Mayor & Council of Sharpsburg

Meeting Agenda-Approved

February 7, 2022

6 pm

1. Call meeting to order and pledge, pledge was led by Carrie
2. Meeting minutes from December 2022 to approve-
3. 6:00-6:15 Dan Murphy of DMurphy Designs to present on website
   1. Dan is a local small business owner who has been in business for 15 years with 30-40 active customers.
   2. He uses word press and will be the person of contact
   3. He will provide training and he specializes in small businesses
   4. He has many ideas and can blend ideas with council requests
   5. Email would be extra and that would be five dollars/month/account
   6. Will send out sample web pages that he has developed to the town’s email account and Carrie will send out to council members
4. 6:45-7:00 Laura Oats of Laura Oats Design to present on website
   1. Her intern Bailey went over specific pricing
   2. Laura showcased a sample webpage and showed the ease to edit and many features, (calendar, town events, meetings, council members).
   3. She would be the point person and would train anyone who would like to learn to
   4. Price of the website design would not have any extra costs
   5. Any extras afterwards would be 50/hr.
5. 7:00-7:15 Matt Densmore Little League
   1. Matt has been involved in the Little League for almost 10 years; Tim Tech has been involved for almost 3 years.
   2. Both reported that much time and money is spent on maintaining the fields.
      1. Games are Mondays, Wednesdays, Fridays and Saturdays. Other days, with the exception of Sundays, are used for practice.
      2. Season is generally March through October
      3. Currently there are about 300 kids with 20-25 teams, utilizing all fields
      4. Travel teams have caused enrollment to fall, there is some interest for the traveling team to use the fields
   3. T-ball field remains open and the town children can use.
   4. Due to vandalism the other fields will be closed; Little League will provide the town with a schedule when it comes out to help with attendance. Schedule to come out in mid-March
   5. Sand Lot league is a program for younger athletes that the league may incorporate to increase enrollment.
   6. Town and Little League to work closer together to try to utilize the fields and generate more of an interest.
6. 7:15-7:45 Shawn Stewart of RISE to present on website, (via ZOOM)
   1. Shawn presented what a possible municipality website would look like
   2. His company, REVISE, specializes in government
   3. Fully ADA compliant, very protective and safe
   4. Website design would be a collaboration and ease of use for non tech users
   5. Show cased easy edit skills of sample website, document drops, photo inserts

In attendance: Russ Weaver, Jake Martz, Robbie Waters, John Hammond, Tim Lung (via ZOOM0, Dan Murphy, Michael Arant, Jim Brookfield, Perry Jamieson, Jen Bruni, Chris Vincent, Tim Peck, Matt Dinsmore, Laura Oates, her intern-Bailey Racine, Adam Oates, Carrie Estell and Shawn Stewart (via ZOOM)

**Zoning with Tim (7:45-8:00)**

* 0 W. Antietam S t. (Crampton)

Sent a notice to Rich Eichelberger, Director of the County Department of Permits and Inspections to withhold any renew of the expired building permit or issuance of any new building permits until Mr. Crampton addresses the open foundation hole and safety issues. This may be considered a “nuisance” per the Town Charter.

* Continue to work on obtaining the necessary information to complete the zoning permit application for the Short-Term Rental at 110 S. Mechanic Street, owned by Gideon Properties. Discussed the application with the County regarding any required building inspections. Rich Eichelberger stated that use of a residential dwelling as a short-term rental does not constitute a use change according to the building code and would therefore not require any inspections beyond what is needed for a residential dwelling. Will contact the fire marshal regarding any inspections required by them.
* Received notice that the County issued a building permit for a new dwelling at 203 West Antietam Street. This was an old application that was filed some time ago.
* Working with the County in regard to naming of some alleys. Have requested an explanation of why the names were rejected.
* Will be working with Mia and the Planning Commission in regarded to the 2022 action items listed in my January report.
* Will be out of the office on Friday Feb 11th & 18th will be monitoring e-mails.

**Mayor’s Report-**

**American Recovery monies-**encourages all to read a detailed account of the guidelines of utilizing the money. Russ said he would get the article together for everyone to read.

**financials-**monthly January expenses/income discussed, expenses were a little high due to accounting and survey costs, Robbie motioned to accept financials, Jake seconded, all were in favor.

**POS presentation-**Russ presented to the Project Open Space he included aspects from his mini tour of other municipalities’ parks, (shade, walk ways, upgrades to playground equipment, specialized areas for younger children, possible repurpose of basketball and/or tennis court for a tyke track and/or pickle ball court

**park surveillance update-**cameras were installed and getting feeds from your cell phone at the park set up is easy. Carrie has password and user name; she will call to ask about the legality of a sign and elevator bill responsibility.

**Tolson’s Chapel & Heart of the Civil War donations-**Russ brought up donations to these two organizations, Russ suggested $500.00, Robbie motioned, Joe seconded and all were in favor for a donation to Tolson’s Chapel. Heart of the Civil War, Chris Vincent spoke of their funding and a 500 donation would be appropriate. They are a good asset and assist with grant writing. Jake motioned and Robbie seconded, all were in favor of the 500-dollar donation.

**Council comments**

* **John Hammond-Building and Infrastructure**
  + - Off this Friday and will meet with Russ to draft a plan of action for the county about wells and to meet with Russ, Jake and Joe concerning the mowing contract. Carrie will get a copy from Keedysville to use as an example.
* **Joe Kudla-streets, roads & culverts**
  + - Final phase for the walls to be repaired. There was a letter that was to some residents to share the plans. There was some confusion on its purpose but after a phone call and an email, it was a precaution for MDOT’s work to survey walls.
    - Culvert safety rails or coverings will be the responsibility of the town to install and pay for.
    - Craig Paving came and looked at a few projects, (bridge and culvert off Antietam, bridge off Chapline and some paving). They should have an estimate by the end of the month.
    - Will work closely with resident Ray Leaman about some issues his property has due to the culverts.
    - Would like for the prisoners’ work group to do two large projects, (1. Cleaning out the gutter pans & 2. Clearing out the trees/brush/trash out of the view of the Piper House). Hoping to get these projects underway asap. Joe will reach out to this organization of the prison.
* **Jake Martz-communications, parade**
  + - Memorial Day
      * Selected a caterer, and are just working out the details as far as setup location and logistics, submitted applications to MDOT for approval to close Rt. 34, and Washington County Public Schools for permission to use the elementary school parking lot, awaiting their reply
      * Music and band coordination is underway, and will include the 229th National Guard Band that was here last year. The 229th intends to put the parade on their schedule as part of their annual rotation from now on
      * Invitations to dignitaries for the wreath laying ceremony will be sent out by February 15th; some completed applications for participation in the parade, but official invitations will be sent out later this month
      * Currently in the process of obtaining permission from the National Guard and the FAA for an A-10 flyover in addition to the flyover performed by the Hagerstown Aviation Museum
      * I am in the process of finishing up the application for the Washington County Hotel Rental Tax Grant, and we’ve already been approved for an additional $3,000 grant from the Washington County Convention Business Bureau, which we are just waiting to receive
      * I’ve reached out to the Sharpsburgh Museum of History and the Sharpsburg Historical Society, and they’ve agreed to help us prepare the “History of the Sharpsburg Memorial Day Parade” section of this year’s parade book that was requested by the mayor
      * Since this year’s theme is “The Greatest Generation,” we’ve decided to go with a World War 2 military historian from the National Guard for the Grand Marshal, and in the process of finding and reserving the appropriate individual
      * Pursuant to flag etiquette and protocol, we are working to obtain official permission from the Governor’s office to lower our US flag to half-staff for the morning so that we may perform a flag raising following the morning ceremony, which will be a new addition to the typical format.
      * Having trouble finding reenacting units, but plan to follow up with invitations that have been sent out
    - Communications
      * A certificate of Appreciation for Cecil McLean, of Scout Troop 51, for achieving the rank of Eagle Scout for his work on the Kennedy Farm
      * Coordinated presentations this evening regarding the development of our website
    - Town Park
      * Received proposals from the landscape architects that were interviewed, review later
      * Potomac Edison to have an engineer come to assess the feasibility of relocating the power line pole at the corner of S Church St and Main St
* **Robbie Waters-parks, railroad station, town operations**
  + - A resident called to complain that folks were on the ice, Robbie and Heather created a sign as a warning with a picture.
    - Robbie to host the scouts of Troop 58 to help with the pond for their conservation project; this will happen before the fishing rodeo.
    - Brought up a sign for the park for warning of cameras in use for monitoring. Carrie will call this week.
* **Mia Parsons-Planning-(Streetscape), grants (not present)**
  + - Planning commission to work on Streetscape
    - Working on bids for suggestions from the tree survey
* **Ed Beeler-Historical Planning, town archives, communications, grants (not present)**
  + - Still in need of a larger home. There was a possibility

**Community Partners**

* Chris Vincent-advisory board Antietam Institute-shared that a meeting will be held this week; donation amount to the Heart of the Civil War Heritage Area, Inc, was appropriate
* Mike Arant-Town Crier-would like to acknowledge Roger Moore’s family somehow; wants to work with the mayor and council for an annual community service award. Discussion was held, as the town started an annual community service award, possibly having two per year to “catch up” with recognition for jobs well done.

**Old Business/ACTIONS**

**Land purchase ordinance-**

Review of land purchase-ordinance-Russ brought up the ordinance to purchase the two parcels of land for the pocket park, Robbie motioned for the sale to go through, Jake seconded the vote and all were in favor of the purchase. The purchase price of 63K will be reimbursed via Project Open Space funding we were awarded.

**New Business**

**Mowing Contract-**

Discussion was held on contract bids/bid packets to be more specific. Google earth pics and a walk through with awarded company would allow both parties to know exactly what is expected. A weather clause needs to be included. John, Jake, Russ and Joe plan to meet on Friday to craft a new mowing contract. Carrie will reach out to Keedysville for an example. Advertisement will also be done next week. Bid packets will be available from Town Hall. Sealed bids will be reviewed at the next Mayor and Council Meeting, March 7th at 6 pm.

Meeting adjourned 8:20