



# THE CITY OF FROSTBURG

## Mayor and Council Work Session Agenda

**Tuesday, December 09, 2025 at 4:00 PM**

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

---

Mayor Todd J. Logsdon

Donald L. Carter, Jr., Commissioner of Finance

Nina Forsythe, Commissioner of Water, Parks and Recreation

Kevin G. Grove, Commissioner of Public Safety

Adam Ritchey, Commissioner of Public Works

**1. Call to Order**

**2. Roll Call**

**3. Special Presentations and Requests**

**A.** Legislative Update. Rich Reinhardt, Percy Public Affairs, LLC.

**4. Council Meeting Topics**

**A.** City Code: Artisan & Small Scale Manufacturing. Jamie Klink, Planner.

**B.** City Code: Clarification of Inspection Standards for Smoke Alarms. Jon Miller, Director of Community Development.

**C.** Reappointment of a Member of the Board of Zoning Appeals. Jamie Klink, City Planner.

**D.** Rehabilitation of Commercial Structures Tax Credit. Jamie Klink, Planner.

**E.** Center Street Development Project Extension Request. Patrick O'Brien, City Administrator.

**F.** Grant Agreement for CSO Phase XB & XC. Hayden Lindsey, Director of Public Works.

**5. Other Discussion Items**

**A.** Garbage and Special Collections for 2026.

**B.** Spirit of Frostburg.

**C.** City Employee Bonuses.

**D.** Clarification of Over Time Policy.

**E.** Hydrogeologic Assessment Progress Update.

**F.** PACE Presentation.

**G.** Update on Stabilization Grant.

**6. Adjourn to Closed Session**

Under the Annotated Code of Maryland, General Provisions Article § 3-305(b)(1), which allows a closed session "to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals," a closed session is needed to conduct a six month probation review of the City Administrator position, as well as discuss additional reviews, retirements, and potential promotions.

## **Sec. 8.2. - Artisan/small-scale manufacturing.**

A. The City recognizes manufacturing that produces goods to serve the immediate community and/or custom goods regardless of sale location, which are small by nature, are important for its economic development. The standards in this section are intended to provide opportunities for artisans' and artists' workshops, studios and similar facilities as well as small-scale manufacturing within the City while at the same time protecting the community from negative impacts that could be associated with the conduct of such uses. It is the City's goal to:

- (1) To accommodate mixed uses in commercial zones.
- (2) To allow flexibility for smaller businesses that have not yet grown to need the floor space that could be provided within a larger commercial building or facility.
- (3) To create opportunities for local and regional artists and artisans to have galleries, studios, workshops and similar facilities that would allow them to perform their work and present exhibitions and shows that can take advantage of local and state incentives and programs that exist in the City's Arts and Entertainment District, if located therein.
- (4) To attract entrepreneurial businesses that have the potential to grow with time and to create employment opportunities within the City and the immediately surrounding area.

### **B. General Standards.**

- (1) Small-scale manufacturing uses must be small in nature and shall not include any type of manufacturing that involves assembly line production. Rather, such uses shall provide the opportunity for producers to create custom or unique valued-added products.
- (2) Artisan/small-scale manufacturing shall not include artist studios and other uses permitted in Residential Districts as home occupations under [Section 8.1](#) of this Ordinance.
- (3) An artisan/small-scale manufacturing use may be the principal use or accessory use of a property.

### **C. Examples of artisan/small-scale manufacturing include, but are not limited to:**

- (1) Commercial woodworking, metalworking, blacksmithing.
- (2) Commercial 3-D printing and computerized numerical control machining.
- (3) Commercial pottery/ceramics.
- (4) Indoor agriculture (excluding greenhouses) for local/regional distribution only.
- (5) Taxidermy.
- (6) Beer, wine, and spirit manufacturing.
- (7) Artisan textile, leather, glass and similar goods manufacturing.

- (8) Value-added food production.
- (9) Custom printing and publishing.
- (10) Space for exhibitions and galleries.
- (11) Custom or artisan furniture production.
- (12) Similar uses as determined by the Development Coordinator.

**D. Site-Related Standards.**

- (1) Artisan/small-scale manufacturing will have limited deliveries and shipments and truck traffic shall not adversely affect the surrounding neighborhood, including volume, frequency, and time of deliveries.
- (2) No loading docks are permitted. Garage bays used for shipments and deliveries are permitted.
- (3) Noise associated with any manufacturing process shall not be audible at adjacent properties.
- (4) Odors, fumes, dust, or similar pollutants shall not encroach upon neighboring properties.
- (5) Sale of product or goods produced on site is permitted, subject to any other City, county or state laws, ordinances or regulations which may apply.

## **City of Frostburg Policy**

### **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:

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) In each room used for sleeping purposes**

(d) 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.

This can be achieved through hardwire interconnection (120V), the use of Wireless Radio Frequency(RF) interconnection, Physical interconnection of smoke alarms shall not be required where listed wireless alarms are installed and all alarms sound upon activation of one alarm. (IPMC [F] 704.6.2). The use of internet-based interconnection is prohibited.

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.

Option 1 - 3. All units in a multi-unit rental property shall be required to interconnect smoke detectors between units so that all detectors within all units sound upon activation of one alarm.

Option 2 - 3. Adjoining rental units in a rental property that has been converted from single family home to a multi-unit rental shall be required to interconnect smoke detectors between units so that all detectors within all units sound upon activation of one alarm.

Option 3 - 3. Deletion of requirement

Physical interconnection of smoke alarms shall not be required where listed wireless alarms are installed and all alarms sound upon activation of one alarm. (IPMC [F] 704.4). The use of internet-based interconnection is prohibited.

4. Any existing battery-operated smoke alarm within a rental unit that is ten (10) years old; (ten (10) years from the date of manufacture indicated on label) shall be replaced with a sealed smoke

alarm with long life batteries. It is never acceptable to remove required hardwired A/C smoke alarms and replace with any type of battery only device.

5. Any person or persons identified as to tampering, removing or vandalizing any life safety device or equipment (i.e. smoke alarms, fire alarm systems, sprinkler system, standpipe system) shall be subject to a Municipal Citation of \$500.00.

4. 6. 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.- **Hardwired A/C**

5. 7. Any inoperable smoke detectors shall be repaired or replaced within three (3) days **24 hrs.** of notice of defect.

6. 8. 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.

### **2012 IPMC Code – (City of Frostburg Follows)**

**[F]**

#### **704.2 Smoke alarms.**

Single- or multiple-station smoke alarms shall be installed and maintained in Group R or I-1 occupancies, regardless of occupant load at all of the following locations:

1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of *bedrooms*.
2. In each room used for sleeping purposes.
3. In each story within a *dwelling unit*, including *basements* and cellars but not including crawl spaces and uninhabitable attics. In dwellings or *dwelling units* with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

#### **[F] 704.3 Power source.**

In Group R or I-1 occupancies, single-station smoke alarms shall receive their primary power from the building wiring provided that such wiring is served from a commercial source and shall be equipped with a battery backup. Smoke alarms shall emit a signal when the batteries are low. Wiring shall be permanent and without a disconnecting switch other than as required for overcurrent protection.

**Exception:** Smoke alarms are permitted to be solely battery operated in buildings where no construction is taking place, buildings that are not served from a commercial power source and in existing areas of buildings undergoing alterations or repairs that do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available which could provide access for building wiring without the removal of interior finishes.

#### [F] 704.4 Interconnection.

Where more than one smoke alarm is required to be installed within an individual *dwelling unit* in Group R or I-1 occupancies, the smoke alarms shall be interconnected in such a manner that the activation of one alarm will activate all of the alarms in the individual unit. Physical interconnection of smoke alarms shall not be required where listed wireless alarms are installed and all alarms sound upon activation of one alarm. The alarm shall be clearly audible in all *bedrooms* over background noise levels with all intervening doors closed.

##### **Exceptions:**

1. Interconnection is not required in buildings which are not undergoing alterations, repairs or construction of any kind.
2. Smoke alarms in existing areas are not required to be interconnected where alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or *basement* available which could provide access for interconnection without the removal of interior finishes.



# *City of Frostburg*

## Memorandum

**Todd J. Logsdon**  
*Mayor*

To: Mayor, City Council, and Patrick O'Brien, City Administrator  
From: Jamie Klink, Planner *JK*  
Date: November 25, 2025  
Re: BOZA Appointment

**Commissioners**

**Donald L. Carter, Jr.**  
*Commissioner of  
Finance*

The Frostburg Board of Zoning Appeals currently has a position that is due to expire on December 15, 2025. Board member Julia Williams has indicated that she is willing to serve another three year term. Ms. Williams has represented the City of Frostburg with distinction and expertise as a zoning appeals board member, and her service to our community has been invaluable to the positive growth and development of the City of Frostburg.

**Kevin G. Grove**  
*Commissioner of  
Public Safety*

Staff recommends that Ms. Williams be reappointed to a new three year term, beginning December 16, 2025 and expiring December 16, 2028.

Please provide staff with recommendations for the Board of Zoning Appeals vacancy, request staff to solicit letters of interest, or reappoint the current member listed above during your December Mayor and Council meeting.

The Mayor and Council have the authority to appoint individuals of their choice to this board.

**Nina Forsythe**  
*Commissioner of  
Water, Parks and  
Recreation*

If you have any questions or concerns please contact me at your convenience.

**Adam Ritchey**  
*Commissioner of  
Public Works*

**Patrick O'Brien**  
*City Administrator*



## Hill Street School/Museum Re-development Project Scope

The hill Street School is the oldest school building found in Frostburg. It was erected in the late 19<sup>th</sup> century. Up until October of 2018, it has been used as the Frostburg museum. After surveying this building for several commercial clients, they determined it was not financially feasible for their use. I feel the best use of this building would be residential apts. I would propose repurposing the 11766 sq/ft building into 6- luxury two-bedroom apts and 8 luxury one-bedroom apts. This housing would operate on a 12-month lease cycle and be marketed to professionals from the hospital, Northrup Grumman, IBM and Frostburg State University. The first floor apts would be ADA accessible.

The renovation scopes would consist of a complete gut of the interior shell of the building except for the stair ways and common halls. New mechanicals would be installed including separately metered electric, gas and water. New individual HVAC units would be installed with programmable thermostats for each apt. A fully automated sprinkler and fire alarm system would be installed per Maryland State fire marshal's office. The interior finishes will consist of drywall walls, hard wood floors, granite countertops and stainless-steel appliances. The exterior of the building will be improved by the removal of all exterior metal fire escapes, fixing of the shingle roof, Capping of the existing chimneys, new soffit, fascia and gutters. Most windows have been replaced but the one that are left will be replaced and new entry doors will be installed. The unused boarded up windows will be brick shut with a matching brick. The exterior would also be improved by new exterior lighting, a newly paved parking lot, and spruced up landscaping.

In summary, once complete this building will be fully updated and repurposed into a financially viable property while preserving its rich historical stature and presence in the Frostburg community.



**Western Maryland Construction Solutions, LLC**  
 26 Maple Street, Frostburg, Maryland 21532  
 301.687.1767 / 301.687.1769

*Schedule of Values Construction  
 Frostburg Museum Project*

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED & STORED TO DATE	% (G-C)	BALANCE TO FINISH (C-G)	Historic Tax Credit Qualifying Investment	
			From Previous Application(s)	This Period						
1	Planning/ Architectural	\$ 80,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 80,000.00	\$ 80,000.00	Architectural
2	Demo	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 35,000.00	\$ -	-
3	Floor Systems	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 25,000.00	\$ -	-
4	Interior Framing Systems	\$ 89,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 89,000.00	\$ -	-
5	Roof framing system	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 10,000.00	\$ -	-
6	Window And Door Systems	\$ 165,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 165,000.00	\$ 48,000.00	Exterior egress doors
7	Electrical/fire alarm Systems	\$ 155,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 155,000.00	\$ 45,000.00	Fire alarms system
8	Plumbing System	\$ 129,800.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 129,800.00	\$ 21,800.00	4" tap and water main to sprinkler connection
9	Hvac Systems	\$ 86,800.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 86,800.00	\$ -	-
10	Sprinkler Systems	\$ 135,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 135,000.00	\$ 135,000.00	sprinkler
11	Roofing/Gutters	\$ 89,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 89,000.00	\$ -	-
12	Insulation and Drywall	\$ 111,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 111,000.00	\$ -	-
13	Exterior Veneer	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 35,000.00	\$ -	-
14	Cabinetry and Countertop	\$ 95,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 95,000.00	\$ -	-
15	Interior trim and stairs	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 30,000.00	\$ -	-
16	Floor covering	\$ 63,400.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 63,400.00	\$ -	-
17	Interior Finishing	\$ 125,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 125,000.00	\$ -	-
18	Site improvements / ADA ramp/St	\$ 215,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 215,000.00	\$ 82,000.00	egress improvements(Ada ramp, steps,
19	Exterior trim	\$ 26,000.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 26,000.00	\$ -	-
23	General Conditions	\$ 135,750.00	\$ -	\$ -	\$ -	\$ -	0%	\$ 135,750.00	\$ -	-
<b>TOTALS</b>		<b>\$ 1,835,750.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 1,835,750.00</b>	<b>\$ 411,800.00</b>	



*Property Acquisition, Development & Management*

26 Maple Street, Frostburg MD 21532

[www.frostburghhomes.com](http://www.frostburghhomes.com)

Hill Street School Rehabilitation

### Project Timeline

Funding	9/31/2023
Design	10/01/2023-02/01/2024
Demo	02/01/2024-10/01/2024
<i>Interior Renovations</i>	<i>10/01/2024-02/28/2026</i>
Exterior Renovations	03/01/2025-03/31/2026
<i>Pre-Lease</i>	<i>3/1/2026- 4/31/2026</i>
Occupancy	5/1/2026



**Hill Street School Rehabilitation  
Economic Impact Summary**

Current Property assessment	\$	117,200.00
Estimated Property assessment upon completion	\$	1,850,000.00
Estimated Temp Construction Job		16
Estimated Permanent Jobs full time equivlancy		2
Increase in City of Frostburg Residency		20

Description of Work		Total Cost	Requested Qualifying Investments for the Historic Tax Credit	
1 Planning/ Architectural		\$ 80,000.00	\$ 80,000.00	Architectural
2 Demo		\$ 35,000.00	\$ -	
3 Floor Systems		\$ 25,000.00	\$ -	
4 Interior Framing Systems		\$ 89,000.00	\$ -	
5 Roof framing system		\$ 10,000.00	\$ -	
6 Window And Door Systems		\$ 165,000.00	\$ 48,000.00	Exterior egress doors
7 Electrical/fire alarm Systems		\$ 155,000.00	\$ 45,000.00	Fire alarms system
8 Plumbing System		\$ 129,800.00	\$ 21,800.00	4" tap and water main to Sprinkler Connection
9 Hvac Systems		\$ 86,800.00	\$ -	
10 Sprinkler Systems		\$ 135,000.00	\$ 135,000.00	sprinkler
11 Roofing/Gutters		\$ 89,000.00	\$ -	
12 Insulation and Drywall		\$ 111,000.00	\$ -	
13 Exterior Veneer		\$ 35,000.00	\$ -	
14 Cabinetry and Countertop		\$ 95,000.00	\$ -	
15 Interior trim and stairs		\$ 30,000.00	\$ -	
16 Floor covering		\$ 63,400.00	\$ -	
17 Interior Finishing		\$ 125,000.00	\$ -	
18 Site improvements / ADA ramp/St		\$ 215,000.00	\$ 82,000.00	egress
19 Exterior trim		\$ 26,000.00	\$ -	improvements(Ada, ramp, steps)
20 General Conditions		\$ 135,750.00	\$ -	
<b>TOTALS</b>		<b>\$ 1,835,750.00</b>	<b>\$ 411,800.00</b>	

Cost w/o Planning/Architecture	\$ 1,755,750.00
Request w/o Planning/Architecture	\$ 331,800.00
% of Plannig/Architecture costs on Qualifying Investments	18.90%
18.9% of Planning/architecture	\$ 15,118.33
<b>Total Qualyfing Investments</b>	<b>\$ 346,918.33</b>



# CITY OF FROSTBURG

## Adam Ritchey

Commissioner of Public Works

## Garbage and Special Collections for 2026

### Christmas Tree Curbside Collections

The City will provide curbside collection of **clean** Christmas Trees on Monday, January 5, 2026 and Monday, January 12, 2026.

### Regular Garbage Collection

For collection dates falling on these holidays:

**New Year's Day** – Thursday, January 1 garbage will be collected on Friday, January 2.

**Veterans Day** - Wednesday, November 11 garbage will be collected on Friday, November 13.

**Thanksgiving** - Thursday, November 26 garbage will be collected on Monday, November 30.

**Christmas Eve** – Thursday, December 24 garbage will be collected on Monday, December 28.

### Yard Waste Collection

Second Monday of each month beginning on April 13 through September 14

Monday, October 5 and Monday, October 19

Monday, November 2 and Monday, November 16

Residents are reminded that yard waste must be set out on the curbside in either biodegradable paper yard waste bags or reusable cans.

### Bulk Clean Up

Annual Bulk Pickup will be held on Tuesday, May 19, Wednesday, May 20, and Thursday, May 21 (Note this is the week prior to Memorial Day). Collections will be on the same day as normal garbage collections. The Bulk Pickup is provided for **only City residential garbage customers**. Commercial or dumpster customers are not eligible.

The Street Department will **NOT PICK UP** appliances with Freon-based refrigerants, tires, batteries, televisions or computer monitors with “picture tubes”, paint or other chemicals or hazardous materials.

### Notes:

1. Collections subject to weather conditions or unrelated emergencies.
2. All approved requirements apply for each type of waste.
3. Special Pick Ups can be arranged for a pre-paid fee.
  - a. View the current municipal fees at <https://tinyurl.com/FrostburgFee>.

*For More Information Call City Hall at 301-689-6000 or the Street Department at 301-689-6111.*

Bonus - Per Employee					
	\$300 Net	\$300 Gross	Variance		
Gross	\$ 324.85	\$ 300.00	\$ 24.85		
Soc. Sec. (EE)	\$ (20.14)	\$ (18.60)	\$ (1.54)		
Medicare (EE)	\$ (4.71)	\$ (4.35)	\$ (0.36)		
<b>Net</b>	<b>\$ 300.00</b>	<b>\$ 277.05</b>	<b>\$ 22.95</b>		
Soc. Sec. (ER)	\$ 20.14	\$ 18.60	\$ 1.54		
Medicare (ER)	\$ 4.71	\$ 4.35	\$ 0.36		
Total Cost	\$ 349.70	\$ 322.95	\$ 26.75		

Bonus - All Staff					
	\$300 Net	\$300 Gross	Variance		
	\$ 17,541.90	\$ 16,200.00	\$ 1,341.90		
	\$ (1,087.60)	\$ (1,004.40)	\$ (83.20)		
	\$ (254.36)	\$ (234.90)	\$ (19.46)		
	\$ 16,199.94	\$ 14,960.70	\$ 1,239.24		
	\$ 1,087.60	\$ 1,004.40	\$ 83.20		
	\$ 254.36	\$ 234.90	\$ 19.46		
	<b>\$ 18,883.86</b>	<b>\$ 17,439.30</b>	<b>\$ 1,444.56</b>		



Board of County Commissioners

David J. [Redacted] Section 5, Item G.

William R. Atkinson, Commissioner

Creade V. Brodie, Jr., Commissioner

Jason M. Bennett, CPA, Administrator

T. Lee Beeman, Esq., Attorney

## Public Business Meeting Item Summary Report

Department: Economic & Community Development

**To:** Allegany County Commissioners  
**From:** Nathan Price, Senior Project Manager  
**Subject:** Approve Frostburg Main Street Structural Stabilization Grants as Recommended by the Frostburg Mayor and Council  
*Allegany County's Department of Economic and Community Development received \$250,000 in state funding under the Strategic Demolition Fund to help stabilize at-risk buildings along Frostburg's historic Main St corridor.*  
**Supporting Documents:** No

### 1. Summary of Request

This is a joint initiative between the City of Frostburg and ACECD. We were awarded \$250,000 in funds from the State of Maryland through the Dept of Housing and Community Development. The City of Frostburg collected the applications and reviewed them. Winners were selected and ratified at the October 21st Mayor/Council meeting. The County will oversee the fund distribution and monitor compliance of the award winners. The projects that will receive grant monies are: The Diamond Building located at 43-53 E Main St (\$100,000), Lucky's located at 74-78 E Main St (\$100,000) & The Hocking House located at 144 E Main St (\$50,000). The Prichard Building located at 1-5 W Main St was awarded as an alternate project.

### 2. Financial Impact

\$250,000 in grant monies

### 3. Recommendation

Approve