

**SHARPSBURG MAYOR AND COUNCIL  
MEETING MINUTES  
DECEMBER 4, 2023**

The Mayor and Council of Sharpsburg, MD held their monthly meeting on Monday, December 4, 2023 in the Council meeting room of Town Hall located at 106 E. Main Street in Sharpsburg. In attendance were Mayor Russell Weaver, Vice Mayor Jacob Martz, Councilmembers Ed Beeler, Joseph Kudla and Robbie Waters. Absent were and Councilmembers John Hammond and Mia Parsons. Town Clerk Debra Smith was also in attendance and Zoning Administrator Tim Lung was in attendance via Zoom.

**CALL TO ORDER AND PLEDGE:** Mayor Weaver called the meeting of the Mayor and Council to order at 6:00 PM with the Pledge of Allegiance and a moment of silence for Councilmember John Hammond and his wife Councilmember Mia Parsons.

**GUESTS/PUBLIC COMMENTS:** Chris Vincent from the Antietam Institute presented the Mayor and Council with a second installment donation of \$2,000 for the Interpretive Plaza project.

**APPROVAL OF MINUTES:** Motion by Councilmember Beeler, second by Councilmember Kudla to approve the October 2, 2023 and the November 6, 2023 minutes. Motion carried.

**APPROVAL OF OCTOBER/NOVEMBER FINANCIAL REPORT:** Motion by Councilmember Waters, second by Councilmember Kudla to approve the October 2, 2023 and the November 6, 2023 financial reports. Motion carried.

**ZONING ADMINISTRATORS REPORT – Tim Lung**

- The Board of Zoning Appeals held a public hearing on Wednesday, Nov 8 to consider the re-application for a Special Exception to establish a short-term rental use at 201 W. Main Street, zoned TR. The Board denied the application due to the owner having two principal residences according to State Assessment and Taxation records.
- Reviewed and signed off on a permit application to demolish an existing out building on property at 111 W. Main Street to be reviewed and issued by the County.
- Reviewed and commented on a building permit application for remodel, addition and garage on property at 316 W. Main Street.
- Responded to questions from a consultant regarding an environment assessment of the post office property on E. Chapline St.
- Responded to questions regarding possible annexation of property south of E. High Street.
- Responded to questions regarding property in the County that fronts on the alley behind W. Chapline Street.
- Responded to an inquiry regarding the possible placement of a new wireless communication tower at various locations in the Town. Such facilities require approval of a Special Exception by the Board of Zoning Appeals.
- Issued a notice of violation an un-permitted auto repair business operating at the rear of property along the south side of E. Main Street.
- Waiting for a response from State Highway Administration regarding the sight distance issue at the corner on Church St (MD 65) and E. Main St. (MD34).

**PRESENTATION OF ANNUAL AUDIT:** Erin Clark and Kayla Alshouri from SEK presented the results of the FY23 financial audit. Highlights included;

- Operating grants decreased in FY23 resulting in the current years expenses exceeding total revenues by \$35,835.

- Total actual revenues of \$495,786 and expenditures of \$611,814 left a budget balance of (116,028)
- FY23 year end fund balance of \$399,693 is made up of \$32,759 for hotel/motel tax and \$24,637 for Highway user revenue (both restricted uses) and \$311,402 unassigned revenue.
- The town has \$1,108,236 in total assets and no long-term debt.

## COMMUNITY PARTNERS

### Officer Watkins – Resident Deputy report for November 2023

Antietam Station - 5 checks.

Sharpsburg Elementary School - 3 checks.

Little League field - 5 checks.

Park - 6 checks.

Bank parking lot - 2 nights.

Traffic Enforcement - 3.5 hours.

Parking Enforcement - .5 hour.

Calls For Service - 7.

Special Events - 1 (Veterans Day).

Total WCSO events - 68

Burglary - 0

Disorderly - 1

MDOP - 1

TFMV - 0

Theft - 0

Undesirable - 0

**Chris Vincent – Park Advisory Board/Antietam Institute:** 1,100 volunteers for the Annual Christmas lighting of the Antietam Battlefield.

## MAYORS REPORT – Mayor Weaver

- **Wells** –Bid document is complete and available for your review. Bidders conference complete and now open for bid.
- **Historic Park** –Frederick Seibert and Associates are finishing detailed design.
- **Big Spring** –We were not selected for a grant and have this project on hold.
- **Boyer House** –Negotiations are ongoing and will happen this week.
- **Streets & General Maintenance**–Moving electronic sign from fire hall to route 65 will be discussed in executive session during December council meeting.
- **Audit** –Results will be presented during December Council meeting

## COUNCIL MEMBERS REPORTS

### Councilmember Beeler:

Museum Attendance: 182 - YTD: 1637      YT 2022 – 1639

- The total of Boyer Artifacts is at: 680 now we received a box from the Boyer house.
- We received a donation of a drawing of the piper farm house as a log house and a photo of two Sharpsburg Bluebirds ball players
- SMH end of year fundraiser
- The Antietam Diorama restoration
- Sharpsburg's Artifact Collection, is to finish it between Christmas and New Years and start 2024 with the whole collection done and start to put in on the museum program we have.
- The End of the Year Report will be out soon to each board member and the Mayor and Council.

### **Councilmember Kudla:**

- MDOT looking for funding for additional streetscape work
- Discussion on the culvert located at 133 E. Main St. Councilmember Kudla will contact MDOT again for further discussions and a possible resolution
- Discussion on naming and placing signage on allies. (**ACTION ITEM**) to be placed on January's agenda for further discussion.

### **Councilmember Waters:**

- Missing playground parts has caused several delays in the installation process. If all the remaining parts are delivered soon, the installation could be completed in the next 3-weeks. Mayor Weaver asked Councilmember Waters to provide Town Clerk Smith with details regarding the delay with the manufacturer so they can be relayed back to the Andrew Eshelman at the County Parks & Rec. (**ACTION ITEM**)
- The Veterans Banners will be removed this week and placed in town hall for display and the Christmas banners will go up.

### **Vice Mayor Martz:**

- Received requested Memorial Day grant funding from Hotel Rental Tax Funding and Washington County Convention and Visitors Bureau. The total amount received was \$15,000 combined.
- Ordered additional "No Parking" signage for Main Street to replace signage that was legally unenforceable.
- Submitted donations, which included original photographs and records, from the Boyer House to the Sharpsburgh Museum of History.

### **OLD BUSINESS**

**Council Review of Town Safety Priorities:** Council agreed that Officer Watkins is doing a great job and this item can be removed from the agenda.

**E. Antietam Street Drainage Project Update:** (**ACTION ITEM**) to be placed on January's agenda for further discussion.

### **NEW BUSINESS**

**2024 Water Rebates:** tabled for further discussion in the second billing quarter.

**Town Hall Security Proposals:** Somerset Fire Alarm and Security and Atlantic Security Systems, Inc. were contacted to provide quotes for the upgrade to the town's current security camera system and add new additional security features. Discussion on the quotes with the majority agreeing that they are satisfied with the service currently provided by Atlantic Security at the town's parks and feel it would be easier to maintain the same system throughout the town. **Motion** by Councilmember Martz, second by Councilmember Waters to approve the lower bid by Atlantic Security at \$5,695.00. Motion carried.

**Replacement of Door Handles in Town Office/Museum:** Councilmember Martz proposed the replacement of commercial door handle and locks on the town office and museum doors. **Motion** by Councilmember Martz, second by Councilmember Kudla to approve the change. Motion carried.

**Verizon Antenna Installation Request at Ballfield:** A Verizon representative has proposed the placement of a new wireless communications tower located at the town's ballfield at an approximate height of 120'. This would require application to the Board of Zoning Appeals for a Special Exemption.

**FY23 Annual Audit:** Motion by Councilmember Waters, second by Councilmember Beeler to approve the FY23 Financial Audit as presented earlier in the meeting by Smith, Elliott and Kearns. Motion carried.

**Motion** by Councilmember Martz, second by Councilmember Kudla to closed the Regular meeting at 8:00 PM and move into Executive Session under Maryland Annotated Code General Provisions Article §3-305(b): (8) consult with staff, consultants, or other individuals about pending or potential litigation. Motion carried.

**January 8, 2024 Meeting Action/Agenda Items**

- Discussion on naming and placing signage on allies.
- E. Antietam Street Drainage Project Update
- Councilmember Waters to provide Town Clerk Smith with details regarding the delay with the manufacturer so they can be relayed back to the Andrew Eshelman at the County Parks & Rec.

Respectfully submitted,

Debra Smith  
Town Clerk