cleaned bathroom, breakroom and office area

July 23, 2022 – Saturday

July 24, 2022 – Sunday

July 25, 2022 – Monday

- Emptied city trash cans where needed on Main Street
- Removed dead animal in roadway on Main Street
- Checked all sewer pumping stations
- Picked up sewer supplies from Potomac Valley
- Removed litter on Main Street
- Called in an emergency miss utility ticket for sewer repair on Barnard Street
- Started digging and installing a new sewer tap on Barnard Street
- Marked miss utility tickets and checked them in on computer
- Cleaned off catch basin grates around town during rain storm
- One employee took the CDL test at the MVA
- Cleaned up debris in roadways after rain event
- Replaced busted manhole riser on College Avenue
- Check all CSO's and made aa report

P.10

July 26, 2022 – Tuesday

- Picked up garbage route on west end of town
- Loaded up sewer camera equipment and locator
- Attended staff meeting at city hall
- Gathered up all fuel log and turned them into city hall
- Checked all sewer pumping stations
- Worked on Barnard Street finishing up on new sewer tap, sewer cleanout and backfilling the roadway with gravel
- Ran sewer camera in sewer main on Barnard Street
- Checked all CSO's and made a report
- Marked miss utility tickets and checked them in on computer
- Checked on a sewer odor complaint on West Main and found no flow issues
- Removed litter on Main Street
- Washed off all sewer camera equipment after use
- Picked up trash and debris around town
- Used bobcat to clean up gravel around the shop yard
- Removed dead trees in several locations and documented others in need of removal
- Took delivery over to MDE that was delivered to the wrong address
- Removed street cones and cross bars from sewer project

July 27, 2022 – Wednesday

- Picked up garbage route on east end of town
- Emptied all trash cans in garage area
- Removed litter on Main Street
- Checked all sewer pumping stations
- Marked all miss utility tickets
- Cleaned out all work trucks and washed off all tools and equipment that was used on Barnard Street sewer job
- Picked up litter all over town where needed
- Checked off Miss Utility tickets on the computer
- Unloaded all materials and pipe and put them away
- Picked up a Veteran's sign that was struck by a passing box truck and reinstalled on the light post
- Went to a blacktop meeting at City Hall
- Repaired broken curbing on Barnard Street and backed it up with top soil
- Dumped off a load of gravel that was left over and cleaned out work truck
- Put NAPA delivery away
- Removed dead trees on Wood Street and Beall Street

P.11

July 28, 2022 – Thursday

- Picked up garbage route in center section of town
- Cleaned up debris and trimmed weeds around pumping stations
- Tested electrical system at Hoffman pumping station
- Checked all sewer pumping stations
- Took all invoices to be paid too city hall
- Had special garbage pick-up on Mt Pleasant Street
- Checked all street trees and started list of trees in need of removal
- Drained water from diesel safety tank
- Picked up litter on Main Street
- Changed out oil barrels in shop area
- Removed dead animal in roadway on Grant Street
- Marked miss utility tickets and checked them in on computer
- Picked up broken curbing on Summit Place
- Trimmed weeds around all CSO locations
- Picked up supplies from Cumberland Outdoor Power

July 29, 2022 – Friday

- Checked all sewer pumping stations
- Trimmed trees on Armstrong Ave.
- Cleaned lunch room and rest room
- Exposed buried manhole on Armstrong Ave.
- Ran sewer camera in sewer system on Mechanic Street
- Emptied all city trash cans on Main Street
- Replaced sign pole on Charles St.
- Marked miss utility tickets and checked them in on computer
- Emptied and cleaned out bed of 1 ton
- Removed litter on Main Street, Bowery and Center Street
- Installed and tightened new chain on electric pole chainsaw
- Put Fastenal and Kimball deliveries away
- Cleaned off catch basin grates around town for impending rain
- Removed more dead street trees where needed
- Washed off camera equipment after use

July 30, 2022 – Saturday - Checked all CSO's

July 31, 2022 – Sunday

City of Frostburg

Monthly Report: Water Department

For the Month of July, 2022

Submitted by: Jim Williams, Supervisor

July 1, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Reading quarterly meters
- Turned water on E. Main St.
- Read 3 meters final reads
- Changed 1 meter

July 4, 2022

- Holiday

July 5, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Reading quarterly meters
- Read monthly master meters
- Assisted county with reading master meters
- 3 final readings
- Turned water on Prichard's Farm

July 6, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Reading quarterly meters
- Final Reading on Hawthorne Dr
- 8 Re-reads for high consumption
- Installed 2 new meter
- Schadt's plumbing installed 3 new meters

July 7, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Quarterly meters
- Turn water on E. Main St.
- Regular reading Heartwood Drive
- Turn water on & back off Heartwood Drive

July 8, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Quarterly meters
- Repaired meter Spring St
- Took truck 20 for oil change
- 4 Re-reads for high consumption
- 1 new meter

July 11, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets

- Read Quarterly meters
- Installed 2 new meters
- Repaired service line E. College Ave
- Assisted Rec. Dept. Lions Field

July 12, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Quarterly meters
- Checked curb stops for meter changes
- Swept and mopped floors shop
- Final reading Charles St.
- Checked noise by water meter Pine Crest (pressure reducer)
- 2-new meters
- Final readings Bowery St. & W. Main St.

July 13, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Quarterly meters
- Repaired leak Meadow Rd.
- Changed 2 meters

July 14, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Missed Utility Tickets
- Read Quarterly meters
- Hauled two loads of topsoil from Prichard's Farm

- Topsoiled seeded and mulched yard on Meadow Rd. from water leak
- Installed 3 new meters

July 15, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Quarterly meters
- Installed 2 new meters
- Checked leak on Frost Ave.
- Flushed water @ BSI building

July 18, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Quarterly meters
- Final reading W. Mechanic St. & Armstrong
- 3 regular readings
- Repaired curb stops on Washington St. due to contractor
- Hauled barrels to finish water building for the treatment plant
- Pushed up 5 loads of crusher run @ shop

July 19, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Quarterly meters
- Cleaned the shop
- Hauled the trash away
- Repaired service line on Frost Ave.

- Installed 2 new meters
- Reread 6 meters due to high consumption or no reading
- 3 regular readings

July 20, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Quarterly meters
- Unloaded carbon for water treatment plant
- Reread 2 meters on Washington St.
- 4 final readings
- Regular reading Washington St.
- Turn water off on Spring St. service line leaking

July 21, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Quarterly meters
- Reread water meter on S. Water St. possible leak
- Installed new curb & rod on Spring St.
- Cleaned tools & restocked truck 69 from water leak

July 22, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Quarterly meters
- Final reading Ormand St.
- Turn water on Paul St. for homeowner

July 25, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Quarterly meters
- Turn water off on Maple St. due to failure to pay payment
- Final readings Depot St. & Warn's Lane
- Turn water back on Maple St. payment was made

July 26, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Quarterly meters
- Cleaned the shop
- Hauled the trash away
- Final reading Mt. Pleasant St.
- Data log Shaw St.
- Met with homeowner on Barnard St. to see how we can change the water meter
- Repaired a 6" water main on Barnard St.
- Assisted the water treatment plant with installing new carbon filtration materials
- Turn water on Redstone Terrance for plumber inspection

July 27, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Quarterly meters
- Turn water off Redstone Terrance
- Final reading Maple St.

- Took truck 20 to Jenkin's to get new mirror installed
- Pick up cut off saw @ Carquest
- Pick up truck from Jenkin's

July 28,2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Quarterly meters
- Top soil, seeded & mulch yards on Frost Ave. & Hill St. due to water repairs
- Work with Lashley Construction on E. College Ave.
- Installed 1 new meter

July 29,2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Quarterly meters
- 4 final readings

RESOLUTION 2022-33

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND AUTHORIZING AN APPLICATION TO THE LAW ENFORCEMENT OFFICERS' PENSION SYSTEM (LEOPS) AND A PRELIMINARY ACTUARIAL VALUATION BY THE MARYLAND STATE RETIREMENT AND PENSION SYSTEM.

WHEREAS, the City of Frostburg participates in the Employees' Pension System managed by the Maryland State Retirement and Pension System, in which the retirement age for new enrollees is age + years of service = 90 or more; and,

WHEREAS, the majority of law enforcement agencies in the region participate in the Law Enforcement Officer's Pension System (LEOPS), which affords police officers the ability to retire with 25 years of service; and,

WHEREAS, the Mayor and Council understand there are significant costs associated with enrolling the law enforcement officers of the City in the LEOPS Program; and,

WHEREAS, the Mayor and Council recognize that police work is dangerous and stressful and the City evaluate LEOPS in order to better compete with allied agencies to successfully recruit and retain officers.

NOW, THEREFORE BE IT RESOLVED that the Frostburg Mayor & City Council do approve the submission of a Participating Governmental Unit Entry Application to the Maryland State Retirement and Pension System and further authorize the System's actuary must perform a preliminary actuarial valuation to determine the City's cost of participation, estimated to cost \$5,000-\$ 6,700.

BE IT FURTHER RESOLVED, this does not commit the City to participating in LEOPS, but rather will provide the necessary information to the Mayor and Council to evaluate affordability as part of strategic decision making for the Frostburg Police Department.

ADOPTED this 18th day of August, 2022.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2022-34

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING CERTAIN PROJECTS AND PROGRAMS TO BE IMPLEMENTED USING THE AMERICAN RESCUE PLAN ACT FUNDS.

WHEREAS, The City of Frostburg has been allocated \$8.379 M through the State and Local Coronavirus Relief Funds as part of the American Rescue Plan Act; and,

WHEREAS, The City is to spend these funds in accordance with the Final Rule and supplementary guidelines issued by the U.S. Treasury; and,

WHEREAS, the Council will review projects and approve staff to proceed with project or program implementation in order to obligate the entirety of the funds by December 31, 2024.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Frostburg approves the use of American Rescue Plan Act funds for the following programs and projects:

- Purchase of used 2020 Freightliner garbage truck in the amount of \$190,000 to replace 2006 Peterbuilt garbage truck with serious mechanical issues and non-operable, exigent need to continue to provide reliable sanitation services.
- Complete refinishing of gymnasium floor in Armory, not to exceed \$20,000.00.

ADOPTED this 18th day of August, 2022.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2022-35

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, AUTHORIZING THE PURCHASE OF EQUIPMENT.

WHEREAS, the City recognizes the need to replace equipment and/or purchase equipment from time to time; and,

WHEREAS, the City maintains 2 garbage trucks so that there is a.) Additional capacity if needed and b.) A backup truck in case of a breakdown; and,

WHEREAS, in June 2022 both the 2006 Peterbuilt and the 2017 Mack Garbage trucks suffered mechanical failures and were inoperable; and,

WHEREAS, the Mack truck has had the PTO replaced and is operable but the 2006 Peterbuilt is not; and,

WHEREAS, the City was provided the opportunity to test a used 2020 Freightliner Demo/Rental Garbage Truck for several weeks in July with the option to buy.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of Frostburg, Maryland, hereby approves the purchase of 2020 Freightliner Garbage Truck from Maryland Industrial Trucks in Baltimore, Maryland in the amount of \$190,000.00. The purchase will be funded by the American Rescue Plan Act, in which the guidance suggests cost savings by purchasing quality used equipment.

ADOPTED this 18th day of August, 2022.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator



MARYLAND INDUSTRIAL TRUCKS, INC.

1330 West Nursery Road • Linthicum, Maryland 21090
Baltimore 410.636.1255 • Fax 410. 636.5734 • Toll Free 800.481.5439
www.mdindustrialtrucks.com



Maryland Industrial Trucks New Way 25yd King / 2020 Freightliner

Date: 8/10/2022

Town of Frostburg
160 S Water St.
Frostburg, MD 21532

Hayden Lindsey
Director of Public Works

Maryland Industrial Trucks is pleased to present the following quote for your consideration.

(1) New Way 25YD King Cobra rear load refuse body mounted on 2020 Freightliner M2 chassis with the following:

Hot Shift PTO w/ Overspeed & Pack on the Go
Extended Lip & Patch Kit for future Install of Tippers
Extended Hydraulic Lines for Tippers both Sides of Tailgate
LED Mid-Body Backup Lights
LED Work Lights Inside & Outside of Tailgate
LED Amber Integrated Strobe Lights Upper & Lower Tailgate
LED Amber Integrated Strobe Lights Front of Body
Safety Shut Down / Driver Alert Buzzer & E-Stop Both Sides of Tailgate
Color Flat Screen Rear Vision Camera
Painted Body Blue / Middleton-Meade
Upgraded Slide Face 1/4" 100K Steel
Upgraded Eject Panel Face 1/4" 50K Steel
Upgraded Rear Body Side Panels 7GA
Full Body Weld
Gaurdes to Protect Roof Hoses
Quick Disconnect Pressure Gauge
Rubber Mud Flaps Front & Rear of Tandems
Shovel / Broom Rack Strret Side Tailgate
Access Ladder w/Grab Handles
Cup Holders Each Side of Tailgate
Remote Grease Zerks for Upper Hinge Pins & Cylinder Pins
Under Body Electric Box Cover
10lb Fire Extinguisher
Remove Winch Cylinder

PRICE \$190,000.00 (Inspection, Title, & Tag Service Available)

Respectfully,

Evan Moore / Waste Solutions Account Manager

Maryland Industrial Trucks, Inc.
1330 W. Nursery Rd
Linthicum, MD 21090
Cell: 413-668-6896 / Email: emoore@mdindustrialtrucks.com

Signature of Acceptance: _____

WE APPRECIATE THE OPPORTUNITY TO EARN YOUR VALUED BUSINESS



RESOLUTION 2022-36

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING THE CREATION OF A NEW JOB TITLE IN THE STREET DEPARTMENT.

WHEREAS, from time to time the City has the opportunity to evaluate positions and work load which may demonstrate areas where improvement are needed; and,

WHEREAS, the Director of Public Works has provided a recommendation to the Council for a new title of Foreman the Street Department due to the size of the department, varied nature of the Departments work: streets, sewer, storm sewer, garbage, and plowing, and to provide additional supervision in the field.

NOW, THEREFORE, BE IT RESOLVED the Mayor and City Council of the City of Frostburg hereby approves the creation of the job title of “Foreman” in the Street Department without a net increase in the number of employees within the Department.

ADOPTED this 18th day of August, 2022.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2022-37

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING A CONTRACT FOR TIMBER MARKING IN PREPARATION OF A TIMBER SALE AT PINEY RESERVOIR WATERSHED.

WHEREAS, the City has an approved Forest Stewardship Plan for the land owned in the Piney Reservoir watershed; and,

WHEREAS, a timber sale is recommended in accordance with the Plan for an area of 95 acres +/-.

WHEREAS, Maryland Forest Service has recommended the City partnering with a consultant to work with Maryland Forest Service and administer all aspects of timber sale on behalf of the City.

NOW, THEREFORE, BE IT RESOLVED the Mayor and City Council of the City of Frostburg hereby approves a contract with Oak Tree Outdoors, LLC of Lonaconing, Maryland to administer the timber sale for 8% of gross stumpage value received.

ADOPTED this 18th day of August, 2022.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2022-38

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG APPROVING THE PURCHASE OF A PROPERTY ON W. MECHANIC STREET FOR THE PURPOSE OF CONSTRUCTING A DOWNTOWN MUNICIPAL PARKING LOT.

WHEREAS, The City of Frostburg has identified the need to create downtown parking opportunities from resident and business owner feedback in addition to parking available for the employees working at the Frostburg Municipal Center and visitors to City Place; and,

WHEREAS, The opportunity to purchase 32 W. Mechanic Street was presented and the Mayor and Council were able to successfully negotiate a contract for that property that includes the purchase of the property by the City and the City transferring the “City Lot” adjacent to 42 W. Mechanic Street to the seller; and,

WHEREAS, this are in close proximity to 37 Broadway, downtown businesses, and City Place, and has been identified as an ideal spot for construction of a parking area.

NOW, THEREFORE BE IT RESOLVED that the Frostburg Mayor & City Council do hereby approve the purchase of 32 W. Mechanic in the amount of \$200,000 and transfer of the City Parking Lot adjacent to 42 W. Mechanic, plus any closing costs, and to authorize the Mayor or City Administrator to sign all related documents.

ADOPTED this 18th day of August, 2022.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2022-39

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG APPROVING A SHORT TERM LEASE WITH BORDEN MINING COMPANY.

WHEREAS, The City of Frostburg owns and operates Glendening Park; and,

WHEREAS, Field 8, or Cougar Field, is used by the Frostburg Cougar Youth Football team, in which there are over 100 players and additional cheerleaders; and,

WHEREAS, The Cougar families have used the field across from Field 8 without written permission of the landowner, Borden Mining Company for several years.

NOW, THEREFORE BE IT RESOLVED that the Frostburg Mayor & City Council do hereby a lease with Borden Mining Company for a period through January 1, 2023 for the field across from Field 8, 4 acres +/-, in the amount of \$1,000.00.

ADOPTED this 18th day of August, 2022.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2022-40

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND APPOINTING A MEMBER TO THE FROSTBURG PLANNING COMMISSION.

WHEREAS, the City of Frostburg has a number of Boards and Commissions established for specific purposes; and,

WHEREAS, certain vacancies and expired terms have been identified on the Frostburg Planning Commission; and,

WHEREAS, staff have verified the interest of certain residents or, where appropriate, technical specialists, for appointment to these Boards and Commissions.

NOW, THEREFORE BE IT RESOLVED that the Frostburg Mayor & City Council do hereby approve reappointing Jeff Snyder to Planning Commission for a 5 year term expiring August 18, 2027.

ADOPTED this 18th day of August, 2022.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2022-41

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND AMENDING THE FROSTBURG PERSONNEL MANUAL TO INCLUDE A HEALTH AND DENTAL INSURANCE “OPT-OUT” PAYMENT.

WHEREAS, the City of Frostburg offers health and dental insurance to its employees; and,

WHEREAS, certain employees obtain health and/or dental insurance from their spouse or parent resulting in significant cost savings to the City; and,

WHEREAS, the Mayor and Council seek to offer a financial incentive payment to these employees.

NOW, THEREFORE BE IT RESOLVED that the Frostburg Mayor & City Council do hereby amend the Frostburg Personnel Manual to include the the Health Insurance Opt-Out Payment Policy, attached hereto.

ADOPTED this 18th day of August, 2022.

Frostburg Mayor and Council

BY _____
W. Robert Flanigan, Mayor

Attest:

Elizabeth Stahlman, City Administrator

HEALTH INSURANCE OPT-OUT PAYMENT

Full time City of Frostburg employees who have medical or dental coverage through another source are eligible to participate in the Opt-Out program. The City offers this option in recognition of the needs of our diverse workforce and to provide the maximum flexibility in health care choices and savings to employees, their families and the City.

This alternative allows employees who are covered under another medical and/or dental insurance plan to opt-out of coverage and receive a cash payment in lieu of benefits. Proof of coverage must be provided by the employee. Employees selecting the opt-out payment will receive the payment on each bi-weekly paycheck as taxable compensation, which will be subject to customary payroll taxes. This amount will be reviewed annually.

- Medical Opt-Out Payment: \$35/paycheck (\$910 per year)
- Dental Opt-Out Payment: \$5/paycheck (\$130 per year)

With this choice, an employee would Opt-Out for themselves and their eligible dependents. This program applies to medical and dental coverage.

Employees in the Opt-Out program may rejoin the City's insurance plan only under the following circumstances:

- if the spouse or child of an employee loses coverage under another group health insurance plan due to termination of employment or death.
- a change in family status (marriage, divorce, birth/adoption of a child, etc.)
- during the City's annual benefits open enrollment period.

To elect this option, please sign below and return form to the Finance Department.

Pursuant to the City's OPT-OUT Payment Policy as outlined above, I hereby request that I be allowed to waive coverage from the City's medical and/or dental plan. I am currently covered by other health care insurance and/or dental and proof of insurance is attached. I certify that all of my eligible dependents (spouse & children) have medical and/or dental coverage. I understand that I have 30 days from the date of a qualifying event to enroll in medical coverage or add an eligible dependent; otherwise I must wait until the next open enrollment period.

Waive Coverage for the following to receive OPT-OUT in Payment:

- ☐ Medical
☐ Dental

Signature

Date

Please Print Name