



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, July 21, 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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Motion and Second to Approve Monthly Reports of the City Departments; Vote of the Mayor and City Council.	
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10. OLD BUSINESS	
10.1. ORDINANCE 2022-06 To Repeal and Reenact Section 8-2 of the Frostburg Code (2018 Edition) pertaining to Property Maintenance Standards.	74 - 78
Motion and Second to Approve the Ordinance on Second Reading; Vote of the Mayor and City Council.	
Ordinance 2022-06 Property Maintenance Sec 8-2	
11. NEW BUSINESS	
11.1. RESOLUTION 2022-27 Abate taxes for property owned by Frostburg Lions Club	79

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

[Resolution 2022-27 Lions Club Tax Abatement](#)

- 11.2. **RESOLUTION 2022-28** Approve application to the Community Legacy Grant program, administered by the Maryland Department of Housing and Community Development 80 - 81

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

[Resolution 2022-28 Community Legacy Application](#)

- 11.3. **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. 82 - 86

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

[Resolution 2022-29 LOI Gillis Gilkerson](#)

[LOI - City Of Frostburg Center Street Redevelopment 7-5-2022](#)

- 11.4. **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. 87

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

[Resolution 2022-30 45 Ormand Transfer](#)

- 11.5. **RESOLUTION 2022-31** Acquire a Ford Ranger Crew Cab under the Enterprise Fleet Master Lease Agreement. 88

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

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

- 11.6. **RESOLUTION 2022-32** Reappoint Constance Loucks to the Frostburg Board of Zoning Appeals. 89

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

[Resolution 2022-32 BOZA Appointment C. Loucks](#)

12. REPORT OF THE FROSTBURG POLICE DEPARTMENT
Chief Nicholas Costello

[Police Monthly Report June 2022](#)

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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.



MINUTES

Mayor and Council Meeting

Thursday, June 16, 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, June 16, 2022, at 7:00 PM, at the Frostburg Municipal Center, 37 Broadway, with the following members present:

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

EXCUSED: Donny Carter, Commissioner of Finance

Page

1 CALL TO ORDER

The Mayor and Council Meeting of the City of Frostburg was called to order on Thursday, June 16, 2022, at 7:00 p.m., at the Frostburg Municipal Center, 37 Broadway, with the following members present.

2 PLEDGE OF ALLEGIANCE

3 FROSTBURG BLESSING

4 ROLL CALL

Donny Carter, Commissioner of Finance was absent

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 May Council Meeting.

6 - 9

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

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

Carried

[Mayor and Council Meeting Minutes 5-19-22](#)

7 SPECIAL PRESENTATIONS AND REQUESTS

- a) Special Presentation: If I were Mayor Contest Winner - Zoe Litton, 4th grade student, Beall Elementary

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 Public Works Adam Ritchey

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

Carried

9 PUBLIC HEARINGS

- a) Combined Sewer Overflow Monthly Public Hearing

10 OLD BUSINESS

11 NEW BUSINESS

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

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

*Motion and Second to Approve the Ordinance on First Reading, and set the
July 21, 2022 Council Meeting as an advertised Public Hearing; PUBLIC
COMMENT; Vote of the Mayor and City Council.*

Carried

- b) **RESOLUTION 2022-19** Approve purchase of 28 and 30 W. Mechanic Street for the construction of a downtown municipal parking lot. Elizabeth Stahlman, City Administrator 10 - 15

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

*Motion and Second to Approve Resolution 2022-19; PUBLIC COMMENT; Lisa
Vanhouten, 318 Barnard Street asked if the property was in the Historic District
and if we would need their approval. Vote of the Mayor and City Council.*

Carried

[Res. 2022-19 W. Mechanic St. Properties](#)

- c) **RESOLUTION 2022-20** Acquire 4 vehicles under the Enterprise Fleet Master Lease Agreement: 3 F-150's and 1 F-250 Utility Body for the Street, Water, and Parks and Recreation Departments. Elizabeth Stahlman, City Administrator 16

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

Motion and Second to Approve Resolution 2022-20; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2022-20 Purchase of 4 Vehicles](#)

- d) **RESOLUTION 2022-21** Approve end of year Budget Amendments for FY 2021-22. Elaine Jones, CPA, Director of Finance 17

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

Motion and Second to Approve Resolution 2022-21; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2022-21 Amend FY21-22 Budge](#)

- e) **RESOLUTION 2022-22** Approve Employee Retirement Contribution Program of up to 1% employer match for the optional 457 Deferred Compensation Plan. Elaine Jones, CPA, Director of Finance 18

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

Motion and Second to Approve Resolution 2022-22; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2022-22 Retirement Benefit](#)

- f) **RESOLUTION 2022-23** Approve changes to the Employee Benefits program, to include offering Dental and Vision insurance, ending the dental/vision stipend program, and including a stipend for employees covered by spouses health and/or dental coverage. Elaine Jones, CPA, Director of Finance 19

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

Motion and Second to Approve Resolution 2022-23; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2022-23 Changed to Benefits](#)

- g) **RESOLUTION 2022-24** Authorize purchase of Kubota 4WD Tractor and Front Loader with Quick Attach Bucket for the Parks and Recreation Department and and Bobcat E42 R2-Series Compact Excavator for use by Street, Water, and Parks and Recreation Department. Hayden Lindsey, Director of Public Works. 20

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

Motion and Second to Approve Resolution 2022-24; PUBLIC COMMENT; Lisa Vanhouten, 318 Barnard St. asked if snow removal equipment was in with package. Director of Public Works Hayden Lindsey said yes. Vote of the Mayor and City Council.

Carried

[Res. 2022-24 Purchase Tracor, Excavator](#)

- h) **RESOLUTION 2022-25** Approve staffing changes and addition of one position in City Hall related to Community Development and Grant management. Elizabeth Stahlman, City Administrator 21

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

Motion and Second to Approve Resolution 2022-25; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2022-25 Additional City Hall Staff](#)

- i) **RESOLUTION 2022-26** Repeal Open Container Law for upcoming special events: Derby Day, 2nd Saturday in July, and Midsummer's Eve. Elizabeth Stahlman, City Administrator 22

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

Motion and Second to Approve Resolution 2022-26; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

[Res. 2022-26 Repeal Open Container Law](#)

- 12 **REPORT OF THE FROSTBURG POLICE DEPARTMENT**
Chief Nicholas Costello gave the Police report for the month of May 2022
- 13 **OPEN PUBLIC COMMENT**
- 14 **ADJOURNMENT**
There being no further comment the meeting was adjourned at 7:55 p.m.

Mayor

City Administrator



MINUTES

Mayor and Council Meeting

Thursday, May 19, 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, May 19, 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:

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 April 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 April Council Meeting.

Carried

- b) Sealed Minutes and Summary of Closed Meeting held on April 14, 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 April 14, 2022.*

Carried

7 SPECIAL PRESENTATIONS AND REQUESTS

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 Finance Donny Carter

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

Carried

9 PUBLIC HEARINGS

- a) **ORDINANCE 2022-04** Fiscal Year 2023 Operating Budget and Schedule of
Rates and Fees. Elaine Jones, CPA, Director of Finance
- 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.
- c) Combined Sewer Overflow Monthly Public Hearing

10 OLD 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 Works Adam Ritchey

*Motion and Second to Approve Ordinance 2022-04 on Second Reading; 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. 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 Ordinance 2022-05 on Second Reading; Vote
of the Mayor and City Council.*

Carried

11 NEW BUSINESS

- a) **RESOLUTION 2022-14** Authorize submission of Annual Report to the Maryland Department of Planning. L.J. Bennett, Director of Community Development

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

Motion and Second to Approve Resolution 2022-14; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

- b) **RESOLUTION 2022-15** Appoint Maureen Brewer to the Frostburg Historic District Commission for a 3-year term. L.J. Bennett, Director of Community Development

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

Motion and Second to Approve Resolution 2022-15; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

- c) **RESOLUTION 2022-16** Declare intent to reimburse expenditures to be incurred with future project with funds from the proceeds to debt remaining from the 2019 CDA bond issuance for the renovations of 37 Broadway. Elaine Jones, CPA, Director of Finance

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

Motion and Second to Approve Resolution 2022-16; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

- d) **RESOLUTION 2022-17** Approve application to the Community Development Block Grant program for funding of the construction of a new Frostburg childcare facility.

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

Motion and Second to Approve Resolution 2022-17; PUBLIC COMMENT; Vote of the Mayor and City Council.

Carried

- e) **RESOLUTION 2022-18** Authorize Maryland Department of Natural Resources to perform temperature and data monitoring and work with City representatives to adjust flow from Savage Springs and Wells, with the intent of studying options for improving native Brook Trout habitat in the Savage River, upstream of the dam. Hayden Lindsey, EIT, Director of Public Works

No Vote.

No Vote

12 REPORT OF THE FROSTBURG POLICE DEPARTMENT

Chief Nicholas Costello

- a) Police Report for the month of April

13 OPEN PUBLIC COMMENT

- a) Jim Hinebaugh - Introduction - Candidate for Delegate for 1A
b) Lisa Van Houten - Posed questions re: ballot mail date, property tax revenue increase, ARPA funds, recycling and yard waste

14 ADJOURNMENT



Mayor

City Administrator

RESOLUTION 2022-19

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG APPROVING THE PURCHASE OF 2 PROPERTIES 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 properties 28 and 30 W. Mechanic Street was presented and the Mayor and Council were able to successfully negotiate a purchase price of those properties; and,

WHEREAS, these properties 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 28 & 30 W. Mechanic in the amount of \$297,500 plus any closing costs and to authorize the Mayor or City Administrator to sign all related documents.

ADOPTED this 16th day of June, 2022.

Frostburg Mayor and Council

BY



W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

CONTRACT OF SALE

THIS CONTRACT OF SALE ("Contract") is made by and between **The City of Frostburg** ("Buyer") and **Darren L. Howell** ("Seller(s)") and is effective as of the date its execution is completed as shown in the signature provisions on the last page of this Contract before the Addenda.

1. Property Description. Seller(s) does/do agree to sell to Buyer, and Buyer does agree to purchase from Seller(s), all of the following tract(s) or parcel(s) of land, together with the improvements thereon, and the rights, roads, ways, waters, privileges and appurtenances thereto or in anywise appertaining which are owned by Seller(s) and are hereinafter referred to as the "Properties":

(a) 28 W. Mechanic Street, Frostburg, MD 21532, Allegany County Land Records Deed Liber 651 folio 724, Tax Account No. 26-002249.

(b) 30 W. Mechanic Street, Frostburg, MD 21532, Allegany County Land Records Deed Liber 596, folio 682, Allegany County Tax Account No. 26-010543.

2. Purchase Price. The purchase price for the Properties (the "Purchase Price") is Two Hundred Ninety-Seven Thousand Five Hundred Dollars (\$297,500.00).

3. Payment Terms. The Purchase Price shall be paid at settlement.

4. Estate. The Properties are being conveyed in fee simple.

5. Contingencies. This Contract and the consummation of the transaction contemplated by its terms are contingent upon the following:

A. Seller(s) shall deliver the Properties to Buyer free of tenants or inhabitants of any kind, with all of any such individuals' personal Properties and belongings having been removed. Seller(s) shall be responsible for legally evicting any tenants who may have been leasing the Properties.

B. Seller(s) shall be responsible for the termination of all utility services to the Properties.

C. Settlement shall be contingent upon Buyer's performance of a walk-through inspection of the Properties within 48 hours prior to settlement in order to confirm that the Properties will be delivered to Buyer in accordance with the terms of Sections 5 and 8 of this Contract. Buyer shall have the right to waive this contingency and proceed to settlement without conducting the said inspection.

Notwithstanding the foregoing, Buyer shall have the right to insist that Seller(s) perform as required in subparagraphs A and B above. In that regard, Buyer shall have the right to bring an action to specifically enforce those provisions in the event they are not met within the time frame set for settlement as provided for hereinafter. Buyer may waive any or all of the foregoing contingencies.

6. **Representations & Warranties.** The Properties being sold in as-is condition, without any express or implied warranties or representations made as to its condition or otherwise, and subject to all defects, if any, known or unknown.

7. **Risk of Loss.** The Properties are to be held at the risk of Seller(s) until legal title has passed or possession has been given to Buyer.

8. **Possession.** Seller(s) agree(s) to give Buyer possession and occupancy of the Properties at the time of settlement. Seller(s) will deliver the Properties in substantially the same physical condition as of the date of his/her/their/its execution of this Contract but free of Seller's/Sellers' personal Properties and all junk, trash and debris. Any personal Properties, junk, trash or debris shall be deemed to be abandoned and Buyer may dispose of it in any manner it sees fit, including, but not limited to, selling it or disposing of it as rubbish. Seller(s) shall be responsible for reimbursing Buyer for Buyer's disposal costs, it being the intent of the parties that this obligation shall survive closing and shall not merge into the deed effecting the transfer of the Properties from Seller(s) to Buyer.

Seller may remove fixtures from the properties as long as the buildings stay secure. He may also and remove the small shed from 28 W. Mechanic Street.

9. **Adjustments.** All general or special taxes, rents, ground rents, public, private or community water and/or sewer charges, including any deferred sewer and water tap fees, homeowners association charges and all other public, private or governmental charges or assessments, excluding liens which must be paid prior to deed recordation, which may exist, whether such have been levied or not, are to be adjusted and apportioned as of the date of settlement, and will be assumed and paid thereafter by Buyer.

10. **Deed and Title.** Upon payment of the Purchase Price, a deed conveying the Properties from Seller(s) to Buyer containing covenants of special warranty and further assurances shall be prepared by Buyer and executed by Seller(s) at his/her/their expense. Title to the Properties shall be good and merchantable, free of liens and encumbrances, except as specified herein and except use and occupancy restrictions of public record which are generally applicable to properties in the immediate neighborhood or the subdivision in which the Properties are located and publicly recorded easements for public utilities and any other easements which may be observed by an inspection of the Properties.

11. **Agency/Real Estate Commission.** Seller(s) and Buyer warrant and represent that no real estate broker participated in the procurement or negotiation of this Contract. Each party agrees to defend, indemnify, and hold the other harmless for any claim for real estate commissions arising by reason of the indemnifying party's breach of this warranty. The provisions of this

paragraph shall survive settlement and the delivery, acceptance and recordation of the deed for the Properties or the termination of this Contract.

12. **Settlement.** Settlement shall occur no later than seventy-five (75) days from the effective date of this Contract. Buyer's City Administrator, Director of Community Development and City Attorney are each individually authorized to consent to extensions of the date for settlement on behalf of Buyer and to execute any closing statements or other documents which Buyer is required to execute in connection with the conduct of settlement.

13. **Notice of Disclosure or Disclaimer Statements; Lead-Based Paint.** Buyer is advised that under Maryland law (Real Properties Article, Section 10-702), a purchaser is entitled to receive from a seller a written Residential Properties Condition Disclosure Statement or a Written Residential Properties Disclaimer Statement on forms provided by the Maryland Real Estate Commission. No such statements are provided with this Contract as, under Section 10-702(b)(2)(vi), this transaction is exempt from that law due to the fact that the Properties will be demolished.

Similarly, the disclosures relative to lead-based paint hazards under the Residential Lead-Based Paint Hazard Reduction Act of 1992, 42 U.S.C. 4852d, are inapplicable because the Properties is presently unoccupied and it is not intended to be occupied for residential purposes.

14. **Documentary Stamps, Recordation, Transfer Taxes.** All transfer and recordation taxes and fees payable in connection with the sale of the Properties shall be split evenly between the parties. In the event Buyer does not assign this Contract to a third party, this transaction will be exempt from such taxes and fees so long as there are no changes in the laws relative to such exemptions effective as of October 1, 2018.

16. **Assignability.** This Contract may be freely assigned by Buyer without the consent of Seller; provided, however, The City of Frostburg shall remain responsible for the fulfillment of the terms and obligations applicable to Buyer under the terms of this Contract until such time as settlement is completed.

17. **Captions.** The marginal captions of this Contract are for convenience and in no way define or limit the intents, rights or obligations of the parties hereunder.

18. **Entire Agreement.** This Contract and any addenda thereto contain the final and entire agreement between the parties, and neither they nor their agents shall be bound by any terms, conditions, statements, warranties or representations, oral or written, not herein contained.

19. **Maryland Law Applies.** This Contract shall be governed and construed according to the laws of the State of Maryland without regard to principles of conflict of laws. It shall be enforceable exclusively by means of an action commenced in the Circuit Court for Allegany County, Maryland or the District Court of Maryland for Allegany County, and both parties waive the right to claim that such a proceeding is commenced in an inconvenient forum or one that lacks proper venue.

20. **Breach of Contract and Default.** Buyer and Seller(s) are required and agree to make full settlement in accordance with the terms of this Contract and acknowledge that failure to do so constitutes a breach hereof. In the event of a breach, each of the parties hereto is entitled to pursue such rights and remedies as may be available, in law or in equity, including, without limitation, an action for specific performance of this Contract and/or monetary damages. If either party defaults, the party committing the default, whether Buyer or Seller(s), shall reimburse the non-defaulting party for the court costs, litigation expenses, and reasonable attorneys' fees that party incurred as a result of the default. In the event Buyer is unable to proceed to closing due to not having received expected grant funding, Seller may require Buyer to compensate him for one (1) year's lost rent (i.e., \$24,000.00) and, upon such payment, Buyer shall be released from all of its obligations under the terms of this Contract.

21. **Binding Effect.** This Contract shall be binding upon the parties hereto and each of their respective heirs, personal representatives, administrators, executors, successors, assigns, and guardians

22. **Gender/Tense/Conjugation.** The use of any gender, tense, or conjugation herein shall be applicable to all genders, tenses and conjugations. The use of the singular shall include the plural and the plural shall include the singular.

23. **Jury Trial Waiver.** THE PARTIES HERETO WAIVE TRIAL BY JURY IN ANY ACTION OR PROCEEDING TO WHICH ANY OF THEM MAY BE PARTIES ARISING OUT OF OR IN ANY WAY PERTAINING TO THIS CONTRACT. IT IS AGREED AND UNDERSTOOD THAT THIS WAIVER CONSTITUTES A WAIVER OF TRIAL BY JURY OF ALL CLAIMS AGAINST ALL PARTIES TO SUCH ACTIONS OR PROCEEDINGS, INCLUDING CLAIMS AGAINST PARTIES WHO ARE NOT PARTIES TO THIS CONTRACT.

24. **Counterparts.** This Contract may be executed in one or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

25. **Signing by Facsimile or Other Electronic Means.** Each of the parties hereto expressly authorizes and agrees to sign facsimile and/or other electronically transmitted copies or counterparts of this Contract. Once said facsimile and/or other electronically transmitted signed copies or counterparts are executed by each of the parties hereto, they shall have the same binding effect as would a signed original Contract once delivered to the other party.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures hereto as of the date written beneath those signatures.

WITNESS:

Eliant Jarama

THE CITY OF FROSTBURG

By:

W. Robert Flanigan

W. Robert Flanigan, Mayor

7-5-22

Date

Darren L. Howell

Darren L. Howell

6-8-22

Date

RESOLUTION 2022-20

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 4 VEHICLES.

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 3 F-150 trucks for the Street (2) and Water (1) Departments, with an estimated monthly lease rate of \$772 each, and 1 F-250 Truck with Utility Body for the Parks and Recreation Department with an estimated monthly lease rate of \$1,399.

ADOPTED this 16th day of June, 2022.

Frostburg Mayor and Council

BY 
W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2022-21

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING AN AMENDMENT TO THE FISCAL 2021/2022 BUDGET AT YEAR END.

WHEREAS, The Mayor and Council approved the Operating Budget for Fiscal Year 2021/2022 on May 20, 2021; and

WHEREAS, During the of the course of the fiscal year, certain revenues, expenses, and savings occurred that were not known at the time the budget was developed and approved, including the allocation of ARPA funds; and ,

WHEREAS, The Director of Finance has presented a proposed Budget Amendment that details the recommended changes to the Council for consideration in order to have a more accurate and balanced budget.


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

ADOPTED this 16th day of June, 2022.

Frostburg Mayor and Council

BY 
W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2022-22

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING A NEW RETIREMENT BENEFIT FOR CITY EMPLOYEES.

WHEREAS, The City of Frostburg created a Police Officer Pension Enhancement Plan in July 2016 and modified in 2018 and 2021, to provide additional investment-based retirement income for the City's police officers; and,

WHEREAS, The Mayor and City Council have budgeted to offer a new retirement benefit for full-time City employees, other than Police Officers, to encourage retirement savings through the 457 deferred compensation plan offered by the City.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of Frostburg, Maryland, approve a City contribution 1% of base salary, provided that the employee contributes at least 1% of their base salary to the 457 deferred compensation plan, to begin in the pay period which starts on Monday, July 4, 2022.

ADOPTED this 16th day of June, 2022.

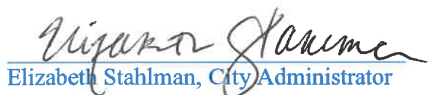
Frostburg Mayor and Council

BY



W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2022-23

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING A CHANGED TO THE BENEFITS OFFERED TO CITY EMPLOYEES.

WHEREAS, The City of Frostburg has historically not offered dental or vision insurance coverage and instead has offered reimbursement program for dental and vision services which was amended to include up to \$250 reimbursement for dental and/or vision services by Resolution 2018-19 on June 21, 2018; and,

WHEREAS, The Mayor and City Council seek to provide their employees with the resources and benefits to manage their health and acknowledge that dental health is a significant determinant in overall health and that dental insurance encourages regular visits to the dentist for dental care; and,

WHEREAS, the City is also able to provide optional vision insurance to employees and family that need corrective lenses that helps offset the costs of exams, contacts, and/or glasses; and,

WHEREAS, some City employees are covered by their spouse or parents health and/or dental insurance and the cost savings of their coverage elsewhere is recognized.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of Frostburg, Maryland, hereby approve the following changes to the City employees benefit package:

- Discontinue \$250 reimbursement for dental and/or vision services on June 30, 2022.
- Beginning July 1, 2022, offer Dental PPO insurance to full-time employees in which the City contributes 65% of the premium and the employee is responsible for 35% of the premium.
- Beginning July 1, 2022, offer Vision insurance to full-time employees, in which employee is responsible for 100% of the premium.
- Beginning August 1, 2022, provide a stipend (taxable benefit) to employees documenting that they are insured elsewhere:
 - \$35/pay for health insurance carried elsewhere (\$910/year)
 - \$5/pay for dental insurance carried elsewhere (\$130/year)

ADOPTED this 16th day of June, 2022.

Frostburg Mayor and Council

BY 
W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2022-24

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 new equipment from time to time; and,

WHEREAS, the Parks and Recreation department is in need of a tractor with a front loader bucket adequate for lifting soil and stone; and,

WHEREAS, the Water, Street, and Parks and Recreation departments have identified that a compact excavator will reduce their reliance on outside contractors and will also minimize disturbance when doing earthwork with appropriately sized equipment; and,

WHEREAS, the City has obtained three quotes a Kubota 4WD Tractor and Front Loader with Quick Attach Bucket and identified the Bobcat E42 R2-Series Compact Excavator available for purchase under a cooperative purchasing agreement for government pricing.

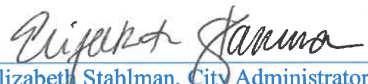
NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of Frostburg, Maryland, hereby approves the purchase of a Kubota tractor in the amount of \$24,248.00 from Cumberland Outdoor Power and a Bobcat Compact Excavator in the amount of \$59,290.00 from American Rent-All.

ADOPTED this 16th day of June, 2022.

Frostburg Mayor and Council

BY 
W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2022-25

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING THE ADDITION OF AN EMPLOYEE TO CITY HALL STAFF.

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 City Administrator has provided a recommendation to the Council for a staffing change to meet the current workload demands and provide for cross-training.

NOW, THEREFORE, BE IT RESOLVED the Mayor and City Council of the City of Frostburg hereby approves the following:

- Project Manager (new) to manage various grants and various projects and provide assistance to the City Administrator as needed.
- Planner – revise job description to remove general permitting and code enforcement activities, add grant writing
- Permits Clerk/Code Enforcement Offer – revise job description to not include Planning responsibilities.

ADOPTED this 16th day of June, 2022.

Frostburg Mayor and Council

BY 
W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

RESOLUTION 2022-26

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING THE TEMPORARY REPEAL OF THE OPEN CONTAINER LAW FOR SUMMER 2022 EVENTS.

WHEREAS, the City temporarily repeals the open container law from time to time for special events downtown; and,

WHEREAS, the City recognizes that flexibility during special events supports attendance of events and the downtown business community.

NOW, THEREFORE, BE IT RESOLVED the Mayor and City Council of the City of Frostburg hereby approves the possession and consumption of alcoholic beverages on Main Street, Broadway and Water Streets provided that no glass containers be carried on the streets or sidewalks and that all other related alcohol and traffic laws and regulations of the State of Maryland and Allegany County be observed by all participants for the following special events:

- Midsummer's Night Event sponsored by FrostburgFirst on June 24 from 5 to 10 pm
- Derby Day sponsored by the Frostburg Elks on July 2 (Rain Date July 4) from 11 am to end of event
- Second Saturday Lemonade Stroll sponsored by FrostburgFirst on July 9 from 11 am to 3 pm

ADOPTED this 16th day of June, 2022.

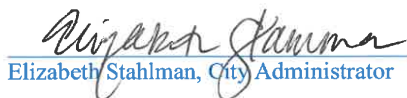
Frostburg Mayor and Council

BY



W. Robert Flanigan, Mayor

Attest:


Elizabeth Stahlman, City Administrator

City of Frostburg
Monthly Reports



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

Community Development
Finance
Parks and Recreation
Police
Street
Water

CITY OF FROSTBURG

Monthly Report: Community Development Department

For the Month of: June 2022

Submitted by: L.J. Bennett, Community Development Director, Taylor Richards, Rental Housing Program Coordinator, Bethany Fife, Planner

Permits

Please see attached permit report.

Rental Housing & Code Enforcement

Rental Housing:

- RH Program Coordinator attended weekly iWorQ meetings in an effort to move out of set up this summer. Some issues have come up on the back end of the program that are currently being resolved by the team at iWorQ. They hope to have us out of set up by the end of July.
- A fourth inspection mailing was processed and mailed out in an effort to have all inspection cycles caught up from the Covid delay by the end of 2022. iWorQ's team is continuing working through getting the Licensing portion of the program up and running. Adjustments are being made occasionally to better benefit all users.
- All inspectors are using iWorQ at this time. We are working through the adjustment phase, but all are doing well. Each inspector has access to tech support and has been uploading inspections successfully.
- Combined effort with Code Enforcement was made for non-compliant properties.
- Confirmation of no outstanding issues was given by RH and CE for per our Finance Department's request for property transfers.
- Updates have been made to all systems reflecting property transfers and changes.

Code Enforcement

- Detailed code enforcement action reports are attached. Please note that the Phone Call/Emails in the Activity Report reflect calls and emails from complainants, property owners, and/or tenants related to code enforcement matters.
- 205 McCulloh Street Nuisance Property: **CD Director was in communication with property owner, but owner has since vacated the premises and is now residing with relatives elsewhere in the City. Exterior cleanup on the front porch and front yard**

areas have begun. Staff continues to work with the mortgage servicing company to achieve compliance.

- SE Spring Street/Nuisance Property/Condemnation: **No status change since last report. Citation issued on 6/2/2022 to each owner of record, but were returned unclaimed/undeliverable. Awaiting guidance from City Counsel on moving forward with declaration as a nuisance property.**

Boards and Commissions

- *Historic District Commission* – As quorum could not be achieved for the regularly scheduled meeting, the Historic District Commission held a special meeting on Thursday, June 23, to review plans for a rear ADA access ramp into the lower-level social hall, which is also being renovated. The proposal was passed with a vote of three in favor and one recusal.
- *Planning Commission* –
 - The Frostburg Planning Commission met on Wednesday, June 8, to review a minor lot spit at 58 Frost Avenue. The lot split entails splitting the large existing parcel into four smaller parcels, one of which will be conveyed to a neighboring property owner, two of which are proposed locations for new single-family homes, and the remaining parcel will remain the location of the historic Frost Mansion.
- *Board of Zoning Appeals* – The Board of Zoning Appeals did not hold any public hearings in June due to no applications received.

Planning & Economic Development:

Routine attendance at monthly Board of Directors for meetings for Frostburg First. Community and Economic Development updates provided. Community Development Staff also serves on the Arts and Entertainment District Committee for Frostburg First. CD Staff has also been recruited to sit as Co-Chair on the Advisory Board and has actively assisted Frostburg First President Jenni Georgeson to conduct outreach to fill the Advisory Board with a diverse group of stakeholders to guide the corporation. Staff has also been recruited to serve on the Pig Out in the Park Committee. Staff is also assisting with Board Development.

Routine attendance at the Allegany County Economic Development Roundtable initiated. No meetings held since Mr. Hildreth's departure from Allegany County

Government. Regular updates and contacts provided to both Jeff Barclay of Allegany County and Deirdre Robertson of Frostburg First.

Subdivision and Land Use Regulations under review for rewrite and update by Planning Commission and CD Director. Completion of this document expected to be done in house and without consultation. Protection and maintenance of water taps discussed among Finance and Public Works departments and noted for update not only in S & LD Regulations, but also Article 6 of City Code.

Comprehensive Plan and Housing Element: Due in 2021, staff is attending MDP webinars in preparation for this update. Staff is actively working with MDP for support in this initiative since the budget drain for the consulting line item due to COVID-19 wiped out any possibility of consultation in 2020. Budget for next fiscal year includes a budget for consultation, and RFP documents are in preparation.

Ongoing Subdivision development occurring at Prichard Farms and Sand Spring Run Phase 1 as well as Phase 2. Ongoing coordination with Public Works and Allegany County on Connection Permits and addressing, respectively. Our Annual Report to MDP reflected 9 new single family homes in Frostburg for the 2021 calendar year, all due to these developments.

Ongoing development in the Industrial Park: Berkeley Springs Instruments (BSI) is complete and the water/sewer connection permits have been issued. Use and Occupancy has also been issued for BSI operations. The 58,000 SF addition to Sierra Hygiene is underway. Final plans for Smitty's fuel stop are on hold. We worked in conjunction with Allegany County to determine potential needs for stop lighting and intersection improvements at Rte. 36 and Village Parkway. An updated traffic study for a signal light warrant has been completed by Bennett, Brewer and Associates and no current warrants for signal lighting have been satisfied.

Collaboration underway with Allegany Arts Council, Allegany County Tourism, and Frostburg First to improve the Depot Gateway to the Business District. Application for funds made to DHCD, and Frostburg First is applying MSAC funds. Improvements currently based on public art projects including stenciling the sidewalk up to the business district with a timeline of Frostburg's history, improving way finding signage toward the business district, updating the "phone booth" adjacent to the turntable, and muralizing the wall below the Shogun rear deck area. Future plans include determining the best route to improve the rear deck area and building façade at the Shogun location.

CD Staff currently implementing software from iWorQ for web based tracking of permits, code enforcement, and rental housing. Software capabilities include, tracking processes, documenting requirements for inspections and follow ups, and generating notifications. CD and Finance have worked out online payment options and reporting. Online credit card payment capability went live late February, and Community Development and Finance worked out the reporting for such payments.



Case Activity Report

06/01/2022 - 06/30/2022

Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
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Group: Inspection

6/3/2022	6/12/2022 (court date); 6/23/2022 (pay fine)	16 BOWERY ST	High grass	Inspection	Citation Issued
6/7/2022	6/12/2022 (court date); 6/23/2022 (pay fine)	16 BOWERY ST	High grass	Inspection	Citation Issued
6/27/2022	6/12/2022 (court date); 6/23/2022 (pay fine)	16 BOWERY ST	High grass	Inspection	Citation Issued

Group Total: 3

Group: Issue Citation

6/2/2022	6/22/2022 (court date); 7/2/2022 (pay fine)	SE Spring Street	High grass	Issue Citation	Citation Issued
6/3/2022	6/22/2022 (court date); 7/2/2022 (pay fine)	1 Maple Drive	Furniture, solid waste, used appliances, and nuisance accumulation of rubbish	Issue Citation	Citation Issued

Group Total: 2

Group: Phone Call/Email

6/1/2022	6/25/2022 (high grass)	143 W MAIN ST	High grass; Solid waste	Phone Call/Email	Final Warning
6/1/2022	6/12/2022 (court date); 6/23/2022 (pay fine)	16 BOWERY ST	High grass	Phone Call/Email	Citation Issued

Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
6/1/2022	6/2/2022	166 E MAIN ST	High grass	Phone Call/Email	Monitoring
6/2/2022	5/1/2022 (court date); 5/11/2022 (pay fine)	158 CENTER ST	Loose trash all over back yard	Phone Call/Email	Monitoring
6/2/2022	6/13/2022	30 TAYLOR ST	High grass	Phone Call/Email	Resolved
6/2/2022	6/25/2022	25 N WATER ST	High Grass	Phone Call/Email	Resolved
6/2/2022	6/25/2022	163 E. Mechanic Street	Furniture	Phone Call/Email	Resolved
6/7/2022	7/8/2022	119 PARK ST	High Grass	Phone Call/Email	Final Warning
6/7/2022	7/8/2022	118 W MECHANIC ST	High grass, used appliance	Phone Call/Email	Final Warning
6/8/2022	6/12/2022	55 MCCULLOH ST	High Grass	Phone Call/Email	Resolved
6/9/2022	ASAP	108 Maple Terrace	Numerous Exterior Code Violations	Phone Call/Email	Verbal/Courtesy Warning
6/9/2022	6/12/2022 (court date); 6/23/2022 (pay fine)	16 BOWERY ST	High grass	Phone Call/Email	Citation Issued
6/10/2022	ASAP	60 S BROADWAY	Swimming Pool Permit Required	Phone Call/Email	First Warning
6/10/2022	ASAP	209 ESPY AVE	Large brush pile - rodent harborage	Phone Call/Email	Monitoring
6/13/2022	ASAP	60 S BROADWAY	Swimming Pool Permit Required	Phone Call/Email	First Warning
6/13/2022	6/13/2022	185 BOWERY ST	High grass	Phone Call/Email	Resolved

Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
6/13/2022	6/22/2022 (court date); 7/2/2022 (pay fine)	1 Maple Drive	Furniture, solid waste, used appliances, and nuisance accumulation of rubbish	Phone Call/Email	Citation Issued
6/13/2022	6/13/2022	30 TAYLOR ST	High grass	Phone Call/Email	Resolved
6/14/2022	ASAP	60 S BROADWAY	Swimming Pool Permit Required	Phone Call/Email	First Warning
6/15/2022	ASAP	60 S BROADWAY	Swimming Pool Permit Required	Phone Call/Email	First Warning
6/17/2022	6/24/2022	49 MCCULLOH ST	High grass	Phone Call/Email	Resolved
6/23/2022	ASAP	44 MAPLE ST	Untagged vehicle	Phone Call/Email	Verbal/Courtesy Warning
6/29/2022	7/12/2022	135 MCCULLOH ST	High grass	Phone Call/Email	Second Warning
6/30/2022	7/15/2022	158 W MECHANIC ST	Furniture	Phone Call/Email	Second Warning

Group Total: 24

Group: Re-Inspection

6/1/2022	ASAP	80 BOWERY ST	Loose trash in yard	Re-Inspection	Resolved
6/3/2022	6/2/2022	204 E MAIN ST	High Grass	Re-Inspection	Monitoring
6/3/2022	6/2/2022	151 SPRING ST	High grass	Re-Inspection	Resolved
6/3/2022	6/2/2022	164 E MAIN ST	High grass	Re-Inspection	Resolved
6/3/2022	5/30/2022	36 GREEN ST	High grass	Re-Inspection	Resolved
6/3/2022	6/2/2022	65 SPRING ST	High grass	Re-Inspection	Resolved
6/3/2022	6/2/2022	70 LINDEN ST	High grass	Re-Inspection	Resolved
6/3/2022	6/2/2022	145 E COLLEGE AVE	High grass	Re-Inspection	Monitoring

Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
6/3/2022	6/25/2022 (high grass)	143 W MAIN ST	High grass; Solid waste	Re-Inspection	Final Warning
6/3/2022	6/2/2022	2 WARNES LANE	Furniture in side yard	Re-Inspection	Resolved
6/7/2022	6/2/2022	166 E MAIN ST	High grass	Re-Inspection	Monitoring
6/15/2022	7/8/2022	113 SPRING ST	Complaint received re: high grass	Re-Inspection	Final Warning
6/15/2022	6/25/2022 (high grass)	143 W MAIN ST	High grass; Solid waste	Re-Inspection	Final Warning
6/15/2022	6/9/2022, 6/12/2022	49 MCCULLOH ST	Solid Waste, Furniture	Re-Inspection	Resolved
6/15/2022	6/25/2022	25 N WATER ST	High Grass	Re-Inspection	Resolved
6/15/2022	7/8/2022	40 MCCULLOH ST	High Grass	Re-Inspection	Final Warning
6/15/2022	6/17/2022	68 BOWERY ST	High grass	Re-Inspection	Resolved
6/15/2022	6/17/2022	74 BOWERY ST	High grass	Re-Inspection	Resolved
6/15/2022	7/8/2022	119 PARK ST	High Grass	Re-Inspection	Final Warning
6/15/2022	7/8/2022	118 W MECHANIC ST	High grass, used appliance	Re-Inspection	Final Warning
6/15/2022	7/8/2022	88 BOWERY ST	High grass	Re-Inspection	Final Warning
6/15/2022	6/25/2022	163 E. Mechanic Street	Furniture	Re-Inspection	Resolved
6/15/2022	6/13/2022	68 W MECHANIC ST	High grass	Re-Inspection	Resolved
6/15/2022	6/13/2022	73 W MAIN ST	Furniture intended for indoor use	Re-Inspection	Resolved
6/27/2022	6/25/2022	24 W COLLEGE AVE	Furniture	Re-Inspection	Resolved
6/28/2022	6/25/2022	25 N WATER ST	High Grass	Re-Inspection	Resolved

Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
6/28/2022	6/25/2022	163 E. Mechanic Street	Furniture	Re-Inspection	Resolved
6/28/2022	7/8/2022	118 W MECHANIC ST	High grass, used appliance	Re-Inspection	Final Warning
6/28/2022	7/8/2022	119 PARK ST	High Grass	Re-Inspection	Final Warning
6/28/2022	7/8/2022	77 HILL ST	High grass	Re-Inspection	Second Warning
6/28/2022	7/8/2022	88 BOWERY ST	High grass	Re-Inspection	Final Warning
6/28/2022	7/8/2022	40 MCCULLOH ST	High Grass	Re-Inspection	Final Warning
6/28/2022	7/8/2022	113 SPRING ST	Complaint received re: high grass	Re-Inspection	Final Warning
6/28/2022	7/12/2022	135 MCCULLOH ST	High grass	Re-Inspection	Second Warning
6/28/2022	6/24/2022	49 MCCULLOH ST	High grass	Re-Inspection	Resolved
6/28/2022	6/26/2022	138 MOUNT PLEASANT ST	High grass	Re-Inspection	Resolved
6/28/2022	6/27/2022	110 BOWERY ST	High grass	Re-Inspection	Resolved
6/28/2022	6/25/2022	8 TAYLOR ST	High grass	Re-Inspection	Resolved
6/28/2022	7/15/2022	158 W MECHANIC ST	Furniture	Re-Inspection	Second Warning
6/28/2022	6/27/2022	180 E MECHANIC ST	Furniture	Re-Inspection	Resolved

Group Total: 40

Group: Return Mail

6/29/2022	6/22/2022 (court date); 7/2/2022 (pay fine)	SE Spring Street	High grass	Return Mail	Citation Issued
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Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
6/30/2022	7/8/2022	77 HILL ST	High grass	Return Mail	Second Warning

Group Total: 2

Group: Send Letter

6/2/2022	7/2/2022	191 SPRING ST	Vacant Structure (not secured)	Send Letter	First Warning
6/2/2022	6/9/2022, 6/12/2022	49 MCCULLOH ST	Solid Waste, Furniture	Send Letter	Resolved
6/2/2022	6/12/2022	55 MCCULLOH ST	High Grass	Send Letter	Resolved
6/2/2022	7/8/2022	40 MCCULLOH ST	High Grass	Send Letter	Final Warning
6/3/2022	6/17/2022	74 BOWERY ST	High grass	Send Letter	Resolved
6/3/2022	6/17/2022	68 BOWERY ST	High grass	Send Letter	Resolved
6/3/2022	7/8/2022	88 BOWERY ST	High grass	Send Letter	Final Warning
6/3/2022	6/13/2022	185 BOWERY ST	High grass	Send Letter	Resolved
6/3/2022	6/13/2022	73 W MAIN ST	Furniture intended for indoor use	Send Letter	Resolved
6/3/2022	6/13/2022	68 W MECHANIC ST	High grass	Send Letter	Resolved
6/3/2022	7/8/2022	118 W MECHANIC ST	High grass, used appliance	Send Letter	Final Warning
6/3/2022	7/8/2022	119 PARK ST	High Grass	Send Letter	Final Warning
6/8/2022	ASAP	209 ESPY AVE	Large brush pile - rodent harborage	Send Letter	Monitoring
6/8/2022	ASAP	60 S BROADWAY	Swimming Pool Permit Required	Send Letter	First Warning

Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
6/15/2022	6/25/2022	24 W COLLEGE AVE	Furniture	Send Letter	Resolved
6/15/2022	ASAP	118 S WATER ST	Problem tree	Send Letter	Problem Tree
6/15/2022	ASAP	203 E MAIN ST	Sign permit required	Send Letter	First Warning
6/15/2022	ASAP	44 ORMAND ST	Building Permit Required	Send Letter	First Warning
6/15/2022	ASAP	73 ORMAND ST	Swimming Pool Permit Required	Send Letter	First Warning
6/15/2022	7/15/2022	158 W MECHANIC ST	Furniture	Send Letter	Second Warning
6/15/2022	6/25/2022	8 TAYLOR ST	High grass	Send Letter	Resolved
6/15/2022	6/25/2022	43 McCulloh Street	Furniture, Used appliances	Send Letter	First Warning
6/15/2022	7/8/2022	77 HILL ST	High grass	Send Letter	Second Warning
6/16/2022	6/26/2022	138 MOUNT PLEASANT ST	High grass	Send Letter	Resolved
6/17/2022	6/27/2022	180 E MECHANIC ST	Furniture	Send Letter	Resolved
6/17/2022	7/12/2022	135 MCCULLOH ST	High grass	Send Letter	Second Warning
6/17/2022	6/27/2022	110 BOWERY ST	High grass	Send Letter	Resolved
6/28/2022	7/8/2022	26 TAYLOR ST	High Grass	Send Letter	First Warning

Group Total: 28

Group: Walk-In

6/1/2022	5/30/2022	64 ORMAND ST	Fence Permit Required	Walk-In	Resolved
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Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
6/30/2022	7/8/2022	113 SPRING ST	Complaint received re: high grass	Walk-In	Final Warning

Group Total: 2

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Total Records: 101

7/6/2022



Case Detail Report

06/01/2022 - 06/30/2022

Case Date	Compliance Deadline	Parcel Address	Description	Main Status
6/1/2022	6/12/2022 (court date); 6/23/2022 (pay fine)	16 BOWERY ST	High grass	Citation Issued
6/2/2022	6/25/2022	163 E. Mechanic Street	Furniture	Resolved
6/2/2022	6/25/2022	25 N WATER ST	High Grass	Resolved
6/2/2022	7/2/2022	191 SPRING ST	Vacant Structure (not secured)	First Warning
6/2/2022	6/12/2022	55 MCCULLOH ST	High Grass	Resolved
6/2/2022	6/9/2022, 6/12/2022	49 MCCULLOH ST	Solid Waste, Furniture	Resolved
6/2/2022	7/8/2022	40 MCCULLOH ST	High Grass	Final Warning
6/3/2022	6/17/2022	74 BOWERY ST	High grass	Resolved
6/3/2022	6/17/2022	68 BOWERY ST	High grass	Resolved
6/3/2022	6/13/2022	185 BOWERY ST	High grass	Resolved
6/3/2022	7/8/2022	88 BOWERY ST	High grass	Final Warning
6/3/2022	7/8/2022	118 W MECHANIC ST	High grass, used appliance	Final Warning
6/3/2022	7/8/2022	119 PARK ST	High Grass	Final Warning
6/3/2022	6/13/2022	73 W MAIN ST	Furniture intended for indoor use	Resolved

Case Date	Compliance Deadline	Parcel Address	Description	Main Status
6/3/2022	6/13/2022	68 W MECHANIC ST	High grass	Resolved
6/6/2022	6/22/2022 (court date); 7/2/2022 (pay fine)	SE Spring Street	High grass	Citation Issued
6/8/2022	ASAP	209 ESPY AVE	Large brush pile - rodent harborage	Monitoring
6/8/2022	ASAP	60 S BROADWAY	Swimming Pool Permit Required	First Warning
6/15/2022	ASAP	73 ORMAND ST	Swimming Pool Permit Required	First Warning
6/15/2022	ASAP	44 ORMAND ST	Building Permit Required	First Warning
6/15/2022	ASAP	203 E MAIN ST	Sign permit required	First Warning
6/15/2022	ASAP	118 S WATER ST	Problem tree	Problem Tree
6/15/2022	6/25/2022	24 W COLLEGE AVE	Furniture	Resolved
6/15/2022	7/15/2022	158 W MECHANIC ST	Furniture	Second Warning
6/15/2022	6/25/2022	43 McCulloh Street	Furniture, Used appliances	First Warning
6/15/2022	6/25/2022	8 TAYLOR ST	High grass	Resolved
6/15/2022	7/8/2022	77 HILL ST	High grass	Second Warning
6/16/2022	6/26/2022	138 MOUNT PLEASANT ST	High grass	Resolved
6/17/2022	6/27/2022	180 E MECHANIC ST	Furniture	Resolved
6/17/2022	7/12/2022	135 MCCULLOH ST	High grass	Second Warning
6/17/2022	6/24/2022	49 MCCULLOH ST	High grass	Resolved

Case Date	Compliance Deadline	Parcel Address	Description	Main Status
6/17/2022	6/27/2022	110 BOWERY ST	High grass	Resolved
6/28/2022	7/8/2022	26 TAYLOR ST	High Grass	First Warning
6/29/2022	ASAP	44 MAPLE ST	Untagged vehicle	Verbal/Courtesy Warning

Total Records: 34

7/6/2022



Permit Report

06/01/2022 - 06/30/2022

Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Building	Single Family Dwelling	Lot 90, Moonlight Drive	1530 sq/ft single family patio home	Pending
Building	Accessory Structure	138 BOWERY ST	Grading a 30'x23' Shed Pad and Installing a 14'x12' Storage Shed	Closed
Building	Renovation/Conversion	44 E MAIN ST	Social Hall Renovations and Exterior ADA Access Ramp	Open
Building	Accessory Structure	65 LINDEN ST	8' x 9' Deck in Rear Yard	Pending
Building	Renovation/Conversion	10701 NEW GEORGES CREEK ROAD SW	Renovation of commercial space	Pending
Building	Accessory Structure	44 ORMAND ST	Constructing an 8' x 16' Deck	Pending
Building	Swimming Pool	137 S WATER ST		Pending
Building	Renovation/Conversion	10701 NEW GEORGES CREEK ROAD SW, Suite #6	Interior Commercial Renovations	Open
Building		3 W. First Street	Shed Roof Over Dining Area	Open
Building	Retaining Wall	8 BOBCAT CT	Structural Repairs of Existing 6'5" Retaining Wall	Open

Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Building	Renovation/Conversion	193 GLENN ST	Foundation Wall Repairs	Open
Building	Swimming Pool	25 GREENBRIAR CT	Installation of Fully Landscaped In-Ground Swimming Pool	Open
Building	Swimming Pool	90 WASHINGTON ST	Installation of 21' x 56" Swimming Pool in Rear Yard	Open
Burning		170 MCCULLOH ST	Burning Brush	Closed
Certificate of Appropriateness		59 E MAIN ST	Installation of Temporary Vinyl Window Clings to the Interior of the First Floor Windows	Closed
Certificate of Appropriateness		44 E MAIN ST	HDC Approval - Alteration	Closed
Fence		174 W 1ST ST	Installation of 4' and 6' Fencing in the Side/Rear Yards	Closed
Fence		58 S. Broadway	Installation of a 4' Black Chain Link Fence	Closed
Fence		185 ORMAND ST	Installation of a 6' Vinyl Privacy Fence	Closed
Fence		64 ORMAND ST	Installation of a 4' Chain Link Fence	Closed
Grading		26 HILL ST	Update of Grading Permit #2021-090	Closed

Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Sign		10701 NEW GEORGES CREEK ROAD SW	STOREFRONT - BUILDING I.D.	Closed
Use & Occupancy		89 Candlewick Court	Residential Use and Occupancy	Closed
Use & Occupancy		97 Candlewick Court	Use and Occupancy for Single Family Home	Closed

Total Records: 24

7/6/2022

CITY OF FROSTBURG
MONTHLY REPORT - TAXES
FOR THE MONTH ENDING JUNE 30, 2022

Tax Type - Year	Principal Receivable at 05/31/22	Billings	Receipts Principal	Interest	Abatements/ Adjustments	Principal Receivable at 06/30/22
Real Estate - 16/17	\$ 206.08	\$ -	\$ -	\$ -	\$ (206.08)	\$ -
Real Estate - 17/18	449.68	-	-	-	(221.98)	227.70
Real Estate - 18/19	1,050.41	-	126.77	-	(231.44)	692.20
Real Estate - 19/20	4,957.92	-	3,686.10	1,935.15	(240.90)	1,030.92
Real Estate - 20/21	34,225.43	-	7,500.75	2,557.27	(250.02)	26,474.66
Real Estate - 21/22	101,298.16	-	15,546.74	2,684.02	(259.23)	85,492.19
Real Estate Total	<u>\$ 142,187.68</u>	<u>\$ -</u>	<u>\$ 26,860.36</u>	<u>\$ 7,176.44</u>	<u>\$ (1,409.65)</u>	<u>\$ 113,917.67</u>
Personal Prop - 20/21	\$ 293.45	\$ -	\$ -	\$ -	\$ -	\$ 293.45
Personal Prop - 21/22	388.50	-	-	-	-	388.50
Personal Property	<u>\$ 681.95</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 681.95</u>
Public Utility - 21/22	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Corporation - 19/20	\$ 40.36	\$ -	\$ -	\$ -	\$ -	\$ 40.36
Corporation - 20/21	2,804.32	-	406.46	134.20	-	2,397.86
Corporation - 21/22	28,291.62	703.80	2,005.75	45.26	-	26,989.67
Corporation Total	<u>\$ 31,136.30</u>	<u>\$ 703.80</u>	<u>\$ 2,412.21</u>	<u>\$ 179.46</u>	<u>\$ -</u>	<u>\$ 29,427.89</u>
Total	<u><u>\$ 174,005.93</u></u>	<u><u>\$ 703.80</u></u>	<u><u>\$ 29,272.57</u></u>	<u><u>\$ 7,355.90</u></u>	<u><u>\$ (1,409.65)</u></u>	<u><u>\$ 144,027.51</u></u>

`CITY OF FROSTBURG

Parks and Rec Monthly report

For the Month of: June, 2022

Submitted by: [Gene Bittinger maintence Supervisor]

June 1 2022

Checked parks

Finished cutting Glendening

Started weed eating Glendening

Got paint supplies ready for East End

Picked up weeds and extra mulch from Depot

Put trash cans out at East End

Picked up concrete for Rifle Range gate

June 2 2022

Checked parks

Installed new gate at Rifle range

Worked on urinal at Bureau of mines

Welded gate on exercise equipment

Cleaned concrete at exercise equipment

June 3 2022

Checked parks

Finished weed eating Glendening

Cut around the pool, shop and Armory

Set up and tore down farmers market

Fixed tire on zero mower

June 6 2022

Checked parks

Spread mulch at City Place, Glendening swing set, Small Pool playground

Took trash cans to the pool

Fixed lock on L.L. field dugout

Spread mulch at the memorial at MT Ridge

Cut old telephone poles down at field 6

June 7 2022

Checked parks

Spread topsoil, Seeded, spread hay at East End

Worked on mower deck

Cleaned rain spouts and roofs off all pavilions

Picked up parts for mower

Replaced faucets at little pool playground bathrooms

June 8 2022

Checked parks

Took paint supplies to field 8

Installed new light at MT Pleasant

Checked broken zero mower

Took zero back to Outdoor Power for repair

Put new light up at Community Park pavilion

June 9 2022

Checked parks

Cut and weed East End, Hoffman, MT Pleasant, Dog Park,

Put new deck belt on zero mower

Put new filters in air conditioner at City Hall

Picked up supplies for mowers

Cut Green Street lot

June 10 2022

Checked parks

Cut and weed East End the trail head

Fixed cracks in concrete at the pool

Put mower deck back together

Cut around the pool

June 13 2022

Checked parks

Started cutting Glendening

June 14 2022

Checked parks

Went to Staff meeting

Went to insurance meeting

Fixed hand rail behind City Place

Took benches to East End

Finished cutting Glendening

June 15 2022

Checked parks

Painted doors at East End

Put out stain and picked it up for Finan center people

June 16 2022

Checked parks

Fixed bumper blocks in Tans parking lot

Took scrap to junk yard

Picked up new auger for Bobcat

Checked ice maker at East End

Worked on door at City Hall

Picked up sun screen for the pool

June 17 2022

Checked parks

Fixed fence at Glendening

Spread infield mix on Field 5 and Lyons

Fixed gate at Field 5

Graded walking trails at Glendening

Picked broken sign at the pool

Fixed back board at Gym

June 20 2022

Checked parks

Weed eated and cut the Trail Head

Received new tractor

Cleaned up in shop

June 21 2022

Checked parks

Cut and weed eated Hoffman, MT Pleasant, City Hall, ST Mikes

Finished putting window in the Bobcat

Put lime in L.L. storage

Fixed water line at Hoffman

Cut East End, Greene ST. and Dog Park

June 22 2022

Checked parks

Pushed dirt over Hoffman

Dropped off Bobcat for new tires

Checked cameras at Dog Parks

Picked up mower from Outdoor Power

Picked up concrete for tractor weight

Fixed belt on Scag mower

June 23 2022

Checked parks

Cut grass around shop and Armory

Fixed Rifle range road

June 24 2022

Checked parks

Hauled two loads of mulch from Ebys

Mulched trees at Hoffman

June 27 2022

Checked parks

Finished weed eating at Hoffman

Started cutting grass at Glendening

June 28 2022

Checked parks

Brushed hog at Glendening and Rifle range

Fixed road to Rifle range

June 29 2022

Checked parks

Cut at Glendening

June 30 2022

Checked parks

Fixed door on City Hall

Picked up new tire for mower trailer

Fixed cabinet door at Comm. Center

Fixed extra tires for mower trailer

CITY OF FROSTBURG

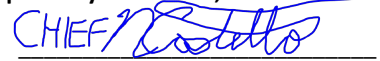
Monthly Report: Police Department

For the Month of: June 2022

Submitted by: PCO Mary Gracie & Chief Nicholas Costello

IDENTIFIED INCIDENTS & COMPLAINTS for the Month of		May
2021	619	2022 624
ARRESTS	On-View/Citations	8
	Warrants Served	1
	Summonses Served	1
	Juvenile Arrests & Citations	6
	TOTAL	16
C3I INVESTIGATIONS	Cases	0
COMMUNITY POLICING	Logged Activities	10
PARKING	Parking Violations	38
PRISONERS	Custodial Arrests	6
PUBLIC SERVICE	Well-Being Checks	17
	Emergency Petitions	2
	Assist Other Agency	11
	Request for Officer	23
	Follow-Ups	12
	Disturbance (Multiple Inc. Types)	22
TRAFFIC	M/V Crashes	9
	Traffic Details	27
	DWI/DUI Arrests	2
TRAFFIC STOPS	Total Number of Stops	125
	Citations	~14
	Warnings	~122
	SEROs	~6
COLLECTIONS	Parking Meter Fines	\$265.00
	Other Parking Fines	\$1,355.00
	Parking Meter Collections	\$3,583.00
	Municipal Infractions Paid	\$0.00
	Parking Permits	\$20.00
	Miscellaneous	\$60.00
	Park Mobile 220 Transactions	\$153.30
This month year prior:	\$2,995.23	TOTAL \$5,436.30

Respectfully Submitted,



Chief of Police

CITY OF FROSTBURG

Monthly Report: Street Department

For the Month of: June 2022

Submitted by: (Supervisor) Shane Elliott

June 1, 2022 – Wednesday

- Picked up garbage route on east end of town
- Unpackaged the new trash cans and liners
- Installed new fuel pump on old garbage truck
- Checked all sewer pumping stations
- Put Share Corporation delivery away
- Marked miss utility tickets and checked them in on computer
- Set out the new trash cans on Main Street and removed older ones
- Took truck #6 to Ruby's for repairs
- Straightened sign bent sign post on Bowery Street
- Cleaned up broken glass in roadway on College Avenue at Center Street
- Removed litter on Main Street
- Met with Northern Pipeline on Green Street
- Removed dead animal in roadway on West Main Street
- Used backhoe and dump trucks to collect the rest of garbage route due to mechanical issues with garbage truck
- Marked two emergency miss utility tickets as they came in
- Unloaded a delivery of benches with bobcat

June 2, 2022– Thursday

- Picked up garbage route in center section of town
- Met with Northern Pipeline on Main Street to inspect a buried catch basin they had damaged while trenching
- Checked on a curbing complaint on Allegany Street
- Used dump trucks and backhoe to help pick up garbage route due to mechanical issues with garbage truck
- Marked Miss Utility tickets and checked them in on computer
- Called around several locations for a possible garbage truck rental
- Removed litter on Main Street
- Had special meeting at city hall to discuss alternative measures on collecting trash
- Checked all sewer pumping stations
- Replaced missing street sign on High Street
- Looked over curbing complaint on Washington Street
- Took old garbage truck to Coburn Cummins to have it looked over

P.2

June 3, 2022 – Friday

- Emptied all city trash cans where needed
- Pot hole patched Mechanic Street, Cemetery Road and part of Washington Street
- Checked all sewer pumping stations
- Installed new blacktop curb on Washington Street
- Marked miss utility tickets and checked them in on computer
- Cleaned rest room and lunch room
- Removed litter on Main Street
- Cut grass and weed eat around Frostburg signs
- Repaired sewer line on McCulloh Street that Northern Pipeline had damaged
- Emptied out all shop trash cans
- Removed dead animal in roadway on Main Street
- Cut grass on stone wall on Main Street
- Picked up chunks of blacktop curbing left behind while blacktopping
- Sprayed bed of blacktop truck with concentrate and removed tar from tailgate latches

June 4, 2022 – Saturday

June 5, 2022 – Sunday

June 6, 2022 – Monday

- Emptied city trash cans where needed
- Cleaned blacktop tools and filled roller
- Ran street sweeper in swimming pool parking area and around Frostburg Village
- Finished putting new benches together for Main Street
- Blacktopped ditch line and potholes in upper swimming pool parking lot
- Removed litter on Main Street
- Checked signage complaint on McCulloh Street
- Looked over culvert complaint and spoke to homeowner
- Checked sewer pumping stations
- Removed glass and debris in roadway on College Avenue
- Cut grass in empty lot on Bowery Street
- Removed dead animal in roadway on Barnard Street
- Cut grass around Frostburg sign over Braddock Estates
- Marked miss utility tickets and checked them in on computer
- Finished cutting grass on wall on Main Street
- Emptied and cleaned out sweeper over at dump site
- Cut grass in empty lots on Center Street
- Straightened bent sign post on West College Avenue

P.3

June 7, 2022 – Tuesday

- Picked up garbage route on west end of town
- Ran street sweeper in lower parking area at swimming pool
- Cleaned blacktop tools and filled roller
- Marked miss utility tickets and checked them in on computer
- Blacktopped ditch line in bottom parking lot at swimming pool and patched holes in roadway down to Rec. Dept. building
- Picked up supplies from Lowes Home Center
- Had online demonstration at city hall
- Picked up mulch from Eby's in Cumberland
- Checked all sewer pumping stations
- Welded side plates onto blacktop truck
- Finished mulching flower beds in city hall parking lot
- Removed litter on Main Street
- Cut grass and trees inside fence line on Center Street
- Set new benches out on Main Street and brought back older ones
- Met with Potomac Plumbing on Water Street
- Emptied and cleaned out sweeper over at dump site
- Pulled weeds from rock garden in front of Police Station
- Marked emergency miss utility ticket on Village Parkway

June 8, 2022 – Wednesday

- Picked up garbage route on east end of town
- Cleaned off blacktop tools and filled roller
- Removed dead animal on Main Street at the request of Police Dept.
- Marked miss utility tickets and checked them in on computer
- Checked all CSO'S and made a report
- Removed litter on Main Street
- Finished weeding rock garden in front of police station
- Checked all sewer pumping stations
- Blacktopped pot holes on Park Street, College Avenue, Spring Street, Hill Street, Bowery Street and the cross streets in the surrounding area
- Installed posted signs on Bealls Lane, Standish Street and Mill Street in preparation of street sweeping
- Ran sewer camera in sewer main on Smith Avenue
- Installed stop bars with Flint material on McCulloh Street at Sleeman Street
- Cleaned out the water filtering system on blacktop roller
- Replaced broken manhole cover on Smith Avenue
- Installed two new stop signs on McCulloh Street
- Took parts that arrived up to Coburn Cummings for old garbage truck
- Cleaned off all sewer camera equipment after use

P.4

June 9, 2022 – Thursday

- Picked up garbage route in center section of town
- Cleaned off blacktop tools and filled roller
- Filled sweeper water tanks and checked fluids
- Picked up litter on Main Street and Depot Street
- Blacktopped pot holes on Bowery Street, Center Street and the bottom of Hill Street
- Removed street cones and debris left behind while blacktopping
- Marked Miss Utility tickets and checked them in on computer
- Ran street sweeper on Bealls Lane, Standish Street and Mill Street
- Checked all sewer pumping stations
- Removed dead animal in roadway on Bowery Ext.
- Emptied and cleaned out debris tank on street sweeper at dump site
- Installed new blacktop curb due to water runoff complaint on Mill Street
- Checked signage complaint on Main Street – contractor signage for road repairs on state road
- Picked up paystubs and mail from city hall
- Marked an emergency Miss Utility ticket at 163/165 Spring Street
- Picked up a dead animal in roadway on west Main Street
- Checked on signage complaint on Mt Pleasant Street
- Picked up trash missed during garbage route on Stoyer Street

June 10, 2022 – Friday

- Picked up litter on Main Street
- Used tar machine to seal around blacktop patches and road cracks on Victoria Lane
- Checked all sewer pumping stations
- Trimmed weeds around street trees and curb lines on Main Street
- Cleaned rest room and lunch room
- Marked miss utility tickets and checked them in on computer
- Picked up litter all over town in city streets before weekend
- Checked and emptied city trash cans on Main Street where needed
- Resituated benches on Main Street in front of the Palace Theater
- Checked on another signage issue on Mt Pleasant Street
- Met with Northern Pipeline on Sleeman Street to look over damaged culvert pipe
- Emptied out all shop trash cans and swept out garage bays
- Picked up posted signs from Standish Street, Bealls Lane and Mill Street
- Cleaned up debris left behind from street sweeping
- Used torch to clean out the hot box and pour spout on tar machine

June 11, 2022 – Saturday – Checked CSO's

June 12, 2022 – Sunday

P.5

June 13, 2022 – Monday

- Picked up yard waste all over town
- Ran sewer camera in sewer main on Center Street to locate sewer taps
- Checked all sewer pumping stations
- Sprayed bed of blacktop truck with concentrate and checked fluids
- Cleaned off blacktop tools and filled roller
- Picked up litter on Main Street
- Checked and emptied city trash cans where needed
- Took old benches from Main Street down to Rec. Dept.
- Marked miss utility tickets and checked them in on computer
- Took yard waste over to dump site at Frostburg Grows
- Installed new blacktop curb and pothole patched roadways on west end of town
- Picked up supplies from Lowes Home Center
- Marked emergency miss utility ticket for Gas Company
- Reinstalled two banners on Main Street that had fallen off light posts
- Washed off all sewer camera equipment after use
- Picked up debris and curbing left behind while blacktopping
- Had propane tanks filled at Frostburg Rental
- Installed tar sealant around previously patched areas of roadways
- Cleaned up debris in roadway in Braddock Estates

June 14, 2022 – Tuesday

- Picked up garbage route on west end of town
- Attended staff meeting at city hall
- Trimmed grass around all sewer pumping stations
- Removed dead animal in roadway on Broadway
- Had insurance meeting for all employees at city hall
- Removed litter on Main Street
- Checked progress at the Prichard Farm project
- Took inventory of flint cross walk material
- Checked all sewer pumping stations
- Took a load of trash in one ton dump truck to landfill
- Marked miss utility tickets and checked them in on computer
- Checked vegetation overhanging roadway complaint on Tarn Terrace
- Contacted Atlantic Machinery to discuss any progress on garbage truck
- Removed dead animal in roadway on East Main Street
- Cleaned up tar machine and applicators
- Trimmed vegetation around street signs where needed
- Cut roadway with street saw around two catch basins in need of repair
- Attending a meeting with the director of public works at city hall

P.6

June 15, 2022 – Wednesday

- Picked up garbage route on east end of town
- Trimmed trees and brush from roadsides on Tarn Terrace
- Used tar machine to seal around more milled out patches of roadway
- Marked miss utility tickets and checked them in on computer
- Took invoices and insurance enrollment sheets to city hall
- Checked all sewer pumping stations
- Trimmed more vegetation around street signs where needed
- Filled jetter truck water tanks and checked fluids
- Checked on Northern Pipeline on Sleeman Street
- Removed litter on Main Street
- Used jetter truck to remove debris in catch basin on Hill Street
- Removed tree limb in roadway on Talcott Avenue
- Cleaned off blacktop tools and filled roller
- Built new forms in catch basin in preparation of concrete pour on Hill Street (Poured new concrete bottom in catch basin)
- Used loader to pick up old catch basin frame and grate from Hill Street project
- Emptied catch vac at dump site and cleaned out debris hopper

June 16, 2022 – Thursday

- Picked up garbage route in center section of town
- Checked water runoff complaint on Delano Avenue
- Removed litter on Main Street
- Poured new concrete walls in catch basin on Hill Street
- Checked all sewer pumping stations
- Picked up garbage that was missed during yesterday's route
- Marked miss utility tickets and checked them in on computer
- Used tar machine to seal more patched areas of roadway
- Removed dead animal in roadway on Mill Street
- Cleaned out ditch line on Frost Avenue
- Replaced street sign on McCulloh Street
- Checked status of repairs being done to truck #6
- Picked up more supplies from Lowes Home Center
- Coned off work area on Hill Street until the concrete cures
- Removed brick and rock debris in roadway on Bowery Street
- Cleaned off all concrete tools after use
- Finished cleaning up debris on Tarn Terrace and Bealls Lane

P.7

June 17, 2022 – Friday

- Marked miss utility tickets and checked them in on computer
- Checked water run off complaint on west end of town
- Marked an emergency miss utility ticket
- Took dump truck of trash to landfill
- Checked all sewer pumping stations
- Looked over blacktop complaints in several locations
- Checked and emptied city trash cans where needed
- Popped manholes off Centennial Street to inspect sewer main
- Trimmed weeds along curb lines and roadside trees
- Picked up litter on Main Street
- Checked on a sewer complaint on Paul Street
- Made repairs to mirror on Truck 14
- Picked up mail delivery from next door (MDE)
- Cleaned off catch basin grates and curb inlets all over town
- Picked up litter along city streets all over town
- Cleaned rest room, lunch room and emptied out shop trash cans
- Put Fastenal delivery away

June 18, 2022 – Saturday

June 19, 2022 – Sunday

June 20, 2022 – Monday – OFF – Juneteenth Day

June 21, 2022 – Tuesday

- Picked up west end of town garbage route
- Cleaned off all blacktop tools and filled roller
- Used bobcat to clean out ditch line on Delano Avenue in preparation of blacktop
- Checked all sewer pumping stations – Ran weekly electrical test
- Blacktopped ditch line on Delano Avenue and pot hole patched on west end of town
- Marked miss utility tickets and checked them in on computer
- Ran street sweeper most of the day
- Emptied out city trash cans where needed
- Started installing new frame and door on MDE side of Armory Building
- Removed litter off Main Street, Water and Broadway
- Checked sewer complaint on Ormand Street – Ran sewer camera and located issue
- Met with Belt Paving to discuss milling and paving of Main Street

P.8

June 22, 2022 – Wednesday

- Picked up garbage route on east end of town
- Trimmed weeds around sign posts where needed
- Picked up supplies from PVIS in Cumberland
- Made necessary sewer line repair on Ormand Street
- Checked all sewer pumping stations
- Ran street sweeper most of the day on east end of town
- Finished installing door on Armory Building
- Cut grass in front of High School
- Marked miss utility tickets and checked them in on computer
- Trimmed weeds along guardrail down Depot Street
- Removed litter on Main Street
- Helped unload delivery to Rec. Dept. with bobcat
- Picked up supplies from Frostburg Rental
- Checked sewer odor complaint on Depot Street
- Used loader and dump trucks too load and haul debris from dump site to Miller Bottom
- Emptied and cleaned out sweeper at dump site
- Cut grass in empty lots on Bowery Street and at Victoria Lane

June 23, 2022 – Thursday

- Picked up garbage route in center section of town
- Checked all sewer pumping stations
- Picked up garbage truck in Pittsburg PA after being repaired
- Removed litter on Main Street
- Used jetter to flush debris from sewer line
- Removed forms and steel plate from newly poured catch basin on Hill Street
- Marked miss utility tickets and checked them in on computer
- Picked up trash that had been missed during garbage route
- Cut roadway around a couple catch basins in need of repair
- Ran sewer camera in sewer main on State Street
- Filled the jetter water tanks and checked fluids
- Removed posted signs off Main Street
- Straightened bent sign post and installed new sign on College Avenue
- Removed dead animal on Main Street
- Washed off sewer camera equipment after use
- Installed street sign on Allegany Street
- Cut and trimmed grass around tide gate
- Applied grout around new door jamb to MDE building
- Replaced lock on parking meter on Main Street

P.9

June 24, 2022 – Friday

- Picked up litter on Main Street
- Took insurance papers too city hall
- Checked all sewer pumping stations
- Removed posted signs on parking meters
- Marked Miss Utility tickets and checked them in on computer
- Washed off truck #350 and checked fluids
- Cut grass around town and trimmed weeds where needed
- Swept out all garage bays
- Checked and emptied all city trash cans where needed
- Emptied out all shop trash cans
- Greased and checked fluids on truck #4
- Cleaned lunch room and rest room
- Picked up litter all over town where needed
- Installed new drag link on truck #4
- Checked status of truck repair at Ruby's
- Took garbage truck to landfill
- Washed off garbage truck and greased fittings
- Took delivery of sweeper bucket and had a short demonstration

June 25, 2022 – Saturday

June 26, 2022 – Sunday

June 27, 2022 – Monday

- Checked all sewer pumping stations – ran weekly electrical test
- Used sweeper bucket to clean up around parking lot
- Cleaned off catch basin grates and culvert inlets around town
- Marked miss utility tickets and checked them in on computer
- Checked all CSO's and made a report
- Removed litter on Main Street
- Installed new sign post and sign due to old one was struck by a vehicle
- Checked and emptied city trash cans on Main Street where needed
- Painted and installed new oil pan on truck #4
- Removed dead animal in roadway on Armstrong
- Checked clogged culvert complaint in Braddock Estates – cleaned inlet
- Removed glass and debris in roadway on Broadway
- Installed new sign and post in Alleyway off College Avenue
- Sealed cracks and voids in catch basin on Hill Street
- Checked broken conduit on Mian Street – found to be not in use

P.10

June 28, 2022 – Tuesday

- Picked up garbage route on west end of town
- Sprayed bed of blacktop truck with concentrate and checked fluids
- Cleaned off blacktop tools and filled roller
- Removed litter on Main Street
- Checked sewer complaint just off Green Street
- Trimmed trees and weeds from around Frostburg sign at route 36 and 40
- Checked all sewer pumping stations
- Blacktop patched Prichard Alleyway, McCulloh Street and Braddock Estates
- Marked miss utility tickets and checked them in on computer
- Looked over coolant leak on garbage truck to see what's needed for repair
- Patched missing curb line in Braddock Estates
- Trimmed weeds in Alleyways just off Main Street
- Cleaned up debris left behind while blacktopping
- Removed dead animal in roadway on State Street
- Cleaned out beds on the one-ton dump trucks
- Trimmed weeds along wall on Mt Pleasant Street
- Cleaned up around salt dome and gravel piles

June 29, 2022 – Wednesday

- Picked up garbage route on east end of town
- Used vactor truck to clean debris from catch basins on Mill Street
- Marked miss utility tickets and checked them in on computer
- Formed new walls in catch basin in preparation of a concrete pour and coned off work area on Mill Street
- Trimmed tree limbs and brush over hanging roadways around town
- Helped unload a delivery of new walk plows
- Removed dead animal in roadway on Center Street
- Welded bad areas on plow rigging on truck #4
- Checked all sewer pumping stations
- Put Napa delivery away
- Used backhoe to install steel plate over job site on Mill Street
- Picked up parts from Carquest
- Installed new street sign on Victoria Lane
- Picked up skids of concrete at Lowes Home Improvement
- Met with Potomac Edison on Summit Place to walk future job site
- Unloaded vactor truck and cleaned out debris tank at dump site
- Greased extension suction hose on vactor truck due to a leak
- Picked up garbage that had been missed during garbage route by contractor

P.11

June 30, 2022 – Thursday

- Picked up garbage rout in center section of town
- Checked sewer line just off Centennial Street for issues
- Remove litter on Main Street, Water and Broadway
- Unloaded skids of concrete with bobcat
- Replaced teeth on milling machine and greased fittings
- Cleaned up debris in roadway on Depot Street
- Took all invoices to be paid to city hall
- Poured new concrete walls and base in catch basin on Mill Street – coned off work area until concrete sets up
- Made adjustments to side door to MDE storage area
- Picked up mulch at Eby's in Cumberland
- Checked all sewer pumping stations
- Trimmed weeds at the intersection of Spring Street and American Avenue
- Marked miss utility tickets and checked them in on computer
- Put mulch around roadside trees on Main Street
- Organized all equipment needed for Derby Day
- Picked up garbage that was missed during garbage route
- Cleaned up glass in roadway on Collage Avenue
- Made arrangements with Maryland Industrial Truck to have garbage truck demonstration in the upcoming weeks
- Inspected newly poured sidewalk on Ormand Street at sewer repair site
- Mulched welcome to Frostburg sign over Braddock Estates
- Washed off all concrete tools after use

City of Frostburg

Monthly Report: Water Department

For the Month of June, 2022

Submitted by: Jim Williams, Supervisor

June 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

June 2 , 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Reading quarterly meters
- Final reading Center St
-

June 3, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Reading quarterly meters
- 3 final readings

- Turned off water Shaw St

June 6, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Reading quarterly meters
- Read monthly master meters
- Assisted county with reading master meters
- Final Reading on Hawthorne Dr
- 4 Re-reads for book 1
- Installed 1 new meter
- Installed signs on Ormand St.

June 7, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Quarterly meters
- Repaired meter at Frostburg Plaza
- Installed 4 new meters
- Turn water on E. Main St.

June 8, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Quarterly meters
- Cut & cap a 4" water line @ the intersection Mt. Pleasant & Jenkin St.
- Final readings Braddock Rd.
- Regular reading Valley View Apt's

June 9, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Quarterly meters
- Installed 4 new meters Final readings Green St. & Spring St.
- Reread meter on Center St. Possible leak
- Assisted contractor on Maple St. with trying in new 6" water main

June 10, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Quarterly meters
- Data log Depot St.
- Tried to shut down old 4" water line, has to be dug up & capped
- Had overhead door adjust the garage door @ shop

June 13, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Quarterly meters
- Final reading Mill St
- Dug up curb box East Main St.
- Assisted Lashley Construction cutting and capping old 4-inch line Maple St.
- Turned water off E. main St. for plumber,
- Changed 4 meters

June 14, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utilities
- Read Quarterly meters
- Attended staff meeting
- Dan attended test for pesticide
- Cleaned the shop
- Hauled the trash away
- Obtain data log Frostburg Plaza
- Final reading W. Main St.
- Regular reading Maple St.
- Reread water meter on Maple St. possible leak
- Reread 3 meters due to high consumption

June 15, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Missed Utility Tickets
- Read Quarterly meters
- Turn water off for nonpayment
- Installed 3 new meters
- Turn water back on for nonpayment
- Final readings Beall St. & Bowery St.
- Obtain data log Broadway

June 16, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Quarterly meters
- Final readings Maple St. & Paul St.

- Installed 6 new meters

June 17, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Quarterly meters
- Final reading W. Main St.
- Installed 1 new meter
- Assisted contractor with installing new outside meter @ Winter View Terrace
- Checked for water leak chart was out

June 20, 2022 City Holiday

June 21, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Quarterly meters
- Final reading Maple St.
- Marked water lines for contractors on Stroyer St. & Beall St.
- 1 new meter

June 22, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Quarterly meters
- Installed 2 new meters
- Final reading E. Main St.

June 23, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Quarterly meters
- Installed 1 new meter
- Worked with contractor on Center St. with water leak, installed 5-ft of 4" pipe

June 24, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Quarterly meters
- Final reading E. Main St.
- Installed 5 new meters

June 27, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Quarterly meters
- Repaired 12" water transmission line on Rt. 40
- Attempted to repair a 2" water line on E. Main St.
- Reread 7 meters due to high consumption

June 28, 2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Quarterly meters
- Assisted with cutting out fire hydrant on Beall Lane's with contractor
- Repaired 2" water line on E. Main St.
- Checked curb stops to see if they are operational for plumber

- 3 new meters

June 29,2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Quarterly meters
- 2 final readings
- 1 new meter
- Assisted with installing an 18" hydrant riser on Beall Lane's with contractor

June 30,2022

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Quarterly meters
- 2 final readings
- 1 new meter

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: _____
Public Hearing: _____
Adopted: _____
Effective: _____

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

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 - (2) *Used appliances.* No operative or inoperative appliances or appliance parts shall be left on open or unscreened porches, landings or in yard areas.
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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)

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

Introduced: _____
Public Hearing: _____
Adopted: _____
Effective: _____

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.
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(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



~~March 25~~ July 6, 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:

Name: _____ Date _____
Authorized Person

Exhibit A

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

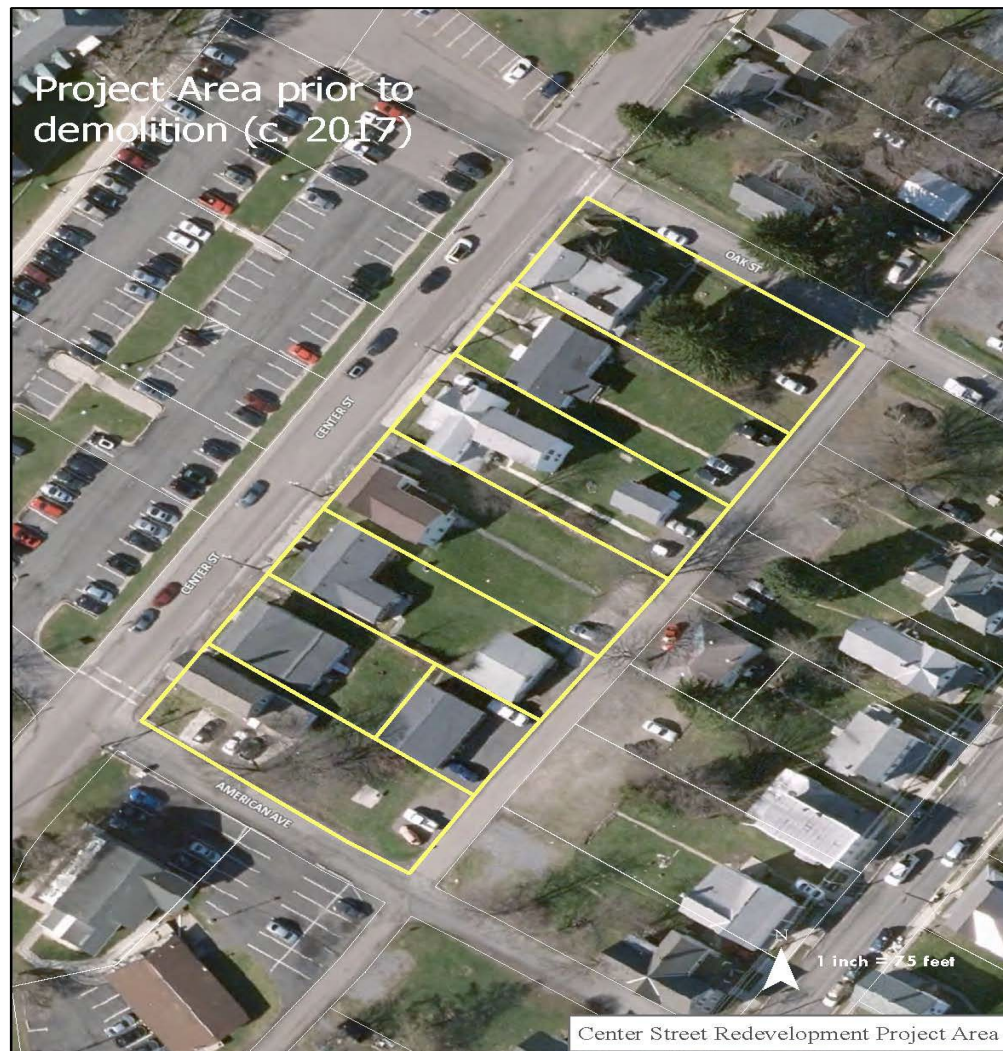


Exhibit B



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 Flanigan, 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

CITY OF FROSTBURG

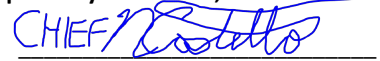
Monthly Report: Police Department

For the Month of: June 2022

Submitted by: PCO Mary Gracie & Chief Nicholas Costello

IDENTIFIED INCIDENTS & COMPLAINTS for the Month of		May
2021	619	2022 624
ARRESTS	On-View/Citations	8
	Warrants Served	1
	Summonses Served	1
	Juvenile Arrests & Citations	6
	TOTAL	16
C3I INVESTIGATIONS	Cases	0
COMMUNITY POLICING	Logged Activities	10
PARKING	Parking Violations	38
PRISONERS	Custodial Arrests	6
PUBLIC SERVICE	Well-Being Checks	17
	Emergency Petitions	2
	Assist Other Agency	11
	Request for Officer	23
	Follow-Ups	12
	Disturbance (Multiple Inc. Types)	22
TRAFFIC	M/V Crashes	9
	Traffic Details	27
	DWI/DUI Arrests	2
TRAFFIC STOPS	Total Number of Stops	125
	Citations	~14
	Warnings	~122
	SEROs	~6
COLLECTIONS	Parking Meter Fines	\$265.00
	Other Parking Fines	\$1,355.00
	Parking Meter Collections	\$3,583.00
	Municipal Infractions Paid	\$0.00
	Parking Permits	\$20.00
	Miscellaneous	\$60.00
	Park Mobile 220 Transactions	\$153.30
This month year prior:	\$2,995.23	TOTAL \$5,436.30

Respectfully Submitted,



Chief of Police