

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

SUMMARY OF CLOSED SESSION HELD ON December 9, 2025

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

Time of closed session: 5:40 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.

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

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) (1) → **Topic #3:** § 3-305(b) (1)

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 Dir. Public Works, Hayden Lindsey Asst. Dir. Public Works, Emily Weber	Discussed staff performance and potential promotions and resulting gaps in the Water Department when a senior position retires at the end of January.
#2:	Mayor Todd Logsdon Commissioner Adam Ritchy Commissioner Kevin Grove Commissioner Nina Forsythe Commissioner Donnie Carter City Adm, Patrick O'Brien	Discussed staff performance and potential promotion to new position with increased responsibility for a staff member.
#3:	Mayor Todd Logsdon Commissioner Adam Ritchy Commissioner Kevin Grove Commissioner Nina Forsythe Commissioner Donnie Carter City Adm, Patrick O'Brien	Discussed 6-month probationary periods for the Director of Finance and the City Administrator including conducting the Administrators evaluation with Mayor and Council.

Time of adjournment of closed session: 6:51 PM

Todd J. Logsdon, Mayor

Patrick O'Brien, City Administrator