

**Kitzmilller Mayor and Town Council**  
**Monthly Meeting Minutes**  
**August 22, 2022**

**Date:** Monday, August 22<sup>nd</sup>, 2022.

**Location:** Kitzmilller Community Building

**Time:** 7 PM

**In Attendance:**

- |                               |                                   |
|-------------------------------|-----------------------------------|
| ✓ Mayor Robert Reckart        | ✓ Councilwoman Diane Nye-Paugh    |
| ✓ Councilman G. Michael Brady | ✓ Councilman Michael Hechmer      |
| ✓ Councilwoman Theresa Harvey | ✓ Town Clerk Rebecca M. Glotfelty |

Meeting Called to Order: 7:07 PM

Open with Prayer: Led by *Nancy Brady*

Pledge to the Flag led by **Mayor Reckart**

**Councilmember Nye-Paugh motioned for the approval of minutes from Monday, July 25<sup>th</sup>, 2022.**

**Councilmember Harvey seconded the motion. 4-0. Motion Carried.**

**Announcements:**

- Autumn Glory – Planning is underway. If you would like to be involved in the planning of the Autumn Glory Festivities with Kitzmilller, please feel free to contact Beccie either personally or at the town hall. A member from each organization is encouraged to be a part of the committee. There are two meetings total for this event. Tuesday, August 30<sup>th</sup> & Tuesday, September 20<sup>th</sup>. Both will be at 6PM at the town hall.

- There will be a Food Drop on Thursday, July 25<sup>th</sup> at 12:30PM at the Kitzmilller Assembly of God Church's Parking lot.

**Recognized Guests:**

*Lt. Colt Ruby – GC Sherriff's Department* – 11 incidents to report for the month of July. Follow-up to the no response complaint; From June 1<sup>st</sup> to the end of July, there were only two formal complaints about 4 wheelers. Both times, deputies were sent to the area and the individuals were gone. With the first complaint, there was a name given, the individual was confronted. IF anyone would like to report anonymously, they are more than welcome to email Lt. Colt Ruby or even call Beccie to report them.

- It was suggested to patrol the swimming hole "Dill Hole," because of the vehicles blocking the roadway to Shallmar.

*Melissa Nash (MD State Forestry Dept)* – Heritage Area Mini-Grant Proposal – 2023, marks 75 years for the Botanical Garden. In cooperation with the Town of Kitzmilller, MD DNR Forest Service, Garrett County Forestry Board, and the University of MD Extension Master Gardeners, we feel as if it would be a great time to take inventory of what is still in the park and start adding new. For the 75<sup>th</sup> anniversary, it would be nice to have all the standing trees relabeled. Currently most of the signs are deteriorating, half there, or completely missing. Previous Heritage Area funding has been utilized. With the display case set up in the park it would be nice to take advantage of the back of that space to promote the history, dedicate the park to the hard work that Dr. Brown put into his work, and possibly even a site map with the inventory listed. Projected Cost amounts is looking to be about \$1,670. If approved, grant fund disbursement is 50% up front, with 50% upon the project completion. The main request is that the town Float some money up front to purchase the needed materials and be reimbursed later. The timeline will be as follows: Deadline for Application is Aug. 29<sup>th</sup>, 2022. In the Fall of 2022, confirmation of identifying the specimen of trees, and place the order for the signs. Winter of 2022-2023, secure design services &

develop promotional materials. Fall 2022 to Spring of 2023, produce a map of the specimen trees, measure trees for inventory, nominate qualifying county champion trees for statewide recognition through the MD Big Tree Program. In late April/Early May 2023, host a volunteer workday to install signs & clean up the park. Deadline for the project to be complete is May 15<sup>th</sup>, 2023.

- Something to also keep in mind, is that 2025 marks the 100<sup>th</sup> Anniversary of the MD Big Tree Program. It would be nice to be able to host the 100<sup>th</sup> Anniversary in the Botanical Garden. With the hopes of a few of the trees being the county champions, or even possibly the state champions. Council vote under new business.

*Roxana Tasker, Resident – Open Gym* – Would like to start having “Free Faith & Fitness” again in the school, starting the second Monday in September. It will begin at 5:30PM and end at 6:30P. Then will continue through the winter into the Spring on Monday evenings from 5:30P to 6:30P. Council vote under new business.

*Nancy Brady* – Upon the approval from the fire marshal, for the thrift shop to be opened in the upstairs section of the school, they have been working very hard to get things together. Helping Hands Thrift Shop is moving forward and although they are not open yet, they plan to be so soon. *Nancy* also asked if there was any progress with the retaining wall behind Theresa’s house and the one in front of Jeremy Rhine’s house. **Mayor Reckart** stated that we are currently waiting on the county engineer to submit his plans.

*Justin Nesselrodt* – Is it possible to remind the guys to clean and weed eat the race? There are places that haven’t really been touched all summer. These places include Race Street and the “bowl” across from the fire department.

*Diane Kisner* – Kitzmiller Branch of the Ruth Enlow Library – They had 55 children enrolled in their Summer Reading Club. Briella DeWitt won the drawing for the \$50 Amazon card and free T-Shirt from the Town of Kitzmiller. Alysha Noble won the Kitzmiller River Walk Photo Challenge. There will be a free composting class through the University of MD Extension office, just waiting on the dates for that. Garrett Growers Farmers market is still coming every Wednesday from 6P to 7:30P in the school parking lot. Would like to know if in the late fall, if it were to get too cold outside, if they could possibly use the gym. Council Terms and Votes will be in New Business. Also, the tree in front of the library, is it possible that she can have someone come to trim it properly? *Mayor Reckart* told her that was fine.

*Also present, with no complaints were: Rita Lambka, Missi Nesselrodt, Sharon Paugh, Becky Reckart, and Dale Lipscomb.*

#### **Grants:**

Community Legacy Grant – Sidewalks – Jessica Briggs can see where this grant is in the system, it just hasn’t been registered a project number yet.

USDA – Dump Truck – Updating Financial Statements with Jo & working to get sam.gov fixed. Beccie was finally able to narrow it down to the original application and delete the new one. She then had to put in a work order to change the address from the mailing address to the physical address.

#### Project Open Space (POS) –

1. Pond Project - have contacted 4 different masonries. First one denied, they do not have time. The second one, never responded back (Hanlin). Third one (Vernon Paugh; Cove Run Masonry) is coming to give us an estimate. The fourth one (Jimmy Hinebaugh) they are backed up, but he and the mayor have been in contact and looking at possible days. Just waiting on estimates.

2. New Play Equipment – Freight charges will increase beginning the 19<sup>th</sup> of August, and Brandon would like to have our order submitted by then, so he can guarantee the current rate. **The council decided to go ahead and vote on the equipment that was designed for us by phone, to save us a couple thousand. Councilmember Harvey motioned to accept option 1 for the color scheme and equipment design. Councilmember Brady seconded the motion. 4-0. Motion carried.**

3. Electrical Upgrades to the Park – Siera and Beccie have finished the application process. Dixon Electric is coming to give us an estimate on what it would cost to upgrade the electric to the park.

4. 5 Year Plan – Siera is putting together a 5-year plan for us. It was brought to our attention that the more consecutive years we put in for funding, the more likely it will be that we receive the funding, because the projects won't be as large. Things on the 5-year plan will include updated the restrooms at the park, replacing the pavilion roof in the park, and the replacement of the mulch/pebbles throughout our community at the playgrounds. These projects were selected by the responses to the Kitzmiller Recreation Survey that Siera presented to our community.

Community Action Economic Development Strategic Plan Grant – First initial Revitalization meeting was held. Brandon Butler got what he was thinking he needed for the project. He will be in touch, soon.

Application Regional Commission Grant - HVAC for Museum – Our application has been fully submitted, with David Cotton supporting the Town of Kitzmiller. We have had 4 support letters sent in on our behalf. We are just waiting on the final decision at this point. David will keep us up to date on this.

#### **Old Business:**

- Third Street Storm Drains – PDF Blueprints obtained from County & sent to Arnold Brothers & Beitzels on 08/12/22, now we are just waiting for them to submit their estimates.

- Kids @ Play Signs & Green Goblins – Signs ordered through GC Roads on 08/12/22. Green Goblins ordered from Lowes.com on 08/12/22; 4 arrived on 08/16/22; 2 arrived on 08/17/22. Everything has been delivered and will be installed this week.

- Benches @ the Park – Council voted on spending up to \$700 to place benches in the pavilion in the park under the supervision and direction of G. Michael Brady.

#### **New Business:**

- **Councilmember Harvey motioned to verify there was indeed a phone vote on the playground equipment under grants. Councilmember Hechmer seconded. 4-0. Motion carried.**

- ARP Grants – With the ARP funds, we are allowed to create “Mini-Grants” for Non-Profit organizations. The council has decided to dedicate 10% of that money for these grants. When this was first announced we had one application turned in from the Kitzmiller Volunteer Fire Department. **Councilmember Nye-Paugh motioned to approve K.V.F.D. application, with a reward of \$7,000.00. Councilmember Brady seconded the motion. 4-0. Motion carried.**

- EG & Old Christmas Lights – Elk Garden's town clerk reached out to Beccie to ask what the Town of Kitzmiller was planning to do with their old Christmas lights. She explained that they are looking to move their community forward and are on a very tight budget but was hoping to be able to purchase them from the town at a discounted price. **Councilmember Nye-Paugh motioned to GIFT the Town of Elk Garden, the Town of Kitzmiller's Old Christmas Pole Lights in an as is condition. Councilmember Hechmer seconded the motion. 4-0. Motion carried.**

- Storm Drain on Church & 3<sup>rd</sup> St – When it rains, the storm waters flood the yard to the house next to the museum. This has been happening since the new gas lines have been installed and is causing water damage. **Councilmember Hechmer motioned to use up to \$30,000.00 of the ARP funds to have a storm drain installed on third street to reroute the storm water to the nearby storm drain on Church Street. Councilmember Harvey seconded this motion. 4-0. Motion carried.**

- Alley K (between Oak St & Spring Street) Cleanout – The alley in this ditch is in desperate need of a revamp. The water running from this alley, is flooding people's yards. KJ's Landscaping presented the town with an estimate to get this completed. KJ's landscaping will dig the ditch along this alley, insert a culvert where it is needed, and then refill what needs to be refilled. **Councilmember Brady motioned to use ARP funds for this project since it qualifies under storm drainage. Councilmember Harvey seconded this motion. 4-0. Motion carried.**

- HVAC Museum – Upon review of what the ARP funds can be used for, upgrading the HVAC system in the museum is one of them. The Town of Kitzmiller has already applied for a grant for this project, but

this grant is 50/50, meaning the town is to pay half of the funds. Councilmember Brady motioned to use ARP funds to match the costs of the grant for the HVAC system in the Museum. Councilmember Hechmer seconded the motion. 4-0. Motion carried.

- Grant for the Botanical Garden, proposed by Melissa Nash – Councilmember Hechmer motions to move forward with the Heritage Area Mini Grant and to front the funds that are needed.

Councilmember Nye-Paugh seconds the motion. 4-0. Motion carried.

-Free Faith & Fitness – Councilmember Nye-Paugh motions to allow Roxana to use the school gym on Mondays starting the second Monday in September 2022 to the end of May 2023, from 5:30P to 6:30P, with a signed contract. Councilmember Brady seconded this motion. 4-0. Motion carried.

Councilmember Concerns: There were no councilmember concerns presented.

Councilmember Harvey motions to adjourn the meeting at 8:17P. Councilmember Nye-Paugh seconded the motion. 4-0. Motion carried.

Councilmember Harvey motions to enter executive session at 8:18P. Councilmember Brady seconded the motion. 4-0. Motion carried.

Councilmember Nye-Paugh motions to exit executive session at 8:33P. Councilmember Brady seconded the motion. 4-0. Motion carried.

These meeting minutes for the meeting held on Monday, August 22<sup>nd</sup>, 2022, were prepared by Rebecca M. Glotfelty, Town Clerk/Treasurer on Tuesday, August 30<sup>th</sup>, 2022.

Clerk Signature: Rebecca M. Glotfelty Date: 8/30/22

Date Accepted: 9/26/22

Mayor Robert L. Reckart Robert L. Reckart

Councilmember G. Michael Brady G. Michael Brady MB

Councilmember Theresa R. Harvey Theresa R. Harvey

Councilmember Michael A. Hechmer Michael A. Hechmer

Councilmember Diane Nye-Paugh Diane Nye-Paugh

# Kitzmilller School Botanical Garden

In cooperation with Town of Kitzmilller, MD DNR Forest Service,  
Garrett County Forestry Board, University of Extension Master Gardeners

Presented to the Kitzmilller Town Council  
August 22, 2022

## Goals for the Park

- Demonstration area for classes (Allegheny & Garrett college dendrology, local schools)
- Tourist destination
- General education of local & non-local flora
- Enjoyment by town residents
- Periodic planned activities centered around the park & town, incorporation into other local events

## Proposed Garden activities through 2025

2022 - Apply for Heritage Area mini grant for specimen tree signage, promotion (Deadline August 29th)

2023 - 75th anniversary of the park

Label specimen trees that are readily identifiable

Promote the park & its history throughout the year & as part of Homecoming celebration

Identify & catalog county champion trees for the Big Tree Program within the park

2023 - Following pond restoration, develop plan with Master Gardeners for expansion of identified herbaceous plants/small gardens (additional grants may be available), develop list of additional specimen trees & plants that could be identified and/or planted

2023/2024/2025 - Plant additional specimen trees & herbaceous plants  
(additional grants may be available)

2025 - Host Big Tree walk in the park in celebration of 100 years of Big Tree Program in MD

## Heritage Area Mini-Grant Proposal Kitzmilller School Botanical Garden 75th Anniversary

The Garden was established by Dr. Melvin Brown & students from Kitzmilller School in 1948 & at one time contained 600+ varieties of plants.

The labels of many species have degraded over time or are now completely missing.

Items requested in grant will include

- aluminum signs & stakes for 60 identified tree species
- design/printing of promotional materials for the Garden & 75th Anniversary celebration

Project has support of MD DNR Forest Service, Garrett County Forestry Board & UMD Extension Master Gardeners

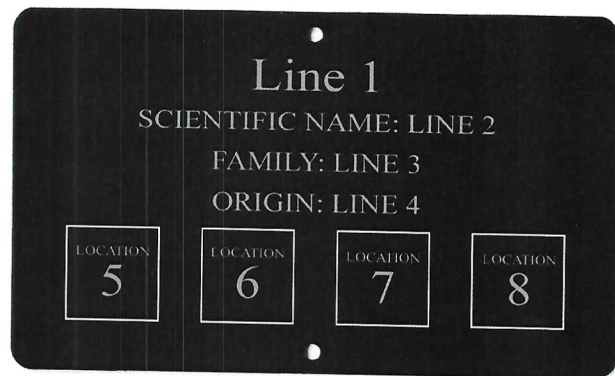


Photo from 1948 establishment

Previous Heritage Area funding has been utilized in the park



Current state of some of the remaining labels. Many are worse or completely missing.



Proposed new sign style (3" x 5")  
Stake mounted  
Will be able to include tree information and logos of town/partners

Grant request will include design & printing of posters for the bulletin board highlighting park history, Dr. Brown's history & tree specimens that can be found. Also included will be design of brochure about the park that can be available in print and on the Town website and a vinyl 75th anniversary banner that can be on display for 2023.



## Project Estimated Costs

Brochure, poster, banner design & printing	\$600
Tree ID signs & stakes (60)	\$1,070
Total grant request	\$1,670

## Project Estimated Match

Volunteer hours (tree ID, sign placement) 60 hours (15 volunteers for ½ day)	\$1,797
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If approved, grant fund disbursement is 50% up front & 50% upon project completion. Town would need to float some money up front to purchase materials.

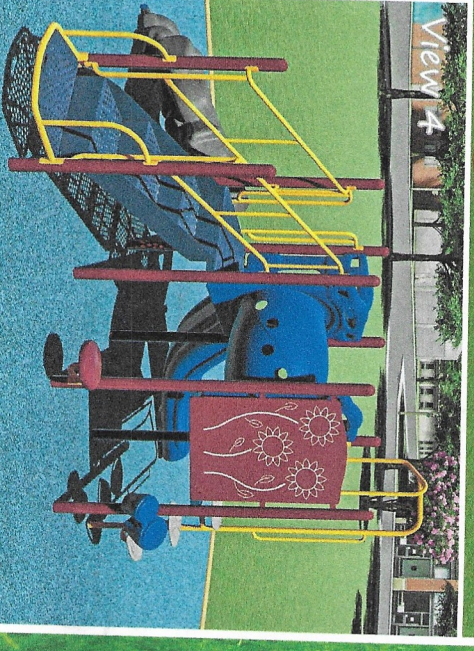


## Heritage Area Grant Timeline

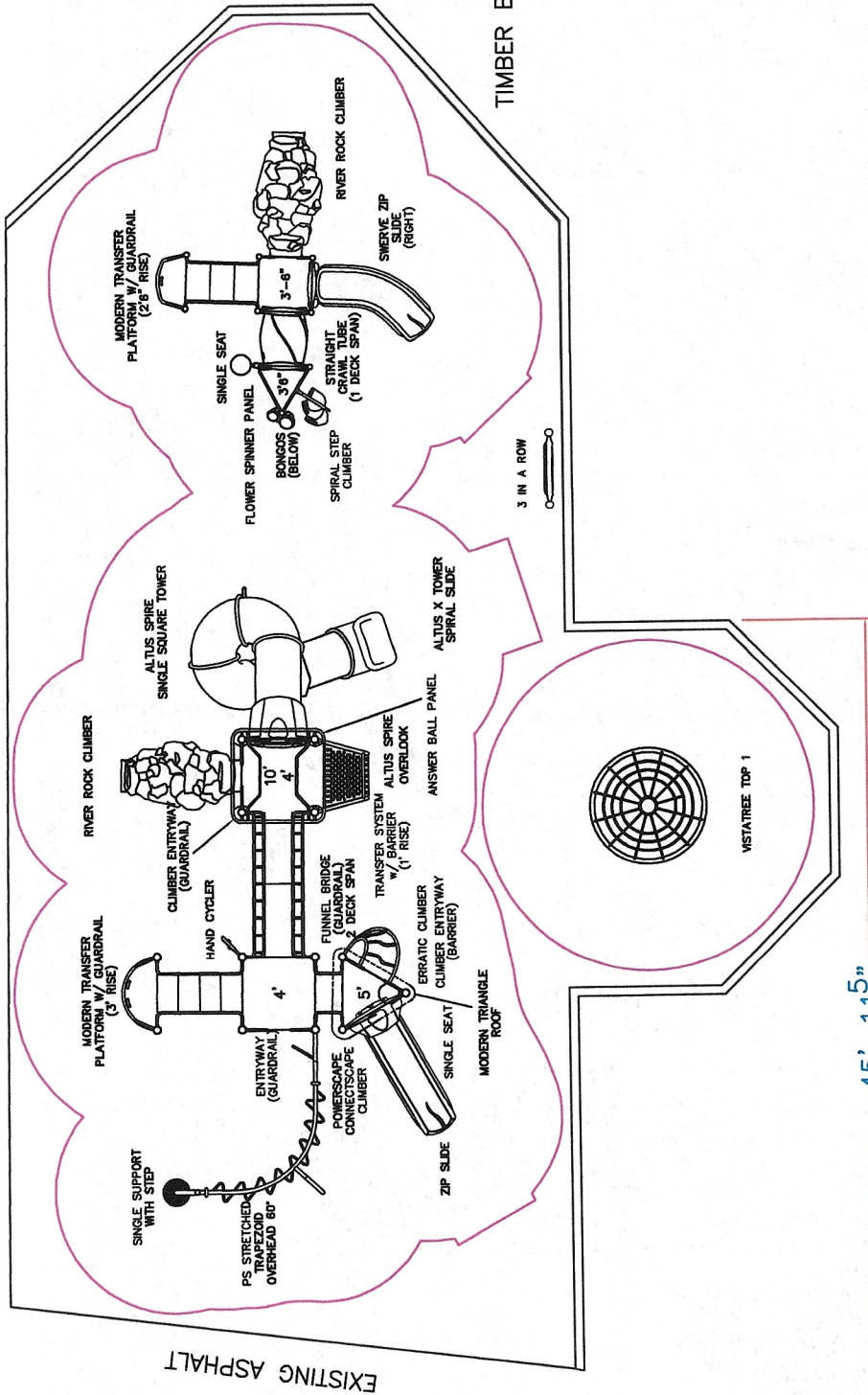
August 29, 2022	application deadline
Fall 2022	confirm identity of specimen trees, order signs
Winter 2022-2023	secure design services & develop promotional materials
Fall 2022-Spring 2023	produce map of specimen trees, measure trees for inventory, nominate qualifying County champion trees for recognition through MD Big Tree Program
Late April/Early May 2023	Host volunteer work day to install signs

# Kitzmiller Elementary School (Color Option 1) Kitzmiller, MD

Design • Build • PLAY!



76'-4"  
EXISTING SIDEWALK



EXISTING ASPHALT

46'-9"

TIMBER BORDERS

45'-11 1/8"



**GameTime**  
A PLAYCORE COMPANY  
150 PlayCore Drive SE  
Fort Payne, AL 35967  
www.gametime.com

Town of Kitzmiller  
Kitzmiller ES  
Kitzmiller, MD  
Representative  
Cunningham Recreation

This play equipment is recommended for children ages 2-5 or 5-12

Minimum Area Required:  
Scale: NTS  
This drawing can be scaled only when in an 11" x 17" format

**IMPORTANT:** Soft resilient surfacing should be placed in the use zones of all equipment, as specified for each type of equipment, and at depths to meet the critical fall heights as specified by the U.S. consumer Product Safety Commission, ASTM Standard F 1487 and Canadian Standard CAN/CSA-Z-614

Drawn By:  
LO  
Date:  
7-22-22  
Drawing Name:  
161352-01