



THE CITY OF FROSTBURG

Mayor and Council Work Session Agenda

Tuesday, June 09, 2026 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. Council Topics

- A. Mountain Ridge Girl's Track & Field Team - Invitation to Council Meeting. Patrick O'Brien, City Administrator.
- B. 250th Proclamation. Patrick O'Brien, City Administrator.
- C. Green Team - 10 Year Recommitment. Jon Miller, Director of Community Development.
- D. Historic District Commission Board Appointments. Jon Miller, Director of Community Development.
- E. Maryland Department of Planning Annual Report CY25. Jon Miller, Director of Community Development.
- F. Smoke Detector Requirements - Stay of Enforcement. Jon Miller, Director of Community Development.
- G. Health Care - FSA. Amy Phillips, Director of Finance.

4. Discussion

- A. Swearing in of Elected Officials.
- B. Staffing Updates.
- C. Dam Keeper.
- D. Electric Bikes.
- E. Solar Energy Credit Program.
- F. Microgrid Grant Continuation.
- G. Pathways to Removing Obstacles to Housing (PRO Housing) Grant.
- H. Palace Theater Request.
- I. Frostburg Summer Lunch Box Program.
- J. Water Truck.
- K. Glendening Parking.

5. Adjournment

RESOLUTION 2026-20

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, RECOMMITTING THE CITY OF FROSTBURG TO THE CONTINUED EFFORTS AND MISSION OF THE GREENTeam IN RECOGNITION OF ITS TEN YEARS OF SERVICE TO THE COMMUNITY.

WHEREAS, the Mayor and City Council of Frostburg, Maryland recognize the importance of environmental stewardship, sustainability, conservation, and community engagement in maintaining and enhancing the quality of life for current and future generations; and

WHEREAS, the Frostburg Green Team was established in 2016 to guide Frostburg’s long-term efforts to remain a vibrant, environmentally sustainable community of choice; working collaboratively with residents, businesses, social organizations, churches, educational institutions, and community partners to promote sustainable practices and environmental awareness throughout the City of Frostburg; and

WHEREAS, the Green Team played an instrumental role in the City of Frostburg becoming a certified Sustainable Maryland community on October 10, 2017, including the development of the City’s Community Certification Report; and

WHEREAS, the Mayor and Council desire to formally recommit to supporting the mission, goals, and future efforts of the Frostburg Green Team as it enters its second decade of service to the community;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council of Frostburg, Maryland do hereby recommit the City to supporting the Frostburg Green Team and its ongoing mission to encourage sustainable best practices, promote environmental education and partnerships, engage community residents and organizations, and preserve and enhance the natural resources and environmental quality of the City of Frostburg; and

BE IT FURTHER RESOLVED that the City of Frostburg expresses its appreciation to the current and former members of the Green Team for their dedication, volunteerism, leadership, and service over the past ten years in helping to shape a more sustainable future for the community.

ADOPTED, this 18th day of June, 2026.

Frostburg Mayor and Council

BY _____
Todd J. Logsdon, Mayor

Attest:

Patrick O’Brien, City Administrator



City of Frostburg

Memorandum

Todd J. Logsdon
Mayor

To: Mayor, City Council, and Patrick O'Brien, City Administrator
From: Jamie Klink, Planner *JK*
Date: May 28, 2026
Re: Board Appointment for the Frostburg Historic District Commission

Commissioners

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

Historic District Commissioner and Vice Chairman Dr. Joseph Hoffman's term expires June 15, 2026. Dr. Hoffman has indicated that he is willing to serve another three year term. Dr. Hoffman has represented the City of Frostburg with distinction and expertise as a Historic District Commissioner, and his service to our community has been invaluable to the preservation of our precious resources in Frostburg's Historic District.

Kevin G. Grove
*Commissioner of
Public Safety*

Staff recommends that Dr. Hoffman be reappointed to a new three year term. Staff feels that Dr. Hoffman brings a demonstrated interest and a strong background to the historic preservation of our City, and his academic and professional training lends a specific expertise to the Commission.

Nina Forsythe
*Commissioner of
Water, Parks and
Recreation*

Please provide staff with recommendations for the Historic District Commission vacancy, request staff to solicit letters of interest, or reappoint Dr. Hoffman during your June Mayor and Council meeting.

Adam Ritchey
*Commissioner of
Public Works*

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

Patrick O'Brien
City Administrator

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



City of Frostburg

Memorandum

Todd J. Logsdon
Mayor

To: Mayor, City Council, and Patrick O'Brien, City Administrator
From: Jamie Klink, Planner *JK*
Date: June 1, 2026
Re: Board Appointment for the Frostburg Historic District
Commission

Commissioners

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

Kevin G. Grove
*Commissioner of
Public Safety*

Nina Forsythe
*Commissioner of
Water, Parks and
Recreation*

Adam Ritchey
*Commissioner of
Public Works*

Patrick O'Brien
City Administrator

Historic District Commissioner and Chairperson Dawn Hein's term expires June 15, 2026. Chair Hein has indicated that she is willing to serve another three year term. Chair Hein has represented the City of Frostburg with distinction and expertise as a Historic District Commissioner, and her service to our community has been invaluable to the preservation of our precious resources in Frostburg's Historic District.

Staff recommends that Chair Hein be reappointed to a new three year term. Staff feels that Chair Hein brings a demonstrated interest and a strong background to the historic preservation of our City, and her academic and professional training lends a specific expertise to the Commission.

Please provide staff with recommendations for the Historic District Commission vacancy, request staff to solicit letters of interest, or reappoint Chair Hein during your June Mayor and Council meeting.

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

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



City of Frostburg

Todd J. Logsdon
Mayor

Maryland Department of Planning
Planning Best Practices
Attn: David Dahlstrom, AICP

Re: Annual Report Calendar Year (CY2025)

Commissioners

Donald L. Carter, Jr.
Commissioner of
Finance

Dear Mr. Dahlstrom:

The Frostburg Planning Commission approved the following annual report for the reporting year 2025 as required under [§1-207\(b\)](#) and [§1-208\(c\)\(1\)\(i\) and \(c\)\(3\)\(ii\)](#) of the Land Use Article on May 13, 2026. In addition, this report has been filed with the local legislative body.

Kevin G. Grove
Commissioner of
Public Safety

1. Number of new Residential Permits Issued inside and outside of the Priority Funding Area (PFA):

**Table 1: New Residential Permits Issued
Inside and Outside the Priority Funding Area (PFA)**

Residential – Calendar Year 2025	PFA	Non - PFA	Total
# New Residential Permits Issued	9	0	9

Nina Forsythe
Commissioner of
Water, Parks and
Recreation

Adam Ritchey
Commissioner of
Public Works

2. Maryland's [Sustainable Growth Planning Principles \(Principles\)](#) were signed into law by Governor Moore on April 8, 2025, following the Maryland General Assembly approval of [House Bill 286](#). The use of the Principles will now be required for all new comprehensive plans and comprehensive plan updates. Has the planning commission reviewed these new requirements and the [Sustainable Growth Implementation Guide](#)?

Y ☒ N ☐

Patrick O'Brien
City Administrator

3. Is your jurisdiction scheduled to update the comprehensive plan or submit a 5-Year Mid-Cycle review report this year?

Y ☒ N ☐

4. Were there any growth-related changes, including land use changes, zoning ordinance changes, rezonings, new schools, changes in water or sewer service, or municipal annexations that changed municipal and unincorporated boundaries? **Yes; temporary water service extension to Lonaconing due to their water treatment plant being offline.**

Y ☒ N ☐

If yes, please list the annexation resolution(s), describe or attach a map of the changes, and provide a description of consistency of internal, state or adjoining local jurisdiction plans. Have you submitted copies of each adopted resolution been to: Georgeanne Carter, Legislative Counsel Municipal Resolution Reposition Department of Legislative Services, 90 State Circle, Annapolis MD, 21401-1991. MDP would like to inform municipalities of 2025's [Senate Bill 245](#) - Municipalities – Annexation Resolutions – Submission to the Department of Planning. This bill, effective October 1, 2025, requires municipalities to send a copy of the signed annexation resolution(s) to MDP within 10 days of when the resolution(s) take effect. This is an addition to the existing list of entities outlined in Section 4-414 of the Local Government Article. To meet this requirement and expedite MDP's updating of the PFA status, please send Daniel Mullinix (daniel.mullinix@maryland.gov) a copy of the notification transmitted to the Department of Legislative Services.

5. To expedite MDP's updating of the PFA status, please send Daniel Mullinix (daniel.mullinix@maryland.gov) a copy of the notification transmitted to the Department of Legislative Services.

Y ☐ N ☒

6. Did your municipality identify and/or implement recommendations related to the following general planning topics, to improve the local planning and/or development process? Please select all that apply.

Y ☒ N ☐

☐ Green Infrastructure	☒ Revitalization and Infill
☐ Zoning Reform	☒ Bike/Ped Planning
☐ Climate Change	☒ Commercial Redevelopment
☐ Affordable/Workforce Housing	☒ Sustainable Growth
☐ Equity	☐ Placemaking
☐ Resilience	☐ Aging Population
☒ Water/Air Quality	☐ Sensitive Area Preservation
☐ Water/Sewer Capacity	☐ Expedited Review for Preferred Projects
☐ Brownfield Remediation	

Please describe any other planning improvements identified or implemented in CY2025.

N/A

7. Are there any issues that MDP can assist you with in 2026? If yes, please describe.
Guidance related to MD House Bill 805.

Y ☒ N ☐

8. Have all Planning (Commission/Board) and Board of Appeals members completed the [Maryland Planning Commissioners Association \(MPCA\)](#) training course?

Y ☒ N ☐

Sincerely,

Jon Miller
Director of Community Development

RESOLUTION 2026-XX

A RESOLUTION OF THE CITY OF FROSTBURG, A MUNICIPAL CORPORATION OF THE STATE OF MARYLAND, ADOPTING A FLEXIBLE SPENDING ACCOUNT.

WHEREAS, The Mayor & City Council of Frostburg, Maryland has determined that it would be in the best interests of its employees to provide a Flexible Spending Account (FSA) allowing for pre-taxed medical benefit coverage.

NOW, THEREFORE, BE IT RESOLVED, that Mayor and City Council of Frostburg, Maryland do hereby adopt a so-called Flexible Spending Account as part of its employee benefits options all in accordance with the specifications annexed hereto; and, be it known that the City Administrator may execute the appropriate documentations with MoneyWise Solutions for implementation of the FSA.

BE IT FURTHER RESOLVED, that The City of Frostburg undertake all actions necessary to implement and administer said plan.

ADOPTED, this 18th day of June 2026.

Frostburg Mayor and Council

BY _____
Todd J. Logsdon, Mayor

Attest:

Patrick O'Brien, City Administrator