

**CUMBERLAND**  
DOWNTOWN DEVELOPMENT COMMISSION  
*A Main Street Maryland Community*

**MEETING MINUTES**  
**December 8, 2022**  
**9:00 AM – Hybrid Meeting**

**Call to Order**

Board Chair, Doug Schwab, called the meeting to order at 9:05AM.

**Attendance**

**In Attendance:** Ruth Davis-Rogers, Ed Huber, Larry Jackson, Melinda Kelleher, Matt Miller, Doug Schwab, Dave Romero, Dan Bowser, Laurie Marchini, Bob Mayhew,

**Media:** Brian Gowans, WCBC radio and Lindsay Renner-Wood, Cumberland Times-News

**Absent:** Leigh Ann Sipple, Ryan Brenneman, John Buchanan, Lori Lepley, Penny Walker

**Minutes**

November meeting minutes accepted as submitted.

**Treasurer's Report – Ed Huber**

November shows expenses at 34% year to date, in line with where we should be.

**DDC Executive Director Report – December 2022**

Completed:

- Executed Tree Lighting, Shop Small Saturday.
- Tree Lighting – Finalized all entertainment, Breakfast with Santa events, Santa and Mrs. Claus at The Book Center events, DJ and sound, decorating, created and submitted all invoices, ordered and purchased decorations, approved press release, worked with police and fire departments on parade, Facebook posts, live ads on WCBC to promote activities, wrote copy for radio ads.
- Shop Small Saturday – Secured radio station for live broadcast, Facebook posts, wrote copy for radio ads, live ads on WCBC.
- Finalized and approved artwork for billboards promoting Cumberland for holiday activities and shopping.
- Created and sent out E-Blasts for Wolford Photography, Commercial Press and Café Mark.
- Organized and attended ribbon cutting for new shop, Gus & Oliver's Children's Boutique.
- Winter Wonderland Windows Contest – Final details completed. Began weekly reports on voting to the participants. Facebook posts.
- Attended Leadership Allegany Local Government Day.
- Website review meeting with Curly Red.
- Meetings/events attended: Baltimore Street Project Workgroup, Chamber Economic Development Committee, monthly meeting with Mall Maintenance Manager, Chamber of Commerce Annual Meeting, Chamber of Commerce Business Recognition Awards Reception.
- Executed November social media calendar (Facebook new Likes – 80; Facebook new Followers – 96).
- Completed Main Street Maryland report for November and submitted.

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**DDC Executive Director Report – December 2022 continued**

**December/January Projects**

- Window Contest - Continue weekly reports to participants on voting. Collect reports and receipts for seed funds. Wrap-up and determine winners.
- Plan and execute Moonlight Madness Sales event downtown for December 16<sup>th</sup>.
- Plan and execute New Year's Eve Celebration – order giveaways, coordinate with Rhett Wolford on ball drop, coordinate with DJ for music.
- Live ads on WCBC to promote New Year's Eve.
- Attend Chamber of Commerce Holiday Reception.
- Special Events meeting with City group.
- Planning for Groundhog Day.
- Attend Leadership Allegany Health Care Day.
- Grant report for Technology Grant.
- Distribute Mitigation Plans for Baltimore Street Project to all building and business owners.

Melinda added that Project Restore announced their newest awards and (4) Cumberland businesses were awarded: Ally B Ceramics, Lost Mountain BBQ, Mezzos, and 69 Baltimore Street (the old Manhattan Restaurant).

**Old Business**

**Baltimore Street Project Update** – Matt Miller reported we are still on track for early April 2023 groundbreaking.

**Security Grant** – Matt reported that Ark Systems has been chosen as the vendor for the project. We have purchased (60) Ring security cameras to give to downtown businesses as part of the grant. A second round of funding has been submitted to hopefully be awarded more funds to take care of the side streets from Baltimore Street downtown.

**New Business**

**CEDC Updates**

Matt shared that Phase I of the Downtown Comprehensive Grant Program is completed. We had \$400K for façade improvements and had \$556K in requests. 25 of 26 applications were awarded something. The one that wasn't will receive funds from Allegany County government, so they will be fine. These projects will total \$975K worth of façade improvements downtown. Press release will be sent out this week. The Technology Assistance grant had \$20K to award and there were \$15,350 in requests. The balance of that fund went back to the Façade Improvement pot to help make up the gap.

Phase II of the grant program will open January 9<sup>th</sup>. This is \$350K for upper story redevelopment for market rate housing and \$150K for infrastructure upgrades for Baltimore Street buildings (water and fiber cable lines).

**C U M B E R L A N D**  
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**New Business – continued**

**Historic Preservation Update** – Ruth Davis-Rogers provided the following updates:

- Ruth made a presentation at Allegany College’s Lifelong Learning program recently.
- RFP went out for the Historic Preservation Plan and we received eight applications. There will be a committee to review the bids.
- Other funding opportunities: 1) Preservation Maryland Heritage Fund with a 3/31/23 deadline. 2) MD Historic Trust Historic Preservation Capital Grant. There is a meeting on January 5 from 11-1 at the Lavale Library to learn more.
- There will be a tax incentive workshop in early 2023, most likely in February.

**Other Business**

Laurie Marchini stated that there was a lot of activity taking place downtown. The Polar Express train rides are doing well with most sold out. Laurie, Joe George and Mayor Morriss attended and served on a panel for the Leadership Allegany Local Government Day yesterday and that was a good opportunity.

**Public Comment**

There was no public comment.

The meeting was adjourned at 9:51 AM.

**The next regular meeting will be held on Thursday, January 12, 2022 at 9AM.**