

**SHARPSBURG MAYOR AND COUNCIL  
MEETING MINUTES  
November 3, 2025**

The Mayor and Council of Sharpsburg, MD held their monthly meeting on Monday, November 3, 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, 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.

**CALL TO ORDER** by Mayor Weaver and the pledge offered by Councilmember McCullough.

**APPROVAL OF AGENDA - MOTION** by Councilmember R. Waters, second by Councilmember Kudla. Motion carried.

**GUESTS:** SEK/Erin Clark-FY25 Audit Review

**Presentation of the FY25 Financial Audit** – Erin Clark of SEK presented the highlights of the towns FY25 Annual Financial Audit stating that the Town’s General Fund had a net favorable budget variance of \$140,522. Total expenditures had an unfavorable budget variance of \$30,761, or 4% of total budgeted expenditures of \$809,509. This was mainly due to the Town not budgeting for water rebates given to residents or the debt service on the construction line of credit. Total revenues had a favorable budget variance of \$171,283, or 22% of total budgeted revenues of \$776,080. This was mainly due to the Town recognizing more grant funds than budgeted, including ARPA grants as well as a County grant that was considered unearned in the prior year. Contribution revenue and interest income were also notably higher than budgeted amounts. The towns net position at FY end was \$957,223 in capital assets, restricted funds included \$47,388 for hotel/motel and \$85,599 for highway user revenues with \$528,712 in unrestricted funds for a total net position of \$1,618,922.

**PUBLIC COMMENTS:**

**Jennifer Silbert of 215 E. Main Street** wanted to thank all involved in the traffic calming efforts on Main Street, but added the installation of the speed cushions have added their own set of safety concerns with some people driving in the opposite lane of traffic to avoid it. She added that she had shown a video of this behavior on social media which has been seen by members of the Mayor and Council who also shared it with Delegate Wivell, MDOT and Sheriff Albert. Ms. Silbert also requested that the M&C make a statement on the towns social media page clarifying penalties for those avoiding the speed cushions. Sheriff Albert has delegated direct coverage enforcement to monitor the situation and MDOT has stated that they will be installing two-(2) additional speed cushions, one beside each of the current ones in the opposite lanes in order to complete the trial period safety study.

**Erin Short of 225 E. Main Street** inquired about the vacant council seat which will be addressed under new business.

**APPROVAL OF MINUTES**

Regular Meeting Minutes of October 6, 2025. **MOTION** by Councilmember H. Waters, second by Councilmember McCullough to approve. Motion carried.

Work Session Minutes of October 30, 2025. **MOTION** by Councilmember R. Waters, second by Vice-Mayor Martz to approve. Motion carried.

**APPROVAL OF FINANCIAL REPORT** for October 2025. **MOTION** by Councilmember H. Waters, second by Councilmember Kudla to approve. Motion carried.

**ZONING ADMINISTATORS REPORT** – Tim Lung

- Responded to inquiries and questions regarding zoning and permitting requirements.
- Researched and responded to several inquiries regarding Short Term Rentals.
- Researched and responded to several inquiries regarding permit requirements for fences.
- Prepared resolution of adoption for Historic Preservation Tax Credit MOU with County.
- Prepared BZA variance application package for Town Historic Park sign.
- Answered questions, reviewed and processed application for BZA variance, St Paul's Episcopal Church

sign. Both hearings will be held on Nov. 19<sup>th</sup> at 7PM.

#### **MAYORS COMMENT(S) – Mayor Weaver**

- **Historic Park** - A few last-minute details remain – light has been installed and flag will be when new pole is installed, identification sign in front has been designed and will be contracted for in mid November after zoning hearing, placards (first one is complete).
- **Lutheran Cemetery** – Focal item for this fiscal year. Asking Anne Marie to lead
- **Big Spring** – Permits in place and begin date now early spring (likely April).
- **Community Development/Christmas Tree Lighting/Little Miss Sharpsburg**–Now focusing on Christmas in the Square and Little Miss Sharpsburg contest.
- **Sign at Elementary School** – Thanks to Robbie for volunteering and removing weeds from flower bed in front of school. No progress. We have preliminary permission to place a sign in front of school for Sharpsburg. This item will be rolled into Main Street beautification.
- Sharpsburg beautification campaign kickoff (street scape) - Anne Marie McCullough to lead. Discuss with council and get feedback from community. Looking planting trees at community park and other activities across Sharpsburg
- **Water meter upgrade** - Check valve and other fittings as well as meter vaults are being updated. Meters will not be upgraded again for approximately 7 years.

**CORRESPONDENCE** – the Town plans to have a representative at the 2026 legislative priority forum on Wednesday at HCC.

#### **COUNCIL MEMBERS REPORTS**

##### **Council Member McCullough**

- Met with the local gardeners on Tuesday and discussed planting ideas for various locations throughout town.

##### **Council Member Kudla**

- The current speed devices are now 2-yrs old and since they are working out well for the town, an upgrade for solar power in lieu of the battery power was requested, but is no longer available. It is proposed to contact an electrician for a proposal to hardwire the devices.

##### **Vice Mayor Martz**

- Met with audio/video technicians to resolve connectivity issues with video monitor in Council Chamber.
- Completed and submitted School Facilities Use application for Memorial Day parade to county school board for approval.
- Submitted HRTF Grant application to county for approval.
- Met with representative from Huntzberry Bros. to discuss and resolve issues with flagpole at historical park.
- Met with and accompanied LGIT agent during inspection towns of various insured properties.
- Next meeting of Memorial Day Committee on 10/4/25 at 6:00 p.m.

##### **Council Member H. Waters**

- Christmas Door Decorating Contest will be held on December 1<sup>st</sup>
- Christmas in the Square will be held on Friday, December 5<sup>th</sup> at 6PM and there will be a Toys for Tots box at the event with the town donate and purchase toys for the box.

##### **Council Member R. Waters**

- Will coordinate for the delivery and installation of the towns Christmas tree in time for the decorating by the elementary school students.

#### **COMMUNITY PARTNERS**

##### **Officer Watkins – Resident Deputy**

Antietam Station - 6 checks.

Park - 5 checks.

Little league - 4 checks.

120 E Main St. - 4 checks.

Elementary School - 6 checks.

Traffic Enf. - 5 hours.

Total WCSO events - 75.

Disorderly - 3

Accident - 2 (None at Church St intersection).

MDOP - 1

Calls for Service - 4.  
Training - 1 day.  
Special Event - 1 (Trick or Treat).

**Chris Vincent – Park Advisory Board** - next meeting will be held on December 10<sup>th</sup>.

**Mike Arant – Town Crier** – Mayor Weaver stated that the last edition by Mike Arant will be in December. The community calendar section will continue as a joint effort but still needed is someone to write monthly articles.

## **NEW BUSINESS**

**FY25 Audit Approval - Motion** by Councilmember R. Waters, second by Councilmember McCullough to approve the FY25 Financial Audit as presented. Motion carried.

**Resolution 2025-003 Adopting the W.C. Historic Tax Credit MOU-** as reviewed in the October work session, the 1990 Ordinance adopted by the County has been repealed and reenacted in 2024 to expand the historic property tax credit to include certain historic structures in a “Qualified Municipality” which is designated by enacting a Memorandum of Understanding for Historic Preservation Tax Credit Eligibility Between the Town and the BOCC and the municipality for property owners who desire to voluntarily participate in the program with permitting review authority to be delegated to the W.C. Historic District Commission. Resolution 2025.003 will allow for the adoption of the MOU. **Motion** by Councilmember R. Waters, second by Vice-Mayor Martz to approve. Motion carried.

**Unimproved Alleyway Usage** – Mayor Weaver stated that he would like to see the unimproved alley between Antietam Street and Garrison Alley be utilized as a walkway with the inclusion of placards identifying landmarks such as the Big Spring and Tolsons Chapel which can be coordinated with the Antietam Institute. **Motion** by Councilmember H. Waters, second by Councilmember McCullough to proceed. Motion carried.

**Chapline Street Culvert Repair/Quote** – Councilmember R. Waters provided a quote of \$850 from R.W. Services to grade the culvert area between the EMS and 112 W. Chapline St. to provide for better drainage flow. **Motion** by Councilmember McCullough, second by Vice-Mayor Martz to approve. Motion carried with Councilmembers H. Waters and R. Waters abstaining.

**Council Seat Vacancy Status** – a council seat was vacated in mid-August with an unexpired term of 2026. Mayor Weaver stated in the October work session that he would add the matter to the regular meeting agenda for further discussion. The towns Charter states the following regarding vacancies; *Article 5. Municipal Elections. Section 514. Vacancies. In case of a vacancy in the office of mayor for any reason, the vice mayor shall hold the office of mayor for the unexpired term. In case of a vacancy in the office of vice mayor or the office of councilmembers, the council shall elect some qualified person to fill the unexpired term. Vacancies on the council shall be filled by the affirmative votes of a majority of the remaining members. The results of any such vote shall be recorded in the minutes of the council.*

An application was submitted on 9/30 by Gina Brown. The Council can consider the applicant, advertise for interested applicants to be interviewed as was done with the previous 2 vacancies; or wait until the 2026 election when the term expires and let the citizens determine through election. **Motion** by Councilmember R. Waters, second by Councilmember H. Waters to wait until the 2026 election when the term expires and let the citizens determine through election. Motion carried unanimously.

**Hometown Hero Banner Program-** Councilmember R. Waters stated that he has completed a pole count and proposes the re-opening of the program with 40 banners. **Motion** by Councilmember R. Waters, second by Vice-Mayor Martz to open the banner program for 40 banners and to limit the banners to veterans and service members from the Sharpsburg Elementary school district. Motion carried.

**Motion** by Vice-Mayor Martz, second by Councilmember Kudla to adjourn at 7:25 P.M. Motion carried.

Respectfully submitted,

Debra Valentine-Smith  
Town Administrator