



THE CITY OF FROSTBURG

Mayor and Council Meeting Agenda

Tuesday, October 15, 2024 at 5:30 PM

Frostburg Municipal Center Meeting Room 100
37 S. Broadway, Frostburg, MD 21532

Mayor Todd J. Logsdon

Donald L. Carter, Jr., Commissioner of Finance

Nina Forsythe, Commissioner of Water, Parks and Recreation

Kevin G. Grove, Commissioner of Public Safety

Adam Ritchey, Commissioner of Public Works

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 September Council Meeting.

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

B. Minutes from the Closed Session Meeting on October 8, 2024.

Motion and second to approve October 8 Closed Session Minutes.

7. Special Presentations and Requests

A. Special Recognition

Mayor W. Robert Flanigan

Mayoral term: 2011-2024

8. Mayor and Commissioners Reports and Announcements

A. Monthly Reports of the City Departments.

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

9. Public Hearings

A. **Ordinance 2024-02** Zoning Amendment pertaining to Body Art Studios.

B. **Ordinance 2024-03** An Ordinance to repeal and reenact with Amendments sections of the City Code pertaining to Water Service by the City of Frostburg.

C. **Ordinance 2024-04** An Ordinance to Repeal and Reenact with Amendment sections of the City Code for the purpose of establishing exceptions to the requirements set forth in the 'Storage of Solid Waste'.

D. Combined Sewer Overflow Monthly Public Hearing

10. Old Business

A. Ordinance 2024-02 Zoning Amendment pertaining to Body Art Stud

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

B. Ordinance 2024-03 An Ordinance to repeal and reenact with Amendments sections of the City Code pertaining to Water Service by the City of Frostburg.

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

C. Ordinance 2024-04 An Ordinance to Repeal and Reenact with Amendment sections of the City Code for the purpose of establishing exceptions to the requirements set forth in the 'Storage of Solid Waste'.

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

11. New Business

A. Ordinance 2024-05 To amend the property maintenance standards in the City of Frostburg to improve definitions for certain infractions. Bethany Fife, Director of Community Development

Motion and Second to Approve the Ordinance on First Reading, and set the November 19, 2024 Council Meeting as an advertised Public Hearing; PUBLIC COMMENT; Vote of the Mayor and City Council.

B. Resolution 2024-63 Approve Annual Enterprise Zone Report. Bethany Fife, Director of Community Development

Motion and Second to Approve Resolution 2024-63; PUBLIC COMMENT; Vote of the Mayor and City Council.

C. Resolution 2024-64 Reappoint Dan Filer as an Alternate to the Historic District Commission for a 3-year term. Bethany Fife, Director of Community Development

Motion and Second to Approve Resolution 2024-64; PUBLIC COMMENT; Vote of the Mayor and City Council.

D. Resolution 2024-65 Approve Change Order No. 4 for the Mechanic Street Parking Lot project, constructed by Carl Belt, Inc., in the amount of (-\$5,511.34). Hayden Lindsey, Director of Public Works.

Motion and Second to Approve Resolution 2024-65; PUBLIC COMMENT; Vote of the Mayor and City Council.

E. Resolution 2024-66 Approve a fixed price energy contract brokered by Tradition Energy for an 18-month term. Elizabeth Stahlman

Motion and Second to Approve Resolution 2024-66; PUBLIC COMMENT; Vote of the Mayor and City Council.

12. Report of the Frostburg Police Department

Chief Nicholas Costello

A. Monthly Report

13. Open Public Comment

14. Adjournment



THE CITY OF FROSTBURG

Mayor and Council Meeting Minutes

Tuesday, September 17, 2024 at 5:30 PM

Frostburg Municipal Center Meeting Room 100
37 S. Broadway, Frostburg, MD 21532

Mayor Todd J. Logsdon

Donald L. Carter, Jr., Commissioner of Finance

Nina Forsythe, Commissioner of Water, Parks and Recreation

Kevin G. Grove, Commissioner of Public Safety

Adam Ritchey, Commissioner of Public Works

1. Call to Order

Mayor Logsdon called meeting to order @ 5:30 PM

2. Pledge of Allegiance

3. Frostburg Blessing

4. Roll Call

PRESENT

Mayor Todd Logsdon

Commissioner of Finance Donald Carter

Commissioner of Public Safety Kevin Grove

Commissioner of Water, Parks and Recreation Nina Forsythe

Commissioner of Public Works Adam Ritchey

5. Approval of the Agenda

Motion made by Commissioner of Water, Parks and Recreation Forsythe, Seconded by Commissioner of Public Safety Grove.

Motion Carried.

6. Approval of the Minutes

Motion made by Commissioner of Finance Carter, Seconded by Commissioner of Public Works Ritchey.

Motion carried.

A. Minutes from the August 20, 2024 Council Meeting.

Motion and Second to Approval the Minutes for the August Council Meeting.

7. Special Presentations and Requests

8. Mayor and Commissioners Reports and Announcements

Motion made by Commissioner of Public Safety Grove, Seconded by Commissioner of Water, Parks and Recreation Forsythe.

Motion carried

A. Monthly Reports of the City Departments.

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

Motion made by Commissioner of Public Safety Grove, Seconded by Commissioner of Water, Parks and Recreation Forsythe.

Motion carried

9. Public Hearings

A. Combined Sewer Overflow Monthly Public Hearing

10. Old Business

11. New Business

A. Ordinance 2024-02 - Zoning Amendment pertaining to Body Art Studios

Public Hearing Postponed to October 15, 2024

Ok no vote

B. Ordinance 2024-03 An Ordinance to repeal and reenact with Amendments sections of the City Code pertaining to Water Service by the City of Frostburg.

Motion and Second to Approve the Ordinance on First Reading, and set the October 15, 2024 Council Meeting as an advertised Public Hearing; PUBLIC COMMENT; Vote of the Mayor and City Council.

Motion made by Commissioner of Finance Carter, Seconded by Commissioner of Public Works Ritchey.

Motion carried.

C. Ordinance 2024-04 An Ordinance to Repeal and Reenact with Amendment sections of the City Code for the purpose of establishing exceptions to the requirements set forth in the 'Storage of Solid Waste'.

Motion and Second to Approve the Ordinance on First Reading, and set the October 15, 2024 Council Meeting as an advertised Public Hearing; PUBLIC COMMENT; Vote of the Mayor and City Council.

Motion made by Commissioner of Water, Parks and Recreation Forsythe, Seconded by Commissioner of Public Safety Grove.

Motion carried.

D. Resolution 2024-52 Approve Change Order No. 3, for time and materials to Carl Belt, Inc., for additional earthwork required as part of the Mechanic Street parking lot in the amount of \$34,584.44. Hayden Lindsey, Director of Public Works

Motion and Second to Approve Resolution 2024-52; PUBLIC COMMENT; Vote of the Mayor and City Council.

Motion made by Commissioner of Water, Parks and Recreation Forsythe, Seconded by Commissioner of Public Safety Grove.

Motion carried.

E. Resolution 2024-53 Award Bid for N. Grant Street Combined Sewer Overflow Separation Project to Braddock Construction in the amount of \$370,130.00. Hayden Lindsey, Director of Public Works

Motion and Second to Approve Resolution 2024-53; PUBLIC COMMENT; Vote of the Mayor and City Council.

Motion made by Commissioner of Public Works Ritchey, Seconded by Commissioner of Finance Carter.

Motion carried.

- F. Resolution 2024-54 Award Bid for Center Street CSO Separation Project in the amount of \$376,515.00 to Braddock Construction. Hayden Lindsey, Director of Public Works

Motion and Second to Approve Resolution 2024-54; PUBLIC COMMENT; Vote of the Mayor and City Council.

Motion made by Commissioner of Public Works Ritchey.

Motion carried.

- G. Resolution 2024-55 Award Bid for Centennial Street Paving Contract in the amount of \$65,493.09 to Ameri-Seal, LLC. Hayden Lindsey, Director of Public Works

Motion and Second to Approve Resolution 2024-55; PUBLIC COMMENT; Vote of the Mayor and City Council.

Motion made by Commissioner of Public Works Ritchey, Seconded by Commissioner of Water, Parks and Recreation Forsythe.

Motion carried.

- H. Resolution 2024-56 Award Bid for the earthwork associated with the construction of a storage building for Maryland Department of the Environment (MDE), a tenant of the City, in the amount of \$103,201.56 to Winner D Contracting, LLC. Hayden Lindsey, Director of Public Works

Motion and Second to Approve Resolution 2024-56; PUBLIC COMMENT; Vote of the Mayor and City Council.

Motion made by Commissioner of Public Works Ritchey, Seconded by Commissioner of Water, Parks and Recreation Forsythe.

Motion carried.

- I. Resolution 2024-57 Approve an Easement Agreement between the City of Frostburg and Frostburg State University for the City to lease a portion of the Mud Lot in order to build a storage shed to be used by Maryland Department of the Environment, Bureau of Mines, a tenant of the City of Frostburg at the Frostburg Armory. Elizabeth Stahlman, City Administrator

Motion and Second to Approve Resolution 2024-57; PUBLIC COMMENT; Vote of the Mayor and City Council.

Motion made by Commissioner of Public Works Ritchey, Seconded by Commissioner of Water, Parks and Recreation Forsythe.

Motion carried.

- J. Resolution 2024-58 Approve projects to be funded with the American Rescue Plan Act. Elizabeth Stahlman, City Administrator

Motion and Second to Approve Resolution 2024-58; PUBLIC COMMENT; Vote of the Mayor and City Council.

Motion made by Commissioner of Water, Parks and Recreation Forsythe, Seconded by Commissioner of Public Safety Grove.

Motion carried.

- K. Resolution 2024-59 Authorize Contract with Stevens Electric to replace the Street Light Controller Equipment on Depot Street. Elizabeth Stahlman, City Administrator

Motion and Second to Approve Resolution 2024-59; PUBLIC COMMENT; Vote of the Mayor and City Council.

Motion made by Commissioner of Finance Carter, Seconded by Commissioner of Public Works Ritchey.

Motion carried.

- L. Resolution 2024-60 Authorize purchase of Bobcat Toolcat UW56 in the amount of \$76,000.00 under a cooperative purchasing pricing. Elizabeth Stahlman, City Administrator

Motion and Second to Approve Resolution 2024-60; PUBLIC COMMENT; Vote of the Mayor and City Council.

Motion made by Commissioner of Water, Parks and Recreation Forsythe, Seconded by Commissioner of Public Safety Grove.

Motion carried.

- M. Resolution 2024-61 Temporary Repeal of the Open Container Law for the Frostburg First Cider Crawl on Saturday, September 28, 2024. Chief Nick Costello

Motion and Second to Approve Resolution 2024-61; PUBLIC COMMENT; Vote of the Mayor and City Council.

Motion made by Commissioner of Public Safety Grove, Seconded by Commissioner of Water, Parks and Recreation Forsythe.

Motion carried.

12. Report of the Frostburg Police Department

Chief Nicholas Costello

- A. August 2024 Police Report

13. Open Public Comment

Barbara George - 160 Ormand Street - had traffic related concerns:

- No one stops at stop signs and ones at Frost Ave.
- Traffic coming up Ormand Street the wrong way, bus stop @ Ormand Street & High Street.
- Would like to see stop signs with blinking red lights.
- More Do-Not-Enter signs @ Water Street and Ormand Street intersection.

14. Adjournment

Mayor Logsdon adjourned meeting @ 6:17 PM.

SUMMARY OF CLOSED SESSION HELD ON October 8, 2024

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

Time of closed session: 5:09 pm

Place (location) of closed session: 37 Broadway, Frostburg Municipal Center, Meeting Room 100

Purpose of the closed session: To discuss specific employees and their compensation.

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

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

Members opposed: None Abstaining: None

2. Statutory authority to close session:

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

→ **Topic #1:** § 3-305(b) (4) → **Topic #2:** § 3-305(b) () → **Topic #3:** § 3-305(b) ()
(add others as needed)

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

Topic description	Persons present for discussion	Action Taken/Each Recorded Vote
#1: Discuss a proposal for a potential development of Center Street.	Commissioner Carter, Commissioner Ritchey, Commissioner Forsythe, Commissioner Grove, Mayor Logsdon, Elizabeth Stahlman, Developer Representatives	Presentation by developer and discussion of project, no action

City of Frostburg
Monthly Reports



For the month of September 2024
Reports from the Departments of:

Community Development
Finance
Parks and Recreation
Street
Water

CITY OF FROSTBURG

Monthly Report: Community Development Department

For the Month of: September 2024

Submitted by: Bethany Fife, Director of Community Development; Jamie Klink, Planner; Mary Gracie, Rental Housing Program Coordinator; Jay Hovatter, Code Enforcement Officer

Permits

Please see attached permit report.

Rental Housing

- Inquiry emails sent to A1 Inspections and Megco to see if several inspections from round one is completed before deadline of October 31, 2024
- RH Coordinator assisted property owners with general zoning inquiries.
- Emailed copies of rental license and receipts for 2024 to property owners.
- Spoke with several tenants due to tenant landlord issues and referred tenants to Tenant/Landlord helpline with successful help for issues for tenants. Also handled issues through emails to tenants and landlords with great success.
- Owner and Agent information was provided to the Frostburg Police Department when requested. Updated spreadsheet sent to both Police Department and Fire Department
- Mailing address updates were made for property owners who needed them.
- Updating IWORQ and Rental Housing Spreadsheet in reference to tri- yearly inspections.
- Attended First Coalition Meeting of the semester, three to follow.
- Newly owner-occupied properties have been updated from rental status.
- Continued effort is being made to obtain all delinquent rental registrations and letters sent to owners about being posted in July of properties being uninhabitable.
- New rental properties brought into program and property owners were provided RH materials.
- Owner and Agent list was provided to citizens who requested assistance with housing in Frostburg.
- Combined effort for compliance was made with Code Enforcement with non-compliant properties.
- Confirmation of outstanding registration issues were given by RH and CE per our Finance Department's request.
- Updates have been made to systems to reflect property transfers and changes. Pending changes will be updated upon confirmation from Finance.

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.

Boards and Commissions

- *Historic District Commission* – The Historic District Commission did not meet in September due to a lack of applications received.
- *Planning Commission* – The Frostburg Planning Commission met on September 11, to consider a request for a favorable recommendation to the Board of Zoning Appeals for a Special Exception Use in the “C3” Town Center District for the purpose of operating a Body Art Studio at 6 E. Main Street; the Planning Commission unanimously approved this request. Additionally, Staff gave an update on the status of the Frostburg Comprehensive Plan.
- *Board of Zoning Appeals* – The Board of Zoning Appeals did not meet in September due to a lack of applications received.
- *Green Team* – The Green Team met in person at the Municipal Center on Wednesday, September 25. Items discussed include: Cleanup day schedule, potential grant funding to support a Master Plan for the Edible Arboretum, the Green Team’s presentation for Mountain Ridge’s Staff Development Day, continued conversations about cardboard recycling, and possible field trips/special speakers at future meetings.

Director’s Report:

Meetings, Webinars, Conferences, and Trainings Attended:

- September 4 – Solid Waste Management Board meeting
- September 4 – Frostburg Block Party (set up a table to represent the Green Team)
- September 5 – “Day Trip” Planning meeting (for Sec. Day’s visit to Frostburg on 10/23)
- September 6 – Edible Arboretum meeting

- September 10 – Work Session
- September 12 – Edible Arboretum digging for blueberry patch
- September 12 – Webinar: Growing Recreational Economies for Rural Communities
- September 17 – PumpkinFest meeting
- September 17 – Ribbon cutting at Frostburg Music Academy
- September 17 – Mayor & Council meeting
- September 18 – FrostburgFirst Board of Directors meeting
- September 19 – Brownsville Public Art dedication
- September 20 – Code Enforcement meeting/workshop with Michael Cohen
- September 25 – Green Team meeting
- September 28 – “Coffee & Cars” – Mechanic Street parking lot ribbon cutting
- September 28 – PumpkinFest
- September 30 – Presentation at MRHS for staff development day

Planning, Economic Development, & Current Projects:

Construction at O’Reilly Auto Parts is moving along as scheduled. As of 8/19, framing and rough-ins for electric and plumbing were complete.

Renovation permits released for the Nickel Building and for Hill Street School. Both projects are moving forward.

Waiting to hear from DHCD whether Strategic Demolition funds were awarded to support blight elimination and other necessary sitework on North Water Street. Award expected to be announced in mid-September.

The Edible Arboretum Committee is working diligently to wrap up Phase II of development before the end of the fall season. Staff is preparing an application for Sustainable Maryland’s brand new “Action Grants” program, which, if awarded, would support the third and final phase of planting/development at the Arboretum.

The first PumpkinFest was held on Saturday, September 28 and was an overwhelming success. Within the first 48 hours of publishing the Facebook event, we had received 888 responses. On the day of the event, we distributed 150 goodie bags in the first two hours. Although we don’t have actual attendance numbers, we estimate that over 200 children and their families were in attendance at the event.

Currently Working On & On the Radar:

- Edible Arboretum development

- Text amendments re: common code enforcement issues (solid waste and real property standards)
- Preparing for DHCD visit in October with Secretary Jacob R. Day
- Subdivision and Land Use Regulations rewrite/update
- Comprehensive Plan & Housing Element
- Glendening signage project
- Development of an address assignment policy



Case Activity Report

09/01/2024 - 09/30/2024

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

9/13/2024	ASAP	291-293 East Main Street	Large pile of furniture	Inspection	Resolved
9/9/2024	09/06/2024	247 SHAW ST	Large pile of trash	Inspection	Resolved
9/13/2024	ASAP	291-293 East Main Street	Large pile of furniture	Inspection	Resolved
9/11/2024	09/09/2024	129 S WATER ST	Wild flowers, weeds and bushes encroaching on sidewalk and hindering line of sight at intersection.	Inspection	Final Warning

Group Total: 4

Group: Issue Citation

9/30/2024	7/31/2023	198 E MAIN ST	Collapsed front porch/ high grass/overgrown	Issue Citation	Citation Issued

Group Total: 1

Group: Phone Call/Email

9/25/2024	10/09/2024	48 MILL ST	Appliances on front porch	Phone Call/Email	Monitoring
9/23/2024		122 BRADDOCK ROAD	Sea Container	Phone Call/Email	Monitoring
9/20/2024		118 W MECHANIC ST	We purchased 130 W. Mechanic St.	Phone Call/Email	First Warning

one year ago which is next to the parcel at 118 W. Mechanic which includes three structures. The back house at 119 Park is uninhabitable , has broken windows and I have witnessed animals climbing in and out of the home. The 3 car garage at 117 Park next to the house also has holes in the roof and structure and appears to be abandoned. The main house structure at 118 W. Mechanic has been vacant and is in major disrepair since we purchased our property one year ago. I would like the city to consider addressing the disrepair and it's effect on our quality of life as we renovate our

			property at 130 W. Mechanic. Thank you.		
9/13/2024	ASAP	291-293 East Main Street	Large pile of furniture	Phone Call/Email	Resolved
9/6/2024	Immediately 08/16/2024	34 MAPLE ST	Generator Running continuously	Phone Call/Email	Monitoring
9/6/2024	Immediately 08/16/2024	34 MAPLE ST	Generator Running continuously	Phone Call/Email	Monitoring
9/6/2024	Immediately 08/16/2024	34 MAPLE ST	Generator Running continuously	Phone Call/Email	Monitoring
9/6/2024		206 PINECREST DR	Sea Containers in field across from 204	Phone Call/Email	Final Warning
9/3/2024	Immediately 08/16/2024	34 MAPLE ST	Generator Running continuously	Phone Call/Email	Monitoring
9/3/2024	Immediately 08/16/2024	34 MAPLE ST	Generator Running continuously	Phone Call/Email	Monitoring

Group Total: 10

Group: Re-Inspection

9/30/2024	09/09/2024	129 S WATER ST	Wild flowers, weeds and bushes encroaching on sidewalk and hindering line of sight at intersection.	Re-Inspection	Final Warning
9/30/2024	10/10/2024	23 HILL ST	High grass	Re-Inspection	Resolved
9/30/2024	09/08/2024	131 MAPLE ST	High Grass	Re-Inspection	Resolved
9/13/2024	08/29/2024	210 ARMSTRONG AVE		Re-Inspection	Resolved

Group Total: 4

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Case Detail Report

09/01/2024 - 09/30/2024

Case Date	Compliance Deadline	Parcel Address	Description	Main Status
9/25/2024	10/09/2024	48 MILL ST	Appliances on front porch	Monitoring
9/25/2024	10/09/2024	128 BOWERY ST	Disabled/unregistered vehicle	First Warning
9/25/2024	10/09/2024	152 BOWERY ST	Unregistered Motor Vehicle	First Warning
9/23/2024	10/10/2024	23 HILL ST	High grass	Resolved
9/23/2024	10/03/2024	11 MILL ST	High Grass	First Warning
9/20/2024				
9/18/2024		118 W MECHANIC ST	We purchased 130 W. Mechanic St. one year ago which is next to the parcel at 118 W. Mechanic which includes three structures. The back house at 119 Park is uninhabitable , has broken windows and I have witnessed animals climbing in and out of the home. The 3 car garage at 117 Park next to the house also has	First Warning

			holes in the roof and structure and appears to be abandoned. The main house structure at 118 W. Mechanic has been vacant and is in major disrepair since we purchased our property one year ago. I would like the city to consider addressing the disrepair and it's effect on our quality of life as we renovate our property at 130 W. Mechanic. Thank you.	
9/16/2024	09/26/2024	159 W MAIN ST	High grass	First Warning
9/16/2024		122 BRADDOCK ROAD	Sea Container	Monitoring
9/13/2024	ASAP	291-293 East Main Street	Large pile of furniture	Resolved
9/5/2024			impassable sidewalk/ overgrown property	No CE Action Necessary
9/5/2024			sidewalk impassable	No CE Action Necessary
9/5/2024			vehicle parked on sidewalk	No CE Action Necessary



Permit Report

09/01/2024 - 09/30/2024

Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Chicken		155 FROST AVE	Chicken Permit	Closed
Building	Accessory Structure	33 CENTENNIAL ST	Construction of a 16' x 7' Covered Porch	Open
Building	Addition	10 VILLAGE PKWY	Conversion of an Existing Carport into a 390 sf Enclosed Addition	Pending
Certificate of Appropriateness		183 E MAIN ST	Exterior paint selected from a historic palette	Closed
Fence	Accessory Structure	176 WASHINGTON ST	Installation of a 6' wood fence	Closed
Building	Single Family Dwelling	207 Redstone Terrace	Single Family Residence	Open
Fence		28 W COLLEGE AVE	Installation of a 4 ft Black Chain Link Fence	Closed
Building	Solar	202 S. Water Street	Installation of 24 Roof-Mounted Solar Panels at 8.64 kW	Pending
Grading	Minor Grading	49 DEPOT TER	Grading a 20' x 20' Area for a Driveway	Closed
Burning		38 W COLLEGE AVE	Burning Brush	Closed

Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Fence		181 W MECHANIC ST	Installation of a 6' chain link fence	Closed
Building	Accessory Structure	64 FROST AVE	Construction of a 14' x 28' Wooden Shed	Closed
Certificate of Appropriateness		64 FROST AVE	In-kind Roof Replacement	Closed
Grading	Minor Grading	GRAHAM ST	Grading an ~3,600 Square Foot Area for a Driveway	Closed
Certificate of Appropriateness		287 E MAIN ST	In-kind Roof Replacement	Closed
Building	Accessory Structure	50 ORMAND ST	Construction of an 8' x 16' Storage Shed and Grading of a 200 Square-Foot Area	Closed
Certificate of Appropriateness	Minor Grading	49 DEPOT TER	Grading 20' x 20' Area for Driveway Construction	Closed
Burning		31 BEALLS LANE	Burning Brush	Closed

Total Records: 18

10/10/2024

**CITY OF FROSTBURG
MONTHLY REPORT - TAXES
FOR THE MONTH ENDING SEPTEMBER 30, 2024**

Tax Type - Year	Principal Receivable at 08/31/24	Billings	Receipts		Abatements/ Adjustments	Principal Receivable at 09/30/24
			Principal	Interest		
Real Estate - 20/21	\$ 237.32	\$ -	\$ -	\$ -	\$ -	\$ 237.32
Real Estate - 21/22	13,694.80	-	-	-	-	13,694.80
Real Estate - 22/23	39,825.57	-	1,426.60	577.80	-	38,398.97
Real Estate - 23/24	78,803.63	-	4,686.30	710.41	-	74,117.33
Real Estate - 24/25	2,097,688.71	-	1,239,006.71	-	(811.77)	857,870.23
Real Estate - overpayments	-	-	11,630.22	-	11,630.22	-
Real Estate Total	\$ 2,230,250.03	\$ -	\$ 1,256,749.83	\$ 1,288.21	\$ 10,818.45	\$ 984,318.65
Personal Prop - 23/24	\$ 1,402.28	\$ -	\$ -	\$ -	\$ -	\$ 1,402.28
Personal Prop - 24/25	675.75	6,405.30	-	-	-	7,081.05
Personal Property	\$ 2,078.03	\$ 6,405.30	\$ -	\$ -	\$ -	\$ 8,483.33
Public Utility - 23/24	\$ -	\$ 106,171.80	\$ -	\$ -	\$ -	\$ 106,171.80
Corporation - 21/22	\$ 27.80	\$ -	\$ -	\$ -	\$ -	\$ 27.80
Corporation - 22/23	3,531.96	-	8.10	2.04	-	3,523.86
Corporation - 23/24	8,686.50	(368.10)	32.10	3.24	-	8,286.30
Corporation - 24/25	15,615.30	12,446.70	1,199.55	-	(324.75)	26,537.70
Corporation - overpayments	-	-	35.79	-	35.79	-
Corporation Total	\$ 27,861.56	\$ 12,078.60	\$ 1,275.54	\$ 5.28	\$ (288.96)	\$ 38,375.66
NST - Returned Check Fee Taxes	\$ 30.00	\$ 30.00	\$ 30.00	\$ -	\$ -	\$ 30.00
Total	\$ 2,260,219.62	\$ 124,685.70	\$ 1,258,055.37	\$ 1,293.49	\$ 10,529.49	\$ 1,137,379.44

CITY OF FROSTBURG
SEPTEMBER 2024 BUDGET REPORT

Section 8, Item A.

Note: Audit adjustments for the year ending 06/30/24 are incomplete.

Account Id	Account Description	Budget	Sep 2024 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
01-000-4000	TAXES-REAL ESTATE	2,908,000	-	2,936,643.98	101.0
01-000-4001	PERSONAL PROPERTY TAXES	7,000	6,405.30	7,081.05	101.2
01-000-4002	PUBLIC UTILITY TAXES	190,000	106,171.80	106,171.80	55.9
01-000-4003	CORPORATION TAXES	95,000	11,227.20	33,518.10	35.3
01-000-4004	PRIOR YEAR TAXES	1,000	-	-	-
01-000-4005	TRAILER TAX	1,600	280.00	280.00	17.5
01-000-4010	INTEREST ON TAXES	50,000	1,293.49	14,239.59	28.5
01-000-4011	TAX CREDITS	(32,400)	-	-	-
01-000-4012	TAX ABATEMENTS	(3,000)	(2,241.24)	(2,801.94)	-
01-000-4013	ENTERPRISE ZONE CREDIT REIMBURS	16,200	-	-	-
01-000-4020	MARYLAND INCOME TAXES	640,000	10,639.41	89,428.86	14.0
01-000-4021	ADMISSION TAXES	24,000	-	-	-
01-000-4022	HOTEL MOTEL TAX	155,000	18,119.51	18,119.51	11.7
01-000-4023	HIGHWAY USE TAX	510,000	-	-	-
01-000-4024	COAL TAX	2,600	-	-	-
01-000-4025	HOUSING AUTHORITY	14,000	-	-	-
01-000-4027	PAYMENT IN LIEU OF TAXES	3,900	-	-	-
01-000-4031	LIQUOR LICENSES	10,000	-	-	-
01-000-4032	TRADERS LICENSES	10,000	10.35	638.89	6.4
01-000-4040	POLICE GRANTS	40,000	420.00	14,194.57	35.5
01-000-4041	PARKING METERS	-	1.36	42.88	-
01-000-4043	POLICE PROTECTION GRANTS	135,000	30,635.00	30,635.00	22.7
01-000-4045	FINES & FORFEITURES	15,000	350.00	745.00	5.0
01-000-4047	FROSTBURG STATE UNIV - MOU	10,000	10,000.00	10,000.00	100.0
01-000-4049	SCHOOL RESOURCE REIMBURSEMENT	30,000	7,500.00	7,500.00	25.0
01-000-4050	PERMITS, PLANNING, ETC	2,000	405.00	980.00	49.0
01-000-4051	BUILDING PERMITS	1,500	125.00	470.00	31.3
01-000-4052	RENTAL REGISTRATION	74,000	80.00	1,090.00	1.5
01-000-4054	CONSTRUCTION INSPECTIONS	17,750	230.00	3,860.00	21.8
01-000-4055	CODE ENFORCEMENT CITATIONS	750	-	-	-
01-000-4056	COMM DEV GRANT REVENUE	50,000	2,750.00	15,760.82	31.5
01-000-4060	SWIMMING POOL	60,000	190.00	29,676.50	49.5
01-000-4062	DAY CAMP REGISTRATIONS	18,000	-	16,355.00	90.9
01-000-4063	RECREATION ACTIVITIES	22,000	3,245.00	6,560.00	29.8
01-000-4200	OPERATING TRANSFER - WATER FUND	95,600	7,967.00	23,901.00	25.0
01-000-4201	OPERATING TRANSFER - SEWER FUND	241,750	20,146.00	60,438.00	25.0
01-000-4202	OPERATING TRANSFER - GARBAGE FUND	18,175	1,515.00	4,545.00	25.0
01-000-4250	NSF FEES	-	30.00	310.00	-
01-000-4301	RENTS	111,000	10,854.86	27,104.58	24.4
01-000-4302	HRD APPROPRIATION	10,700	10,761.00	10,761.00	100.6
01-000-4303	FRANCHISES - GAS, TV, ETC	72,000	-	-	-
01-000-4304	MISCELLANEOUS REVENUE	1,000	80.00	2,187.02	218.7
01-000-4306	PROJECT REIMBURSEMENT	1,948,000	16,009.90	21,884.90	1.1
01-000-4315	PROCEEDS FROM FUND BALANCE	173,870	-	-	-
01-000-4317	SPECIAL REVENUE	1,707,750	964,684.00	964,684.00	56.5

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Account Id	Account Description	Budget	Sep 2024 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
01-000-4600	INTEREST INCOME	400,000	19,059.91	140,968.93	35.2
CORPORATE FUND Revenue Totals		9,858,745	1,258,944.85	4,597,974.04	
EXECUTIVE					
01-100-5000	SALARIES	22,200	1,850.00	5,550.00	25.0
01-100-5010	SOCIAL SECURITY	1,700	141.55	424.65	25.0
01-100-5012	WORKERS COMP	175	13.00	68.00	38.9
01-100-5050	LEGISLATIVE CONTINGENCIES	6,000	324.98	731.20	12.2
01-100-5104	INSURANCE - PUBLIC OFFICIALS	7,000	-	8,072.00	115.3
01-100-5110	CONTRIBUTIONS	500,000	-	500,000.00	100.0
01-100-5150	TRAINING	2,800	1,350.00	1,350.00	48.2
01-100-5160	TRAVEL	5,700	-	-	-
01-100-5185	PROFESSIONAL FEES	20,000	1,750.00	12,850.00	64.3
100 Executive		565,575	5,429.53	529,045.85	
ADMINISTRATIVE					
01-110-5000	SALARIES	176,000	13,328.00	41,715.63	23.7
01-110-5010	SOCIAL SECURITY	13,300	959.48	3,020.58	22.7
01-110-5011	PENSION	16,000	-	-	-
01-110-5012	WORKERS COMP	600	51.00	244.00	40.7
01-110-5013	INSURANCE - HEALTH	46,500	3,406.58	13,978.96	30.1
01-110-5014	INSURANCE - HEALTH RETIREE	43,500	(290.67)	10,687.76	24.6
01-110-5015	CONTRIBUTION - 457	2,000	133.26	447.01	22.4
01-110-5030	EMPLOYEE WELLNESS	7,500	59.77	294.13	3.9
01-110-5050	RESERVE FOR CONTINGENCIES	10,000	2,225.39	4,199.36	42.0
01-110-5100	INSURANCE - AUTO	700	-	-	-
01-110-5102	INSURANCE - GEN LIAB	175	-	112.00	64.0
01-110-5105	INSURANCE - PROPERTY	7,700	2,226.00	13,221.70	171.7
01-110-5106	INSURANCE - AD&D AND LIFE	4,500	305.66	1,216.44	27.0
01-110-5111	CONTRIBUTIONS - TOURISM	130,900	12,500.00	60,799.00	46.5
01-110-5150	TRAINING	450	-	833.00	185.1
01-110-5160	TRAVEL	1,800	-	-	-
01-110-5185	PROFESSIONAL FEES	1,100	-	87.88	8.0
01-110-5191	COMMUNICATIONS	8,000	795.06	2,022.48	25.3
01-110-5200	ADVERTISING	6,400	1,011.51	1,011.51	15.8
01-110-5205	LEGAL	42,500	1,592.50	1,592.50	3.8
01-110-5207	PENSION ADMINISTRATIVE FEE	7,350	1,831.90	1,831.90	24.9
01-110-5210	OFFICE SUPPLIES	11,000	883.69	3,389.45	30.8
01-110-5220	POSTAGE	23,000	-	5,878.31	25.6
01-110-5230	COMPUTER EXPENSE	9,000	595.00	2,075.00	23.1
01-110-5232	IT LICENSING AND FEES	33,000	20,478.73	20,478.73	62.1
01-110-5235	DIGITAL ENGAGEMENT	29,000	2,420.00	5,304.12	18.3
01-110-5391	PRINCIPAL AND INTEREST ON DEBT SVC	154,500	-	-	-
01-110-5500	BUILDING - ARMORY	12,000	1,670.17	2,183.76	18.2
01-110-5502	BUILDING MAINTENANCE	21,000	6,478.64	7,326.14	34.9

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01-110-5550	UTILITIES - BUILDING	16,000	1,163.04	2,901.30	18.1
01-110-5700	BANK FEES	1,000	-	-	-
01-110-5807	CAPITAL OUTLAY	2,375,000	114,871.19	710,672.25	29.9
110 Administrative		3,211,475	188,695.90	917,524.90	
FINANCE					
01-120-5000	SALARIES	88,000	5,306.41	22,550.54	25.6
01-120-5010	SOCIAL SECURITY	6,700	388.49	1,675.30	25.0
01-120-5011	PENSION	8,000	-	-	-
01-120-5012	WORKERS COMP	250	18.00	95.00	38.0
01-120-5013	INSURANCE - HEALTH	32,500	1,289.88	5,502.54	16.9
01-120-5015	CONTRIBUTION - 457	625	38.36	133.19	21.3
01-120-5102	INSURANCE - GEN LIAB	175	-	112.00	64.0
01-120-5105	INSURANCE - PROPERTY	3,000	-	3,448.39	115.0
01-120-5150	TRAINING	1,000	-	-	-
01-120-5185	PROFESSIONAL FEES	1,000	-	396.00	39.6
01-120-5310	AUDITING	75,000	-	-	-
01-120-5311	ACTUARIAL STUDY	5,000	-	-	-
01-120-5313	TAX COLLECTION	1,300	131.42	131.42	10.1
01-120-5810	RETSA OBLIGATION	9,600	-	-	-
120 Finance		232,150	7,172.56	34,044.38	
COMMUNITY DEV					
01-130-5000	SALARIES	125,000	9,520.00	28,560.03	22.9
01-130-5010	SOCIAL SECURITY	9,500	696.32	2,088.96	22.0
01-130-5011	PENSION	11,400	-	-	-
01-130-5012	WORKERS COMP	350	25.00	132.00	37.7
01-130-5013	INSURANCE - HEALTH	23,000	1,878.66	7,607.01	33.1
01-130-5015	CONTRIBUTION - 457	1,500	53.90	187.85	12.5
01-130-5100	INSURANCE - AUTO	700	-	720.00	102.9
01-130-5102	INSURANCE - GEN LIAB	175	-	112.00	64.0
01-130-5105	INSURANCE - PROPERTY	3,800	-	4,597.85	121.0
01-130-5150	TRAINING	500	-	-	-
01-130-5160	TRAVEL	900	-	-	-
01-130-5185	PROFESSIONAL FEES	1,000	-	-	-
01-130-5320	ECONOMIC DEVELOPMENT	3,300	729.45	3,091.45	93.7
01-130-5322	PLANNING	155,000	-	-	-
01-130-5323	PUBLIC ART	2,000	-	-	-
01-130-5401	AUTO EXPENSE	500	-	33.00	6.6
01-130-5820	COMMUNITY LEGACY PROJECTS	50,000	23,507.00	23,507.00	47.0
01-130-5822	SPECIAL PROJECTS	18,800	300.00	300.00	1.6
130 Community Dev		407,425	36,710.33	70,937.15	
CODE ENFORCEMENT					
01-140-5000	SALARIES	63,000	3,913.92	13,148.17	20.9

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01-140-5010	SOCIAL SECURITY	4,800	278.16	931.45	19.4
01-140-5011	PENSION	5,700	-	-	-
01-140-5012	WORKERS COMP	200	15.00	78.00	39.0
01-140-5013	INSURANCE - HEALTH	22,800	1,977.22	7,757.75	34.0
01-140-5015	CONTRIBUTION - 457	750	38.82	152.55	20.3
01-140-5102	INSURANCE - GEN LIAB	175	-	112.00	64.0
01-140-5105	INSURANCE - PROPERTY	2,900	-	3,448.39	118.9
01-140-5150	TRAINING	500	-	-	-
01-140-5160	TRAVEL	500	-	36.50	7.3
01-140-5185	PROFESSIONAL FEES	400	-	-	-
01-140-5231	SOFTWARE AND SUBSCRIPTIONS	11,700	-	11,500.00	98.3
01-140-5330	CODE ENFORCEMENT	5,000	-	-	-
01-140-5331	CONSTRUCTION INSPECT	20,000	1,135.00	2,595.00	13.0
01-140-5332	RENTAL INSPECTION	37,500	650.00	3,750.00	10.0
	140 Code Enforcement	175,925	8,008.12	43,509.81	
	PUBLIC WORKS ADMIN				
01-150-5000	SALARIES	76,000	5,353.20	16,689.61	22.0
01-150-5010	SOCIAL SECURITY	5,800	392.60	1,226.00	21.1
01-150-5011	PENSION	6,400	-	-	-
01-150-5012	WORKERS COMP	1,600	116.00	609.00	38.1
01-150-5013	INSURANCE - HEALTH	14,000	1,156.06	4,712.12	33.7
01-150-5015	CONTRIBUTION - 457	700	53.50	184.34	26.3
01-150-5100	INSURANCE - AUTO	700	-	717.00	102.4
01-150-5102	INSURANCE - GEN LIAB	175	-	112.00	64.0
01-150-5105	INSURANCE - PROPERTY	1,900	-	2,298.93	121.0
01-150-5150	TRAINING	1,000	-	1,500.00	150.0
01-150-5160	TRAVEL	1,000	-	-	-
01-150-5185	PROFESSIONAL FEES	2,100	-	-	-
01-150-5193	ONE CALL CONCEPTS	2,200	63.44	153.72	7.0
01-150-5340	ENGINEERING EQUIPMENT	3,000	-	275.58	9.2
01-150-5341	MAPPING SUPPLIES	8,000	-	5,000.00	62.5
01-150-5342	PUBLIC WORKS	7,400	-	-	-
01-150-5400	GAS, OIL, GREASE	3,000	245.36	442.51	14.8
01-150-5420	FLEET LEASE	11,000	842.93	2,528.79	23.0
	150 Public Works Admin	145,975	8,223.09	36,449.60	
	PUBLIC SAFETY				
01-160-5000	SALARIES	1,062,000	80,604.81	233,127.62	22.0
01-160-5002	SALARIES - POLICE GRANTS	40,000	2,770.71	6,707.48	16.8
01-160-5003	COURT TIME	13,000	1,768.79	4,145.92	31.9
01-160-5010	SOCIAL SECURITY	85,000	6,262.02	17,909.97	21.1
01-160-5011	PENSION	285,000	-	-	-
01-160-5012	WORKERS COMP	72,000	5,218.00	27,395.00	38.1
01-160-5013	INSURANCE - HEALTH	257,000	17,927.33	72,548.17	28.2

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01-160-5015	CONTRIBUTION - 457	7,500	475.24	1,656.14	22.1
01-160-5100	INSURANCE - AUTO	6,200	-	7,304.00	117.8
01-160-5102	INSURANCE - GEN LIAB	1,200	-	1,041.00	86.8
01-160-5103	INSURANCE - POLICE PROFESSIONAL	16,700	-	10,596.00	63.5
01-160-5105	INSURANCE - PROPERTY	6,000	-	5,136.05	85.6
01-160-5150	TRAINING	25,500	1,733.22	4,633.22	18.2
01-160-5170	UNIFORMS	15,000	478.53	590.53	3.9
01-160-5180	SAFETY EQUIPMENT	1,200	90.00	180.00	15.0
01-160-5181	LAW ENFORCEMENT EQUIPMENT	18,500	1,285.67	4,410.46	23.8
01-160-5191	COMMUNICATIONS	30,500	1,885.12	4,627.46	15.2
01-160-5206	C3I CLERICAL SUPPORT	6,000	-	-	-
01-160-5210	OFFICE SUPPLIES	5,000	215.00	809.06	16.2
01-160-5230	COMPUTER EXPENSE	8,500	-	-	-
01-160-5350	FSU MOU	10,000	10,000.00	10,000.00	100.0
01-160-5380	POLICE REFORM	23,000	-	-	-
01-160-5390	MISCELLANEOUS EXPENSE	4,000	102.60	1,079.23	27.0
01-160-5400	GAS, OIL, GREASE	33,000	1,748.04	3,806.91	11.5
01-160-5401	AUTO EXPENSE	18,000	3,770.25	4,535.85	25.2
01-160-5420	FLEET LEASE	43,000	4,214.60	12,545.33	29.2
01-160-5502	JAIL AND OFFICE MAINTENANCE	4,000	184.07	406.46	10.2
01-160-5550	UTILITIES - PUBLIC SAFETY	10,000	775.35	1,842.51	18.4
01-160-5851	FIRE DEPT APPROPRIATION	255,670	-	63,917.50	25.0
160 Public Safety		2,362,470	141,509.35	500,951.87	
PUBLIC WORKS - STREET					
01-170-5000	SALARIES	296,000	22,074.00	66,820.81	22.6
01-170-5010	SOCIAL SECURITY	22,600	1,604.14	4,858.22	21.5
01-170-5011	PENSION	27,500	-	-	-
01-170-5012	WORKERS COMP	20,000	1,449.00	7,609.00	38.1
01-170-5013	INSURANCE - HEALTH	80,000	5,845.89	23,503.09	29.4
01-170-5015	CONTRIBUTION - 457	1,500	93.44	324.64	21.6
01-170-5018	UNEMPLOYMENT	200	-	-	-
01-170-5100	INSURANCE - AUTO	7,800	-	9,267.00	118.8
01-170-5102	INSURANCE - GEN LIAB	575	-	449.00	78.1
01-170-5105	INSURANCE - PROPERTY	6,000	99.12	8,093.05	134.9
01-170-5150	TRAINING	5,000	-	-	-
01-170-5170	UNIFORMS	8,000	295.40	619.65	7.8
01-170-5180	SAFETY EQUIPMENT	7,200	508.57	2,714.55	37.7
01-170-5191	COMMUNICATIONS	15,000	182.21	546.48	3.6
01-170-5210	OFFICE SUPPLIES	1,500	478.40	478.40	31.9
01-170-5400	GAS, OIL, GREASE	30,000	1,876.91	3,821.68	12.7
01-170-5420	FLEET LEASE	29,000	3,372.51	10,117.53	34.9
01-170-5550	UTILITIES - BUILDING	6,000	234.47	550.27	9.2
01-170-5711	SALT & ABRASIVES	150,000	-	-	-
01-170-5712	SIGN MAINTENANCE	15,000	7,326.62	7,326.62	48.8

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01-170-5713	STREET EQUIPMENT MAINTENANCE	90,000	4,397.15	9,016.88	10.0
01-170-5714	STREET LIGHTING	100,000	7,475.72	16,953.62	17.0
01-170-5715	STREET MAINTENANCE REPAIRS	100,000	4,129.79	7,432.72	7.4
01-170-5716	STREET SHOP EQUIPMENT	50,000	4,809.17	8,897.15	17.8
01-170-5717	STREET LIGHTING REPAIRS	20,000	415.38	880.38	4.4
01-170-5800	CAPITAL OUTLAY	565,750	3,600.00	58,758.91	10.4
01-170-5861	STREET PAVING	200,000	77,140.00	157,632.94	78.8
01-170-5865	PARKING LOT MAINTENANCE	13,000	1,044.95	1,554.95	12.0
170 Public Works - Street		1,867,625	148,452.84	408,227.54	
RECREATION					
01-180-5000	SALARIES	284,000	21,508.48	64,629.83	22.8
01-180-5010	SOCIAL SECURITY	21,700	1,580.60	4,749.82	21.9
01-180-5011	PENSION	23,600	-	-	-
01-180-5012	WORKERS COMP	18,200	1,319.00	6,925.00	38.1
01-180-5013	INSURANCE - HEALTH	65,000	4,857.29	19,497.77	30.0
01-180-5015	CONTRIBUTION - 457	1,750	76.30	265.77	15.2
01-180-5100	INSURANCE - AUTO	2,900	-	2,305.00	79.5
01-180-5102	INSURANCE - GEN LIAB	550	-	449.00	81.6
01-180-5105	INSURANCE - PROPERTY	14,500	-	16,722.13	115.3
01-180-5150	TRAINING	300	-	-	-
01-180-5160	TRAVEL	750	-	-	-
01-180-5170	UNIFORMS	4,800	226.79	530.54	11.1
01-180-5180	SAFETY EQUIPMENT	500	-	-	-
01-180-5400	GAS, OIL, GREASE	9,000	389.28	1,167.03	13.0
01-180-5420	FLEET LEASE	23,000	1,863.65	5,590.95	24.3
01-180-5503	ARMORY EXPENSE - GYM	16,000	234.49	550.27	3.4
01-180-5504	COMMUNITY CENTER	10,000	2,636.04	4,076.58	40.8
01-180-5510	CITY PLACE	29,500	862.38	1,841.93	6.2
01-180-5550	UTILITIES	9,000	167.59	538.17	6.0
01-180-5720	BEAUTIFY THE BURG EXPENSE	2,000	-	-	-
01-180-5721	REC EQUIPMENT MAINTENANCE	5,000	84.85	84.85	1.7
01-180-5722	REC LEAGUE APPROPRIATIONS	5,000	-	-	-
01-180-5723	REC PARK MAINTENANCE EXPENSE	63,000	8,648.21	20,237.64	32.1
01-180-5724	STREET TREE MAINTENANCE	7,500	-	-	-
01-180-5725	TRAILHEAD MAINTENANCE EXPENSE	2,000	-	-	-
01-180-5726	RECREATIONAL PROGRAMS	13,000	877.71	4,118.09	31.7
01-180-5800	CAPITAL OUTLAY	100,900	-	15,910.52	15.8
180 Recreation		733,450	45,332.66	170,190.89	
RECREATION-POOL					
01-181-5000	SALARIES	72,000	810.75	43,737.88	60.8
01-181-5010	SOCIAL SECURITY	5,500	62.03	3,346.01	60.8
01-181-5012	WORKERS COMP	4,600	334.00	1,752.00	38.1
01-181-5018	UNEMPLOYMENT	200	-	-	-

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01-181-5507	POOL OPERATING	35,000	3,482.55	11,227.12	32.1
	181 Recreation-Pool	117,300	4,689.33	60,063.01	
	RECREATION - DAY CAMP				
01-182-5000	SALARIES	24,000	-	14,723.45	61.4
01-182-5010	SOCIAL SECURITY	1,850	-	1,126.41	60.9
01-182-5012	WORKERS COMP	1,500	109.00	572.00	38.1
01-182-5018	UNEMPLOYMENT	200	-	-	-
01-182-5507	DAY CAMP OPERATIONS	800	19.45	159.42	19.9
	182 Recreation - Day Camp	28,350	128.45	16,581.28	
	RECREATION - SEASONAL				
01-183-5000	SALARIES	9,500	-	-	-
01-183-5010	SOCIAL SECURITY	725	-	-	-
01-183-5012	WORKERS COMP	600	43.00	227.00	37.8
01-183-5108	UNEMPLOYMENT	200	-	-	-
	183 Recreation - Seasonal	11,025	43.00	227.00	
	CORPORATE FUND Expenditure Totals	9,858,745	594,395.16	2,787,753.28	
02-000-4000	WATER SERVICE REVENUE	1,488,000	33,109.54	305,095.06	20.5
02-000-4001	INTEREST EARNED - WATER	1,500	163.84	364.90	24.3
02-000-4317	SPECIAL REVENUE	363,500	74,685.64	74,685.64	20.6
02-000-4401	SALE OF BULK WATER	-	170.75	370.75	-
02-000-4402	SALE OF METERS	5,000	-	900.00	18.0
02-000-4403	TAPPING FEES	4,000	-	1,000.00	25.0
02-000-4404	SUNDRY SALES	10,000	250.00	6,299.76	63.0
02-000-4600	INTEREST INCOME	15,000	9,637.36	9,647.67	64.3
	WATER FUND Revenue Totals	1,887,000	118,017.13	398,363.78	
	WATER - ADMIN				
02-190-5000	SALARIES	72,000	5,497.61	16,492.85	22.9
02-190-5010	SOCIAL SECURITY	5,400	398.51	1,195.53	22.1
02-190-5011	PENSION	6,500	-	-	-
02-190-5012	WORKERS COMP	225	16.00	85.00	37.8
02-190-5013	INSURANCE - HEALTH	18,000	1,491.80	6,161.24	34.2
02-190-5015	CONTRIBUTION - 457	850	54.94	190.78	22.4
02-190-5313	COLLECTION EXPENSE	1,000	131.42	131.42	13.1
02-190-5370	FMHA BOND	750	-	832.00	110.9
02-190-5600	CORPORATE OVERHEAD	95,600	7,967.00	23,901.00	25.0
	190 Water - Admin	200,325	15,557.28	48,989.82	
	WATER - FILTRATION				
02-192-5102	INSURANCE - GEN LIAB	1,300	-	1,121.00	86.2
02-192-5105	INSURANCE - PROPERTY	12,500	-	19,726.56	157.8
02-192-5106	INSURANCE - BOILER & MACHINERY	6,000	-	5,757.41	96.0

CITY OF FROSTBURG
SEPTEMBER 2024 BUDGET REPORT

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Note: Audit adjustments for the year ending 06/30/24 are incomplete.

Account Id	Account Description	Budget	Sep 2024 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
02-192-5521	PUMPING SYSTEM EXPENSE	95,000	6,655.98	15,817.89	16.7
02-192-5522	PURIFICATION PLANT MAINTENANCE	50,000	2,800.00	2,845.00	5.7
02-192-5710	FILTRATION CONTRACT PAYMENT	654,000	65,469.05	100,036.21	15.3
	192 Water - Filtration	818,800	74,925.03	145,304.07	
	WATER - SUPPLY				
02-194-5000	SALARIES	34,000	2,640.00	7,920.00	23.3
02-194-5010	SOCIAL SECURITY	2,500	201.96	605.88	24.2
02-194-5011	PENSION	3,000	-	-	-
02-194-5012	WORKERS COMP	2,300	167.00	876.00	38.1
02-194-5015	CONTRIBUTION - 457	100	-	-	-
02-194-5506	HYDRO FACILITY EXPENSE	5,000	-	-	-
02-194-5550	UTILITIES / WATER SUPPLY	5,000	76.19	498.84	10.0
02-194-5730	WATER SUPPLY EXPENSE	50,000	4,608.88	5,655.94	11.3
	194 Water - Supply	101,900	7,694.03	15,556.66	
	WATER - DISTRIBUTION				
02-196-5000	SALARIES	275,000	19,360.00	59,020.00	21.5
02-196-5010	SOCIAL SECURITY	21,000	1,420.80	4,334.32	20.6
02-196-5011	PENSION	20,500	-	-	-
02-196-5012	WORKERS COMP	17,600	1,275.00	6,696.00	38.1
02-196-5013	INSURANCE - HEALTH	82,000	5,097.28	20,692.78	25.2
02-196-5015	CONTRIBUTION - 457	1,000	32.40	112.60	11.3
02-196-5100	INSURANCE - AUTO	4,000	-	3,861.00	96.5
02-196-5102	INSURANCE - GEN LIAB	1,300	-	1,121.00	86.2
02-196-5105	INSURANCE - PROPERTY	3,200	-	4,606.64	144.0
02-196-5150	TRAINING	3,500	-	-	-
02-196-5170	UNIFORMS	4,000	225.31	497.81	12.5
02-196-5180	SAFETY EQUIPMENT	6,575	90.00	270.00	4.1
02-196-5191	COMMUNICATIONS	13,000	1,219.89	2,806.98	21.6
02-196-5210	OFFICE SUPPLIES	1,000	136.00	136.00	13.6
02-196-5390	MISCELLANEOUS EXPENSE	1,000	-	-	-
02-196-5400	GAS, OIL, GREASE	17,000	696.54	1,180.20	6.9
02-196-5420	FLEET LEASE	33,000	2,606.94	7,820.82	23.7
02-196-5505	CRESTVIEW PUMPING STATION EXPENSE	12,500	-	590.28	4.7
02-196-5550	UTILITIES - WATER DISTRIBUTION	5,000	83.14	345.08	6.9
02-196-5700	DISTRIBUTION EXPENSE	51,000	10,434.51	20,014.04	39.2
02-196-5701	DISTRIBUTION PIPE EXPENSE	11,000	-	-	-
02-196-5702	EQUIPMENT MAINTENANCE	8,000	-	-	-
02-196-5703	FIRE HYDRANTS EXPENSE	8,000	-	-	-
02-196-5704	TRANSMISSION MAINS EXPENSE	95,800	78,505.00	78,924.63	82.4
02-196-5740	METERS EXPENSE	70,000	-	3,424.90	4.9
	196 Water - Distribution	765,975	121,182.81	216,455.08	
	WATER FUND Expenditure Totals	1,887,000	219,359.15	426,305.63	

**CITY OF FROSTBURG
SEPTEMBER 2024 BUDGET REPORT**

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Note: Audit adjustments for the year ending 06/30/24 are incomplete.

Account Id	Account Description	Budget	Sep 2024 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
03-000-4000	SEWER CHARGES	1,817,000	48,324.58	252,395.40	13.9
03-000-4001	INTEREST EARNED - SEWER	1,800	307.67	645.46	35.9
03-000-4315	PROCEEDS FROM FUND BALANCE	23,925	-	-	-
03-000-4317	SPECIAL REVENUE	3,500	-	-	-
03-000-4404	SUNDRY SALES	1,500	-	-	-
03-000-4501	BAY RESTORATION FUND REVENUE	-	40,432.54	61,472.54	-
03-000-4503	SEWER TAP FEES	3,500	-	1,000.00	28.6
03-000-4600	INTEREST INCOME	25,000	13,021.54	13,021.54	52.1
	Sewer Operations Total	1,876,225	102,086.33	328,534.94	
03-220-4317	SPECIAL REVENUE	800,000	-	-	-
03-220-4520	CSO SURCHARGE REVENUE	401,000	84,253.98	133,330.98	33.3
03-220-4521	INTEREST EARNED - CSO SURCHARGE	500	152.11	293.98	58.8
03-220-4530	PROJECT REIMBURSEMENTS	3,092,000	-	-	-
	CSO Total	4,293,500	84,406.09	133,624.96	
	SEWER FUND Revenue Totals	6,169,725	186,492.42	462,159.90	
	SEWER - ADMIN				
03-210-5000	SALARIES	72,000	5,497.61	16,492.85	22.9
03-210-5010	SOCIAL SECURITY	5,400	398.51	1,195.53	22.1
03-210-5011	PENSION	6,500	-	-	-
03-210-5012	WORKERS COMP	225	16.00	85.00	37.8
03-210-5013	INSURANCE - HEALTH	18,000	1,491.84	6,161.36	34.2
03-210-5015	CONTRIBUTION - 457	850	54.94	190.78	22.4
03-210-5313	COLLECTION EXPENSE	1,000	131.42	131.42	13.1
	210 Sewer - Admin	103,975	7,590.32	24,256.94	
	SEWER - OPERATING				
03-211-5000	SALARIES	172,000	16,105.21	48,839.91	28.4
03-211-5010	SOCIAL SECURITY	13,000	1,129.26	3,427.90	26.4
03-211-5011	PENSION	19,000	-	-	-
03-211-5012	WORKERS COMP	11,000	797.00	4,185.00	38.1
03-211-5013	INSURANCE - HEALTH	71,000	6,521.00	26,494.80	37.3
03-211-5015	CONTRIBUTION - 457	1,800	113.64	395.34	22.0
03-211-5100	INSURANCE - AUTO	1,400	-	1,434.00	102.4
03-211-5102	INSURANCE - GEN LIAB	650	-	561.00	86.3
03-211-5105	INSURANCE - PROPERTY	6,800	45.88	7,450.97	109.6
03-211-5150	TRAINING	1,000	-	-	-
03-211-5170	UNIFORMS	3,000	321.44	475.14	15.8
03-211-5180	SAFETY EQUIPMENT	1,000	-	637.49	63.8
03-211-5191	COMMUNICATIONS	2,400	166.47	427.19	17.8
03-211-5396	BAY RESTORATION FUND EXPENSE	-	-	-	-
03-211-5400	GAS, OIL, GREASE	10,000	735.44	1,794.59	18.0
03-211-5420	FLEET LEASE	21,000	1,701.50	5,104.50	24.3
03-211-5520	PUMPING STATION MAINTENANCE	6,000	463.09	2,776.56	46.3

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Note: Audit adjustments for the year ending 06/30/24 are incomplete.

Account Id	Account Description	Budget	Sep 2024 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
03-211-5600	CORPORATE OVERHEAD	241,750	20,146.00	60,438.00	25.0
03-211-5761	SANITARY COMMISSION CHARGES	1,100,000	149,799.08	149,799.08	13.6
03-211-5762	SANITARY COMM-TRANSMISSION PROJECTS	11,800	-	2,929.05	24.8
03-211-5763	SEWER OPERATING EXPENSE	50,000	135.99	10,679.86	21.4
03-211-5764	SEWER PUMPING EXPENSE	6,000	3,605.02	4,170.26	69.5
03-211-5800	CAPITAL OUTLAY - SEWER PROJECTS	30,000	-	-	-
	211 Sewer - Operating	1,780,600	201,786.02	332,020.64	
	CSO				
03-220-5391	INTEREST EXPENSE	3,200	-	2,224.23	69.5
03-220-5392	DEBT REDEMPTION	23,600	-	-	-
03-220-5800	CAPITAL OUTLAY	4,258,350	91,874.53	285,638.66	6.7
	220 CSO	4,285,150	91,874.53	287,862.89	
	SEWER FUND Expenditure Totals	6,169,725	301,250.87	644,140.47	
04-000-4000	WATER TAP SURCHARGE	668,000	134,837.46	249,732.74	37.4
04-000-4001	INTEREST EARNED SURCHARGE	1,000	199.06	387.61	38.8
04-000-4317	SPECIAL REVENUE	68,000	-	-	-
04-000-4600	INTEREST INCOME	20,000	13,021.54	13,021.54	65.1
	PINEY SURCHARGE FUND Revenue Totals	757,000	148,058.06	263,141.89	
	WATER SURCHARGE				
04-200-5313	COLLECTION EXPENSE	1,000	105.14	105.14	10.5
04-200-5390	MISCELLANEOUS EXPENSE	12,000	-	-	-
04-200-5391	INTEREST EXPENSE	56,900	-	1,753.55	3.1
04-200-5392	DEBT REDEMPTION	415,100	-	-	-
04-200-5802	CAPITAL REPAIRS	68,000	4,900.00	45,509.14	66.9
	PINEY SURCHARGE FUND Expenditure Totals	553,000	5,005.14	47,367.83	
05-000-4000	TRASH & GARBAGE CHARGES	473,000	119,356.79	168,731.79	35.7
05-000-4001	INTEREST EARNED - TRASH	800	256.42	467.36	58.4
05-000-4404	SUNDRY SALES	1,000	650.00	1,200.00	120.0
05-000-4600	INTEREST INCOME	3,000	1,783.77	1,783.77	59.5
	GARBAGE FUND Revenue Totals	477,800	122,046.98	172,182.92	
	GARBAGE ADMIN.				
05-230-5000	SALARIES	72,000	5,497.58	16,492.68	22.9
05-230-5010	SOCIAL SECURITY	5,400	398.50	1,195.50	22.1
05-230-5011	PENSION	6,500	-	-	-
05-230-5012	WORKERS COMP	225	16.00	85.00	37.8
05-230-5013	INSURANCE - HEALTH	18,000	1,491.87	6,161.00	34.2
05-230-5015	CONTRIBUTION - 457	850	54.94	190.76	22.4
05-230-5313	COLLECTION EXPENSE	500	26.29	26.29	5.3
	230 Garbage Admin.	103,475	7,485.18	24,151.23	

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SEPTEMBER 2024 BUDGET REPORT

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Note: Audit adjustments for the year ending 06/30/24 are incomplete.

Account Id	Account Description	Budget	Sep 2024 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
	GARBAGE OPERATING				
05-232-5000	SALARIES	93,000	6,481.19	17,148.68	18.4
05-232-5010	SOCIAL SECURITY	7,100	466.60	1,238.38	17.4
05-232-5011	PENSION	8,500	-	-	-
05-232-5012	WORKERS COMP	6,000	435.00	2,284.00	38.1
05-232-5013	INSURANCE - HEALTH	22,500	1,928.04	6,854.13	30.5
05-232-5015	CONTRIBUTION - 457	750	-	-	-
05-232-5100	INSURANCE - AUTO	2,200	-	2,166.00	98.5
05-232-5102	INSURANCE - GEN LIAB	400	-	336.00	84.0
05-232-5105	INSURANCE - PROPERTY	4,500	-	4,826.93	107.3
05-232-5170	UNIFORMS	3,000	273.84	323.06	10.8
05-232-5180	SAFETY EQUIPMENT	1,000	-	381.99	38.2
05-232-5210	OFFICE SUPPLIES	1,000	135.98	135.98	13.6
05-232-5400	GAS, OIL, GREASE	14,000	1,112.98	2,061.22	14.7
05-232-5600	CORPORATE OVERHEAD	18,175	1,515.00	4,545.00	25.0
05-232-5770	ASH DUMPSTER	8,500	-	-	-
05-232-5771	BULK CLEANUP EXPENSE	10,000	-	-	-
05-232-5772	LANDFILL CHARGES	130,000	9,877.94	23,352.75	18.0
05-232-5773	SANITATION OPERATING EXPENSE	30,000	16,062.93	19,077.82	63.6
	232 Garbage Operating	360,625	38,289.50	84,731.94	
	GARBAGE FUND Expenditure Totals	464,100	45,774.68	108,883.17	

2025

Assets

01-000-1001	OPERATING CASH - POLICE DEPT	100.00
01-000-1003	OPERATING CASH - TAX CLERK	200.00
01-000-1004	CASH - CORPORATE (STC)	10,709,505.29
01-000-1006	RESTRICTED CASH CD - PLAYGROUND FUN	27,428.68
01-000-1008	RESTRICTED CASH-HEALTH INSUR COLLATERAL	20,519.00
01-000-1100	ACCOUNTS RECEIVABLE	433,200.65
01-000-1101	ACCTS REC - POLICE TICKETS/CIT	11,175.00
01-000-1140	TAXES RECEIVABLE - REAL ESTATE	984,318.65
01-000-1141	TAXES RECEIVABLE - PERSONAL PROPERTY	8,483.33
01-000-1142	TAXES RECEIVABLE - PUBLIC UTILITY	106,171.80
01-000-1143	TAXES RECEIVABLE - CORPORATION	38,375.66
01-000-1200	PREPAID EXPENSE	1,664.67
01-000-1220	LEASE RECEIVABLE	780,013.55
01-000-1230	ACCRUED INTEREST RECEIVABLE	10,838.26
01-000-1500	FIXED ASSETS	24,248,474.29
01-000-1504	WIP - CHILDCARE CENTER	1,450,060.04
01-000-1506	WIP - GATEWAY IMPROVEMENT	778,556.90
01-000-1507	WORK IN PROCESS - MISC PROJECTS	742,976.14
01-000-1570	RIGHT OF USE ASSETS	588,251.69
01-000-1571	RIGHT OF USE ASSETS - INTANGIBLE	196,633.48
01-000-1580	INTANGIBLE ASSETS	206,323.69
01-000-1600	RESERVE FOR DEPRECIATION	9,482,803.98-
01-000-1605	ACCUMULATED DEPRECIATION-ROU	263,587.51-
01-000-1650	RESERVE FOR AMORTIZATION	92,845.62-
01-000-1900	DEFERRED FINANCING OUTFLOW	584,504.00
01-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	191,069.00
	Total Assets	<u>32,279,606.66</u>

Liabilities & Fund Balance

01-000-1655	ACCUMULATED AMORTIZATION - ROU	45,184.07
01-000-2000	ACCOUNTS PAYABLE	810.00
01-000-2005	CUSTOMER REFUND	10,164.69
01-000-2010	PRICHARD FARMS RETSA PAYABLE	3,055.85
01-000-2080	INTEREST PAYABLE	24,489.84
01-000-2220	LEASE LIABILITY	335,097.34
01-000-2225	SUBSCRIPTION LIABILITY - ROU	95,100.57
01-000-2250	UNEARNED REVENUE	148,392.86
01-000-2251	UNEARNED REV - PLAYGROUND	27,428.68
01-000-2253	UNEARNED REVENUE - ARPA	2,566,961.81
01-000-2450	DEFERRED FINANCING INFLOW	94,299.00
01-000-2451	DEFERRED FINANCING INFLOW - OPEB	184,710.00
01-000-2452	DEFERRED FINANCING INFLOW-LEASES	747,667.95
01-000-2700	COMPENSATED ABSENCES	494,225.81
01-000-2855	OPEB OBLIGATION	506,723.00
01-000-2860	NET PENSION LIABILITY	1,434,463.00
01-000-2901	BONDS PAYABLE	2,344,000.00
01-000-2905	BOND PREMIUM	253,264.50
	Total Liabilities	<u>9,316,038.97</u>
01-000-3000	INVESTED IN FIXED ASSETS	13,118,573.00
01-000-3200	FUND BALANCE	<u>4,935,250.50</u>
	Total	18,053,823.50

Revenue	4,596,049.04
Less Expenses	2,077,081.03

Audit adjustments for the year ending 6/30/24 are incomplete.

2025

Net	<u>2,518,968.01</u>
Total Fund Balance	<u>20,572,791.51</u>
Total Liabilities & Fund Balance	<u>29,888,830.48</u>

2025

Assets		
02-000-1000	CASH	951,668.56
02-000-1030	RESTRICTED CASH - WATERSHED IMPROVE	55,340.00
02-000-1100	ACCOUNTS RECEIVABLE	1,851.45
02-000-1102	WATER ACCOUNTS RECEIVABLE	113,306.73
02-000-1140	INTEREST RECEIVABLE - WATER	487.13
02-000-1500	FIXED ASSETS	4,095,203.29
02-000-1520	WORK IN PROGRESS	206,286.03
02-000-1570	RIGHT OF USE ASSETS	140,277.91
02-000-1600	RESERVE FOR DEPRECIATION	2,985,470.29-
02-000-1605	ACCUMULATED DEPRECIATION-ROU	54,602.29-
02-000-1900	DEFERRED FINANCING OUTFLOW	104,248.00
02-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	31,845.00
	Total Assets	<u>2,660,441.52</u>
Liabilities & Fund Balance		
02-000-2220	LEASE LIABILITY	88,475.40
02-000-2450	DEFERRED FINANCING INFLOW	16,845.00
02-000-2451	DEFERRED FINANCING INFLOW - OPEB	30,785.00
02-000-2700	COMPENSATED ABSENCES	129,340.88
02-000-2855	OPEB OBLIGATION	84,454.00
02-000-2860	NET PENSION LIABILITY	256,226.00
	Total Liabilities	<u>606,126.28</u>
02-000-3000	INVESTED IN FIXED ASSETS	907,116.00
02-000-3250	FUND BALANCE	456,164.59
	Total	<u>1,363,280.59</u>
	Revenue	398,363.78
	Less Expenses	<u>426,305.63</u>
	Net	<u>27,941.85-</u>
	Total Fund Balance	<u>1,335,338.74</u>
	Total Liabilities & Fund Balance	<u>1,941,465.02</u>

2025

Assets		
03-000-1000	CASH	1,005,130.33
03-000-1040	BAY RESTORATION FUND CASH	45,645.67
03-000-1041	CSO CASH	471,324.33
03-000-1100	ACCOUNTS RECEIVABLE	226,282.00
03-000-1103	SEWER ACCOUNTS RECEIVABLE	189,404.78
03-000-1120	BAY RESTORATION FUND RECEIVABLE	25,248.51
03-000-1121	CSO SURCHARGE RECEIVABLE	49,902.66
03-000-1141	INTEREST REC - CSO SURCHARGE	2,421.81
03-000-1142	INTEREST RECEIVABLE - SEWER	647.17
03-000-1500	FIXED ASSETS	28,294,006.47
03-000-1538	WIP - PHASE X-A	812,945.60
03-000-1539	WIP - PHASE X-B	119,936.60
03-000-1540	WIP - PHASE X-C	138,961.60
03-000-1541	WIP - PHASE IX-D	3,000.00
03-000-1542	WIP - PHASE VIII-C	3,000.00
03-000-1570	RIGHT OF USE ASSETS	86,933.24
03-000-1600	RESERVE FOR DEPRECIATION	10,300,066.20-
03-000-1605	ACCUMULATED DEPRECIATION-ROU	23,182.20-
03-000-1900	DEFERRED FINANCING OUTFLOW	82,911.00
03-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	26,537.00
	Total Assets	<u>21,260,990.37</u>
Liabilities & Fund Balance		
03-000-2080	INTEREST PAYABLE	1,843.29
03-000-2220	LEASE LIABILITY	66,362.62
03-000-2450	DEFERRED FINANCING INFLOW	13,396.00
03-000-2451	DEFERRED FINANCING INFLOW - OPEB	25,654.00
03-000-2700	COMPENSATED ABSENCES	124,936.78
03-000-2855	OPEB OBLIGATION	70,378.00
03-000-2860	NET PENSION LIABILITY	203,770.00
03-000-2900	NOTES PAYABLE	216,476.23
	Total Liabilities	<u>722,816.92</u>
03-000-3000	INVESTED IN FIXED ASSETS	18,368,433.00
03-000-3200	FUND BALANCE	<u>1,805,770.13</u>
	Total	20,174,203.13
	Revenue	462,159.90
	Less Expenses	<u>348,794.44</u>
	Net	<u>113,365.46</u>
	Total Fund Balance	<u>20,287,568.59</u>
	Total Liabilities & Fund Balance	<u>21,010,385.51</u>

2025

Assets		
04-000-1000	CASH	1,115,899.11
04-000-1130	SURCHARGE INTEREST RECEIVABLE	3,738.47
04-000-1131	WATER SURCHARGE RECEIVABLE	62,774.65
04-000-1500	FIXED ASSETS	28,467,670.69
04-000-1540	LAND	164,021.96
04-000-1600	RESERVE FOR DEPRECIATION	<u>20,222,047.29</u>
	Total Assets	<u><u>9,592,057.59</u></u>
Liabilities & Fund Balance		
04-000-2080	INTEREST PAYABLE	7,384.86
04-000-2250	UNEARNED REVENUE	6,028.22
04-000-2900	NOTES PAYABLE	<u>2,458,595.89</u>
	Total Liabilities	2,472,008.97
04-000-3000	INVESTED IN FIXED ASSETS	6,327,244.00
04-000-3250	FUND BALANCE	<u>616,351.26</u>
	Total	6,943,595.26
	Revenue	263,141.89
	Less Expenses	<u>47,367.83</u>
	Net	<u>215,774.06</u>
	Total Fund Balance	<u>7,159,369.32</u>
	Total Liabilities & Fund Balance	<u><u>9,631,378.29</u></u>

2025

Assets		
05-000-1000	CASH	127,404.30
05-000-1100	ACCOUNTS RECEIVABLE	50.00
05-000-1135	TRASH & GARBAGE RECEIVABLE	76,692.29
05-000-1140	INTEREST RECEIVABLE - TRASH	4,113.96
05-000-1500	FIXED ASSETS	596,937.03
05-000-1600	RESERVE FOR DEPRECIATION	373,223.90-
05-000-1900	DEFERRED FINANCING OUTFLOW	50,054.00
05-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	15,922.00
	Total Assets	<u>497,949.68</u>
Liabilities & Fund Balance		
05-000-2450	DEFERRED FINANCING INFLOW	8,090.00
05-000-2451	DEFERRED FINANCING INFLOW - OPEB	15,392.00
05-000-2700	COMPENSATED ABSENCES	32,326.17
05-000-2855	OPEB OBLIGATION	42,227.00
05-000-2860	NET PENSION LIABILITY	123,069.00
	Total Liabilities	<u>221,104.17</u>
05-000-3000	INVESTED IN FIXED ASSETS	266,178.00
05-000-3200	FUND BALANCE	24,706.13-
	Total	<u>241,471.87</u>
	Revenue	172,182.92
	Less Expenses	<u>108,883.17</u>
	Net	<u>63,299.75</u>
	Total Fund Balance	<u>304,771.62</u>
	Total Liabilities & Fund Balance	<u>525,875.79</u>

City of Frostburg
COMM DEVELOPMENT SPECIAL PROJECTS FUND
BALANCE SHEET
AS OF: 09/30/24

2025

Assets		
07-000-1000	CASH	<u>31,695.95</u>
	Total Assets	<u><u>31,695.95</u></u>
Liabilities & Fund Balance		
	Total Liabilities	<u>0.00</u>
07-000-3200	FUND BALANCE	<u>56,091.43</u>
	Total	<u>56,091.43</u>
	Revenue	8.76
	Less Expenses	<u>0.00</u>
	Net	<u>8.76</u>
	Total Fund Balance	<u>56,100.19</u>
	Total Liabilities & Fund Balance	<u><u>56,100.19</u></u>

2025

Assets		
08-000-1000	CASH	29,081.10
	Total Assets	<u>29,081.10</u>
Liabilities & Fund Balance		
	Total Liabilities	<u>0.00</u>
08-000-3200	FUND BALANCE	8,841.32
	Total	8,841.32
	Revenue	5,598.02
	Less Expenses	<u>0.00</u>
	Net	<u>5,598.02</u>
	Total Fund Balance	<u>14,439.34</u>
	Total Liabilities & Fund Balance	<u>14,439.34</u>

CITY OF FROSTBURG

Parks and Rec Monthly report

For the Month of September 2024

Submitted by: Gene Bittinger maintenance Supervisor

September 3 2024

Weed eated at the Child Care Center

Cut grass around the pool and Armory

Started cutting glendening

Put tables and chairs, tents away from Beverage fest.

Cleaned up Hoffman

September 4 2024

Checked parks

Moved tables at the Community Center

Fixed door at the Community Center

Cut grass at Glendening

September 5 2024

Checked parks

Finished cutting Glendening

Unlocked the pool for Comcast

Cut grass at MT Pleasant, East End, Hoffman and City Hall

September 6 2024

Checked parks

Cut grass at ST. Mikes, and dog parks

Killed bees at Glendening

Fueled truck 40

September 9 2024

Checked parks

Planted the plants at Child Care Center

Picked up mulch and spread it at the Child Care Center and City Hall

Fueled truck 41

September 10 2024

Checked parks

Went to Staff meeting

Put sink and tables together at the tree farm

September 11 2024

Checked parks

Put paint supplies out and cleaned up after Finian Center people

Picked up paint for field 5 bathrooms

Got quotes for new Bobcat

Meant wit6h Brian and Liz

September 12 2024

Checked parks

Unloaded playground equipment for Child Care Center

Meant with Bethany at the tree farm

Meant with Barb about Miners Memorial

September 13 2024

Checked parks

Worked at the Tree Farm

September 16 2024

Checked parks

Fixed electric line at the tree farm

Unclogged toilet at City Place

Worked on paper cutter from City Hall

Worked on tree farm road

September 17 2024

Checked parks

Installed two urinals at field 5 bathrooms

Installed two hand dryers at field 5 bathrooms

September 18 2024

Checked parks

Started installing hand dryers at field 8 bathrooms

Meant with Liz

Replaced paper towel dispenser at MT Pleasant

September 19 2024

Checked parks

Picked lumber up, built fram, and installed it at the Miners Memorial

September 20 2024

Checked parks

Picked up cornstalks and straw for Halloween

Picked up doors for field 5 bathrooms

Picked up straw for water dept,

Checked lights on the City place gazebo

Replaced ground fault at City Place gazebo

September 23 2024

Checked parks

Replaced two doors on field 5 bathrooms

September 24 2024

Checked parks

Installed exhaust fans in field 5 bathrooms

Hung restroom signs on field 5 bathrooms

Picked up supplies for bathrooms

Worked on door locks at field 5

September 25 2024

Checked parks

Replaced magnetic locks at field 5 bathrooms

Meant with Patrick at the Lyons building

September 26 2024

Checked parks

Meant with Barb Armstrong

Cut and weed eated at the Day care Center

Took Bobcat to the Lyons building

Cleaned up after the food giveaway

September 27 2024

Checked parks

Helped Patrick clean out the Lyons building, with help from Street Dept,

Set up and tore down farmers market

Cleaned out rain spout at the Community center

Install coal car at the Miners Memorial

September 30 2024

Checked parks

Painted mens bathroom at field five

CITY OF FROSTBURG

Monthly Report: Street Department

For the Month of: September 2024

Submitted by: Shane Elliott & Ryan Whitaker

September 1, 2024 – Sunday

September 2, 2024 – Monday OFF LABOR DAY

September 3, 2024 – Tuesday

- Picked up garbage route on west end of town
- Submitted new monthly report
- Cleaned and organized tools in work trucks
- Had new spare tire installed on rim at Rice Tire
- Diagnosed DEF system on Truck 02
- Unloaded and put away all detour signs, cones, and barricades after parade
- Checked all sewer pumping stations
- Greased excavator and flail mower attachment
- Marked miss utility tickets and checked them in on computer
- Checked and emptied trash cans where needed on Main St.
- Investigated drainage cover complaint on Redstone Terr.
- Used flail mower to mow ditch lines off of Village Parkway
- Located sewer leak on Armstrong Ave.
- Reinstalled catch basin grate on Redstone Terrace
- Cut and removed overhanging limbs on Oak St.
- Dropped off Garbage Truck 02 to Cobers for repairs
- Inspected levels in all fuel tanks and checked filters
- Checked all sewer pumping stations and ran weekly electrical tests
- Temporarily repaired hydraulic leak on Truck 2
- Cleaned litter out of roadway on Mechanic and Center St.

P.2

September 4, 2024 – Wednesday

- Picked up garbage route on east end of town
- Added hydraulic fluid to Garbage Truck 02
- Called in an emergency miss utility ticket for sewer repair
- Cut roadway around sewer repair site
- Put away new delivery of street signs
- Attempted repairs on Garage Door that malfunctioned and scheduled appt. with Overhead Door
- Used Backhoe to excavate damaged sewer line
- Marked miss utility tickets and checked them in on computer
- Picked up litter on Main Street
- Installed new repair clamp on pressurized sewer main on Armstrong Ave.
- Picked up flint material from Roadsafe
- Backfilled sewer hole and took measurements for blacktop
- Checked all sewer pumping stations
- Used Catch Vac to hydro excavate around sewer line
- Loaded all barricades and cones needed for Block Party event

September 5, 2024 – Thursday

- Picked up garbage route in center section of town
- Installed new flint crosswalk material on Beall St.
- Performed tree pruning maintenance on Bowery St.
- Checked all sewer pumping stations
- Unloaded sign delivery with Bobcat
- Hauled a load of dirt to dump site from sewer repair site
- Marked miss utility tickets and checked them in on computer
- Drilled hole in concrete sidewalk for new parking meter pole installation
- Emptied and cleaned out Truck 10 over at Dump Site
- Removed litter on Main Street and Depot Street
- Used bobcat and sweeper to clean and prepare for curb installation at new Parking Lot
- Posted no parking signs for blacktopping
- Installed new flint crosswalk on Broadway
- Filled Truck 10 with water and fuel after use
- Took invoices to be paid to city hall
- Dropped off dye to CSO contractor performing work

P.3

September 6, 2024 – Friday

- Picked up any litter and debris on Main Street
- Mowed and trimmed all City lots in town
- Washed off zero turn after use and refueled/ checked filter
- Installed new cutting wheel on Chop Saw
- Checked all sewer pumping stations
- Picked up dead animals on Welsh Hill and Upper Consol Rd.
- Emptied all city trash cans on Main St. where needed
- Swept out all garage bays
- Trimmed weeds along curblines on Depot St.
- Cut back vegetation on Clary and Jenkins
- Marked miss utility tickets and checked them in on computer
- Emptied out all shop trash cans
- Marked objects above grass lot in Braddock Estates
- Swept and mopped lunch room & rest room floors
- Checked sewer main before and after Depot tunnel to make sure of no flow issues

September 7, 2024 – Saturday

September 8, 2024 – Sunday

September 9, 2024 – Monday

- Picked up yard waste all over town
- Installed new sign on Center Street that was missing
- Picked up garbage truck from Cober Cummins after being repaired
- Checked all sewer pumping stations - ran weekly electrical tests
- Removed litter on Main Street
- Cut grass and weed eat the wall on Main Street
- Marked miss utility tickets and checked them in on computer
- Picked up two packages that had been delivered to MDE
- Checked and emptied city trash cans on Main Street where needed
- Ran sewer camera to inspect a few locations around town
- Cleaned and greased garbage truck, filled fluids where needed
- Removed debris in roadway on Center Street at Main Street
- Washed off sewer camera equipment after use
- Checked on sewer complaint on Braddock Road and found no issues

P.4

September 10, 2024 – Tuesday

- Picked up garbage route on west end of town
- Dropped off Garbage Truck 02 at Smitty's to have new tires installed
- Attended staff meeting at city hall
- Straightened a few meter posts on Main Street
- Assisted Water Dept. hauling drying bed material
- Removed litter on Main Street
- Washed out beds of Dump Trucks after use and refueled
- Checked all sewer pumping stations
- Removed broken tree limbs from roadway on Main St.
- Marked miss utility tickets and checked them in on computer
- Inspected all snow plows and riggings for any repairs needed
- Made repairs to blacktop lute tools
- Swept out garage bays and organized sign installation equipment
- Installed new sign and pole in swimming pool parking lot
- Added degreaser to all pumping stations

September 11, 2024 – Wednesday

- Picked up garbage route on east end of town
- Cleaned off blacktop tools and filled roller
- Marked miss utility tickets and checked them in on computer
- Sprayed bed of blacktop truck with concentrate
- Blacktopped water dept. hole and sewer repair site
- Removed litter on Main Street
- Adjusted street mirrors around town where needed
- Installed new blacktop curb in parking lot off Mechanic Street
- Replaced several faded and damaged street signs around town
- Straightened sign post on High Street
- Cleaned up debris left behind while blacktopping
- Removed street cones and posted signs from blacktop sites
- Made electrical repairs on utility trailer
- Installed new blacktop pad around Hoffman pumping station
- Cut weeds along some curblines where needed
- Picked up litter in city streets around town
- Removed dead animal in roadway on Main Street

P.5

September 12, 2024 – Thursday

- Picked up garbage route in center section of town
- Had a tour of the street dept. shop and office areas
- Trimmed more weeds along curb lines where needed
- Located sewer main on Meadow Road for contractor
- Checked all sewer pumping stations
- Attended tree USA meeting
- Picked up paystubs and bills at city hall
- Made repairs to manhole on Sleeman Street
- Picked up litter on Main Street
- Checked mechanical issues on Water Dept. dump truck
- Installed plow rigging on truck #8
- Marked miss utility tickets and checked them in on computer
- Trimmed overhanging tree limbs around street signs
- Picked up supplies from Lowes in LaVale
- Had a pre MOSHA inspection meeting

September 13, 2024 – Friday

- Dropped off Truck 2 to have repaired in Pittsburg, PA
- Scheduled plow repairs at Shoes Diesel
- Removed litter off Main Street
- Checked and emptied all city trash cans on Main Street
- Marked miss utility tickets and checked them in on computer
- Trimmed tree limbs on High and Depot
- Checked all sewer pumping stations
- Emptied all trash cans in garage area and swept out garage bays
- Cleaned rest room and lunch room
- Loaded excavator on equipment trailer and dropped off at Glendening Park
- Picked up a special garbage pickup on Main St.
- Removed litter around town in city streets before weekend
- Used Excavator to dig up area at new park garden for Rec. Dept.
- Cleaned off catch basin grates where necessary around town
- Disassembled remote control module on Catch Vac and sent out for repairs

September 14, 2024 – Saturday

September 15, 2024 – Sunday

P.6

September 16, 2024 - Monday

- Removed litter and debris in roadway on Main Street
- Used vac truck to help water dept. excavate water shut off valve on Victoria Lane
- Checked all sewer pumping stations – ran weekly electrical test
- Had a new city radio installed in truck #01
- Installed plow mount on truck #88
- Greased old garbage truck and filled fluids
- Marked Miss Utility tickets and checked them in on computer
- Refilled vac truck and checked fluids after use
- Trimmed a few tree limbs around town overhanging roadways
- Checked and emptied all city trash cans on Main Street
- Installed two new stop signs and posts on Willow Drive
- Picked up debris in roadway on Linden Street
- Ran sewer camera in sewer main in Braddock Estates
- Checked all overflow sites for any issues
- Picked up two dead animals in city roadways
- Washed off all sewer camera equipment after use

September 17, 2024 – Tuesday

- Picked up garbage route on west end of town
- Cut and removed tree from roadway
- Investigated trash complaint on High St.
- Checked all CSO locations after rain event
- Removed litter off Main Street
- Picked up papers and new credit card from City Hall
- Checked on water runoff complaint off of Maple St.
- Went through inventory of shackles and chain links
- Marked miss utility tickets and checked them in on computer
- Greased tailgate latches on Truck 4
- Started cutting trees away from roadsides on Upper Console Rd (swimming pool rd.)
- Checked all sewer pumping stations
- Unloaded dump truck load of tree limbs
- Picked up garbage that was missed during the route
- Changed a few chainsaw chains and filled fluids
- Replaced stop sign and straightened sign post

P.7

September 18, 2024 – Wednesday

- Picked up garbage route on east end of town
- Cleaned off catch basin grates and culvert inlets where needed
- Finished cutting tree limbs on swimming pool road
- Removed litter on Main Street
- Marked miss utility tickets and checked them in on computer
- Replaced a few street signs around town where needed
- Checked all sewer pumping stations – Ran test at Centennial pumping station due to issues throughout the night
- Removed dead animal in roadway on Center Street
- Checked all CSO locations
- Used vac truck to clean out catch basins on Hampton Drive
- Put Napa delivery away that had arrived
- Cleaned debris from ditch lines for water runoff
- Refilled vac truck and checked other fluids after use

September 19, 2024 – Thursday

- Picked up garbage route in center section of town
- Started going over plow trucks in prep for winter
- Removed litter on Main Street
- Picked up supplies from Lowe's and Tractor Supply
- Marked miss utility tickets and checked them in on computer
- Picked up garbage that was missed during the route
- Checked all sewer pumping stations
- Put away USA Blue Book order that came in
- Used Catch Vac to hydro-excavate a water leak on Wood St.
- Took down 2 hour parking signs for relocation
- Checked all CSO locations due to rain event
- Emptied and cleaned out Catch Vac at dump site
- Marked an emergency miss utility ticket for the Water Dept.
- Filled Jetter with fuel and water after use
- Picked up oil and filters from Napa and Carquest

P.8

September 20, 2024 – Friday

- Cleaned off catch basins all around town
- Replaced fitting and added hydraulic fluid to bobcat
- Checked all CSO's locations before MDE inspection
- Emptied out all trash cans in shop area
- Removed litter on Main Street, Bowery, Center and College Avenue
- Swept out all the garage bays
- Marked an emergency Miss Utility ticket
- Checked and emptied all city trash cans where needed on Main Street
- Marked miss utility tickets and checked them in on computer
- Cleaned lunch room & rest room
- Picked up a dead animal in roadway on Welsh St.
- Checked all sewer pumping stations before the weekend
- Removed broken parking meter head off of Main St.
- Turned in all invoices to be paid to City Hall
- Cleaned and detailed cabs of work trucks
- Trimmed weeds and tree grates along Main St.

September 21, 2024 – Saturday

September 22, 2024 – Sunday

September 23, 2024 – Monday

- Picked up packages that was delivered to MDE
- Used vac truck to help water dept. with water shutoff repair
- Checked and emptied city trash cans on Main Street
- Picked up litter and debris on Main Street
- Checked all sewer pumping stations - ran weekly electrical tests
- Trimmed more overhanging tree limbs where needed around town
- Picked up garbage truck in Pittsburg PA after being repaired
- Checked on pothole complaint on Victoria Lane
- Marked miss utility tickets and checked them in on computer
- Checked all CSO locations
- Refilled water tank and other fluids on vac truck after use
- Cleaned off catch basin grates and culvert inlets around town
- Drained water from diesel safety tank

P.9

September 24, 2024 – Tuesday

- Picked up west end of town garbage route
- Used vac truck to clean clogged catch basins on Center Street
- Called in a sign order for stop signs
- Replaced a few faded out stop signs around town
- Marked miss utility tickets and checked them in on computer
- Worked on truck #5 fuel related issues
- Picked up supplies from Surplus City and Lowes
- Had yearly CSO inspection with MDE
- Checked all sewer pumping stations
- Removed broken manhole bracket on Main Street
- Checked CSO's and made a report
- Removed litter on Main Street and main drags around town
- Checked sewer complaint on Main Street – popped manholes and ran sewer camera to inspect sewer main
- Emptied and cleaned out debris tank on vac truck at dump site
- Removed debris in roadway on Willow Drive

September 25, 2024 – Wednesday

- Picked up east end of town garbage route
- Removed limb from roadway on Mill Street
- Checked all sewer pumping stations
- Had meeting at city hall
- Marked miss utility tickets and checked them in on computer
- Checked sewer sumps for any flow issues on Depot
- Removed litter off Main Street
- Checked all CSO's and made a report
- Trimmed overhanging trees on Aspinall Street
- Straightened meter post on Main Street
- Checked manhole complaint on Grant Street
- Replaced bent sign post on Mt Pleasant Street
- Drained water from safety tanks
- Cleaned off catch basins around town
- Removed dead animal in roadway on Main Street
- Leveled a slab of concrete over a curb inlet on Water Street

P.10

September 26, 2024 – Thursday

- Picked up center section of town garbage route
- Cleaned debris from rear sled on garbage truck and greased fittings
- Removed litter and debris off Main Street
- Checked all sewer pumping stations
- Picked up a package that was delivered to MDE
- Marked miss utility tickets and checked them in on computer
- Dropped off supplies for downtown cleanup at City Hall
- Cleaned leaves away from catch basin grates and culvert inlets
- Unloaded a delivery with bobcat
- Worked on hand control communication until on vac truck
- Set out two new concrete trash containers in city parking lot
- Checked bent handrail complaint on Main Street
- Took bills to city hall and picked up mail
- Heated and straightened bent handrail on Main Street
- Trimmed several tree limbs overhanging roadways around town
- Added a coat of paint to fixed handrail

September 27, 2024 – Friday

- Checked and emptied city trash cans where needed
- Assisted with Rec. Department emptying old building
- Cleaned up debris in city parking lot behind St Micheals
- Put away delivery of street signs
- Marked miss utility tickets and checked them in on computer
- Picked up package that was delivered to MDE
- Cleaned up debris in roadway on Armstrong Avenue
- Emptied out all shop trash cans
- Straightened bent sign post on Main Street
- Removed dead animal in roadway on Main Street
- Cleaned off catch basin grates around town where needed
- Replaced hydraulic fittings and hoses on old bobcat
- Cleaned breakroom, office and bathroom
- Repaired hydraulic leak on truck #4 plow mount
- Checked sewer flow on Mt Pleasant for any issues due to complaint

P.11

September 28, 2024 – Saturday – Checked CSO's

September 29, 2024 – Sunday

September 30, 2024 – Monday

- Emptied all city trash cans where needed on Main Street
- Cleaned off catch basin grates where needed
- Removed dead animal in roadway on Rt 36 at plaza entrance
- Marked miss utility tickets and checked them in on computer
- Checked all sewer pumping stations - ran weekly electrical tests on systems
- Emptied city trash cans in city parking lots
- Removed litter on Main Street
- Trimmed a few tree limbs overhanging roadways
- Drained water from diesel safety tanks
- Removed dead animal in roadway on Main Street
- Had Overhead Door make repairs to garage door motor
- Ran sewer camera in sewer main on Jenkins Street
- Checked CSO's and made a report
- Replaced broken sign post and street signs on Bowery Street
- Washed off all sewer camera equipment after use
- Removed leaves and debris from culvert inlets
- Worked on plumbing issues and adjusted valve in rest room

Monthly Report: Water Department

For the Month of September 2024

Submitted by: Jim Williams, Supervisor

September 3, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Cleaned the shop
- Hauled the trash away
- Read quarterly meter readings
- Installed new meter Crestview

September 4, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Emergency locate Armstrong Ave. Street Dept.
- Read quarterly meter readings
- Installed new shock in seat in backhoe
- Assisted contractor with tying in new water line Washington St.

September 5, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Monthly Master Meters
- Checked & turn on new water valves McCulloh St. with contractor

- Reread 2-meters due to high usage
- Installed meter Shaw St.

September 6, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Low water on meadow Rd. problem in house
- Data log Shaw St.
- Problems with pumps Crestview

September 9, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Installed new check valve Crestview Pumping Station
- Read quarterly meter readings

September 10, 2024

- Checked Pumps @ Crestview Pumping Station
- Marked Miss Utility Tickets
- Cleaned the shop
- Hauled the trash away
- Assisted with cleaning 3-drying beds @ F. W.T.P with the help of Street Dept.
- Emergency locate S. Grant St. Gas Company
- Reread 6-meters due to high usage or no reading
- Installed new clock E. Main St.

September 11, 2024

- Checked Pumps @ Crestview Pump Station

- Marked Miss Utility Tickets
- Turn water off for nonpayment
- Repaired meters New George Creek Rd. & E. Main St.
- Turn water on Maple St. for homeowner
- Data log Shaw St.
- Restored water to 1 customer

September 12, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Restored water to 1 customer
- Installed 2 new meters Centennial St.
- Turn water off for plumber Linden St. to do repairs
- Plumber installed new meter Linden St.

September 13, 2024

- Marked Miss Utility Tickets
- Checked Pumps @ Crestview Pump Station
- Checked meter readings on the properties concerning the water shut offs
- Order new back window for back hoe

September 16, 2024

- Marked Miss Utility Tickets
- Checked Pumps @ Crestview Pump Station
- Read quarterly meter readings
- Restored water to 1 customer
- Installed new curb box & rod Victoria Lane & Oak St. with the assisted from Street Dept. with vac truck
- Top soil, seeded & mulch yard Victoria Lane

- Reread water meter Hill Top possible leak

September 17, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Reread 6-meters due to high usage or no reading
- Read quarterly meter readings
- Installed new clock on meter W. Mechanic St.

September 18, 2024

- Checked Pumps @ Crestview Pumping Station
- Marked Miss Utility Tickets
- Cleaned the shop
- Hauled the trash away
- New meter installed Grandview Drive

September 19, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Repaired an 1-1/2 service line Wood St. with the assisted from Street Dept. with vac truck
- Reread water meter State St. repaired leak inside
- Took truck 69 to Gober's to get service

September 20, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final reading Frost Ave.
- Data log W. Main St.

- Pickup truck 69 from Gober's
- Called out for water leak. F.S.U. has a leak on campus 8" water main

September 23, 2024

- Checked pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Installed new curb box & rod East St. with the assisted from Street Dept. with vac truck
- Read quarterly meter readings
- Final reading Lee St.

September 24, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Ticket
- Cleaned the shop
- Hauled the trash away
- Reread meter Victoria Lane to see if still off for non-payment
- Reread 8-meters due to high usage or no reading

September 25, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final reading Mt. Pleasant St.
- Checked no water call Catherine St. plumber located a valve inside house was off
- Greased the back hoes

September 26, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- 7-Final readings

September 27, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final readings Tarn Terrace and First St
- Cleaned shop
- Located water stop Grant St.

September 30, 2024

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read quarterly meter readings
- Checked for water leak chart is out
- Repaired 8"-water main Braddock Rd. with the assisted of contractor

ORDINANCE 2024-02

AN ORDINANCE TO AMEND THE CITY’S ZONING ORDINANCE (APPENDIX A OF THE FROSTBURG CODE) TO ADD BODY ART STUDIOS TO THE USES PERMITTED IN THE PRIMARY DISTRICT REGULATIONS, SUBJECT TO SPECIFIED CONDITIONS.

WHEREAS, the City of Frostburg is a municipal corporation of the State of Maryland, organized and operating under a charter (“Charter”) adopted in accordance with Article XI-E of the Constitution of Maryland and Article 23-A of the Annotated Code of Maryland, as amended;

WHEREAS, Article V, Sections 501 and 502 of the Charter empowers the City to regulate matters of zoning within the City;

WHEREAS, the City of Frostburg Zoning Ordinance (the “Zoning Ordinance”) is set forth in Appendix A of the Frostburg Code;

WHEREAS, the Planning Commission is proposing that the Zoning Ordinance be amended to allow body art studios in the same zoning districts as beauty salons, barbers, etc.;

WHEREAS, the Frostburg Planning Commission reviewed the proposed text changes during its August 20, 2024 public meeting and voted to recommend to the Mayor and Council that it adopt them; and

WHEREAS, by this Ordinance, the Mayor and Council are accepting those recommendations, subject to amendments, and are amending the Zoning Ordinance as set forth below.

NOW, THEREFORE,

SECTION 1: BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF FROSTBURG, that the portion of the Use Regulations Table set forth at the beginning to Part 3 of the Zoning Ordinance applicable to service uses is amended as follows.

PART 3. PRIMARY DISTRICT REGULATIONS

Use Description	Zoning Districts										
	R1*	R2*	R2-A*	R3	R4*	RO	C1	C2	C3	C4	T-LI
Service											
Animal Groomers				SE			P	P	P		

Automobile Parking Lots and Decks							SE	P	SE		
Automobile Service Stations and Repair Garages								P		P	
Banks/Financial Institutions (with drive-through service)								SE	SE	P	
Banks/Financial Institutions (without drive-through service)				SE	SE			P	P	P	P
Beauty shop, barber shop, nail salon, tanning, spas				SE	SE			P	P	P	P
Body Art Studios				SE	SE			P	P	P	P
Cleaners, Laundromats, etc.				SE	SE			P	P	P	
Contractor Offices									P		P
Fitness Centers							SE	P	SE		
Kennels								P ¹			SE
Medical Laboratories								P	SE		P
Medical or Dental Services				SE	P	P	P	P	P		
Motels and Hotels								P	P	P	
Personal service				SE	SE			P	P		
Professional Offices					SE	P	P	P	P		
Sales, Service, Commercial Washing of Motor Vehicles								P	SE		
Truck Stops and Rest Areas										P	
Veterinary Services								P			

[NOTE: The amendments are set forth in bold highlighted text.]

SECTION 2: AND BE IT FURTHER ORDAINED, that Section 3.4.C(14)(b) of the Zoning Ordinance is amended by adding body art studios as a special exception use in the “R3” General Residential District as follows:

C. *Special Exceptions.* Only the following principal uses and structures are permitted as special exceptions after approval by the Board of Zoning Appeals:

....

(14) Any of the following uses, provided that the total floor area of all structures or portions thereof devoted or intended for such uses shall not to exceed three thousand (3,000) square feet (in addition to any basement areas used solely for storage). Any new such use shall be limited to a detached building at the corner of two (2) or more public streets. Any such

use shall not be open to the public between the hours of 10:00 p.m. and 7:00 a.m.

- (a) Retail stores such as hardware, grocery, drug, variety, baked goods, antique, craft and gift, but not including sale of alcoholic beverages.
- (b) Personal service businesses such as shoe repair, beauty parlors, barbers, **body art studios**, and self-service laundries and dry cleaning stores which are pick up stations only.
- (c) Restaurants, not including drive-through service.
- (d) Banks and other financial institutions, not including drive-through service.

[NOTE – Amendments to the Zoning Ordinance are set forth in bold underlined print in this section and the remaining sections of this Ordinance.]

SECTION 3: AND BE IT FURTHER ORDAINED, that Section 3.5.C(15)(b) of the Zoning Ordinance is amended by adding body art studios as a special exception use in the “R4” Gateway Residential District as follows:

C. *Special Exceptions.* Only the following principal uses and structures are permitted as special exceptions after approval by the Board of Zoning Appeals:

.....

(15) Any of the following uses, provided that the total floor area of all structures or portions thereof devoted or intended for such uses shall not exceed three thousand (3,000) square feet of a structure. Any such use shall not be open to the public between the hours of 10:00 p.m. and 7:00 a.m.

- (a) Retail stores such as hardware, grocery, drug, variety, baked goods, antique, craft and gift, but not including the sale of alcoholic beverages.
- (b) Personal service businesses such as shoe repair, beauty parlors, barbers, **body art studios**, and self-service laundries and dry cleaning stores which are pick up stations only.
- (c) Restaurants, not including drive-through service.
- (d) Banks and other financial institutions, not including drive-through service.

SECTION 4: AND BE IT FURTHER ORDAINED, that Section 3.7.B of the Zoning Ordinance is amended by adding body art studios as a permitted use in the "C1" University Corridor/Mixed-Use District as follows:

B. *Permitted Uses.* Only the following principal uses and structures are permitted in the "C1" district:

.....

(21) Body art studios.

SECTION 5: AND BE IT FURTHER ORDAINED, that Section 3.8.B and 3.8.C. of the Zoning Ordinance are amended by adding body art studios as a permitted use in the "C2" Highway Commercial District as follows:

B. *Permitted Uses.* Only the following principal uses and structures are permitted in the "C2" district:

....

(36) Body art studios.

C. *Special Exceptions.* The following uses are permitted as special exceptions after approval by the Board of Zoning Appeals:

....

~~(7) Body art studios.~~

SECTION 6: AND BE IT FURTHER ORDAINED, that Sections 3.9.B and 3.9.C. of the Zoning Ordinance are amended by adding body art studios as a permitted use in the "C3" Town Center District as follows:

B. *Permitted Uses.* Only the following principal uses and structures are permitted in the "C3" district:

....

(32) Body art studios.

C. *Special Exceptions.* The following uses are permitted as special exceptions after approval by the Board of Zoning Appeals:

....

~~(9) Body art studios.~~

SECTION 7: AND BE IT FURTHER ORDAINED, that Section 3.10.B of the Zoning Ordinance is amended by adding body art studios as a permitted use in the "C4" Gateway Commercial District as follows:

B. *Permitted Uses.* Only the following principal uses and structures are permitted in the "C4" district:

....

(11) Body art studios.

SECTION 8: AND BE IT FURTHER ORDAINED, that this Ordinance shall take effect twenty (20) days from the date of its passage.

MAYOR AND CITY COUNCIL OF FROSTBURG

By: _____
Todd Logsdon, Mayor

Elizabeth Stahlman, City Administrator

Introduced: _____, 2024
1st Hearing: _____, 2024
Adopted: _____, 2024
Effective: _____, 2024

ORDINANCE NO. 2024-03

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF FROSTBURG, MARYLAND ENTITLED “AN ORDINANCE TO REPEAL AND RE-ENACT WITH AMENDMENTS SECTION 6-1 OF DIVISION I (TITLED “GENERAL PROVISIONS) AND SECTIONS 6-3 TO 6-9 AND 13 OF DIVISION II (TITLED “WATER SERVICE”) FOR THE PURPOSE OF ALLOWING FOR GREATER FLEXIBILITY IN PERFORMING METER READINGS AND OBTAINING ACCESS TO METERS (SECTION 6-6), REVISIONS TO THE LEAK ADJUSTMENT POLICY (SECTION 6-7), THE PROHIBITION AGAINST TAMPERING (SECTION 6-8), DELINQUENT UTILITY ACCOUNTS,(SECTION 6-9) AND OTHER MISCELLANEOUS CHANGES TO THE SECTIONS OF ARTICLE I AND II OF THE CITY CODE.

SECTION 1: BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF FROSTBURG, MARYLAND that Section 6-1, 6-3 to 6-9, and Section 6-13 of Article 6 of the Frostburg City Code be and are hereby repealed and reenacted with amendments, to read as is set forth in the attached Exhibit A [NOTE: a text-edited version of the repealed and reenacted sections is attached hereto as Exhibit B]:

SECTION 2: BE IT FURTHER ORDAINED, that this ordinance shall take effect on the date of its passage.

THE MAYOR AND CITY COUNCIL OF
FROSTBURG

By: _____
Todd Logsdon, Mayor

ATTEST:

Elizabeth Stahlman, City Administrator

- Introduced:
- Public Hearing:
- Adopted:
- Effective:

DIVISION I. GENERAL PROVISIONS**Sec. 6-1. Definitions.**

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Commissioner means the Commissioner of Water, Parks and Recreation.

Customer means any person, firm, partnership, association, corporation, company, or organization of any kind receiving water, garbage, and/or sewage service from the City, whether residing or located within or outside the City's corporate limits. It also means tenants of properties where said services are provided, without regard to whether they are responsible for paying for such services under their lease agreements.

Delinquent utility account means a utility account with fees which are due and unpaid fifty (50) days after the bill due date.

Dormant utility account means a utility account which is exempt from City charges.

Garbage service means the service provided by the City under the Municipal Solid Waste Ordinance.

Sewage service means sewage removed by the City in accordance with the terms of a cooperative arrangement with the Allegany County Sanitary Commission.

Utility account fees means and includes fees for water, sewer and garbage service, water surcharges, combined sewer overflow surcharges, Bay Restoration Fees, fees for supplementary readings, shutoff notification fees, non-sufficient fund fees, turn-on fees, water meter fees, other utility fees as provided in the Schedule of Municipal Fees, and interest on said fees.

Water service means water furnished by the City through its Water Department.

Sec. 6-2. Dormant utility accounts—Applications; billing; termination of utility connections.

- (a) *Application for dormant utility account status.* Any person who owns a vacant parcel with existing water and/or sewer service connections may apply to have that parcel be treated as a dormant utility account. Applications must be made in writing and shall be submitted to the Director of Finance. The Director of Finance shall consult with Water Department personnel to ascertain whether a parcel is eligible for treatment as a dormant account.

- (b) *Eligibility for dormant utility account status.* Applications for dormant utility account status shall be granted if the following criteria are met.
- (1) No principal or accessory structures which are capable of being plumbed may be located on the subject parcel.
 - (2) The parcel must remain disconnected from City water and sewer service for four (4) consecutive quarters following the date an application is accepted.
 - (3) The utility account must be current and have no outstanding fees.
- (c) *Billing.*
- (1) If water and/or sewer service is reconnected during the first four (4) quarters following the granting of an application for dormant utility status shall pay all surcharges and other charges that would have been billed during that time frame had the application been denied.
 - (2) An application fee of \$50.00 must be paid at the time an application is made. Every parcel which is a dormant utility account as of January 1 of each year shall be required to pay an annual dormant utility account fee in the amount of \$50.00, regardless of whether water and/or sewer service is resumed during that time frame
 - (3) Failure to pay the dormant utility account fee within thirty (30) days of invoicing will result in the loss of the dormant utility account status.
- (d) *Termination of utility connections.* If a property owner elects to disconnect from the utility connections for a parcel, any work required for that purpose shall be performed by a private contractor and inspected by the City at the property owner's expense. The water utility line shall be physically disconnected on the property owner's side of the curb stop. The sewer service shall be physically disconnected and capped. The sewer cap shall be inspected and approved by the Street Department before it is backfilled. A property owner who wishes to reconnect utility service following its disconnection shall pay all costs and fees for the applicable tap(s) prior to the reconnection of service.

DIVISION II. WATER SERVICE

Sec. 6-3. Water service connections.

- (a) *Application for connection.* Any person seeking water service shall make application to the Community Development Department and provide such

information deemed necessary to determine where the curb stop should be located and the size of the tap. Any connection permit in which the user expects to exceed one hundred thousand (100,000) gallons per day shall be reviewed and approved by the Director of Public Works; the City reserves the right to deny any application for a water connection should the estimated daily usage interfere with the City's ability for long term growth as identified in the City's Water Capacity Management Plan.

- (b) *Sprinkler systems.* Structures with automated sprinkler systems shall have two (2) separate service lines from the curb stop to the sprinklered structures, one (1) for regular usage and the other for sprinkler system usage. The water line for regular usage shall be metered. The line for sprinkler system usage shall be equipped with:
- (1) A flow detector, an audible alarm and a check valve on the property owner's side of the curb stop; or
 - (2) Other systems which meet the requirements of the State Fire Marshal.
- (c) *Extending water service outside of City limits.*
- (1) *Authority to extend.* Upon the recommendation of the Commissioner of Public Works and the Director of Public Works and with the approval of the City Council, the City's water mains may be extended to the City's municipal boundaries for the purpose of allowing persons who reside outside of City limits to connect to the City's water system.
 - (2) *Conditions for extension.* Connection to the City's water system shall be conditioned upon:
 - a. Verification that water service is or could be made available at the desired location;
 - b. Verification that the water service is or could be made available to the subject property;
 - c. The subject property being located outside of a service area operated by Allegany County, another government entity, or a water company;
 - d. The applicant's execution of an agreement, binding upon the owners and all future owners of the property where water service shall be extended, consenting to its annexation into the City; and
 - e. The connecting mains meeting or exceeding the City's requirements.
 - (3) *Prohibition against outside of State connections.* City water service shall not be extended outside of the State under any circumstances.

Sec. 6-4. Water-only service.

- (a) *Availability and restrictions.* The City may offer a water-only utility service for residential accounts and commercial accounts with monthly usage that does not exceed fifty thousand (50,000) gallons. Such service may be used exclusively for irrigation purposes. No water from a property supplied with water-only service shall enter into the City's sanitary sewer system.
- (b) *Permitted connections.* Water-only service may be provided exclusively by means of a separate service connection or a deduct meter.
- (c) *Applications.* Written applications for water-only service shall be submitted to the City Administrator. They shall include an explanation of the need for the service and shall state whether a separate service connection or deduct meter is proposed and the proposed location for the same. Such an application may not be granted unless the Director of Public Works, after consulting with Water Department personnel, determines that such service is unlikely to result in the flow of water into the sanitary sewer system.
- (d) *Billing.* The City will bill for water-service-only accounts on a regular basis. Those bills will include volumetric charges for the water consumed and any applicable water surcharges or City or State water consumption-related charges and fees. No other charges shall be included nor shall any other services be provided unless there is no full-service utility account for that location.
- (e) *Connection fees.* A customer whose application for a water-only service has been approved shall pay for a new remotely read meter (including any other required materials) in accordance with the Schedule of Municipal Fees set forth in the annual budget ordinance. In addition, the customer shall pay a one-time set up charge of \$250.00. If the lot where water-only service is being set up is not served with water by means of a full-service account, the customer shall also pay all costs required for the establishment of new service as provided for in the Schedule of Municipal Fees set forth in the annual budget ordinance.
- (f) *Termination of service for violations.*
 - (1) *Water entry into sanitary sewer.* If water from a property with water-only service enters the sanitary sewer, said service will be terminated immediately and will not be restored until such time as the customer installs, constructs and/or implements measures that will rectify the matter.
 - (2) *Unauthorized use.* The use of water-only service for purposes other than irrigation shall result in the termination of that service for a period of forty-five (45) days for a first offense and permanently for a second offense. Such use shall constitute tampering under section 6-8 and shall also be subject to the penalties provided for therein.

Sec. 6-5. Meter requirement; meter purchase, installation and maintenance.

(a) *Responsibility for installation, repair and maintenance.*

- (1) *City responsibilities.* The City shall be responsible for the installation, repair and maintenance of a water tap and the service line extending from its main to and including the curb stop, i.e., the curb valve.
- (2) *Prohibited work.* No persons other than City Water Department personnel shall perform any such work unless the City Engineer grants them written permission to do so. Property owners shall not be permitted to perform any work within the City's right-of-way.

(b) *Water meters required; purchase; installation and maintenance.*

- (1) *Generally.* Except as set forth in subsection (2) hereinafter, the following provisions shall apply:
 - a. Each structure on a lot of record being supplied with City water, including the individual units in duplexes, townhomes and similar style residential structures, which are on separate lots of record, must have a separate meter. The City will not allow for, supply or maintain more than one (1) meter per lot of record. The City Council may grant exceptions to this rule in special and unique circumstances. Existing lots of record with more than one (1) meter as of the date of the enactment of this paragraph shall be allowed to continue until January 1, 2040, at which time they must comply with the terms of this paragraph.
 - b. Property owners shall pay the fee for meters and meter installation set forth in the Schedule of Municipal Fees set forth in the annual budget before a meter is installed.
 - c. All such meters must be purchased from the City. The City reserves the right to terminate water service for properties that are not in compliance with this requirement.
 - d. Meters shall remain under the control of and be accessible to the City at all times. Water service to a property may be terminated if the owner does not allow City personnel to access the meter.
 - e. The water meter shall be properly functioning and capable of being read before water service is restored to a property where it has been shut off.
 - f. The City will make all repairs which are necessary to ensure that the meters compliant with these provisions are in good operating condition. The City shall bear the costs of repairs and the replacement of these meters, as it deems to be necessary, except in instances of tampering, abuse, misuse

and neglect, in which event the property owner shall bear those costs. Neglect includes, but is not limited to, an owner's failure to prevent the meter from freezing.

(2) *Exceptions.* The following exceptions to the general provisions of subsection (1) shall be narrowly construed and shall only apply to the extent they conflict with subsection (1). The terms of subsection (1) which do not conflict with the terms of this subsection shall remain in effect.

- a. *New construction—Meters installed by plumber.* State-licensed plumbers may install water meters for new construction. Such meters must be supplied by and purchased from the City. Once installed, the meters shall be inspected and approved by the Water Department before water service is provided.
- b. *Installation/repairs for water companies and large commercial customers.* Water companies and large commercial customers shall be responsible for and bear the costs of the purchase, installation, repair, replacement and relocation of their water meters, meter housings and accessories. The foregoing must be approved by the Director of Public Works prior to installation and, once installed, they shall be inspected and approved by the Water Department before water service is provided.

(c) *Repair of private/service lines; leaks.*

(1) *Prohibitions.*

- a. *Private property and water lines.* Except for meter inspection, repair and replacement, the City shall not provide any services or repairs on private property. The City customarily will not install, perform maintenance on or repair private water lines, including, but not limited to the lines running from curb stops to meters on private property.
- b. *Service lines.* Property owners shall be responsible for the installation, repair and maintenance of service lines extending from the curb stop into their properties. City personnel are specifically prohibited from performing any of this work.

(2) *Leaks.*

- a. Upon a call for assistance relative to a leak in a service line from the curb stop into a property, the City may shut off water service at the curb stop. Water service shall be restored upon the completion of repairs.

- b. If water service is shut off due to a leak inside of a structure, it will not be restored until a shut off valve is installed between the curb stop and the meter, inside the structure. The City shall not bear the cost or install the shut-off valve.

Sec. 6-6. Meter reading.

- (a) *Frequency.*, The City shall read each water meter on a schedule as approved by the Mayor and Council.
- (b) *Remote/on-location readings.* Where possible, the City shall install meters that allow for remote off-property readings.
- (c) *Estimated readings.* When the City is unable to obtain a reading, an estimated reading shall be calculated for the billing cycle based on an average of the four (4) most recent readings that reflect typical usage.
- (d) *Property owner-provided readings.* Property owners or tenants may provide the City with meter readings either by telephone, fax, email, or in writing on the City's form. Such readings shall be provided sufficiently in advance of the billing date such that they can be included in the bill for the applicable billing cycle. Failure to provide such readings in a timely manner may result in billing on an estimated reading. Private-owner readings shall be permitted no more than six (6) consecutive billing cycles.
- (e) *Meter access.* In the event a meter cannot be read remotely, the property owner shall grant the City access to the meter. Failure to allow the Water Department to access the meter within ninety (90) days of written notice shall result in a penalty on the utility bill in the amount of \$200.00. Water service may also be terminated until access to the meter is provided.

Sec. 6-7. Leak adjustment policy.

Commencing July 1, 2020, leak adjustments may be granted once every four (4) years. Applications for leak adjustments shall be submitted to the Director of Finance utilizing City approved forms. To be eligible for relief, the property owner must submit the application within forty-five (45) days of the billing date for the monthly billing period for which the relief is sought. The application will require that the owner submit documentation showing that: (i) there was a leak, (ii) the leak has been repaired, and (iii) the leak was not caused by the gross negligence of the owner, including, but not limited to, allowing the pipes or water meter to freeze. Examples of evidence that a leak was repaired may include a plumber or handyman invoice, proof of parts purchased, before and after photos, or other written explanations. The leak adjustment application must be completed with all relevant documentation within thirty (30) days of the due date of the bill for which relief is sought for the adjustment to be approved. The Director of Finance or the City Administrator may approve leak adjustment applications.

The leak adjustment shall be calculated in the following manner:

1. Determine the average water consumption of the most recent twelve (12) months that reflect normal usage. If a property owner has owned the property for less than twelve (12) months, annual consumption for this calculation will be the greater of thirty-eight thousand (38,000) gallons or actual metered consumption during the period of specific property ownership.
2. Determine the estimated leak volume by subtracting the average water consumption from the total water consumption of the current billing period.
3. Multiply the estimate leak volume by fifty percent (50%).
4. Add the reduced estimated leak (step 3) to the average consumption (step 1) to determine the leak-adjusted amount of water.

Standard water rates would apply to the leak-adjusted consumption. For multi-tenant commercial properties or multi-family units, the City Administrator may grant one (1) additional leak adjustment within a four-year period preceding the date of an application for relief, provided the leak did not occur in a separately-metered unit owned or occupied by a person or persons who were given relief during the four-year period preceding the application for a leak adjustment. Additional leak adjustments may be approved by the Mayor and City Council on a case-by-case basis. A leak adjustment shall only apply to the bill for one (1) billing cycle. The leak adjustment applies to the water and sewer charges for that particular billing cycle.

Sec. 6-8. Tampering.

Any person who: (i) tampers with or turns on a City-owned curb stop which has been shut off; (ii) alters, obstructs or interferes with the readings of a water meter; (iii) defaces, injures or destroys any water meter, curb stop, or any part of a water meter or curb stop; or (iv) use of water from water-only service for purposes other than irrigation shall be guilty of a municipal infraction and shall be subject to the penalties provided in this Code. It shall be rebuttably presumed that the water customer committed the infraction in the event water is metered following the date water service is terminated. Additionally, the City may terminate water service at the subject location. As stated in the City Code, the City Water Department shall refer all incidences of tampering to the Frostburg Police Department for investigation and, if appropriate, the institution of criminal charges.

Sec. 6-9. Delinquent utility accounts; interest after bill due date.

- (a) *Discontinuance of water service.* All delinquent utility accounts are subject to the discontinuation of water service. A shutoff penalty is added to the delinquent account balance upon notification to the Water Department of the accounts which are subject to termination of water service.

- (b) *Appeals.* Any customer with a delinquent utility account who, , disputes the amount owed or claims that special circumstances exist which prevent or otherwise affect full payment of the balance due shall notify the Finance Department , stating the details regarding the dispute or claim. The Director of Finance or their designee may authorize payment of the delinquent amount through a payment plan deemed to be appropriate under the circumstances present. The submission of the dispute of claim in a timely manner, i.e., before water service is discontinued, shall operate to delay the discontinuation of water service until such time as the Director of Finance or their designee makes a decision on the dispute or claim. Failure to comply with a payment plan shall result in the discontinuation of water service without further notice being provided.
- (c) *Interest on unpaid balances after due date.* If a utility account billing is not paid twenty-five days after the bill due date, interest thereon shall accrue commencing at that time. The interest percentage shall be set in the Schedule of Municipal Fees in the annual budget ordinance. Accrued and unpaid interest shall be added to the balance due on the utility bill.
- (d) *Reinstitution of water service.* Water service that has been terminated may not be reinstated until the entire outstanding balance of the account is paid or, upon the approval of a payment plan by the Director of Finance or their designee for the payment of that balance.
- (e) *Lien on property.* The balance due on an unpaid utility account shall constitute a lien against the real property and improvements thereon where the services were provided. Notice of the lien may be recorded among the records of the Circuit Court for Allegany County, Maryland. The lien will continue until such time as the balance due is paid. This remedy will be in addition to the right of the City to initiate appropriate civil proceedings for the collection of any and all such accrued charges in a court of competent jurisdiction.

Sec. 6-10. Remedies joint and several.

All applicable remedies for violations of the preceding sections of this division and on account of the nonpayment of water bills may be pursued jointly and severally and consecutively or concurrently.

Sec. 6-11. Water conservation.

- (a) The City Council shall have the authority to declare a water conservation emergency. Such declaration is subject to the approval of a majority of the members of Council and only with the affirmative recommendation of the Commissioner. The Council may declare such an emergency for such a period of time as they deem necessary to properly protect and conserve the City's water supply.
- (b) Upon the declaration of an emergency, it shall be unlawful for any customer or the customer's agents, servants, employees, or family

members to permit City water to run or flow through any spigots, hydrants, or pipes on the customer's premises except such water as is actually and absolutely necessary for ordinary household purposes. The term "ordinary household purposes" shall not include the watering of lawns, washing of automobiles, use of sprinkler systems, or the use of machinery operated by water power.

- (c) If, in the opinion of the Council, the water conservation measures described in subsection (b) of this section are insufficient to properly conserve the City's water resources, the Council may institute a water rationing program. Such water rationing program may include setting maximum per-capita water usage limits on users of the City water supply or such other measures as deemed appropriate.
- (d) All consumers of City water must comply with these provisions. Those customers living inside the City are subject to the penalties set forth herein. Consumers of City water who are outside of City limits are subject to the provisions of the Water Service Agreements between the City and the County,
- (e) Any person who violates the terms of this section shall be guilty of a municipal infraction and shall be subject to the penalties provided in this Code.

Sec. 6-12. Wells.

- (a) *Private wells.* It shall be unlawful for any person, corporation, or organization to operate a private well water supply system within the corporate limits of the City unless the Council grants permission therefor by order or resolution. In considering whether to grant such an exception, the following criteria shall be considered:
 - (1) Whether the proposed use of the well is for agricultural purposes;
 - (2) Whether there is a potential for the well water to infiltrate the City water system; and
 - (3) Whether such water would eventually enter into the sewer system of the City.

Exceptions to the prohibition against private wells shall not be granted for non-agricultural commercial or residential uses.

- (b) *Penalties.* Any person who violates the terms of this section shall be guilty of a municipal infraction and shall be subject to the penalties provided in this Code. In addition to the fines levied hereunder, the City may require the violator to disconnect the privately owned system. In the event that such violator does not disconnect from the privately owned system, the City shall have the authority to enter upon the lands of the violator and cause such a disconnection. The cost for making this

disconnection shall be assessed to the violator in addition to such other penalties as are provided herein or by law.

Sec. 6-13. Frostburg dwelling equivalent and surcharges.

- (a) A Frostburg dwelling equivalent ("FDE"), is an equivalent dwelling unit determined by the City for the purpose of determining "surcharges", based on the volume of water consumed for water and sewer service.
- (b) An FDE represents thirty-eight thousand (38,000) gallons per year (or an average of one hundred four (104) gallons per day)
- (c) FDE's are determined as follows:
 - (1) Single-family residential structure: One (1) FDE.
 - (2) Multifamily residential structure: One (1) FDE per unit or one (1) FDE per thirty-eight thousand (38,000) gallons for the prior year, whichever is higher.
 - (3) Commercial: One (1) FDE per thirty- eight thousand (38,000) gallons for the prior year.
 - (4) Mixed-use: Minimum of one (1) FDE per use type, calculated in accordance with subsections b. and c. above.
 - (5) Rounding up: FDE's shall be rounded up if the calculation of FDE's yields a decimal greater than .50 for a commercial, multi-family residence, or mixed use property,

DIVISION I. GENERAL PROVISIONS

Sec. 6-1. Definitions.

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Commissioner means the Commissioner of Water, Parks and Recreation.

Customer means any person, firm, partnership, association, corporation, company, or organization of any kind receiving water, garbage, and/or sewage service from the City, whether residing or located within or outside the City's corporate limits. It also means tenants of properties where said services are provided, without regard to whether they are responsible for paying for such services under their lease agreements.

Delinquent utility account means a utility account with fees which are due and unpaid ~~after fifty (50) ninety (90) days from after the bill due date of billing.~~ after fifty (50) ninety

Dormant utility account means a utility account which is exempt from City charges.

Garbage service means the service provided by the City under the Municipal Solid Waste Ordinance.

Sewage service means sewage removed by the City in accordance with the terms of a cooperative arrangement with the Allegany County Sanitary Commission.

Utility account fees means and includes fees for water, sewer and garbage service, water surcharges, combined sewer overflow surcharges, Bay Restoration Fees, fees for supplementary readings, shutoff notification fees, non-sufficient fund fees, turn-on fees, water meter fees, other utility fees as provided in the Schedule of Municipal Fees, and interest on said fees.

Water service means water furnished by the City through its Water Department.

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DIVISION II. WATER SERVICE

Sec. 6-3. Water service connections.

- (a) *Application for connection.* Any person seeking water service shall make application to the Community Development Department and provide such information deemed necessary to determine where the curb stop should be located and the size of the tap. Any connection permit in which the user expects to exceed one hundred thousand (100,000) gallons per day shall be reviewed and approved by the Director of Public Works ~~and the Commissioner~~; the City reserves the right to deny any application for a water connection should the estimated daily usage interfere with the City's ability for long term growth as identified in the City's Water Capacity Management Plan.
- (b) *Sprinkler systems.* Structures with automated sprinkler systems shall have two (2) separate service lines from the curb stop to the sprinklered structures, one (1) for regular usage and the other for sprinkler system usage. The water line for regular usage shall be metered. The line for sprinkler system usage shall be equipped with:
 - (1) A flow detector, an audible alarm and a check valve the property owner's side of the curb stop; or
 - (2) ~~Such o~~Other systems which meet the requirements of the State Fire Marshal.
- (c) *Extending water service outside of City limits.*

- (1) *Authority to extend.* Upon the recommendation of the Commissioner of Public Works and the Director of Public Works and with the approval of the City Council, the City's water mains may be extended to the City's municipal boundaries for the purpose of allowing persons who reside outside of City limits to connect to the City's water system.
- (2) *Conditions for extension.* Connection to the City's water system shall be conditioned upon:
 - a. Verification that water service is or could be made available at the desired location;
 - b. Verification that the water service is or could be made available to the subject property;
 - c. The subject property being located outside of a service area operated by Allegany County, another government entity, or a water company;
 - d. The applicant's execution of an agreement, binding upon the owners and all future owners of the property where water service shall be extended, consenting to its annexation into the City; and
 - e. The connecting mains meeting or exceeding the City's requirements.
- (3) *Prohibition against outside of State connections.* City water service shall not be extended outside of the State under any circumstances.

Sec. 6-4. Water-only service.

- (a) *Availability and restrictions.* The City may offer a water-only utility service for residential accounts and commercial accounts with monthly usage that does not exceed fifty thousand (50,000) gallons. Such service may be used exclusively for irrigation purposes. No water from a property supplied with water-only service shall enter into the City's sanitary sewer system.
- (b) *Permitted connections.* Water-only service may be provided exclusively by means of a separate service connection or a deduct meter.
- (c) *Applications.* Written applications for water-only service shall be submitted to the City Administrator. They shall include an explanation of the need for the service and shall state whether a separate service connection or deduct meter is proposed and the proposed location for the same. Such an application may not be granted unless the Director of Public Works, after consulting with Water Department personnel, determines that such service is unlikely to result in the flow of water into the sanitary sewer system. ~~The City Council reserves the right to reject any application submitted by an applicant who has had a delinquent utility account within the three-year period preceding the date of the submission of the application.~~
- (d) *Billing.* The City will bill for water-service only accounts on a regular basis. Those bills will include volumetric charges for the water consumed and any applicable water surcharges or City or State water consumption-related charges and fees. No other charges shall be included nor shall any other services be provided unless there is no full-service utility account for that location.
- (e) *Connection fees.* A customer whose application for a water-only service has been approved shall pay for a new remotely read meter (including any other required materials) in accordance with the Schedule of Municipal Fees set forth in the annual budget ordinance. In addition, the customer shall pay a one-time set up charge of \$250.00. If the lot where water-only service is being set up is not served with water by means of a full-service account, the customer shall also pay all costs required for the establishment of new service as provided for in the Schedule of Municipal Fees set forth in the annual budget ordinance.
- (f) *Termination of service for violations.*
 - (1) *Water entry into sanitary sewer.* If water from a property with water-only service enters the sanitary sewer, said service will be terminated immediately and will not be restored until such time as the customer installs, constructs and/or implements measures that will rectify the matter.
 - (2) *Unauthorized use.* The use of water-only service for purposes other than irrigation shall result in the termination of that service for a period of forty-five (45) days for a first offense and permanently for a

second offense. Such use shall constitute tampering under section 6-8 and shall also be subject to the penalties provided for therein.

Sec. 6-5. Meter requirement; meter purchase, installation and maintenance.

- (a) *Responsibility for installation, repair and maintenance.*
 - (1) *City responsibilities.* The City shall be responsible for the installation, repair and maintenance of a water tap and the service line extending from its main to and including the curb stop, i.e., the curb valve.
 - (2) *Prohibited work.* No persons other than City Water Department personnel shall perform any such work unless the City Engineer grants them written permission to do so. Property owners shall not be permitted to perform any work within the City's right-of-way.
- (b) *Water meters required; purchase; installation and maintenance.*
 - (1) *Generally.* Except as set forth in subsection (2) hereinafter, the following provisions shall apply:
 - a. Each structure on a lot of record being supplied with City water, including the individual units in duplexes, townhomes and similar style residential structures, which are on separate lots of record, must have a separate meter. The City will not allow for, supply or maintain more than one (1) meter per lot of record. The City Council may grant exceptions to this rule in special and unique circumstances. Existing lots of record with more than one (1) meter as of the date of the enactment of this paragraph shall be allowed to continue until January 1, ~~2030~~ 2040, at which time they must ~~be in compliance.~~ comply with the terms of this paragraph.
 - b. Property owners shall pay the fee for meters and meter installation set forth in the Schedule of Municipal Fees set forth in the annual budget before a meter is installed.
 - c. All such meters must be purchased from the City. The City reserves the right to terminate water service for properties that are not in compliance with this requirement.
 - d. Meters shall remain under the control of and be accessible to the City at all times. Water service to a property may be terminated if the owner does not allow City personnel to ~~read and inspect~~ meters access the meter.
 - e. The water meter shall be properly functioning and capable of being read before water service is restored to a property where it has been shut off.
 - f. The City will make all repairs which are necessary to ensure that the meters compliant with these provisions are in good operating condition. The City shall bear the costs of repairs and the replacement of these meters, as it deems to be necessary, except in instances of tampering, abuse, misuse and neglect, in which event the property owner shall bear those costs. Neglect includes, but is not limited to, an owner's failure to prevent the meter from freezing.
 - (2) *Exceptions.* The following exceptions to the general provisions of subsection (1) shall be narrowly construed and shall only apply to the extent they ~~are in~~ conflict with subsection (1). The terms of subsection (1) which ~~do are~~ do not conflict with the terms of this subsection shall remain in effect.
 - a. *New construction—Meters installed by plumber.* State-licensed plumbers may install water meters for new construction. Such meters must be supplied by and purchased from the City. Once installed, the meters shall be inspected and approved by the Water Department before water service is provided.
 - b. *Installation/repairs for water companies and large commercial customers.* Water companies and large commercial customers shall be responsible for and bear the costs of the purchase, installation, repair, replacement and relocation of their water meters, meter housings and accessories. The foregoing must be approved by the ~~City Engineer.~~ Director of Public Works prior

to installation and, once installed, they shall be inspected and approved by the Water Department before water service is provided.

(c) *Repair of private/service lines; leaks.*

(1) *Prohibitions.*

- a. *Private property and water lines.* Except for meter inspection, repair and replacement, the City shall not provide any services or repairs on private property. The City ~~shall customarily will~~ not install, perform maintenance on or repair private water lines, including, but not limited to the lines running from curb stops to meters on private property. ~~There are no exceptions to these prohibitions.~~
- b. *Service lines.* Property owners shall be responsible for the installation, repair and maintenance of service lines extending from the curb stop into their properties. City personnel are specifically prohibited from performing any of this work.

(2) *Leaks.*

- a. Upon a call for assistance relative to a leak in a service line from the curb stop into a property, the City may shut off water service at the curb stop. Water service shall be restored upon the completion of repairs.
- b. If water service is shut off due to a leak inside of a structure, it will not be restored until a shut off valve is installed between the curb stop and the meter, inside the structure. The City shall not bear the cost or install the shut-off valve.

Sec. 6-6. Meter reading.

- (a) *Frequency.* ~~At the discretion of the Director of Finance, the~~ City shall read each water meter ~~either quarterly or monthly on a schedule as approved by the Mayor and Council. Commercial, industrial, and multifamily accounts that on average exceed fifty thousand (50,000) gallons per month over the previous four (4) quarters shall be billed on a monthly cycle.~~
- (b) *Remote/on-location readings.* Where possible, the City shall install meters that allow for remote off-property readings.
- (c) *Estimated readings.* When the City is unable to obtain a reading, an estimated reading shall be calculated for the billing cycle based on an average of the four (4) most recent readings that reflect typical usage.
- (d) *Property owner-provided readings.* Property owners or tenants may provide the City with meter readings either by telephone, fax, email, or in writing on the City's form. Such readings shall be provided sufficiently in advance of the billing date such that they can be included in the bill for the applicable billing cycle. Failure to provide such readings in a timely manner may result in billing on an estimated reading. Private-owner readings shall be permitted no more than ~~three (3)~~ six (6) consecutive billing cycles.
- (e) *Meter access.* In the event a meter cannot be read remotely, the property owner shall grant the City access to the meter ~~at least one (1) time each year.~~ Failure to allow the Water Department to access the meter obtain a reading within a three hundred sixty five day period one hundred eighty (180) days of written notice shall result in a penalty on the utility bill in the amount of \$200.00. Water service may also be terminated until access to the meter is provided.

Sec. 6-7. Leak adjustment policy.

Commencing July 1, 2020, leak adjustments may be granted once every ~~ten (10)~~ four (4) years. Applications for leak adjustments shall be submitted to the Director of Finance utilizing City approved forms. In order to be eligible for relief the property owner must submit the at application starting the leak adjustment process within forty five (45) days of the date of the billing, no later than five (5) days prior to the bill due date for the monthly

billing period for which the relief is sought. The application will require that the owner submit documentation showing that: (i) there was a leak, (ii) the leak has been repaired, and (iii) the leak was not caused by the gross negligence of the owner, including, but not limited to, allowing the pipes or water meter to freeze. Examples of evidence that a leak was repaired may include a plumber or handyman invoice, proof of parts purchased, before and after photos, or other written explanations. The leak adjustment application must be completed with all relevant documentation within thirty (30) days of the due date of the bill for which relief is sought for the adjustment to be approved. The Director of Finance or the City Administrator may approve leak adjustment applications.

The leak adjustment shall be calculated in the following manner:

1. Determine the average water consumption of the most recent twelve (12) months that reflect normal usage ~~(remove outliers – high or low consumption).~~ If a property owner has owned the property for less than twelve (12) months, annual consumption for this calculation will be the greater of thirty-eight thousand (38,000) gallons or actual metered consumption during the period of specific property ownership.
2. Determine the estimated leak volume by subtracting the average ~~amount~~ water consumption from the total water usage consumption of the current billing period.
3. Multiply the estimate leak volume by fifty percent (50%).
4. Add the reduced estimated leak (step 3) to the average consumption (step 1) to determine the leak-adjusted amount of water.

Standard water rates would apply to the leak-adjusted consumption. For multi-tenant commercial properties or multi-family units, the ~~Mayor and City Council~~ City Administrator may grant one (1) additional leak adjustments within a ~~ten~~ four-year period preceding the date of an application for relief, provided the leak did not occur in a separately-metered unit owned or occupied by a person or persons who were given relief during the ~~ten~~ four-year period preceding the application for a leak adjustment. A leak adjustment shall only apply to the bill for one (1) billing cycle. The leak adjustment applies to the water and sewer charges for that particular billing cycle.

Sec. 6-8. Tampering.

Any person who: (i) tampers with or turns on a City-owned curb stop which has been shut off; (ii) alters, obstructs or interferes with the readings of a water meter; (iii) defaces, injures or destroys any water meter, curb stop, or any part of a water meter or curb stop; or (iv) use of water from water-only service for purposes other than irrigation shall be guilty of a municipal infraction and shall be subject to the penalties provided in this Code. It shall be rebuttably presumed that the water customer committed the infraction in the event water is ~~consumed~~ metered following the date water service is terminated. Additionally, the City may terminate water service at the subject location and condition resumption of service upon payment of double the volumetric charges for the billing periods following the date the tampering occurred as well as the costs of repairing or replacing the curb stop and/or water meter. The volumetric charges shall be determined by averaging the consumption of the three (3) readings in which there was normal consumption prior to the reading for the period when the tampering occurred. As stated in the City Code. ~~The~~ City Water Department shall refer all incidences of tampering to the Frostburg Police Department for investigation and, if appropriate, the institution of criminal charges.

Sec. 6-9. Delinquent utility accounts; interest after bill due date.

- (a) *Discontinuance of water service.* All delinquent utility accounts are subject to the discontinuation of water service. A shutoff fee is added to the delinquent account balance upon notification to the Water Department of the accounts which are subject to termination of water service. If an account is determined to be a delinquent utility account, the City shall notify the owner at the account mailing address set forth in the on-line assessment records of the State Department of Assessment and Taxation or the address provided by the owner, and it shall notify the "occupant" of the property if the owner's mailing address differs from the

~~property address, by certified mail and regular first class mail, that water service shall be discontinued on a date no sooner than ten (10) days after the date said notice is provided, unless the balance due on the delinquent utility account is paid before the water is shut off. A notification fee in the amount specified in the Schedule of Municipal Fees set forth in the annual budget ordinance shall be added to the utility bills of all customers who are mailed shut-off notices. The payment of this fee shall be required in order to restore water service.~~

- (b) *Appeals to Commissioner.* Any customer ~~with a delinquent utility account~~ who, ~~after receiving the shutoff notice described in the preceding paragraph,~~ disputes the amount owed or claims that special circumstances exist which prevent or otherwise affect full payment of the balance due shall notify the Finance Department Commissioner in writing, stating all the details regarding the dispute or claim. The ~~Commissioner~~ Director of Finance or their designee may authorize payment of the delinquent amount through a payment plan deemed to be appropriate under the circumstances present. The submission of the dispute of claim in a timely manner, i.e., before water service is discontinued, shall operate to delay the discontinuation of water service until such time as the Commissioner/Director of Finance or their designee makes a decision on the dispute or claim. Failure to comply with a payment plan shall result in the discontinuation of water service without further notice being provided.
- (c) *Interest on unpaid balances after due date.* If a utility account billing is not paid ~~by twenty-five days after the bill is due date,~~ interest thereon shall accrue commencing at that time. The interest percentage shall be set in the Schedule of Municipal Fees in the annual budget ordinance. Accrued and unpaid interest shall be added to the balance due on the utility bill.
- (d) *Reinstitution of water service.* Water service that has been ~~discontinued-terminated~~ may not be reinstated until the entire outstanding balance of the account is paid or, upon the ~~Commissioner's~~ approval of a payment plan by the Director of Finance or their designee for the payment of that balance. ~~Additionally, any customer seeking to have water service restored shall pay a reconnection fee in the amount set forth in the Schedule of Municipal Fees in the annual budget ordinance.~~
- (e) *Lien on property.* The balance due on an unpaid utility account shall constitute a lien against the real property and improvements thereon where the services were provided. Notice of the lien may be recorded among the records of the Circuit Court for Allegany County, Maryland. The lien will continue until such time as the balance due is paid. This remedy will be in addition to the right of the City to initiate appropriate civil proceedings for the collection of any and all such accrued charges in a court of competent jurisdiction.

Sec. 6-13. Frostburg dwelling equivalent and surcharges.

- (a) A Frostburg dwelling equivalent ("FDE"), is an equivalent dwelling unit determined by the City for the purpose of determining "surcharges", based on the volume of water consumed for water and sewer service.
- (b) An FDE represents thirty-eight thousand (38,000) gallons per year (or an average of one hundred four (104) gallons per day)
- (c) FDE's are determined as follows:
 - (1) Single-family residential structure: One (1) FDE.
 - (2) Multifamily residential structure: One (1) FDE per unit or one (1) FDE per thirty-eight thousand (38,000) gallons for the prior ~~four (4) quarters year,~~ whichever is higher.
 - (3) Commercial: One (1) EDU-FDE per thirty-~~right eight~~ thousand (38,000) gallons for the prior ~~four (4) quarters year.~~
 - (4) Mixed-use: Minimum of one (1) FDE per use type, calculated in accordance with subsections b. and c. above.

- (5) Rounding up: FDE's shall be rounded up if the calculation of FDE's yields a decimal greater than .50 for a commercial, multi-family residence, or mixed use property. e.g., if a commercial structure uses ~~thirty-eight thousand and one (38,001) gallons during the preceding four (4) quarters, it shall be deemed to be two (2) FDE's.~~

Secs. 6-14—6-29. Reserved.

ORDINANCE NO. 2024-04

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF FROSTBURG, MARYLAND ENTITLED “AN ORDINANCE TO REPEAL AND REENACT WITH AMENDMENTS ARTICLE 6 OF THE CITY CODE, TITLED ‘STORAGE OF SOLID WASTE’ FOR THE PURPOSE OF ESTABLISHING EXCEPTIONS TO THE REQUIREMENTS OF THAT SECTION.

SECTION 1: BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF FROSTBURG, MARYLAND that Section 5-8 of the Frostburg City Code be and is hereby repealed and reenacted with amendments, to read as follows [NOTE: a text-edited version of Section 5-8 is attached hereto]:

Sec. 5-8. Storage of solid waste.

- (a) *Prohibited storage of solid waste.* No person shall place any solid waste in any street, alley or other public place within the City unless it is in bags or cans as set forth within the provisions of this article for collection. All solid waste being stored between City collections shall be placed in leak-proof containers as set forth in section 308.3.2 of the International Property Maintenance Code. Stored solid waste may not be visible from the street and shall be placed either in the rear of the property or, when stored on the side, must be screened. No person shall cast, place, sweep or deposit anywhere within the City any solid waste in such a manner that it may be carried or deposited by the elements upon any street, sidewalk, alley, sewer, parkway or other public place, or into any occupied or unoccupied premises in the City. Any unauthorized accumulation of solid waste on any premises is hereby declared to be a nuisance and is prohibited. Failure to remove any existing accumulation shall be deemed a municipal infraction and subject to the penalties provided within the Code.
- (b) *Exceptions.* The following conditions are exempt from the requirements of subsection (a) of this section:
 - (i) Compost piles less than four (4) feet in height and six (6) feet in diameter at ground level, and thirty (30) feet or more from any dwelling, and four feet or more from adjoining properties.
 - (ii) Storm debris within thirty (30) days following a storm event.
 - (iii) Construction residue and debris during and for fourteen (14) days following completion of work.
 - (iv) Fallen leaves, tree needles, tree fruit and similar vegetation.

- (v) The accumulation and temporary storage in containers designated for such purposes, of “recyclable” materials pursuant to a program of recycling adopted by the City; provided, however, that such containers must not be publicly visible or they must be made available to the City’s garbage or recycling contractor within thirty (30 days after having been filled to fifty percent (50%) or more of their capacity.
- (vi) Uncultivated, uncut, or untended weeds, grass, bushes, or other vegetation not constituting a health or fire hazard, existing in a natural state on undeveloped, agricultural, industrially zoned, or planned open space areas.

SECTION 2: BE IT FURTHER ORDAINED, that this ordinance shall take effect on the date of its passage.

THE MAYOR AND CITY COUNCIL OF
FROSTBURG

By: _____
Todd Logsdon, Mayor

ATTEST

Elizabeth Stahlman, City Administrator

Introduced:
Public Hearing:
Adopted:
Effective:

Sec. 5-8. Storage of solid waste.

(a) Prohibited storage of solid waste. No person shall place any solid waste in any street, alley or other public place within the City unless it is in bags or cans as set forth within the provisions of this article for collection. All solid waste being stored between City collections shall be placed in leak-proof containers as set forth in section 308.3.2 of the International Property Maintenance Code. Stored solid waste may not be visible from the street and shall be placed either in the rear of the property or, when stored on the side, must be screened. No person shall cast, place, sweep or deposit anywhere within the City any solid waste in such a manner that it may be carried or deposited by the elements upon any street, sidewalk, alley, sewer, parkway or other public place, or into any occupied or unoccupied premises in the City. Any unauthorized accumulation of solid waste on any premises is hereby declared to be a nuisance and is prohibited. Failure to remove any existing accumulation shall be deemed a municipal infraction and subject to the penalties provided within the Code.

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(b) Exceptions. The following conditions are exempt from the requirements of subsection (a) of this section:

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- (i) Compost piles less than four (4) feet in height and six (6) feet in diameter at ground level, and thirty (30) feet or more from any dwelling, and four (4) feet or more from adjoining properties.
- (ii) Storm debris within thirty (30) days following a storm event.
- (iii) Construction residue and debris during and for fourteen (14) days following completion of work.
- (iv) Fallen leaves, tree needles, tree fruit and similar vegetation.
- (v) The accumulation and temporary storage in containers designated for such purposes, of "recyclable" materials pursuant to a program of recycling adopted by the City; provided, however, that such containers must not be publicly visible or they must be made available to the City's garbage or recycling contractor within 30 days after having been filled to fifty percent (50%) percent or more of their capacity.
- (vi) Uncultivated, uncut, or untended weeds, grass, bushes, or other vegetation not constituting a health or fire hazard, existing in a natural state on undeveloped, agricultural, industrially zoned, or planned open space areas.

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ORDINANCE 2024-02

AN ORDINANCE TO AMEND THE CITY’S ZONING ORDINANCE (APPENDIX A OF THE FROSTBURG CODE) TO ADD BODY ART STUDIOS TO THE USES PERMITTED IN THE PRIMARY DISTRICT REGULATIONS, SUBJECT TO SPECIFIED CONDITIONS.

WHEREAS, the City of Frostburg is a municipal corporation of the State of Maryland, organized and operating under a charter (“Charter”) adopted in accordance with Article XI-E of the Constitution of Maryland and Article 23-A of the Annotated Code of Maryland, as amended;

WHEREAS, Article V, Sections 501 and 502 of the Charter empowers the City to regulate matters of zoning within the City;

WHEREAS, the City of Frostburg Zoning Ordinance (the “Zoning Ordinance”) is set forth in Appendix A of the Frostburg Code;

WHEREAS, the Planning Commission is proposing that the Zoning Ordinance be amended to allow body art studios in the same zoning districts as beauty salons, barbers, etc.;

WHEREAS, the Frostburg Planning Commission reviewed the proposed text changes during its August 20, 2024 public meeting and voted to recommend to the Mayor and Council that it adopt them; and

WHEREAS, by this Ordinance, the Mayor and Council are accepting those recommendations, subject to amendments, and are amending the Zoning Ordinance as set forth below.

NOW, THEREFORE,

SECTION 1: BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF FROSTBURG, that the portion of the Use Regulations Table set forth at the beginning to Part 3 of the Zoning Ordinance applicable to service uses is amended as follows.

PART 3. PRIMARY DISTRICT REGULATIONS

Use Description	Zoning Districts										
	R1*	R2*	R2-A*	R3	R4*	RO	C1	C2	C3	C4	T-LI
Service											
Animal Groomers				SE			P	P	P		

Automobile Parking Lots and Decks							SE	P	SE		
Automobile Service Stations and Repair Garages								P		P	
Banks/Financial Institutions (with drive-through service)								SE	SE	P	
Banks/Financial Institutions (without drive-through service)				SE	SE			P	P	P	P
Beauty shop, barber shop, nail salon, tanning, spas				SE	SE			P	P	P	P
Body Art Studios				SE	SE			P	P	P	P
Cleaners, Laundromats, etc.				SE	SE			P	P	P	
Contractor Offices									P		P
Fitness Centers							SE	P	SE		
Kennels								P ¹			SE
Medical Laboratories								P	SE		P
Medical or Dental Services				SE	P	P	P	P	P		
Motels and Hotels								P	P	P	
Personal service				SE	SE			P	P		
Professional Offices					SE	P	P	P	P		
Sales, Service, Commercial Washing of Motor Vehicles								P	SE		
Truck Stops and Rest Areas										P	
Veterinary Services								P			

[NOTE: The amendments are set forth in bold highlighted text.]

SECTION 2: AND BE IT FURTHER ORDAINED, that Section 3.4.C(14)(b) of the Zoning Ordinance is amended by adding body art studios as a special exception use in the “R3” General Residential District as follows:

C. *Special Exceptions*. Only the following principal uses and structures are permitted as special exceptions after approval by the Board of Zoning Appeals:

....

(14) Any of the following uses, provided that the total floor area of all structures or portions thereof devoted or intended for such uses shall not to exceed three thousand (3,000) square feet (in addition to any basement areas used solely for storage). Any new such use shall be limited to a detached building at the corner of two (2) or more public streets. Any such

use shall not be open to the public between the hours of 10:00 p.m. and 7:00 a.m.

- (a) Retail stores such as hardware, grocery, drug, variety, baked goods, antique, craft and gift, but not including sale of alcoholic beverages.
- (b) Personal service businesses such as shoe repair, beauty parlors, barbers, **body art studios**, and self-service laundries and dry cleaning stores which are pick up stations only.
- (c) Restaurants, not including drive-through service.
- (d) Banks and other financial institutions, not including drive-through service.

[NOTE – Amendments to the Zoning Ordinance are set forth in bold underlined print in this section and the remaining sections of this Ordinance.]

SECTION 3: AND BE IT FURTHER ORDAINED, that Section 3.5.C(15)(b) of the Zoning Ordinance is amended by adding body art studios as a special exception use in the “R4” Gateway Residential District as follows:

C. *Special Exceptions.* Only the following principal uses and structures are permitted as special exceptions after approval by the Board of Zoning Appeals:

.....

(15) Any of the following uses, provided that the total floor area of all structures or portions thereof devoted or intended for such uses shall not exceed three thousand (3,000) square feet of a structure. Any such use shall not be open to the public between the hours of 10:00 p.m. and 7:00 a.m.

- (a) Retail stores such as hardware, grocery, drug, variety, baked goods, antique, craft and gift, but not including the sale of alcoholic beverages.
- (b) Personal service businesses such as shoe repair, beauty parlors, barbers, **body art studios**, and self-service laundries and dry cleaning stores which are pick up stations only.
- (c) Restaurants, not including drive-through service.
- (d) Banks and other financial institutions, not including drive-through service.

SECTION 4: AND BE IT FURTHER ORDAINED, that Section 3.7.B of the Zoning Ordinance is amended by adding body art studios as a permitted use in the "C1" University Corridor/Mixed-Use District as follows:

B. *Permitted Uses.* Only the following principal uses and structures are permitted in the "C1" district:

.....

(21) Body art studios.

SECTION 5: AND BE IT FURTHER ORDAINED, that Section 3.8.B and 3.8.C. of the Zoning Ordinance are amended by adding body art studios as a permitted use in the "C2" Highway Commercial District as follows:

B. *Permitted Uses.* Only the following principal uses and structures are permitted in the "C2" district:

....

(36) Body art studios.

C. *Special Exceptions.* The following uses are permitted as special exceptions after approval by the Board of Zoning Appeals:

....

~~(7) Body art studios.~~

SECTION 6: AND BE IT FURTHER ORDAINED, that Sections 3.9.B and 3.9.C. of the Zoning Ordinance are amended by adding body art studios as a permitted use in the "C3" Town Center District as follows:

B. *Permitted Uses.* Only the following principal uses and structures are permitted in the "C3" district:

....

(32) Body art studios.

C. *Special Exceptions.* The following uses are permitted as special exceptions after approval by the Board of Zoning Appeals:

....

~~(9) Body art studios.~~

SECTION 7: AND BE IT FURTHER ORDAINED, that Section 3.10.B of the Zoning Ordinance is amended by adding body art studios as a permitted use in the "C4" Gateway Commercial District as follows:

B. *Permitted Uses.* Only the following principal uses and structures are permitted in the "C4" district:

....

(11) Body art studios.

SECTION 8: AND BE IT FURTHER ORDAINED, that this Ordinance shall take effect twenty (20) days from the date of its passage.

MAYOR AND CITY COUNCIL OF FROSTBURG

By: _____
Todd Logsdon, Mayor

Elizabeth Stahlman, City Administrator

Introduced: _____, 2024
1st Hearing: _____, 2024
Adopted: _____, 2024
Effective: _____, 2024

ORDINANCE NO. 2024-03

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF FROSTBURG, MARYLAND ENTITLED “AN ORDINANCE TO REPEAL AND RE-ENACT WITH AMENDMENTS SECTION 6-1 OF DIVISION I (TITLED “GENERAL PROVISIONS) AND SECTIONS 6-3 TO 6-9 AND 13 OF DIVISION II (TITLED “WATER SERVICE”) FOR THE PURPOSE OF ALLOWING FOR GREATER FLEXIBILITY IN PERFORMING METER READINGS AND OBTAINING ACCESS TO METERS (SECTION 6-6), REVISIONS TO THE LEAK ADJUSTMENT POLICY (SECTION 6-7), THE PROHIBITION AGAINST TAMPERING (SECTION 6-8), DELINQUENT UTILITY ACCOUNTS,(SECTION 6-9) AND OTHER MISCELLANEOUS CHANGES TO THE SECTIONS OF ARTICLE I AND II OF THE CITY CODE.

SECTION 1: BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF FROSTBURG, MARYLAND that Section 6-1, 6-3 to 6-9, and Section 6-13 of Article 6 of the Frostburg City Code be and are hereby repealed and reenacted with amendments, to read as is set forth in the attached Exhibit A [NOTE: a text-edited version of the repealed and reenacted sections is attached hereto as Exhibit B]:

SECTION 2: BE IT FURTHER ORDAINED, that this ordinance shall take effect on the date of its passage.

THE MAYOR AND CITY COUNCIL OF
FROSTBURG

By: _____
Todd Logsdon, Mayor

ATTEST:

Elizabeth Stahlman, City Administrator

Introduced:
Public Hearing:
Adopted:
Effective:

DIVISION I. GENERAL PROVISIONS**Sec. 6-1. Definitions.**

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Commissioner means the Commissioner of Water, Parks and Recreation.

Customer means any person, firm, partnership, association, corporation, company, or organization of any kind receiving water, garbage, and/or sewage service from the City, whether residing or located within or outside the City's corporate limits. It also means tenants of properties where said services are provided, without regard to whether they are responsible for paying for such services under their lease agreements.

Delinquent utility account means a utility account with fees which are due and unpaid fifty (50) days after the bill due date.

Dormant utility account means a utility account which is exempt from City charges.

Garbage service means the service provided by the City under the Municipal Solid Waste Ordinance.

Sewage service means sewage removed by the City in accordance with the terms of a cooperative arrangement with the Allegany County Sanitary Commission.

Utility account fees means and includes fees for water, sewer and garbage service, water surcharges, combined sewer overflow surcharges, Bay Restoration Fees, fees for supplementary readings, shutoff notification fees, non-sufficient fund fees, turn-on fees, water meter fees, other utility fees as provided in the Schedule of Municipal Fees, and interest on said fees.

Water service means water furnished by the City through its Water Department.

Sec. 6-2. Dormant utility accounts—Applications; billing; termination of utility connections.

- (a) *Application for dormant utility account status.* Any person who owns a vacant parcel with existing water and/or sewer service connections may apply to have that parcel be treated as a dormant utility account. Applications must be made in writing and shall be submitted to the Director of Finance. The Director of Finance shall consult with Water Department personnel to ascertain whether a parcel is eligible for treatment as a dormant account.

- (b) *Eligibility for dormant utility account status.* Applications for dormant utility account status shall be granted if the following criteria are met.
 - (1) No principal or accessory structures which are capable of being plumbed may be located on the subject parcel.
 - (2) The parcel must remain disconnected from City water and sewer service for four (4) consecutive quarters following the date an application is accepted.
 - (3) The utility account must be current and have no outstanding fees.
- (c) *Billing.*
 - (1) If water and/or sewer service is reconnected during the first four (4) quarters following the granting of an application for dormant utility status shall pay all surcharges and other charges that would have been billed during that time frame had the application been denied.
 - (2) An application fee of \$50.00 must be paid at the time an application is made. Every parcel which is a dormant utility account as of January 1 of each year shall be required to pay an annual dormant utility account fee in the amount of \$50.00, regardless of whether water and/or sewer service is resumed during that time frame
 - (3) Failure to pay the dormant utility account fee within thirty (30) days of invoicing will result in the loss of the dormant utility account status.
- (d) *Termination of utility connections.* If a property owner elects to disconnect from the utility connections for a parcel, any work required for that purpose shall be performed by a private contractor and inspected by the City at the property owner's expense. The water utility line shall be physically disconnected on the property owner's side of the curb stop. The sewer service shall be physically disconnected and capped. The sewer cap shall be inspected and approved by the Street Department before it is backfilled. A property owner who wishes to reconnect utility service following its disconnection shall pay all costs and fees for the applicable tap(s) prior to the reconnection of service.

DIVISION II. WATER SERVICE

Sec. 6-3. Water service connections.

- (a) *Application for connection.* Any person seeking water service shall make application to the Community Development Department and provide such

information deemed necessary to determine where the curb stop should be located and the size of the tap. Any connection permit in which the user expects to exceed one hundred thousand (100,000) gallons per day shall be reviewed and approved by the Director of Public Works; the City reserves the right to deny any application for a water connection should the estimated daily usage interfere with the City's ability for long term growth as identified in the City's Water Capacity Management Plan.

- (b) *Sprinkler systems.* Structures with automated sprinkler systems shall have two (2) separate service lines from the curb stop to the sprinklered structures, one (1) for regular usage and the other for sprinkler system usage. The water line for regular usage shall be metered. The line for sprinkler system usage shall be equipped with:
 - (1) A flow detector, an audible alarm and a check valve on the property owner's side of the curb stop; or
 - (2) Other systems which meet the requirements of the State Fire Marshal.

- (c) *Extending water service outside of City limits.*
 - (1) *Authority to extend.* Upon the recommendation of the Commissioner of Public Works and the Director of Public Works and with the approval of the City Council, the City's water mains may be extended to the City's municipal boundaries for the purpose of allowing persons who reside outside of City limits to connect to the City's water system.
 - (2) *Conditions for extension.* Connection to the City's water system shall be conditioned upon:
 - a. Verification that water service is or could be made available at the desired location;
 - b. Verification that the water service is or could be made available to the subject property;
 - c. The subject property being located outside of a service area operated by Allegany County, another government entity, or a water company;
 - d. The applicant's execution of an agreement, binding upon the owners and all future owners of the property where water service shall be extended, consenting to its annexation into the City; and
 - e. The connecting mains meeting or exceeding the City's requirements.
 - (3) *Prohibition against outside of State connections.* City water service shall not be extended outside of the State under any circumstances.

Sec. 6-4. Water-only service.

- (a) *Availability and restrictions.* The City may offer a water-only utility service for residential accounts and commercial accounts with monthly usage that does not exceed fifty thousand (50,000) gallons. Such service may be used exclusively for irrigation purposes. No water from a property supplied with water-only service shall enter into the City's sanitary sewer system.
- (b) *Permitted connections.* Water-only service may be provided exclusively by means of a separate service connection or a deduct meter.
- (c) *Applications.* Written applications for water-only service shall be submitted to the City Administrator. They shall include an explanation of the need for the service and shall state whether a separate service connection or deduct meter is proposed and the proposed location for the same. Such an application may not be granted unless the Director of Public Works, after consulting with Water Department personnel, determines that such service is unlikely to result in the flow of water into the sanitary sewer system.
- (d) *Billing.* The City will bill for water-service-only accounts on a regular basis. Those bills will include volumetric charges for the water consumed and any applicable water surcharges or City or State water consumption-related charges and fees. No other charges shall be included nor shall any other services be provided unless there is no full-service utility account for that location.
- (e) *Connection fees.* A customer whose application for a water-only service has been approved shall pay for a new remotely read meter (including any other required materials) in accordance with the Schedule of Municipal Fees set forth in the annual budget ordinance. In addition, the customer shall pay a one-time set up charge of \$250.00. If the lot where water-only service is being set up is not served with water by means of a full-service account, the customer shall also pay all costs required for the establishment of new service as provided for in the Schedule of Municipal Fees set forth in the annual budget ordinance.
- (f) *Termination of service for violations.*
 - (1) *Water entry into sanitary sewer.* If water from a property with water-only service enters the sanitary sewer, said service will be terminated immediately and will not be restored until such time as the customer installs, constructs and/or implements measures that will rectify the matter.
 - (2) *Unauthorized use.* The use of water-only service for purposes other than irrigation shall result in the termination of that service for a period of forty-five (45) days for a first offense and permanently for a second offense. Such use shall constitute tampering under section 6-8 and shall also be subject to the penalties provided for therein.

Sec. 6-5. Meter requirement; meter purchase, installation and maintenance.

(a) *Responsibility for installation, repair and maintenance.*

- (1) *City responsibilities.* The City shall be responsible for the installation, repair and maintenance of a water tap and the service line extending from its main to and including the curb stop, i.e., the curb valve.
- (2) *Prohibited work.* No persons other than City Water Department personnel shall perform any such work unless the City Engineer grants them written permission to do so. Property owners shall not be permitted to perform any work within the City's right-of-way.

(b) *Water meters required; purchase; installation and maintenance.*

- (1) *Generally.* Except as set forth in subsection (2) hereinafter, the following provisions shall apply:
 - a. Each structure on a lot of record being supplied with City water, including the individual units in duplexes, townhomes and similar style residential structures, which are on separate lots of record, must have a separate meter. The City will not allow for, supply or maintain more than one (1) meter per lot of record. The City Council may grant exceptions to this rule in special and unique circumstances. Existing lots of record with more than one (1) meter as of the date of the enactment of this paragraph shall be allowed to continue until January 1, 2040, at which time they must comply with the terms of this paragraph.
 - b. Property owners shall pay the fee for meters and meter installation set forth in the Schedule of Municipal Fees set forth in the annual budget before a meter is installed.
 - c. All such meters must be purchased from the City. The City reserves the right to terminate water service for properties that are not in compliance with this requirement.
 - d. Meters shall remain under the control of and be accessible to the City at all times. Water service to a property may be terminated if the owner does not allow City personnel to access the meter.
 - e. The water meter shall be properly functioning and capable of being read before water service is restored to a property where it has been shut off.
 - f. The City will make all repairs which are necessary to ensure that the meters compliant with these provisions are in good operating condition. The City shall bear the costs of repairs and the replacement of these meters, as it deems to be necessary, except in instances of tampering, abuse, misuse

and neglect, in which event the property owner shall bear those costs. Neglect includes, but is not limited to, an owner's failure to prevent the meter from freezing.

(2) *Exceptions.* The following exceptions to the general provisions of subsection (1) shall be narrowly construed and shall only apply to the extent they conflict with subsection (1). The terms of subsection (1) which do not conflict with the terms of this subsection shall remain in effect.

- a. *New construction—Meters installed by plumber.* State-licensed plumbers may install water meters for new construction. Such meters must be supplied by and purchased from the City. Once installed, the meters shall be inspected and approved by the Water Department before water service is provided.
- b. *Installation/repairs for water companies and large commercial customers.* Water companies and large commercial customers shall be responsible for and bear the costs of the purchase, installation, repair, replacement and relocation of their water meters, meter housings and accessories. The foregoing must be approved by the Director of Public Works prior to installation and, once installed, they shall be inspected and approved by the Water Department before water service is provided.

(c) *Repair of private/service lines; leaks.*

(1) *Prohibitions.*

- a. *Private property and water lines.* Except for meter inspection, repair and replacement, the City shall not provide any services or repairs on private property. The City customarily will not install, perform maintenance on or repair private water lines, including, but not limited to the lines running from curb stops to meters on private property.
- b. *Service lines.* Property owners shall be responsible for the installation, repair and maintenance of service lines extending from the curb stop into their properties. City personnel are specifically prohibited from performing any of this work.

(2) *Leaks.*

- a. Upon a call for assistance relative to a leak in a service line from the curb stop into a property, the City may shut off water service at the curb stop. Water service shall be restored upon the completion of repairs.

- b. If water service is shut off due to a leak inside of a structure, it will not be restored until a shut off valve is installed between the curb stop and the meter, inside the structure. The City shall not bear the cost or install the shut-off valve.

Sec. 6-6. Meter reading.

- (a) *Frequency.*, The City shall read each water meter on a schedule as approved by the Mayor and Council.
- (b) *Remote/on-location readings.* Where possible, the City shall install meters that allow for remote off-property readings.
- (c) *Estimated readings.* When the City is unable to obtain a reading, an estimated reading shall be calculated for the billing cycle based on an average of the four (4) most recent readings that reflect typical usage.
- (d) *Property owner-provided readings.* Property owners or tenants may provide the City with meter readings either by telephone, fax, email, or in writing on the City's form. Such readings shall be provided sufficiently in advance of the billing date such that they can be included in the bill for the applicable billing cycle. Failure to provide such readings in a timely manner may result in billing on an estimated reading. Private-owner readings shall be permitted no more than six (6) consecutive billing cycles.
- (e) *Meter access.* In the event a meter cannot be read remotely, the property owner shall grant the City access to the meter. Failure to allow the Water Department to access the meter within ninety (90) days of written notice shall result in a penalty on the utility bill in the amount of \$200.00. Water service may also be terminated until access to the meter is provided.

Sec. 6-7. Leak adjustment policy.

Commencing July 1, 2020, leak adjustments may be granted once every four (4) years. Applications for leak adjustments shall be submitted to the Director of Finance utilizing City approved forms. To be eligible for relief, the property owner must submit the application within forty-five (45) days of the billing date for the monthly billing period for which the relief is sought. The application will require that the owner submit documentation showing that: (i) there was a leak, (ii) the leak has been repaired, and (iii) the leak was not caused by the gross negligence of the owner, including, but not limited to, allowing the pipes or water meter to freeze. Examples of evidence that a leak was repaired may include a plumber or handyman invoice, proof of parts purchased, before and after photos, or other written explanations. The leak adjustment application must be completed with all relevant documentation within thirty (30) days of the due date of the bill for which relief is sought for the adjustment to be approved. The Director of Finance or the City Administrator may approve leak adjustment applications.

The leak adjustment shall be calculated in the following manner:

1. Determine the average water consumption of the most recent twelve (12) months that reflect normal usage. If a property owner has owned the property for less than twelve (12) months, annual consumption for this calculation will be the greater of thirty-eight thousand (38,000) gallons or actual metered consumption during the period of specific property ownership.
2. Determine the estimated leak volume by subtracting the average water consumption from the total water consumption of the current billing period.
3. Multiply the estimate leak volume by fifty percent (50%).
4. Add the reduced estimated leak (step 3) to the average consumption (step 1) to determine the leak-adjusted amount of water.

Standard water rates would apply to the leak-adjusted consumption. For multi-tenant commercial properties or multi-family units, the City Administrator may grant one (1) additional leak adjustment within a four-year period preceding the date of an application for relief, provided the leak did not occur in a separately-metered unit owned or occupied by a person or persons who were given relief during the four-year period preceding the application for a leak adjustment. Additional leak adjustments may be approved by the Mayor and City Council on a case-by-case basis. A leak adjustment shall only apply to the bill for one (1) billing cycle. The leak adjustment applies to the water and sewer charges for that particular billing cycle.

Sec. 6-8. Tampering.

Any person who: (i) tampers with or turns on a City-owned curb stop which has been shut off; (ii) alters, obstructs or interferes with the readings of a water meter; (iii) defaces, injures or destroys any water meter, curb stop, or any part of a water meter or curb stop; or (iv) use of water from water-only service for purposes other than irrigation shall be guilty of a municipal infraction and shall be subject to the penalties provided in this Code. It shall be rebuttably presumed that the water customer committed the infraction in the event water is metered following the date water service is terminated. Additionally, the City may terminate water service at the subject location. As stated in the City Code, the City Water Department shall refer all incidences of tampering to the Frostburg Police Department for investigation and, if appropriate, the institution of criminal charges.

Sec. 6-9. Delinquent utility accounts; interest after bill due date.

- (a) *Discontinuance of water service.* All delinquent utility accounts are subject to the discontinuation of water service. A shutoff penalty is added to the delinquent account balance upon notification to the Water Department of the accounts which are subject to termination of water service.

- (b) *Appeals.* Any customer with a delinquent utility account who, , disputes the amount owed or claims that special circumstances exist which prevent or otherwise affect full payment of the balance due shall notify the Finance Department , stating the details regarding the dispute or claim. The Director of Finance or their designee may authorize payment of the delinquent amount through a payment plan deemed to be appropriate under the circumstances present. The submission of the dispute of claim in a timely manner, i.e., before water service is discontinued, shall operate to delay the discontinuation of water service until such time as the Director of Finance or their designee makes a decision on the dispute or claim. Failure to comply with a payment plan shall result in the discontinuation of water service without further notice being provided.
- (c) *Interest on unpaid balances after due date.* If a utility account billing is not paid twenty-five days after the bill due date, interest thereon shall accrue commencing at that time. The interest percentage shall be set in the Schedule of Municipal Fees in the annual budget ordinance. Accrued and unpaid interest shall be added to the balance due on the utility bill.
- (d) *Reinstitution of water service.* Water service that has been terminated may not be reinstated until the entire outstanding balance of the account is paid or, upon the approval of a payment plan by the Director of Finance or their designee for the payment of that balance.
- (e) *Lien on property.* The balance due on an unpaid utility account shall constitute a lien against the real property and improvements thereon where the services were provided. Notice of the lien may be recorded among the records of the Circuit Court for Allegany County, Maryland. The lien will continue until such time as the balance due is paid. This remedy will be in addition to the right of the City to initiate appropriate civil proceedings for the collection of any and all such accrued charges in a court of competent jurisdiction.

Sec. 6-10. Remedies joint and several.

All applicable remedies for violations of the preceding sections of this division and on account of the nonpayment of water bills may be pursued jointly and severally and consecutively or concurrently.

Sec. 6-11. Water conservation.

- (a) The City Council shall have the authority to declare a water conservation emergency. Such declaration is subject to the approval of a majority of the members of Council and only with the affirmative recommendation of the Commissioner. The Council may declare such an emergency for such a period of time as they deem necessary to properly protect and conserve the City's water supply.
- (b) Upon the declaration of an emergency, it shall be unlawful for any customer or the customer's agents, servants, employees, or family

members to permit City water to run or flow through any spigots, hydrants, or pipes on the customer's premises except such water as is actually and absolutely necessary for ordinary household purposes. The term "ordinary household purposes" shall not include the watering of lawns, washing of automobiles, use of sprinkler systems, or the use of machinery operated by water power.

- (c) If, in the opinion of the Council, the water conservation measures described in subsection (b) of this section are insufficient to properly conserve the City's water resources, the Council may institute a water rationing program. Such water rationing program may include setting maximum per-capita water usage limits on users of the City water supply or such other measures as deemed appropriate.
- (d) All consumers of City water must comply with these provisions. Those customers living inside the City are subject to the penalties set forth herein. Consumers of City water who are outside of City limits are subject to the provisions of the Water Service Agreements between the City and the County,
- (e) Any person who violates the terms of this section shall be guilty of a municipal infraction and shall be subject to the penalties provided in this Code.

Sec. 6-12. Wells.

- (a) *Private wells.* It shall be unlawful for any person, corporation, or organization to operate a private well water supply system within the corporate limits of the City unless the Council grants permission therefor by order or resolution. In considering whether to grant such an exception, the following criteria shall be considered:
 - (1) Whether the proposed use of the well is for agricultural purposes;
 - (2) Whether there is a potential for the well water to infiltrate the City water system; and
 - (3) Whether such water would eventually enter into the sewer system of the City.

Exceptions to the prohibition against private wells shall not be granted for non-agricultural commercial or residential uses.

- (b) *Penalties.* Any person who violates the terms of this section shall be guilty of a municipal infraction and shall be subject to the penalties provided in this Code. In addition to the fines levied hereunder, the City may require the violator to disconnect the privately owned system. In the event that such violator does not disconnect from the privately owned system, the City shall have the authority to enter upon the lands of the violator and cause such a disconnection. The cost for making this

disconnection shall be assessed to the violator in addition to such other penalties as are provided herein or by law.

Sec. 6-13. Frostburg dwelling equivalent and surcharges.

- (a) A Frostburg dwelling equivalent ("FDE"), is an equivalent dwelling unit determined by the City for the purpose of determining "surcharges", based on the volume of water consumed for water and sewer service.
- (b) An FDE represents thirty-eight thousand (38,000) gallons per year (or an average of one hundred four (104) gallons per day)
- (c) FDE's are determined as follows:
 - (1) Single-family residential structure: One (1) FDE.
 - (2) Multifamily residential structure: One (1) FDE per unit or one (1) FDE per thirty-eight thousand (38,000) gallons for the prior year, whichever is higher.
 - (3) Commercial: One (1) FDE per thirty- eight thousand (38,000) gallons for the prior year.
 - (4) Mixed-use: Minimum of one (1) FDE per use type, calculated in accordance with subsections b. and c. above.
 - (5) Rounding up: FDE's shall be rounded up if the calculation of FDE's yields a decimal greater than .50 for a commercial, multi-family residence, or mixed use property,

DIVISION I. GENERAL PROVISIONS

Sec. 6-1. Definitions.

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Commissioner means the Commissioner of Water, Parks and Recreation.

Customer means any person, firm, partnership, association, corporation, company, or organization of any kind receiving water, garbage, and/or sewage service from the City, whether residing or located within or outside the City's corporate limits. It also means tenants of properties where said services are provided, without regard to whether they are responsible for paying for such services under their lease agreements.

Delinquent utility account means a utility account with fees which are due and unpaid ~~after fifty (50) ninety (90) days from after the bill due date of billing.~~ after fifty (50) ninety

Dormant utility account means a utility account which is exempt from City charges.

Garbage service means the service provided by the City under the Municipal Solid Waste Ordinance.

Sewage service means sewage removed by the City in accordance with the terms of a cooperative arrangement with the Allegany County Sanitary Commission.

Utility account fees means and includes fees for water, sewer and garbage service, water surcharges, combined sewer overflow surcharges, Bay Restoration Fees, fees for supplementary readings, shutoff notification fees, non-sufficient fund fees, turn-on fees, water meter fees, other utility fees as provided in the Schedule of Municipal Fees, and interest on said fees.

Water service means water furnished by the City through its Water Department.

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DIVISION II. WATER SERVICE

Sec. 6-3. Water service connections.

- (a) *Application for connection.* Any person seeking water service shall make application to the Community Development Department and provide such information deemed necessary to determine where the curb stop should be located and the size of the tap. Any connection permit in which the user expects to exceed one hundred thousand (100,000) gallons per day shall be reviewed and approved by the Director of Public Works ~~and the Commissioner~~; the City reserves the right to deny any application for a water connection should the estimated daily usage interfere with the City's ability for long term growth as identified in the City's Water Capacity Management Plan.
- (b) *Sprinkler systems.* Structures with automated sprinkler systems shall have two (2) separate service lines from the curb stop to the sprinklered structures, one (1) for regular usage and the other for sprinkler system usage. The water line for regular usage shall be metered. The line for sprinkler system usage shall be equipped with:
 - (1) A flow detector, an audible alarm and a check valve the property owner's side of the curb stop; or
 - (2) ~~Such o~~Other systems which meet the requirements of the State Fire Marshal.
- (c) *Extending water service outside of City limits.*

- (1) *Authority to extend.* Upon the recommendation of the Commissioner of Public Works and the Director of Public Works and with the approval of the City Council, the City's water mains may be extended to the City's municipal boundaries for the purpose of allowing persons who reside outside of City limits to connect to the City's water system.
- (2) *Conditions for extension.* Connection to the City's water system shall be conditioned upon:
 - a. Verification that water service is or could be made available at the desired location;
 - b. Verification that the water service is or could be made available to the subject property;
 - c. The subject property being located outside of a service area operated by Allegany County, another government entity, or a water company;
 - d. The applicant's execution of an agreement, binding upon the owners and all future owners of the property where water service shall be extended, consenting to its annexation into the City; and
 - e. The connecting mains meeting or exceeding the City's requirements.
- (3) *Prohibition against outside of State connections.* City water service shall not be extended outside of the State under any circumstances.

Sec. 6-4. Water-only service.

- (a) *Availability and restrictions.* The City may offer a water-only utility service for residential accounts and commercial accounts with monthly usage that does not exceed fifty thousand (50,000) gallons. Such service may be used exclusively for irrigation purposes. No water from a property supplied with water-only service shall enter into the City's sanitary sewer system.
- (b) *Permitted connections.* Water-only service may be provided exclusively by means of a separate service connection or a deduct meter.
- (c) *Applications.* Written applications for water-only service shall be submitted to the City Administrator. They shall include an explanation of the need for the service and shall state whether a separate service connection or deduct meter is proposed and the proposed location for the same. Such an application may not be granted unless the Director of Public Works, after consulting with Water Department personnel, determines that such service is unlikely to result in the flow of water into the sanitary sewer system. ~~The City Council reserves the right to reject any application submitted by an applicant who has had a delinquent utility account within the three year period preceding the date of the submission of the application.~~
- (d) *Billing.* The City will bill for water-service only accounts on a regular basis. Those bills will include volumetric charges for the water consumed and any applicable water surcharges or City or State water consumption-related charges and fees. No other charges shall be included nor shall any other services be provided unless there is no full-service utility account for that location.
- (e) *Connection fees.* A customer whose application for a water-only service has been approved shall pay for a new remotely read meter (including any other required materials) in accordance with the Schedule of Municipal Fees set forth in the annual budget ordinance. In addition, the customer shall pay a one-time set up charge of \$250.00. If the lot where water-only service is being set up is not served with water by means of a full-service account, the customer shall also pay all costs required for the establishment of new service as provided for in the Schedule of Municipal Fees set forth in the annual budget ordinance.
- (f) *Termination of service for violations.*
 - (1) *Water entry into sanitary sewer.* If water from a property with water-only service enters the sanitary sewer, said service will be terminated immediately and will not be restored until such time as the customer installs, constructs and/or implements measures that will rectify the matter.
 - (2) *Unauthorized use.* The use of water-only service for purposes other than irrigation shall result in the termination of that service for a period of forty-five (45) days for a first offense and permanently for a

second offense. Such use shall constitute tampering under section 6-8 and shall also be subject to the penalties provided for therein.

Sec. 6-5. Meter requirement; meter purchase, installation and maintenance.

(a) *Responsibility for installation, repair and maintenance.*

- (1) *City responsibilities.* The City shall be responsible for the installation, repair and maintenance of a water tap and the service line extending from its main to and including the curb stop, i.e., the curb valve.
- (2) *Prohibited work.* No persons other than City Water Department personnel shall perform any such work unless the City Engineer grants them written permission to do so. Property owners shall not be permitted to perform any work within the City's right-of-way.

(b) *Water meters required; purchase; installation and maintenance.*

- (1) *Generally.* Except as set forth in subsection (2) hereinafter, the following provisions shall apply:
 - a. Each structure on a lot of record being supplied with City water, including the individual units in duplexes, townhomes and similar style residential structures, which are on separate lots of record, must have a separate meter. The City will not allow for, supply or maintain more than one (1) meter per lot of record. The City Council may grant exceptions to this rule in special and unique circumstances. Existing lots of record with more than one (1) meter as of the date of the enactment of this paragraph shall be allowed to continue until January 1, ~~2030~~ 2040, at which time they must ~~be in compliance.~~ comply with the terms of this paragraph.
 - b. Property owners shall pay the fee for meters and meter installation set forth in the Schedule of Municipal Fees set forth in the annual budget before a meter is installed.
 - c. All such meters must be purchased from the City. The City reserves the right to terminate water service for properties that are not in compliance with this requirement.
 - d. Meters shall remain under the control of and be accessible to the City at all times. Water service to a property may be terminated if the owner does not allow City personnel to ~~read and inspect meters access the meter.~~
 - e. The water meter shall be properly functioning and capable of being read before water service is restored to a property where it has been shut off.
 - f. The City will make all repairs which are necessary to ensure that the meters compliant with these provisions are in good operating condition. The City shall bear the costs of repairs and the replacement of these meters, as it deems to be necessary, except in instances of tampering, abuse, misuse and neglect, in which event the property owner shall bear those costs. Neglect includes, but is not limited to, an owner's failure to prevent the meter from freezing.
- (2) *Exceptions.* The following exceptions to the general provisions of subsection (1) shall be narrowly construed and shall only apply to the extent they ~~are in~~ conflict with subsection (1). The terms of subsection (1) which ~~do are~~ not ~~in~~ conflict with the terms of this subsection shall remain in effect.
 - a. *New construction—Meters installed by plumber.* State-licensed plumbers may install water meters for new construction. Such meters must be supplied by and purchased from the City. Once installed, the meters shall be inspected and approved by the Water Department before water service is provided.
 - b. *Installation/repairs for water companies and large commercial customers.* Water companies and large commercial customers shall be responsible for and bear the costs of the purchase, installation, repair, replacement and relocation of their water meters, meter housings and accessories. The foregoing must be approved by the ~~City Engineer.~~ Director of Public Works prior

to installation and, once installed, they shall be inspected and approved by the Water Department before water service is provided.

(c) *Repair of private/service lines; leaks.*

(1) *Prohibitions.*

- a. *Private property and water lines.* Except for meter inspection, repair and replacement, the City shall not provide any services or repairs on private property. The City ~~shall customarily will~~ not install, perform maintenance on or repair private water lines, including, but not limited to the lines running from curb stops to meters on private property. ~~There are no exceptions to these prohibitions.~~
- b. *Service lines.* Property owners shall be responsible for the installation, repair and maintenance of service lines extending from the curb stop into their properties. City personnel are specifically prohibited from performing any of this work.

(2) *Leaks.*

- a. Upon a call for assistance relative to a leak in a service line from the curb stop into a property, the City may shut off water service at the curb stop. Water service shall be restored upon the completion of repairs.
- b. If water service is shut off due to a leak inside of a structure, it will not be restored until a shut off valve is installed between the curb stop and the meter, inside the structure. The City shall not bear the cost or install the shut-off valve.

Sec. 6-6. Meter reading.

- (a) *Frequency.* ~~At the discretion of the Director of Finance, the~~ City shall read each water meter ~~either quarterly or monthly on a schedule as approved by the Mayor and Council. Commercial, industrial, and multifamily accounts that on average exceed fifty thousand (50,000) gallons per month over the previous four (4) quarters shall be billed on a monthly cycle.~~
- (b) *Remote/on-location readings.* Where possible, the City shall install meters that allow for remote off-property readings.
- (c) *Estimated readings.* When the City is unable to obtain a reading, an estimated reading shall be calculated for the billing cycle based on an average of the four (4) most recent readings that reflect typical usage.
- (d) *Property owner-provided readings.* Property owners or tenants may provide the City with meter readings either by telephone, fax, email, or in writing on the City's form. Such readings shall be provided sufficiently in advance of the billing date such that they can be included in the bill for the applicable billing cycle. Failure to provide such readings in a timely manner may result in billing on an estimated reading. Private-owner readings shall be permitted no more than ~~three (3)~~ six (6) consecutive billing cycles.
- (e) *Meter access.* In the event a meter cannot be read remotely, the property owner shall grant the City access to the meter ~~at least one (1) time each year.~~ Failure to allow the Water Department to access the meter obtain a reading within a three hundred sixty five day period one hundred eighty (180) days of written notice shall result in a penalty on the utility bill in the amount of \$200.00. Water service may also be terminated until access to the meter is provided.

Sec. 6-7. Leak adjustment policy.

Commencing July 1, 2020, leak adjustments may be granted once every ~~ten (10)~~ four (4) years. Applications for leak adjustments shall be submitted to the Director of Finance utilizing City approved forms. In order to be eligible for relief the property owner must submit the at application starting the leak adjustment process within forty five (45) days of the date of the billing, no later than five (5) days prior to the bill due date for the monthly

billing period for which the relief is sought. The application will require that the owner submit documentation showing that: (i) there was a leak, (ii) the leak has been repaired, and (iii) the leak was not caused by the gross negligence of the owner, including, but not limited to, allowing the pipes or water meter to freeze. Examples of evidence that a leak was repaired may include a plumber or handyman invoice, proof of parts purchased, before and after photos, or other written explanations. The leak adjustment application must be completed with all relevant documentation within thirty (30) days of the due date of the bill for which relief is sought for the adjustment to be approved. The Director of Finance or the City Administrator may approve leak adjustment applications.

The leak adjustment shall be calculated in the following manner:

1. Determine the average water consumption of the most recent twelve (12) months that reflect normal usage ~~(remove outliers – high or low consumption).~~ If a property owner has owned the property for less than twelve (12) months, annual consumption for this calculation will be the greater of thirty-eight thousand (38,000) gallons or actual metered consumption during the period of specific property ownership.
2. Determine the estimated leak volume by subtracting the average ~~amount~~ water consumption from the total water usage consumption of the current billing period.
3. Multiply the estimate leak volume by fifty percent (50%).
4. Add the reduced estimated leak (step 3) to the average consumption (step 1) to determine the leak-adjusted amount of water.

Standard water rates would apply to the leak-adjusted consumption. For multi-tenant commercial properties or multi-family units, the ~~Mayor and City Council~~ City Administrator may grant one (1) additional leak adjustments within a ~~ten~~ four-year period preceding the date of an application for relief, provided the leak did not occur in a separately-metered unit owned or occupied by a person or persons who were given relief during the ~~ten~~ four-year period preceding the application for a leak adjustment. A leak adjustment shall only apply to the bill for one (1) billing cycle. The leak adjustment applies to the water and sewer charges for that particular billing cycle.

Sec. 6-8. Tampering.

Any person who: (i) tampers with or turns on a City-owned curb stop which has been shut off; (ii) alters, obstructs or interferes with the readings of a water meter; (iii) defaces, injures or destroys any water meter, curb stop, or any part of a water meter or curb stop; or (iv) use of water from water-only service for purposes other than irrigation shall be guilty of a municipal infraction and shall be subject to the penalties provided in this Code. It shall be rebuttably presumed that the water customer committed the infraction in the event water is ~~consumed~~ metered following the date water service is terminated. Additionally, the City may terminate water service at the subject location and condition resumption of service upon payment of double the volumetric charges for the billing periods following the date the tampering occurred as well as the costs of repairing or replacing the curb stop and/or water meter. The volumetric charges shall be determined by averaging the consumption of the three (3) readings in which there was normal consumption prior to the reading for the period when the tampering occurred. As stated in the City Code. ~~The~~ City Water Department shall refer all incidences of tampering to the Frostburg Police Department for investigation and, if appropriate, the institution of criminal charges.

Sec. 6-9. Delinquent utility accounts; interest after bill due date.

- (a) *Discontinuance of water service.* All delinquent utility accounts are subject to the discontinuation of water service. A shutoff fee is added to the delinquent account balance upon notification to the Water Department of the accounts which are subject to termination of water service. If an account is determined to be a delinquent utility account, the City shall notify the owner at the account mailing address set forth in the on-line assessment records of the State Department of Assessment and Taxation or the address provided by the owner, and it shall notify the "occupant" of the property if the owner's mailing address differs from the

~~property address, by certified mail and regular first class mail, that water service shall be discontinued on a date no sooner than ten (10) days after the date said notice is provided, unless the balance due on the delinquent utility account is paid before the water is shut off. A notification fee in the amount specified in the Schedule of Municipal Fees set forth in the annual budget ordinance shall be added to the utility bills of all customers who are mailed shut-off notices. The payment of this fee shall be required in order to restore water service.~~

- (b) *Appeals to Commissioner.* Any customer ~~with a delinquent utility account~~ who, ~~after receiving the shutoff notice described in the preceding paragraph,~~ disputes the amount owed or claims that special circumstances exist which prevent or otherwise affect full payment of the balance due shall notify the Finance Department Commissioner in writing, stating all the details regarding the dispute or claim. The ~~Commissioner~~ Director of Finance or their designee may authorize payment of the delinquent amount through a payment plan deemed to be appropriate under the circumstances present. The submission of the dispute of claim in a timely manner, i.e., before water service is discontinued, shall operate to delay the discontinuation of water service until such time as the Commissioner/Director of Finance or their designee makes a decision on the dispute or claim. Failure to comply with a payment plan shall result in the discontinuation of water service without further notice being provided.
- (c) *Interest on unpaid balances after due date.* If a utility account billing is not paid ~~by twenty-five days after the bill is~~ due date, interest thereon shall accrue commencing at that time. The interest percentage shall be set in the Schedule of Municipal Fees in the annual budget ordinance. Accrued and unpaid interest shall be added to the balance due on the utility bill.
- (d) *Reinstitution of water service.* Water service that has been ~~discontinued-terminated~~ may not be reinstated until the entire outstanding balance of the account is paid or, upon the ~~Commissioner's~~ approval of a payment plan by the Director of Finance or their designee for the payment of that balance. ~~Additionally, any customer seeking to have water service restored shall pay a reconnection fee in the amount set forth in the Schedule of Municipal Fees in the annual budget ordinance.~~
- (e) *Lien on property.* The balance due on an unpaid utility account shall constitute a lien against the real property and improvements thereon where the services were provided. Notice of the lien may be recorded among the records of the Circuit Court for Allegany County, Maryland. The lien will continue until such time as the balance due is paid. This remedy will be in addition to the right of the City to initiate appropriate civil proceedings for the collection of any and all such accrued charges in a court of competent jurisdiction.

Sec. 6-13. Frostburg dwelling equivalent and surcharges.

- (a) A Frostburg dwelling equivalent ("FDE"), is an equivalent dwelling unit determined by the City for the purpose of determining "surcharges", based on the volume of water consumed for water and sewer service.
- (b) An FDE represents thirty-eight thousand (38,000) gallons per year (or an average of one hundred four (104) gallons per day)
- (c) FDE's are determined as follows:
 - (1) Single-family residential structure: One (1) FDE.
 - (2) Multifamily residential structure: One (1) FDE per unit or one (1) FDE per thirty-eight thousand (38,000) gallons for the prior ~~four (4) quarters year~~, whichever is higher.
 - (3) Commercial: One (1) EDU-FDE per thirty-~~right eight~~ thousand (38,000) gallons for the prior ~~four (4) quarters year~~.
 - (4) Mixed-use: Minimum of one (1) FDE per use type, calculated in accordance with subsections b. and c. above.

- (5) Rounding up: FDE's shall be rounded up if the calculation of FDE's yields a decimal greater than .50 for a commercial, multi-family residence, or mixed use property. e.g., if a commercial structure uses ~~thirty-eight thousand and one (38,001) gallons during the preceding four (4) quarters, it shall be deemed to be two (2) FDE's.~~

Secs. 6-14—6-29. Reserved.

ORDINANCE NO. 2024-04

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF FROSTBURG, MARYLAND ENTITLED “AN ORDINANCE TO REPEAL AND REENACT WITH AMENDMENTS ARTICLE 6 OF THE CITY CODE, TITLED ‘STORAGE OF SOLID WASTE’ FOR THE PURPOSE OF ESTABLISHING EXCEPTIONS TO THE REQUIREMENTS OF THAT SECTION.

SECTION 1: BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF FROSTBURG, MARYLAND that Section 5-8 of the Frostburg City Code be and is hereby repealed and reenacted with amendments, to read as follows [NOTE: a text-edited version of Section 5-8 is attached hereto]:

Sec. 5-8. Storage of solid waste.

- (a) *Prohibited storage of solid waste.* No person shall place any solid waste in any street, alley or other public place within the City unless it is in bags or cans as set forth within the provisions of this article for collection. All solid waste being stored between City collections shall be placed in leak-proof containers as set forth in section 308.3.2 of the International Property Maintenance Code. Stored solid waste may not be visible from the street and shall be placed either in the rear of the property or, when stored on the side, must be screened. No person shall cast, place, sweep or deposit anywhere within the City any solid waste in such a manner that it may be carried or deposited by the elements upon any street, sidewalk, alley, sewer, parkway or other public place, or into any occupied or unoccupied premises in the City. Any unauthorized accumulation of solid waste on any premises is hereby declared to be a nuisance and is prohibited. Failure to remove any existing accumulation shall be deemed a municipal infraction and subject to the penalties provided within the Code.
- (b) *Exceptions.* The following conditions are exempt from the requirements of subsection (a) of this section:
 - (i) Compost piles less than four (4) feet in height and six (6) feet in diameter at ground level, and thirty (30) feet or more from any dwelling, and four feet or more from adjoining properties.
 - (ii) Storm debris within thirty (30) days following a storm event.
 - (iii) Construction residue and debris during and for fourteen (14) days following completion of work.
 - (iv) Fallen leaves, tree needles, tree fruit and similar vegetation.

- (v) The accumulation and temporary storage in containers designated for such purposes, of “recyclable” materials pursuant to a program of recycling adopted by the City; provided, however, that such containers must not be publicly visible or they must be made available to the City’s garbage or recycling contractor within thirty (30 days after having been filled to fifty percent (50%) or more of their capacity.
- (vi) Uncultivated, uncut, or untended weeds, grass, bushes, or other vegetation not constituting a health or fire hazard, existing in a natural state on undeveloped, agricultural, industrially zoned, or planned open space areas.

SECTION 2: BE IT FURTHER ORDAINED, that this ordinance shall take effect on the date of its passage.

THE MAYOR AND CITY COUNCIL OF
FROSTBURG

By: _____
Todd Logsdon, Mayor

ATTEST

Elizabeth Stahlman, City Administrator

Introduced:
Public Hearing:
Adopted:
Effective:

Sec. 5-8. Storage of solid waste.

(a) Prohibited storage of solid waste. No person shall place any solid waste in any street, alley or other public place within the City unless it is in bags or cans as set forth within the provisions of this article for collection. All solid waste being stored between City collections shall be placed in leak-proof containers as set forth in section 308.3.2 of the International Property Maintenance Code. Stored solid waste may not be visible from the street and shall be placed either in the rear of the property or, when stored on the side, must be screened. No person shall cast, place, sweep or deposit anywhere within the City any solid waste in such a manner that it may be carried or deposited by the elements upon any street, sidewalk, alley, sewer, parkway or other public place, or into any occupied or unoccupied premises in the City. Any unauthorized accumulation of solid waste on any premises is hereby declared to be a nuisance and is prohibited. Failure to remove any existing accumulation shall be deemed a municipal infraction and subject to the penalties provided within the Code.

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(b) Exceptions. The following conditions are exempt from the requirements of subsection (a) of this section:

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- (i) Compost piles less than four (4) feet in height and six (6) feet in diameter at ground level, and thirty (30) feet or more from any dwelling, and four (4) feet or more from adjoining properties.
- (ii) Storm debris within thirty (30) days following a storm event.
- (iii) Construction residue and debris during and for fourteen (14) days following completion of work.
- (iv) Fallen leaves, tree needles, tree fruit and similar vegetation.
- (v) The accumulation and temporary storage in containers designated for such purposes, of "recyclable" materials pursuant to a program of recycling adopted by the City; provided, however, that such containers must not be publicly visible or they must be made available to the City's garbage or recycling contractor within 30 days after having been filled to fifty percent (50%) percent or more of their capacity.
- (vi) Uncultivated, uncut, or untended weeds, grass, bushes, or other vegetation not constituting a health or fire hazard, existing in a natural state on undeveloped, agricultural, industrially zoned, or planned open space areas.

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ORDINANCE NO. 2024-05

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF FROSTBURG, MARYLAND ENTITLED “AN ORDINANCE TO REPEAL AND REENACT WITH AMENDMENTS ARTICLE 8.2 OF THE CITY CODE, TITLED ‘PROPERTY MAINTENANCE STANDARDS’ FOR THE PURPOSES OF GENERALLY REWRITING ITS TERMS AND ADOPTING PROVISIONS PERTAINING TO UNLICENSED, DISABLED, JUNK AND WRECKED VEHICLES ON PRIVATE PROPERTY.”

SECTION 1: BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF FROSTBURG, MARYLAND that Section 8-2 of the Frostburg City Code be and is hereby repealed and reenacted with amendments. The reenacted verbiage is set forth in the Exhibit A attached hereto.

SECTION 2: BE IT FURTHER ORDAINED, that this Ordinance shall take effect on the date it is passed.

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

Todd Logsdon, Mayor of The City of
Frostburg

ATTEST

Elizabeth Stahlman, City Administrator of The
City of Frostburg

EXHIBIT A

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) *Definitions.* For the purposes of this section 8-2, the following definitions shall apply:

Car cover means a cover that is specifically manufactured and commercially retailed for the purpose of covering a vehicle. This cover can be a cover designed for the specific vehicle or type of vehicle, or may be designed for a generic vehicle. The cover must be completely opaque, conceal the vehicle entirely, and be securely fastened at all times. Generic tarps are not a permitted car cover.

Disabled vehicle means a motor vehicle that is incapable of moving under its own power.

Junk vehicle means a motor vehicle that does not have lawfully affixed thereto both an unexpired registration plate or plates and a current motor vehicle safety inspection certificate and the condition of which is wrecked, disabled, dismantled, partially dismantled, inoperative, abandoned, or discarded.

Motor vehicle or vehicle shall have the same meaning as that set forth in section 11-135 of the Transportation Article of the Maryland Annotated Code, as amended from time to time, which currently defines *motor vehicle* as follows:

- (a) (1) Motor vehicle means, except as provided in subsection (b) of this section, a vehicle that:

- (i) Is self-propelled or propelled by electric power obtained from overhead electrical wires; and
- (ii) Is not operated on rails.
- (2) Motor vehicle includes a low speed vehicle.
- (b) Motor vehicle does not include:
 - (1) A moped, as defined in 11-134.1 of this subtitle;
 - (2) A motor scooter, as defined in 11-134.5 of this subtitle;
 - (3) An electric bicycle, as defined in 11-117.1 of this subtitle;
 - (4) An electric low speed scooter, as defined in 11-117.2 of this subtitle; or
 - (5) A personal delivery device, as defined in 21-104.5 of this article.

Person means a person, firm, partnership, association, corporation, company, or organization of any kind.

Private property means any real property within the City which is privately-owned and which is not public property as defined in this section.

Public property means any street or highway that shall include the entire width between the boundary lines of every way publicly maintained for the purposes of vehicular travel and shall also mean any other publicly owned property or facility.

Registered owner, actual owner or owner means “owner” as that term is defined in Section 11-143 of the Transportation Article of the Annotated Code of Maryland, as amended from time to time, which currently defines *owner* as follows:

- (1) . . . a person who has the property in or title to the vehicle;
- (2) Includes a person who, subject to a security interest in another person, is entitled to the use and possession of the vehicle;
- (3) Does not include a lessee under a lease not intended as security; and
- (4) Includes a lessee under a lease intended as a security.

Unlicensed vehicle means a vehicle (i) that is not registered in the State of Maryland or any other state, (ii) that does not have a current registration sticker or other proof of registration on the exterior of the vehicle, and/or (iii) that does not display legally required license plates.

Wrecked vehicle means a vehicle that is damaged to the extent that the cost of repairing it would be more than its market value in its damaged condition.

- (e) *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.
 - (a) *Dangerous trees.* All premises within the City shall be maintained free of any dead, diseased, infested, or dying trees that constitutes a danger to street trees, streets, alleys, or sidewalks.
 - (b) *Obscured public facilities.* All premises within the city shall be maintained free of any object blocking, vine or climbing plants growing into, onto, or over any street, tree growing within a public right-of-way or any public hydrant, utility meter, pole, street light, utility device, street sign, or public facility or device; or the existence of any uncontrolled, uncultivated, or untended shrub, vine, or plant growing on, around, or nearby any hydrant, standpipe, sprinkler system connection, or any other appliance or facility provided for fire protection purposes in such a way as to obscure the view thereof or impair the access thereto.
 - (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) *Open Storage of materials and furnishings.*
 - (a) *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.
 - (b) *Other materials and furnishings.* No person shall openly store or keep any equipment, materials, or furnishings; or any item that creates an unsightly condition or one that promotes urban blight or public nuisance. This may include, but is not limited to: auto parts, tires, shopping carts, or building and construction materials. Exception: Building materials neatly stacked and stored for no less than sixty (60) days for a construction project permitted within the City. The material must be weather protected, shall not be placed within property setbacks, or placed in such a manner that would create a danger to property, health, and/or safety.
 - (c) *Outdoor wood storage.* Outdoor wood and firewood shall be neatly stacked not to exceed six (6) feet in height, shall be adequately supported so as not to pose a hazard to person or property, and shall not be placed in any setback or other restricted area on the property in which it is being stored.
- (4) *Motor vehicles.*
 - (a) *Unlicensed motor vehicles.* Except as provided for in or authorized by other regulations, no disabled vehicle or unlicensed vehicle may be parked, kept, or stored on any premises
 - (b) *Repair/disassembly of motor vehicles.* Motor vehicles in a major state of disassembly, disrepair, or which are being stripped, dismantled, repaired or overhauled, including body work, may not be parked, kept, or stored at any premises unless they are parked, kept or stored inside a structure or similarly enclosed area designed and approved for such purposes or unless it is stored outside of a building or structure if such storage is permitted by applicable law and the owner has procured any required licenses, permits or other authorizations.
 - (c) *Disabled, junk & wrecked vehicles.* Except as provided for in or authorized by other regulations, disabled vehicles, junk vehicles, and wrecked vehicles may not be parked, kept, or stored at any premises unless they are parked, kept or stored inside a structure or similarly enclosed area designed and approved for such purposes.
 - (d) *Painting.* Painting of motor vehicles is prohibited unless conducted inside an approved spray booth.
 - (e) *Car cover requirement.* Except as provided for in or authorized by other regulations, motor vehicles kept, stored or parked outside may be covered by a car cover. Any other covers are prohibited.
 - (f) *Responsibility for compliance.* The registered owner, actual owner, or lessee of a motor vehicle, the owner of the private property where the motor vehicle is stored, or the lessee or other person in possession of any private property upon which any such motor vehicle is located shall be responsible for complying with the terms of this subsection (4).
- (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.

RESOLUTION 2024-63

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, CERTIFYING PROPERTIES ELIGIBLE FOR PROPERTY TAX AND INCOME TAX CREDITS UNDER THE STATE OF MARYLAND’S ENTERPRISE ZONE PROGRAM.

WHEREAS, The Secretary of the Maryland Department of Business and Economic Development has approved an application by the City of Frostburg for re-designation of the Frostburg Enterprise Zone as of December 15, 2014 for a ten-year term expiring December 14, 2024; and

WHEREAS, A business entity meeting the requirements of Property Tax Article 9-103 of the Annotated Code of Maryland may benefit from property tax credits if the entity undertakes capital improvements to its property in the Frostburg Enterprise Zone; and a business entity meeting the requirements of General Tax Article 10-702 of the Annotated Code of Maryland may benefit from income tax credits if the entity hires employees for new positions at a property located in the Frostburg Enterprise Zone when the governing body of the City of Frostburg identifies eligible business entities and properties based on staff determination that the business entities have requested certification and are qualified to receive such property tax or income tax credits; and

WHEREAS, The City wishes to take action by resolution at its October 2024 public meeting to identify and certify eligibility of Frostburg Enterprise Zone properties or firms for both property and income tax credits to Allegany County and the State by the end of calendar year 2024

NOW, THEREFORE BE IT RESOLVED THAT, the Frostburg Mayor and Council do hereby certify to Allegany County and the State of Maryland that the attached list of property owners or operating businesses are a) located in the Frostburg Enterprise Zone; b) have met all local Enterprise Zone standards; and c) have either completed - or have indicated a firm commitment to the City to complete – a) a capital investment or b) the hiring of new employees as would trigger a tax credit benefit under the Annotated Code of Maryland, Section 9-103 for Part 1, Property Tax Credits, or Section 10-702 for Part 2, Income Tax Credits.

ADOPTED this 15th day of October, 2024.

Frostburg Mayor and Council

BY _____
Todd J. Logsdon, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2024-64

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND APPOINTING MEMBERS TO THE BOARD ELECTIONS.

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 Historic District Commission; and,

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

NOW, THEREFORE BE IT RESOLVED that the Frostburg Mayor & City Council do hereby approve the appointment of Daniel Filer as an Alternate Member of the Frostburg Historic District Commission for a 3-year term to expire on October 15, 2027.

ADOPTED this 15th day of October, 2021

Frostburg Mayor and Council

BY _____
Todd J. Logsdon, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2024-65

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND APPROVING THE CHANGE ORDER NO. 3 TO THE CONTRACT FOR THE DEMOLITION OF 4 PROPERTIES AND CONSTRUCTION OF THE MECHANIC STREET PARKING LOT.

WHEREAS, The City identified 28-34 W. Mechanic Street as properties suited for acquisition and demolition to construct a new public parking lot; and,

WHEREAS, certain work and quantities of materials were not needed as specified, resulting in a credit to the City,

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of Frostburg, Maryland, hereby approves Change Order No. 4 as a Credit in the amount of \$5,511.34 to the contract with Carl Belt, Inc.

ADOPTED, this 15th day of October, 2024.

Frostburg Mayor and Council

BY _____
Todd J. Logsdon, Mayor

Attest:

Elizabeth Stahlman, City Administrator

RESOLUTION 2024-66

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING A CONTRACT FOR THE PURCHASE OF ELECTRICITY.

WHEREAS, The State of Maryland has provided for under the Annotated Code the ability for electric customers to choose the supplier of their electricity; and,

WHEREAS, The City of Frostburg has contracted for electricity for a number of years through a cooperative or brokered solicitation of prices; and,

WHEREAS, in order for the local governments in Allegany County to achieve the best possible electricity pricing, the City of Frostburg, Allegany County Government, and LaVale Sanitary Commission have formed the “Allegany County Cooperative” to solicit electricity supply rates through the energy broker, Tradition Energy; and,

WHEREAS, Tradition Energy has presented the Allegany County Cooperative several quotes from electricity suppliers and a recommendation based on the market trends and research regarding future prices that the Cooperative enter into a new 18-month agreement for electricity beginning on November 1, 2024.

NOW, THEREFORE BE IT RESOLVED that the Frostburg Mayor & City Council do hereby accept the recommendation of Tradition Energy that the City, as part of the Allegany County Cooperative enter an electricity supply agreement for a rate of \$0.#####/kWh and a term of 18 months beginning on November 1, 2024 and ending in May 1, 2026 from _____; authorize the City Administrator to execute and any all documents related to the agreement, and further authorizes Tradition Energy to facilitate said agreement.

ADOPTED this 15th day of October, 2024.

Frostburg Mayor and Council

BY _____
Todd J. Logsdon, Mayor

Attest:

Elizabeth Stahlman, City Administrator

CITY OF FROSTBURG

Monthly Report: Police Department

For the Month of: September 2024

Prepared by: Chief Nicholas Costello and PCO II Charon Clark

IDENTIFIED INCIDENTS & COMPLAINTS for the Month

	2023	2024	
	446	588	
ARRESTS			
			6
			5
			1
			1
		TOTAL	13
C3I INVESTIGATIONS			2
COMMUNITY POLICING			1
PARKING			7
PRISONERS			8
PUBLIC SERVICE			12
			5
			15
			28
			13
			46
TRAFFIC			7
			64
			1
TRAFFIC STOPS			96
			19
			108
			2
COLLECTIONS			\$350.00
			\$0.00
			\$0.00
			\$50.00
			\$0.00
This month year prior:	<u>\$2,489.00</u>	TOTAL	<u>\$400.00</u>

Respectfully Submitted,

Nicholas J. Costello
Chief of Police