



*Mayor and Town Council  
Town of Friendsville  
Founded 1765*

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**Friendsville Town Council Work Session Minutes**  
**January 17, 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. Guest: Peggy Jamison.

The work session commenced at 4:10 p.m. on January 17, 2024.

**Mayor Schlosnagle distributed the following documents for review:**

1. Peggy Jamison TVR, VRBO, Airbnb document.
2. Chad Fike, GC Permits & Inspections, Oakland 11/1/2023 document.
3. Copy of Resolution 2019-1 "Boutique Hotels"
4. Town of Accident Ordinance.
5. Citizen's email with thoughts on Ordinance.

**Presentation by Peggy Jamison:**

Ms. Jamison presented key points from her document, addressing issues for consideration:

1. Definitions of Transient Vacation Rentals (TVR) - Short-term rentals with a duration not exceeding thirty (30) days, including Airbnb and Vacation Rental by Owner (VRBO).
2. Type of dwelling unit - Suggested inclusion of only single-family dwellings.
3. Maximum occupancy - Determining limits on bedrooms, persons per bedroom, and additional occupants.
4. Registration with the County for sales and accommodation tax collection.
5. Inspection by the Fire Marshal.
6. Mt. Lake Park's requirement of a "Certificate of Compliance."
7. Zoning classifications - Determining where TVRs are allowed, not allowed, or require a special exception.
8. Create a database of existing TVR/Airbnb/VRBOs, listing name, address, number of bedrooms, contact information & emergency contact information.

**Comparison with Other Towns:**

Information shared about TVR regulations in other towns, including prohibitions, grandfathered properties, and specific terms for use.

**Discussion and Decision:**

Members discussed the possibility of grandfathering existing establishments if a future TVR/Airbnb/VRBO ordinance is banned. A decision was deferred to the Mayor & Town Council meeting on February 5, 2024.

**Process for Ordinance:**

Mayor Schlosnagle outlined the steps for ordinance approval:

1. Writing the ordinance.
2. Reviewing with Council & planning commission committee at the Mayor and Town Council meeting on February 5, 2024.

3. Advertise public hearing meeting notice 14 days prior.
4. Public Hearing Meeting on March 4, 2024, at 5:30 p.m. with 1<sup>st</sup> reading of the ordinance.
5. Second reading at the Mayor and Town Council meeting on March 18, 2024.
6. Adoption of the ordinance on March 18, 2024, if there are no changes requested or objections.
7. If there are changes to the ordinance, the process will start over.

After extensive discussion, it was agreed that the members would present their decision on the TVR/Airbnb/VRBO ordinance for the Town of Friendsville at the Mayor & Town Council meeting on February 5, 2024.

The Town of Friendsville Personnel handbook that was distributed to the council members on January 8, 2024, was reviewed. Wanda shared that the handbook was written in collaboration with Matt Peters of LIGIT. The suggested changes to the handbook are as follows by the council members:

- Page 2 – create a copy of the acknowledgement of receipt so a copy can be signed and obtain the employee personnel file.
- Page 5 – Mayor Schlosnagle confirmed the working hours for full-time employees. The typical work week for full-time employees is Monday to Friday, from 7:00 a.m. to 3:00 p.m., with a 30-minute lunch break.
- Page 5 – Remove “or Town Council” in the paragraph under Overtime/Comp Time Hours Policy.
- Page 7 – add the work not to the sentence, “Employee will not be paid for any unused sick or safe leave upon termination of employment.”
- Page 7 – Employee will be paid for any unused vacation upon termination of employment up to 40 hours of accrued vacation leave.
- Page 7 – Full time employees may carry over 40 hours of vacation leave from year to year with permission of the Mayor and Town Council but must use the leave by the following June 30<sup>th</sup>. Payment for unused annual leave at the end of the calendar year (December 31) will not be made without the permission of the Mayor & Town Council. The employee must make a request to the Clerk to present at the November Mayor & Town Council meeting.
- Page 10 – Breakfast \$15.00 Lunch: \$20.00 Dinner \$30.00
- Page 23 – Reimbursement Form will be updated with the correct amounts as of January 8, 2024.

Wanda is set to implement the recommended modifications to the handbook, and the finalized version will be presented for adoption at the upcoming council meeting on February 5, 2024.

Mayor Schlosnagle provided the council members with a revised and amended FY24 (2023-2024) budget, supplementing the document distributed at the Mayor & Town Council meeting on January 8, 2024. The updated budget detailed changes highlighted in yellow, along with explanations for the increases and decreases.

The meeting was adjourned at 6:25 p.m.

Respectfully submitted,



Wanda M. Guard,  
Administrative Assistant, Treasurer, Clerk