



*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
April 21, 2025

Attendance:

Spencer R. Schlosnagle, Mayor

Wanda Guard, Administrative Assistant, Clerk-Treasurer

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

Citizens/Guests: Jennifer Resh, Kelsey Artice, Christina Kossis, Brenton Petrillo, Sgt. Bryan Ridder, Lynn Aycock, Jennifer Uphold, Ana Sines and Mary Tabor.

Call to Order: Pamela Humberson, Council President, convened the general meeting of the Mayor and Town Council on April 21, 2025, at 6:00 p.m.

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 – April 21, 2025

Motion #1: (Council member Bittinger/Council member Artice) Approval to accept the April 21, 2025, agenda with no corrections 6 in favor/0 opposed/0 abstention. Motion carries.

Approval of the General Meeting Minutes – April 7, 2025

Motion #2: (Council member Artice/Council member Hook) Approval of accepting the general meeting minutes for April 7, 2025, with no corrections. 6 in favor/0 opposed/0 abstention. Motion carries.

To The Floor:

Garrett County Sheriff's Office

Sgt. Ridder, Garrett County Sheriff's Department shared the Town of Friendsville's incident report for the month of

April. There was a total of twenty-two (22) incidents, 1 animal, 14 patrols, 1 special incident at the Community Park, and 6 papers 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.

Kelsey Artice

This evening, Kelsey Artice appeared before the Mayor and Town Council to request approval for the following:

On behalf of the Friendsville Girl Scouts, permission to plant flowers in the planters and hang baskets along Maple Street. For her business located at 254 Maple Street, permission to install decorative lights using a post anchored in a pot placed on the walkway in front of the building.

The Mayor and Town Council agreed that the Girl Scouts may proceed with their planting project.

Motion #3: (Council member Artice/Council member Bitteringer) Approval to install decorative lights using a post anchored in a pot placed on the walkway in front of the building located at 254 Maple Street.
6 in favor/0 opposed/0 abstention. Motion carries.

Jennifer Uphold

This evening, Jennifer Uphold requested approval to have a sign made and placed on the existing sign located at the corner of Maple Street and First Avenue, in front of the pine tree. The new sign would read "Pharmacy" with an arrow pointing to the right. She plans to work with the same company that created the existing sign and will ensure the new addition complements the current design.

Motion #4: (Council member Artice/Council member Bitteringer) Approval for Jennifer Uphold's having an additional sign made and placed on the existing sign structure located at the corner of Maple Street and First Avenue, in front of the pine tree. The new sign will read "Pharmacy" with an arrow pointing to the right.

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

Mary Tabor

Resident Mary Tabor attended the council meeting to express concern about the damage caused by the storm on Saturday evening. She asked what actions the Town of Friendsville plans to take in response to the damage. Ms. Tabor emphasized her worry that additional damage could occur if preventative measures were not taken and stated that she believes the Town should take an active role in addressing the situation.

Unfinished Business

Friendsville Community Park Restroom_Utility_Storage Facility Pre-Bid Meeting Update

Today at 5:30 p.m., the Mayor and Town Council will meet with contractors for the pre-bid meeting regarding the Restroom, Utility, and Storage Facility project. A Notice to Bidders was published in The Republican on April 10 and April 17, 2025. Bid packets have been distributed, and all submissions are due by 12:00 noon on May 5, 2025. The bid opening and review meeting is scheduled for May 5, 2025, at 6:00 p.m.

Traffic Advisory Committee Update - Crosswalks

Mayor Schlosnagle shared the following email dated April 17, 2025, from Paul Harvey:

"I presented the town's request for crosswalks to be installed at various locations within the town. In discussions with SHA representatives, they expressed that due to the low volume of pedestrian traffic, there is currently no need for crosswalks.

Specifically, regarding the requested crosswalk at the intersection of 1st Avenue and Chestnut Street, SHA considers this a mid-block intersection. Typically, SHA does not install crosswalks at

such locations. Crosswalks are generally placed at the end of a street where there is a STOP sign or traffic signal.

SHA would consider conducting a study in the future if additional businesses are established in town and pedestrian traffic increases.

I believe Mayor Schlosnagle has been in communication with Andrew Suter from SHA on other matters, so feel free to reach out to Andrew if you have any questions.

Thanks,
Paul"

The council will revisit after the study of the businesses.

Friendsville Greater Business Association Sign

Mayor Schlosnagle spoke with John Croskey regarding a potential location for the new sign, which would be on John's property. Kelsey shared that they have already received quotes for the signage and are now waiting for John's decision to proceed. The existing sign has been in place for approximately 30 years. Responsibility for the sign rests with the property owner, and its size must comply with the town's zoning ordinance. Another location mentioned is just to the right of the current Friendsville sign, where Mayor Schlosnagle noted there is sufficient space. Regardless of the final placement, the signs must meet all requirements outlined in the sign ordinance.

Deer Park Signs Proposal (Appendix A)

Motion #5: (Council member Sines/Council member Kelley) Approval to accept the Deer Park Sign proposal for \$1,176.80. 6 in favor/0 opposed/0 abstention. Motion carries.

Chip Network Inc. Proposals (Appendix B & C)

Motion #6: (Council member Bittinger/Council member Artice) Approval to accept the Chip Network proposal for \$746.90. 6 in favor/0 opposed/0 abstention. Motion carries.

Friendsville Community Park Restroom Room Proposal (located by pavilion #2) (Appendix D)

Motion #7: (Council member Bittinger/Council member Sines) Approval that the restroom be fixed in accordance with the original quote emailed on October 29, 2024, in the amount of \$950.00, since the Town of Friendsville does not have the additional funds to proceed with the expanded proposal totaling \$3,182.25, which was submitted on April 21, 2025. 6 in favor/0 opposed/0 abstention. Motion carries.

Seasonal Maintenance Worker Announcement

Mayor Schlosnagle shared that the Town of Friendsville received three applicants for the position. The council reviewed the applications.

Motion #8: (Council member Sines/Council member Hook) Approval to hire applicant #1 for the seasonal maintenance worker position. 6 in favor/0 opposed/0 abstention. Motion carries.

Zoning Ordinance Revision Proposals (Appendix E)

Mayor Schlosnagle shared that the Town of Friendsville received three estimates from vendors. As part of the process to qualify for the grant funding, we were required to obtain three estimates from vendors. Wanda had requested estimates from four vendors, we received three estimates.

1. Mackin Engineering & Consultants
2. McBride Dale Clarion
3. Zone Co

Motion #9: (Council member Kelley/Council member Artice) Approval to accept the \$40,000 estimate from Mackin Engineering & Consultants, to be funded through the CDBG grant.
6 in favor/0 opposed/0 abstention. Motion carries.

New Business

Jarrett Mahoney's Draft Ordinance No. 2025-02 (Appendix F)

Motion #10: (Council member Bittinger/Council member Hook) Approval to proceed with attorney review of the ordinance and to execute the adoption process.

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

LIGIT – Pedestrian Foot bridge Inspection

Mayor Schlosnagle shared that we received notifications from Local Government Insurance Trust (LGIT) on Monday, April 14, 2025, a 5-year inspection is required on the pedestrian foot bridge. Till receipt of such report, the property insurance for this bridge will not be renewed this July 1st. However, your liability insurance will still be in place.

Motion #11: (Council member Bittinger/Council member Artice) Approval to table obtaining an inspection at this time.
6 in favor/0 opposed/0 abstention. Motion carries

AL/GAR MML Chapter Meeting

The meeting is scheduled for Wednesday, May 14, 2025, and is being hosted by the Town of Lonaconing. Guest speakers will be Senator Mike McKay, Delegate Jason Buckel and Delegate Jim Hinebaugh on the 90-day session. Reservations will need to be confirmed at the next council meeting on May 5, 2025.

Mayor's Report:

- Review the 42-bridge closure spoke with Josh, the contractor who will have their office at Sunset Inn property, they will be working Monday – Friday 7:00 a.m. – 3:00 p.m. or a little later. Usually no Saturday work.
- The state highway is working on First Avenue and did come up and clean out the ditch between Second Avenue & Ross Avenue.
SHA will be putting up signs regarding the road closure.
- Bloodhounds will be here the week of April 28th.
- Sidewalks – Mayor asked council members to review the sidewalks and let him know if any repairs need done by the next meeting.
- POS FY26 Deadline is May 19, 2025, to Siera Wigfield, please let us know if you have any suggestions to submit. It is a 90/10 grant.
- Will be attending the Tri County Council meeting on Wednesday, April 23, 2025.

- The deadline for the Arbor Day Poster Contest is Friday, April 25, 2025.
- Central Garrett Baseball opening day is Saturday, April 26, 2025.
- Council member Artice is working with Marty McCabe regarding planting the Maple tree in the park.
- May 6, 2025, 3:00 p.m. – 7:00 p.m. NEXtera Energy Transmission Open House –
- It is important to acknowledge Don Millard from Confluence, PA, for his generous efforts in mowing the recreational parking lot area.

Committee's Reports:

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

Concerns of Council Members:

- Council member Artice had a concern citizen share concerns about the hose in the drain behind the Laundry Mat – Mayor Schlosnagle is working with John regarding the issue. The mayor is going to see if the county can run the camera down the drain to see if it is crushed.
- Kenny Sines asked Michael to remind Spencer to address the fee for the pavilion for the Fishing Rodeo on May 17th.
- After considerable discussion, the council stated that the policy to request that the pavilion/park fee waived or donated to a group, a representative must attend a Mayor and Town Council meeting to present details about the event. This is a necessary step for the Council to consider any fee adjustments or donations.

Important Dates

- April 28, 2025 – May 3, 2025, Friendsville Spring Clean Up
- May 6, 2025, 3:00 p.m. – 7:00 p.m. NEXtera Energy Transmission Open House
- May 24, 2025, 10:00 a.m. – 3:00 p.m. Markers Market
- May 26, 2025, Town Wide Yard Sale

Adjournment:

Motion #12 (Council member Artice/Council member Hook): Approval to adjourn the meeting.
6 in favor/0 opposed/0 abstention. Motion carries.

The meeting was adjourned for 8:20 p.m.

Respectfully Submitted,

Wanda M. Guard

Wanda M. Guard,
Administrative Assistant, Clerk-Treasurer

Approved:
Spencer Schlosnagle
Mayor
5/5/2025



Town of Friendsville
945 Community Drive
PO Box 9
Friendsville, MD 21531

Attn: Wanda Guard

April 8, 2025

Re: Replace Damaged Sign

Description

1. 36" x 72" single sided alupanel sign, mounted to 4" x 4" posts w/ vinyl sleeves, framing -
Welcome to Friendsville
.....\$855.00
 2. Installation at Friendsville.....\$320.00
- Sub Total\$1,176.00
Sales Tax.....EXEMPT
Total.....\$1,176.00

Terms: Balance due within 30 days of completion of project.

Jesse F. Brobst



CHIPS Network Inc.
12978 Garrett Highway
Oakland, MD 21550
301-387-5652

04/16/2025

CHIPS Network is pleased to provide the Town of Friendsville with the following project proposal:

Scope: Provide materials and labor to extend fiber into new Concession Stand building and install previously installed camera

1. CHIPS to provide and install 1.25" PVC conduit from exiting fiber vault, following town dug trench, entering into ceiling
2. CHIPS to cut pathway into ceiling near bathroom for access and reinstall once work is completed
3. CHIPS to install short piece of EMT pipe along wall, allowing a pathway for cabling to network area
 - a. Network area will be wall between building entry and bathroom
 - b. Network area to include CHIPS provided:
 - i. (1) 8 port POE network switch with SFP for fiber
 - ii. (1) 12 channel singlemode fiber patch panel with (1) 12 port SC SM adapter plate
 - iii. (1) 12 channel singlemode UPC /SC splice on fiber pigtailed
 - iv. (1) duplex singlemode UPC/SC – UPC/LC fiber patch cable
4. Mount existing turret style camera and point to basketball court as directed by town management/staff

Exclusions and Clarifications:

- Equipment such as ladder, safety devices, and testing to be included in price
- Completion of approved work could be determined by weather or other unforeseen issues and delays
- Excludes weekend and holidays unless otherwise agreed upon
- Any delayed or inaccessible access to locations that would prevent continued work may be billed at T&M rates
- Building access will be requested in advance for ease to all parties
- Payment terms are Net30 on completion of job
- Unforeseen/non-typical issues will be addressed as soon as they are apparent with approval from both parties
- Modifications to scope can be made with written request
- Quote is applicable for 30 days

Total Quoted Price with Labor and Materials\$2,379.00

Approval Signature: _____ Date: _____



CHIPS Network Inc.
12978 Garrett Highway
Oakland, MD 21550
301-387-5652

04/18/2025

CHIPS Network is pleased to provide the Town of Friendsville with the following project proposal:

Scope: Provide materials and labor to install network cabling and camera at Community Center

1. Provide and install new category 6 rated cable through Community Center from network rack in utility room to specified exterior location, as directed by town management
2. Previously installed camera will be re-installed and pointed as directed once powered on
3. Cable will be terminated using 468B landing pattern and camera verified to be operational before technicians leave

Exclusions and Clarifications:

- *Equipment such as ladder, safety devices, and testing to be included in price*
- *Completion of approved work could be determined by weather or other unforeseen issues and delays*
- *Excludes weekend and holidays unless otherwise agreed upon*
- *Any delayed or inaccessible access to locations that would prevent continued work maybe be billed at T&M rates*
- *Building access will be requested in advance for ease to all parties*
- *Payment terms are Net30 on completion of job*
- *Unforeseen/non-typical issues will be addressed as soon as they are apparent with approval from both parties*
- *All work to meet or exceed local, state, and federal laws*
- *Modifications to scope can be made with written request*
- *Quote is applicable for 30 days from 04/18/2025*

Total Quoted Price with Labor and Materials\$746.90

Approval Signature: _____ Date: _____

CONSTRUCTION QUOTE

(Appendix D)



PROJECT NAME	Friendsville Town Park Restroom Repair		
JOB LOCATION	Friendsville Town Park		
ESTIMATED START DATE	TBD	ESTIMATED FINISH DATE	TBD

OWNER INFORMATION		CONTRACTOR INFORMATION	
OWNER	Town of Friendsville	COMPANY NAME	Cornerstone Construction LLC
CONTACT	Spencer Schlosnagle or Wanda Guard	OFFICE CONTACT	Jon Hinebaugh (301)616-5556
ADDRESS	947 Community Drive Friendsville, MD 21531	ADDRESS	370 North Ridge Road McHenry MD 21541
OWNER PHONE		PROJECT MANAGER	Mark Hinebaugh (301)616-5095
OWNER EMAIL	info@friendsville.org	COMPANY EMAIL	cornerstonedcl1@gmail.com

SCOPE OF WORK	OPTIONS
Repair damaged bathroom partitions in the men's restroom (labor and materials).	

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PAYMENT SCHEDULE		
	QUOTE AMOUNT	\$950.00

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CONSTRUCTION QUOTE



PROJECT NAME	Men's Bathroom Stall Repairs (by the pickleball courts)		
JOB LOCATION	Friendsville Park		
ESTIMATED START DATE	TBD	ESTIMATED FINISH DATE	TBD

OWNER INFORMATION		CONTRACTOR INFORMATION	
OWNER	Town of Friendsville	COMPANY NAME	Cornerstone Construction LLC
CONTACT	Spencer R. Schlosnagle	OFFICE CONTACT	Jon Hinebaugh (301)616-5556
ADDRESS	P. O. Box 9 945 Community Drive Friendsville, MD 21531	ADDRESS	370 North Ridge Road McHenry MD 21541
OWNER PHONE	301-746-5919	PROJECT MANAGER	Mark Hinebaugh (301)616-5095
OWNER EMAIL	info@friendsville.org	COMPANY EMAIL	cornerstonedcl1@gmail.com

SCOPE OF WORK	OPTIONS
1.) Material: \$2,432.25 2.) Labor \$750.00	

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PAYMENT SCHEDULE		
	QUOTE AMOUNT	\$3,182.25

Appendix E

April 4, 2025

Town of Friendsville
Attn: Wanda Guard
945 Community Drive, PO Box 9
Friendsville, MD 21531

RE: Price Estimate for Zoning Update | Mackin PIN No. 25-008

Dear Ms. Guard:

As requested, included below is a budget and timeline to update the Town of Friendsville's Zoning Ordinance. If you have any questions, please feel free to contact me at 412.788-0472 or brosselli@mackinengineering.com.

ITEM	COST ESTIMATE
Months 1-2	
Review Existing Documents	\$2,000
Kick Off Meeting with Town Planning Commission & Staff	\$3,500
Surveys	\$1,000
Months 3-6	
Research & Update Zoning Text	\$15,000
Update Zoning Map	\$2,000
Meeting with Planning Commission & Staff	\$3,500
Public Meeting	\$3,500
Months 7-8	
Finalize Draft Ordinance	\$2,000
Meeting with Planning Commission & Staff	\$3,500
Comment Period	\$500
Months 9-10	
Public Hearing/Enactment	\$2,500
Deliverables (Printed & Electronic)	\$1,000
TOTAL PROJECT COST	\$40,000

A handwritten signature in black ink that reads 'Brandi Rosselli'.

Brandi Rosselli, AICP
Director, Community Planning

412.788.0472

mackinengineering.com

PROPOSED COST

The following is a proposed budget for the code update. We view the approach, timeline, budget, and deliverables within this proposal as a starting point. We are always willing to customize or change the proposal to best meet the needs of the town.

	Proposed Cost per Phase	Proposed Number of Trips	Proposed Cost per Trip	Proposed Total Cost per Phase
Phase 1	\$15,000	1	\$3,000	\$15,750-\$16,000
Phase 2	\$30,000	0-3**	\$3,000	\$32,250-\$33,000
Phase 3	\$15,000	1-4	\$3,000	\$15,750-\$19,000
TOTALS	\$60,000	2-8	\$6,000-\$24,000	\$66,000-\$84,000

** In person trips in Phase 2 could be changed to virtual meetings.

TO: Town of Friendsville

FROM: Jocelyn Gibson, Lead Principal
Sean Suder, Founding Principal

DATE: April 21, 2025

RE: Zoning Code Update Estimate

Below please find an estimate for the cost of a zoning code update for the Town of Friendsville. This estimate is based on a review of the Comprehensive Plan, the town's size and development patterns, and the assumptions made regarding the tasks needed for the code update. We are open to reviewing and revising the scope and fee to meet the Town's needs.

Task	Task Cost
Project Kick-Off	
Virtual meeting for team introduction	\$750
Coordination of in-person kick-off meeting and transfer of data and files	\$400
Kick-off meeting, in-person, includes travel and preparation <i>-We will allot four hours for meetings plus a Town tour. We assume that we will meet with staff, and we can also meet with other departments, public officials, etc., as long it can fit within the one-day visit.</i>	\$3,200
Diagnostic Module	
Comparison/Analysis of existing codes vis-a-vis updated Comp Plan	\$1,175
Development suggested new zoning districts and table of contents, including new conceptual map	\$1,825
Develop Diagnostic Report and annotated table of contents	\$3,175
Revise Diagnostic Report based on staff feedback	\$800
Finalization of Diagnostic Report/New Districts/Table of Contents	\$975
Calibration Module	
Virtual meeting with Town Officials to discuss strategy for calibration- This could also be a joint session whereby other Committees are invited to attend and have discussions.	\$600
Draft calibration table (Calibration to include calibration of district standards, parking, and signage)	\$6,300
Revisions to calibration table	\$1,200
One virtual stakeholder meetings (includes preparation)	\$400
Public discussion of calibration tables and draft solutions corresponding to issues identified in the Comprehensive Plan (1 in-person trip)	\$6,625

ZONING POWERED BY LAW + PLANNING

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Task	Task Cost
Project Kick-Off	
Virtual meeting with Town Officials - This could also be a joint session whereby other Committees are invited to attend and have discussions.	\$600
Two meetings with staff to discuss final calibration table, to be scheduled as appropriate	\$800
Finalization of calibration table	\$1,600
Administrative time throughout this Module	\$400
Codification Module	
Chapter-by-chapter delivery of the zoning code, updated zoning map	\$21,300
Graphics for code update	\$2,000
Code formatting (as one line item, although task will be ongoing)	\$2,000
One virtual stakeholder meetings (includes preparation)	\$600
Chapter-by-chapter revisions, finalization of zoning map with staff	\$4,325
Public open house to review zoning code draft	\$6,625
Virtual meeting with Town Officials - This could also be a joint session whereby other Committees are invited to attend and have discussions. (virtual, includes preparation, drafting of accompanying documents)	\$800
Final Code revisions	\$4,050
City code adoption process (one in-person meeting)	\$4,000
Administrative time throughout this Module	\$400
Project Total	\$76,925

TOWN OF FRIENDSVILLE

ORDINANCE NO. 2025-02

UNINHABITABLE BUILDINGS ORDINANCE AMENDMENT

AN AMEDEMMENT TO AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF FRIENDSVILLE WHICH REGULATES THE MANAGEMENT OF UNINHABITABLE BUILDINGS WITHIN THE TOWN OF FRIENDSVILLE.

WHEREAS, the Mayor and Town Council of Friendsville is authorized by Section 5-202 of the Local Government Article of the Maryland Annotated Code and by the Friendsville Town Charter to enact ordinances to protect the health, safety and welfare of residents of and visitors to Friendsville, and;

WHEREAS, on October 4, 2010 the Mayor and Town Council of Friendsville adopted an Uninhabitable Buildings ordinance which made violations of the ordinance a municipal infraction, and;

WHEREAS, the Mayor and Town Council find it prudent to amend the Uninhabitable Buildings ordinance in order to better protect the health, safety and welfare of residents and visitors to Friendsville;

WHEREAS, Section 9 of the Uninhabitable Buildings ordinance currently states:

SECTION 9. EMERGENCY ACTION

Whenever in the judgement of the Mayor and Town Council an emergency exists that requires immediate action to protect the public health, safety and welfare, the Mayor and Town Council may apply to a court of competent jurisdiction for an order requiring such action as is appropriate to correct or abate the emergency situation.

NOW, THEREFORE, BE IT ORDAINED AND RESOLVED, the following amended Section 9 of the Uninhabitable Buildings ordinance, is hereby enacted:

SECTION 9. EMERGENCY ACTION

Whenever in the judgement of the Mayor and Town Council an emergency exists that requires immediate action to protect the public health, safety and welfare, the Mayor and Town Council, or their designee, shall record the facts thereof in writing and cause the immediate repair, vacation or demolition of such uninhabitable building to the extent necessary to abate the danger. The costs of such repair, vacation or demolition of such uninhabitable building shall be assessable against the owner thereof and collected in the same manner as any other Town tax

or assessment. Effort shall be made to give prior notice of such action to the property owner. In the event that the circumstances of the danger are so extreme as to make giving prior notice impractical, notice shall be given to the property owner subsequent to any action taken under this section.

BE IT FURTHER RESOLVED, this ordinance amendment shall be duly advertised in accordance with the Policy for the Adoption of Ordinances by the Mayor and Town Council of Friendsville. A public hearing on this Uninhabitable Buildings ordinance amendment shall be held on the ____ day of ____, 2025 at _:_ P.M. at the Town Hall located at 945 Community Drive Friendsville, Maryland 21531.

INTRODUCED this ____ day of ____, 2025.

SECOND READING AND ADOPTION this ____ day of ____, 2025.

AND BE IT FURTHER ORDAINED AND RESOLVED, this ordinance shall be effective the ____ day of ____, 2025.

THIS ORDINANCE AMENDMENT IS SUBJECT TO THE REFERENDUM AS OUTLINED IN THE ANNOTATED CODE OF MARYLAND.

ATTEST:

APPROVED:

Town Clerk

Mayor

Council Member

Council Member

Council Member

Council Member