

**CLOSED-SESSION SUMMARY  
TO BE INCLUDED IN THE MINUTES IN THE NEXT OPEN MEETING  
(General Provisions Article § 3-306(c))**

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**SUMMARY OF CLOSED SESSION HELD ON September 9, 2025**

**1. Statement of the time, place, and purpose of the closed session:**

Time of closed session: 5:04 PM

Place (location) of closed session: Frostburg City Hall, 37 S Broadway Street

Purpose of the closed session: to discuss personnel issues with the Mayor and Council.

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**2. Record of the vote of each member as to closing the session:**

Names of members voting aye: Ritchey, Carter, Forsythe, Grove, Logsdon

Members opposed: 0 Abstaining: 0

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**3. Statutory authority to close session:**

This meeting was closed under the following provisions of General Provisions Art. § 3-305(b):

→ **Topic #1:** § 3-305(b) ( 1 ) → **Topic #2:** § 3-305(b) ( ) → **Topic #3:** § 3-305(b) ( )

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**4. Listing of each topic actually discussed, persons present, and each action taken in the session:**

Topic description	Persons present for discussion	Action Taken/Each Recorded Vote
#1: Personnel Issues	Mayor Todd Logsdon Commissioner Adam Ritchy Commissioner Kevin Grove Commissioner Nina Forsythe Commissioner Donnie Carter City Adm, Patrick O'Brien Dir. Finance, Amy Phillips, CPA	Discussed action plan to fill upcoming vacant position on an interim basis with current staff. Discussed staff promotion and work hours in public works and hiring process for an open position in Finance.
#2:		
#3:		

Time of adjournment of closed session: 5:33 PM

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Todd J. Logsdon, Mayor

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Patrick O'Brien, City Administrator