

SHARPSBURG MAYOR AND COUNCIL REGULAR MEETING MINUTES NOVEMBER 4, 2024

The Mayor and Council of Sharpsburg, MD held their monthly meeting on Monday, November 4, 2024 at 6:00 PM 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. Town Administrator Debra Smith was also present and Zoning Administrator Tim Lung was present via zoom. Councilmembers John Hammond and Mia Parsons were absent.

CALL TO ORDER AND PLEDGE led by Councilmember Waters followed by a moment of silence held for Rufus Hofelt who was the first president of the Sharpsburg Little League.

GUESTS/PUBLIC COMMENTS

Girl Scout Rain barrels/Pavillion Gutters Project Update – Ellie Johnkin updated the Mayor and Council on the status of her rain barrel project in the park stating that she has spent \$738.00 to date. She is now at the point of needing guidance from the Mayor and Council on the placement of gutters for the pavilion. The town initially requested color-matched gutters at the September meeting which are more expensive than originally budgeted. She received a quote from a company for color-matched materials only and for color-matched materials & installation. She is ultimately asking if the town wants to install or to increase the allowance to cover the installation by My Gutter Doctor. **Motion** by Councilmember Waters, second by Councilmember Beeler to approve the matching seamless gutters to be installed by the town and to reimburse Ellie \$900.00 for the project costs. Motion carried.

W.C. Hazard Mitigation Plan Review – Cody Swope, W.C. Emergency Management Specialist presented highlights of the Hazard Mitigation Plan that is updated every 5-years and incorporates the needs and goals of each municipality. Sharpsburg has three-3 projects included in the plan; 1. Reduction of the town's floodplain area; 2. Community outreach, and 3. The engineering of Antietam and Church Streets. By adopting the plan, the town is eligible for FEMA Funding under the Hazard Mitigation Grant Program (HMGP) and Building Resilient Infrastructure and Communities (BRIC).

Historical Park Project Update – Brad Huntzberry and Brady Blair of Huntzberry Bothers, Inc. attended the meeting to review the retaining wall stone options for the historical park. While no final decision was made on the stone wall material, the grading portion of the project will proceed.

Presentation of the FY24 Financial Audit – Erin Clark of SEK presented the highlights of the towns FY24 Annual Financial Audit.

- The towns General Fund had a net overall favorable budget variance of \$137,771 with total expenditures having a favorable budget variance of \$87,929 and revenues having a favorable budget of \$49,842.
- The towns total assets are \$1,325,946 with \$47,322 being restricted for Hotel/Motel tax and \$47,309 being restricted for Highway User Revenues.

Ms. Clark stated that this was the first year that the town has not received any Management or Discrepancy Statements and thanked Town Administrator Debra Smith for her efforts in making this a positive audit.

APPROVAL OF MINUTES

October 7, 2024 Regular Meeting Minutes – **MOTION** by Councilmember Waters, second by Councilmember Kudla to approve the October minutes. Motion carried.

APPROVAL OF FINANCIAL REPORTS

October 2024 Financial Report - **MOTION** by Councilmember Beeler, second by Councilmember Waters to approve the October Financial Report. Motion carried.

ZONING ADMINISTRATORS REPORT

 – Tim Lung

- Completed the written Order-Opinion and approval letter for the Board of Zoning Appeals Special Exception for Robert Campbell to establish a museum at his property at 137 East Main Street, approved at the Hearing on Oct 1.
- The roll off dumpster at 105 N. Mechanic street has been removed and the property recently sold.
- Issued notice of violation for tall weeds/grass and junk/trash on property at 121 E. Main Street. Weeds/grass has been cut; however, trash remains. Will issue a final violation notice and will also contact the Health Dept regarding the trash.

- Responded to several inquiries and questions regarding zoning and permitting requirements.
- Attended Oct 30 Planning Commission meeting. Reviewed and discussed comments on the proposed draft Zoning Ordinance text amendment regarding Home Occupation Businesses and Home Office Businesses. Will revise the draft based on comments and review with the Planning Commission at their January meeting.
- Corresponded with the County Zoning Administrator regarding complaints associated with the Greenhill Farm Special Events center.
 - *Further discussion at the November 4th meeting regarding complaints of loud music led to Mayor Weaver requesting Town Zoning Administrator Tim Lung to file a formal complaint from the town with County Zoning Administrator Jill Baker and cc the County Administrator regarding the matter.*
- Continue to gather information and preparation of the MDE permit application for the Big Spring wall restoration project.
- Reviewing Maryland Department of Planning Annual Report filing form. When complete, will forward to the Planning Commission for approval.
- Pending scheduling of a meeting with Town officials and Staff and Greg Cartrette, Director of the County Permitting and Inspections Department to introduce new County staff that will be working with the Town and review building code changes.
 - *Mayor Weaver stated that Zoning Administrator Tim Lung has been tasked with drafting an Ordinance formally approving the creation of the Planning Commission and outlining their duties and responsibilities for adoption by the Mayor and Council.*

MAYORS REPORT – Mayor Weaver

- Will be working on a Community Development Events Committee in January.

CORRESPONDENCE

- Town Election – Tuesday, November 19th from 9AM – 7PM
- MML Meeting/Dinner – Monday, November 25th @6PM in Clear Spring

COUNCIL MEMBERS REPORTS – Mayor Weaver stated that starting in January he would like all Councilmembers to submit at least a paragraph summary in writing prior to the meeting.

Councilmember Waters – Stated that Roto-Rooter was contacted to flush the debris from the inlet to the pond.

Vice Mayor Martz –

- Grand Marshal confirmed for Memorial Day Parade – Lt. Gen Richard Mills
- Wrote an article clarifying the Town’s position on fire pits and submitted it to the Town Crier for publication.
- Had missing mounting hardware replaced on the plaques affixed to the monuments in the square.
- Completed and submitted a request for Hotel Rental Tax Funding Grant for Memorial Day
- Completed and submitted Facilities Use Form application for Sharpsburg Elementary School for Memorial Day.

Councilmember Beeler-

- Jesse Roberts was named as the Museums Volunteer of the year
- Randy Short to offer insight on modifying the diorama. Mayor Weaver stated that he would like to see it more focused on the Town of Sharpsburg rather than the Battle of Antietam.

Councilmember Kudla-

- is scheduling the street sweeper from Williamsport to clean the entire town. Will be announced on the towns Facebook page.
- Contacted MDOT regarding guardrail issue.

COMMUNITY PARTNERS

Officer Watkins – Resident Deputy – will remain on administrative duty a few more weeks, but the County will continue to provide coverage.

Town Crier – Mayor Weaver stated that he is working with Mike Arant on an article; Preservation Starts at Home.

OLD BUSINESS

Well Drilling Project Update- town proposal is currently being reviewed by the County Attorney.

Town Hall/Library ADA Ramp Project Update- Tabled.

NEW BUSINESS

Resolution 2024-01; Adopting W.C. Hazard Mitigation Plan - MOTION by Councilmember Waters, second by Vice-Mayor Martz to approve the adoption of the W.C. Hazard Mitigation Plan through Resolution 2024-01. Motion carried.

FY24 Financial Audit Approval - MOTION by Councilmember Beeler, second by Councilmember Waters to approve the FY24 Financial Audit as presented. Motion carried.

Appointment to the Planning Commission – Council Member Mia Parsons will not be running again for a Council position and has requested to become a permanent member of the Planning Commission. Mayor Weaver recommended her appointment to the Planning Commission. **MOTION** by Councilmember Beeler, second by Councilmember Kudla to approve Mia Parsons as member of the Planning Commission. Motion carried.

Town Christmas Tree Lighting Event- The event will be held on Friday, December 6th

- Councilmember Waters will purchase and install the tree the week of Thanksgiving
- Roostervane will decorate the town hall and square before Thanksgiving
- Vice-Mayor Martz will take care of obtaining an outdoor sound system for the event
- Mayor Weaver would like to obtain a church choir
- Approval to spend \$600-\$700 for a small gift for each of the students decorating the tree
- The town will also cover the cost of the tree ornaments being made by the elementary school

Chapline Street Culvert Repair- Huntzberry Brothers provided a quote of \$13,500.00 to clean and repair the culvert on Chapline Street. **Motion** by Councilmember Waters, second by Councilmember Beeler to approve. Motion carried.

ADJOURNMENT - MOTION by Councilmember Waters, second by Councilmember Kudla to adjourn the meeting at 7:40 P.M. Motion carried.

Respectfully submitted,

Debra A. Smith
Town Administrator/Clerk