



*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

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**Friendsville Mayor & Town Council Minutes**  
**June 16, 2025**

**Attendance:**

Spencer R. Schlosnagle, Mayor

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

**Citizens/Guests:** Jennifer Resh, Lynn Aycok, Jennifer Uphold, Katie McCarthy, Colton Cervi, Lacie Stevens, Georgia Yoder, Ami Jaramillo, and Melissa Custer.

**Call to Order:** Pamela Humberson, Council President, convened the general meeting of the Mayor and Town Council on June 16, 2025, at 6:08 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 – June 16, 2025***

**Motion #1:** (Council member Artice/Council member Hook) Motion to approve June 16, 2025, agenda with no additions or corrections.

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

***Approval of the General Meeting Minutes – June 2, 2025***

**Motion #2:** (Council member Artice/Council member Hook) Approval of accepting the general meeting minutes for June 2, 2025, with no corrections.

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

***Closed Session Summary – June 2, 2025***

Council President read the June 2, 2025, closed session summary. **(Appendix A)**

**To The Floor**

***Friendsville Day Committee – Georgia Yoder***

The 2025 Sponsorship Levels letter was presented to the council, along with a request to waive the park rental fee. In exchange, the Town of Friendsville would be recognized as a "Gold Sponsor." **(Appendix B)** Additionally, she shared information about shade structures that could be purchased for the Community Park, specifically for the Pavilion #1 area. **(Appendix C)** The Friendsville Days Committee will be using the park from August 14–17, 2025, with scheduled activities taking place each day. An invitation was extended to the Mayor and Council members to participate in the dunking booth. Proceeds from the booth will be split between the library and Friendsville Days.

**Motion #3:** (Council member Hook/Council member Artice) Approval to use and waive the fee for the Friendsville Days Festival for August 14-17, 2025.

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

***Katie McCarthy***

Ms. McCarthy expressed concerns regarding the involvement of children in the Garrett County Pride Festival, particularly in relation to photos shared on Facebook. She recommended that the town consider implementing guidelines to prevent children from being exposed to inappropriate content during the performances, suggesting the event be limited to individuals 18 and older. Council President Humberson acknowledged her comments and assured her they would be taken into consideration.

**Unfinished Business**

***Ruth Enlow Library Friendsville Branch – Parking***

On Monday, June 9, 2025, Town Council members, Pam Humberson, James Hook, Bob Sines & Chad Bittinger, met with Thomas Vose, Director of the Ruth Enlow Library to review a request from Randal Kahl regarding the relocation of library parking to the south side of Chestnut Street.

Following the meeting, an email was sent to Paul Harvey on June 10, 2025, notifying him that the Council had agreed to designate the south side of Chestnut Street for library patron parking. Currently, the library parking spaces are located on the north side of the street.

In light of this change, the Council is requesting that the Traffic Advisory Committee evaluate the possibility of converting Chestnut Street into a one-way street, running from 1st Avenue to 2nd Avenue. This recommendation is based on concerns about the street’s width, limited parking availability, and overall traffic safety. The Council believes that a one-way traffic pattern may better accommodate parking needs and enhance safety in the area.

The Council respectfully requests input from the Traffic Advisory Committee regarding the feasibility and potential impacts of these proposed changes, specifically, whether converting to one-way traffic is advisable compared to maintaining the current two-way flow.

Additionally, Mayor Schlosnagle reported that he spoke with Andrew Suter on June 11, 2025, regarding this matter and should have additional information soon.

***Program Open Space Grant – Recreational Parking Lot Pavilion Proposals***

Mayor Schlosnagle shared that two bids were received for 12’ x 20’ pavilion.

1. American Landscape Structures \$ 19,837.00
2. AB Enhancements – Jose Benitez \$13,200.00

**Motion #4:** (Council member Sines/Council member Hook) Approval to accept Jose Benitez with AB Enhancements bid for \$13,200.00 for the recreational parking lot pavilion with the verification that it is treated lumber, selection of the color of the shingles and distance of the rafters. 4 in favor/0 opposed/0 abstention. Motion carries.

Mayor Schlosnagle will contact Ann Sherrard to request a reference regarding the work completed by AB Enhancements.

***Community Parks & Playground Grant – Softball Restroom/Utility/Storage Room Update***

Mayor Schlosnagle shared that Wanda will send the invoice to the State for reimbursement; construction should start in the middle of July. The memorial plaque was addressed with the contractor.

**Community Development Block Grant – Zoning Ordinance Update**

Mayor Schlosnagle shared that the committee met last Tuesday, June 10<sup>th</sup> and will be meeting on the second Tuesday of each month for the revision of the zoning ordinance.

**Sidewalk Repairs**

Mayor Schlosnagle reiterated the sidewalks that need repaired:

- 140 Walnut Street
- 259 Maple Street
- Corner of Alley 10 & Chestnut Street at The Root Café

He mentioned that we are currently awaiting a response from the Traffic Advisory Committee regarding the proposed installation of a sidewalk along Second Avenue to serve the businesses at 254 Maple Street, as well as the potential relocation of the stop sign.

**Community Legacy Grant – Friend Family Museum/Library Repairs**

The contractor started on the steps today and will not be doing anything to the memorial until the weather is dryer.

**New Business**

**Community Legacy Grant – Town of Friendsville Open-Air Market**

- Letter of Support – Garrett County Government Board of Commissioners (**Appendix D**)
- Resolution 2025-03 – Town of Friendsville Open Air Market (**Appendix E**)

Mayor Schlosnagle reported that Council Member Bittinger prepared the grant application for the Community Legacy Grant for the proposed Town of Friendsville Open-Air Market, to be located at the recreational parking lot. He also reviewed the completed packet with the group. The application is due to Robin Bernard by June 17th.

**Motion #5:** (Council member Hook/Council member Artice) Approval to accept Resolution 2025-03 Town of Friendsville Open Air Market. 4 in favor/0 opposed/0 abstention. Motion carries.

**Mobile Market FY2026 Certificate of Agreement (**Appendix F**)**

**Motion #6:** (Council member Sines/Council member Artice) Approval to accept the Mobile Market FY2026 Certificate of Agreement. 4 in favor/0 opposed/0 abstention. Motion carries.

**Mayor’s Report**

- Andrew Suter emailed on Friday, June 13, 2025, to inform the Office of Transportation Mobility & Operation regarding the use of the large digital message board located on I -68 East Before Exit 4 to Friendsville/MD42 that they have approved the use of the message board and will state the message: MD42 South Trucks Detour at Exit 4 Use Exit 14.
- June 27, 2025, 4:00 p.m. Herbal Earth Apothecary Ribbon Cutting Ceremony
- Poster contest awards were handed out on Friday, June 6<sup>th</sup>.
- Mayor Schlosnagle announced the co-mayors on Thursday, June 12<sup>th</sup> at the Friendsville Elementary School.
- Reviewed the June Town of Friendsville Newsletter.
- Commissioners will be attending our August meeting.

- Mike Logsdon & Don Storck presented a proposal presentation – Friendsville Garrett County Maryland's Western Frontier prior tonight's meeting. The date for the presentation will need to be determined in conjunction with Friendsville Days.

### **Committee's Reports**

- **Buildings:** Nothing
- **Safety:** Nothing
- **Streets & Sidewalks:** Nothing
- **Community Park:** Nothing
- **Trees & Shrub:** Trees Along Alley 14: A tree in this area was struck by lightning and is now considered unsafe. Kevin Savage inspected the tree and noted that removing it will require the use of a lift, which will be costly. The matter will be further reviewed.
- **Economic Development:** Nothing

### **Concerns of Council Members**

### **Important Dates**

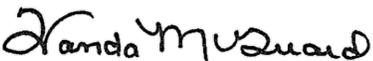
- June 27, 2025, 4:00 p.m. Herbal Earth Apothecary Ribbon Cutting Ceremony
- The next Mayor & Town Council meeting will be on July 7, 2025, starting at 6:00 p.m.

### **Adjournment**

**Motion #7** (Council member Hook/Council member Artice): Approval of adjourning the meeting.  
4 in favor/0 opposed/0 abstention. Motion carries.

The meeting was adjourned for 8:03 p.m.

Respectfully Submitted,



Wanda M. Guard,  
Administrative Assistant, Clerk-Treasurer

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*Wanda M. Guard*

Wanda M. Guard,  
Administrative Assistant, Clerk-Treasurer

Approved:

*James R. Schlemmer, Mayor*  
7/7/2025

**Appendix B**

Friendsville Days Committee  
PO Box 202  
Friendsville, MD 21531

Dear Valued Business Owners and Community Members,

Get ready to mark your calendars and join in the excitement – the 44th annual Friendsville Days is just around the corner! This year's event is set to take place from **Friday, August 15th, to Sunday, August 17th, 2025**, at the Friendsville Community Park.

We are thrilled to continue our tradition of bringing the community together for a weekend filled with activities for all ages. The festivities kick off with a complimentary community dinner on Friday night followed by a Manic Mango followed by November Blue to finish the evening. Saturday will be packed with activities, including the annual parade, inflatables, face painting, games, eating contests, tournaments, live music, fire dancers, a magician and more. Our band line up for Saturday starts off with Ruby (mountain soul music), Sang Run Brotherhood, followed by November Blue. **This annual celebration has become a highlight for many residents, and the success of past events is thanks to the generosity of donors and sponsors like you.**

**Friendsville Days is a non-profit organization, making your contribution tax-deductible.** If you are interested in supporting this year's event, please reach out directly or complete and return the attached donation form along with your tax-deductible contribution. We are also happy to arrange for the pickup of your contribution if that is more convenient for you. Additionally, if your business is inclined to **contribute a door prize or silent auction item**, we would be delighted to coordinate the details with you.

Thank you sincerely for considering our request. With your support, the 44th Friendsville Days will undoubtedly be a memorable and community-enriching experience.

Warm regards,

The Friendsville Days Committee

**\$25,000 +/- Cost to Present Friendsville Days**

Breakdown of this year's estimated expenses:

Entertainment \$16,500 (Music, Fireworks, Magic, Fire Dancers, Balloon Artists, Face Painting, etc.)

Activities \$7,500 (Inflatables Joint training Facility, Parade, Tournaments and more)

Logistics \$4,000 (Insurance, Advertising, Park Rental, and more)

# Friendsville Days Sponsorship Levels 2025

The **Gold Sponsors** who donate **\$1,000.00** or more will receive:

- One 36 in. x 72 in. personal aluminum sign posted at the event
- Individual recognition on social media with your business's name and logo
- Verbal recognition at the event

The **Silver Sponsors** who donate **\$500.00** or more will receive:

- One 24 in. x 36 in. personal aluminum sign posted at the event
- Social media recognition with your business's name and logo
- Verbal recognition at the event

The **Bronze Sponsors** who donate less than **\$500.00** will receive:

- Social media recognition with your name
- Verbal recognition at the event

For general information or if you would like to volunteer, please email us at [friendsvilledays@hotmail.com](mailto:friendsvilledays@hotmail.com)

Keep this page for your records and send the following page back to us.

| Friendsville Days 2025 Sponsorship Receipt |
|--|
|  |
| Donation Amount:                           |
| Received From:                             |
| Date:                                      |
| 501(c)(3) public charity tax ID 46-2689397 |

# Friendsville Days Donation/Sponsorship Form 2025

|  |
|--|
| <b>Name of Business or Individual:</b> |
|  |
| <b>Amount/item Being Donated:</b>      |
|  |

If your donation meets the Gold or Silver sponsorship level, please send the name of your business along with the logo and a description, if possible, to [friendsvilledays@hotmail.com](mailto:friendsvilledays@hotmail.com).

Our goal is to have received all donations by June 15, 2025, to allow time for advertising and promoting our sponsors. Unfortunately anything received after June 30, 2025, may be excluded from some of our marketing media.

Please mail this form and contribution to the following address:

**Friendsville Days Committee  
PO Box 202  
Friendsville, MD 21531**

Appendix C

# HAIKUSHADE

YOU WILL SEE SHADE STRUCTURES  
IN A WHOLE NEW LIGHT

[HAIKUSHADE.COM](http://HAIKUSHADE.COM)

SHADE STRUCTURES

GARDEN CENTER  
RESTAURANT  
HOSPITALITY

SIGN HARDWARE SYSTEMS

DISPLAY ACCESSORIES

CUSTOM BENCHES

317-402-8400

MADE IN USA



# Town of Friendsville

Founded 1765

MARYLAND

June 5, 2025

Garrett County Government  
Board of County Commissioners  
203 South Fourth Street, Room 207  
Oakland, MD 21550

Subject: Letter of Support Request – Friendsville Open Air Market Grant

Dear Commissioners,

I am writing to respectfully request a letter of support from the Garrett County Commissioners in support of an upcoming grant application for a proposed Friendsville Open Air Market. This initiative is aimed at fostering economic development in our town by creating an incubator space for small businesses, artisans, and entrepreneurs.

## Mayor

Spencer R. Schlosnagle

The Open-Air Market will serve as a low-barrier entry point for local vendors to test and grow their business ideas. Our long-term vision is to help successful participants transition into permanent brick-and-mortar spaces, thereby helping to revitalize Friendsville's currently vacant storefronts and boost our local economy.

## Council

Michael E. Artice  
Chad E. Bittinger  
James M. Hook  
Pamela S. Humberson  
Edward B. Kelley  
Robert H. Sines

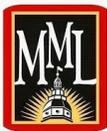
Support from the County would underscore the importance of rural business development, community revitalization, and job creation, and it would significantly strengthen our funding application.

We are excited about the potential this project has to support homegrown businesses, attract visitors, and contribute to the ongoing vibrancy of Friendsville. We greatly value the County's partnership and hope to include your letter of support with our application package.

Please let me know if you require any additional information or would like to review the grant proposal in more detail. Thank you for your continued support of Friendsville and for considering this request.

Sincerely,

Spencer R. Schlosnagle



MEMBER MARYLAND  
MUNICIPAL LEAGUE  
(MML)

SRS/wmg



Mayor and Town Council  
Town of Friendsville  
Founded 1765

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**Resolution #2025-03**

**WHEREAS**, the Town of Friendsville is committed to promoting economic revitalization, supporting small businesses, and enhancing the quality of life for residents and visitors; and

**WHEREAS**, the Maryland Department of Housing and Community Development (DHCD) administers the Community Legacy Program to provide funding for projects that strengthen communities through strategic investment and revitalization initiatives; and

**WHEREAS**, the Town of Friendsville recognizes the importance of creating opportunities for entrepreneurship and business incubation in order to foster a vibrant local economy; and

**WHEREAS**, the proposed Friendsville Open-Air Market will serve as a low-barrier entry point for local entrepreneurs, artisans, and farmers to test and grow their business ideas in a supportive and accessible environment; and

**WHEREAS**, the long-term vision of the Open-Air Market initiative is to support the successful transition of participating vendors into permanent brick-and-mortar storefronts within the Town of Friendsville, thereby helping to reduce commercial vacancies and stimulate sustained economic growth; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor & Town Council of Friendsville that:

1. The Town enthusiastically supports the submission of a Community Legacy Grant application for FY2026 to fund the development and implementation of the Friendsville Open-Air Market project.
2. The Town authorizes the Mayor or designee to submit the application, provide any additional documentation required by the Department of Housing and Community Development, and to take any actions necessary to facilitate the award and execution of the grant.

The Town Council recognizes the Open-Air Market as a strategic investment in the community's long-term economic development and revitalization efforts and commits to supporting its implementation and sustainability.

**BE IT FURTHER RESOLVED**, that Spencer R. Schlosnagle, Mayor is authorized and empowered to execute any and all documents required for the submission of the application.

**DULY ADOPTED BY A MAJORITY VOTE OF THE MAYOR AND TOWN COUNCIL OF FRIENDSVILLE, MARYLAND, THIS 16<sup>th</sup> DAY OF JUNE 2025.**

**ATTEST/WITNESS:**

**APPROVED:**

Wanda M. Guard,  
Administration Assistant, Clerk-Treasurer

Spencer R. Schlosnagle  
Mayor

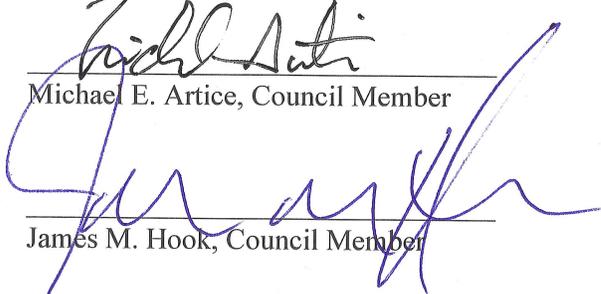
**RESOLUTION 2025 – 03  
MAYOR AND TOWN COUNCIL OF FRIENDSVILLE, MARYLAND**

  
\_\_\_\_\_  
Pamela S. Humberson, Council President

\_\_\_\_\_  
Chad E. Bittinger, Council Member

\_\_\_\_\_  
Edward B. Kelley, Council Member

  
\_\_\_\_\_  
Michael E. Artice, Council Member

  
\_\_\_\_\_  
James M. Hook, Council Member

  
\_\_\_\_\_  
Robert H. Sines, Council Member

I certify the foregoing resolution was duly passed and adopted by the Mayor and Town Council at a regular meeting held this 16<sup>th</sup> day of June 2025; I further certify this reproduction is an accurate facsimile of the said resolution; and I further certify I am the Clerk of the said Mayor and Town Council charged with the responsibility of keeping and recording all minutes, records and acts of the Mayor and Town Council; and I further certify Spencer R. Schlosnagle, Mayor, Pamela S. Humberson, Council President, Michael E. Article, Council Member, Chad E. Bittinger, Council Member, James M. Hook, Council Member, Edward Kelley, Council Member, and Robert H. Sines, Council Member to be the appropriate officials to sign the said resolution.

  
\_\_\_\_\_  
Wanda Guard  
Administrative Assistant, Clerk-Treasurer



Appendix F

Mobile Market Certificate of Agreement
Between Host Location and the Maryland Food Bank

Host Location Name: Town of Friendsville Phone Number: 301.746.5919

Physical Address: 945 Community Drive City: Friendsville, State/Zip: MD 21531

Term of Agreement: This document constitutes an agreement between the Maryland Food Bank (MFB) and the Host Location identified above. The term of this Agreement shall be defined as July 2025 thru June 2026.

Termination of Agreement: MFB or Host Location may terminate this Agreement prior to the Term ending date of June 2026, with or without cause, and without penalty.

Rental Fee: A rental fee is not required for MFB to utilize location space for set-up of the Mobile Market during the scheduled period of operation agreed upon by both MFB and Host Location.

Mobile Market Space, Merchandise & Display: The Host Location shall assign MFB a parking location for the Mobile Market and its attendees; also defined as staff, volunteers, partners and clients. The Host Location has final say on how space is used and how the Mobile Market is presented to the general public.

Documentation: To the extent that the Host Location requests and requires documentation from MFB pertaining to the Mobile Market, MFB shall provide the Host Location with copies of any required documentation, including but not limited to, certificate of insurance (including endorsements listing the Host Location).

AUTHORIZED SIGNATURES (Please note: the same person may not sign both lines of this Agreement)

Host Location Name:

Print Spencer R. Schlosnagle, Mayor 301.746.5919
Site Administrator (The person who gives permission to use the space) Contact #

Sign [Signature] 6/16/2025 info@friendsville.org
Site Administrator (Signature) Date Email Address

Print Mobile Market Program Coordinator (Maryland Food Bank) Contact #

Sign Mobile Market Program Coordinator (Signature) Date Email Address