



# THE CITY OF FROSTBURG

## Mayor and Council Work Session Agenda

Tuesday, November 12, 2024 at 4:00 PM

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

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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. Roll Call

### 3. Council Meeting Topics

- A. Prichard Farms Phase 1-A-2 and 1-A-3 Public Infrastructure Acceptance. Elizabeth Stahlman, City Administrator
- B. RETSA for Prichard Farms, Phase 1-A-4. Elizabeth Stahlman, City Administrator
- C. ARPA - Project Spend Down Discussion. Lydia Claar, Project Manager
- D. New Police Vehicle. Elizabeth Stahlman, City Administrator/ Nick Costello, Chief of Police
- E. Fee Schedule Amendment Re: Water Shut-Off Fees, Elaine Jones, CPA, Director of Finance
- F. Change Order for X-A [Clean-Up] Renumbering. Hayden Lindsey, Director of Public Works
- G. Housing Authority Appointment. Elizabeth Stahlman, City Administrator
- H. Special Items
  - Spirit of Frostburg Award
  - Small Business Saturday Proclamation & Municipal Government Works Month Proclamation
- I. Public Hearing Ordinance 2024-05

### 4. Other Discussion Items

- A. Servline Utilities Protection Proposal. Elizabeth Stahlman, City Administrator
- B. Discussion - Part-time landscaper. Elizabeth Stahlman, City Administrator
- C. Discussion - Rental Housing Inspections. Elizabeth Stahlman, City Administrator/ Bethany Fife, Director of Community Development
- D. Cigarette Receptacles. Bethany Fife, Director of Community Development
- E. Funding Meeting (Pre-Pace) Project Discussion. Hayden Lindsey, Director of Public Works
- F. Downtown Building Stabilization Funding
- G. General Discussion: Mayor and Council

### 5. Adjournment

**Prepared For:** City of Frostburg  
Stahlman, Elizabeth

**Date:** 10/09/2024

**AE/AM:** EFA/AOF

**Unit #**

**Year:** 2025 **Make:** Chevrolet **Model:** Blazer EV Police Package

**Series:** 2FL w/9C1 4dr All-Wheel Drive

**Vehicle Order Type:** Ordered **Term:** 60 **State:** MD **Customer#:** 487194

\$ 84,066.00	Capitalized Price of Vehicle <sup>1</sup>
\$ 0.00 *	License and Certain Other Charges 0.0000% State MD
\$ 280.00 *	Initial License Fee
\$ 0.00	Registration Fee
\$ 350.00 *	Other: (See Page 2)
\$ 0.00	Capitalized Price Reduction
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00 *	Security Deposit
\$ 0.00	Taxes

**All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.**

**Order Information**

<b>Driver Name</b>	
<b>Exterior Color</b>	Sterling Gray Metallic
<b>Interior Color</b>	Black w/Front Cloth & Rear Vinyl Seat Trim
<b>Lic. Plate Type</b>	Government
<b>GVWR</b>	0

\$ 84,066.00	Total Capitalized Amount (Delivered Price)
\$ 1,345.06	Depreciation Reserve @ 1.6000%
\$ 348.31	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) <sup>2</sup>
<b>\$ 1,693.37</b>	<b>Total Monthly Rental Excluding Additional Services</b>

**Additional Fleet Management**

\$ 0.00	Master Policy Enrollment Fees
\$ 0.00	Commercial Automobile Liability Enrollment
	Liability Limit \$0.00

\$ 0.00	Physical Damage Management	Comp/Coll Deductible	0 / 0
\$ 0.00	Full Maintenance Program <sup>3</sup> Contract Miles 0	OverMileage Charge	\$ 0.00 Per Mile
	Incl: # Brake Sets (1 set = 1 Axle) 0	# Tires 0	Loaner Vehicle Not Included

**Additional Services SubTotal**

\$ 0.00	Tax 0.0000%	State MD
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**\$ 1,693.37 Total Monthly Rental Including Additional Services**

\$ 3,362.40	Reduced Book Value at 60 Months
\$ 400.00	Service Charge Due at Lease Termination

Quote based on estimated annual mileage of 13,100  
(Current market and vehicle conditions may also affect value of vehicle)  
(Quote is Subject to Customer's Credit Approval)

**Notes**

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

**ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.**

Lessee hereby authorizes this vehicle order, and agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement. In the event Lessee fails or refuses to accept delivery of the ordered vehicle, Lessee agrees that Lessor shall have the right to collect damages, including, but not limited to, a \$500 disposal fee, interest incurred, and loss of value.

**LESSEE** City of Frostburg  
**BY**

**TITLE**

**DATE**

\* INDICATES ITEMS TO BE BILLED ON DELIVERY.

<sup>1</sup> Capitalized price of vehicle may be adjusted to reflect final manufacturer's invoice, plus a pre delivery interest charge. Lessee hereby assigns to Lessor any manufacturer rebates and/or manufacturer incentives intended for the Lessee, which rebates and/or incentives have been used by Lessor to reduce the capitalized price of the vehicle.

<sup>2</sup> Monthly lease charge will be adjusted to reflect the interest rate on the delivery date (subject to a floor).

<sup>3</sup> The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

**Aftermarket Equipment Total**

Description	(B)illed or (C)apped	Price
Custom Equipment - Police Upfit - Blazer EV - Priority	C	\$ 26,447.00
<b>Total Aftermarket Equipment Billed</b>		<b>\$ 0.00</b>
<b>Total Aftermarket Equipment Capitalized</b>		<b>\$ 26,447.00</b>
<b>Aftermarket Equipment Total</b>		<b>\$ 26,447.00</b>

**Other Totals**

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	\$ 100.00
Courtesy Delivery Fee	B	\$ 250.00
<b>Total Other Charges Billed</b>		<b>\$ 350.00</b>
<b>Total Other Charges Capitalized</b>		<b>\$ 0.00</b>
<b>Other Charges Total</b>		<b>\$ 350.00</b>

**VEHICLE INFORMATION:**

2025 Chevrolet Blazer EV Police Package 2FL w/9C1 4dr All-Wheel Drive - US

Series ID: 1MF26

**Pricing Summary:**

	<b>INVOICE</b>	<b>MSRP</b>
Base Vehicle	\$55,000	\$55,000.00
Total Options	\$1,164.00	\$1,164.00
Destination Charge	\$1,395.00	\$1,395.00
<b>Total Price</b>	<b>\$57,559.00</b>	<b>\$57,559.00</b>

**SELECTED COLOR:**

Exterior: GXD-Sterling Gray Metallic  
 Interior: EPT-Black w/Front Cloth & Rear Vinyl Seat Trim

**SELECTED OPTIONS:**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>INVOICE</b>	<b>MSRP</b>
2FL	Preferred Equipment Group 2FL	NC	NC
6C7	SEO: Red & White LED Auxiliary Dome Lamp	\$170.00	\$170.00
6N5	SEO: Inoperative Rear Window Switches	\$57.00	\$57.00
6N6	SEO: Inoperative Inside Rear Door Locks & Handles	\$62.00	\$62.00
7X3	SEO: Left-Hand LED Spotlamp	\$800.00	\$800.00
9C1	Identifier for Marked Police Package Vehicle	NC	NC
A2X	8-Way Power Driver Seat Adjuster	Included	Included
A51	Front Bucket Seats	STD	STD
A7J	6-Way Power Passenger Seat Adjuster	Included	Included
AL9	2-Way Power Driver Lumbar Seat Adjuster	Included	Included
AMF	Remote Keyless Entry Package	\$75.00	\$75.00
AT9	2-Way Power Passenger Lumbar Seat Adjuster	Included	Included
BG9	Black Rubberized Vinyl Floor Covering	Included	Included
DLE	Front Console Delete	Included	Included
EN0	Engine: None (Electric Drive Unit)	STD	STD
EPT	Black Cloth Front/Vinyl Rear Seating	Included	Included
EPT_02	Black w/Front Cloth & Rear Vinyl Seat Trim	NC	NC
FE4	Performance Suspension	STD	STD
GXD_02	Sterling Gray Metallic	NC	NC
MF1	Transmission: None (Electric Drive Unit)	STD	STD
PAINT	Monotone Paint Application	STD	STD
PXT	Wheels: 20" Steel w/Bolted-On Black Center Cap	STD	STD
QH9	Tires: 265/50R20 AS Firestone Firehawk Pursuit BW	STD	STD
R6J	Ship-Thru Verification Code	NA	NA
STD TM	Front Cloth & Rear Vinyl Seat Trim	STD	STD
URW	Radio: 17.7" Diagonal Advanced Color LCD Display	STD	STD
VBO	Ship-Thru: Kerr Industries	Included	Included

## CONFIGURED FEATURES:

Section 3, Item D.

### Body Exterior Features:

- Number Of Doors: 4
- Rear Cargo Door Type: liftgate
- Driver And Passenger Mirror: power remote heated power folding side-view door mirrors with turn signal indicator
- Spoiler: rear lip spoiler
- Skid Plates: skid plates
- Door Handles: body-coloured
- Front And Rear Bumpers: body-coloured front and rear bumpers with black rub strip
- Front License Plate Bracket: front license plate bracket
- Body Material: fully galvanized steel body material
- Body Side Cladding: black bodyside cladding
- Grille: black grille

### Convenience Features:

- Air Conditioning: automatic dual-zone front air conditioning
- Air Filter: air filter
- Voice Activated A/C: voice activated air conditioning
- Cruise Control: cruise control with steering wheel controls
- Power Windows: power windows with front and rear 1-touch down
- 1/4 Vent Rear Windows: power rearmost windows
- Remote Keyless Entry: keyfob (all doors) remote keyless entry
- Illuminated Entry: illuminated entry
- Integrated Key Remote: integrated key/remote
- Auto Locking: auto-locking doors
- Passive Entry: Keyless Open/Keyless Start proximity key
- Trunk FOB Controls: keyfob trunk/hatch/door release
- Window FOB Controls: remote window controls
- Remote Engine Start: remote start - keyfob and smart device (subscription required)
- Steering Wheel: steering wheel with manual tilting, manual telescoping
- Day-Night Rearview Mirror: day-night rearview mirror
- Driver and Passenger Vanity Mirror: illuminated auxiliary driver and passenger-side visor mirrors
- Emergency SOS: OnStar and Chevrolet connected services capable emergency communication system
- Navigation System: navigation system with voice activation
- Front Cupholder: front and rear cupholders
- Overhead Console: mini overhead console
- Glove Box: glove box
- Driver Door Bin: driver and passenger door bins
- Rear Door Bins: rear door bins
- IP Storage: bin instrument-panel storage
- Driver Footrest: driver's footrest
- Retained Accessory Power: retained accessory power
- Power Accessory Outlet: 1 12V DC power outlet

### Entertainment Features:

- radio: SiriusXM with 360L AM/FM stereo with seek-scan
- Voice Activated Radio: voice activated radio
- Speed Sensitive Volume: speed-sensitive volume
- Steering Wheel Radio Controls: steering-wheel mounted audio controls
- Speakers: 6 speakers
- Internet Access: 5G Wi-Fi Hotspot capable internet access
- TV Tuner: OnStar Turn-by-Turn Navigation turn-by-turn navigation directions
- 1st Row LCD: 2 1st row LCD monitor
- Wireless Connectivity: wireless phone connectivity
- Antenna: integrated roof antenna

### Lighting, Visibility and Instrumentation Features:

- Headlamp Type: delay-off projector beam LED low/high beam headlamps
- Front Wipers: variable intermittent Rainsense rain detecting wipers wipers
- Rear Window wiper: fixed interval rear window wiper

Rear Window Defroster: rear window defroster  
 Tinted Windows: light-tinted windows  
 Dome Light: dome light with fade  
 Front Reading Lights: front and rear reading lights  
 Door Curb/Courtesy Lights: 4 door curb/courtesy lights  
 Variable IP Lighting: variable instrument panel lighting  
 Display Type: digital appearance  
 Compass: compass  
 Exterior Temp: outside-temperature display  
 Low Tire Pressure Warning: tire specific low-tire-pressure warning  
 Park Distance Control: Rear Park Assist rear parking sensors  
 Trip Computer: trip computer  
 Trip Odometer: trip odometer  
 Clock: in-radio display clock  
 Systems Monitor: driver information centre  
 Rear Vision Camera: rear vision camera  
 Battery Warning: battery warning  
 Lights On Warning: lights-on warning  
 Key in Ignition Warning: key-in-ignition warning  
 Low Washer Fluid Warning: low-washer-fluid warning  
 Bulb Failure Warning: bulb-failure warning  
 Door Ajar Warning: door-ajar warning  
 Trunk Ajar Warning: trunk-ajar warning  
 Brake Fluid Warning: brake-fluid warning  
 Turn Signal On Warning: turn-signal-on warning

#### Safety And Security:

ABS four-wheel ABS brakes  
 Number of ABS Channels: 4 ABS channels  
 Brake Assistance: brake assist  
 Brake Type: Brembo four-wheel disc brakes  
 Vented Disc Brakes: front ventilated disc brakes  
 Daytime Running Lights: daytime running lights  
 Driver Front Impact Airbag: driver and passenger front-impact airbags  
 Driver Side Airbag: seat-mounted driver and passenger side-impact airbags  
 Overhead Airbag: curtain 1st and 2nd row overhead airbag  
 Knee Airbag: knee airbag  
 Occupancy Sensor: front passenger airbag occupancy sensor  
 Height Adjustable Seatbelts: height adjustable front seatbelts  
 Seatbelt Pretensioners: front and rear seatbelt pre-tensioners  
 3Point Rear Centre Seatbelt: 3 point rear centre seatbelt  
 Side Impact Bars: side-impact bars  
 Perimeter Under Vehicle Lights: remote activated perimeter/approach lights  
 Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks  
 Rear Child Safety Locks: rear child safety locks  
 Ignition Disable: immobilizer  
 Security System: security system  
 Panic Alarm: panic alarm  
 Tracker System: tracker system  
 Electronic Stability: StabiliTrak electronic stability  
 Traction Control: ABS and driveline traction control  
 Front and Rear Headrests: manual adjustable front head restraints  
 Rear Headrest Control: 3 rear head restraints

#### Seats And Trim:

Seating Capacity max. seating capacity of 5  
 Front Bucket Seats: front bucket seats  
 Number of Driver Seat Adjustments: 8-way driver and passenger seat adjustments  
 Reclining Driver Seat: power reclining driver and passenger seats  
 Driver Lumbar: power 2-way driver and passenger lumbar support  
 Driver Height Adjustment: power height-adjustable driver and passenger seats

Driver Fore/Aft: power driver and passenger fore/aft adjustment

Driver Cushion Tilt: power driver and passenger cushion tilt

Rear Seat Type: rear 60-40 bench seat

Rear Folding Position: rear seat fold-forward seatback

Leather Upholstery: cloth front seat upholstery

Rear Seat Material: vinyl rear seat upholstery

Door Trim Insert: leatherette door panel trim

Headliner Material: full cloth headliner

Floor Covering: full vinyl/rubber floor covering

Dashboard Console Insert, Door Panel Insert Combination: piano black/metal-look instrument panel insert, door panel insert, console insert

Interior Accents: chrome interior accents

Cargo Space Trim: carpet cargo space

Trunk Lid: plastic trunk lid/rear cargo door

Cargo Cover: roll-up cargo cover

Cargo Tie Downs: cargo tie-downs

Cargo Light: cargo light

Concealed Cargo Storage: concealed cargo storage

Air Compressor: tire mobility kit

Standard Engine:

Engine 498-hp, (electric)

Standard Transmission:

Transmission 1-speed automatic

Section 3, Item D.

**Prepared For:** City of Frostburg  
Stahlman, Elizabeth

**Date:** 10/14/2024

**AE/AM:** EFA/A0F

**Unit #**

**Year:** 2025 **Make:** Dodge **Model:** Durango

**Series:** Pursuit 4dr All-Wheel Drive

**Vehicle Order Type:** Ordered **Term:** 60 **State:** MD **Customer#:** 487194

\$ 73,245.00	Capitalized Price of Vehicle <sup>1</sup>
\$ 0.00 *	License and Certain Other Charges <u>0.0000%</u> <b>State MD</b>
\$ 280.00 *	Initial License Fee
\$ 0.00	Registration Fee
\$ 400.00 *	Other: (See Page 2)
\$ 0.00	Capitalized Price Reduction
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00 *	Security Deposit
\$ 0.00	Taxes

**All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.**

**Order Information**

<b>Driver Name</b>	
<b>Exterior Color</b>	White Knuckle Clearcoat
<b>Interior Color</b>	Black w/Cloth Bucket Seats w/Shift Insert or
<b>Lic. Plate Type</b>	Government
<b>GVWR</b>	0

\$ 73,245.00	Total Capitalized Amount (Delivered Price)
\$ 988.81	Depreciation Reserve @ <u>1.3500%</u>
\$ 345.66	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) <sup>2</sup>

**\$ 1,334.47 Total Monthly Rental Excluding Additional Services**

**Additional Fleet Management**

Master Policy Enrollment Fees  
 Commercial Automobile Liability Enrollment  
 Liability Limit \$0.00

\$ 0.00 Physical Damage Management

Comp/Coll Deductible 0 / 0

\$ 0.00 Full Maintenance Program <sup>3</sup> Contract Miles 0  
 Incl: # Brake Sets (1 set = 1 Axle) 0

OverMileage Charge \$ 0.00 Per Mile

# Tires 0 Loaner Vehicle Not Included

**\$ 0.00 Additional Services SubTotal**

\$ 0.00 Tax 0.0000% **State MD**

**\$ 1,334.47 Total Monthly Rental Including Additional Services**

\$ 13,916.40	Reduced Book Value at <u>60</u> Months
\$ 400.00	Service Charge Due at Lease Termination

Quote based on estimated annual mileage of 13,100  
 (Current market and vehicle conditions may also affect value of vehicle)  
 (Quote is Subject to Customer's Credit Approval)

**Notes**

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

**ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.**

Lessee hereby authorizes this vehicle order, and agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement. In the event Lessee fails or refuses to accept delivery of the ordered vehicle, Lessee agrees that Lessor shall have the right to collect damages, including, but not limited to, a \$500 disposal fee, interest incurred, and loss of value.

**LESSEE** City of Frostburg  
**BY**

**TITLE**

**DATE**

\* INDICATES ITEMS TO BE BILLED ON DELIVERY.

<sup>1</sup> Capitalized price of vehicle may be adjusted to reflect final manufacturer's invoice, plus a pre delivery interest charge. Lessee hereby assigns to Lessor any manufacturer rebates and/or manufacturer incentives intended for the Lessee, which rebates and/or incentives have been used by Lessor to reduce the capitalized price of the vehicle.

<sup>2</sup> Monthly lease charge will be adjusted to reflect the interest rate on the delivery date (subject to a floor).

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**Aftermarket Equipment Total**

Description	(B)illed or (C)apped	Price
Lighting - Priority Upfit - Durango	C	\$ 27,173.00
<b>Total Aftermarket Equipment Billed</b>		<b>\$ 0.00</b>
<b>Total Aftermarket Equipment Capitalized</b>		<b>\$ 27,173.00</b>
<b>Aftermarket Equipment Total</b>		<b>\$ 27,173.00</b>

**Other Totals**

Description	(B)illed or (C)apped	Price
Initial Administration Fee	B	\$ 100.00
Courtesy Delivery Fee	B	\$ 300.00
<b>Total Other Charges Billed</b>		<b>\$ 400.00</b>
<b>Total Other Charges Capitalized</b>		<b>\$ 0.00</b>
<b>Other Charges Total</b>		<b>\$ 400.00</b>

**VEHICLE INFORMATION:**

2025 Dodge Durango Pursuit 4dr All-Wheel Drive - US

Series ID: WDEE75

**Pricing Summary:**

	<b>INVOICE</b>	<b>MSRP</b>
Base Vehicle	\$43,741	\$43,940.00
Total Options	\$676.00	\$750.00
Destination Charge	\$1,595.00	\$1,595.00
<b>Total Price</b>	<b>\$46,012.00</b>	<b>\$46,285.00</b>

**SELECTED COLOR:**

Exterior: PW7-White Knuckle Clearcoat

Interior: X9-Black w/Cloth Bucket Seats w/Shift Insert or Cloth Bucket Seats w/Rear Vinyl

**SELECTED OPTIONS:**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>INVOICE</b>	<b>MSRP</b>
2BZ	Quick Order Package 2BZ	NC	NC
APA	Monotone Paint Application	STD	STD
C5	Cloth Bucket Seats w/Shift Insert	STD	STD
DFT	Transmission: 8-Speed Automatic (850RE)	STD	STD
DLK	3.45 Rear Axle Ratio	STD	STD
ERC	Engine: 3.6L V6 24V VVT UPG I w/ESS	STD	STD
LNF	Black Left LED Spot Lamp	\$676.00	\$750.00
NAS	50 State Emissions	NC	NC
PW7_02	White Knuckle Clearcoat	NC	NC
TXQ	Tires: 255/60R18 BSW On/Off Road	STD	STD
UAM	Radio: Uconnect 4 w/8.4" Display	STD	STD
WBN	Wheels: 18" x 8.0" Black Steel	STD	STD
X9_01	Black w/Cloth Bucket Seats w/Shift Insert or Cloth Bucket Seats w/Rear Vinyl	NC	NC
Z6K	GVWR: 6,500 lbs	STD	STD

## CONFIGURED FEATURES:

Section 3, Item D.

### Body Exterior Features:

Number Of Doors 4  
Rear Cargo Door Type: liftgate  
Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors  
Spoiler: rear lip spoiler  
Door Handles: body-coloured  
Front And Rear Bumpers: body-coloured front and rear bumpers with coloured rub strip  
Rear Step Bumper: rear step bumper  
Body Material: galvanized steel/aluminum body material  
: class IV trailering with harness, hitch  
Grille: black grille

### Convenience Features:

Air Conditioning automatic dual-zone front air conditioning  
Air Filter: air filter  
Rear Air Conditioning: rear air conditioning with separate controls  
Console Ducts: console ducts  
Voice Activated A/C: voice activated air conditioning  
Cruise Control: cruise control with steering wheel controls  
Power Windows: power windows with driver and passenger 1-touch down  
1/4 Vent Rear Windows: power rearmost windows  
Remote Keyless Entry: keyfob (all doors) remote keyless entry  
Illuminated Entry: illuminated entry  
Integrated Key Remote: integrated key/remote  
Auto Locking: auto-locking doors  
Passive Entry: proximity key  
Valet Key: valet function  
Trunk FOB Controls: keyfob trunk/hatch/door release  
Window FOB Controls: remote window controls  
Steering Wheel: steering wheel with manual tilting, manual telescoping  
Day-Night Rearview Mirror: day-night rearview mirror  
Auto-dimming Rearview Mirror: auto-dimming rearview mirror  
Driver and Passenger Vanity Mirror: driver and passenger-side visor mirrors  
Front Cupholder: front and rear cupholders  
Floor Console: partial floor console with covered box  
Overhead Console: mini overhead console with storage  
Glove Box: illuminated locking glove box  
Driver Door Bin: driver and passenger door bins  
Rear Door Bins: rear door bins  
Driver Footrest: driver's footrest  
Retained Accessory Power: retained accessory power  
Power Accessory Outlet: 3 12V DC power outlets

### Entertainment Features:

radio SiriusXM AM/FM/HD/Satellite with seek-scan  
Radio Data System: radio data system  
Voice Activated Radio: voice activated radio  
Speed Sensitive Volume: speed-sensitive volume  
Steering Wheel Radio Controls: steering-wheel mounted audio controls  
Speakers: 6 speakers  
1st Row LCD: 2 1st row LCD monitor  
Wireless Connectivity: wireless phone connectivity  
Antenna: integrated roof antenna

### Lighting, Visibility and Instrumentation Features:

Headlamp Type delay-off projector beam LED low/high beam headlamps  
Front Wipers: variable intermittent speed-sensitive wipers wipers  
Rear Window wiper: fixed interval rear window wiper  
Rear Window Defroster: rear window defroster

Tinted Windows: deep-tinted windows  
 Dome Light: dome light with fade  
 Front Reading Lights: front and rear reading lights  
 Door Curb/Courtesy Lights: 2 door curb/courtesy lights  
 Variable IP Lighting: variable instrument panel lighting  
 Display Type: digital/analog appearance  
 Tachometer: tachometer  
 Voltmeter: voltmeter  
 Compass: compass  
 Exterior Temp: outside-temperature display  
 Low Tire Pressure Warning: tire specific low-tire-pressure warning  
 Park Distance Control: ParkSense with Stop rear parking sensors  
 Trip Computer: trip computer  
 Trip Odometer: trip odometer  
 Blind Spot Sensor: blind spot  
 Oil Pressure Gauge: oil pressure gauge  
 Water Temp Gauge: water temp. gauge  
 Oil Temp Gauge: oil temperature gauge  
 Transmission Oil Temp Gauge: transmission oil temp. gauge  
 Engine Hour Meter: engine hour meter  
 Clock: in-radio display clock  
 Systems Monitor: driver information centre  
 Check Control: redundant digital speedometer  
 Rear Vision Camera: rear vision camera  
 Oil Pressure Warning: oil-pressure warning  
 Water Temp Warning: water-temp. warning  
 Battery Warning: battery warning  
 Lights On Warning: lights-on warning  
 Low Fuel Warning: low-fuel warning  
 Low Washer Fluid Warning: low-washer-fluid warning  
 Bulb Failure Warning: bulb-failure warning  
 Door Ajar Warning: door-ajar warning  
 Trunk Ajar Warning: trunk-ajar warning  
 Brake Fluid Warning: brake-fluid warning  
 Turn Signal On Warning: turn-signal-on warning  
 Transmission Fluid Temperature Warning: transmission-fluid-temperature warning

#### Safety And Security:

ABS four-wheel ABS brakes  
 Number of ABS Channels: 4 ABS channels  
 Brake Assistance: brake assist  
 Brake Type: four-wheel disc brakes  
 Vented Disc Brakes: front and rear ventilated disc brakes  
 Daytime Running Lights: daytime running lights  
 Spare Tire Type: compact spare tire  
 Spare Tire Mount: underbody mounted spare tire w/crankdown  
 Driver Front Impact Airbag: driver and passenger front-impact airbags  
 Driver Side Airbag: seat-mounted driver and passenger side-impact airbags  
 Overhead Airbag: curtain 1st, 2nd and 3rd row overhead airbag  
 Knee Airbag: knee airbag  
 Occupancy Sensor: front passenger airbag occupancy sensor  
 Height Adjustable Seatbelts: height adjustable front seatbelts  
 Seatbelt Pretensioners: front seatbelt pre-tensioners  
 3Point Rear Centre Seatbelt: 3 point rear centre seatbelt  
 Side Impact Bars: side-impact bars  
 Perimeter Under Vehicle Lights: remote activated perimeter/approach lights  
 Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks  
 Rear Child Safety Locks: rear child safety locks  
 Ignition Disable: Sentry Key immobilizer  
 Panic Alarm: panic alarm

Electronic Stability: electronic stability stability control with anti-rollover  
Traction Control: ABS and driveline traction control  
Front and Rear Headrests: manual adjustable front head restraints with tilt  
Rear Headrest Control: 3 rear head restraints  
Break Resistant Glass: break resistant glass

Seats And Trim:

Seating Capacity max. seating capacity of 5  
Front Bucket Seats: front bucket seats  
Number of Driver Seat Adjustments: 8-way driver and passenger seat adjustments  
Reclining Driver Seat: power reclining driver and manual reclining passenger seats  
Driver Lumbar: power 4-way driver and passenger lumbar support  
Driver Height Adjustment: power height-adjustable driver and passenger seats  
Driver Fore/Aft: power driver and passenger fore/aft adjustment  
Driver Cushion Tilt: power driver and passenger cushion tilt  
Fold Flat Passenger Seat: fold flat passenger seat  
Front Centre Armrest Storage: front centre armrest with storage  
Rear Seat Type: rear 60-40 split-bench seat  
Rear Folding Position: rear seat fold-forward seatback  
Rear Seat Armrest: rear seat centre armrest  
Leather Upholstery: cloth front and rear seat upholstery  
Headliner Material: full cloth headliner  
Floor Covering: full vinyl/rubber floor covering  
Dashboard Console Insert, Door Panel Insert Combination: leatherette/metal-look instrument panel insert, door panel insert, console insert  
LeatherSteeringWheel: leather steering wheel  
Interior Accents: chrome interior accents  
Cargo Space Trim: carpet cargo space  
Trunk Lid: plastic trunk lid/rear cargo door  
Cargo Tie Downs: cargo tie-downs  
Cargo Light: cargo light  
Concealed Cargo Storage: concealed cargo storage

Standard Engine:

Engine 293-hp, 3.6-liter V-6 (regular gas)

Standard Transmission:

Transmission 8-speed automatic w/ OD and auto-manual

CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES  
AS AMENDED NOVEMBER 2025

**REAL ESTATE TAXES:** \$0.70 per \$100 of Assessed Value

The interest rate on real estate taxes is 1.5% per month after the due date.

**TRAILER/MOBILE HOME TAXES:** \$5.00 per lot per month on each occupied mobile home lot; taxes are payable monthly by the landowner

**PERSONAL PROPERTY TAXES:** \$1.50 per \$100 of Assessed Value

Personal property taxes are assessed and billed monthly throughout the fiscal year by the City as assessment certifications are received from the State Department of Assessments and Taxation. The due date for personal property taxes is not less than 30 days after the billing date. The interest rate on personal property tax is 1.5% and is added monthly to any delinquent amount due.

**WATER SHUT OFF PENALTY:** .....\$48

**AFTER HOURS WATER RECONNECTION FEE:** .....\$80

**SUPPLEMENTAL WATER METER READINGS** ..... \$10.00

**INSUFFICIENT FUND (CHECK OR ACH) CHARGES**

First Offense ..... \$30.00  
Second and Continuing Offense ..... \$50.00

**REBILLING FEES**

Administrative fee ..... \$10.00 per billing  
Interest..... 1½ % per month on unpaid balance

**ELECTRONIC PAYMENT PROCESSING FEES (For payments processed in person at the Municipal Center at 37 Broadway and online tax payments and utility payments)**

Credit Cards..... 2.95% of the total transaction amount  
E-Checks (Remitted via the City’s website)..... Transaction fee is paid by the City

**ELECTRONIC PAYMENT PROCESSING FEES (Permit and rental licensing online payments only)**

Credit or debit card .....3.25% of the total transaction amount (\$2.00 minimum)

CITY OF FROSTBURG  
SCHEDULE OF MUNICIPAL FEES

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**NOTIFICATION OF WATER SHUT OFF**

The penalty for Notification of Water Shut-off is 10% of the total amount due or \$20.00, whichever is greater. The penalty is applicable upon notification to the customer regardless of whether the water service is actually terminated.

Water reconnection fee (during normal Water Department working hours) .....	\$20.00
Water reconnection fee (after normal Water Department working hours) .....	\$75.00

**SUPPLEMENTAL WATER METER READINGS**.....\$10.00

**INSUFFICIENT FUND (CHECK OR ACH) CHARGES**

First Offense .....	\$30.00
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**REBILLING FEES**

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# Housing Authority of the City of Frostburg

101 Meshach Frost Village | Frostburg, MD 21532 | (P) 301-689-9700 | (F) 301-689-5125  
(E) admin@frostburghousing.org | www.frostburghousing.org

October 18, 2024

TO: Mayor & Council of the City of Frostburg  
P.O. Box 440  
Frostburg, MD 21532

RE: Updates to the Board of Commissioners' terms and officers

Dear Mayor & Council:

The Housing Authority of the City of Frostburg (HACF) By-Laws indicate that a Board Commissioner must be a resident and receive an appointment from the Mayor and City Council. The necessary changes being requested by the Board of Commissioners are outlined below.

- ✦ Correction to Commissioner terms: An error was made in the previous request. The By-Laws and HUD policy require a staggering of terms over five years.

Name	Five-Year Term Expires
Joseph Saweikis	August 2025
Nancy Hughes	August 2026
Lesley Felton	August 2027
Vacant	August 2028
Vacant	August 2029

- ✦ Whitney Costello's removal as a commissioner effective August 2024. Ms. Costello could not fulfill the commitment for personal reasons and has been advised of her removal from the HACF Board of Commissioners.
- ✦ Mr. Kevin Grove resigned from the HACF Board of Commissioners effective August 2024. Mr. Grove will be recognized for his twenty-five years of leadership to the Housing Authority. Mr. Grove ended his term as Chairman of the Board.



*Board of Commissioners*  
 Joe Saweikis, Chair | Nancy Hughes, Vice Chair | Lesley Felton |  
 Ashley Lane, LMSW, Executive Director

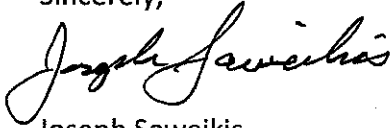




Mr. Joseph Saweikis was voted as Chairman and Ms. Nancy Hughes as Vice-Chairwoman of the Board of Commissioners at the Housing Authority's Annual Meeting in August 2024, and both terms are for one year or until their successors are elected and qualified.

Thank you for reviewing this matter.

Sincerely,

A handwritten signature in black ink that reads "Joseph Saweikis". The signature is written in a cursive style with a large initial "J".

Joseph Saweikis

Chairman, HACF Board of Commissioners



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# PROPOSAL

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## SERVLINE UTILITIES PROTECTION

*We pay for high water bills caused by customer leaks*

HOMESERVE USA  
7134 Lee Highway, Chattanooga, TN 37421  
1 (866) 974-4801, info@servline.com, www.servline.com

Prepared For

### CITY OF FROSTBURG

37 S. Broadway, PO BOX 440  
Frostburg, MD 21532

Proposal Issued: November 8, 2024

Proposal Valid:  
30 Days from Issue Date

*This proposal shows the premiums for the general coverage described, but in no way changes or affects any terms, conditions or exclusions of policies as actually issued. Premiums shown are based on information furnished to the company. Insurance for the ServLine program is issued to utilities and placed through HomeServe Insurance Agency Corp., a licensed Insurance agency. ServLine is a registered trademark.*

**CITY OF FROSTBURG**

We understand that you are tirelessly working to improve and supply the best overall product while also often thanklessly striving to offer excellent customer service.

**DESPITE ALL YOUR EFFORT – CUSTOMER LEAKS STILL CAUSE**

- Financial Strain
- Administrative *and* Customer Burden
- Issues to Undermine Public Perception



**MEET SERVLIN BY HOMESERVE**

ServLine is a full-service customer leak solution. We pay for high water bills caused by customer leaks by insuring the Utility. More specifically, by insuring the Leak Protection Program and then administering it on your behalf.

- Financial Assistance
- Administrative Support & Customer Relief
- Public Relations Credibility



COMPARISON TERMS

- LAP: Leak Adjustment Policy
- LPP: Leak Protection Program
- Frequency: Determined by the number of times an adjustment can be filed in a given time
- Qualifications: Determined by whether or not there is a limit that must be met prior to allowing for an adjustment
- Benefits are reflective of your current Leak Adjustment Policy & data
- Benefits are determined by how customer leaks are being adjusted. Unprovided benefits will not be covered

CITY OF FROSTBURG - CURRENT LAP

SERVLIN LEAK PROTECTION PROGRAM (LPP)

BENEFIT FREQUENCY

No Written Leak Adjustment Policy

BENEFIT FREQUENCY

1 Occurrence/ 12-month  
2 Consecutive billing cycles allowed per occurrence  
Ex. 1 billing cycle (month bill), 2 billing cycles (months)

BENEFIT QUALIFIER

No Written Leak Adjustment Policy

BENEFIT QUALIFIER

2X Average Bill

ADDITIONAL COVERED BENEFITS

No Benefit Exceptions

ADDITIONAL COVERED BENEFITS

Dripping/ Leaking Faucets  
Running Toilets/ Commodes  
Water Heaters  
Unattended Homes  
Faulty Customer Plumbing



CITY OF FROSTBURG

PROPOSED SAMPLE LEAK PROTECTION PROGRAM POLICY

City of Frostburg is changing our Leak Adjustment Policy effective DATE 1, 2024. The following are qualifications for leak adjustments for the City of Frostburg:

1. It is the customer's responsibility to keep their plumbing system in good working order.
2. No customer shall receive more than one (1) leak adjustment that could incorporate a maximum of two (2) consecutive billing cycles per occurrence during any twelve (12) month period.
3. To qualify for a leak adjustment, the eligible plumbing leak must generate a minimum additional charge of at least two (2) times the average of the past twelve (12) months' bills.
4. Adjustments on water bills will NOT be made on the following:
  - a. Residential Customers who do not have their own water meter.
  - b. *Commercial or Industrial Customers. (OPTIONAL)*
  - c. Premises left or abandoned without reasonable care for the plumbing system.
  - d. Leaks on irrigation systems or irrigation lines, leaks in water features such as fountains, etc., leaks on any water lines coming off the primary water service line, plumbing leaks in any structure other than the primary residence.
  - e. Negligent acts such as leaving water running.
  - f. Excess water charges not directly resulting from a qualifying plumbing leak.
  - g. Filling of swimming pools or leaks in swimming pools.
  - h. Watering of lawns or gardens.
  - i. *Master-metered multi-habitational accounts. (OPTIONAL)*
5. In the event of a qualifying leak adjustment, the customer will be responsible for paying their average bill. The average bill will be calculated using the previous twelve (12) months' bills, excluding the high bills pertaining to the qualifying leak. The leak adjustment amount will be reimbursed up to City of Frostburg's chosen protection limit less the customer's average bill.
6. The City of Frostburg shall not be obligated to make adjustments of any bills not submitted for adjustment within ninety (90) days from the billing date.
7. Customers must have leak repaired before an adjustment will be made and may be requested to present proof of repair. (i.e. copy of invoice for materials or bill from plumber)
8. In any case where a customer might incur a leak before there is three (3) months of average usage, an adjustment will not be made until they have established three (3) months of average usage.
9. Any enrolled customer may decline to participate in our ServLine Leak Protection Program by calling Phone Number. Any customer declining to participate in the program will be responsible for the full amount of their water bill with no adjustments being made. Our new City of Frostburg ServLine Program is the only way qualifying leak adjustments will be made for leaks occurring after DATE 1, 2024.





## LEAK PROTECTION PROGRAM

*Imagine what you could do if you were paid for every customer's high water bill – and no longer had to manage their frustration over having to pay for it.*



# WATER & SEWER LEAK PROTECTION COMBINED

Section 4, Item A.

Limit of Protection	Residential Monthly Rate	Commercial Monthly Rate Single-Occupancy	Commercial Monthly Rate Multiple-Occupancy
\$500 (Per Occurrence)	\$ 1.55	\$ 4.00	\$ 8.00
\$1,000 (Per Occurrence)	\$ 1.70	\$ 4.75	\$ 9.50
\$2,500 (Per Occurrence)	\$ 2.05	\$ 5.50	\$ 11.00

Deductible  
Reporting Conditions  
Reporting & Adjustment Period

Waived  
Customer Schedule  
Monthly

## Special Terms and Conditions

- Coverage will be designed to reflect City of Frostburg's Leak Protection Guidelines and eligibility established with ServLine.
- Master Metered Habitational (Residential Only) \$5.00 per unit
  - Limit Applies to Property Only and does not apply to units directly.
- Charges will be applied to the customers' utility bill.
- Limit of protection to be selected by the Utility.

*Note: Discount on rates if the above coverages are offered by electing to include in your base rate rather than on the utility bill.*





**APPENDIX**





# LEAK PROTECTION PROGRAM DEFINITIONS

- **Water Leak Protection**  
Water Leak Protection covers excess water bills caused by a qualifying leak on the customer’s side of the meter/point of responsibility. Developed in cooperation with ServLine and set according to the Utility’s newly established Leak Protection Guidelines.
- **Sewer Leak Protection**  
Sewer Leak Protection covers excess sewer bills in the event of a qualifying leak at the customer’s point of responsibility. Developed in cooperation with ServLine and set according to the Utility’s newly established Leak Protection Guidelines.
- **Residential**  
Residential is defined as 2” meters or less with a single residential unit occupied as a residency. A qualifying unit must have a single meter to which it can be accounted for independently.
- **Commercial**  
Commercial is defined as 2” meters or less with business or agricultural occupancy excluding master-metered habitational. A qualifying unit must have a single meter to which it can be accounted for independently.  
Single Occupancy - Building has one business occupying space.  
Multiple Occupancy - Building has more than one business occupying space.
- **Master-Metered Habitational**  
Multi-Unit residential property with a master-meter measuring usage for all units.
- **Farms**  
**Residential Farm:** Any farm that is a hobby or that does not derive additional income. There is no Agriculture meter or separate metered structures on the property and meets residential definition of the insurance company.  
**Commercial Farm:** Any Farm that has an Agriculture meter/meter that services barns, cattle troughs, or other structures. Any Farm who derives income from the activities of the farm.
- **Rates w/ Data**  
The rates furnished in this Proposal are determined by the data you have provided. It is mutually understood that the data produced, along with your explanation of how to interpret what is included in your data is done so in good faith and is complete and true to the best of your knowledge. All other factors have been determined in partnership with ServLine.
- **Leak Protection Program**  
The ServLine Leak Protection Program enhances your current Leak Adjustment Policy and acts as a superseding document which will overlay your existing policy with the given enhancements. All qualifying customer leaks would adhere first to your ServLine Leak Protection Program and then would be addressed by your existing Leak Adjustment Policy. As a recommendation - Your Leak Adjustment Policy would be updated to address unqualifying leaks rather than qualifying customers who choose to decline protection.



# SUMMARY FOR LEAK PROTECTION PROGRAM

## BILLING

Agency Monthly Reporting

## PROJECT SCOPE & PROCESS

- Approval of ServLine
- Program Implementation
- Utility Staff Training
- Announcement Materials
- Setup and Integration
- ServLine Administers Leak Protection Program
- ServLine Handles Claims, Payments and Customer Service

## TERMS AND CONDITIONS

Terms and conditions outlined in the quote may differ from the specifications submitted; please review the specific coverage part for details on coverage and exclusions.

Average claims payment is between 10 - 20 Days.  
Claims volume is due to change with seasons or other unforeseen events.  
Pricing does not include taxes.

Reports & Premium due by the 15th of the month following a reporting period.  
Example: Participating customers for month of January would be due no later than February 15th.  
Premium payments include all participating customers and are not dependent on customer payment to the utility nor pending claims payments.

*This quote is valid for thirty (30) days from the date of this letter.  
All rates are per participating customer per month.*

## THANK YOU

Thank you for your interest in becoming a valuable client of ServLine. We exist to make your Utility stronger and help you achieve your goals. One of our chief goals is to serve you and to earn the privilege of being one of your favorite service providers. The ServLine team is always looking to establish long-term meaningful relationships with the opportunity to serve your Utility and your customers with integrity and excellence.

## DISCLAIMER

This proposal shows the premiums for the general coverage described, but in no way changes or affects any terms, conditions or exclusions of policies as actually issued. Premiums shown are based on information furnished to the company.

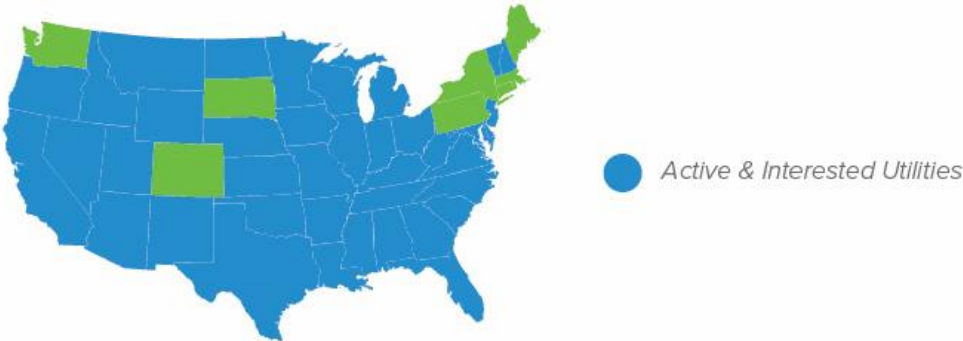


## SERVICE LINE PROTECTION PLAN HIGHLIGHTS

- Off-bill. Billing for these products is handled directly between HomeServe and the customer
- No cost to the utility
- Educates customers/homeowners on their responsibilities regarding their private service lines
- Allows customers/homeowners to opt-in to the specific products they want
- 24/7/365 customer support
- One-call solution to file a claim. No paperwork, or forms, to fill out to file claims
- A national network of vetted, licensed, local area contractors is utilized to make the repairs
- No service charges, deductibles, reimbursements, or out of pocket costs.
- Affordable rates and multiple payment methods
- Plans pay contractors directly for covered work performed
- Provides peace of mind for homeowners
- Service Line Protection Plans are endorsed by the National League of Cities as well as multiple state municipal leagues

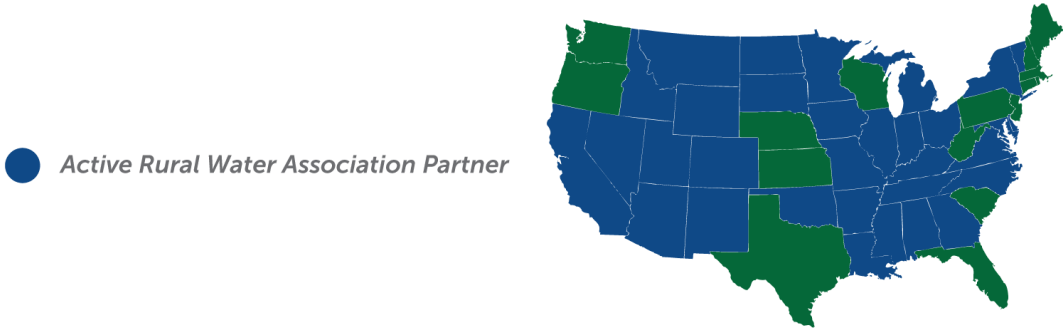


### CLIENTS & PARTNERS



### ASSOCIATION PARTNERS INCLUDE

National Rural Water Association (NRWA), Tennessee Association of Utility Districts (TAUD), Georgia Rural Water Association (GRWA), North Carolina Rural Water Association (NCRWA), Alabama Rural Water Association (ARWA), Alliance of Indiana Rural Water Association (AIRWA), Illinois Rural Water Association (IRWA), Iowa Rural Water Association (IRWA), Rural Water Association of Arizona (RWAA), Arkansas Rural Water Association (ARWA), California Rural Water Association (CRWA), Michigan Rural Water Association (MRWA), Delaware Rural Water Association (DRWA), Kentucky Rural Water Association (KRWA), Maryland Rural Water Association (MRWA), New Mexico Rural Water Association (NMRWA), Mississippi Rural Water Association (MRWA), Ohio Rural Water Association (ORWA), Virginia Rural Water Association (VRWA), Rural Water Association of Utah (RWAU), Idaho Rural Water Association (IRWA), New York Rural Water Association (NYRWA), (Nevada Rural Water Association (NvRWA), Montana Rural Water Systems (MRWS), Louisiana Rural Water Association (LRWA).



### INSURANCE PROVIDERS INCLUDE

Hanover Insurance Company, Virginia Surety Company, Inc.



# THANK YOU

