



MINUTES

Mayor and Council Meeting

Thursday, April 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, April 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

Motion by Commissioner Donny Carter, and Seconded by Commissioner Kevin Grove to Approve the Agenda.

6 APPROVAL OF THE MINUTES

a) Minutes from the March Council Meeting.

6 - 9

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

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

Carried

[Mayor and Council Meeting Minutes 3-17-22](#)

7 SPECIAL PRESENTATIONS AND REQUESTS

a) Proclamation: Arbor Day

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

9 PUBLIC HEARINGS

a) Community Development Block Grant (CDBG) Hearing regarding a proposed
Childcare and Day Camp Facility project and the opportunity to provide input
on other needs to be considered by the City.

PUBLIC COMMENT:

a) Lisa Vanhouten, 318 Barnard St. - want to know the location for the
Childcare and Day Camp building.

b) Constant Yield Tax Rate Hearing:

*The Mayor and City Council of the City of Frostburg proposes to increase real
property taxes.*

1. *For the tax year beginning July 1, 2022, the estimated real property
assessable base will increase by 1.9%, from \$358,488,277 to
\$365,357,456*
2. *If the City of Frostburg maintains the current tax rate of \$0.70 per \$100
of assessment, real property tax revenues will increase by 1.9%
resulting in \$48,084 of new real property tax revenues.*
3. *In order to fully offset the effect of increasing assessments, the real
property tax rate should be reduced to \$0.6868, the constant yield tax
rate.*
4. *The City is considering not reducing its real property tax rate enough to
fully offset increasing assessments. The City proposes to adopt a real
property tax rate of \$0.70 per \$100 of assessment. This tax rate is 1.9%
higher than the constant yield tax rate and will generate \$48,084 in
additional property tax revenues.*

PUBLIC COMMENT

a) Lisa Vanhouten, 318 Barnard St.-how is the ARPA fund being spent, why
raise taxes. Opposed to raising taxes.

b) Terry McKenzie, 351 Allegany St.-no respect for Senior citizens - Opposed to
raising taxes.

c) Combined Sewer Overflow Monthly Public Hearing - Hayden Lindsey, Director
of Public Works gave the report on the CSO Projects.

10 OLD BUSINESS

11 NEW BUSINESS

- a) **ORDINANCE 2022-04** Fiscal Year 2023 Operating Budget and Schedule of Rates and Fees - Elaine Jones, CPA, Director of Finance

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

Motion and Second to Approve the Ordinance on First Reading, and set the May 19, 2022 Council Meeting as an advertised Public Hearing; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

- b) **ORDINANCE 2022-05** Amend subsections (e)(2), (e)(3), (e)(4)b and (e)(4)c of Section 3.6 of the Frostburg Code pertaining to the City's Procurement Processes and Policies, in order to revise the threshold amounts for certain exemptions to the competitive bidding requirements.

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 May 19, 2022 Council Meeting as an advertised Public Hearing; PUBLIC COMMENT; Lisa Vanhouten, 318 Barnard St.-can this be revoked after ARPA funding has been spent. Vote of the Mayor and City Council.

Carried

- c) **RESOLUTION 2022-10** Amend the FY 2022 Fee Schedule to include fee increases for certain residential building inspections. 10

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

Motion and Second to Approve Resolution 2022-10; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2022-10 Inspection Fee Amend](#)

- d) **RESOLUTION 2022-11** Approve Community Development Block Grant (CDBG) Citizen Participation Plan and Anti-Displacement and Relocation Plan. 11

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

Motion and Second to Approve Resolution 2022-11; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2022-11 Anti-Displacement, Relocation Plan](#)

- e) **RESOLUTION 2022-12** Accept Public Infrastructure (water, sewer, stormwater conveyance, and streets) of Sand Spring Run Phase II-A Subdivision with a reduction in the bonding requirement for the duration of the 1-year warranty period(s). 12

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

Motion and Second to Approve Resolution 2022-12; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2022-12 Sand Spring Run Phase II-A](#)

- f) **RESOLUTION 2022-13** Authorize the acquisition of real property located on National Highway for the purpose of future water system infrastructure. 13

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

Motion and Second to Approve Resolution 2022-13; PUBLIC COMMENT; Lisa Vanhouten, 318 Barnard St. - is ARPA fund help paying for this purchase. Vote of the Mayor and City Council.

Carried

[Res. 2022-13 Purchase Property Nat'l HWY NW](#)

12 REPORT OF THE FROSTBURG POLICE DEPARTMENT
Chief Nicholas Costello reviewed the report for March 2022.

13 OPEN PUBLIC COMMENT

- a) Matt McMorran-Fire Department- Thanked all involved in for traffic notifications for Emergency vehicles with street repairs.
- b) Lisa Vanhouten, 318 Barnard St.-redirect traffic due to gas work, checking with the people who has chickens that none of the chickens have HPIV virus.
- c) Terry McKenzie, 351 Allegany St.-coyotes around chickens on Allegany St., timeline for paving, having the Work Session at 3:00 pm is hard for anyone who works to attend, Center Street Project start date.
- d) Representative for FSU-TV3 Educational Access Channel - doing a survey on viewer opinions.

14 ADJOURNMENT

There being no further business the meeting was adjourned at 8:00 pm.

Mayor

City Administrator



MINUTES

Mayor and Council Meeting

Thursday, March 17, 2022 - 7:00 PM
Frostburg Municipal Center Meeting Room - 37 Broadway

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

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

EXCUSED:

Page

1 **CALL TO ORDER**

2 **PLEDGE OF ALLEGIANCE**

3 **FROSTBURG BLESSING**

4 **ROLL CALL**

5 **APPROVAL OF THE AGENDA**

6 **APPROVAL OF THE MINUTES**

a) Minutes from the February Council Meeting.

5 - 8

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

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

Carried

Mayor and Council Meeting Minutes 2-17-22

- b) Sealed Minutes and Summary of Closed Meeting held on February 28, 2022

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

*Motion and Second to Approve the Sealed Minutes and Summary of the
Closed Meeting held on February 28, 2022.*

Carried

7 SPECIAL PRESENTATIONS AND REQUESTS

- a) Frostburg Police Department Retirement Recognition: Lt. Irvin A. Buskirk
b) American Red Cross Month Proclamation presented to American Red Cross
Volunteer, Steve Finger

8 MAYOR AND COMMISSIONERS REPORTS & ANNOUNCEMENTS

- a) Monthly Reports of the City Departments

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

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

Carried

9 PUBLIC HEARINGS

- a) Combined Sewer Overflow Monthly Public Hearing - Hayden Lindsey, Director
of Public Works, gave the report on the CSO projects - Phase 9B, 9C, 10A,
and 10B are on winter shutdown.

10 NEW BUSINESS

- a) Presentation of the Draft FY 22/23 Budget. Elaine Jones, CPA, Director of
Finance
b) **RESOLUTION 2022-06** Authorize transfer of property at 59 E. Main Street
(former City Hall) to Frostburg State University as a donation. Elizabeth
Stahlman, City Administrator

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

*Motion and Second to Approve Resolution 2022-06; PUBLIC COMMENT; Vote
of the Mayor and City Council.*

Carried

- c) **RESOLUTION 2022-07** Approve American Rescue Plan Act Projects/Programs. Elizabeth Stahlman, City Administrator. 9

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

Motion and Second to Approve Resolution 2022-07; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

Res. 2022-07 ARPA Funds

- d) **RESOLUTION 2022-08** Authorize the City Administrator to execute Reimbursement Agreements with employees that are required to attend Entry-Level Driver Training as a pre-requisite to obtaining their CDL License. Elizabeth Stahlman, City Administrator. 10 - 13

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

Motion and Second to Approve Resolution 2022-08; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

Res. 2022-08 CDL Agreement

- e) **RESOLUTION 2022-09** Approve Open Container Repeal for the Spring Arts Walk, as requested by FrostburgFirst. 14

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

Motion and Second to Approve Resolution 2022-09; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

Res. 2022-09 Spring Arts Walk

11 REPORT OF THE FROSTBURG POLICE DEPARTMENT

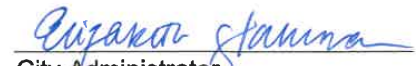
Chief Nicholas Costello reviewed the report for February 2022. He then mentioned that the Park Mobile app is running and that there were some trouble with the meters.

12 OPEN PUBLIC COMMENT

- a. Lisa Vanhouten, 318 Barnard St., Frostburg - asked about Dunkin Donuts coming to Frostburg.
- b. Terry McKenzie, 351 Allegany St., Frostburg - asked if the City had a plan for Street Repairs.

13 ADJOURNMENT

There being no further business the meeting was adjourned at 7:50 pm.


Mayor
City Administrator

RESOLUTION 2022-10

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING AN AMENDMENT TO THE FISCAL YEAR 2021/2022 SCHEDULE OF FEES TO AMEND CERTAIN RESIDENTIAL CONSTRUCTION INSPECTION FEES

WHEREAS, The Mayor and Council of the City of Frostburg need to adjust fees and rates from time to time; and,

WHEREAS, the City's third-party licensed construction inspector seeks to increase certain inspection fees based on increased indirect costs and fees charged in comparable jurisdictions.

NOW, THEREFORE BE IT RESOLVED THAT, the Frostburg Mayor & City Council do hereby approve an amendment to the Fiscal 2021/2022 Schedule of Fees as follows:

Residential Inspection Fees, currently at \$50.00 per inspection, raised to \$65.00, and

Electric Service 100-200 amp Inspection, currently at \$90.00 per inspection, raised to \$100.00.

ADOPTED this 21st day of April 2022.

Frostburg Mayor and Council

BY



W. Robert Flanigan, Mayor

Attest:



Elizabeth Stahlman, City Administrator

RESOLUTION 2022-11

RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND APPROVING A CITIZEN PARTICIPATION PLAN AND A RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN.

WHEREAS, the City of Frostburg intends to apply for funding from the Maryland Community Block Grant Program through the Maryland Department of Housing and Community Development; and

WHEREAS, certain provisions of the Federal Code of Regulations CFR require that communities desiring to be recipients of Community Block Grant funds approve and maintain certain processes that are designed to provide for Citizen Participation and Residential Anti-Displacement and Relocation Assistance; and

WHEREAS, the Mayor and City Council desire to meet or exceed all requirements of the Community Development Block Grant Program.

NOW, THEREFORE BE IT RESOLVED that the Mayor and City Council of Frostburg hereby approve a Citizen Participation Plan and a Residential Anti-Displacement and Relocation Assistance Plan, copies of which are attached hereto and made a part hereof this Resolution and do hereby further authorize the Mayor to sign both Plans.

ADOPTED this 21st day of April 2022.

Frostburg Mayor and Council

BY 
W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2022-12

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, ACCEPTING INFRASTRUCTURE CONSTRUCTED IN AN APPROVED SUBDIVISION, INCLUDING THE TRANSFER OF PROPERTY AND EASEMENTS TO THE CITY, AND APPROVING A REDUCTION IN THE BOND AMOUNT FOR THE WARRANTY PERIOD.

WHEREAS, The Mayor and Council of the City of Frostburg permit new subdivisions to be constructed in the City in which the public streets and utilities are built to City standards and inspected and,

WHEREAS, the infrastructure in Sand Spring Run Phase II-A subdivision is largely complete, save for a top coat of asphalt and punch list items scheduled to be completed during the summer of 2022; and,

WHEREAS, the Director of Public Works has reviewed the work and the As-Built plans submitted by the project engineer, and has recommended the acceptance of the public infrastructure to include the streets, water, sewer, and storm water conveyance infrastructure.

NOW, THEREFORE BE IT RESOLVED THAT, the Frostburg Mayor & City Council do hereby accept the public infrastructure in Sand Spring Run Phase II-A subdivision, authorize the deed transferring the property and easements to the City to be executed, and further approve reducing the construction bond amount to \$300,000 for the 1-year warranty period, under the terms of the RETSA Agreement.

ADOPTED this 21st day of April 2022.

Frostburg Mayor and Council

BY


W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2022-13

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING THE PURCHASE OF A PROPERTY ON NATIONAL HIGHWAY FOR THE PURPOSE OF FUTURE IMPROVEMENTS TO THE CITY'S WATER TREATMENT AND DISTRIBUTION SYSTEM.

WHEREAS, The City of Frostburg had previously identified property west of the Water Treatment Plant as an area that improvements to current infrastructure should be made as well as a location for new infrastructure; and,

WHEREAS, the City has the opportunity to purchase the previously identified property from an estate; and,

NOW, THEREFORE BE IT RESOLVED that the Frostburg Mayor & City Council do hereby approve the purchase the property described as 4A S/W/S RT 40 1.25 MI W of Frostburg, 416 x 419 and recorded in Allegany County Land Records Deed Liber 728, folio 270 and Deed Liber 291, folio 344, and Tax Account No. 26-005892 for the appraised value of \$50,000 plus any closing costs and to authorize the Mayor or City Administrator to sign all related documents.

ADOPTED this 21st day of April 2022.

Frostburg Mayor and Council

BY



W. Robert Flanigan, Mayor

Attest:



Elizabeth Stahlman, City Administrator