



# THE CITY OF FROSTBURG

## Mayor and Council Meeting Agenda

Tuesday, June 17, 2025 at 5:30 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. Pledge of Allegiance**

**3. Frostburg Blessing**

**4. Roll Call**

**5. Approval of the Agenda**

**6. Approval of the Minutes**

A. Minutes from the May Council Meeting.

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

**7. 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.

**8. Public Hearings**

**A.** Combined Sewer Overflow Monthly Public Hearing

B. **Ordinance 2025-04** An Ordinance to Amend Section 7-4(f) of the City Code to Clarify the Final Decision-Making Authority of the Mayor and City Council Regarding Commercial Rehabilitation Tax Credit Applications.

C. **Ordinance 2025-05** An Ordinance to Repeal and Re-Enact the Rental Housing Ordinance, Appendix D of the City Code, to Establish the Positions of Rental Housing Officer and Inspector, Revise Application and Inspection Procedures, and Strengthen Enforcement Provisions.

**9. Old Business**

**A.** **Ordinance 2025-04** An Ordinance to Amend Section 7-4(f) of the City Code to Clarify the Final Decision-Making Authority of the Mayor and City Council Regarding Commercial Rehabilitation Tax Credit Applications.

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

**B.** **Ordinance 2025-05** An Ordinance to Repeal and Re-Enact the Rental Housing Ordinance, Appendix D of the City Code, to Establish the Positions of Rental Housing Officer and

Inspector, Revise Application and Inspection Procedures, and Strengthen Enforcement Provisions.

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

## 10. New Business

- A. Resolution 2025-25** Approve FY 2025 Year End Budget Amendments. Amy Phillips, CPA, Director of Finance.

Motion and Second to Approve Resolution 2025-25; PUBLIC COMMENT; Vote of the Mayor and City Council.

- B. Resolution 2025-26** Authorize Designation of New Retirement Coordinator for State Pension System. Patrick O'Brien, City Administrator.

Motion and Second to Approve Resolution 2025-26; PUBLIC COMMENT; Vote of the Mayor and City Council.

- C. Resolution 2025-27** Authorize Executive Personnel to Be Named on City Accounts. Patrick O'Brien, City Administrator.

Motion and Second to Approve Resolution 2025-27; PUBLIC COMMENT; Vote of the Mayor and City Council.

- D. Resolution 2025-28** Approve Temporary Repeal of Open Container Law for Lemonade Stroll Event. Nick Costello, Chief of Police.

Motion and Second to Approve Resolution 2025-28; PUBLIC COMMENT; Vote of the Mayor and City Council.

- E. Resolution 2025-29** Authorize Execution of Agreement with Main Street Maryland Program. Bethany Fife, Director of Community Development.

Motion and Second to Approve Resolution 2025-29; PUBLIC COMMENT; Vote of the Mayor and City Council.

- F. Resolution 2025-30** Authorize Execution of MOU with Allegany County for Frostburg Main Street Structural Stabilization Grant Program. Bethany Fife, Director of Community Development.

Motion and Second to Approve Resolution 2025-30; PUBLIC COMMENT; Vote of the Mayor and City Council.

## 11. Open Public Comment

## 12. Adjournment



# THE CITY OF FROSTBURG

## Mayor and Council Meeting Minutes

Tuesday, May 20, 2025 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 at 05:30 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

A. Minutes from the April Council Meeting.

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

Motion made by Commissioner of Finance Carter, Seconded by Commissioner of Water, Parks and Recreation Forsythe.

Motion carried.

### 7. 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.

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

Motion carried.

## 8. Public Hearings

- A. Combined Sewer Overflow Monthly Public Hearing
- B. **Ordinance 2025-01** Fiscal Year 2026 Operating Budget and Schedule of Municipal Fees.
- C. **Ordinance 2025-02** An Ordinance to Repeal and Reenact with Amendment sections of the City Code pertaining to the City's Leak Adjustment Policy, for the purpose of establishing a leak protection program.
- D. **Ordinance 2025-03** An Ordinance to Renumber and Enact a new section of City Code for the purpose of establishing a tax credit for members of Frostburg Fire Department No.1.

## 9. Old Business

- A. **Ordinance 2025-01** Operating Budget and Municipal Fees.

Motion and Second to Approve the Ordinance on Second Reading; 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.

- B. **Ordinance 2025-02** Leak Protection Program.

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

Motion made by Commissioner of Water, Parks and Recreation Forsythe, Seconded by Commissioner of Finance Carter.

Motion carried.

- C. **Ordinance 2025-03** Real Estate Tax Credit.

Motion and Second to Approve the Ordinance on Second Reading; 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.

Voting Yea: Commissioner of Finance Carter, Commissioner of Public Safety Grove, Commissioner of Water, Parks and Recreation Forsythe, Commissioner of Public Works Ritchey.

Abstaining: Mayor Logsdon

## 10. New Business

- A. **Ordinance 2025-04** An Ordinance to Amend Section 7-4(f) of the City Code to Clarify That the Mayor and Council Have Final Authority to Approve or Deny Commercial Rehabilitation Tax Credit Applications. *Bethany Fife, Director of Community Development.*

Motion and Second to Approve the Ordinance on First Reading, and set the June 17, 2025 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.

- B. **Ordinance 2025-05** An Ordinance to Repeal and Re-Enact the Rental Housing Ordinance (Appendix D) With Amendments. *Bethany Fife, Director of Community Development.*

Motion and Second to Approve the Ordinance on First Reading, and set the June 17, 2025 Council Meeting as an advertised Public Hearing; PUBLIC COMMENT; Vote of the Mayor and City Council.

Motion made by Commissioner of Public Works Ritchey, Seconded by Commissioner of Public Safety Grove.

Motion carried.

- C. Resolution 2025-17** Reappoint Maureen Brewer to the Historic District Commission. *Bethany Fife, Director of Community Development.*

Motion and Second to Approve Resolution 2025-17; 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.

- D. Resolution 2025-18** Approve Annual Maryland Department of Planning Report. *Bethany Fife, Director of Community Development.*

Motion and Second to Approve Resolution 2025-18; PUBLIC COMMENT; Vote of the Mayor and City Council.

Motion made by Commissioner of Public Works Ritchey, Seconded by Commissioner of Public Safety Grove.

Motion carried.

- E. Resolution 2025-19** Approve a Temporary Repeal of the Open Container Law for the 2025 Derby Day Event. *Nick Costello, Chief of Police.*

Motion and Second to Approve Resolution 2025-19; 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.

- F. Resolution 2025-20** Approve a Contract with Briarside Contracting for the Demolition of 84–88 East Main Street and Authorize the Use of Emergency Procurement. *Hayden Lindsey, Director of Public Works.*

Motion and Second to Approve Resolution 2025-20 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.

- G. Resolution 2025-21** Authorize Agreement with Property Owners of 84–88 East Main Street. *Hayden Lindsey, Director of Public Works.*

Motion and Second to Approve Resolution 2025-21; 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 2025-22** Authorize a Letter of Intent for the Development of the Center Street Project to be signed. *Hayden Lindsey, Director of Public Works.*

Motion and Second to Approve Resolution 2025-22; 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 2025-23** Establish Minimum Service Requirement to Qualify for Retiree Health Insurance Benefits. *Elaine Jones, CPA, Director of Finance.*

Motion and Second to Approve Resolution 2025-23; 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.

- J. **Resolution 2025-24** Approve a Contract with SB & Company, LLC for Professional Auditing Services. *Elaine Jones, CPA, Director of Finance.*

Motion and Second to Approve Resolution 2025-24; 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.

## 11. Open Public Comment

Rich Godlove - 419 Timber Ridge Drive: Announced candidacy for Sheriff.

Unknown Individual (Holistic Dentist) - 49 LaVale Blvd.: Requested removal of fluoride from the water supply; encouraged the Mayor and Council to review relevant data and consider addressing the issue locally.

Bernie Miltenberger - 294 E. Main Street: Spoke regarding concerns about fluoride, citing neurotoxicity and potential infrastructure impacts. Referenced prior attendance at the November council meeting, provided a synopsis handout, and noted that the Town of Middletown, MD has removed fluoride from its system.

## 12. Adjournment

Mayor Logsdon adjourned meeting at 06:55 PM

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

Motion carried.

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Mayor Todd J. Logsdon

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Patrick O'Brien, City Administrator

City of Frostburg  
Monthly Reports



*For the month of May 2025*  
**Reports from the Departments of:**

Community Development  
Finance  
Parks and Recreation  
Street  
Water  
Police

## **CITY OF FROSTBURG**

Monthly Report: Community Development Department

For the Month of: May 2025

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

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### **Permits**

Please see attached permit report.

### **Rental Housing**

- RH Coordinator assisted property owners with general zoning inquiries.
- Working on emailing copies of rental license and receipts for 2025 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 and email addresses updates were made for property owners who needed them.
- Updating IWORQ and Rental Housing Spreadsheet in reference to tri- yearly inspections.
- Sent several emails to owners in reference to completing owner's agent form and providing a copy of their driver's license
- Newly owner-occupied properties have been updated from rental status. responsibilities.
- Attended monthly Landlord Tenant Meeting HRDC
- New rental properties brought into program and property owners and provided RH welcoming 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.
- uest a copy of the most current lead licenses for their rental properties.



- Updated emails, property agents, phone numbers in IWORQ system.
- Sent citations to owners that have not registered properties.
- Posted written citations on properties that were returned undeliverable to Rental Housing Program.

## **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 met on May 12 to review the proposal for alterations to the property at 2 E. Main Street. The proposal was for the installation of new windows throughout a majority of the structure. The proposed project was unanimously approved. Additionally, Hayden Lindsey and Emily Weber of the Frostburg Public Works Department discussed the proposed demolition of the Nickel Building at 86 E. Main Street, and the proposed future use of the property. Staff also discussed the staff approval for a project that was issued since the previous Historic District Commission meeting in April.
- *Planning Commission* – The Frostburg Planning Commission did not meet in May due to a lack of applications received.
- *Board of Zoning Appeals* – The Board of Zoning Appeals did meet on May 15 for a hearing regarding a request for a Special Exception Use in the T-LI Technology/Light Industrial District for a Storage Unit Facility to be located at 12 Village Parkway. After presentation by Rick Neilson, one of the owners of the property and business, the Board voted unanimously to approve the Special Exception Use.
- *Green Team* – The Green Team met on May 28. The agenda was light, but discussion included a recap of the Buy Nothing, Give Freely event, potential collaboration with FrostburgFirst's First Friday summer event series, and dealing with poison ivy at the Edible Arboretum.

## **Director's Report:**

### **Meetings, Webinars, Conferences, and Trainings Attended:**

- May 1 – Radio interviews with WQZ-K and WCBC

- May 3 – Beautify the Burg (site supervisor at Depot area)
- May 7 – Solid Waste Management Board meeting
- May 9 – Edible Arboretum Work Day
- May 12 – RHO Workshop with Michael Cohen
- May 13-16 – Flood Relief Efforts
- May 14 – Mayor & City Council Work Session
- May 15 – Buy Nothing Event Drop Offs Day 1
- May 16 – Buy Nothing Event Drop Offs Day 2
- May 17-18 – Buy Nothing Event
- May 19-20 – Buy Nothing Event Leftovers Distribution
- May 20 – AllCo EcoDev PR Interview (stabilization grant program)
- May 20 – Mayor & City Council meeting
- May 21-27 – Off for vacation
- May 28 – Green Team meeting
- May 29 – Comp Plan consultant check-in

### **Director's Current Project Updates:**

- *Rental Housing Program Revamp* – The full text amendment has been prepared and was presented to the Mayor and Council for first reading in May. Second reading will take place in June, and, if approved, the revised Ordinance will go into effect 20 days after the June meeting.
- *Comprehensive Plan Re-Write* – We have received a public engagement report from the Consulting team and are awaiting a “homework” exercise for the Steering Committee. We will be scheduling a meeting with the Steering Committee soon to review the survey results and participate in the exercise.
- *Edible Arboretum Enhancements* – We have met with Amie Armstrong of ACA Design Group to discuss improvements at the Edible Arboretum. Amie expects to have a finalized plan completed soon.
- *N. Water Street Townhouse Pre-Development* – As of June 11, our SDF award agreement was finally approved. We have not yet been able to provide proof of site control for 36 N. Water Street due to advertising mishaps with the local newspaper; however, DHCD has agreed to move our award forward with the stipulation that proof of site control must be produced before any reimbursements can be requested.
- *Glendening Signage Project* – Several sign mock-ups have been received from the designer, and we expect to send these to production sometime in June. The project will be complete no later than June 30.

- *Stabilization Grant Program* – An MOU has been drafted between the City and the County, which is awaiting legal review.



# Case Detail Report

05/01/2025 - 05/31/2025

Case Date	Compliance Deadline	Parcel Address	Description	Main Status
5/30/2025		134 BOWERY ST	High Grass	First Warning
5/29/2025			Several pallets, refrigerators, hot water tanks, tires, mattresses, trash have been sitting in front of the garage for nearly two years. Beyond being an eyesore, this poses a safety risk to the children who live and play in that area.. I appreciate your attention to this matter. Photos are attached	

Case Date	Compliance Deadline	Parcel Address	Description	Main Status
5/29/2025		319 BRADDOCK ST	There are old appliances (including freon-based appliances), scrap metal, old furniture, and trash scattered all over the front of the property in view of the street. It is an eyesore, it is blatantly against city code, and it is probably drawing animals. Please address it ASAP. It has been this way for MONTHS. I have attached a photo.	
5/28/2025		108 WOOD ST	High grass	First Warning
5/28/2025	06/11/2025	178 W MAIN ST	Rodent harborage	First Warning
5/28/2025	06/05/2025	143 W MAIN ST	High Grass	First Warning
5/23/2025	05/30/2025	35 MOUNT PLEASANT ST	High grass	
5/23/2025	05/30/2025	14 LEE ST	High grass	Resolved
5/23/2025	05/30/2025	145 MAPLE ST	High Grass	Resolved
5/17/2025	05/26/2025	141 MAPLE ST	Unmoved lawn grass is waist high	First Warning

Case Date	Compliance Deadline	Parcel Address	Description	Main Status
5/16/2025		24 STANDISH DR	construction without permit; bulldozing trees, land without permit	No CE Action Necessary
5/9/2025	05/16/2025	206 WELSH HILL ROAD	High grass	Resolved
5/9/2025	05/16/2025	197 WELSH HILL ROAD	High Grass	First Warning
5/7/2025	05/14/2025	159 W MAIN ST	High Grass	Resolved
5/7/2025	05/14/2025	198 E MAIN ST	High grass	First Warning
5/5/2025	05/14/2025	14 WASHINGTON ST	High Grass	First Warning
5/5/2025	05/12/2025		High grass	Resolved
5/5/2025	05/12/2025	164 E COLLEGE AVE	High grass	Resolved
5/5/2025	05/12/2025	157 MOUNT PLEASANT ST	High grass and weeds	Resolved
5/5/2025		123 W MAIN ST	aggressive dogs constantly barking making children and pedestrians feel unsafe; parking large trucks on Frost Lawn blocking Main St traffic view from High St	First Warning
5/2/2025	05/09/2025	204 E MAIN ST	High grass	Resolved
5/2/2025	05/23/2025	319 BRADDOCK ST	Multiple refrigerators in front of garage	First Warning

Total Records: 22

6/2/2025

Page: 3 of 3



# Case Activity Report

05/01/2025 - 05/31/2025

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

5/27/2025	05/26/2025	141 MAPLE ST	Unmoved lawn grass is waist high	Door Hanger	First Warning

Group Total: 1

Group: Inspection

5/5/2025		123 W MAIN ST	aggressive dogs constantly barking making children and pedestrians feel unsafe; parking large trucks on Frost Lawn blocking Main St traffic view from High St	Inspection	First Warning

Group Total: 1

Group: Issue Citation

5/29/2025	03/10/2025	127 CENTER ST	Loose trash/improper storage	Issue Citation	Monitoring
5/7/2025	04/30/2025	254 W MECHANIC ST	Unregistered/disabled vehicle, loose trash/debris around property	Issue Citation	Citation Issued

Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
5/7/2025	04/28/2025	122 CENTER ST	Unregistered/disabled vehicle	Issue Citation	Citation Issued

Group Total: 3

## Group: Phone Call/Email

5/28/2025	05/30/2025	14 LEE ST	High grass	Phone Call/Email	Resolved
5/27/2025	05/23/2025	319 BRADDOCK ST	Multiple refrigerators in front of garage	Phone Call/Email	First Warning
5/19/2025	05/26/2025	141 MAPLE ST	Unmoved lawn grass is waist high	Phone Call/Email	First Warning

Group Total: 3

## Group: Re-Inspection

5/30/2025	04/30/2025	254 W MECHANIC ST	Unregistered/disabled vehicle, loose trash/debris around property	Re-Inspection	Citation Issued
5/28/2025	05/30/2025	14 LEE ST	High grass	Re-Inspection	Resolved
5/19/2025	05/14/2025	198 E MAIN ST	High grass	Re-Inspection	First Warning
5/19/2025	05/16/2025	206 WELSH HILL ROAD	High grass	Re-Inspection	Resolved
5/9/2025	05/23/2025	319 BRADDOCK ST	Multiple refrigerators in front of garage	Re-Inspection	First Warning
5/7/2025	04/28/2025	122 CENTER ST	Unregistered/disabled vehicle	Re-Inspection	Citation Issued
5/2/2025	04/30/2025	254 W MECHANIC ST	Unregistered/disabled vehicle, loose trash/debris around property	Re-Inspection	Citation Issued



Completed Date	Compliance Deadline	Parcel Address	Description	Activity Type	Main Status
5/7/2025	04/30/2025	254 W MECHANIC ST	Unregistered/disabled vehicle, loose trash/debris around property	Re-Inspection	Citation Issued
5/5/2025	05/05/2025	57 CEMETERY ROAD	Unregistered/disabled vehicle	Re-Inspection	Resolved

Group Total: 9

## Group: Send Letter

5/28/2025	05/05/2025	247 SHAW ST	Unregistered/disabled vehicle	Send Letter	First Warning
5/28/2025	04/28/2025	122 CENTER ST	Unregistered/disabled vehicle	Send Letter	Citation Issued

Group Total: 2

## Group: Verbal Warning

5/30/2025	05/26/2025	141 MAPLE ST	Unmoved lawn grass is waist high	Verbal Warning	First Warning

Group Total: 1

## Group: Walk-In

5/19/2025	05/05/2025	247 SHAW ST	Unregistered/disabled vehicle	Walk-In	First Warning

Group Total: 1

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Total Records: 21

6/2/2025



05/01/2025 - 05/31/2025

Case Date	Owner Name	Parcel Address	Payment Date	Payment Amount	Payment Type Description	Payment Type
4/16/2025	Joseph Crawford	45 MCCULLOH ST	5/21/2025	500.00		Cash
4/16/2025	Adam Smith	149 BOWERY ST	5/8/2025	500.00		Card
				1,000.00		

Total Records: 2

# Case Payment Report

Receipt #
11
10

6/2/2025



# Permit Report

Section 7, Item A.

05/01/2025 - 05/31/2025

Permit Type	Permit Sub Type	Parcel Address	Description	Main Status
Certificate of Appropriateness		2 E MAIN ST	Window Replacement	Closed
Building	Accessory Structure	24 STANDISH DR	Construction of a 10' x 20' Wooden Storage Shed	Closed
Building	Accessory Structure	222 ARMSTRONG AVE	Construction of a 12' x 12' Metal Shed	Closed
Building	Accessory Structure	151 FROST AVE	Construction of a 16' x 14' x 12" Wooden/Trex Deck	Closed
Building	Retaining Wall	18 STANDISH ST	Construction of a 47" Tiered Retaining Wall	Open
Fence		55 LINDEN ST	Installation of a 4' Chain Link Fence	Closed
Grading	Minor Grading	107 MCCULLOH ST	Grading of a 14' x 26' Area	Closed
Use & Occupancy		46 E COLLEGE AVE	Commercial Use and Occupancy	Closed
Burning		36 GREEN ST	Burning Brush	Closed
Burning		245 TALCOTT AVE	Burning Brush	Closed
Fence		188 W MECHANIC ST	Installation of 5' Chain Link Fence	Closed
Burning		101 PAUL ST	Burning Brush	Closed
Burning		28 UHL ST	Burning Brush	Closed
Burning		38 W COLLEGE AVE	Burning Brush	Closed

Total Records: 14

6/12/2025

**CITY OF FROSTBURG  
MAY 2025 BUDGET REPORT**

*Section 7, Item A.*

<b>Account Id</b>	<b>Account Description</b>	<b>Amended Budget</b>	<b>May 2025 Rev/Expd</b>	<b>YTD Rev/Expd</b>	<b>% of Budget Incurred</b>
01-000-4000	TAXES-REAL ESTATE	2,908,000.00	64.26	2,928,805.32	100.7
01-000-4001	PERSONAL PROPERTY TAXES	7,000.00	-	7,081.05	101.2
01-000-4002	PUBLIC UTILITY TAXES	220,000.00	-	221,842.35	100.8
01-000-4003	CORPORATION TAXES	95,000.00	1,055.55	89,422.35	94.1
01-000-4004	PRIOR YEAR TAXES	1,000.00	-	-	-
01-000-4005	TRAILER TAX	1,600.00	-	1,260.00	78.8
01-000-4010	INTEREST ON TAXES	50,000.00	5,479.72	43,833.69	87.7
01-000-4011	TAX CREDITS	(32,400.00)	-	(35,331.80)	109.0
01-000-4012	TAX ABATEMENTS	(3,000.00)	-	(2,801.94)	93.4
01-000-4013	ENTERPRISE ZONE CREDIT REIMBURS	16,200.00	-	-	-
01-000-4020	MARYLAND INCOME TAXES	640,000.00	151,842.05	579,454.10	90.5
01-000-4021	ADMISSION TAXES	24,000.00	-	10,355.81	43.2
01-000-4022	HOTEL MOTEL TAX	155,000.00	15,133.08	128,497.33	82.9
01-000-4023	HIGHWAY USE TAX	510,000.00	69,399.95	288,954.37	56.7
01-000-4024	COAL TAX	2,600.00	-	-	-
01-000-4025	HOUSING AUTHORITY	14,000.00	-	-	-
01-000-4027	PAYMENT IN LIEU OF TAXES	3,900.00	-	-	-
01-000-4031	LIQUOR LICENSES	10,000.00	-	66.50	0.7
01-000-4032	TRADERS LICENSES	10,000.00	7,327.36	9,423.91	94.2
01-000-4040	POLICE GRANTS	40,000.00	577.40	28,261.04	70.7
01-000-4041	PARKING REVENUE	1,000.00	0.61	1,488.98	148.9
01-000-4043	POLICE PROTECTION GRANTS	135,000.00	-	91,905.00	68.1
01-000-4045	FINES & FORFEITURES	15,000.00	990.00	5,705.00	38.0
01-000-4047	FROSTBURG STATE UNIV - MOU	10,000.00	-	10,000.00	100.0
01-000-4049	SCHOOL RESOURCE REIMBURSEMENT	30,000.00	7,500.00	30,000.00	100.0
01-000-4050	PERMITS, PLANNING, ETC	2,000.00	350.00	2,610.00	130.5
01-000-4051	BUILDING PERMITS	1,500.00	4,639.00	9,284.00	618.9
01-000-4052	RENTAL REGISTRATION	74,000.00	320.00	78,430.00	106.0
01-000-4054	CONSTRUCTION INSPECTIONS	17,750.00	505.00	20,510.00	115.6
01-000-4055	CODE ENFORCEMENT CITATIONS	750.00	1,000.00	1,600.00	213.3
01-000-4056	COMM DEV GRANT REVENUE	50,000.00	-	62,507.00	125.0
01-000-4060	SWIMMING POOL	60,000.00	12,829.25	42,620.75	71.0
01-000-4062	DAY CAMP REGISTRATIONS	18,000.00	3,035.00	21,510.00	119.5
01-000-4063	RECREATION ACTIVITIES	22,000.00	1,700.00	20,566.00	93.5
01-000-4200	OPERATING TRANSFER - WATER FUND	95,600.00	7,967.00	87,637.00	91.7
01-000-4201	OPERATING TRANSFER - SEWER FUND	241,750.00	20,146.00	221,606.00	91.7
01-000-4202	OPERATING TRANSFER - GARBAGE FUND	18,175.00	1,515.00	16,665.00	91.7
01-000-4250	NSF FEES	-	240.00	1,850.00	-
01-000-4301	RENTS	111,000.00	9,249.86	101,103.46	91.1
01-000-4302	HRD APPROPRIATION	10,700.00	-	10,761.00	100.6
01-000-4303	FRANCHISES - GAS, TV, ETC	72,000.00	18,633.53	57,759.36	80.2
01-000-4304	MISCELLANEOUS REVENUE	4,000.00	(45.00)	4,895.87	122.4
01-000-4306	PROJECT REIMBURSEMENT	88,000.00	-	499,841.13	568.0
01-000-4315	PROCEEDS FROM FUND BALANCE	173,870.00	-	-	-
01-000-4317	SPECIAL REVENUE	2,103,000.00	-	1,951,499.59	92.8
01-000-4600	INTEREST INCOME	400,000.00	40,085.61	473,287.07	118.3
<b>CORPORATE FUND Revenue Totals</b>		<b>8,427,995.00</b>	<b>381,540.23</b>	<b>8,124,766.29</b>	

**CITY OF FROSTBURG  
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Account Id	Account Description	Amended Budget	May 2025 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
EXECUTIVE					
01-100-5000	SALARIES	22,200.00	1,850.00	20,350.00	91.7
01-100-5010	SOCIAL SECURITY	1,700.00	141.55	1,557.05	91.6
01-100-5012	WORKERS COMP	175.00	-	146.00	83.4
01-100-5050	LEGISLATIVE CONTINGENCIES	6,000.00	-	2,790.96	46.5
01-100-5104	INSURANCE - PUBLIC OFFICIALS	8,100.00	-	8,072.00	99.7
01-100-5110	CONTRIBUTIONS	524,750.00	-	524,730.00	100.0
01-100-5150	TRAINING	2,800.00	13.24	3,158.24	112.8
01-100-5160	TRAVEL	5,700.00	816.79	4,286.45	75.2
01-100-5185	PROFESSIONAL FEES	20,000.00	1,750.00	27,488.00	137.4
<b>100 Executive</b>		<b>591,425.00</b>	<b>4,571.58</b>	<b>592,578.70</b>	
ADMINISTRATIVE					
01-110-5000	SALARIES	176,000.00	9,978.50	141,204.48	80.2
01-110-5001	SALARIES - BONUS	15,115.00	-	15,115.00	100.0
01-110-5010	SOCIAL SECURITY	13,300.00	759.40	11,483.23	86.3
01-110-5011	PENSION	17,800.00	-	17,765.00	99.8
01-110-5012	WORKERS COMP	600.00	-	548.00	91.3
01-110-5013	INSURANCE - HEALTH	46,500.00	251.30	23,112.62	49.7
01-110-5014	INSURANCE - HEALTH RETIREE	43,500.00	656.79	24,397.49	56.1
01-110-5015	CONTRIBUTION - 457	2,000.00	99.74	1,439.62	72.0
01-110-5030	EMPLOYEE WELLNESS	7,500.00	206.44	5,749.66	76.7
01-110-5050	RESERVE FOR CONTINGENCIES	16,000.00	77.89	11,438.50	71.5
01-110-5100	INSURANCE - AUTO	700.00	-	-	-
01-110-5102	INSURANCE - GEN LIAB	175.00	-	112.00	64.0
01-110-5105	INSURANCE - PROPERTY	11,700.00	-	11,421.70	97.6
01-110-5106	INSURANCE - AD&D AND LIFE	4,500.00	307.83	3,643.43	81.0
01-110-5111	CONTRIBUTIONS - TOURISM	130,900.00	14,501.00	109,300.00	83.5
01-110-5150	TRAINING	1,200.00	-	1,121.64	93.5
01-110-5160	TRAVEL	1,800.00	-	2,405.02	133.6
01-110-5185	PROFESSIONAL FEES	1,100.00	-	124.88	11.4
01-110-5191	COMMUNICATIONS	8,000.00	885.11	12,426.28	155.3
01-110-5200	ADVERTISING	6,400.00	-	2,435.64	38.1
01-110-5205	LEGAL	42,500.00	3,290.00	30,586.25	72.0
01-110-5207	PENSION ADMINISTRATIVE FEE	7,350.00	-	7,327.60	99.7
01-110-5210	OFFICE SUPPLIES	11,000.00	1,829.73	12,551.11	114.1
01-110-5220	POSTAGE	23,000.00	3,099.21	22,608.44	98.3
01-110-5230	COMPUTER EXPENSE	9,000.00	686.00	7,961.98	88.5
01-110-5232	IT LICENSING AND FEES	33,000.00	772.67	30,839.97	93.5
01-110-5235	DIGITAL ENGAGEMENT	29,000.00	-	18,113.76	62.5
01-110-5301	ELECTION	-	-	-	-
01-110-5391	PRINCIPAL AND INTEREST ON DEBT SERVICE	154,500.00	-	130,007.76	84.1
01-110-5500	BUILDING - ARMORY	12,000.00	269.64	9,403.84	78.4
01-110-5502	BUILDING MAINTENANCE	22,800.00	5,163.07	35,851.13	157.2
01-110-5550	UTILITIES - BUILDING	16,000.00	1,113.23	15,110.29	94.4
01-110-5700	BANK FEES	1,000.00	-	34.00	3.4
01-110-5807	CAPITAL OUTLAY	656,000.00	10,427.76	1,120,730.91	170.8
<b>110 Administrative</b>		<b>1,521,940.00</b>	<b>54,375.31</b>	<b>1,836,371.23</b>	

FINANCE

**CITY OF FROSTBURG  
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Account Id	Account Description	Amended Budget	May 2025 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
01-120-5000	SALARIES	88,000.00	5,480.43	70,795.47	80.5
01-120-5010	SOCIAL SECURITY	6,700.00	397.89	5,188.66	77.4
01-120-5011	PENSION	8,900.00	-	8,883.00	99.8
01-120-5012	WORKERS COMP	250.00	-	203.00	81.2
01-120-5013	INSURANCE - HEALTH	32,500.00	1,345.01	16,266.86	50.1
01-120-5015	CONTRIBUTION - 457	625.00	37.27	465.41	74.5
01-120-5102	INSURANCE - GEN LIAB	175.00	-	112.00	64.0
01-120-5105	INSURANCE - PROPERTY	3,500.00	-	3,448.39	98.5
01-120-5150	TRAINING	1,000.00	-	100.00	10.0
01-120-5185	PROFESSIONAL FEES	1,000.00	63.00	951.73	95.2
01-120-5310	AUDITING	75,000.00	-	73,050.00	97.4
01-120-5311	ACTUARIAL STUDY	5,000.00	-	-	-
01-120-5313	TAX COLLECTION	1,300.00	340.07	1,385.52	106.6
01-120-5810	RETSA OBLIGATION	9,600.00	-	2,869.80	29.9
<b>120 Finance</b>		<b>233,550.00</b>	<b>7,663.67</b>	<b>183,719.84</b>	

	COMMUNITY DEV				
01-130-5000	SALARIES	125,000.00	9,520.02	109,480.14	87.6
01-130-5010	SOCIAL SECURITY	9,500.00	696.32	8,007.68	84.3
01-130-5011	PENSION	12,650.00	-	12,617.00	99.7
01-130-5012	WORKERS COMP	350.00	-	282.00	80.6
01-130-5013	INSURANCE - HEALTH	23,000.00	1,691.33	21,594.40	93.9
01-130-5015	CONTRIBUTION - 457	1,500.00	53.90	646.00	43.1
01-130-5100	INSURANCE - AUTO	800.00	-	720.00	90.0
01-130-5102	INSURANCE - GEN LIAB	175.00	-	112.00	64.0
01-130-5105	INSURANCE - PROPERTY	4,600.00	-	4,597.85	100.0
01-130-5150	TRAINING	750.00	-	665.00	88.7
01-130-5160	TRAVEL	900.00	-	257.66	28.6
01-130-5185	PROFESSIONAL FEES	1,000.00	-	806.00	80.6
01-130-5320	ECONOMIC DEVELOPMENT	6,800.00	-	36,351.45	534.6
01-130-5322	PLANNING	155,000.00	8,155.00	40,375.00	26.1
01-130-5323	PUBLIC ART	2,000.00	-	-	-
01-130-5401	AUTO EXPENSE	500.00	66.24	267.24	53.5
01-130-5820	COMMUNITY LEGACY PROJECTS	50,000.00	-	23,507.00	47.0
01-130-5822	SPECIAL PROJECTS	13,300.00	81.75	888.38	6.7
<b>130 Community Dev</b>		<b>407,825.00</b>	<b>20,264.56</b>	<b>261,174.80</b>	

	CODE ENFORCEMENT				
01-140-5000	SALARIES	63,000.00	3,913.92	46,439.10	73.7
01-140-5010	SOCIAL SECURITY	4,800.00	278.16	3,297.55	68.7
01-140-5011	PENSION	5,700.00	-	6,359.00	111.6
01-140-5012	WORKERS COMP	200.00	-	168.00	84.0
01-140-5013	INSURANCE - HEALTH	22,800.00	1,783.76	22,521.60	98.8
01-140-5015	CONTRIBUTION - 457	750.00	38.82	482.48	64.3
01-140-5102	INSURANCE - GEN LIAB	175.00	-	112.00	64.0
01-140-5105	INSURANCE - PROPERTY	2,900.00	-	3,448.39	118.9
01-140-5150	TRAINING	500.00	-	288.96	57.8
01-140-5160	TRAVEL	500.00	-	36.50	7.3
01-140-5185	PROFESSIONAL FEES	400.00	-	20.00	5.0
01-140-5231	SOFTWARE AND SUBSCRIPTIONS	13,700.00	-	13,166.67	96.1

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01-140-5330	CODE ENFORCEMENT	5,000.00	23.99	32.99	0.7
01-140-5331	CONSTRUCTION INSPECT	20,000.00	-	13,557.25	67.8
01-140-5332	RENTAL INSPECTION	19,500.00	1,350.00	16,550.00	84.9
<b>140 Code Enforcement</b>		<b>159,925.00</b>	<b>7,388.65</b>	<b>126,480.49</b>	
PUBLIC WORKS ADMIN					
01-150-5000	SALARIES	76,000.00	5,171.38	61,376.13	80.8
01-150-5010	SOCIAL SECURITY	5,800.00	379.72	4,525.51	78.0
01-150-5011	PENSION	7,700.00	-	7,671.00	99.6
01-150-5012	WORKERS COMP	1,600.00	-	1,305.00	81.6
01-150-5013	INSURANCE - HEALTH	14,000.00	985.10	13,246.64	94.6
01-150-5015	CONTRIBUTION - 457	700.00	51.72	631.08	90.2
01-150-5100	INSURANCE - AUTO	800.00	-	717.00	89.6
01-150-5102	INSURANCE - GEN LIAB	175.00	-	112.00	64.0
01-150-5105	INSURANCE - PROPERTY	2,600.00	-	2,298.93	88.4
01-150-5150	TRAINING	1,750.00	-	1,525.00	87.1
01-150-5160	TRAVEL	1,000.00	-	60.61	6.1
01-150-5185	PROFESSIONAL FEES	2,100.00	-	1,040.00	49.5
01-150-5193	ONE CALL CONCEPTS	2,200.00	157.38	992.98	45.1
01-150-5340	ENGINEERING EQUIPMENT	3,000.00	-	713.61	23.8
01-150-5341	MAPPING SUPPLIES	8,000.00	-	7,757.20	97.0
01-150-5342	PUBLIC WORKS	7,400.00	-	1,029.15	13.9
01-150-5400	GAS, OIL, GREASE	3,000.00	291.02	2,287.77	76.3
01-150-5420	FLEET LEASE	11,000.00	842.93	9,272.23	84.3
<b>150 Public Works Admin</b>		<b>148,825.00</b>	<b>7,879.25</b>	<b>116,561.84</b>	
PUBLIC SAFETY					
01-160-5000	SALARIES	1,062,000.00	86,686.46	926,476.02	87.2
01-160-5002	SALARIES - POLICE GRANTS	40,000.00	1,836.32	27,759.87	69.4
01-160-5003	COURT TIME	13,000.00	116.60	11,518.33	88.6
01-160-5010	SOCIAL SECURITY	85,000.00	6,508.43	70,885.02	83.4
01-160-5011	PENSION	190,000.00	-	187,419.00	98.6
01-160-5012	WORKERS COMP	72,000.00	-	58,703.00	81.5
01-160-5013	INSURANCE - HEALTH	257,000.00	17,706.06	215,477.44	83.8
01-160-5015	CONTRIBUTION - 457	7,500.00	544.42	5,819.37	77.6
01-160-5100	INSURANCE - AUTO	7,800.00	-	7,304.00	93.6
01-160-5102	INSURANCE - GEN LIAB	1,200.00	-	1,041.00	86.8
01-160-5103	INSURANCE - POLICE PROFESSIONAL	16,700.00	-	10,596.00	63.5
01-160-5105	INSURANCE - PROPERTY	6,000.00	-	5,136.05	85.6
01-160-5150	TRAINING	25,500.00	2,356.23	31,540.05	123.7
01-160-5170	UNIFORMS	15,000.00	1,030.51	10,499.67	70.0
01-160-5180	SAFETY EQUIPMENT	1,200.00	90.00	900.00	75.0
01-160-5181	LAW ENFORCEMENT EQUIPMENT	18,500.00	474.73	13,922.84	75.3
01-160-5191	COMMUNICATIONS	30,500.00	2,019.89	28,222.93	92.5
01-160-5206	C3I CLERICAL SUPPORT	6,000.00	-	-	-
01-160-5210	OFFICE SUPPLIES	5,000.00	511.41	5,599.69	112.0
01-160-5230	COMPUTER EXPENSE	8,500.00	19.77	8,996.37	105.8
01-160-5350	FSU MOU	10,000.00	-	10,000.00	100.0
01-160-5380	POLICE REFORM	23,000.00	-	-	-
01-160-5390	MISCELLANEOUS EXPENSE	4,000.00	403.11	5,493.89	137.4



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01-160-5400	GAS, OIL, GREASE	33,000.00	2,148.84	18,489.09	56.0
01-160-5401	AUTO EXPENSE	18,000.00	86.85	14,060.02	78.1
01-160-5420	FLEET LEASE	61,000.00	4,214.60	45,912.13	75.3
01-160-5502	JAIL AND OFFICE MAINTENANCE	4,000.00	1,007.56	9,410.33	235.3
01-160-5550	UTILITIES - PUBLIC SAFETY	10,000.00	742.16	10,332.21	103.3
01-160-5851	FIRE DEPT APPROPRIATION	255,670.00	-	255,670.00	100.0
<b>160 Public Safety</b>		<b>2,287,070.00</b>	<b>128,503.95</b>	<b>1,997,184.32</b>	

	PUBLIC WORKS - STREET				
01-170-5000	SALARIES	296,000.00	22,362.26	282,131.55	95.3
01-170-5010	SOCIAL SECURITY	22,600.00	1,626.18	20,610.98	91.2
01-170-5011	PENSION	30,000.00	-	29,878.00	99.6
01-170-5012	WORKERS COMP	20,000.00	-	16,303.00	81.5
01-170-5013	INSURANCE - HEALTH	80,000.00	5,298.07	67,051.13	83.8
01-170-5015	CONTRIBUTION - 457	1,500.00	93.44	1,118.88	74.6
01-170-5018	UNEMPLOYMENT	200.00	-	-	-
01-170-5100	INSURANCE - AUTO	9,800.00	(153.00)	9,394.00	95.9
01-170-5102	INSURANCE - GEN LIAB	975.00	(7.00)	853.20	87.5
01-170-5105	INSURANCE - PROPERTY	9,000.00	-	8,093.05	89.9
01-170-5150	TRAINING	5,000.00	2,700.00	2,800.00	56.0
01-170-5170	UNIFORMS	8,000.00	333.10	4,140.55	51.8
01-170-5180	SAFETY EQUIPMENT	7,200.00	96.00	5,708.18	79.3
01-170-5191	COMMUNICATIONS	15,000.00	781.33	3,512.30	23.4
01-170-5210	OFFICE SUPPLIES	1,500.00	-	1,208.99	80.6
01-170-5400	GAS, OIL, GREASE	30,000.00	1,089.89	22,805.34	76.0
01-170-5420	FLEET LEASE	29,000.00	4,224.59	40,614.64	140.1
01-170-5550	UTILITIES - BUILDING	6,000.00	451.71	7,157.95	119.3
01-170-5711	SALT & ABRASIVES	250,000.00	-	281,773.54	112.7
01-170-5712	SIGN MAINTENANCE	15,000.00	-	9,026.00	60.2
01-170-5713	STREET EQUIPMENT MAINTENANCE	90,000.00	4,675.72	132,446.75	147.2
01-170-5714	STREET LIGHTING	100,000.00	7,510.67	82,228.19	82.2
01-170-5715	STREET MAINTENANCE REPAIRS	100,000.00	18,076.75	56,176.27	56.2
01-170-5716	STREET SHOP EQUIPMENT	50,000.00	2,253.78	56,393.65	112.8
01-170-5717	STREET LIGHTING REPAIRS	48,500.00	-	19,726.77	40.7
01-170-5800	CAPITAL OUTLAY	420,150.00	-	530,936.73	126.4
01-170-5861	STREET PAVING	223,500.00	-	223,126.03	99.8
01-170-5865	PARKING LOT MAINTENANCE	13,000.00	-	8,781.89	67.6
<b>170 Public Works - Street</b>		<b>1,881,925.00</b>	<b>71,413.49</b>	<b>1,923,997.56</b>	

	RECREATION				
01-180-5000	SALARIES	284,000.00	22,093.23	250,455.60	88.2
01-180-5010	SOCIAL SECURITY	21,700.00	1,625.32	18,414.64	84.9
01-180-5011	PENSION	28,800.00	-	28,667.00	99.5
01-180-5012	WORKERS COMP	18,200.00	-	15,324.00	84.2
01-180-5013	INSURANCE - HEALTH	65,000.00	4,387.31	56,220.06	86.5
01-180-5015	CONTRIBUTION - 457	1,750.00	76.30	914.32	52.3
01-180-5100	INSURANCE - AUTO	2,900.00	-	2,305.00	79.5
01-180-5102	INSURANCE - GEN LIAB	550.00	-	449.00	81.6
01-180-5105	INSURANCE - PROPERTY	15,885.00	-	15,213.13	95.8
01-180-5150	TRAINING	300.00	-	-	-

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01-180-5160	TRAVEL	750.00	-	-	-
01-180-5170	UNIFORMS	4,800.00	311.05	3,495.85	72.8
01-180-5180	SAFETY EQUIPMENT	500.00	-	-	-
01-180-5400	GAS, OIL, GREASE	9,000.00	1,375.87	7,085.56	78.7
01-180-5420	FLEET LEASE	23,000.00	1,863.65	20,500.15	89.1
01-180-5503	ARMORY EXPENSE - GYM	16,000.00	451.73	7,555.34	47.2
01-180-5504	COMMUNITY CENTER	17,500.00	587.14	19,737.34	112.8
01-180-5510	CITY PLACE	29,500.00	585.58	18,916.54	64.1
01-180-5550	UTILITIES	9,000.00	316.01	2,931.01	32.6
01-180-5720	BEAUTIFY THE BURG EXPENSE	2,000.00	729.60	729.60	36.5
01-180-5721	REC EQUIPMENT MAINTENANCE	12,400.00	444.63	13,084.82	105.5
01-180-5722	REC LEAGUE APPROPRIATIONS	5,000.00	-	5,999.14	120.0
01-180-5723	REC PARK MAINTENANCE EXPENSE	63,000.00	2,175.19	53,785.08	85.4
01-180-5724	STREET TREE MAINTENANCE	7,500.00	-	6,358.00	84.8
01-180-5725	TRAILHEAD MAINTENANCE EXPENSE	2,000.00	-	97.00	4.9
01-180-5726	RECREATIONAL PROGRAMS	13,000.00	232.65	13,002.08	100.0
01-180-5800	CAPITAL OUTLAY	384,800.00	69.69	358,135.35	93.1
<b>180 Recreation</b>		<b>1,038,835.00</b>	<b>37,324.95</b>	<b>919,375.61</b>	
RECREATION-POOL					
01-181-5000	SALARIES	72,000.00	-	43,737.88	60.8
01-181-5010	SOCIAL SECURITY	5,500.00	-	3,346.01	60.8
01-181-5012	WORKERS COMP	4,600.00	-	3,756.00	81.7
01-181-5018	UNEMPLOYMENT	200.00	-	-	-
01-181-5507	POOL OPERATING	35,000.00	4,251.82	36,350.77	103.9
<b>181 Recreation-Pool</b>		<b>117,300.00</b>	<b>4,251.82</b>	<b>87,190.66</b>	
RECREATION - DAY CAMP					
01-182-5000	SALARIES	24,000.00	-	14,723.45	61.4
01-182-5010	SOCIAL SECURITY	1,850.00	-	1,126.41	60.9
01-182-5012	WORKERS COMP	1,500.00	-	1,226.00	81.7
01-182-5018	UNEMPLOYMENT	200.00	-	-	-
01-182-5507	DAY CAMP OPERATIONS	800.00	-	159.42	19.9
<b>182 Recreation - Day Camp</b>		<b>28,350.00</b>	<b>-</b>	<b>17,235.28</b>	
RECREATION - SEASONAL					
01-183-5000	SALARIES	9,500.00	-	-	-
01-183-5010	SOCIAL SECURITY	725.00	-	-	-
01-183-5012	WORKERS COMP	600.00	-	-	-
01-183-5108	UNEMPLOYMENT	200.00	-	-	-
<b>183 Recreation - Seasonal</b>		<b>11,025.00</b>	<b>-</b>	<b>-</b>	
<b>CORPORATE FUND Expenditure Totals</b>		<b>8,427,995.00</b>	<b>343,637.23</b>	<b>8,061,870.33</b>	

**CITY OF FROSTBURG  
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Account Id	Account Description	Amended Budget	May 2025 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
02-000-4000	WATER SERVICE REVENUE	1,716,000.00	135,216.56	1,490,415.06	86.9
02-000-4001	INTEREST EARNED - WATER	1,500.00	166.10	1,965.12	131.0
02-000-4317	SPECIAL REVENUE	85,500.00	-	82,844.96	96.9
02-000-4401	SALE OF BULK WATER	-	-	458.25	-
02-000-4402	SALE OF METERS	5,000.00	675.00	5,800.00	116.0
02-000-4403	TAPPING FEES	5,600.00	-	6,100.00	108.9
02-000-4404	SUNDRY SALES	10,000.00	776.00	12,069.76	120.7
02-000-4408	SUNDRY SALES - CASH BASIS	-	-	712.50	-
02-000-4409	FUND BALANCE	75,400.00	-	-	-
02-000-4600	INTEREST INCOME	15,000.00	5.17	33,029.84	220.2
<b>WATER FUND Revenue Totals</b>		<b>1,914,000.00</b>	<b>136,838.83</b>	<b>1,633,395.49</b>	
	WATER - ADMIN				
02-190-5000	SALARIES	72,000.00	5,211.81	63,996.05	88.9
02-190-5010	SOCIAL SECURITY	5,400.00	374.36	4,658.28	86.3
02-190-5011	PENSION	7,300.00	-	7,268.00	99.6
02-190-5012	WORKERS COMP	225.00	-	181.00	80.4
02-190-5013	INSURANCE - HEALTH	18,000.00	1,475.25	18,377.84	102.1
02-190-5015	CONTRIBUTION - 457	850.00	52.10	649.75	76.4
02-190-5313	COLLECTION EXPENSE	1,000.00	240.07	844.23	84.4
02-190-5370	FMHA BOND	850.00	-	832.00	97.9
02-190-5600	CORPORATE OVERHEAD	95,600.00	7,967.00	87,637.00	91.7
<b>190 Water - Admin</b>		<b>201,225.00</b>	<b>15,320.59</b>	<b>184,444.15</b>	
	WATER - FILTRATION				
02-192-5102	INSURANCE - GEN LIAB	1,300.00	-	1,121.00	86.2
02-192-5105	INSURANCE - PROPERTY	18,500.00	-	18,426.56	99.6
02-192-5106	INSURANCE - BOILER & MACHINERY	6,000.00	-	5,757.41	96.0
02-192-5521	PUMPING SYSTEM EXPENSE	95,000.00	4,531.99	91,367.62	96.2
02-192-5522	PURIFICATION PLANT MAINTENANCE	50,000.00	-	5,418.87	10.8
02-192-5710	FILTRATION CONTRACT PAYMENT	654,000.00	-	478,481.20	73.2
<b>192 Water - Filtration</b>		<b>824,800.00</b>	<b>4,531.99</b>	<b>600,572.66</b>	
	WATER - SUPPLY				
02-194-5000	SALARIES	34,000.00	2,640.00	30,360.00	89.3
02-194-5010	SOCIAL SECURITY	2,500.00	201.96	2,322.54	92.9
02-194-5011	PENSION	3,500.00	-	3,432.00	98.1
02-194-5012	WORKERS COMP	2,300.00	-	1,878.00	81.7
02-194-5015	CONTRIBUTION - 457	100.00	-	-	-
02-194-5506	HYDRO FACILITY EXPENSE	5,000.00	-	-	-
02-194-5550	UTILITIES / WATER SUPPLY	5,000.00	319.13	4,198.79	84.0
02-194-5730	WATER SUPPLY EXPENSE	50,000.00	103.78	8,870.52	17.7
<b>194 Water - Supply</b>		<b>102,400.00</b>	<b>3,264.87</b>	<b>51,061.85</b>	
	WATER - DISTRIBUTION				
02-196-5000	SALARIES	275,000.00	19,590.00	226,615.65	82.4
02-196-5010	SOCIAL SECURITY	21,000.00	1,438.40	16,643.35	79.3
02-196-5011	PENSION	27,800.00	-	27,758.00	99.9
02-196-5012	WORKERS COMP	17,600.00	-	14,346.00	81.5
02-196-5013	INSURANCE - HEALTH	82,000.00	4,643.12	59,390.53	72.4

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Account Id	Account Description	Amended Budget	May 2025 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
02-196-5015	CONTRIBUTION - 457	1,000.00	32.40	388.00	38.8
02-196-5100	INSURANCE - AUTO	4,000.00	-	3,861.00	96.5
02-196-5102	INSURANCE - GEN LIAB	1,300.00	-	1,121.00	86.2
02-196-5105	INSURANCE - PROPERTY	4,700.00	-	4,606.64	98.0
02-196-5150	TRAINING	3,500.00	-	2,700.00	77.1
02-196-5170	UNIFORMS	4,000.00	556.65	4,267.79	106.7
02-196-5180	SAFETY EQUIPMENT	6,575.00	1,365.95	2,175.95	33.1
02-196-5191	COMMUNICATIONS	13,000.00	516.86	10,500.97	80.8
02-196-5210	OFFICE SUPPLIES	1,000.00	73.20	1,192.29	119.2
02-196-5390	MISCELLANEOUS EXPENSE	1,000.00	-	120.83	12.1
02-196-5400	GAS, OIL, GREASE	17,000.00	651.86	13,665.05	80.4
02-196-5420	FLEET LEASE	33,000.00	2,606.94	28,676.34	86.9
02-196-5505	CRESTVIEW PUMPING STATION EXPENSE	12,500.00	524.73	5,407.21	43.3
02-196-5550	UTILITIES - WATER DISTRIBUTION	5,000.00	284.69	4,645.98	92.9
02-196-5700	DISTRIBUTION EXPENSE	61,800.00	2,916.43	58,844.72	95.2
02-196-5701	DISTRIBUTION PIPE EXPENSE	11,000.00	-	1,305.40	11.9
02-196-5702	EQUIPMENT MAINTENANCE	8,000.00	220.14	920.13	11.5
02-196-5703	FIRE HYDRANTS EXPENSE	8,000.00	-	-	-
02-196-5704	TRANSMISSION MAINS EXPENSE	95,800.00	-	106,839.71	111.5
02-196-5740	METERS EXPENSE	70,000.00	10,488.00	46,479.68	66.4
<b>196 Water - Distribution</b>		<b>785,575.00</b>	<b>45,909.37</b>	<b>642,472.22</b>	
<b>WATER FUND Expenditure Totals</b>		<b>1,914,000.00</b>	<b>69,026.82</b>	<b>1,478,550.88</b>	
03-000-4000	SEWER CHARGES	1,817,000.00	157,020.03	1,566,002.36	86.2
03-000-4001	INTEREST EARNED - SEWER	1,800.00	288.80	3,544.71	196.9
03-000-4315	PROCEEDS FROM FUND BALANCE	239,825.00	-	-	-
03-000-4317	SPECIAL REVENUE	8,000.00	-	7,950.00	99.4
03-000-4404	SUNDRY SALES	1,500.00	-	2,366.86	157.8
03-000-4501	BAY RESTORATION FUND REVENUE	-	14,964.76	151,550.29	-
03-000-4503	SEWER TAP FEES	3,500.00	-	6,000.00	171.4
03-000-4600	INTEREST INCOME	25,000.00	-	44,905.39	179.6
<b>Sewer Operations Total</b>		<b>2,096,625.00</b>	<b>172,273.59</b>	<b>1,782,319.61</b>	
03-220-4317	SPECIAL REVENUE	606,500.00	-	44,390.12	7.3
03-220-4520	CSO SURCHARGE REVENUE	401,000.00	33,882.91	341,801.86	85.2
03-220-4521	INTEREST EARNED - CSO SURCHARGE	500.00	170.46	1,400.97	280.2
03-220-4530	PROJECT REIMBURSEMENTS	572,500.00	-	404,264.00	70.6
<b>CSO Total</b>		<b>1,580,500.00</b>	<b>34,053.37</b>	<b>791,856.95</b>	
<b>SEWER FUND Revenue Totals</b>		<b>3,677,125.00</b>	<b>206,326.96</b>	<b>2,574,176.56</b>	
SEWER - ADMIN					
03-210-5000	SALARIES	72,000.00	5,211.81	63,996.05	88.9
03-210-5010	SOCIAL SECURITY	5,400.00	374.36	4,658.28	86.3
03-210-5011	PENSION	7,300.00	-	7,268.00	99.6
03-210-5012	WORKERS COMP	225.00	-	181.00	80.4
03-210-5013	INSURANCE - HEALTH	18,000.00	1,475.29	18,378.04	102.1
03-210-5015	CONTRIBUTION - 457	850.00	52.10	649.75	76.4
03-210-5313	COLLECTION EXPENSE	1,000.00	240.07	844.23	84.4
<b>210 Sewer - Admin</b>		<b>104,775.00</b>	<b>7,353.63</b>	<b>95,975.35</b>	

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	SEWER - OPERATING				
03-211-5000	SALARIES	172,000.00	16,580.67	180,953.22	105.2
03-211-5010	SOCIAL SECURITY	13,000.00	1,165.63	12,660.81	97.4
03-211-5011	PENSION	21,500.00	-	21,456.00	99.8
03-211-5012	WORKERS COMP	11,000.00	-	8,070.39	73.4
03-211-5013	INSURANCE - HEALTH	71,000.00	5,898.56	72,132.87	101.6
03-211-5015	CONTRIBUTION - 457	1,800.00	113.64	1,361.28	75.6
03-211-5100	INSURANCE - AUTO	1,500.00	-	1,434.00	95.6
03-211-5102	INSURANCE - GEN LIAB	650.00	-	561.00	86.3
03-211-5105	INSURANCE - PROPERTY	6,950.00	-	6,900.97	99.3
03-211-5150	TRAINING	1,000.00	-	-	-
03-211-5170	UNIFORMS	3,000.00	157.65	1,571.58	52.4
03-211-5180	SAFETY EQUIPMENT	1,000.00	-	834.42	83.4
03-211-5191	COMMUNICATIONS	2,400.00	93.36	2,049.90	85.4
03-211-5396	BAY RESTORATION FUND EXPENSE	-	-	106,040.51	-
03-211-5400	GAS, OIL, GREASE	10,000.00	1,034.24	9,191.56	91.9
03-211-5420	FLEET LEASE	21,000.00	1,701.50	18,716.50	89.1
03-211-5520	PUMPING STATION MAINTENANCE	6,000.00	-	2,962.86	49.4
03-211-5600	CORPORATE OVERHEAD	241,750.00	20,146.00	221,606.00	91.7
03-211-5761	SANITARY COMMISSION CHARGES	1,100,000.00	188,184.44	896,180.05	81.5
03-211-5762	SANITARY COMM-TRANSMISSION PROJECTS	11,800.00	2,929.05	11,716.20	99.3
03-211-5763	SEWER OPERATING EXPENSE	50,000.00	276.30	36,113.38	72.2
03-211-5764	SEWER PUMPING EXPENSE	6,000.00	761.75	9,482.56	158.0
03-211-5800	CAPITAL OUTLAY - SEWER PROJECTS	30,000.00	-	-	-
	<b>211 Sewer - Operating</b>	<b>1,783,350.00</b>	<b>239,042.79</b>	<b>1,621,996.06</b>	
	CSO				
03-220-5391	INTEREST EXPENSE	3,200.00	-	1,382.11	43.2
03-220-5392	DEBT REDEMPTION	23,600.00	-	23,565.82	99.9
03-220-5800	CAPITAL OUTLAY	1,762,200.00	75,824.44	723,943.80	41.1
	<b>220 CSO</b>	<b>1,789,000.00</b>	<b>75,824.44</b>	<b>748,891.73</b>	
	<b>SEWER FUND Expenditure Totals</b>	<b>3,677,125.00</b>	<b>322,220.86</b>	<b>2,466,863.14</b>	
04-000-4000	WATER TAP SURCHARGE	668,000.00	68,815.59	696,369.72	104.3
04-000-4001	INTEREST EARNED SURCHARGE	1,000.00	239.83	1,923.12	192.3
04-000-4600	INTEREST INCOME	20,000.00	8,340.00	41,017.53	205.1
	<b>PINEY SURCHARGE FUND Revenue Totals</b>	<b>689,000.00</b>	<b>77,395.42</b>	<b>739,310.37</b>	
	WATER SURCHARGE				
04-200-5313	COLLECTION EXPENSE	1,000.00	192.06	675.38	67.5
04-200-5390	MISCELLANEOUS EXPENSE	12,000.00	-	-	-
04-200-5391	INTEREST EXPENSE	56,900.00	-	41,605.77	73.1
04-200-5392	DEBT REDEMPTION	415,100.00	-	410,257.85	98.8
04-200-5802	CAPITAL REPAIRS	68,000.00	13,647.76	135,091.24	198.7
	<b>PINEY SURCHARGE FUND Expenditure Totals</b>	<b>553,000.00</b>	<b>13,839.82</b>	<b>587,630.24</b>	

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Account Id	Account Description	Amended Budget	May 2025 Rev/Expd	YTD Rev/Expd	% of Budget Incurred
05-000-4000	TRASH & GARBAGE CHARGES	473,000.00	39,721.33	399,401.64	84.4
05-000-4001	INTEREST EARNED - TRASH	800.00	303.57	2,411.36	301.4
05-000-4404	SUNDRY SALES	1,950.00	75.00	1,950.00	100.0
05-000-4600	INTEREST INCOME	3,000.00	-	4,278.28	142.6
<b>GARBAGE FUND Revenue Totals</b>		<b>478,750.00</b>	<b>40,099.90</b>	<b>408,041.28</b>	
	GARBAGE ADMIN.				
05-230-5000	SALARIES	72,000.00	5,211.67	63,995.40	88.9
05-230-5010	SOCIAL SECURITY	5,400.00	374.35	4,658.22	86.3
05-230-5011	PENSION	7,300.00	-	7,268.00	99.6
05-230-5012	WORKERS COMP	225.00	-	181.00	80.4
05-230-5013	INSURANCE - HEALTH	18,000.00	1,475.30	18,377.98	102.1
05-230-5015	CONTRIBUTION - 457	850.00	52.09	649.70	76.4
05-230-5313	COLLECTION EXPENSE	500.00	48.03	168.82	33.8
<b>230 Garbage Admin.</b>		<b>104,275.00</b>	<b>7,161.44</b>	<b>95,299.12</b>	
	GARBAGE OPERATING				
05-232-5000	SALARIES	93,000.00	6,560.04	81,454.06	87.6
05-232-5010	SOCIAL SECURITY	7,100.00	472.62	5,909.38	83.2
05-232-5011	PENSION	9,400.00	-	9,387.00	99.9
05-232-5012	WORKERS COMP	6,000.00	-	4,894.00	81.6
05-232-5013	INSURANCE - HEALTH	22,500.00	1,692.15	20,894.63	92.9
05-232-5015	CONTRIBUTION - 457	750.00	-	-	-
05-232-5100	INSURANCE - AUTO	2,200.00	-	2,166.00	98.5
05-232-5102	INSURANCE - GEN LIAB	400.00	-	336.00	84.0
05-232-5105	INSURANCE - PROPERTY	4,500.00	-	4,476.93	99.5
05-232-5170	UNIFORMS	3,000.00	150.95	1,499.69	50.0
05-232-5180	SAFETY EQUIPMENT	1,000.00	-	578.03	57.8
05-232-5210	OFFICE SUPPLIES	1,000.00	50.00	644.43	64.4
05-232-5400	GAS, OIL, GREASE	14,000.00	484.19	12,565.02	89.8
05-232-5600	CORPORATE OVERHEAD	18,175.00	1,515.00	16,665.00	91.7
05-232-5770	ASH DUMPSTER	8,500.00	-	2,819.87	33.2
05-232-5771	BULK CLEANUP EXPENSE	10,000.00	-	2,573.92	25.7
05-232-5772	LANDFILL CHARGES	130,000.00	11,429.96	106,321.81	81.8
05-232-5773	SANITATION OPERATING EXPENSE	30,000.00	3,051.87	36,594.31	122.0
<b>232 Garbage Operating</b>		<b>361,525.00</b>	<b>25,406.78</b>	<b>309,780.08</b>	
<b>GARBAGE FUND Expenditure Totals</b>		<b>465,800.00</b>	<b>32,568.22</b>	<b>405,079.20</b>	

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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)	9,053,748.28
01-000-1008	RESTRICTED CASH-HEALTH INSUR COLLATERAL	20,519.00
01-000-1100	ACCOUNTS RECEIVABLE	27,692.89
01-000-1101	ACCTS REC - POLICE TICKETS/CIT	11,175.00
01-000-1140	TAXES RECEIVABLE - REAL ESTATE	183,711.76
01-000-1141	TAXES RECEIVABLE - PERSONAL PROPERTY	3,636.53
01-000-1143	TAXES RECEIVABLE - CORPORATION	24,180.87
01-000-1200	PREPAID EXPENSE	29,396.15
01-000-1220	LEASE RECEIVABLE	780,013.55
01-000-1230	ACCRUED INTEREST RECEIVABLE	10,838.26
01-000-1500	FIXED ASSETS	26,512,972.13
01-000-1506	WIP - GATEWAY IMPROVEMENT	803,661.17
01-000-1507	WORK IN PROCESS - MISC PROJECTS	441,489.60
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	9,491,147.14-
01-000-1605	ACCUMULATED DEPRECIATION-ROU	263,587.51-
01-000-1650	RESERVE FOR AMORTIZATION	92,845.62-
01-000-1900	DEFERRED FINANCING OUTFLOW	505,273.00
01-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	191,069.00
	Total Assets	<u>29,743,305.78</u>

Liabilities & Fund Balance

01-000-1655	ACCUMULATED AMORTIZATION - ROU	45,184.07
01-000-2000	ACCOUNTS PAYABLE	643.51
01-000-2220	LEASE LIABILITY	335,097.34
01-000-2225	SUBSCRIPTION LIABILITY - ROU	95,100.57
01-000-2250	UNEARNED REVENUE	156,517.86
01-000-2253	UNEARNED REVENUE - ARPA	1,498,669.68
01-000-2450	DEFERRED FINANCING INFLOW	65,759.00
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	2,288,000.00
01-000-2905	BOND PREMIUM	253,264.50
	Total Liabilities	<u>8,106,026.29</u>

01-000-3000	INVESTED IN FIXED ASSETS	14,712,902.00
01-000-3200	FUND BALANCE	<u>5,684,750.62</u>
	Total	<u>20,397,652.62</u>

Revenue	8,124,766.29
Less Expenses	<u>6,885,139.42</u>
Net	<u>1,239,626.87</u>
Total Fund Balance	<u>21,637,279.49</u>
Total Liabilities & Fund Balance	<u>29,743,305.78</u>

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Assets

02-000-1000	CASH	1,149,834.49
02-000-1030	RESTRICTED CASH - WATERSHED IMPROVE	55,380.50
02-000-1100	ACCOUNTS RECEIVABLE	2,358.60
02-000-1102	WATER ACCOUNTS RECEIVABLE	90,360.79
02-000-1140	INTEREST RECEIVABLE - WATER	571.53
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	2,984,026.14-
02-000-1605	ACCUMULATED DEPRECIATION-ROU	54,602.29-
02-000-1900	DEFERRED FINANCING OUTFLOW	90,253.00
02-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	31,845.00
	Total Assets	<u>2,823,742.71</u>

Liabilities & Fund Balance

02-000-2000	ACCOUNTS PAYABLE	115.58
02-000-2220	LEASE LIABILITY	88,475.40
02-000-2450	DEFERRED FINANCING INFLOW	11,747.00
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>601,143.86</u>

02-000-3000	INVESTED IN FIXED ASSETS	1,314,663.00
02-000-3250	FUND BALANCE	753,091.24
	Total	<u>2,067,754.24</u>

Revenue	1,633,395.49
Less Expenses	<u>1,478,550.88</u>
Net	<u>154,844.61</u>
Total Fund Balance	<u>2,222,598.85</u>
Total Liabilities & Fund Balance	<u>2,823,742.71</u>



2025

Assets

03-000-1000	CASH	1,315,047.91
03-000-1040	BAY RESTORATION FUND CASH	29,187.09
03-000-1041	CSO CASH	698,440.62
03-000-1100	ACCOUNTS RECEIVABLE	50,943.00
03-000-1103	SEWER ACCOUNTS RECEIVABLE	98,702.96
03-000-1120	BAY RESTORATION FUND RECEIVABLE	15,624.06
03-000-1121	CSO SURCHARGE RECEIVABLE	31,368.99
03-000-1141	INTEREST REC - CSO SURCHARGE	2,430.21
03-000-1142	INTEREST RECEIVABLE - SEWER	628.19
03-000-1500	FIXED ASSETS	28,294,006.47
03-000-1538	WIP - PHASE X-A	1,227,299.94
03-000-1539	WIP - PHASE X-B	131,730.99
03-000-1540	WIP - PHASE X-C	150,159.40
03-000-1541	WIP - PHASE IX-D	27,165.00
03-000-1542	WIP - PHASE VIII-C	30,736.75
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	71,776.00
03-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	26,537.00
	Total Assets	<u>21,965,469.42</u>

Liabilities & Fund Balance

03-000-2000	ACCOUNTS PAYABLE	115.58
03-000-2220	LEASE LIABILITY	66,362.62
03-000-2450	DEFERRED FINANCING INFLOW	9,341.00
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	<u>192,910.41</u>
	Total Liabilities	693,468.39

03-000-3000	INVESTED IN FIXED ASSETS	18,618,002.00
03-000-3200	FUND BALANCE	<u>1,799,175.99</u>
	Total	20,417,177.99

Revenue	2,574,176.56
Less Expenses	<u>1,719,353.52</u>
Net	<u>854,823.04</u>
Total Fund Balance	<u>21,272,001.03</u>
Total Liabilities & Fund Balance	<u>21,965,469.42</u>

City of Frostburg  
PINEY SURCHARGE FUND  
BALANCE SHEET  
AS OF: 05/31/25

2025

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Assets		
04-000-1000	CASH	1,041,623.53
04-000-1130	SURCHARGE INTEREST RECEIVABLE	3,764.53
04-000-1131	WATER SURCHARGE RECEIVABLE	67,673.54
04-000-1500	FIXED ASSETS	28,467,670.69
04-000-1540	LAND	164,021.96
04-000-1600	RESERVE FOR DEPRECIATION	20,222,047.29-
	Total Assets	<u>9,522,706.96</u>
Liabilities & Fund Balance		
04-000-2000	ACCOUNTS PAYABLE	92.47
04-000-2250	UNEARNED REVENUE	8,063.91
04-000-2900	NOTES PAYABLE	2,048,338.04
	Total Liabilities	<u>2,056,494.42</u>
04-000-3000	INVESTED IN FIXED ASSETS	5,951,050.00
04-000-3250	FUND BALANCE	953,224.56
	Total	<u>6,904,274.56</u>
	Revenue	739,310.37
	Less Expenses	<u>177,372.39</u>
	Net	<u>561,937.98</u>
	Total Fund Balance	<u>7,466,212.54</u>
	Total Liabilities & Fund Balance	<u>9,522,706.96</u>

2025

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Assets

05-000-1000	CASH	93,759.96
05-000-1100	ACCOUNTS RECEIVABLE	50.00
05-000-1135	TRASH & GARBAGE RECEIVABLE	49,258.89
05-000-1140	INTEREST RECEIVABLE - TRASH	4,552.15
05-000-1500	FIXED ASSETS	596,937.03
05-000-1600	RESERVE FOR DEPRECIATION	373,223.90-
05-000-1900	DEFERRED FINANCING OUTFLOW	43,350.00
05-000-1910	DEFERRED FINANCING OUTFLOW - OPEB	15,922.00
	Total Assets	<u>430,606.13</u>

Liabilities & Fund Balance

05-000-2000	ACCOUNTS PAYABLE	48.12
05-000-2450	DEFERRED FINANCING INFLOW	5,642.00
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	<u>123,069.00</u>
	Total Liabilities	218,704.29

05-000-3000	INVESTED IN FIXED ASSETS	223,712.00
05-000-3200	FUND BALANCE	<u>14,772.24-</u>
	Total	208,939.76

Revenue	408,041.28
Less Expenses	<u>405,079.20</u>
Net	<u>2,962.08</u>
Total Fund Balance	<u>211,901.84</u>
Total Liabilities & Fund Balance	<u>430,606.13</u>

City of Frostburg  
COMM DEVELOPMENT SPECIAL PROJECTS FUND  
BALANCE SHEET  
AS OF: 05/31/25

2025

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Assets		
07-000-1000	CASH	<u>31,710.69</u>
	Total Assets	<u><u>31,710.69</u></u>
Liabilities & Fund Balance		
	Total Liabilities	<u>0.00</u>
07-000-3200	FUND BALANCE	<u>31,687.19</u>
	Total	<u>31,687.19</u>
	Revenue	23.50
	Less Expenses	<u>0.00</u>
	Net	<u>23.50</u>
	Total Fund Balance	<u>31,710.69</u>
	Total Liabilities & Fund Balance	<u><u>31,710.69</u></u>

2025

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Assets		
08-000-1000	CASH	29,571.09
	Total Assets	<u>29,571.09</u>
Liabilities & Fund Balance		
	Total Liabilities	<u>0.00</u>
08-000-3200	FUND BALANCE	23,483.08
	Total	<u>23,483.08</u>
	Revenue	6,088.01
	Less Expenses	<u>0.00</u>
	Net	<u>6,088.01</u>
	Total Fund Balance	<u>29,571.09</u>
	Total Liabilities & Fund Balance	<u>29,571.09</u>

**CITY OF FROSTBURG**  
**MONTHLY REPORT - TAXES**  
**FOR THE MONTH ENDING MAY 31, 2025**

Tax Type - Year	Principal		Receipts		Abatements/ Adjustments	Principal
	Receivable at 04/30/25	Billings	Principal	Interest		Receivable at 05/31/25
Real Estate - 20/21	\$ 237.32	\$ -	\$ -	\$ -	\$ -	\$ 237.32
Real Estate - 21/22	244.30	-	-	-	-	244.30
Real Estate - 22/23	3,881.50	-	-	20.26	-	3,881.50
Real Estate - 23/24	44,302.36	-	1,445.53	468.56	-	42,856.83
Real Estate - 24/25	183,715.01	64.26	47,287.45	4,951.96	-	136,491.82
Real Estate Total	<u>\$ 232,380.49</u>	<u>\$ 64.26</u>	<u>\$ 48,732.98</u>	<u>\$ 5,440.78</u>	<u>\$ -</u>	<u>\$ 183,711.77</u>
Personal Prop - 23/24	\$ 1,402.28	\$ -	\$ -	\$ -	\$ -	\$ 1,402.28
Personal Prop - 24/25	2,234.25	-	-	-	-	2,234.25
Personal Property	<u>\$ 3,636.53</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,636.53</u>
Public Utility - 23/24	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Corporation - 21/22	\$ 27.80	\$ -	\$ -	\$ -	\$ -	\$ 27.80
Corporation - 22/23	3,523.86	-	-	-	-	3,523.86
Corporation - 23/24	7,981.80	-	-	-	-	7,981.80
Corporation - 24/25	13,476.91	1,055.55	1,885.05	38.94	-	12,647.41
Corporation Total	<u>\$ 25,010.37</u>	<u>\$ 1,055.55</u>	<u>\$ 1,885.05</u>	<u>\$ 38.94</u>	<u>\$ -</u>	<u>\$ 24,180.87</u>
NST - Returned Check Fee	<u>\$ -</u>	<u>\$ 90.00</u>	<u>\$ 60.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30.00</u>
Total	<u><u>\$ 261,027.39</u></u>	<u><u>\$ 1,209.81</u></u>	<u><u>\$ 50,678.03</u></u>	<u><u>\$ 5,479.72</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 211,559.17</u></u>

## **CITY OF FROSTBURG**

Parks and Rec Monthly report

For the Month of May 2025

Submitted by: Gene Bittinger maintenance Supervisor

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May 1 2025

Checked parks

Started getting the tools ready for Beautify the burg

Separated the mulch on skids

Took mulch to Hoffman and Glendening

Fixed a door on handicap door at field 5 bathroom

May 2 2025

Checked parks

Put mulch out for Beautify the Burg

May 5 2025

Fixed toilet at City Place

Checked parks

Cut the Dog Parks

May 6 2025

Cut MT Pleasant, East End, Hoffman

Worked on Armory roof

May 7 2025

Checked parks

Started weed eating Glendening

Hunted down stolen weed eaters

May 8 2025

Checked parks

Weed eaten at the Dog Park

Fixed water leak at the Dog Park

Put sails up At the Dog Park

Weed eaten at Glendening

May 9 2025

Checked parks

Cleaned Lions pavilion for week end rental

Removed a dead turtle from Cotton pond

Got wood chipper started and took it to Hoffman

Turned the water on at Field 8 concession stand

Put a sign on a bench at the new playground

Weed eaten at Glendening

Hung signs at the pool parking lots

May 12 2025

Checked parks

Cut grass at Glendening with help from the water dept.

Went to a meeting at City Hall

May 13 2025

Checked parks

Put new table and ice maker in at the pool concession stand

Put new drain in at the pool concession stand

Cleaned rain spout drains at the Gym and Armory

Installed new table at the pool concession stand

May 14 2025

Checked parks

Worked on pool concession stand

Hauled donations to Lonaconing

Took supplies to Hoffman

May 15 2025

Took donations to Lonaconing

Made cloths racks for City Place

May 16 2025

Went to Westernport to help with flood cleanup

May 19 2025

Checked parks

Put trash cans away after the fishing rodeo

Cut grass at MT Pleasant, Hoffman, Dog Park, East End, Greene ST.

Cleaned mowers

Turned invoices in

Received lumber for new food pantry

May 20 2025

Helped with City wide Cleanup

May 21 2025

Helped with City Wide Clean up

May 22 2025

Checked parks

Helped with City Wide Clean up

Cleaned up after food giveaway

May 23 2025

Checked parks

Hung new breaker box up for new scoreboard at Sowers field

Cleaned and greased the Bobcat and truck 41

Cleaned up the shop



May 26 2025

Holiday

May 27 2025

Checked parks

Cleaned the rain spouts at the Community Center and the Armory

Went to the insurance meeting

Meant with Brian at City Place

May 28 2025

Checked parks

Hung new speakers at City Place

Hung new signs at the pool pavilion and small pool pavilion

Replaced an eye on City Place outside lights

May 29 2025

Checked parks

Weed eated around the pool and the Armory

Unloaded the steel for the Food Pantry

Started cutting grass at Glendening

May 30 2025

Checked parks

Cut grass at City Hall, ST Mikes, Hoffman, East End, Greene Street, MT. Pleasant

## CITY OF FROSTBURG

Monthly Report: Street Department

For the Month of: May 2025

Submitted by: Shane Elliott & Ryan Whitaker

May 1, 2025 – Thursday

- Picked up garbage route in center section of town
- Checked sewer complaint on West Main Street
- Ran street sweeper on east end of town
- Demolished old MDE storage shed and hauled material away
- Painted lane divider lines on roadways on Broadway and Center Street
- Ran sewer camera to inspect sewer main and service line on Main Street
- Marked miss utility tickets and checked them in on computer
- Greased backhoe attachments and installed new fittings where needed
- Removed litter on Main Street
- Used sweeper bucket to clean up debris around town along curblines
- Checked all sewer pumping stations
- Leveled off ash dumpster and called to have it removed for the year
- Emptied and cleaned out sweeper over at dump site
- Washed off all sewer camera equipment after use
- Picked up pool passes and bills at city hall

May 2, 2025 – Friday

- Emptied city trash cans where needed on Main Street
- Cleaned off blacktop tools and filled roller
- Marked Miss Utility tickets and checked them in on computer
- Swept out garage bays and empties shop trash cans
- Checked all sewer pumping stations
- Removed litter off Main Street
- Pothole patched roadways on west end of town
- Worked on pump station issues at Hoffman Pumping station
- Ran street sweeper on east end of town
- Used vactor truck to clean debris from pumping stations
- Cut grass and weed eat around town in several locations
- Swept and mopped breakroom, restroom and office area
- Emptied and cleaned out sweeper over at dump site
- Refilled vactor truck water tank and other fluids after use

**P.2**

May 3, 2025 – Saturday

May 4, 2025 – Sunday – Checked CSO's and made a report

May 5, 2025 – Monday

- Picked up litter on Main Street, Bowery and Center Street
- Met with Fire Department to go over placement of ballards for new sign
- Cut and trimmed grass on wall along Main St.
- Ran Street Sweeper around center section of Town
- Checked all sewer pumping stations – ran weekly tests on system
- Finalized scheduling of CDL training for one employee
- Picked up materials from PVIS and Lowes
- Checked and emptied city trash cans where needed
- Used street saw to cut concrete and begin excavation for safety bollards
- Marked miss utility tickets and checked them in on computer
- Dropped Truck 6 off at Cober Cummins for transmission work
- Ran Jetter truck in sewer line off of Braddock Road
- Coned off work area at Fire Department
- Clean off catch basins around town
- Emptied and cleaned out sweeper over at Dump Site

May 6, 2025 – Tuesday

- Picked up garbage route on west end of town
- Attended staff meeting at city hall
- Ran street sweeper on Water St. and garage parking lot
- Checked all sewer pumping stations
- Loaded up mixer and water for concrete pour
- Had one employee attend CDL training at Hill Top driving school
- Removed any litter on Main Street
- Poured concrete around bollards at Fire Department
- Marked miss utility tickets and checked them in on computer
- Emptied and cleaned out Sweeper over at Dump Site
- Cleaned off all concrete tools and mixer after use
- Picked up several dead animals in roadways throughout the day
- Fueled up and added water to Sweeper
- Coned off work zone with safety devices after concrete pour

### P.3

May 7, 2025 – 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
- Blacktop patched potholes around town
- Cut grass around tree grates where needed around town
- Worked on electrical issues at Centennial Pumping station
- Removed any litter off Main Street
- Installed blacktop curbing around town where missing
- Checked all sewer pumping stations
- Worked on mechanical issues on sweeper bucket
- Removed wooden braces from ballards and retrieved our traffic cones
- Installed bucket on backhoe and tightened hydraulic lines
- Assisted CSO contractor with sewer line location on First St.
- Cut up and hauled away tree in roadway on Bowery Ext.
- Added topsoil to plow damage spot on Hitchen St.
- Cleaned off sewer camera equipment after use

May 8, 2025 – Thursday

- Picked up garbage route in center section of town
- Cleaned off blacktop tools and filled roller
- Removed foreign objects from Centennial hill pump station
- Pothole patched roadways on west end of town
- Marked miss utility tickets and checked them in on computer
- Picked up blacktop and debris left behind while blacktopping
- Removed litter off Main Street
- Added enzymes to Victoria Lane pump station
- Put down top soil, seeded and mulched old tree stump sites on Frost Ave
- Cut grass and weed eat city parking lot off Mechanic Street
- Made up posted signs for Main Street sweeping
- Checked all sewer pumping stations
- Picked up supplies from Lowes
- Cleaned off catch basin grates where needed
- Put away Napa delivery
- Used blowers to clean parking area and side walks on Mechanic Street

**P.4**

May 9, 2025 – Friday

- Checked and emptied city trash cans where needed
- Removed litter off Main Street
- Cleaned along angled curblines on Main Street in preparation of street sweeping
- Had tires installed on garbage truck at Donald B Rice
- Checked all CSO locations and made a report
- Unloaded skid of concrete and water tank off one ton dump truck
- Marked Miss Utility tickets and checked them in on computer
- Checked all sewer pumping stations
- Installed posted signs on Main Street for overnight sweeping
- Cleaned rest room and lunch room
- Had meeting at Rec. Complex to discuss plans for new access road and parking area
- Cleaned off catch basin grates and culvert inlets around town
- Picked up more needed supplies from Lowes Home Improvement
- Cleaned up debris in roadway due to water runoff

May 10, 2025 – Saturday

May 11, 2025 – Sunday

May 12, 2025 – Monday

- Picked up yard waste around town
- Straightened bent sign post on Bowery Street
- Cleaned off blacktop tools and filled roller
- Pothole patched roadways in center section of town
- Took down all Main Street sweeping posted signs and meter bags
- Emptied city trash cans on Main Street
- Installed several new sign posts and street signs on College Avenue that were missing
- Removed litter off Main Street
- Cut grass and weed eat around town where needed
- Marked miss utility tickets and checked them in on computer
- Trimmed brush away from Frostburg sign at street light on route 40
- Removed dead animal in roadway on West Main Street
- Checked all sewer pumping stations – Ran weekly tests
- Trimmed trees on Frost Avenue dur to complaint

**P.5**

May 13, 2025 – Tuesday

- Picked up west end of town garbage route
- Used catch vac to unclog storm line on Allegany St.
- Checked all sewer pumping stations
- Filled up Jetter with water and fuel after use
- Picked up litter on Main Street
- Checked water runoff complaint on Shaw Street
- Had one employee attend CDL training at Garrett College
- Checked all CSO locations
- Coned off manhole that was blowing off due to storm surge
- Cleared debris off multiple roadways from storm runoff
- Marked miss utility tickets and checked them in on computer
- Investigated curb complaint off of Mechanic St.
- Dropped off parts needed for repairs on Truck 6 to Cober Cummins
- Cleaned off catch basin grates and culvert inlets around town
- Installed new fuel and air filters on several weed eaters

May 14, 2025 – Wednesday

- Picked up garbage route on east end of town
- Reset floats and high-water alarm at Centennial Hill Pumping Station
- Removed litter on Main Street
- Checked all sewer pumping stations
- Assisted county roads with road repair around bridge after flooding
- Hauled millings from Rec. Complex to work site
- Marked miss utility tickets and checked them in on computer
- Loaded excavator onto lowboy and transported to work sites
- Picked up Truck 6 from Cober Cummins in Grantsville
- Removed cones from manhole flooding areas
- Investigated sewer complaint on Hawthorne Dr.
- Picked up road debris all over town after heavy rainfall
- Checked CSO's and made a report
- Ran sewer camera in line in Braddock Estates
- Checked roadway washout complaint on Clifton Terr.
- Cleaned off all sewer equipment after use

**P.6**

May 15, 2025 – Thursday

- Picked up garbage route in center section of town
- Trimmed more weeds along curblines and used blowers to clean off debris
- Removed litter off Main Street
- Finished repairs to rifle range road from heavy rain
- Marked miss utility tickets and checked them in on computer
- Checked all sewer pumping stations
- Sent crew to Westernport to help clean up from flooding
- Checked all CSO'S and made report
- Emptied catch vac and refilled with water
- Made repairs to tailgate on Truck 14
- Had one employee attend CDL training at Garrett College
- Reset all CSO detector blocks after rain event
- Set up truck 6 for cleanup week
- Used catch vac for storm clean up in Westernport
- Cut a few overhanging limbs in alley off Bowery St.
- Picked up dead animal on Hill St

May 16, 2025 – Friday

- Emptied city trash cans on Main Street where needed
- Removed litter on Main Street, Water and Broadway
- Swept garage floor and cleaned up tool benches
- Checked all sewer pumping stations
- Marked miss utility tickets and checked them in on computer
- Emptied out shop trash cans, cleaned rest room and lunch room
- Ran vacuor in Westernport to help clean out catch basins and roadways
- Installed manhole covers where displaced
- Ran skid steers and dump trucks in Westernport to help haul out debris
- Fixed floats at sewer pumping station due to alarm system
- Removed debris in city streets due to water runoff
- Washed off some equipment after use in Westernport
- Reset overflow blocks where needed in storm/sewer systems
- Checked all troublesome areas for water runoff and more flooding conditions
- Removed dead animal in roadway on West Main Street

**P.7**

May 17, 2025 – Saturday - Checked all CSO's

May 18, 2025 – Sunday

May 19, 2025 – Monday

- Removed litter off Main Street
- Greased rear controls on both Garbage Trucks
- Checked all sewer pumping stations and ran weekly tests
- Picked up raingear from Fastenal and Tractor Supply
- Checked and emptied all city trash cans where needed
- Turned in and approved all invoices to be paid to City Hall
- Inspected all trucks and equipment to be used for cleanup week
- Marked miss utility tickets and checked them in on computer
- Cut and trimmed grass outside shop area
- Began diagnosing PTO issues on Jetter Truck
- Contacted Atlantic machinery for repairs on catch vac
- Looked over a site for a new electrical control panel on Depot Street
- Checked on sewer complaint on Armstrong Ave
- Washed of both one-ton dump trucks after hauling mud

May 20, 2025 – Tuesday

- West end of town bulk pick-up
- Checked all sewer pumping stations
- Marked miss utility tickets and checked them in on computer

May 21, 2025 – Wednesday

- East end of town bulk clean-up
- Checked all sewer pumping stations
- Marked miss utility tickets and checked them in on computer

May 22, 2025 – Thursday

- Center section of town bulk pick-up
- Checked all sewer pumping stations
- Marked miss utility tickets and checked them in on computer



**P.8**

May 23, 2025 – Friday

- Checked all sewer pumping stations
- Removed litter from Main Street
- Picked up trash in several locations that had been put out behind us
- Took invoices to be paid to city hall
- Straightened a few bent sign posts around town where needed
- Cleaned rest room, lunch room and garage bays
- Marked miss utility tickets and checked them in on computer
- Emptied out all shop trash cans
- Checked and emptied all city trash cans where needed on Main Street
- Worked on air leak issue on truck #8
- Removed debris on catch basins on McCulloh Street due to complaint
- Checked on water runoff complaint on west end of town

May 24, 2025 – Saturday

May 25, 2025 – Sunday

May 26, 2025 – Monday – Memorial Day

May 27, 2025 – Tuesday

- Picked up garbage route on west end of town
- Installed new drainage pipe at Rec. Complex
- Attended city stall health insurance meeting at city hall
- Cleaned off catch basin grates around town
- Marked miss utility tickets and checked them in on computer
- Checked water runoff complaint in Alley 50
- Replaced air chamber and airlines on truck #8
- Checked all sewer pumping stations
- Hauled millings at Rec. Complex to start roadway for new parking area
- Removed litter and debris of Main Street
- Emptied truck 8 at landfill after repairs were made
- Cleaned culvert inlets n outlets where needed
- Installed street signs where some was missing around town

**P.9**

May 28, 2025 – Wednesday

- Picked up garbage route on the east end of town
- Checked all sewer pumping stations
- Leveled off more millings and used backhoe to compact roadway at Recreation Complex
- Marked miss utility tickets and checked them in on computer
- Removed dead animal in roadway on Bowery Street
- Checked all CSO's and made a report
- Several employees filled out new benefit package forms online
- Removed litter and debris off Main Street
- Checked on a garbage complaint on Green Street
- Picked up supplies from Harbor Freight
- Removed excessive amounts of debris in roadway due to water runoff
- Cleaned off more catch basin grates during rain event
- Installed new tires and wheels on haul dolly
- Replaced stop sign on College Ave.
- Investigated catch basin complaint on First St.

May 29, 2025 – Thursday

- Picked up garbage route in center section of town
- Marked miss utility tickets and checked them in on computer
- Helped unload material delivery for food pantry
- Checked all sewer pumping stations
- Diagnosed pto pump on Jetter Truck
- Contacted Atlantic Machinery about replacement pump
- Removed any litter on Main Street
- Cut and trimmed grass on City lots throughout town
- Turned in bills and invoices to be paid to City Hall
- Ran sewer camera in line off of Allegany St.
- Marked an emergency Miss Utility ticket
- Checked all CSO locations
- Measured fuel level in diesel fuel tanks
- Cleaned off all sewer camera equipment after use

**P.10**

May 30, 2025 – Friday

- Checked and emptied all city trash cans where needed
- Remove litter on Main Street, Bowery and Center Street
- Cleaned rest room, lunch room and office area
- Emptied out all shop trash cans
- Removed debris off catch basin grates around town
- Checked all sewer pumping stations
- Marked miss utility tickets and checked them in on computer
- Cut grass at all City owned lots throughout town
- Ran sewer camera in line off of Main St.
- Picked up supplies from Carquest
- Made repairs to portable air tank
- Trimmed branches overhanging sidewalk on Center St.
- Installed new ski head on sewer camera
- Cleared trash debris in roadway on Water St.
- Put away Select Products delivery
- Clean off sewer camera and tools after use

May 31, 2025 - Saturday – Checked all CSO's and made a report

## Monthly Report: Water Department

For the Month of May, 2025

**Submitted by: Jim Williams, Supervisor**

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May 1, 2025

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Located & marked water line & services on Lee St. for contractor
- Turn water back on from nonpayment list
- Finished cutting grass @ shop

May 2, 2025

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final reading E. Main St.
- Assisted the Rec. Dept. with passing out mulch

May 5, 2025

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Monthly meters
- Final reading Hill St.
- Read Monthly Master meters

May 6, 2025

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Read Monthly Meters
- Cleaned the shop
- Hauled trash away
- Final reading Mt. Pleasant St.
- Flushing fire hydrants

May 7, 2025

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Installed new meter Talcott Ave.
- Flushing fire hydrants
- Turn water W. Mechanic St. payment plan failed
- Turn water off for homeowner Tennent's Lane

May 8, 2025

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Flushing fire hydrants
- Reread 2-meters due to high usage
- Repaired fire hydrant field 8
- Installed new meter & turn water on Bureau of Mines new building
- Final reading Wood St.

May 9, 2025

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

- Greased the back hoe's

May 12, 2025

- Marked Miss Utility Tickets
- Checked Pumps @ Crestview Pump Station
- Final reading Center St.
- Read meter W. Mechanic St. to confirmed that the water is still off
- Helped the Rec. Dept. with cutting grass
- Repaired water meter Bowery St. installed new clock
- Installed new meter Center St.

May 13, 2025

- Marked Miss Utility Tickets
- Checked Pumps @ Crestview Pump Station
- Cleaned the shop
- Hauled trash away
- Read meter W. Mechanic St. to confirmed that the water is still off

May 14, 2025

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Final readings Maple St. & Ormand St.

May 15, 2025

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Reread 4-meters to confirm zero usage, water was turned off for nonpayment
- Dug up & installed new curb box & rod W. Mechanic St. so we could turn it off for nonpayment

- Turn water on W. Mechanic St. bill was paid in full

May 16, 2025

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Installed 3- new water meters 2- Bowery St. & National Hwy.
- Final reading Center St.
- Cut the grass
- Worked on the back doors of truck 69- needed adjusting

May 19, 2025

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Repaired 2-leaks on East Main St. with the assisted of contractor
- Final reading
- Turned fire hydrant off Bowery St. was leaking
- Assisted with leak detection on our water system

May 20, 2025

- Checked Pumps @ Crestview Pump Station
- Marked Miss Utility Tickets
- Attended staff meeting
- Cleaned the shop
- Hauled trash away
- Assisted with city bulk trash pickup
- Assisted with leak detection on our water system
- Repaired water meter Mill St.
- Got straw & seed for contractor for Lion's Field

May 21, 2025

- Checked pumps @ Crestview Pumping Station
- Marked Miss Utility Tickets
- Installed new meter N. Water St.
- Assisted with city bulk trash pickup
- Turn water off W. Mechanic St. payment failed
- Turn water back on W. Mechanic St. made payment

May 22,2025

- Checked pumps @ Crestview Pumping Station
- Marked Miss Utility Tickets
- Final reading W. Mechanic St.
- Assisted with city bulk trash pickup

May 23,2025

- Checked pumps @ Crestview Pumping Station
- Marked Miss Utility Tickets
- Final reading Bowery St.
- Hauled pipe from Piney Dam to Field 8

May 26, 2025 City Holiday

May 27, 2025

- Checked pumps @ Crestview Pumping Station
- Marked Miss Utility Tickets
- 4-final readings
- Seeded & mulch yard W. Mechanic St.
- Turn water back on Welsh Hill Rd. made payment



- Attended insurance meeting

May 28, 2025

- Checked pumps @ Crestview Pumping Station
- Marked Miss Utility Tickets
- Cleaned the shop
- Hauled trash away
- Installed new meter Centennial St.
- Unloaded carbon materials @ W. T. P.

May 29, 2025

- Checked pumps @ Crestview Pumping Station
- Marked Miss Utility Tickets
- 2-final readings

May 30, 2025

- Checked pumps @ Crestview Pumping Station
- Marked Miss Utility Tickets
- Final readings Bowery St. & Mt. Pleasant
- Turn water on Stoyer St. for owner

**CITY OF FROSTBURG**

Section 7, Item A.

Monthly Report: Police Department

For the Month of: May 2025

Submitted by: PCO II Charon Clark &amp; Chief Nicholas Costello

**IDENTIFIED INCIDENTS & COMPLAINTS for the Month**

2024	701	2025	680
<b>ARRESTS</b>	On-View/Citations	13	
	Warrants Served/Obtained	2	
	Summonses Served	3	
	Juvenile Arrests & Citations	0	
	<b>TOTAL</b>	<b>18</b>	
<b>C3I INVESTIGATIONS</b>	Cases	2	
<b>COMMUNITY POLICING</b>	Logged Activities	7	
<b>PARKING</b>	Parking Violations	12	
<b>PUBLIC SERVICE</b>	Well-Being Checks	27	
	Emergency Petitions	3	
	Assist Other Agency	14	
	Request for Officer	48	
	Follow-Ups	46	
	Disturbance (Multiple Inc. Types)	27	
<b>TRAFFIC</b>	M/V Crashes	8	
	Traffic Details	33	
	DWI/DUI Arrests	1	
<b>TRAFFIC STOPS</b>	Total Number of Stops	70	
	Citations	20	
	Warnings	67	
	SEROs	1	
<b>COLLECTIONS</b>	Parking Meter Fines	\$0.00	
	Other Parking Fines	\$760.00	
	Parking Meter Collections	\$0.00	
	Municipal Infractions Paid	\$200.00	
	Parking Permits	\$0.00	
	Miscellaneous	\$30.00	
	Park Mobile	\$0.61	
	<b>TOTAL</b>	<b>\$990.61</b>	

Respectfully Submitted,

**Nicholas J. Costello**  
Chief of Police

**ORDINANCE NO. 2025-04**

**AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF FROSTBURG, MARYLAND ENTITLED “AN ORDINANCE TO AMEND SECTION 7-4(f) OF THE CITY CODE PERTAINING TO A TAX CREDIT FOR THE REHABILITATION OF COMMERCIAL STRUCTURES FOR THE PURPOSE OF CLARIFYING THAT THE MAYOR AND CITY COUNCIL MAKE THE DETERMINATION AS TO WHETHER A REQUEST FOR THE TAX CREDIT SHOULD BE GRANTED.”**

**WHEREAS**, Section 7-4 of the City Code pertains to a tax credit for the rehabilitation of commercial structures.

**WHEREAS**, among other things, Section 7.4(f) provides that an applicant for the tax credit must prepare an adaptive reuse plan that must be approved by the Director of Community Development and the Director of Finance prior to the authorization of the tax credit. It is implicit that the Mayor and City Council make the decision whether to authorize the tax credit.

**WHEREAS**, State law (Md. Tax-Prop. Code Ann. § 9-256) provides that the Mayor and City Council are to make the said decision.

**WHEREAS**, the purpose of this Ordinance is to make it clear that the Mayor and City Council are responsible for determining whether the tax credit should be granted.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG:**

**SECTION 1: BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF FROSTBURG, MARYLAND** that Section 7-4(f) of the City Code is amended by inserting the following language at its end:

The Mayor and Council shall review the plan and make a determination as to whether the tax credit should be granted or denied.

**SECTION 2: BE IT FURTHER ORDAINED**, that this Ordinance shall take effect twenty (20) days from the date of its passage.

THE MAYOR AND CITY COUNCIL OF  
FROSTBURG

By:\_\_\_\_\_  
Todd J. Logsdon, Mayor

ATTEST:

\_\_\_\_\_  
Patrick O’Brien  
City Administrator

Introduced: May 20, 2025  
Public Hearing: June 17, 2025  
Adopted: June 17, 2025  
Effective: July 7, 2025

**ORDINANCE NO. 2025-05**

**AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF FROSTBURG, MARYLAND ENTITLED “AN ORDINANCE TO REPEAL THE RENTAL HOUSING ORDINANCE, APPENDIX D OF THE CITY CODE, AND RE-ENACT IT WITH AMENDMENTS FOR THE PURPOSE OF CREATING THE POSITIONS OF RENTAL HOUSING OFFICER AND RENTAL HOUSING INSPECTOR, SETTING FORTH THEIR RESPECTIVE RESPONSIBILITIES AND DUTIES, REVISING THE PROTOCOLS AND PROCEDURES APPLICABLE TO RENTAL HOUSING APPLICATIONS AND INSPECTIONS, IMPROVING ITS ENFORCEMENT, AND OTHERWISE REVISING ITS TERMS.”**

**WHEREAS**, the City’s Rental Housing Ordinance (“RHO”) is set forth as Appendix D to the City Code;

**WHEREAS**, the Mayor and City Council have decided to create the positions of Rental Housing Officer and Rental Housing Inspector to administer and enforce the RHO;

**WHEREAS**, they have also determined that the process of registering rental units should be facilitated and improved; and that the RHO should be further revised for the purpose of improving the City’s Rental Housing Program.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG:**

**SECTION 1: BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF FROSTBURG, MARYLAND** that the Rental Housing Code, Appendix D to the City Code, is repealed and it is reenacted with amendments, to read as is set forth in the attachment to this Ordinance.

**SECTION 2: BE IT FURTHER ORDAINED**, that this Ordinance shall take effect twenty (20) days from the date of its passage.

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Todd Logsdon, Mayor

ATTEST:

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Patrick O'Brien  
City Administrator

Introduced: May 20, 2025  
Public Hearing: June 17, 2025  
Adopted: June 17, 2025  
Effective: July 7, 2025

## Appendix D RENTAL HOUSING

### Sec. 1. - Purpose, applicability, and definitions.

#### 1.01 Purpose.

The purpose of this ordinance is to protect the health, safety, and welfare of tenants and the public through the regulation of rental housing within the City of Frostburg. This ordinance establishes minimum property maintenance standards, a comprehensive rental licensing and inspection program, and a framework for compliance enforcement. The ordinance is intended to support housing quality, promote neighborhood stability, and facilitate clear, transparent expectations between property owners, tenants, and the City. The Mayor and Council further intend that this ordinance be administered using modern, accessible technology and be responsive to changing community housing needs.

#### 1.02 Effective Date.

This ordinance shall take effect on [Insert Date], and shall supersede all previous versions of the City's Rental Housing Code.

#### 1.03 Interpretation and Application of Ordinance.

The provisions of this ordinance are minimum standards for public health, safety, and welfare. In any instance where the requirements of this ordinance differ from those of other applicable laws, codes, or ordinances, the stricter standard shall prevail. The definition of "abandoned" as provided in this ordinance shall govern for rental housing matters, notwithstanding any differing definitions contained in other City codes, including the Zoning Ordinance.

#### 1.04 Reasonable Accommodation.

Nothing in this ordinance shall be interpreted or applied in a way that interferes with an owner's obligation to provide reasonable accommodations for persons with disabilities, as required under the Fair Housing Amendments Act of 1988 and any other applicable law.

#### 1.05 Scope.

This ordinance shall apply to all real property in the City that contains one (1) or more rental units, whether occupied or vacant.

#### 1.06 Severability.

The sections, paragraphs, sentences, clauses and words of this ordinance are severable, and if any word, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional or invalid by a court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining words, clauses, sentences, paragraphs and sections of this Ordinance.

#### 1.07 Definitions and Use of Words, Terms, and Phrases.

- a. For the purpose of this ordinance, certain terms or words used herein shall be interpreted as follows:
  - i. Unless the term "natural person" is used, the word "person" includes a firm, association, organization, partnership, trust, limited liability company, corporation or other entity as well as an individual human being.
  - ii. The present tense includes the future tense.
  - iii. The singular number includes the plural, and the plural number includes the singular.
  - iv. The use of one gender applies to all genders.
  - v. The word "shall" indicates a mandatory provision.

- vi. The phrase "used or occupied" when used in this ordinance to describe rental housing shall include in its meaning "intended, designed, or arranged to be used or occupied."
- b. Definitions: For the purpose of this ordinance, the following definitions shall apply:
  - Abandoned:* The status of any dwelling unit or residential building, structure, property, or part thereof that (i) has not been actively used as a rental unit for a period of twelve (12) consecutive months, or for a minimum of eighteen (18) months during any three-year period, and (ii) has not been continuously registered as a rental property during these periods of disuse.
  - Bathroom:* A room containing plumbing fixtures including a bathtub or shower.
  - Bedroom:* A separate room intended for sleeping and providing the occupant with privacy from common areas and other spaces.
  - City:* The City of Frostburg, Maryland.
  - Digital platform:* The software system designated by the City for the administration of rental licensing, inspections, fee collection, and recordkeeping.
  - Dwelling unit:* A series of rooms connected together constituting a separate independent residence and containing at least a bathroom, a kitchen, and a sleeping area or bedroom for the private and exclusive use of occupants.
  - Habitable area:* Any room meeting the requirements of this ordinance for living, sleeping, cooking, or dining purposes, but not including bathrooms, pantries, hallways, storage areas, utility rooms; garage areas, cellars, or attic spaces are not habitable rooms unless they are finished to meet the requirement of a living, sleeping, cooking, or dining room.
  - Immediate family:* A spouse, parent, child (natural or adopted), brother, sister, or grandparent.
  - Imminent danger:* A condition which could cause serious or life-threatening injury or death at any time.
  - Inspector or Rental Housing Inspector:* The Rental Housing Inspector described in section 2.02 hereinafter.
  - Kitchen:* An area containing a sink connected to hot and cold running water, space and safe access to utility hookups for adequate refrigeration and cooking appliances, fixed counter space made of impermeable and cleanable surface suitable for food preparation, and adequate storage space for food and kitchen utensils.
  - Landlord:* The owner, lessor, or sublessor of real property containing one (1) or more rental units.
  - Mayor and Council:* The Mayor and City Council of the City of Frostburg, Maryland.
  - Major renovation:* Any structural change affecting the envelope of the building or resulting in a reconfiguration of interior space.
  - Natural person:* A human being.
  - Occupant:* A natural person who lives within a dwelling unit.
  - Owner:* Any person, alone or jointly or severally with others, who owns, holds, or controls the whole or any part of the fee simple or leasehold title to any rental unit, with or without accompanying actual possession thereof, and shall include, the holders of legal or equitable title. Persons having control include, but are not limited to, personal representatives of deceased title holders, guardians of the property and attorneys-in-fact of disabled title holders, and court-appointed receivers. Until legal title to a property subject to a land installment contract, rent to own or similar arrangement has been passed to the purchaser/tenant, the legal title holder shall be deemed to be the owner of that property.



*Owner's agent:* A natural person twenty-five (25) years of age or older whose residence or business office is located within a twenty-five-mile radius of the City, which area is graphically depicted in the Exhibit 1 attached hereto, and who is certified by the City through the process identified in section 2.04.b hereinafter. This ordinance does not empower an owner's agent to perform any acts which are not specifically set forth under the terms of this ordinance. Having an owner's agent shall not relieve an owner from the performance of owners' obligations under the terms of this ordinance.

*Previously existing nonconformity:* Occupancy levels or permissible numbers of rental units in a rental property which were lawful before the Zoning Ordinance or an amendment thereto was passed, but which would not be permitted thereafter.

*Primary residence:* A dwelling unit maintained and routinely occupied by at least one (1) individual owner for more than fifty percent (50%) of the year which can be proven to be the individual owner's legal residence through tax records or other official documents filed with the State or Federal government.

*Property Maintenance Code:* Any property maintenance code duly adopted by the Mayor and Council.

*Registration:* The annual licensing process by which a property owner submits a complete rental application and fee to the City. Registration may be completed electronically via a City-approved digital platform.

*Rental Housing Officer:* The Rental Housing Officer described in section 2.1 hereinafter.

*Rental unit:* Any dwelling unit not occupied solely by the owner or the owner with the owner's relatives by blood, adoption or marriage as a primary residence.

*Tax exempt owner:* An owner who is exempt from the payment of ad valorem real property tax to the City..

*Tenant:* A natural person who occupies a dwelling unit with the consent of the owner for monetary or non-monetary consideration; but not the owner's relatives by blood, adoption or marriage living with the owner; and not a lodger in an approved boarding unit as defined in Section 121 of the Zoning Ordinance. If the owner does not reside in a rental unit, his relatives residing therein shall be considered to be tenants for the purposes of this ordinance.

*Vacant unit:*

*Temporarily vacant unit:* A rental unit that is unoccupied for fewer than twelve (12) consecutive months and is actively maintained and registered.

*Permanently vacant unit:* A rental unit that is unoccupied for twelve (12) or more consecutive months and has not been registered with the City during this period.

*Zoning Ordinance:* This term means the current Zoning Ordinance of The City of Frostburg, Maryland.

## **Sec. 2. - General provisions.**

### **2.01 Rental Housing Officer.**

The Mayor and Council shall appoint or designate one (1) or more of its employees, including, but not limited to a Residential Housing Inspector, to serve as Rental Housing Officers responsible for the enforcement of this ordinance and related administrative duties. Alternatively, the Mayor and Council may retain the services of a third-party contractor for the performance of the duties of the Rental Housing Officer.

### **2.02 Rental Housing Inspector.**

The Mayor and Council shall appoint or designate one (1) or more of its employees to serve as Rental Housing Inspector(s). Alternatively, the Mayor and Council may retain the services of a third-party contractor for the performance of the duties of the Rental Housing Inspector.

All rental inspections shall be performed by trained City personnel or independent contractors. The inspector(s) shall meet the following standards:

- a. *Certifications.* The Rental Housing Inspector shall maintain certification through the International Code Council (ICC) as a Property Maintenance and Housing Inspector. The City may recognize equivalent certifications as deemed appropriate by the Community Development Director.
- b. *Roles and Responsibilities. The Rental Housing Inspector shall:*
  - i. Conduct all inspections required under this ordinance, including, but not limited to, routine inspections, complaint-based inspections, re-inspections, and inspections of newly established rental units.
  - ii. Utilize City-provided software to document inspections, findings, notices, and compliance records.
  - iii. Coordinate inspection schedules with property owners and/or their designated Owner's Agents.
- c. *Code Enforcement Dual Role.* The director of the Department of Community Development may assign a Rental Housing Officer to perform rental inspections provided they are properly trained and certified in accordance with this section.

#### 2.03 Conflicts of interest.

Rental Housing Inspectors shall not inspect properties and Rental Housing Officers may not conduct code enforcement activities for properties in which they or their immediate family members have a financial interest, ownership stake, employment role, or any other affiliation. Inspectors must disclose any potential conflicts to the Community Development Director. This subsection applies exclusively to the conduct of rental inspections. It does not supersede or take the place of the City of Frostburg Ethics Law (Section 3.2 of the City Code), which City of Frostburg Ethics Law shall take precedence in the event of a conflict between its provisions and those of this ordinance. For the purpose of this provision, affiliation means:

- (i) Having a direct financial interest in the entity that owns or manages the property,
- (ii) Being an officer, director, trustee, partner, or employee of the entity that owns or manages the property, or
- (iii) The inspector's spouse, parent, child, or sibling owns or manages the property or has an interest in it as described in (i) and (ii) above.

#### 2.04 Administration and Enforcement of this Ordinance.

- a. The Department of Community Development shall administer this ordinance. The Rental Housing Officer and supporting staff shall carry out all functions as assigned under this ordinance or directed by the Community Development Director or the City Administrator.
- b. The Rental Housing Officer shall oversee the annual registration process, inspection scheduling, compliance tracking, and the issuance of notices and citations.
- c. The Rental Housing Inspector shall be responsible for conducting inspections and maintaining all related inspection records using the City's designated software platform. Paper forms may not be used for official documentation except in emergency or field-restricted circumstances.
- d. All inspection records, registration data, and notices of violation shall be maintained digitally in the City's rental housing software system. The system shall support online license renewals, payment processing, automated reminders, and inspection workflows.
- e. The City shall establish an annual inspection fee schedule and include it in the adopted municipal budget. Owners shall remit all inspection fees directly to the City. A passed inspection report is not considered valid until the corresponding fee is paid.

- f. Any conditions observed during an inspection that appear to violate other municipal, County, State, or Federal laws shall be reported to the Rental Housing Officer, who will coordinate appropriate referrals or enforcement action. The Rental Housing Officer or Inspector shall provide the owner and the owner's agent written notice of the nature of each violation of this ordinance and the City Code, the action required to correct it and the time frame within which that action must be taken; except that notice of violations involving imminent danger may be made by any means calculated to provide actual notice to affected parties.
- g. In the event an imminent danger is found to exist, the Inspector shall immediately notify the Rental Housing Officer and the Community Development Director. Upon confirmation, the Rental Housing Officer may order temporary vacation of the unit pending corrective action and/or take such action as is permitted under the City Code or other applicable laws, rules, and regulations.

#### 2.05 Owner's Agents.

- a. An owner's agent shall be retained by the owner of a rental unit in the following instances:
  - (a) The Owner is a natural person who does not reside within a twenty-five-mile radius of the City of Frostburg, as depicted in Exhibit A; or
  - (b) The rental unit is owned by more than two (2) natural persons or is owned by an entity other than a single natural person.
- b. Commencing on the effective date of this Ordinance, all owners' agents must be certified on an annual basis through the Community Development Department. The certification process will ensure that the owner's agents are familiar with the City's Rental Housing Code and the Property Maintenance Code referenced herein.

#### 2.06 Owner and Tenant Responsibilities.

- a. The City will hold the owner of a rental unit generally responsible for meeting requirements of this ordinance both directly and through activities of any identified certified owner's agent provided by the owner when required herein, and will in this regard apply penalties and take enforcement measures against the owner as a remedy when deficiencies are noted by inspection or when rental units are not properly registered.
- b. Tenants must support owners' efforts to comply with this Ordinance as follows:
  - i. Every tenant shall keep in a clean and sanitary condition all habitable or accessible portions of the premises, both interior and exterior, that are made available for the tenant's use.
  - ii. Every tenant shall ensure that trash, garbage, and other refuse is stored and disposed of in a clean and sanitary manner in accordance with the City's refuse ordinance.
  - iii. No tenant shall, by negligence or abuse, create or contribute to the creation of any violation of this ordinance.
  - iv. No tenant shall create or permit to be created by guests or others any noise, smoke, vibration, fumes, vapor, glare, odor, or dust within that portion of the premises that is made available for the tenant's use as would interfere with the reasonable use and enjoyment of other rental units on the premises or of nearby properties.
  - v. No tenant shall store flammable or hazardous materials or devices in such quantities or in such a manner as to create a fire, health, or other hazards to the premises or to nearby properties or persons.
  - vi. Tenant vehicles are to be parked or driven on improved parking areas or driveways only. Off-street vehicle parking shall not be used in a manner that blocks public access to any sidewalk or roadway.

This subsection shall not be interpreted to limit an owner's responsibilities under the terms of this Ordinance.

2.06 Zoning Ordinance.

- a. No rental unit shall be created or occupied except as permitted under the Zoning Ordinance.
- b. Rental units with previously existing non-conformities may continue to be occupied at the historically established unit density or occupancy subject to the terms of the Zoning Ordinance applicable to non-conformities and provided that the subject rental property complies with the terms of this ordinance, the Zoning Ordinance and other applicable laws, rules and regulations.
- c. No new rental units shall be established or added, nor shall the occupancy limit of any rental unit be increased, except in conformity with this ordinance, the Zoning Ordinance, and other applicable laws, rules, and regulations.
- d. Rental units that have been abandoned as defined herein, have lost rental status for any reason, have become unregistered for any reason, or have not been inspected as required in accordance with this ordinance, shall lose or forfeit any previously existing nonconformity and must meet current density and occupancy standards prior to future use and occupancy as rental units.

2.07 Parking Requirements.

Parking shall be provided for all rental units in conformance with part 6 of the Zoning Ordinance. Newly created off-street parking shall conform to the requirements of part 6, including surface coverage, dimensions, driveways, drive aisles, and landscaping requirements.

### **Sec. 3. - Registration and inspection of rental units.**

#### **3.01 Occupancy.**

- a. No dwelling unit may be rented or otherwise occupied by someone other than the owner and their immediate family or, if the unit is owned by a trust, the trust beneficiary and that individual's immediate family, unless the dwelling unit is occupied rent free and is registered and has passed inspection in accordance with this ordinance.
- b. Occupancy limits shall be determined by the Zoning Ordinance, subject to reasonable accommodation pursuant to the Fair Housing Amendments Act of 1988.

#### **3.02 Rental Registration.**

- a. All rental units must be registered annually by February 1. The City shall maintain an online portal to accept registration forms, payments, and supporting documentation. Paper forms will be available upon request.
- b. The City will issue automatic renewal reminders to all registered owners via the online system at least thirty (30) days in advance of the renewal deadline.
- c. All delinquent fees, fines, or City charges must be paid before a rental unit may be registered or have its registration renewed.
- d. Any person becoming a new owner of an existing registered rental unit shall file a complete registration form within thirty (30) days of the property transfer. However, the new owner shall not have to pay the registration fee until the next annual registration if the previous owner had properly registered the property and paid the registration fee for the calendar year in which the transfer takes place.
- e. Any newly-established rental unit must be registered within thirty (30) days of construction, conversion from owner-occupied or nonresidential commercial status, conversion adding rental units, or other change in property status resulting in a new rental unit.
- f. The Department of Community Development shall create a registration form for use by owners seeking to register rental units. The registration form shall require an owner to provide the following information and documents:
  - i. The street address of the rental unit, including unit/apartment numbers recognized by the United States Postal Service, if applicable.
  - ii. The name, address, phone number, and e-mail address of each owner. If the owner is a corporation or business entity, the names, phone numbers, and e-mail addresses of each corporate/business entity owner must be provided along with the administrative contact designated to be the responsible party for the corporation/business entity.
  - iii. If required, the name, address, phone number, e-mail address of the owner's agent, and a signed statement consenting to serve as the owner's agent for the particular rental unit.
  - v. Valid Maryland lead certification for each unit, dated and matched to each tenant turnover.
  - vi. Disclosure of whether the unit is occupied, temporarily vacant, or permanently vacant.
  - vii. The owners must sign the registration form under oath.
- g. The owner shall provide the office of the Rental Housing Officer with written or e-mail notification within ten (10) days of any change of the owner's agent. The information and documentation described in subsection (e)(iii) above shall be provided within that same time frame.

- h. Any owner designating an owner's agent in the registration process that is found by the Rental Housing Officer not to be reliably available or able to perform the customary duties as defined, or is found not to have a current owner's agent training certification issued by the City shall designate a different individual who is able to properly fulfill the requirements for a certified owner's agent within ten (10) days of being notified of the deficiency.
- i. The Frostburg Housing Authority, as defined by the "Cooperation Agreement" between the City of Frostburg and the Authority, is exempt from the annual registration and the periodic inspections set forth in this ordinance, provided the Authority maintains all required standards and inspections as set forth by the U.S. Department of Housing and Community Development. The City reserves the right to conduct inspections based on tenant complaints, in cooperation with the Authority.

### 3.03 Rental Inspections.

- a. The City shall inspect all rental units at least once every three (3) years. Units may also be inspected upon a tenant's complaint, upon the transfer of a property including a rental unit, or a change in occupancy.
- b. Upon presentation of proper credentials, the owner of a rental unit shall allow the Rental Housing Officer, Rental Housing Inspector or a duly authorized representative of the foregoing to enter the rental unit at a reasonable time and with reasonable notice to perform the duties prescribed to them under the terms of this ordinance. Reasonable notice shall be defined as a minimum of ten (10) calendar days' advance written notice.
- c. It shall be the responsibility of the owner or the owner's agent to notify all tenants of the time and date of inspection appointments.
- d. The owner or the owner's agent shall be present at the time of any and all inspections other than emergency inspections, failing which an officer or inspector shall not enter the residence and the inspection shall not occur.
- e. The City shall inspect rental units at least once every three (3) years. The City will issue notices to owners and/or owners' agents informing them that they must contact the Department of Community Development within thirty (30) days of the date of the notice to schedule an inspection. The inspection must be scheduled to take place within ninety (90) days of the date of the notice, subject to no more than two (2) thirty (30)-day extensions of time for good cause shown. Requests for extensions of time must be submitted in writing before the current deadline for scheduling an inspection expires. In no event may an owner schedule an inspection for more than 150 days after the date of the aforesaid notice to the owner or the owner's agent,
- f. All corrective action identified during an inspection must be completed within thirty (30) calendar days of the date on which the inspector finds and documents, by copy of a signed and dated inspection report provided to the owner or owner's agent, any and all deficiencies found in the presence of the owner or owner's agent at the conclusion of the inspection, except that violations concerning the immediate health and safety of the occupants shall be repaired within three (3) working days of notice of said deficiency.
- g. Following completion of remedial work identified in an inspection report, the owner or owner's agent shall call the office of the inspector or submit an online request to schedule a re-inspection to be completed on or before the last day of the period set for corrective action. If the inspector is not notified for a re-inspection or an extension prior to the expiration of the compliance period, the standard re-inspection charge will apply.
- h. Up to two (2) extensions may be granted to the inspection deficiency compliance period not to exceed a total of ninety (90) days including the initial thirty (30) day period provided for in subsection (f) hereinbefore. If the owner is making a good faith effort to complete required repairs or improvements

to the property but is unable to comply due to the magnitude of the work, delays due to non-receipt of materials or equipment, delays in a hired contractor's schedule for completing the work, or delays due to weather or other matters that the Rental Housing Officer or the inspector finds are beyond the owner's control. Extensions of time shall be limited to the amount of time reasonably required to address such matters.

- i. Unregistered rental units and rental units that have had their registrations revoked shall be posted with a placard indicating that the unit is presently ineligible for rental registration and occupancy by tenants until the unit has been brought into compliance with the terms of this ordinance.
- j. Any person who defaces or removes a placard posted pursuant to this subsection without the approval of the Rental Housing Officer shall be guilty of a municipal infraction and shall be subject to penalties provided in this Code.
- k. Complaints or inquiries alleging violations of minimum property standards must be filed in writing or by e-mail and addressed or delivered to the Department of Community Development, in which case an inspection will be undertaken using the standard process for routine inspections, beginning with notice to the owner or owner's agent. The Rental Housing Officer or inspector shall provide a copy of the results of any inspection to the person filing the complaint upon the complainant's request. However, when a complaint is made by a tenant concerning a health or safety deficiency within that tenant's rental unit or when a written or e-mail report of conditions potentially threatening the health and safety of the community is made from any source and in any manner, the Rental Housing Officer or inspector shall promptly investigate said complaint or report to determine if conditions constituting an imminent danger exist. The office of the Rental Housing Officer will advise the owner or owner's agent about said complaint or report and any findings no later than the next calendar day following the Rental Housing Officer's or inspector's visit, or immediately upon a finding of imminent danger. Interior unit inspections where health or safety deficiencies are alleged will be made only in the presence of and with the express permission of the complaining tenant, except that if the Rental Housing Officer or inspector finds conditions that may endanger the public or represent imminent danger the Rental Housing Officer or inspector shall take all measures necessary to protect the public safety.

#### 3.04 Fees for Registration and Inspection.

Registration and inspection fees shall be established by the City and shall be assessed to and paid by the owner of each rental unit in accordance with the "Schedule of Municipal Fees" as incorporated in the budget adopted annually by the Mayor and Council.

### **Sec. 4. – Property standards.**

#### 4.01 General Standards.

All new and existing rental units shall meet the standards set forth in the Property Maintenance Code, incorporating by reference the edition of the International Property Maintenance Code together with the revisions and amendments thereto which were most recently adopted by the Mayor and Council. As of the effective date of this ordinance, the Mayor and Council have adopted the 2012 edition of the International Property Maintenance Code, subject to the following revisions and amendments:

- Section 101.1 Insert: City of Frostburg
- Section 103.4 Insert: Municipal Fine Schedule
- Section 112.4 Fine - Insert: Min and Max
- Section 304.14 Insert: May 15 to Sept 15 (Insect Screens)
- Section 602.3 Insert: October 1 to May 1 (Heat Supply)

- Section 602.4 Insert: October 1 to May 1 (Heat Supply)
- Delete Section 111 Appeal and replace with Section 4.03 of this ordinance
- Add Section 1.07 Definitions to Chapter 2, Definitions
- Replace Violations with Section 2.05 of this ordinance

#### 4.02 Fire Safety.

The following Fire and Safety measures are required in addition to the Fire Safety Requirements of the International Property Maintenance Code:

##### a. *Smoke Detectors.*

1. All rental units shall have at least one (1) Underwriters Laboratories-approved AC-powered smoke detector with a battery backup installed on each floor of a dwelling including basement levels.
  - (a) Smoke detectors are to be installed within six (6) inches of the ceiling if mounted on the wall.
  - (b) Required smoke detectors shall be located outside of a bedroom in a central location or common area to protect the primary means of egress from a rental unit.
  - (c) Areas within a rental unit consisting of a space substantially separated from an area containing an existing approved smoke detector or otherwise isolated from an area protected by an approved smoke detector as determine by the Inspector shall be required to have additional smoke detectors installed in excess of one (1) smoke detector per floor.
2. All smoke detectors within a rental unit must be interconnected so that all detectors within the unit sound if any of them are activated.
3. Adjoining rental units in a rental property not furnished with approved fire and smoke separation assemblies shall be required to interconnect smoke detectors between units.
4. All newly-created rental units, all substantially remodeled, enlarged, expanded, or upgraded rental units, or all rewired rental units shall meet all applicable code requirements, including creating interconnected smoke detectors.
5. Any inoperable smoke detectors shall be repaired or replaced within three (3) days of notice of defect.
6. In rental units containing attached garages or units with fuel-fired appliances or heating sources, a carbon monoxide detector with 120V power and battery backup shall be installed in the vicinity of the subject equipment or entry door to a habitable area and interconnected with an approved smoke detector system.

##### b. *Fire Extinguishers.*

1. Every rental unit shall contain not less than one (1) fire extinguisher, a two-and-a-half-pound charge, approved by Underwriters Laboratories for combating Class A, B, and C fires.
- Fire extinguishers must be mounted in plain sight on a wall in or readily accessible to the kitchen area, except that the location of fire extinguishers regulated and approved by the State Fire Marshal for multi-family rental properties will be acceptable.



#### 4.03 Emergency Escape and Rescue Openings.

The following emergency escape and rescue opening standards are required in addition to the Fire Safety Requirements of the International Property Maintenance Code:

- a. Rental units that undergo major renovation shall be subject to current emergency escape and rescue opening provisions (window sizes and standards for sleeping rooms) found in the City's adopted building codes pursuant to the Maryland Building Performance Standards.
- b. Emergency escape openings shall conform to the rental housing code in place at the time of construction. If no rental housing code was in place requiring an emergency escape and rescue opening at the time of construction, the following shall apply to all sleeping rooms:
  - i. Any sleeping room shall have an emergency escape and rescue opening.
  - ii. An emergency escape and rescue opening that does not meet the standards set forth in the Maryland Building Performance Standards may continue to exist except where the condition creates an inimical hazard to public welfare. The emergency escape and rescue opening shall be sufficient in size to allow an adult to exit the room in case of a fire. In the instance where the Inspector must determine the adequacy of the emergency escape and rescue opening, the following procedure shall be followed:
    - (a) The Inspector, the Owner or Owner's Agent, and a third party, age eighteen (18) or older, must each test opening the window and exiting through the clear open space. To demonstrate that the clear opening is sufficient in size, each individual test must be witnessed by the other two (2) parties. The test shall not require the participants to jump or fall; the purpose is to verify that there is a sufficiently clear opening to exit the room in the event of an emergency.
  - iii. The bottom of the opening shall be not more than forty-four (44) inches above the sleeping room's floor. In an instance where the bottom of the opening exceeds forty-four (44) inches from the floor, provisions shall be made to permanently affix a ladder or construct a step to achieve the forty-four-inch requirement
- c. Replacement windows not associated with a major renovation should have a clear opening equal to or greater than the clear opening of the window to be replaced.

#### 4.04 New Construction.

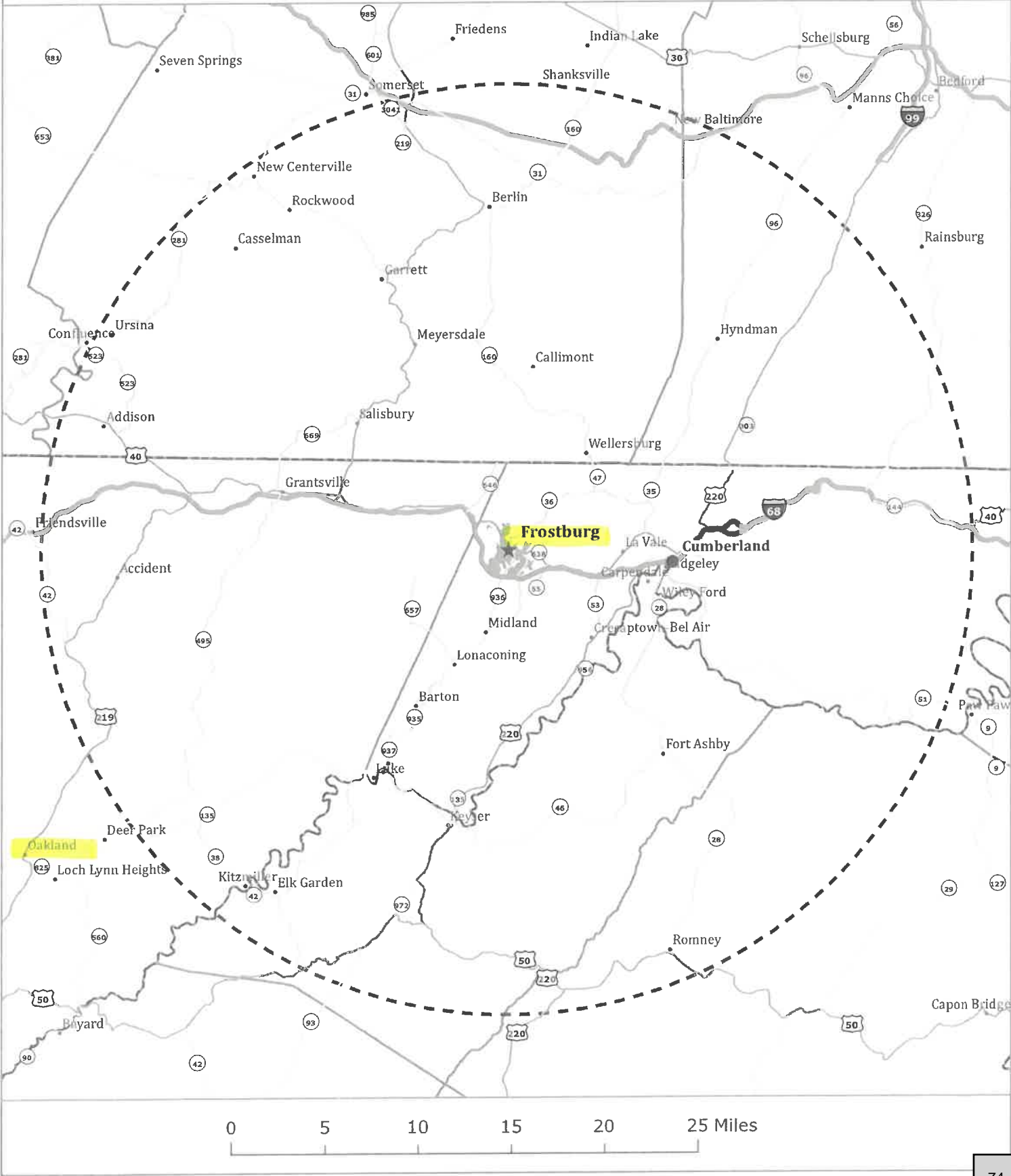
All newly constructed rental housing, or all new construction or structural changes required or proposed with respect to existing rental housing, must comply with standards found in the City's adopted building codes pursuant to the Maryland Building Performance Standards.

### **Sec. 5. - Violations and penalties.**

- 5.01. Municipal infraction. Any person who violates the provisions of this ordinance shall be guilty of a municipal infraction and shall be subject to the penalties provided in this Code.
- 5.02. Revocation of registration. Rental units that are not made available for inspection or that are otherwise in violation of this ordinance or other City ordinances shall be ineligible for registration and shall have their existing registration revoked.

# Frostburg's Owner Agent Area

## 25 mile radius



**RESOLUTION 2025-25**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING AN AMENDMENT TO THE FISCAL 2024/25 BUDGET AT YEAR END.**

**WHEREAS**, the Mayor and Council approved the Operating Budget for Fiscal Year 2024/2025 in May 2024; and,

**WHEREAS**, during the course of the fiscal year, certain revenues, expenses, and savings occurred that were not known at the time the budget was developed and approved; and,

**WHEREAS**, the Director of Finance has presented a proposed Budget Amendment outlining the recommended adjustments for the Council’s review and consideration, in order to reflect a more accurate and balanced budget.

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and City Council of Frostburg do hereby approve the Budget Amendment to the Fiscal 2024/2025 Budget, which Amendment is attached hereto and made a part of this Resolution.

**ADOPTED** this 17<sup>th</sup> day of June 2025.

Frostburg Mayor and Council

BY \_\_\_\_\_  
Todd J. Logsdon, Mayor

Attest:

\_\_\_\_\_  
Patrick O’Brien, City Administrator

**CITY OF FROSTBURG**  
**BUDGET ORDINANCE FOR THE YEAR ENDING JUNE 30, 2025**  
**CONDENSED SUMMARY BY FUND AND DEPARTMENT**

	ORIGINAL BUDGET			WITH JANUARY AMENDMENTS			WITH JUNE AMENDMENTS		
	Revenue	Expense	Net Income (Loss)	Revenue	Expense	Net Income (Loss)	Revenue	Expense	Net Income (Loss)
Corporate Fund									
Executive		\$ 565,575			\$ 591,425			\$ 601,675	
Administration		3,211,475			1,521,940			1,733,320	
Finance		232,150			233,550			222,050	
Community Development		407,425			407,825			439,825	
Code Enforcement		175,925			159,925			154,225	
Public Works Administration		145,975			148,825			148,825	
Public Safety		2,362,470			2,287,070			2,274,070	
Street		1,867,625			1,881,925			2,111,625	
Recreation		890,125			1,195,510			1,195,510	
Total Corporate Fund	\$ 9,858,745	\$ 9,858,745	\$ -	\$ 8,427,995	\$ 8,427,995	\$ -	\$ 8,881,125	\$ 8,881,125	\$ -
Water									
Administration		\$ 200,325			\$ 201,225			\$ 202,225	
Filtration		818,800			824,800			799,800	
Supply		101,900			102,400			67,400	
Distribution		765,975			785,575			790,325	
Total Water Fund	\$ 1,887,000	\$ 1,887,000	\$ -	\$ 1,914,000	\$ 1,914,000	\$ -	\$ 1,914,000	\$ 1,859,750	\$ 54,250
Sewer									
Administration		\$ 103,975			\$ 104,775			\$ 105,775	
Operating		1,780,600			1,783,350			1,782,350	
Sewer subtotal	1,876,225	1,884,575	(8,350)	2,096,625	1,888,125	208,500	2,096,625	1,888,125	208,500
CSO subtotal	4,293,500	4,285,150	8,350	1,580,500	1,789,000	(208,500)	1,580,500	1,789,000	(208,500)
Total Sewer Fund	\$ 6,169,725	\$ 6,169,725	\$ -	\$ 3,677,125	\$ 3,677,125	\$ -	\$ 3,677,125	\$ 3,677,125	\$ -
Total Piney Surcharge	\$ 757,000	\$ 553,000	\$ 204,000	\$ 689,000	\$ 553,000	\$ 136,000	\$ 812,500	\$ 628,000	\$ 184,500
Garbage									
Administration		\$ 103,475			\$ 104,275			\$ 104,275	
Operating		360,625			361,525			364,925	
Total Garbage Fund	\$ 477,800	\$ 464,100	\$ 13,700	\$ 478,750	\$ 465,800	\$ 12,950	\$ 482,150	\$ 469,200	\$ 12,950
City Total	\$ 19,150,270	\$ 18,932,570	\$ 217,700	\$ 15,186,870	\$ 15,037,920	\$ 148,950	\$ 15,766,900	\$ 15,515,200	\$ 251,700

**CITY OF FROSTBURG**  
**OPERATING BUDGET FYE 06/30/25**  
**BUDGET AMENDMENTS - RESOLUTION 2025-25**

Section 10, Item A.

ACCOUNT	DESCRIPTION	AMOUNT	June Amendment	Amended Total
<b>CORPORATE FUND REVENUE</b>				
01-000-4011	Tax Credits	\$ (32,400)	\$ (3,000)	\$ (35,400)
01-000-4013	Enterprise Zone Reimbursement	16,200	700	16,900
01-000-4020	Maryland Income Tax	640,000	85,000	725,000
01-000-4021	Admission Taxes	24,000	(10,000)	14,000
01-000-4023	Highway Use Tax	510,000	(35,000)	475,000
01-000-4041	Parking Revenue	1,000	450	1,450
01-000-4043	Police Protection Grant	135,000	(14,000)	121,000
01-000-4045	Fines & Forfeitures	15,000	(8,500)	6,500
01-000-4050	Permits, Planning	2,000	500	2,500
01-000-4051	Building Permits	1,500	3,000	4,500
01-000-4052	Rental Registration	74,000	4,000	78,000
01-000-4054	Construction Inspections	17,750	2,250	20,000
01-000-4055	Code Enforcement Citations	750	800	1,550
01-000-4056	Comm Dev Grant Revenue	50,000	12,000	62,000
01-000-4250	NSF Fees	-	1,800	1,800
01-000-4306	Project Reimbursement	88,000	477,000	565,000
01-000-4315	Proceeds from Fund Balance	173,870	(173,870)	-
01-000-4600	Interest Income	400,000	110,000	510,000
<b>Total Corporate Fund Revenue Totals</b>		<b>2,116,670</b>	<b>453,130</b>	<b>2,569,800</b>
<b>Executive</b>				
01-100-5150	Training	2,800	750	3,550
01-100-5185	Professional Fees	20,000	9,500	29,500
Total Executive		<b>22,800</b>	<b>10,250</b>	<b>33,050</b>
<b>Administrative</b>				
01-110-5013	Insurance - Health	46,500	(20,000)	26,500
01-110-5014	Insurance - Health Retiree	43,500	(17,000)	26,500
01-110-5100	Insurance - Auto	700	(700)	-
01-110-5111	Contributions - Tourism	130,900	(14,000)	116,900
01-110-5160	Travel	1,800	700	2,500
01-110-5191	Communications	8,000	6,000	14,000
01-110-5200	Advertising	6,400	(1,400)	5,000
01-110-5210	Office Supplies	11,000	3,000	14,000
01-110-5230	Computer Exp	9,000	2,000	11,000
01-110-5500	Building - Armory	12,000	15,000	27,000
01-110-5502	Building Maintenance	22,800	15,000	37,800
01-110-5550	Utilities - Building	16,000	1,500	17,500
01-110-5700	Bank Fees	1,000	(720)	280
01-110-5807	Capital Outlay	656,000	222,000	878,000
Total Administrative		<b>965,600</b>	<b>211,380</b>	<b>1,176,980</b>

**CITY OF FROSTBURG**  
**OPERATING BUDGET FYE 06/30/25**  
**BUDGET AMENDMENTS - RESOLUTION 2025-25**

Section 10, Item A.

ACCOUNT	DESCRIPTION	AMOUNT	June Amendment	Amended Total
<b>Finance</b>				
01-120-5013	Insurance - Health	32,500	(12,000)	20,500
01-120-5313	Tax Collection	1,300	500	1,800
	Total Finance	33,800	(11,500)	22,300
<b>Community Development</b>				
01-130-5320	Economic Development	6,800	32,000	38,800
<b>Code Enforcement</b>				
01-140-5000	Salaries	63,000	(7,000)	56,000
01-140-5011	Pension	5,700	700	6,400
01-140-5105	Insurance - Property	2,900	600	3,500
	Total Code Enforcement	71,600	(5,700)	65,900
<b>Public Safety</b>				
01-160-5012	Workers Comp	72,000	(10,000)	62,000
01-160-5013	Insurance - Health	257,000	(17,000)	240,000
01-160-5103	Insurance - Police Professional	16,700	(6,000)	10,700
01-160-5150	Training	25,500	10,000	35,500
01-160-5191	Communications	30,500	2,000	32,500
01-160-5206	C3I Clerical Support	6,000	(6,000)	-
01-160-5210	Office Supplies	5,000	1,000	6,000
01-160-5230	Computers	8,500	1,000	9,500
01-160-5380	Police Reform	23,000	8,500	31,500
01-160-5390	Miscellaneous Expense	4,000	2,000	6,000
01-160-5400	Gas, Oil, Grease	33,000	(8,000)	25,000
01-160-5502	Jail and Office Maintenance	4,000	7,000	11,000
01-160-5550	Utilities - Public Safety	10,000	2,500	12,500
	Total Public Safety	495,200	(13,000)	482,200
<b>Public Works - Street</b>				
01-170-5000	Salaries	296,000	16,000	312,000
01-170-5191	Communications	15,000	(7,500)	7,500
01-170-5420	Fleet Lease	29,000	16,000	45,000
01-170-5550	Utilities - Building	6,000	2,200	8,200
01-170-5711	Salt & Abrasives	250,000	32,000	282,000
01-170-5713	Street Equipment Maintenance	90,000	50,000	140,000
01-170-5716	Street Shop Equipment	50,000	10,000	60,000
01-170-5800	Capital Outlay	420,150	111,000	531,150
	Total Public Works - Street	1,156,150	229,700	1,385,850

**CITY OF FROSTBURG**  
**OPERATING BUDGET FYE 06/30/25**  
**BUDGET AMENDMENTS - RESOLUTION 2025-25**

Section 10, Item A.

ACCOUNT	DESCRIPTION	AMOUNT	June Amendment	Amended Total
<b>Recreation</b>				
01-180-5504	Community Center	17,500	3,300	20,800
01-180-5550	Utilities	9,000	(3,275)	5,725
01-180-5721	Rec Equipment Maintenance	12,400	1,500	13,900
	Total General Recreation	38,900	1,525	40,425
01-181-5507	Pool Operating	35,000	9,500	44,500
01-183-5000	Salaries	9,500	(9,500)	-
01-183-5010	Social Security	725	(725)	-
01-183-5012	Workers Comp	600	(600)	-
01-183-5108	Unemployment	200	(200)	-
	Total Seasonal	11,025	(11,025)	-
<b>CORPORATE FUND Expenditure Totals</b>		2,836,875	453,130	3,290,005
<b>WATER FUND REVENUE</b>				
02-000-4001	Interest Earned - Water	1,500	500	2,000
02-000-4317	Special Revenue	85,500	(2,650)	82,850
02-000-4402	Sale of Meters	5,000	800	5,800
02-000-4403	Tapping Fees	5,600	500	6,100
02-000-4404	Sundry Sales	10,000	2,000	12,000
02-000-4409	Fund Balance	75,400	(75,400)	-
02-000-4600	Interest Income	15,000	20,000	35,000
<b>WATER FUND Revenue Totals</b>		198,000	(54,250)	143,750
<b>Water - Administration</b>				
02-190-5013	Insurance - Health	18,000	1,000	19,000
<b>Water - Filtration</b>				
02-192-5522	Purification Plant Maintenance	50,000	(25,000)	25,000
<b>Water - Supply</b>				
02-194-5730	Water Supply Expense	50,000	(35,000)	15,000
<b>Water - Distribution</b>				
02-196-5170	Uniforms	4,000	1,000	5,000
02-196-5210	Office Supplies	1,000	750	1,750
02-196-5703	Fire Hydrants Expense	8,000	(5,000)	3,000
02-196-5704	Transmission Mains Expense	95,800	16,000	111,800
02-196-5740	Meters Expense	70,000	(8,000)	62,000
	Total Water Distribution	178,800	4,750	183,550
<b>WATER FUND Expenditure Totals</b>		296,800	(54,250)	242,550

**CITY OF FROSTBURG**  
**OPERATING BUDGET FYE 06/30/25**  
**BUDGET AMENDMENTS - RESOLUTION 2025-25**

Section 10, Item A.

ACCOUNT	DESCRIPTION	AMOUNT	June Amendment	Amended Total
<b>Sewer - Administration</b>				
03-210-5013	Insurance - Health	18,000	1,000	19,000
<b>Sewer - Operating</b>				
03-211-5000	Salaries	172,000	18,000	190,000
03-211-5805	Capital Outlay - Sewer Projects	30,000	(19,000)	11,000
	Total Sewer Operating	202,000	(1,000)	201,000
<b>SEWER FUND Expenditure Totals</b>		220,000	-	220,000
<b>Water Surcharge Fund Revenue</b>				
04-000-4000	Water Tap Surcharge	668,000	97,000	765,000
04-000-4001	Interest Earned - Surcharge	1,000	1,500	2,500
04-000-4600	Interest Income	20,000	25,000	45,000
<b>WATER SURCHARGE Revenue Totals</b>		689,000	123,500	812,500
<b>Water Surcharge Fund Expenses</b>				
04-200-5802	Capital Repairs	68,000	75,000	143,000
<b>Garbage Fund Revenues</b>				
05-000-4104	Interest Earned - Garbage	800	1,900	2,700
05-000-4600	Interest Income	3,000	1,500	4,500
<b>GARBAGE FUND Revenue Totals</b>		3,800	3,400	7,200
<b>Garbage Operating</b>				
05-232-5015	Contribution - 457	750	(750)	-
05-232-5770	Ash Dumpster	8,500	(4,000)	4,500
05-232-5773	Sanitation Operating Expense	30,000	8,150	38,150
<b>GARBAGE FUND Expenditure Totals</b>		39,250	3,400	42,650
				-

*Note: Only accounts impacted by the budget amendments are presented. For the complete operating budget, please refer to Ordinance 2024-01 and Resolution 2025-02.*



**RESOLUTION 2025-26**

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, AUTHORIZING THE DESIGNATION OF A NEW PENSION COORDINATOR FOR THE STATE PENSION SYSTEM.**

**WHEREAS**, the City of Frostburg is a participating local agency in the Employees’ Pension System under the Maryland State Retirement System; and,

**WHEREAS**, the State Retirement Agency requires that each participating agency or department must designate a Pension Coordinator within their agency; and,

**WHEREAS**, the State Retirement Agency further requires the submission of Form 214, “Designation/Removal of Retirement Coordinator,” to formalize such designations.

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and City Council of Frostburg hereby designate Amy Phillips, CPA, Director of Finance, as the City’s New Retirement Coordinator, as required by the State Retirement Agency; and,

**BE IT FURTHER RESOLVED**, that Form 214 shall submitted to the State Retirement Agency documenting the designation of Amy Phillips and the removal of Elaine Jones as the City’s Retirement Coordinator.

**ADOPTED** this 17<sup>th</sup> day of June, 2025.

Frostburg Mayor and Council

BY \_\_\_\_\_  
Todd J. Logsdon, Mayor

Attest:

\_\_\_\_\_  
Patrick O’Brien, City Administrator

**RESOLUTION 2025-27**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING CERTAIN EXECUTIVE PERSONNEL AS NAMES ON CERTAIN CITY ACCOUNTS.**

**WHEREAS**, the City of Frostburg maintains numerous banking, insurance, and government issued accounts; and,

**WHEREAS**, the City Charter establishes the positions of City Administrator and Director of Finance as executive positions; and,

**WHEREAS**, the individuals who serve in the positions of City Administrator and Director of Finance change from time to time.

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and City Council of Frostburg hereby name Patrick O’Brien, City Administrator, and Amy Phillips, CPA, Director of Finance, to be added along with Mayor Todd J. Logsdon to the list of authorized persons on all financial accounts and have access authority for the purpose of conducting routine approved business on behalf of the City of Frostburg; and,

**BE IT FURTHER RESOLVED**, that Hayden Lindsey, who was serving as Acting City Administrator, and Elaine Jones, former Director of Finance, are hereby removed as authorized signers on applicable City accounts.

**ADOPTED**, this 17<sup>th</sup> day of June, 2025.

Frostburg Mayor and Council

BY \_\_\_\_\_  
Todd J. Logsdon, Mayor

Attest:

\_\_\_\_\_  
Patrick O’Brien, City Administrator

STATE OF MARYLAND  
COUNTY OF \_\_\_\_\_, to wit:  
I hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the subscriber, a notary public of the State of Maryland, in and for \_\_\_\_\_ (here insert name of the county or City of Baltimore for which notary is appointed), personally appeared \_\_\_\_\_ (name(s) of person(s) swearing) and made affirmation in due form of law that the matters and facts set forth in the Resolution are true.

As witness, my hand and notarial seal.

(Notary Seal)

\_\_\_\_\_  
Signature of Notary Public  
Notary Public  
My Commission expires: \_\_\_\_\_

**RESOLUTION 2025-28**

**A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, APPROVING A TEMPORARY REPEAL OF THE OPEN CONTAINER LAW.**

**WHEREAS**, FrostburgFirst has requested a temporary repeal of the Open Container Law for the 5<sup>th</sup> Annual Lemonade Stroll; and,

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and City Council of Frostburg hereby approve the possession and consumption of alcoholic beverages on Main Street, Broadway and Water Streets during the 2025 Lemonade Stroll on Saturday, June 28, 2025 from 10 am to 5 pm, provided that no glass containers be carried on the streets or sidewalks, and that all other applicable alcohol and traffic laws and regulations of the State of Maryland and Allegany County are observed by all participants.

**ADOPTED** this 17<sup>th</sup> day of June, 2025.

Frostburg Mayor and Council

BY \_\_\_\_\_  
Todd J. Logsdon, Mayor

Attest:

\_\_\_\_\_  
Patrick O’Brien, City Administrator

**RESOLUTION 2025-29**

**A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH THE MAIN STREET MARYLAND PROGRAM.**

**WHEREAS**, the City of Frostburg is a designated Main Street Maryland Community and has supported FrostburgFirst (Historic Frostburg – A Maryland Main Street Community, Inc.) since its inception; and,

**WHEREAS**, in order to meet the National Main Street Program standards, the Maryland Department of Housing and Community Development Department (DHCD) is requiring all designated Main Street communities in Maryland to execute an agreement between DHCD, the local Main Street Program, and the local governing body, establishing mutual responsibilities.

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and City Council of Frostburg hereby approve the Main Street Maryland Program Agreement for Designated Communities and authorize the Mayor to execute the agreement and any related documents on behalf of the City of Frostburg.

**ADOPTED** this 17<sup>th</sup> day of June, 2025.

Frostburg Mayor and Council

BY \_\_\_\_\_  
Todd J. Logsdon, Mayor

Attest:

\_\_\_\_\_  
Patrick O’Brien, City Administrator

**Maryland Department of Housing and Community Development  
Main Street Maryland Program  
Agreement for Designated Communities**

This Agreement is entered into among and executed by the MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (“DHCD”), CITY OF FROSTBURG (the “Local Government”), and HISTORIC FROSTBURG, A MAIN STREET MARYLAND COMMUNITY, INC. (in partnership with the Local Government, the “MSM Community”).

This Agreement is for the purpose of implementing the Main Street Approach™ in the designated program (the “Program”) area in FROSTBURG, Maryland. For this purpose, the parties below mutually agree to use their best efforts regarding the following:

**I. RESPONSIBILITIES OF THE LOCAL GOVERNMENT**

- **Commit:** The Local Government is responsible for maintaining the Main Street designation in accordance with the responsibilities of this agreement.
- **Identify a Partner, if Desired:** The Local Government may choose to identify a nonprofit partner to administer the local Main Street Maryland program (the “Local Program”). An executed agreement documenting the partnership must be provided to DHCD.
- **Provide Ongoing Support:** In addition to providing operating funding to support the Local Program, the Local Government will endeavor to demonstrate leadership and support through committee participation, in-kind donations, and policy support for the Local Program. The Local Government should also provide infrastructure improvements and business incentives that enhance the designated Program area.
- **Sign an Agreement:** Local commitment and support are critical to Program success. The Local Government and DHCD must sign an agreement that clearly specifies the responsibilities of each party.
- **Report Challenges:** If the MSM Community experiences challenges meeting participation requirements in one or more areas, the Local Government should contact DHCD in a timely manner to discuss challenges and develop strategies and a timeline to address these challenges.

**II. RESPONSIBILITIES OF THE MSM COMMUNITY**

- **Use The Main Street Approach™, Including Maryland’s “Fifth Point”:** The MSM Community must use the national Main Street Approach™. This approach is a revitalization strategy that uses a four-point framework: Economic Vitality, Quality Design, Effective Promotion, and Sustainable Organization. It is rooted in a commitment to broad-based community engagement, a holistic understanding of the factors that

impact the quality of life in a community, and a strategic focus on core principles of downtown and neighborhood revitalization that are rooted in historic preservation. Likewise, the MSM Community must use Maryland's "Fifth Point": Clean, Safe and Green.

- **Work in a Traditional Main Street District:** The Main Street Approach™ is part of a transformation strategy to be implemented within certain geographic boundaries as approved by DHCD. A business district must be a physical setting conducive to applying the Main Street Approach™, including a pedestrian scale and orientation; a critical mass of buildings with first floor businesses or a critical mass of buildings zoned for first floor commercial; and a substantial number of structures eligible for rehabilitation incentives. Districts also must demonstrate a historic preservation ethic that protects the local community identity.
- **Have a Board of Directors:** The MSM Community must have a Board of Directors (the "Board"). The Board must be composed of a representative base of the district stakeholders and community members, dedicated to leading the Local Program. The historic downtown constituency is unique and has not been adequately served by traditional economic and business development groups, a separate, independent Board with a mission to act as the advocate for historic downtown is essential to stem economic decline and foster progress.
- **Have Sustainable Program Funding:** The financial stability of the MSM Community is crucial to achieving the Program's mission. In addition to paying salaries, the MSM Community's operating budget must demonstrate diverse funding sources that cover all program and administrative expenses, including activities outlined in the comprehensive work plan, overhead and program administration, travel and professional development.. Budgets will vary by community and example budgets are available from DHCD. DHCD strongly encourages the MSM Community to implement the following funding model: one-third from the Local Government, one-third from grants and foundations, and one-third from corporate and individual donors.
- **Employ A Program Director:** Paid professional staff to manage the downtown and the revitalization work is critical and required to meet accreditation with Main Street America. At a minimum, DHCD requires a part-time manager (the "MSM Manager") at 25+ hours a week for cities under 5,000 in population and a full-time manager at 35+ hours a week for cities over 5,000 in population. However, DHCD strongly encourages a full-time manager, no matter the population size, to be most effective. Salaries should be commensurate with public-oriented professionals in the area. If this position becomes vacant, DHCD shall be involved in the process for selection of a new MSM Manager.
- **Have Organizational Systems and Structures:** Administrative systems and tools help effectively manage Local Program activities throughout the MSM Community while benchmarking progress. Each year DHCD requires that the MSM Community submit to DHCD a work plan that is aligned with the MSM Community's transformation strategy and outlines programming across the Main Street Approach™ and Maryland's "Fifth Point". Work plans (template provided by Main Street America) will include one or more

projects or events, expected (measurable) outcomes, specific tasks needed to accomplish the project or event, assignments of those tasks showing volunteer and staff responsibilities, timelines, and budgets. The MSM Community should operate in compliance with its bylaws, operating agreement, and other organizational documents as applicable. In executing this Agreement, the MSM Community confirms that its organizational documents do not conflict with the requirements identified herein.

- **Program Logo:** DHCD’s Program logo must appear on the MSM Community’s website/webpage. The MSM Community may use DHCD’s Program logo on social media, email, and marketing materials when appropriate. Electronic artwork and style guides are provided.
- **Maintain Accreditation Standards:** The MSM Community must be recognized as a Main Street America™ nationally accredited program at least once every two years to demonstrate the performance standards of the Local Program. Main Street America’s annual national assessment is used to make the accredited determination. Failure to remain in compliance with this standard may result in the community moving to the Aspiring tier level, which requires the completion of a two-year curriculum in order to return to Designated.
- **Maintain Membership with the National Main Street Center:** The MSM Community must maintain compliance with Main Street America™ through the National Main Street Center, Inc. (“National Main Street”). The MSM Community must sign the National Main Street Trademark Sublicense Agreement (“Sublicense Agreement”) and must be and remain in good standing as a member at the accredited and/or affiliated membership level. National Main Street will send logos and website language following receipt of the signed Sublicense Agreement.
- **Professional Development and Training:** The MSM Managers are required to attend certain DHCD meetings, including but not limited to regional site visits, training sessions, Power Hours, the annual Main Street Maryland Conference, and the National Main Street Now Conference. Though MSM Managers are required to attend the Main Street Now conference at least every other year, DHCD recommends annual attendance as it is the best opportunity to receive professional development and training in the field.
- **Submit Information to DHCD:** The MSM Community must submit the following to DHCD:
  - Ongoing, as changes occur:
    - Contact information for any MSM Community staff
  - Annually:
    - Most recent end-of-year financial statement with detailed income sources. Audited financial statements are required for organizations with \$750,000 or more in charitable contribution in one fiscal year. Reviewed financial statements are required for organizations with charitable contributions between \$300,000 and \$749,999 per fiscal year. Organizations with charitable contributions less than \$300,000 per fiscal year are typically exempt from review requirements.

- A current list of the members of the Board, identifying any affiliations each Board member has with the district, including but not limited to any potential conflicts of interest;
  - Adopted conflict of interest policy for the organization;
  - Annual comprehensive work plan for the upcoming year with measurements of success and defined transformation or economic strategy(s);
  - Annual impact data including job creation, private and public investment, business opened/closed, and more.
  - Local design guidelines (if applicable);
  - All local grant applications, as applicable, such as Façade Improvement, Small Business Support, etc; and
  - If the MSM Community is a nonprofit organization, most recent IRS Form 990, Bylaws/Operating Agreement, and Articles of Incorporation/Organization, proof of good standing and current charitable registration status in the State of Maryland.
- **Report Challenges:** If the MSM Community is experiencing challenges meeting the requirements in one or more areas, the MSM Community should contact DHCD as soon as possible to discuss the situation, arrange assistance, and develop a schedule to address the challenges in a timely manner.

III. RESPONSIBILITIES OF DHCD

DHCD will provide the services listed below to the MSM Community using a performance-based approach that will require discussions between the MSM Community and DHCD to set appropriate targets and outcomes. DHCD is committed to maintaining long-term relationships with the MSM Community.

- **Specialist Services and Technical Assistance:**
- Design Assistance: As resources allow, DHCD will provide architectural and/or design services to support requests for façade designs, consultations, and training.
  - Specialist On-site Visits: DHCD staff is available on request. Specialists are available based on need and as resources allow.
  - Program Assessment: DHCD will perform a constructive assessment annually to determine Main Street America accreditation according to the performance standards that provide national recognition.
- **Program Support and Professional Development:**
- Program Trainings and Workshops: A variety of training and peer gatherings are offered for Local Program professionals and Local Government officials. These events are provided by DHCD and outside specialists to include virtual, in-person, and field training sessions as well as presentations on downtown revitalization topics. Certain



training/workshops are required for MSM Managers; and DHCD will endeavor to hold such events at least quarterly.

- Board Training: Board members are required to attend training offered by DHCD during the first year of their first term of service.
- Organizational Assistance: DHCD can assist with organizational issues, including the role and responsibilities of staff and the Board. Assistance includes annual work plan development, fund development, volunteer management plans, and non-profit organizational management. Additional topics available. Assistance may be provided on-site or virtually.
- Main Street Improvement Grants and other DHCD Grants: The MSM Community receives funding by applying to the Main Street Improvement Grant program as well as priority consideration for funding from other DHCD programs and other State agencies.
- Resource & Information Sharing: Timely electronic communications from the National Main Street Center to assist local programs with accessing programs, services, and information from the global network. Networking with other communities, whether in person or virtually, is strongly encouraged. DHCD maintains a contact list for local program use.

■ **Provide Marketing:**

- Public Relations: Press coverage and exposure are provided through media releases and marketing materials and maintenance of the Program website.
- Use of DHCD's Program Logo: Electronic artwork and style guide are provided.

- **Sign an Agreement:** Local commitment and support are critical to Program success. The Local Government; the MSM Community, if separate from the Local Government; the downtown organization (if applicable); and DHCD must sign an agreement that clearly specifies the responsibilities of each party.

#### IV. MISCELLANEOUS & SIGNATURES

- The term of this Agreement shall begin July 1, 2025 and will expire on June 30, 2026.
- This Agreement may be revised only by a written agreement signed by all parties.
- This Agreement may be terminated by any party by giving written notice to all other parties at least thirty (30) days before the effective date of termination. Reasons for termination may include, but are not limited to, non-compliance with this Agreement or non-appropriation of funding. Upon termination, Main Street™ status and permission to use the Main Street™ trademarked name will be revoked.
- This Agreement supersedes any and all other agreements, either oral or written, between the parties below regarding the subject matter herein.
- This Agreement may be signed in counterparts, all of which collectively shall be deemed one agreement.
- The parties agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes, and shall have the same force and effect as an original handwritten signature. Without limitation, "electronic signature" shall include: faxed

versions of an original handwritten signature; electronically scanned and transmitted versions (e.g., via pdf) of an original handwritten signature; and any typed signature (including any electronic symbol or process attached to, or associated with, the Agreement) adopted by the parties with the intent to sign the Agreement.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Board of Directors or Advisory President/Chair/Executive Lead: The Main Street Community)

PRINTED FIRST AND LAST NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Local Government – Mayor or if not a municipality, County Executive)

PRINTED FIRST AND LAST NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(MD Department of Housing and Community Development)

PRINTED FIRST AND LAST NAME: Carol Gilbert POSITION: Assistant Secretary

**RESOLUTION 2025-30**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING WITH ALLEGANY COUNTY FOR THE FROSTBURG MAIN STREET STRUCTURAL STABILIZATION GRANT PROGRAM.**

**WHEREAS**, the State of Maryland Department of Housing and Community Development has awarded a Strategic Demolition Fund Program Grant in the amount of \$250,000 to Allegany County to support the Frostburg Main Street Structural Stabilization Grant Program; and,

**WHEREAS**, the Program is intended to support revitalization efforts in the designated Sustainable Communities area of Main Street in Frostburg, Maryland, by providing funding for structural stabilization, critical repairs, and environmental remediation of key properties; and,

**WHEREAS**, the City of Frostburg and the County desire to collaborate in the administration of the Program, and to set forth their respective roles and responsibilities through a formal Memorandum of Understanding; and,

**WHEREAS**, the Mayor and City Council find that participation in the Program and execution of the Memorandum of Understanding are in the public interest and support the City’s goals for downtown revitalization, economic development, and historic preservation.

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and City Council of Frostburg hereby authorize the Mayor to execute the Memorandum of Understanding with Allegany County, subject to final review by the City.

**ADOPTED**, this 17<sup>th</sup> day of June, 2025.

Frostburg Mayor and Council

BY \_\_\_\_\_  
Todd J. Logsdon, Mayor

Attest:

\_\_\_\_\_  
Patrick O’Brien, City Administrator

**MEMORANDUM OF UNDERSTANDING**

**THIS MEMORANDUM OF UNDERSTANDING** (this “Memorandum”) is made and entered into the date its execution is completed (the “Effective Date”), by and between **The City of Frostburg** (the “City”), a Maryland municipal corporation, and the **Board of County Commissioners of Allegany County, Maryland** (the “County”), a body politic of the State of Maryland.

**RECITALS**

**WHEREAS**, the Department of Housing and Community Development (the “Department”) and the County entered into a Department of Housing and Community Development Strategic Demolition Fund Program Grant Agreement (the “Agreement”), effective as of \_\_\_\_\_, a copy of which is attached hereto and incorporated by reference herein as **Exhibit 1**.

**WHEREAS**, the Agreement was issued pursuant to §4-508 of the Housing and Community Development Article (the "Act") and the regulations promulgated thereunder and set forth in COMAR 05.20.01 (the "Regulations"). The Act establishes the Strategic Demolition and Smart Growth Impact Fund (the “Fund”).

**WHEREAS**, the Fund was established to provide grants and loans to assist in predevelopment activities, including interior and exterior demolition, land assembly, architecture and engineering, and site development for revitalization projects in designated areas of the State of Maryland (the "State").

**WHEREAS**, subject to the terms of the Agreement, the Department approved a grant to the County for Two Hundred Fifty Thousand Dollars (\$250,000.00) to fund the Frostburg Main Street Structural Stabilization Grant Program (the “Program”).

**WHEREAS**, the purpose of the Program is to provide funding for the stabilization of buildings to complete structural and other critical repairs necessary to prevent further deterioration, remediate environmental hazards, and prepare properties for rehabilitation and reuse. The geographic area covered by the Program is the Sustainable Communities designated area on Main Street in Frostburg, Maryland. The buildings presently slated to receive Program funds are identified in Exhibit B of the Agreement.

**WHEREAS**, this MOU is for the purpose of setting forth the parties’ respective obligations for the administration of the Program.

**WITNESSETH**

**NOW, THEREFORE**, for good and valuable consideration, the receipt of which is hereby expressly acknowledged, and intending to be legally bound hereby, the parties hereto, each with full legal capacity and authority, do hereby agree as follows:

1. **Recitals; Grant Agreement.** The Recitals set forth above are not merely prefatory. They are incorporated by reference herein and form a part of this Memorandum as though they were set forth again herein.

2. **Parties’ Respective Obligations for Grant Administration.** The parties shall share responsibility for administering the Program.

2.1. **Pre-Application Review.** The City’s Department of Community Development, with the assistance of FrostburgFirst, shall identify and evaluate projects that could be eligible for Program funds, and they shall assist prospective applicants at the conceptual stage.

2.2. **Applications.** The City shall create a form for application to participate in the Program. Completed applications shall be submitted to the City’s Department of Community Development. The said Department shall submit copies of the applications to the Review Committee identified hereinafter and to the Mayor and City Council.

2.3. **Application Review & Approval.**

2.3.1. **Review Committee.** Applications shall be reviewed by a committee (the “Review Committee” or “Committee”) consisting of three (3) stakeholders selected by the City and two (2) stakeholders selected by the County. The Review Committee shall submit written recommendations to the City’s Mayor and City Council. The Review Committee shall consider the following criteria in making its recommendations:

- (i) The extent to which a proposal is likely to revitalize the neighborhood or the immediately surrounding area.
- (ii) Whether a proposal is expected to eliminate or remediate blight.
- (iii) Whether a proposal is likely to accelerate economic development and job production.
- (iv) Whether a proposal is likely to improve the economic viability of a building or buildings that have suffered from a lack of reinvestment.
- (v) The proposal’s potential positive impact, including improvement in the quality of life, enhancement of public safety, and community aesthetics.

- (vi) The proposal’s feasibility in terms of planning, design, and timeline. Projects that are ready to proceed and have clear, realistic timelines are preferred.
- (vii) The financial feasibility of the proposal, i.e., whether additional funding resources are required and whether they have been secured.
- (viii) The applicant’s track record with similar projects and with other grant-funded projects.
- (ix) Whether the applicant or its known principals have been cited for violations of the City Code.
- (x) Whether the applicant or its known principals have convicted of or granted probation before judgment (i) as to any felonies, or (ii) or any crimes which are relevant to those individuals’ moral turpitude, like theft, bad checks, breaking and entering, fraud, child abuse and sex offenses.
- (xi) Such other considerations as the Committee deems to be relevant to the approval of an application.

The written recommendations shall be made using a form to be created by the City’s Department of Community Development.

**2.3.2. Mayor and City Council Approval.** The Mayor and City Council shall consider the said recommendations and vote on whether to approve or deny the application or applications at a public meeting. The City’s Department of Community Development shall provide the Mayor and City Council with copies of the application(s) in advance of the public meeting. The City shall notify the County in writing as to whether a particular application has been approved or rejected. Rejected applications will not be processed further. For approved applications, the City shall provide the County with copies of the Review Committee’s recommendations and, if the City’s findings differ from those of the Review Committee, the City will provide the County with a written explanation as to how its findings differ from the Review Committee’s recommendations. As to each application, the City’s responsibilities for its administration and processing end upon the completion of the tasks set forth in this subsection.

**2.3.3. County Review.** Applications approved by the City shall be forwarded to the Allegany County Department of Economic and Community Development (“ACDECD”) for processing and submission to the County Commissioners as action items.

**2.3.4. Further County Review and Processing,**

(a) The County Commissioners shall vote on the applications at a public meeting or meeting(s). Rejected applications shall not be processed further.

(b) The ACDECD shall create a form Subrecipient Grant Agreement (“SGA”). Upon the approval of an application, the ACDECD shall process the grant award and prepare an SGA for the successful applicant’s execution. The successful applicant must execute the SGA and return it to the ACDECD within three (3) weeks from the date the application is approved. The President of the County Commissioners shall then execute the SGA. SGAs that are not signed and returned to the ACDECD before the expiration of that deadline shall be automatically rejected.

(c) The ACDECD shall work with the County Department of Finance to create a payment profile for the successful applicant.

(d) The ACDECD shall be responsible for all other aspects of grant administration, including the payout of the grant award.

**3. Term of Memorandum.** This Memorandum shall take effect on the Effective Date, and it shall terminate on August 15, 2027, unless terminated earlier upon the consent of the parties. It shall also terminate upon the rescission of the Agreement. The County shall notify the City of the rescission of the Agreement as soon as is practicable after it learns of the rescission.

**4. Default.** This Memorandum may be enforced exclusively by means of an action for a writ of Mandamus or an action for its specific performance. The parties shall have no other remedies against one another.

**5. Miscellaneous Provisions.**

**5.1. Invalidity.** If any provision or part of any provision of this Memorandum shall be found for any reason to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other Sections or the remaining part of any effective Section of this Memorandum and this Memorandum shall be construed as if such invalid, illegal or unenforceable provision or part thereof had never been contained herein, but only to the extent of its invalidity, illegality or unenforceability.

**5.2. Binding Effect.** This Memorandum shall inure to the benefit of the parties hereto, and it shall be binding upon them and their respective successors and assigns.

**5.3. No Third-Party Beneficiaries.** Nothing expressed or referred to in this Memorandum will be construed to give any person other than the parties to this Memorandum any legal or equitable right, remedy, or claim under or concerning this Memorandum or any of

its provisions. This Memorandum and all of its provisions and conditions are for the sole and exclusive benefit of the parties to this Memorandum and their respective successors and assigns.

**5.4. Captions.** The captions and various sections and paragraphs of this Memorandum have been inserted only for the purposes of convenience. Such captions are not a part of this Memorandum and shall not be deemed in any manner to modify, explain, enlarge, or restrict any of the provisions of this Memorandum.

**5.5. Construction of Memorandum.** This Memorandum, having been executed in the State of Maryland, shall be construed, interpreted, and enforced under the laws of the State of Maryland.

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

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

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

**5.9. Counterparts; Electronic Signatures.** This Memorandum may be executed in two or more counterparts, each of which, when so executed, shall be deemed to be an original and all of which, when taken together, shall constitute the same instrument. The words “execution,” “signed,” “signature,” and words of like import in this Memorandum or any other certificate, agreement or document related to this Memorandum, shall include images of manually executed signatures transmitted by electronic format, but not by facsimile transmission (including, without limitation, “pdf” “tif” or “jpg”) and other electronic signatures (including, without limitation, DocuSign and AdobeSign). The use of electronic signatures and electronic records (including, without limitation, any contract or other record created, generated, sent, communicated, received, or stored by electronic means) shall be of the same legal effect, validity and enforceability as a manually executed signature or use of a paper-based record-keeping system to the fullest extent permitted by applicable law, including the Federal Electronic Signatures in Global and National Commerce Act and any other applicable law.



IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed as of the day and year written above.

WITNESS/ATTEST:

By:\_\_\_\_\_(SEAL)  
Todd Logsdon, Mayor

BOARD OF COUNTY COMMISSIONERS OF  
ALLEGANY COUNTY, MARYLAND

By:\_\_\_\_\_(SEAL)  
David J. Caporale, President

**EXHIBIT 1**

**Department of Housing and Community Development Strategic  
Demolition Fund Program Grant Agreement**