

**SHARPSBURG MAYOR AND COUNCIL
REGULAR MEETING
OCTOBER 6, 2025**

The Mayor and Council of Sharpsburg, MD held their monthly meeting on Monday, October 6, 2025 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 Joseph Kudla (via zoom), Anne-Marie McCullough, Heather Waters and Robbie Waters. Town Administrator Debra Valentine-Smith was also present and Zoning Administrator Tim Lung was present via zoom.

Members of the Mayor and Council and staff met in closed session on Wednesday, September 3, 2025 under Maryland Annotated Code General Provisions Article §3-305(b): (1) to discuss confidential personnel matters regarding an appointee, employee, or official; and §3-305(b): (7) to consult with counsel to obtain legal advice on certain personnel matters. In closed session, legal advice from the town Attorney was received on a confidential personnel matter.

CALL TO ORDER AND PLEDGE by Councilmember McCullough.

APPROVAL OF AGENDA - Motion by Councilmember H. Waters, second by Councilmember R. Waters to approve. Motion carried.

PUBLIC COMMENTS (*comments are limited to 3 minutes*)

- **Erin Short** of 225 E. Main Street inquired about livestreaming the meetings and what platform the town is using. Mayor Weaver stated that the town will entertain the concept and will need further technical support from an expert audio/video group.

APPROVAL OF MINUTES

Public Hearing Minutes of July 14, 2025. **Motion** by Councilmember H. Waters, second by Councilmember McCullough to approve. Motion carried.

Regular Meeting Minutes of July 14, 2025. **Motion** by Vice Mayor Martz, second by Councilmember H. Waters to approve. Motion carried.

Executive Minutes of September 3, 2025. **Motion** by Councilmember H. Waters, second by Vice Mayor Martz to approve. Motion carried.

Special Session Minutes of September 29, 2025. **Motion** by Councilmember H. Waters, second by Councilmember R. Waters to approve. Motion carried.

Work Session Minutes of September 29, 2025. **Motion** by Councilmember R. Waters, second by Councilmember McCullough to approve. Motion carried.

APPROVAL OF FINANCIAL REPORTS

July/August/September 2025 Financial Reports - **Motion** by Councilmember H. Waters, second by Councilmember R. Waters to approve. Motion carried.

ZONING ADMINISTRATORS REPORT – Tim Lung

- Responded to inquiries and questions regarding zoning and permitting requirements.
- Received and reviewed Big Spring wall restoration MDE Waterway Construction Permit application.
- Reviewed new state legislation (SB0891, HB1466) regarding Accessory Dwelling Units (ADUs).
- Attended MD Dept of Planning ADU seminar (virtual).
- Reviewed revised County Historic Preservation Tax Credit Ordinance and MOU with Town.
- Attended Wash Co. Historic District Commission meeting - Historic Preservation Tax Credit MOU. **Matter will be added to the October work session for further discussion.**
- Completed 2024 MDP annual report for Planning Commission review and approval.
- Drafted Planning Commission Bylaws for review by the Planning Commission.
- Attended Aug 25 Planning Commission meeting
- Investigated and issued notice of violation for weeds at 201 E. Main (now in compliance).
- Investigated and issued notice of violation for weeds at 121 E. Main St. (now in compliance).
- Reviewed and signed off on building permit application at 105 N. Mechanic St.
- Reviewed and signed off on building permit application at 119A E. Chapline St.
- Issued Zoning Confirmation letter for 111 E. Main Street.

- Reviewed County APFO and Excise Tax Ordinance amendments.
- Researched and reviewed MET Easement information.
- Compiled information for MPIA request.
- Attended Sept 29 Mayor & Council Work Session meeting.

MAYORS COMMENTS AND UPDATES

- Preliminary Information Regarding the Future of the Sharpsburgh Museum of History – the Museum Board of Directors is considering finding a professional museum consultant at an anticipated cost of \$10-15,000.00 to assist in developing new operational guidelines, procedures and functions that will include staffing of both professional and volunteers to provide curatorial care and record keeping for the collections and planning for the future. *Letter attached to minutes as point of reference*
- W.C. Meter Vault Replace Project Update – W.C. is currently replacing the water meter vaults and upgrading the surrounding infrastructure but the replacement of the actual water meters is not part of the project as they were replaced approximately 7-years ago and they have a projected life of 15-years.
- Historic Park – A few last-minute details remain – installing flag and light, identification sign in front (contracting for now), placards (first one is complete).
- Lutheran Cemetery – Focal item for this fiscal year. Asking Councilmember McCullough to lead
- Big Spring – Permits wrapping up and begin date now early spring (likely April).
- Community Development/Christmas Tree Lighting/Little Miss Sharpsburg –Great day. Thanks Heather. Now focusing on Christmas lighting and Little Miss Sharpsburg contest.
- Sign at Elementary School – Thanks to R.W. Services for volunteering and removing weeds from flower bed in front of school. We have preliminary permission to place a sign in front of school for Sharpsburg. This item will be rolled into Main Street beautification.
- Main Street beautification campaign kickoff (street scape) - Anne Marie McCullough to lead. Discuss with council and get feedback from community.
- Feral cat concerns- Mayor Weaver stated that there is at least three-(3) colonies of Feral cats in town and he would like to see members of the community support the spay/neuter and release program that is assisted by a local vet.

CORRESPONDENCE/UPDATES:

W.C. 250th Celebration – Municipal Participation – the town is currently looking into the feasibility of a fireworks display for the 250th celebration.

FY27 CPP Grant Submission – an application was submitted to the Community Parks and Playgrounds for the FY27 funding round in the amount of \$156,781.40 to add an inclusive play area and add a pathway throughout the park to better provide ease of accessibility for strollers, wheelchairs, etc.

Canal Towns Partnership Representative – Sharpsburg, Williamsport and Hancock all border the canal and Sharpsburg is in need representative for the partnership group.

UPCOMING EVENTS

- **Fall Brush Collection** – October 13-17
- **Trick or Treat** – Friday, October 31st from 6-8 P.M.
- **Miss Sharpsburg 2026 Contest** – applications have been taken to the elementary school and are due back to the town by October 30th. Interviews will be conducted in November and Miss Sharpsburg 2026 will be crowned at the Christmas Tree lighting event on Friday, December 5th.

COUNCIL MEMBER REPORTS

COUNCILMEMBER KUDLA

- Update on MDOT progress Main St.
- Street sweep after bulk-awaiting return call
- MDOT will check grates and culverts after leaves fall- Taylor's TBD
- Signs for Garrison-poles ordered. Robbie putting on schedule to install

VICE-MAYOR MARTZ

- First Committee meeting to begin 2026 Memorial Day planning
- Attended Special Executive Session of Mayor & Council

- Met with FSA Representative to assess situation and discuss remediation strategies for box culvert on Chapline Street
- Met with Huntzberry representatives to discuss outstanding project items and perform walkthrough of Historical Park
- Attended BOCC meeting to discuss issues relevant to Sharpsburg & Memorial Day Parade
- Attended Mayor & Council Work Session

COUNCILMEMBER H. WATERS

- Sharpsburg Days 2025 was a success
- Working on a door decorating contest for the town in December.
- Started working on Sharpsburg Days 2026 for next year, Sept 19, 2026.

COUNCILMEMBER R. WATERS

- DNR application has been submitted for the annual fishing rodeo to be held on Saturday, April 25, 2026
- Stated that the town has approximately 20 poles are available for Hometown Hero Banners and recommended that applications be accepted for banners. **Matter will be added to the October work session for further discussion.**

COUNCILMEMBER MCCULLOUGH – nothing to report.

COMMUNITY PARTNERS

M. Deputy Watkins was absent due to a family emergency.

Battlefield Advisory Board – Chris Vincent – the committee met on September 11, 2005 and submitted the following meeting report;

Attending the meeting: Sup. Andrew Banasik, Chris Vincent, George Franks, and Gerald Kendle. Superintendent Andrew Banasik provided an update on park activities and events. On August 6, the Second Lady of the United States, Usha Vance, paid a visit to the battlefield. She was shown around the Visitor Center and given a quick tour of the battlefield.

Staffing – Park Ranger Olivia Black continues to serve as the acting Chief of Education and Visitor Resource Manager. The two seasonal rangers' term will end in December at the Visitor Center.

Visitor Center – The park held a meeting with the contractors that will be working to mitigate leaks into the building. The project date is between Sept. 22 – Dec. 22. During the work the Observation Room and the exhibit area may be closed off.

Katie Poffenberger Property is now serving as the overflow parking area for the Visitor Center.

The Pry House window project is moving to phase II. The Historic Preservation Training Center is moving on to the back side or "L" of the house to work those windows.

The wood shingle roof on the Joseph Poffenberger barn has been replaced with a tin roof and the roof on the Newcomer house has been replaced.

The mowing contract started in June and it has greatly helped the Park staff.

Monument preservation. Park staff and specialized contractors continue to conduct routine monument preservation work in the park. This includes waxing bronze elements, repairing masonry as necessary, and cleaning. All monuments undergo routine maintenance every 3-5 years.

Wayside Project. Planning has begun look at all the waysides throughout the park to evaluate which ones need to be replaced or refreshed based of off new scholarship. The planning will also look to see where new waysides can be installed.

The 35th Annual Memorial Illumination is set for December 6, 2025. Volunteers will work on November 15 to prepare the luminaries. The next meeting is scheduled for December 10, 2025.

Town Crier – **Mike Arant**; Mayor Weaver reiterated that the last edition of the Town Crier will be in December.

NEW BUSINESS

2026 Snow Removal Bid Review/Award - the current snow removal contract expires on December 31, 2025 and was advertised for bid for 2026 with bids due on October 2, 2025. One-(1) bid was received from the current contractor of B&B Automotive, LLC who also bid on years 2027 and 2028. **Motion** by Councilmember R. Waters, second by Councilmember McCullough to approve and accept the three-(3) year snow removal bid from B&B Automotive, LLC for years 2026 through 2028. Motion carried. (*bid information attached as reference to these minutes*)

Sharpsburg Community Survey- Brianna Candelaria of the Sharpsburg Planning Commission reviewed with the Mayor and Council the draft survey the Planning Commission has comprised to obtain information from the community necessary to support the update of the Comprehensive Plan. Discussion on a few of the survey questions and whether other questions should be added as well as the method(s) proposed for circulating the survey, which was proposed to include survey monkey, Facebook, the towns website, etc. **Motion** by Councilmember R. Waters, second by Councilmember H. Waters to send out the survey as is. Motion carried.

Meeting was adjourned at 7:25 P.M. with a motion by Vice-Mayor Martz and a second by Councilmember R. Waters. Motion carried.

Respectfully submitted,

Debra A. Valentine-Smith
Town Administrator

**Preliminary Information Regarding the
Future of
the Sharpsburgh Museum of History**

The Sharpsburgh Museum of History faces a major restructuring and operational challenge if it is to continue to function. The Board of Directors is considering finding a professional museum consultant to assist in developing new operational guidelines, procedures, and functions.

The challenges the museum faces are as simple as reopening the doors and as complex as properly managing its collections and archives. The museum has operated on a strictly volunteer basis in the past but can no longer rely upon the generous donations of time as it has previously enjoyed. It has also relied extensively, almost exclusively, on financial support from the Town of Sharpsburg in terms of space, utilities, and monetary contributions, with only occasional grants from outside entities. If the museum is to continue, it must look for ways to reorient, if not reinvent itself in considering its staffing (professional and volunteer) needs; availability to the public (open hours); curatorial care and record keeping for the collections; and planning for the future.

The Board of Directors, with the support of the Town Council, proposes to secure the services of a professional museum consultant to assist in developing plans to address the above issues. Doing so will require a detailed Scope of Work, outlining what the consultant would provide in the way of best practice ideas, operational options, resources, and recommendations.

Until the Scope of Work has been developed, it is not feasible to estimate the consultant contract cost. Of course, the more extensive the work requested, the higher the contract cost will be. At its next meeting, the museum board will begin the process of formulating the Scope of Work. At a future Town Council meeting, possibly in October, the draft scope will be presented, possibly with a cost figure based on that draft. Upon council approval, the search for a consultant can begin in earnest, with the aim of reopening the museum as soon as possible.

Gary Candelaria
Board Member

24 September 2025

TOWN OF SHARPSBURG 2026-2028 SNOW REMOVAL BID RATES

2025 CONTRACTOR AND SOLE BIDDER WAS B&B AUTOMOTIVE, LLC

	FY 23-FY25 CONTRACT RATES				FY26-FY28 BID RATES			
	2023 HOURLY RATE	2024 HOURLY RATE	2025 HOURLY RATE	25 TO 26 INCREASE	2026 HOURLY RATE	2027 HOURLY RATE	2028 HOURLY RATE	
Truck and Plow	\$107.25	\$110.50	\$114.75	\$14.00	\$128.75	\$130.25	\$132.75	
Tractor w/Bucket for Snow Removal	\$135.50	\$138.75	\$142.75	\$13.10	\$155.85	\$157.50	\$159.75	
Dump Truck for Hauling Snow	\$86.25	\$88.75	\$89.75	\$5.25	\$95.00	\$97.50	\$99.00	
Salt Application on Streets	\$145.75	\$148.75	\$149.75	\$5.10	\$154.85	\$157.85	\$160.85	
	Unit Price	Unit Price	Unit Price		Unit Price	Unit Price	Unit Price	
Salt per Ton (for streets only)	\$155.00	\$165.00	\$170.00	\$8.25	\$178.25	\$180.75	\$183.50	