

**Friendsville Town Council Minutes**  
**December 4, 2023**

**Attendance:**

Mayor Spencer Schlosnagle, and Wanda Guard, Administrative Assistant, Clerk-Treasurer. Council members: Michael Artice, Edward Kelley, Sheryl MacLane, Zachary Trautwein and Robert Sines.

Public: Carol Calhoun McMahon, CJ McMahon Photography by Design, Jennifer Uphold, Friendsville Pharmacy, Jamie Spano, GCHD Community Health Outreach Worker – Community Watch, Debbie Rodeheaver, and Claire Sullivan, The Republican newspaper reporter.

**Pro-tem Motion:** With the absence of the Council President Humberson, Wanda Guard, Administrative Assistant, Treasurer-Clerk requested a motion to select Council President pro tem.

**Motion #1:** (Councilwoman MacLane/Councilman Artice): Ed Kelley was nominated to serve as Council President pro tem for the December 4, 2023, general meeting.  
5 in favor/0 opposed/0 abstention. Motion carries.

**Call to Order:** Councilman Kelley called December 4, 2023, the general meeting of the Mayor and Town Council to order at 6:05 p.m.

**Invocation/Pledge of Allegiance:** All attending the meeting recited the Lord's Prayer and the Pledge of Allegiance.

**Motion #2:** (Councilwoman MacLane/Councilman Trautwein): Approval to accept the December 4, 2023, agenda.  
5 in favor/0 opposed/0 abstention. Motion carries.

**Motion #3:** (Councilwoman MacLane/Councilman Artice): Approval to accept the general meeting minutes for November 6, 2023, with the correction on page 5 changing September to October in the Motion#11.  
5 in favor/0 opposed/0 abstention. Motion carries.

**To The Floor:**

During the meeting, Carol McMahon took the opportunity to present the draft copy of the updated Town of Friendsville brochure for the committee's thorough review and subsequent approval. The brochure represents a compilation of the town's latest developments, amenities, and community-centric information. Carol emphasized attention to detail given to each section, highlighting the vibrant visual design and revised content aimed at capturing the essence of Friendsville. She encouraged all members to scrutinize the draft closely and provide constructive feedback to ensure the brochure resonates effectively with residents and visitors alike. The floor was opened for discussions and suggestions, fostering an engaging dialogue aimed at finalizing this essential promotional material.

**Motion #4:** (Councilwoman MacLane/Councilman Trautwein): Approval of the Town of Friendsville brochure.  
5 in favor/0 opposed/0 abstention. Motion carries.

**Motion #5:** (Councilwoman MacLane/Councilman Artice): Approval of the invoice for the 5,000 Town of Friendsville brochures.  
5 in favor/0 opposed/0 abstention. Motion carries.

Jamie Spano, GCHD Community Health Outreach Worker from Community Watch, informed the group that they will be collaborating with the library and Friendsville Elementary School for the December event, forgoing their individual event. They will be providing the treats.

### **Unfinished Business:**

Hazard Mitigation Plan – Councilman Kelley reported the next meeting is Thursday, December 7, 2023, which will be a virtual meeting.

2024 Rack Card – Mayor Schlosnagle shared the information that was obtained for the rack card. The council discussed the pros and cons of printing a rack card for the Town of Friendsville.

**Motion #6:** (Councilwoman MacLane/Councilman Trautwein): Approval not to move forward with the rack card for 2024.

5 in favor/0 opposed/0 abstention. Motion carries.

Airbnb/VRBOs Ordinance – During the meeting, Mayor Schlosnagle informed attendees about the progress regarding the Airbnb/VRBOs Ordinance for the Town of Friendsville. He disclosed that Peggy Jamison, Circuit Rider, has been assigned to draft the ordinance, emphasizing that this undertaking will involve a considerable amount of time. The Mayor outlined the procedural steps for the ordinance, which include the initial writing phase, subsequent reviews by the Mayor & Town Council and Planning Commission, the publication of two Public Hearing Ads, conducting a Public Hearing, followed by the 1st and 2nd readings of the Ordinance, culminating in its approval. Additionally, it was noted that the Council expressed openness to scheduling further meetings if necessary to expedite the completion of this process.

At the meeting, procedures for filing complaints were discussed with Debbie Rodeheaver regarding her noise-related issue. The Mayor and members of the Town Council informed her that a specific noise ordinance is in place, and she can address her complaint by filing it with the designated Code Enforcement Officer by calling the Town Hall.

Meals & Mileage Reimbursement Report – Mayor Schlosnagle requested that Council members examine the revised Meals & Mileage Reimbursement form and bring forth any recommendations during the January meeting.

Concession Stand & ADA Restroom Bids – Back in November, we had one bid come in and it was well over what we had in our budget. The grant award was \$175,000. The town Council members expressed the need to explore the possibility of increasing the allocated funds for the project to \$241,000.

**Motion #7:** (Councilman Kelley/Councilman Trautwein): Approval to authorize Mayor Schlosnagle to request additional funds for the grant and to seek advice on the feasibility of this adjustment. If feasible, he will initiate the process of requesting extra funds and reissuing the bid. If the additional funds are secured, the bid will be reopened. However, if the funds are not obtained, it may be necessary to revise the building specifications.

5 in favor/0 opposed/0 abstention. Motion carries.

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The National Mural Project in Maryland was led by Cheyenne Renee, a muralist from Virginia. The project, initiated in February 2022, aims to showcase deserving small towns and businesses nationwide through the "50 in 50" initiative. The goal is to create 50 murals across all 50 states by the end of 2025. Councilman Artice will contact Ms. Renee and come to the January meeting with details and particulars of a mural for our community.

**Motion #8:** (Councilwoman MacLane/Councilman Artice): Approval for the Town of Friendsville to host the "Business Office After Hours" event in the Community Park on the second Tuesday of the month. The motion also includes the submission of the application along with the \$400.00 fee, with the preferred choice for scheduling being September, followed by June as the secondary choice.

5 in favor/0 opposed/0 abstention. Motion carries.

During the AL/GAR MML Meeting held on November 8, 2023, State Senator McKay emphasized the deadline of December 31, 2023, for the submission of capital fund projects. Mayor Schlosnagle specifically urged the Town of Friendsville to prepare and submit a proposal for a new maintenance and storage building. He is currently in contact with Beitzel Corporation to obtain the proposal, and once received, Wanda will promptly forward it to the council members for their review and subsequent approval.

**Motion #9:** (Councilwoman MacLane/Councilman Artice): Approval to proceed with proposal of a new maintenance building.

5 in favor/0 opposed/0 abstention. Motion carries.

Annual Holiday Decorating Contest/Christmas Dinner – December 18, 2023. RSVP December 6, 2023.

### **New Business:**

Josh Spiker, Garrett Trails – 2024 Gran Fondo Pavilion #3 Reservation 6/22/2024.

**Motion #10:** (Councilman Trautwein/Councilwoman MacLane): Approval to grant permission for Josh Spiker of Garrett Trails - 2024 Gran Fondo to utilize Pavilion #3 on June 22, 2024, without incurring any charges.

5 in favor/0 opposed/0 abstention. Motion carries

Notice of Registration – December 12, 2023 & January 9, 2024, 6:00 p.m. – 8:00 p.m.

Petition for Office due 12:00 noon on Monday, January 08, 2024.

Election – February 13, 2024.

Council Chamber's Table – National Business Furniture Quote

**Motion #11:** (Councilwoman MacLane/Councilman Artice): Approval to purchase a 36"x96" folding adjustable height table from National Business Furniture \$1033.00 with shipping.

5 in favor/0 opposed/0 abstention. Motion carries

### **Mayor's Report:**

- PACE is approaching mid-January. There have been changes in HUR, prompting the Mayor Schlosnagle to share that they are scheduled to meet with the funders on

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Thursday and Friday. They plan to propose approximately \$50,000 to \$60,000 for strategic demolition projects, including improvements for drains, sidewalks, and paving projects. Mayor Schlosnagle requested if the Council knows of any other projects that may need to be done to let him know by the end of December.

- LIGIT representatives, including Lawrence Bohlen and Ann Tyeryar, met with Mayor Schlosnagle and Wanda. We anticipate receiving a written report of their findings within the next two weeks, after which we'll be obligated to follow up with the recommended changes.
- Councilwoman MacLane suggested an eye washing station be installed in the maintenance building and that we purchase anti-slip strips for the Town Hall ramp and front steps.
- No response has been received from the commissioners yet regarding the Community Park funding increase request.
- Kevin Savage will be removing the trees in the next week or so at Friendship Heights.
- Excellent attendance for the veterans' SMS walk-a-thon at the Community Park on November 8, 2023.
- Mayor is presently working with the 4<sup>th</sup> grade teacher to have the students tour the Town Hall and submit "If I Am a Mayor for A Day" essays.
- Garrett Equipment Invoice – Hopper repair & blade; someone hit it while it was in the parking lot this summer/fall.

**Motion #12:** (Councilwoman MacLane/Councilman Trautwein): Approval to pay the \$728.76 invoice from Garrett Equipment. 5 in favor/0 opposed/0 abstention. Motion carries

- Mayors upcoming scheduled meetings:
  - Task Force Policy Review zoom meeting December 5, 2023.
  - Municipality meeting December 6, 2023, in Oakland.
  - Garrett County Public Foundation Board meeting December 11, 2023, at Garrett College.
- Jo Sheffield will be attending the January 8, 2024, meeting to present the FY23 (7/1/2022-6/30/2023) audit.

### **Clerk's Report, Payables, & Receivables**

Mayor & Town Council reviewed the November's clerk's summary and QuickBooks expense, income & salary reports.

**Motion #13** (Councilwoman MacLane/Councilman Trautwein): Approval to accept the clerk's report, payables, receivables & salaries for the month of November. 5 in favor/0 opposed/0 abstention. Motion carries.

### **Committees Reports:**

- Buildings: Nothing
- Safety: Councilman Sines shared that a resident notified him that he tripped on the sidewalk. This incident has been documented in the Town Hall in the incident report log.
- Streets & Sidewalks: Nothing

- Community Park: Mayor Schlosnagle requested that Councilman Trautwein work with Dred Lowdermilk on the setting of the solar lights in the park.
- Trees & Shrub: Nothing
- Economic Development: Nothing

**Concerns of Council Members:** Councilman Trautwein inquired the status of the tennis/pickle ball courts. Mayor Schlosnagle is working on obtaining information.

**Next Meeting:** The next town council meeting will be on January 8, 2024, starting at 6:00 p.m.

**Adjournment:**

**Motion #14** (Councilwoman MacLane/Councilman Artice): Approval to adjourn the meeting.  
5 in favor/0 opposed/0 abstention. Motion carries.

The meeting was adjourned at 8:10 p.m.

Respectfully Submitted,

*Wanda M. Guard*

Wanda M. Guard,  
Administrative Assistant, Clerk-Treasurer

Approved:

*Steven R. Schlosnagle* Mayor

1/8/2024

