MINUTES
November 4, 2019

Attending the November 4, 2019 meeting of the Mayor and Town Council was Mayor Spencer R. Schlosnagle, council members Pam Humberson (who entered at 6:50 p.m.), Sheryl MacLane, Julia Sines, Ed Kelley, Bob Sines, Jess Whittemore and Clerk/Treasurer Karen Benedict. In the audience was Garrett County Municipal Circuit Rider Robin Douglas, Cristal Kauffman and husband.

Call to Order: In the absence of Council President Pam Humberson, Clerk/Treasurer Karen Benedict called for a nomination for President Pro Tem. Councilwoman MacLane nominated Councilwoman Sines. There being no other nominations a unanimous vote for Councilwoman Sines as President Pro Tem was given.

Invocation/Pledge of Allegiance: Everyone recited the Lord’s Prayer and the Pledge of Allegiance.

Approval of the agenda for tonight’s meeting: Councilwoman MacLane moved to accept tonight’s agenda. Councilman Whittemore seconds the motion. All in favor.

Approval of the Minutes: Councilwoman MacLane moved to approve the minutes for the Public Hearing of October 21, 2019, Community Development Block Grant Application for a new roof on Community Building. Councilman Kelley seconds the motion. All in favor.
Councilwoman MacLane moved to approve the general meeting minutes of October 21, 2019. Councilman Whittemore seconds the motion. All in favor.

TO THE FLOOR

Municipality Circuit Rider Robin Douglas spoke on the Community Development Block Grant application for a roof on the Community Center/Head Start building and the need to adopt several required policies. They are as follows:

- Resolution 2019-5: CDBG Application. This resolution is needed when applying for CDBG funding. After the reading of the resolution, Councilman Whittemore moved to adopt Resolution 2019-5 Roof and Access Ramp Upgrades to the Friendsville Community Center Application. Councilwoman MacLane seconds the motion. All in favor.
- Residential Anti-Displacement Plan: This plan is if a housing project is being remodeled or demolished and replaced. The grantor has to find the persons displaced another place to live. This grant does not affect us; however, it has to be in effect. Councilman Whittemore moved to adopt this plan. Councilman Kelley seconds the motion. All in favor.
• Citizen Participation Plan: This is a 5-year plan that will expire in 2024 and is required to outline procedures to notify the public by putting it in a local paper with explanations of such procedures. Councilman Whittemore moved to adopt the Citizen Participation Plan. Councilman Kelley seconds the motion. All in favor.
• Fair Housing Plan: This is a 3-year plan which will expire in 2022. It is a plan that says we will offer everyone the same opportunity without regard to race, religion, national origin, ethnicity, gender, disability, familial status, marital status or age. Councilwoman MacLane moves to adopt the Fair Housing Plan. Councilman Sines seconds the motion. All in favor.
• Minority Business Plan: This is a 3-year plan and it is required before receiving any CDBG funding. We are required to make good faith efforts to contract with minority business enterprises and women business enterprises for goods and services. Councilman Kelley moves to adopt the Minority Business Plan. Councilwoman MacLane seconds the motion. All in favor.

Cristal Kauffman who is a certified dance instructor for the last 21 years came before council to ask if there was a need for her services in town. She would like to help the children, parents, grandparents and foster parents with a program that promotes discipline, communication skills, develops self-confidence and, is just plain fun for all ages. She had worked under the parks and recreation department in Havre de Grace, Aberdeen and Elkton, Maryland in the past. We do not have our own Parks and Recreation Department; however, she was given several people to contact should she want to rent or use their building to hold classes.

UNFINISHED BUSINESS

(Council President Pam Humberson entered at 6:50 p.m.)
• Lion’s Club Update: We are waiting on a signed letter from Glen Jordan, who is their President, stating they are disbanding and no longer needing the concession stand. Mayor Schlosnagle stated there are several other non-profit organizations interested in using the building, but they must carry liability insurance. After discussion, it was decided since it has been 2-weeks since we learned they were disbanding and have not received an official letter from them, the town should send a letter stating we are cancelling the lease since they have disbanded.
• Update on cameras in the park: Mayor Schlosnagle gave a brief update on the progress of the cameras and that he has spoken to Rob Hammond as requested after our last meeting.
• Signage in the parking lot: Councilman Whittemore will measure the square footage of the parking lot. We will then go by what Sheriff Corley gave us with the state law requirements for signage.
NEW BUSINESS

- Proclamation Municipal Works Month: Mayor Schlosnagle read the proclamation after which Councilman Whittemore moved to adopt the Proclamation. Councilman Sines seconds the motion. All in favor.
- Christmas gathering: The council Christmas gathering will be held on December 16th with the meet and greet at 6:00 pm and the meal at 6:30 pm. It will be for council, employees, Christmas judges, and several other guests. It was agreed to have the Christmas decorating contest and the prizes be the same as last year. First place $50; second place $30; third place $20. Business $25.
- Veteran’s Monument Insurance: After discussion of it being too costly for the town to pay for the insurance (in 2016 it was estimated at almost $600 per year) Councilman Whittemore moved not to pay for insurance on the new veteran’s memorial monument that is being put up in the parking lot. Councilman Sines seconds the motion. Pam, Julia, Sheryl, Jess and Bob for the motion. Ed abstains as he is a member of the committee and attends the meetings.
- Snow Removal: Mayor Schlosnagle spoke with Kevin Savage who has helped the town out in previous years and he will help should we need him as a backup again this year for the same cost as last year. After discussion, Councilman Sines moved to have Kevin Savage be our backup in snow removal. Councilwoman Sines seconds the motion. All in favor. Contract papers will be sent to him.

COMMITTEES

Buildings: Nothing
Streets/Walks: There is a 25-mph sign laying down on Water Street across from Pearl Bittner’s house. Mayor Schlosnagle will contact the County Roads Department.
Christmas: The employees are working on getting the decorations ready to be put up. Light-up events are planned for December 7th.
Economic Development: Roy Musselwhite from the Maryland DNR put the spikes up to mark where the new fence will go. The employees said they will not be in the way when plowing snow. Jess will let Roy know this is not a problem.
Safety: The board ramps have been moved on Walnut Street.
Park: The new park entrance sign is now up and looks great. It will be paid for through a Program Open Space grant.
Trees: Kevin Savage of Skyline Excavating and Tree Removal looked at the tree on Park Street and the cost to cut and remove 4 limbs that are in the electric line is $500. After discussion Councilwoman Sines moved to have Kevin Savage remove the limbs without needing Potomac
Edison to turn off the electric on Park Street for $500. Potomac Edison would not remove any of these limbs. Councilman Whittemore seconds the motion. All in favor.

**MAYOR’S REPORT**

- Garrett County School Board Meeting: they will be reviewing the Strategic Facility recommendations on November 12th. Mayor Schlosnagle will attend and speak after verifying the time of the meeting.
- Veterans breakfast at Friendsville Elementary: November 11 at 9:00 a.m. Council is invited to attend.
- Brush and debris: We can no longer take brush and debris to the Red Rock property. We need to find another place. No suggestions at this time.

**CLERK’S REPORT AND PAYABLES**

Councilman Whittemore moved to accept the Clerk’s Report. Councilman Kelley seconds the motion. All in favor.

Councilwoman MacLane moved to approve the Payables. Councilman Kelley seconds the motion. All in favor.

Meeting adjourned at 8:15 p.m.

Respectfully submitted,

Karen S. Benedict
Clerk/Treasurer