



*Mayor and Town Council  
Town of Friendsville  
Founded 1765*

P.O Box 9,  
Friendsville MD 21531  
Ph: 301-746-8919  
info@friendsville.org  
www.friendsville.org

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**Friendsville Town Council Minutes**  
**January 8, 2024**

**Attendance:**

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

Public: Garrett County Sherriff Bryson Meyers, Lynn Aycok, Jesse Whittemore, Joann Ross,  
and Claire Sullivan, The Republican newspaper reporter.

**Call to Order:** Council President Humberson called January 8, 2024, the general meeting of  
the Mayor and Town Council to order at 6:00 p.m.

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

Mayor Schlosnagle noted that Council member Trautwein wouldn't be able to attend the  
meeting tonight as he is bringing his father home from the hospital.

**Motion #1:** (Council member Artice/Council member MacLane): Approval to accept the  
January 8, 2024, agenda. 5 in favor/0 opposed/0 abstention. Motion carries.

**Motion #2:** (Councilmember MacLane/Councilmember Artice): Approval to accept the general  
meeting minutes for December 4, 2023. 5 in favor/0 opposed/0 abstention. Motion carries.

**To The Floor:**

Sheriff Bryson Meyers noted that the Town of Friendsville had experienced a notably quiet winter.  
During discussions, concerns were raised about the potential abduction of a girl, which a council  
member aimed to verify. Sheriff Meyers confirmed his awareness of the incident and assured us  
that it had been resolved and it was not an abduction. Additionally, Mayor Schlosnagle and Wanda  
shared news of an email received concerning dogs off leashes at the Community Park, Sheriff  
Meyers suggested directing inquiries like this to Animal Control at 301-334-1911. Mayor  
Schlosnagle highlighted the issue of speeding on Main Street and stressed the significance of  
having a visible presence during the upcoming trick-or-treat event. Sheriff Meyers expressed  
willingness to ensure the presence of personnel and suggested early planning, ideally in August,  
for optimal preparation. A concerned citizen pointed out the fast travel of ATV/OTV vehicles down  
Water Street. Sheriff Meyers assured monitoring of this activity by his team.

Jesse Whittemore has expressed an interest in becoming the Town's representative for river-  
related matters due to his significant prior involvement in these issues. He has been heavily  
involved in maintaining the white-water releases and emphasized the importance of  
safeguarding these releases.

There's a pressing issue concerning Deep Creek Lake taking our dam releases, which has become a concern. Recently, a new water gauge station was installed at Swallow Falls, monitored by the USGA. The Deep Creek Lake Foundation, led by Mogan France, is actively engaged in our river affairs. A Zoom meeting is scheduled for this Thursday, January 11, 2024, and Jesse would like to participate in the meeting representing the Town of Friendsville and our river and what they are doing with the information they are gathering.

**Motion #3:** (Council member MacLane/Council member Kelley): Authorize Jesse Whittemore to serve as the Town of Friendsville's representative concerning our river affairs and provide regular updates. 5 in favor/0 opposed/0 abstention. Motion carries.

Joann Ross raised three concerns during the meeting. Firstly, she highlighted a safety hazard caused by a car wash using a sub pump with a hose draining onto the street in front of the post office, posing a risk of potential accidents. Mayor Schlosnagle mentioned that this matter had been reported to the code enforcement officer and he is working with them on the issue.

Secondly, Joann requested increased attention to snow plowing on her street and the application of more anti-skid abrasive. She noted an incident that morning where a vehicle slid into her neighbor's yard due to inadequate treatment. Mayor Schlosnagle assured her that he would discuss this issue with the maintenance employees to address the situation.

Thirdly, she would like to see the fire hydrant marked with a flag; Mayor Schlosnagle shared that she will need to contact Garrett County Public Utilities.

Hannah Beachy sent an email requesting permission for the Friendsville Elementary School PTO to use the stage, large pavilion, and bleachers at the Community Park on Friday, June 7, 2023, for their "Spring Fling" event. This event serves as both a fundraiser for the PTO and an end-of-year celebration for the community's children and families. The setup will commence at 8:00 a.m., with the event beginning at 5:00 p.m. and concluding with clean-up around 8:00 p.m.

**Motion #4:** (Council member MacLane/Council member Artice): Approved using the Community Park and to waive the fee for the event. 5 in favor/0 opposed/0 abstention. Motion carries.

Jo Sheffield was not able to attend the meeting tonight to present the FY2022-2023 Financial Audit.

#### **Unfinished Business:**

Council member Kelley presented the Hazard Mitigation Plan report from the December meeting. The focus is on implementing generators and an evacuation plan. Additionally, the Mitigation Project Office will operate from the Emergency Office Center. Efforts are underway to enhance flood-prone roads and minimize flood impacts, including the assessment of Town building codes and flood plains. A consultant has been tasked with developing the plan, which is currently in its initial stages. Approval of the plan will rest with the GC Commissioners.

Mayor Schlosnagle informed the council about Peggy Jamison's concerns regarding the Friendsville Zoning Amendment for transient vacation rentals, including platforms like VRBO and

Airbnb. Peggy proposed holding a work session, suggesting two possible dates: either next Tuesday, January 16, 2024, at 4:00 p.m. or Wednesday, January 17, 2024, at 4:00 p.m. She expressed her willingness to participate in the session to collaborate on the ordinance. The Mayor & Town Council concur that they will meet next Wednesday, January 17, 2024, at 4:00 p.m.

Mayor Schlosnagle reviewed the Meals & Miles Reimbursement Form with the group. It was pointed out that the GSA reimbursement rate for zip code 21531 is breakfast \$13.00, lunch, \$20.00 and dinner \$30.00. The Mayor and Town Council discussed the pros and cons of the reimbursements rates.

**Motion #5:** (Council member MacLane/Council member Kelley): The reimbursement rates are as follows: \$15.00 for breakfast, \$20.00 for lunch, and \$30.00 for dinner, totaling \$65.00. Additionally, there will be a mileage reimbursement of \$0.67 per mile. Receipts for meals are necessary for reimbursement. 5 in favor/0 opposed/0 abstention. Motion carries.

Mayor Schlosnagle communicated with Commissioner Edwards regarding the need for extra funds for the Concession Stand, and Commissioner Edwards recommended contacting Siera Wigfield for assistance. Despite Wanda's email to Siera Wigfield on December 5th receiving no response regarding additional funds, the group, after extensive discussion, collectively agreed to proceed with soliciting bids for the Concession Stand & ADA Restroom. Advertising will include promotion on Facebook and the town's website.

The Mayor & Town Council concurred to facilitate this process, Wanda will advertise in the Republican newspaper on January 11th and 18th, 2024. The Pre-Bid meeting is scheduled for January 22, 2024, at 2:00 p.m. at Friendsville Town Hall, and the Open Bids will take place on March 4, 2024, at 6:00 p.m. Hopefully start construction April 1, 2024.

Senator McKay is actively involved in drafting a bond bill aimed at financing the construction of a maintenance building. In the upcoming PACE meeting, Mayor Schlosnagle intends to request additional funds from other potential contributors. The Mayor has already contacted the Tri-County Council in pursuit of these funds but there is still a shortfall of \$50,000. Fortunately, the Celtic Festival has expressed a willingness to help with expenses.

The estimated cost for the building stands at approximately \$300,000.

Wanda shared that we received four (4) candidate petition of office forms. The deadline to submit the form was noon on January 8, 2024.

In accordance with the criteria, the single candidate for Mayor and the limited number of candidates for Town Council have met the stipulated requirements outlined in our charter. The election will be cancelled, and the following candidates are hereby declared elected to their respective positions.

Mayor Spencer R. Schlosnagle  
Council Member Michael E. Artice  
Council Member Pamela S. Humberson  
Council Member Edward B. Kelley

These positions hold a term of two years, set to take office on the first of March 2024.

**Motion #6:** (Council member Artice/Council member MacLane): Since there will not be a 2024 election, the voter registration on Tuesday, January 9, 2024, 6:00 p.m. – 9:00 p.m. will be canceled. 5 in favor/0 opposed/0 abstention. Motion carries.

PACE – Possible projects

- Drains
- Sidewalks damaged by trees.
- Maintenance truck & plow/spreader

### **New Business:**

Mayor Schlosnagle shared the 12/8/2023 letter from Ina Hicks regarding a street problem of the sidewalk area in the front of the Friend Family Association of America Museum building. Mayor Schlosnagle will investigate the issue with the sidewalk. Wanda shared the email dated 12/22/2023 regarding the work cost for valve replacement by Raymond Metheny with Garrett Heating approximately \$100.00. FFAA contacted GC Public Utilities and verified that it was fine to replace the valve and they will pay for the repair. FFAA understand now that they are not turn on or off the water valve outside in the Spring and Fall.

**Motion #7:** (Council member MacLane/Council member Artice): Motion to authorize FFAA to proceed with the installation of the indoor water valve by Garrett Heating, with the understanding that FFAA will cover the expenses associated with the repair. 5 in favor/0 opposed/0 abstention. Motion carries.

Town of Friendsville Personnel Handbook was handed out to the Mayor & Town Council for review & comments. Finalization of the handbook will be on January 17, 2024 during the work session.

Mayor Schlosnagle introduced the revised FY24 2023-2024 budget to the council, reflecting a \$30,000.00 increase. In his presentation, he addressed essential elements such as revenue sources, anticipated expenses, and the potential impact on the town's financial well-being.

**Motion #8:** (Council member MacLane/Council member Artice): Approval to accept the amended FY 2024 (2023-2024) budget as January 8, 2024. 5 in favor/0 opposed/0 abstention. Motion carries.

Wanda has asked for the Town of Friendsville to subscribe to Amazon Business Prime at a cost of \$179.00 per year. The subscription comes with the advantage of complimentary shipping.

**Motion #9:** (Council member Sines/Council member Artice): Approval to purchase Amazon Business Prime subscription for the Town of Friendsville. 5 in favor/0 opposed/0 abstention. Motion carries.

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

- Coordinating with the 4<sup>th</sup> Grade class from Friendsville Elementary School to come to the Friendsville Town Hall for a visit and to share with the information to participate in the MML essay contest "If I Were Mayor, I Would..." Essays are due March 8<sup>th</sup>.
- Friendsville was awarded through the GC Public School Foundation Board, and they were able to give money to Katy Fresh, guidance counselor at the Friendsville Elementary School.
- Superintendent McCartney attended last month's mayor meeting and shared the annual report for the Garrett County Schools.
- Mayor Schlosnagle will be attending the MD Mayor's Conference which will be held on February 29 through March 1, 2024, at Annapolis, MD.

**Motion #10:** (Council member Sines/Council member Kelley): Approval to cover the expenses for registration, meals, & mileage for MD Mayors Conference on February 29, 2024, through March 1, 2024, at the Governor Calvert House, Annapolis, MD.

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

- Mayor Schlosnagle will be attending PACE on 1/18/2024 & 1/19/2024 in Annapolis, MD.
- GC Chamber confirmed that the Town of Friendsville will be hosting business after hours on September 12, 2024. Will be finalizing the plans in the next few months.
- Reviewed the Community Park Rental fees for 2024.

**Motion #11:** (Council member Kelley/Council member Sines): Approval given that if Birds of Prey are charging participants, it is appropriate to charge them for the rental of the pavilion.

4 in favor/0 opposed/1 abstention. Motion carries.

- The lease for the Friend Family Association of America building is approaching expiration; Mayor Schlosnagle has requested consideration regarding the monthly rental fee.
- Next Comprehensive Plan meeting is January 30, 2024, 6:00 p.m. at the Town Hall.
- Consideration for a potential purchase of a newer work truck: The existing one, bought in 2018 for \$8,000, has uncomfortable broken worn-out seats despite its reliable performance.
- Reviewed polls that were emailed; lease for CAC for Community Center & full-time employees being paid for unused vacation leave.

**Motion #12:** (Council member Humberson/Council member Sines): Approval granted for the acceptance of the email voting poll dated December 28, 2023, to the council member for the 10-year lease agreement with Garrett County Community Action for the Community Center and kitchen within the Community Center building.

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

**Motion #13:** (Council member MacLane/Council member Artice): Approval granted for the acceptance of the email voting poll dated December 19, 2023, to the council member for the disbursement of vacation pay to the full-time employees for FY24, covering the unused hours as of December 31, 2023.

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

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

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

**Motion #14** (Council member MacLane/Council member Artice): Approval to accept the clerk's report, payables, receivables & salaries for the month of December.

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

### Committees Reports:

- Buildings: Council member Artice provided supplementary details about the mural painting of the building, specifying that no lodging is necessary and emphasizing the use of exterior paint and sealant.
- Safety: Sidewalks & Community Center building ramp & entrance steps discussion.
- Streets & Sidewalks: Dred will be meeting with Zach regarding the lights.
- Community Park: Tennis court nets need to be taken down. Nets go up in April & down in November.
- Trees & Shrub: Friendship Heights Trees should be taken care of this week or next week. Reminder to plan for FY2024 Tree City USA and PLANT.
- Economic Development: Nothing

Concerns of Council Members: Nothing

Next Meeting: The next town council meeting will be on February 5, 2024, starting at 6:00 p.m.

### Adjournment:

The meeting was adjourned at 9:25 p.m.

Respectfully Submitted,

*Wanda M. Guard*

Wanda M. Guard,  
Administrative Assistant, Clerk-Treasurer

Approved:

*Samuel Schlusener,*  
Mayor

*2/5/2024*