

**SHARPSBURG MAYOR AND COUNCIL
WORK SESSION MEETING MINUTES
MARCH 31, 2025**

The Mayor and Council of Sharpsburg, MD held a closed session meeting on Monday, March 31, 2025 in the Council meeting room of Town Hall located at 106 E. Main Street in Sharpsburg. **Motion** by Councilmember Beeler, second by Councilmember Short to close the meeting at 5:10 PM under Maryland Annotated Code General Provisions Article §3-305(b): (7) to consult with counsel to obtain legal advice. Motion carried unanimously.

In closed session the Mayor and Council obtained legal advice from the town Attorney and reached a consensus to review the Towns Charter and various Ordinances and provide him with any and all revisions deemed necessary to be incorporated into revisions and Charter Amendments.

Present during the closed session were Mayor Russell Weaver, Vice Mayor Jacob Martz, Councilmembers Ed Beeler, Joseph Kudla, Heather Waters and Randy Short. Also present were Town Administrator Debra Smith and Town Attorney Brian Kane.

Reconvene in Open session

Motion by Councilmember Waters, second by Councilmember Kudla to reconvene in open session at 6:25PM. Motion carried unanimously. In attendance were Mayor Russell Weaver, Vice Mayor Jacob Martz, Councilmembers Ed Beeler, Joseph Kudla, Heather Waters and Randy Short. Town Administrator Debra Smith and Zoning Administrator Tim Lung were also in attendance.

1. Request For Permit To Block Sidewalk For Roof Replacement Project – Zoning Administrator

Zoning Administrator Tim Lung stated that a request for an application for a permit to block a portion of the sidewalk to erect scaffolding in order to complete a roofing job at 107 East Main Street was submitted and will be in place for approximately two weeks and would also require a lift to move materials up to the roof, which will be in place for approximately one month. Tim stated that Town Code requires that a pedestrian walk-way of 36" wide must be maintained. Property owner Brien Poffenberger stated that the ROW will be maintained and he also understands that the issue of having the scaffolding off the street during the Memorial Day Parade is also a requirement. **A Public Hearing will be scheduled prior to the regular meeting on Monday, April 7th at 6PM.**

2. Request To Use Sidewalks/Parking Area For Grand Opening/Special Event –Town Administrator

Town Administrator Smith stated that Kayla Crigger, owner of 4065Florals and Events is renting 100 E. Main on the corner by Nutter's, and is planning a grand opening on Saturday, May 10th from 12-4pm. Ms. Crigger is requesting the use the sidewalk/parking spaces on the corner for a food truck/specialty drink vendor, permanent jewelry vendor, a "Build Your Own Bouquet" booth outside the store to attract customers. **Consensus to place on the regular meeting agenda** to allow 4 trucks (no alcohol) and block Mechanic Street and 2 vendors on the sidewalk and she must provide a Certificate of Insurance naming the Town as the additional insured.

3. Review of Mowing Bids For 2025 Season – Town Administrator

Three-(3) bids were received and the scope of work consists of providing all labor, materials, equipment and incidentals for the weekly mowing and trimming of several town-owned property parcels during the 2025 mowing season, which shall begin no earlier than April 15th of each year and end no later than October 15th of each year. The contract period will be for one (1) year and may be extended for two (2) 1-year terms, not to exceed three years from the date of the award.

	R.W. Property Services	Grand Lawn Services, LLC	Murray's Lawn & Property Care
YEAR 1 (2025)	\$725.00	\$745.00	\$1,100.00
YEAR 2 (2026)	\$725.00	\$745.00	\$1,100.00
YEAR 3 (2027)	\$750.00	\$775.00	\$1,250.00

Consensus to award the contract to the low bidder at the regular meeting.

4. Chapline Street Culvert Cleaning Proposal – Mayor Weaver

Huntzberry Brothers provided a quote of \$13,500.00 back in November 2024 to remove sediment from the Chapline Street Culvert with a Hydro-Vac Excavation. They gave completed as much as they can remove at an estimated \$8,000.00. The remaining portion consists of debris caught up in roots that will have to be manually removed. Huntzberry Brothers

can do it for the remaining \$5,500.00 or R.W. Property Services has provided a quote to remove the remaining debris for \$2,000.00. **Consensus to approve R.W. Property Services for \$2,000.00.**

5. FY25 Pothole Repair Proposal– Mayor Weaver

Huntzberry Brothers presented a street repair analysis and estimate in September 2024. Council was asked to review the repair proposal and make any additions at the regular meeting.

6. Review of MDOT Response RE: Church & Main Street Safety Priorities – Council Member Kudla

Councilmember Kudla read the following response received by MDOT this afternoon via email.

In response to our discussion with you on February 25, 2025, the State Highway Administration (SHA) is providing a written response on the traffic control revision requests from the Town and/or its residents. The requests were for the installation of a traffic signal or a four-way stop at the intersection of Main and Church Streets in Sharpsburg. The SHA is bound by the nationally accepted Manual on Uniform Traffic Control Devices (MUTCD) for installation of any traffic control device along a State -maintained roadway, including traffic signals. Since signals naturally introduce delay at intersections and may increase certain crash types (i.e., rear-end and angle collisions), installation of this type of controls must be carefully weighed for both its potential benefits and drawbacks. The MUTCD include several signal warrants which either support or deny the installation of a traffic light. The signal warrants look at traffic volume, conflict between movements, and the number of hours such conflict exists. Other signal warrants consider items such as the presence of an at-grade rail crossing or a high-volume pedestrian generator nearby. At least one of these warrants must be met to proceed. An engineering study of traffic conditions, pedestrian characteristics, and physical characteristics of the intersection was performed by SHA to determine whether the installation of a traffic control signal is warranted. The study was based on recent traffic data, including peak volume hours, and revealed that no traffic signal warrants are currently met. The SHA's evaluation of a multi-way stop condition yielded the same finding. While the MUTCD warrants for stop controls are not as rigid as for signals, there are several important factors to consider. It was determined that a change in intersection control from its current configuration is unlikely to improve traffic operations. Roadway geometry and stopping sight distance are limiting factors on the westbound approach of Main Street. Queued traffic waiting at a stop condition are at risk of being rear-ended by traffic coming over the crest near the Mount Calvary Lutheran Cemetery. Additionally, as was noted in our discussion last month, requiring all vehicles to stop often increases noise levels, which is likely an undesirable result for this area.

Sharpsburg has been selected to be a participant of this year's Complete Streets Academy. Through the Smart Growth America Complete Streets Leadership Academy, the Maryland State Highway Administration and Sharpsburg will have access to a series of workshops and other resources to guide in the installation of temporary safety measures (like the 5 Joe mentioned).

1. Paint or mark off the intersection.
2. Attach speed device to speed sign
3. Add scalloped rumble strip before speed change to alert drivers
4. Put white line on N. side of Main/SHA proposed distances (185 ft to east & to 133 E Main from intersection)
5. Add a large dangerous or congested intersection sign on MD65 at 25mph speed sign.

Respectfully submitted;

Debra Valentine-Smith
Town Administrator