



*Mayor and Town Council
Town of Friendsville
Founded 1765*

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Friendsville Mayor & Town Council Minutes
September 15, 2025

Attendance:

Spencer R. Schlosnagle, Mayor

Council Members: Pamela Humberson, Michael Artice, Chad Bittinger, Edward Kelley,
& Robert Sines

Citizens/Guests: Ami Jaramillo, Jennifer Resh, Jen Uphold, Lynn Aycock, Terry Spear, Sheryl MacLane, Thomas Vose, Ruth Enlow Library Director, Melissa Custer, Friendsville Library Branch Manager, & Connor Norman, Garrett County Business Development.

Call to Order: Pamela Humberson, Council President, convened the general meeting of the Mayor and Town Council on September 15, 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 – September 15, 2025

Motion #1: (Council member Sines/Council member Artice) Motion to approve September 15, 2025, with the addition of Program Open Space Recreational Pavilion Grant update under unfinished business. 5 in favor/0 opposed/0 abstention. Motion carries.

Approval of the General Meeting Minutes – August 18, 2025

Motion #2: (Council member Sines/Council member Kelley) Approval of accepting the general meeting minutes for August 18, 2025, with no corrections. 5 in favor/0 opposed/0 abstention. Motion carries.

To The Floor

Jennifer Uphold, Friendsville Pharmacy

Jennifer Uphold of Friendsville Pharmacy is requesting that the Town transfer ownership of the alleyway between Maple Street and the alley directly behind the business. This would allow the Pharmacy to move forward with plans to install a ramp from the front entrance to the back parking lot. Council has requested that details of the proposed ramp be presented, as ADA standards require a 1:12 slope ratio.

Melissa Custer, Friendsville Library Branch Manager

Melissa Custer gave an update on the library programs in Friendsville. The summer reading program was a success, and the library is now moving forward with its fall activities. These include the Culinary Connections Cookbook Club, which meets on the first Wednesday of each month from 6:00 p.m. to 7:00 p.m., and a recent activity, Mah-Jongg, which meets on the second Tuesday of each month from 1:30 p.m. to 4:00 p.m.

Thomas Vose, Ruth Enlow Library Director

Thomas reported that the library construction is progressing well; however, the completion date has been extended to January 2026. He informed the Mayor and Council that there is currently no funding available for the charging stations, so their installation will not be moving forward. He also noted that he will need to confirm details with the architect regarding the pole lighting at the library.

Connor Norman, Garrett County Community Development

Connor Norman presented an update on the annual business development impact of Garrett County. He is the liaison of the municipalities. **(Appendix A)**

Unfinished Business

Softball Restroom/Utility/Storage Room Update

Work is underway on the softball restroom, electrical, and storage room facility by Beitzel Corporation. It should be finished early October 2025.

Program Open Space Grant Recreational Pavilion Update

The grant has remaining funds, and Mayor Schlosnagle contacted Siera to ask if they could be used for specific items. He shared her response with council members:

Siera's Response:

"According to the Program Open Space (POS) manual and the approved scope of your project (Recreational Parking Lot Pavilion – Project #7807-11-319), any leftover funds must be applied directly to the pavilion and its site development.

Topsoil: Eligible. This qualifies as site stabilization/finishing work around the pavilion.

Gravel for the parking lot: Not eligible, since the parking lot was not part of the original project scope or cost estimate.

Ventilation for the concession stand: Not eligible, as the concession stand was not included in the approved project and is considered a separate facility.

I recommend using the remaining funds for topsoil, seed, mulch, or other site work tied to the pavilion. For other needs—such as gravel or concession stand improvements—we could pursue a new POS funding request through the County Commissioners and DNR."

Alley 14 Tree Update

Wanda reported that on August 28, 2025, the town's attorney, Mike Llewelyn, advised by email that the Town may remove the tree since it is hazardous and partially located on Town property. However, there is no legal mechanism to require the property owner to share the cost of removal.

Mayor Schlosnagle also shared the DNR Tree Assessment Report dated August 21, 2025 **(Appendix B)**. Wanda has requested proposals from six different MD Department of Natural Resources License Tree Experts which are due no later than October 8, 2025. Following discussion, the Council requested that a letter be sent to Mr. and Mrs. Allen Herschel outlining the findings of the report and informing them of the Town's plans for removal.

Traffic Advisory Committee Update (4-Way Stop Request)

Mayor Schlosnagle shared updates received via email from Andrew Suter regarding the Town of Friendsville:

MD 42 Bridge Project – The project is complete, with the exception of painting, which will be completed when painters return to the site in spring 2026. SHA will notify the Town once Triton (the contractor) provides an updated schedule for this work.

MD 742 – Stop Condition at Maple St. and First Ave. – A request has been submitted to SHA’s Office of Traffic Safety (OOTs) to modify the intersection to a 4-way stop. The request is still under review. Depending on the outcome, the intersection may be changed to a 4-way stop or remain unchanged. SHA will notify the Town once the review is complete.

Maple St. and Second Ave. Stop Condition – SHA recommended to the Garrett County Roads Division not to modify this intersection to a 4-way stop at this time. Their reasoning is to first determine whether changes will be made at Maple St. and First Ave., and to allow motorists time to adjust to any new traffic pattern before altering another nearby intersection.

Lynn Aycock requested that the mayor verify if her work at her property is not going to conflict with the additional MD 42 Bridge Project work.

Motion #3: (Council member Sines/Council member Kelley) A motion was made to not proceed with installing a 4-way stop at Maple Street and First Avenue.

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

Potomac Edison Streetlights

Motion #4: (Council member Sines/Council member Bittinger) Approval for Potomac Edison to install 1 span of duplex secondary to feed the streetlight located between Dollar General and Veterans Memorial for \$1,250.00

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

New Business

FY25 Audit - Inquiries Regarding Risks of Fraud Questionnaire

Questionnaires were distributed to the council members for Jo Sheffield and the FY25 audit.

DNR Roadside Tree Care Expert Class

Maryland Department of Natural Resources will be holding the Western Region Roadside Tree Care Expert Class-Fall 2025 on November 5, 2025, 8:30 a.m. – 4:00 p.m. in Frederick County. The exam date is Wednesday, November 12, 2025, at the same location. There is no fee to take the course. A Roadside Tree Care Expert is required to supervise or conduct the work for the Town of Friendsville.

Fall Leaf Pick Up

Town of Friendsville Fall Leaf Pick-Up will be Monday, September 29, 2025, through Wednesday, November 5, 2025. Guidelines:

- All leaves must be placed at the edge of your property along the roadway for collection in a pile not a row.
- Please ensure that leaves are free from sticks, branches, flowers, and other debris which could cause issues in the leaf collector.
- Collection dates are weather permitting.

October's Mayor & Town Council

Council concurred that they would hold the next Mayor & Town Council meeting on October 20, 2025. There will be only one meeting in the month of October.

Friendsville Door to Door Trick or Treat

Motion #5: (Council member Artice/Council member Sines) Approval for the Town of Friendsville to have Door-to-Door Trick or Treat on Friday, October 31, 2025, from 5:30 p.m. – 7:00 p.m.
5 in favor/0 opposed/0 abstention. Motion carries.

Annual Holiday Decorating Contest

Motion #6: (Council member Bittinger/Council member Sines) Approval to sponsor the Annual Decorating Contest and to the independent judging at 5:30 p.m. on Friday, December 5, 2025.
5 in favor/0 opposed/0 abstention. Motion carries.

Bridge Garland

Motion #7: (Council member Sines/Council member Bittinger) Approval to reimburse Greater Friendsville Business Association for the garland for the bridge not to exceed \$1,000.00.
5 in favor/0 opposed/0 abstention. Motion carries.

Carolers & Photo Christmas Booth

Motion #8: (Council member Bittinger/Council member Artice) Approval was granted to create a photo area (tree and elf) and to have carolers at the town parklet, located at the corner of Maple Street and First Avenue beside the town tree, with Council members participating in the event.
5 in favor/0 opposed/0 abstention. Motion carries.

Annual Holiday Gathering

The annual Holiday Gathering dinner will be held on Monday, December 15, 2025, at Sand Spring Church fellowship hall starting at 6:00 p.m.

Clerk's Report - August Summary & QuickBooks Income, & Salary Reports

Motion #9: (Council member Bittinger/Council member Sines) Approval to accept the clerk's report, payables, receivables, and salary summary for the month of August.
5 in favor/0 opposed/0 abstention. Motion carries

Mayor's Report

Mayor Schlosnagle shared the following updates with Council:

- Clarified Jarrett's July report: 20 cases for the Town of Friendsville and 93 cases for Garrett County.
- Additional topsoil will be purchased using Program Open Space Grant funds.
- Garrett County Public Works is working on bringing a camera to inspect the drain on Chestnut Street.
- Jenny Lytle Glotfelty was appointed to the Planning Commission to fill the vacancy left by Phil Smilth.
- Attended the Heritage Board meeting today at the Garrett County Chambers.
- Will attend the MML conference and planning webinar tomorrow, September 16, 2025.
- Will attend in the Garrett County Public Schools Foundation board meeting on Monday, September 22, 2025.

- Requested suggestions and input regarding the concession stand ventilation issue.
- Community Park restrooms will be closed, and the water shut off the week of October 27, 2025.
- Friendsville Elementary PTO will hold its Trunk or Treat event on Friday, October 17, 2025, at the Community Park.

Motion #10: (Council member Kelley/Council member Bittinger) Approval to Friendsville Elementary PTO to hold Trunk or Treat event on Friday, October 17, 2025, at the Community Park and waive the fee. 5 in favor/0 opposed/0 abstention. Motion carries

- Council approved the mayor's attendance at the October Kick-Off Autumn Glory Banquet at WISP.
- The Mayor and Council Members Artice and Kelley will attend the Fall MML Conference. Municipalities agreed to contribute donations toward the Opening Reception Dinner.

Motion #11: (Council member Sines/Council member Artice) Approval to donate \$600.00 to the MML Fall Conference opening reception. 4 in favor/1 opposed/0 abstention. Motion carries

- No updates or additional information have been received from Johnston Memorial.
- Beitzel Corporation began sidewalk work today.

Committee's Reports

- **Buildings:** Nothing
- **Safety:** Nothing
- **Streets & Sidewalks:** Nothing
- **Community Park:** Nothing
- **Trees & Shrub:** Katherine Phillips is working on the Town of Friendsville's tree inventory.
- **Economic Development:** The next Greater Friendsville Business Association meeting will be on September 25, 2025, starting at 6:00 p.m.

Concerns of Council Members

Important Dates

- Zoning Ordinance Revision Work Session – October 16, 2025, at 5:30 p.m.
- Mayor & Town Council Meeting –October 20, 2025, at 6:00 p.m.

Adjournment

Motion #12 (Council member Artice/Council member Kelley): Approval of adjourning the meeting. 5 in favor/0 opposed/0 abstention. Motion carries.

The meeting was adjourned for 8:35 p.m.

Respectfully Submitted,

Wanda M. Guard
 Wanda M. Guard,
 Administrative Assistant, Clerk-Treasurer

Approved by:
Spencer Shlanoff
 Mayor
 10/20/2025



GARRETT COUNTY

BUSINESS DEVELOPMENT ANNUAL REPORT



ABOUT US | WHO WE ARE

The Department of Business Development in Garrett County, Maryland serves as a pivotal resource hub and catalyst for economic growth within the region. Its primary purpose is to foster a vibrant business environment by providing comprehensive support to both existing enterprises and prospective entrepreneurs.

BUSINESS, RETENTION, & EXPANSION

Business Retention and Expansion (BRE) is one of the primary charges of an Economic and Business Development Office. A BRE program helps to foster lasting relationships and is instrumental in identifying and addressing issues, wagering resources to assist the local economy, and creating a healthy business climate.

Highlights:

- **Business visits in FY25: 157**
- **Approx. #of Employees: 6,697**
- **Business Bear Podcast Episodes: 38**
- **Ribbon Cuttings: 19**
- **Business Spotlights Featured: 653**
- **Milestones Celebrated: 25**

Top Three Business Concerns:

1. Workforce (Staffing & Housing Shortage)
2. Rising Costs
3. State/Federal (Regulations & Economic Policy)

Top Reason for doing Business in Garrett County:

4. Better Work/Life Balance
5. Safe Environment/Room to Grow
6. Robust Recreation Economy
7. Regional Proximity to both Rural and Urban Markets

GRANTS & COMMUNITY INVESTMENT

Garrett County has a range of incentive programs designed to assist for-profit businesses grow and prosper. Some of these programs are offered in partnership with state or federal agencies. Others are specific to certain industries or business types.



“FOR EVERY DOLLAR SPENT ON ECONOMIC DEVELOPMENT IN MARYLAND, THERE IS A \$8.81 ECONOMIC RETURN ON INVESTMENT!”

-2024 STUDY CONDUCTED BY MEDA & SALISBURY UNIVERSITY.



County Business Property Tax Incentive Program:

The Board of County Commissioners implemented the County Business Property Tax Incentive Program for new and expanding businesses.

- 30 Businesses Enrolled



General Small Business Grants: Garrett County may also offer discretionary incentives to new and expanding businesses on a case-by-case basis.

- 3 grants awarded
- Total project costs: \$24,210.00
- Total grants awarded: \$17,500.00
- Business match totaled 27.7%



Small Business Marketing Grant Program: Aids in the promotion of small for-profit, non-agriculture-based businesses located in Garrett County.

- 85 grants awarded
- Total project costs: \$130,780.65
- Total grants awarded: \$81,581.26
- Business match totaled 37.6%



Ag Business Marketing Grant: Aids in the promotion of agriculture-based businesses located in Garrett County.

- 14 grants awarded
- Total project costs: \$18,101.25
- Total grants awarded: \$13,289.77
- Business match totaled 26.6%

Business visits are crucial for a BRE program because they provide firsthand insight into the needs and challenges of local businesses, enabling tailored support and fostering strong relationships, which are essential for effective collaboration and problem solving within the community.

FY 2025



@GCMDEconDev
business.garrettcounty.md.gov



GARRETT COUNTY

BUSINESS DEVELOPMENT ANNUAL REPORT



FY 25 MAJOR PROJECTS, PROSPECTS, & BUSINESS EXPANSIONS

Number of new business licenses issued between Jun 2024 and July 2025: 46

Western Maryland Make it in the Mountains:

- “Make It In the Mountains” is a strategic regional campaign promoting Garrett and Allegany counties as a destination to live, work, and build outdoor-recreation and lifestyle manufacturing businesses. www.makeitinthemountains.com
- Won the 2025 Maryland Economic Development Association (MEDA) Marketing Award and Leveraging Partnerships Award at the Maryland Tourism and Travel Summit

Keyzers Ridge Business Park Spec Building Project:

- \$3 million project
- Construction of 100K-sf spec building
- Working with interested prospects

Keyzers Ridge Business Park Access Road Project:

- \$2.1 million project
- Construct access road the middle of the KRBP to provide access.

Cannabarons at MBP Spec Building:

- Coming 2026/2027
- Creating +/- 60 Jobs

Sunrise Sanitation Garrett County Expansion:

- Coming 2025/2026
- Creating +/- 30 jobs

Beitzel/Pillar Expansion:

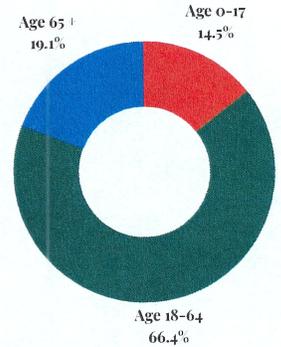
- Purchased former Closetmaid building
- Created +/- 70 jobs

Amazon at Keyser’s Ridge Business Park:

- Coming 2025/2026
- Constructing new facility in business park

DEMOGRAPHIC SNAPSHOT

- Total Population: 28,713
 - Male: 14,356
 - Female: 14,357
 - Age 0-17: 5,143
 - Age 18+: 23,570
 - Age 65+: 6,790
- Median Age: 48.1
- Total Households: 12,565
- Average Household Size: 2.2
- Median Household Income: \$69,031
- Per Capita Income: \$42,130



Source: U.S. Census Bureau, 2019-2024 ACS 5-Year Estimates

TOP 10 MAJOR EMPLOYERS:

Garrett Regional Medical Center	512	Goodwill Retirement Community	190
Beitzel Corporation	338	Garrett College	185
Wisp Resort	200	Garrett County Community Action	168
Walmart	192	Arrowhead	156
First United Bank	192	Dennett Road Manor	150

NUMBER OF BUSINESSES BY INDUSTRY:

Industry	EMPLOYMENT ¹ (2023)	
	Estab-lishments	Annual Avg. Empl.
Federal Government	12	68
State Government	7	262
Local Government	46	1,370
Private Sector	1,022	10,019
Natural resources and mining	38	347
Construction	175	1,115
Manufacturing	41	674
Trade, Transportation, and utilities	231	2,569
Information	12	116
Financial activities	69	368
Professional and business services	189	1,051
Education and health services	85	1,668
Leisure and hospitality	107	1,753
Other Services	75	357
Total	1,088	11,719

DATA PROVIDED BY MARYLAND DEPARTMENT OF COMMERCE.

BUSINESS SUPPORT PROGRAMS:

BUSINESS SPOTLIGHT PROGRAM

A business spotlight will be shared each business day on our social media and marketing platforms highlighting a local business and their services.

BUSINESS B.E.A.R. PODCAST

What is the Business B.E.A.R. Podcast? It's the 15-30 minute show where we interview local businesses, Economic Development professionals, and local officials.

BUSINESS MILESTONE PROGRAM

Your business milestones, grand openings, ribbon cuttings, expansions & anniversaries are a BIG DEAL, and we want to help you celebrate them!

FY 2025

Office: 1-301-334-1992
 BUSINESS.GARRETTCOUNTYMD.GOV
 Business@garrettcountymd.gov
 Report prepared July 2025



Wes Moore, Governor
Aruna Miller, Lt. Governor
Josh Kurtz, Secretary
David Goshorn, Deputy Secretary

Tree Assessment Report: August 21, 2025

To: Michael Artice; Town of Friendsville

Assessment By: Katherine Phillips, Maryland DNR Forest Service, Western Region Urban Forestry Coordinator, Certified Arborist MA-7138A with the International Society of Arboriculture.

Date Assessed: Thursday August 21, 2025

Location: Tree located along Alley 14, Friendsville, Maryland.

Purpose: Perform arboricultural tree risk assessment of one Norway Spruce for risk to adjacent residential infrastructure in Friendsville, MD; and provide detailed information for the Town of Friendsville to use in communicating with the adjacent landowner regarding management decisions related to these trees

Species: Norway Spruce (*Picea abies*)

Description: Location: within the right-of-way of Alley 14.
Size: Approximately 18 DBH Height: Approximately 60 feet.

Methods: All observations were made from the ground with the naked eye; no hand lenses, binoculars, or similar devices were used. The trees were not climbed with arborist equipment or accessed by a bucket truck. All references to the site are true and accurate representations of conditions found on the site on the date of the evaluation. The only trees that were assessed are the ones specifically noted in the report.

The evaluations and recommendations are based on the author's experience and education as a qualified professional and are not intended as a predictor of future conditions. Trees are dynamic systems, and even healthy, intact trees may fail under given conditions. Given the data in this report and professional knowledge and experience, all defects cannot be detected. This data can, however, provide information and guidance to make reasonable management decisions. Tree risk assessment is an art as well as a science. This work is intended as a tool to assist the tree owner in making an educated tree management decision rather than to dictate a management action. It shall be the responsibility of the owner, the owner's agent, or the controlling authority to schedule repeat or advanced assessments, determine actions, and implement follow-up recommendations, monitoring, and/or mitigation.

The trees were evaluated using the International Society of Arboriculture's (ISA) Best Management Practices for Tree Risk Assessment.



MARYLAND FOREST SERVICE

14110 Pleasant Valley Road, NE • Flintstone, MD 21530

301-777-2137 • www.dnr.maryland.gov • TTY users call via Maryland Relay

Recommendations:

Tree 1: The tree has visible lightning damage along the top quarter of the trunk. There also appears to be prior lightning damage or injury that has begun sealing in the same area of the trunk as the new lightning damage. In addition, the tree has substantial sap sucker damage. Compared to health of the surrounding Norway Spruce, the health of this tree is in decline.

Based on the likelihood of failure and potential impacts to surrounding targets, this tree poses a moderate risk. Due to the proximity to the surrounding residence and garage, and hazard risk of the tree, it is recommended that the tree be **removed and replaced**.

Work Standards:

Tree care work, including removals, conducted for compensation in the State of Maryland must be done by a MD Licensed Tree Expert. A complete list of Licensed Tree Experts may be found at:

<https://dnr.maryland.gov/forests/Pages/programapps/newtreeexpert.aspx>

Perform all tree care work in accordance with the American National Standards Institute (ANSI) A300 published tree care standards including tree care safety standards found in ANSI Z133.1-2006 Safety Requirements.