



*Mayor and Town Council
Town of Friendsville
Founded 1765*

P.O Box 9,
Friendsville MD 21531
Ph: 301-746-5919
info@friendsville.org
www.friendsville.org

Friendsville Mayor & Town Council Minutes
March 17, 2025

Attendance:

Spencer R. Schlosnagle, Mayor

Wanda Guard, Administrative Assistant, Clerk-Treasurer

Council Members: Michael Artice, Chad Bittinger, James Hook, Pam Humberson & Robert Sines

Citizens/Guests:

Call to Order: Wanda Guard, Administrative Assistant, Clerk-Treasurer, convened the general meeting of the Mayor and Town Council on March 17, 2025, at 6:00 p.m.

Mayor Schlosnagle administered the official oath of office to three council members:
Chad Bittinger, James Hook, & Robert Sines.

As it marked the beginning of a new council term, Wanda initiated the process for nominations for Council President.

Motion #1: (Council Member Artice/Council Member Bittinger): Motion to approve Pamela Humberson as Council President for the upcoming year. 5 in favor/ 0 opposed/ 0 abstentions. Motion carries.

Openings: All attending the meeting recited the Lord's Prayer and the Pledge of Allegiance to the Flag of the United States of America.

Approval of the Agenda – March 17, 2025

Motion #2: (Council member Hook/Council member Artice) Approval to accept the March 17, 2025, agenda with no additions. 5 in favor/0 opposed/0 abstention. Motion carries.

Approval of the General Meeting Minutes – February 3, 2025

Motion #3: (Council member Artice/Council member Hook) Approval to accept the general meeting minutes for February 3, 2025, with no corrections. 5 in favor/0 opposed/0 abstention. Motion carries.

Approval of the CDBG Public Hearing Minutes – February 17, 2025

Motion #4: (Council member Artice/Council member Bittinger) Approval to accept the CDBG public hearing minutes for February 17, 2025, with no corrections.
5 in favor/0 opposed/0 abstention. Motion carries.

Approval of the O-2025-01 Ordinance Public Hearing Minutes – February 17, 2025

Motion #5: (Council member Artice/Council member Humberson) Approval to accept the O-2025-01 ordinance public hearing minutes for February 17, 2025, with no corrections.
5 in favor/0 opposed/0 abstention. Motion carries

To The Floor:

Deputy Brandon Pritt, Garrett County Sheriff's Department

Deputy Pritt, Garrett County Sheriff's Department shared the Town of Friendsville's incident report for the month of February. There was a total of three (3) incidents, 1 animal, 1 special incident, and 1 paper served.

The Council requested increased speed enforcement patrols on Maple Street from 6:00 a.m. to 8:00 a.m. They also asked for ongoing patrols at the Community Park, as warmer weather has led to higher attendance.

Melissa Custer, Ruth Enlow Library-Friendsville Branch

The official groundbreaking for the new Friendsville library was on Friday, March 7th! The project is underway.

Melissa shared upcoming programs for the library:

- Gardening Classes: Perennial Food Crops & Easy Small Fruits 03/20/25 4:30 p.m. – 5:30 p.m.
- Friendsville Library Quilt Reveal: Drawn Together Through Stitches 04/07/2025 4:00 p.m. – 5:00 p.m.
- Tyler Reed Family Magician: Magic Show 04/09/2025 9:30 a.m. – 10:30 a.m.

Terry Spear, Friendsville Volunteer Fire & Rescue Department

Terry requested that the Town of Friendsville continue plowing the helicopter pad during the winter season and asked for the fire department parking lot to be plowed. As one of Garrett County's two designated warming stations, the fire department may be needed at any time during winter. Mayor Schlosnagle confirmed that he will instruct the maintenance team to fulfill this request.

Terry Spear, Concession Stand & ADA Restroom Building

Terry provided an update on the concession stand, noting that the gas line will be installed this week. Wanda mentioned that the State Fire Marshal is scheduled to conduct an inspection on Tuesday, March 25, 2025. She also reminded Terry that the two appliances currently stored in the maintenance building need to be moved into the concession stand and hooked up before the inspection.

Terry Spear, Town of Friendsville Sale of Property

Terry's legal counsel advised him that he cannot proceed with a quitclaim deed for the property since it is already deeded to the Town of Friendsville. As a result, he has decided not to move forward. Council President Humberson reaffirmed to Terry that he is satisfied with the status of the property and will not be taking any further action.

Dottie Frazee

Dottie Frazee presented to the Mayor and Town Council her request to place six Vietnam veterans' banners on Maple Street in Friendsville. She contacted each family and obtained their permission. She also received a quote from Mandy at Fast Signs in Uniontown, PA, for \$160 per banner. Donations have covered the cost of three banners, and she is seeking funds for the remaining three. Additionally, she plans to organize a parade and program on May 26, 2025, to honor the men and their families.

Motion #6: (Council member Hook/Council member Sines) Approval was granted to proceed with placing the six banners on Maple Street and covering the cost of two banners.

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

Motion #7: (Council member Artice/Council member Hook) Approval was granted to proceed with the parade on Memorial Day, May 26, 2025, pending State Highway Approval for the parade.

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

The Council President asked Dottie Frazee to collaborate with Wanda on the banners and the parade.

Unfinished Business

MD State Parks Recreation Guides 2025 AD – Evan Hayek

Mayor Schlosnagle shared after considerable back and forth with the changes of the insert, it was decided to cancel the advertisement in the guide.

Paugh Property Update

Mayor Schlosnagle reported that on February 25, 2025, Michael Llewellyn appeared in Orphan's Court to petition for appointment as the personal representative of the Estate of Herbert Paugh. Members of the Paugh family attended the hearing, including Lesa Paugh. The court granted the Paugh family 30 days to propose an alternative candidate for personal representative. It was suggested that if they did not want the current petitioner to serve, they should nominate someone from the local bar. Additionally, it was discovered that the property in question was subject to a tax sale in 2023. A review of the court records indicated that foreclosure on the right of redemption had not yet been filed. This matter will be further discussed in the closed session on April 7, 2025.

Arbor Day Poster Contest – 1st, 2nd, 3rd Award.

Motion #8: (Council member Bittinger/Council member Artice) Approval to award \$25.00 for 1st place, \$20.00 for 2nd place, and \$15.00 for 3rd place, with this structure continuing annually.

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

Zoning Board of Appeals – Public Hearing on February 12, 2025

Wanda Guard, Administrative Assistant, reviewed the Friendsville Zoning Board of Appeals SE 2025-01 Opinion and Order written by Rob Smith which was emailed to Bruce Metz with Garrett County Department of Planning & Permits on Wednesday, February 19, 2025. In response to the email Mr. Metz emphasized the need to obtain building, electrical and zoning permits for the improvements discussed in the hearing. That afternoon, the email was sent to Jason Donahue, who confirmed that he would relay the information to his contractor, Chad Fike.

New Business

Constant Yield Tax Rate (CYTR), Personal Property Tax & Utility Tax

Mayor Schlosnagle shared February 14, 2025; an email received concerning the 2025/2026. Constant Yield Tax Rate, Real and Personal Property, and Utility Tax Rate and he proposed to council to keep the current tax rates.

Motion #9: (Councilmember Sines/Councilmember Bittinger): Approval to keep the tax rate the same for FY2026 (7/1/2025-6/30/2026), real estate tax \$0.41/100, personal property \$0.50/100 & utility tax rate \$1.64/100.

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

Seasonal Maintenance Worker Announcement (Appendix A)

The annual advertisement for the seasonal maintenance worker position was reviewed and presented. The worker will be employed by the town from April to September.

Motion #10: (Councilmember Sines/Councilmember Artice): Approval of moving forward with a block advertisement in The Republican for a seasonal worker for the Town of Friendsville for two weeks starting with the March 27th issue.

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

National Police Bloodhound Association April 27, 2025-May 1, 2025

Motion #11: (Councilmember Bittinger/Councilmember Hook): Approval for the National Police Bloodhound Association to use the Town of Friendsville for their annual 40-hour training in Garrett County, April 27, 2025

– May 1, 2025. The only request from the Council is that your group consider patronizing our local businesses while in town. 5 in favor/0 opposed/0 abstention Motion carries.

NHS After-Prom 2025

Motion #11: (Councilmember Bittinger/Councilmember Hook): Approval to donate \$200.00 to Northern High School After Prom for 2025. 5 in favor/0 opposed/0 abstention Motion carries.

Letter of Support for James Tallentire ~ Clyde "Jr" Fike Fishing Rodeo – Saturday, May 17, 2025 (Appendix B)

Motion #12: (Councilmember Hook/Councilmember Sines): Approval for the Mayor to mail a letter of support to James Tallentire for the Clyde "Jr" Fike Fishing Rodeo. 5 in favor/0 opposed/0 abstention Motion carries.

Committee Appointments (Appendix C)

Motion #13: (Councilmember Artice/Councilmember Sines): Approval to accept the council member committee appointments and the tree committee appointments appointed by Mayor Schlosnagle. 5 in favor/0 opposed/0 abstention Motion carries.

Naylor's Hardware Estimate (Appendix D)

Motion #14: (Council member Hook/Council member Bittinger) Approval to accept the bid estimate from Naylor's Hardware in the amount of \$1,265.62 for supplies. 5 in favor/0 opposed/0 abstention. Motion carries.

Clerk's Report – February

Motion #15: (Council member Bittinger/Council member Artice) Approval to accept the clerk's report, payables, receivables, and salary summary for the month of February. 5 in favor/0 opposed/0 abstention. Motion carries

Mayor's Report:

- Mayor Schlosnagle mentioned that Samantha Flanagan Broadwater, a Community Outreach worker, was mentioned to us by Barbara Fike. She is partnering with the Maryland Food Bank to establish a food pantry in Friendsville and mentioned that they have secured grant funding for the project. This pantry would be like others in the county, such as the Mt. Top Food Pantry, Oak Park Church of the Brethren, Calvary Tabernacle Church, and the SING Food Pantry at Garrett College. In addition to working with the Maryland Food Bank, there is potential for collaboration with the Western Maryland Food Council, Garrett Growers, UME Extension, Garrett County Health Department, and the Garrett County Board of Education. As part of this initiative, they can provide one freezer and two refrigerators. The pantry would operate as a nonprofit, but they still need to secure a location and recruit volunteers to help run it. Potential locations in Friendsville: Friendsville Volunteer Fire & Rescue Department, Friendsville Rescue Squad Hall, Friendsville Senior Center, Friendsville Elementary School, and a local church. Food access remains a challenge for some Friendsville residents. Wanda emailed the organization with the hopes that one would be able to work with Samantha.
- Potomac Edison Utility Bill (Lower & Upper Ballfields) – The grinder pump is the reason the bill has increased for the lower field. It has been realized that the upper ball field has increased this past month due to the field being used by teams throughout the week for practice.

Motion #16: (Council member Bittinger/Council member Artice) Approval to bill for the utilities used by the Central Garrett Baseball League for the upper and lower ball fields. This billing will cover the period from March through July since you are using the fields earlier.

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

- Garrett County Government Fire Hydrants Update – working with Brandon Griffin regarding the hydrant on Maple Street; the hydrant located near the entrance of the park is broken and was reported by Terry Spear the night of the fire of the home on Friendsville Addison Road.
- A committee is needed for the Deep Creek Lake Lions Club, the parade will feature entries from all towns, various businesses, individuals, and organizations. The mayor will verify with Karen that she has a pontoon boat available for the town to use.

Motion #17: (Council member Hook/Council member Artice) Approval to have Spring Clean Up April 28, 2025, to May 3, 2025, and to utilize Deep Creek Refuse for the dumpsters.

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

- Attended the Ruth Enlow Library – Friendsville Branch groundbreaking on Monday March 7, 2025.
- Garrett County Roads Department will be sweeping the streets on Wednesday, March 19, 2025, starting at 6:00 p.m.
- Woodmen of the World will provide the town with 4x6 and 3x5 American flags.
- Senator McKay will donate a 4x6 Maryland State flag to the town.
- Delegate Hinebaugh will donate a 3x5 Maryland State flag.
- The mayor shared that grants were submitted on March 10th for the purchase of 1 ton maintenance Vehicle with plow and salt spreader.

Committee's Reports:

- **Buildings:** Nothing
- **Safety:** Nothing
- **Streets & Sidewalks:** Noting
- **Community Park:** Nothing
- **Trees & Shrub:** Nothing
- **Economic Development:** Nothing

Concerns of Council Members: None

Important Dates

- Zoning Board of Appeals Public Hearing – March 26, 2025, 6:30 p.m.
- Ruth Enlow Library – Quilt Reveal – April 7, 2025, 4:00 p.m.
- Executive/Closed Session/Mike Llewelyn – April 7, 2025, 5:00 p.m.

The next Mayor & Town Council meeting will be on April 7, 2025, starting at 6:00 p.m.

Adjournment:

Motion #18 (Council member Hook/Council member Bittinger): Approval to adjourn the meeting.

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

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

Respectfully Submitted,

Wanda M. Guard

Wanda M. Guard,
Administrative Assistant, Clerk-Treasurer

Approved: *Steven R. Schlanagh*,
Mayor
4/07/2025

(Appendix A)

WE ARE HIRING

We're seeking a dedicated individual to join our team from mid-April through mid-September.



Town of Friendsville Seasonal Maintenance Worker

Requirements:

- ✓ **Must be 18 years of age**
- ✓ **High school education preferred**
- ✓ **Valid driver's license and reliable transportation**

Job Duties Include:

- **Cleaning gutters, culverts, and drainage structures**
- **Mowing, weed eating, and cutting brush and weeds**
- **Spreading dirt, sand, and other materials with shovels**
- **Operating tractors and gas-powered tools**
- **Assisting in loading garbage from trash receptacles**
- **Performing other assigned tasks as directed by supervisors or the Mayor**

Minimum Wage: \$15.00 per hour



TO APPLY:

✉ **Email us at info@friendsville.org**

☎ **Call us at 301-746-5919**

📌 **Pick up an application at Friendsville Town Hall,
Monday through Thursday, 9 am to 3 pm.**



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March 17, 2025

(Appendix B)

James Tallentire
5170 National Pike
Markleysburg, PA 15459

Dear Mr. Tallentire, 

I am writing on behalf of both the members of the town council and myself to formally authorize the Clyde "Jr" Fike Fishing Rodeo event, set to take place on Saturday, May 17, 2025, at the Town of Friendsville Community Park. We grant permission for Bear Creek to be stocked with fish sourced from Freys Fish Pond, located at 820 Pine Hill Road, King of Prussia, PA 19406. It has been verified by Michael Anderson from the Department of Natural Resources that Freys Fish Pond is an approved supplier in Maryland.

We are delighted to support initiatives that promote outdoor activities and community engagement. Your efforts in organizing the Clyde "Jr" Fike Fishing Rodeo are commendable, and we believe that stocking Bear Creek will enhance the experience for all participants.

Please feel free to reach out if there are any further arrangements or details that need to be addressed. We wish you the best of luck with the event and look forward to its success.

Warm regards,



Spencer R. Schlosnagle,
Mayor

cc: MD DNR

SRS/wmg



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COMMITTEE APPOINTMENTS

(Appendix C)

Appointed by: Mayor Spencer R. Schlosnagle
Effective March 17, 2025

BUILDINGS

*Edward Kelley
Michael Artice
Robert Sines
(Any Council Available)

SAFETY & TREES

*Michael Artice
Chad Bittinger

STREETS & WALKS

*Robert Sines
James Hook
Edward Kelley
(Any Council Available)

COMMUNITY PARK

*James Hook
Pam Humberson
(Any Council Available)

ECONOMIC DEVELOPMENT/ KENDALL TRAIL & RIVER RESOURCES

(Greater Friendsville Business Association
& River Resources)
* Chad Bittinger
Pam Humberson

CEMETERIES (Steele & Friend Cemeteries) RECREATIONAL PARKING LOT & STREET LIGHTS

All Council Members

*Liaison to Council



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(Appendix C)

Friendsville Tree Committee

Appointed by: Mayor Spencer R. Schlosnagle
Effective September 9, 2024

Sheryl MacLane, Chairperson
P.O. Box 262
Friendsville, MD 21531
301.616.6644

June 30, 2025

Dred W. Lowdermilk, Town Employee
P.O. Box 242
Friendsville, MD 21531
301.746.2157(Cell)
301.533.8930 (Home)

June 30, 2025

Pam Jasper
836 Bear Creek Road
Friendsville, MD 21531
301.746.5463

June 30, 2025

Melissa Custer
c/o Ruth Enlow Library Friendsville Branch
PO Box 57
Friendsville, MD 21531
301.746.5663

June 30, 2025

Andrea Croskey
P. O. Box 384
Friendsville, MD 21531
301.906.6240

June 30, 2025

NAYLOR'S ACE HARDWARE #11182
32 S THIRD ST (PO BOX 380)
OAKLAND, MARYLAND 21550-0380
WEBSITE www.naylorshardware.com
PHONE: (301) 334-3923

PAGE NO 1

(Appendix D)

HELPING YOU IS THE MOST IMPORTANT
 THING WE HAVE TO DO TODAY

MAYOR & TOWN COUNCIL
 OF FRIENDSVILLE
 P O BOX 9
 FRIENDSVILLE MD 21531-0009
 (301) 746-5919

CUST # 921219
 TERMS: NET 26TH

EST # 613950
 DATE : 3/14/25
 CLERK: DONNA
 TERM # 554

TIME :11:06

 * ESTIMATE *

QUANTITY	UM	ITEM	DESCRIPTION	SUG. PRICE	PRICE/PER	EXTENSION
17	CS	PGR3858X5B	100CT 55g BK 2.00mil LIN 2909 MFG part# PGR3858X5B	85.99	83.99 /CS/	83.99*N
17	CS	Y35061	100CT 60g BLK 2mil LINER X7658QK MFG part# X7658QK	89.99	87.99 /CS/	87.99*N
8	EA	60	CLOROX PRO -HAVE TO ORDER IN	18.99	18.99 /EA	151.92 N
6	EA	6204408	DSP GLOVE NIT XL BLK PF MFG part# GPNB48100	19.99	12.99 /EA	77.94CN
2	EA	269636	GAL DAWN DISH DETERGENT MFG part# PGC57445CT	29.99	23.99 /EA/	23.99 N
6	EA	1559673	TLT PAPER2PLY JUMBO 12RL MFG part# 1209	46.99	46.99 /EA	281.94CN
48	EA	7415144	FOAM WASP & HORNET17.5OZ MFG part# HG-41506	5.99	4.00 /EA	192.00SN
120	EA	1558964	PAPER TWL 85SHT 2PLY 1PK MFG part# 06350-12	2.79	1.649/EA	197.88CN
3	CS	Y35046	25080 VINT TOILET TISSUE 5402 MFG part# 25080 ***** I DID GIVE YOU A BETTER DEAL ON EVERYTHING IF YOU PURCHASE THE AMOUNTS YOU'RE	55.99	55.99 /CS	167.97CN
						CONT'D

X

Received By

NAYLOR'S ACE HARDWARE #11182
32 S THIRD ST (PO BOX 380)
OAKLAND, MARYLAND 21550-0380
WEBSITE www.naylorshardware.com
PHONE: (301) 334-3923

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 TERM # 554

TIME :11:06

 * ESTIMATE *

QUANTITY	UM	ITEM	DESCRIPTION	SUG.PRICE	PRICE/PER	EXTENSION
			ASKING FOR. THANK YOU FOR ALLOWING US THE OPPORTUNITY TO BID YOUR SUPPLIES. DONNA			
** ESTIMATE ** ESTIMATE **					TAXABLE	0.00
					NON-TAXABLE	1265.62
					SUB-TOTAL	1265.62
					TAX AMOUNT	0.00
					TOTAL ESTIMATE	1265.62

ACE REWARDS ID # 1980334408)
 (GUARD WANDA)

X

Received By