



*Mayor and Town Council  
Town of Friendsville  
Founded 1765*

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**Friendsville Mayor & Town Council Minutes**  
**October 20, 2025**

**Attendance:**

Spencer R. Schlosnagle, Mayor

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

**Citizens/Guests:** Garrett County Sheriff's Department, Deputy Dakota Pritt, Lynn Aycock and Jennifer Uphold.

**Call to Order:** Pamela Humberson, Council President, convened the general meeting of the Mayor and Town Council on October 20, 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 – October 20, 2025***

**Motion #1:** (Council member Bittinger/Council member Hook) Motion to approve to accept the October 20, 2025, agenda. 6 in favor/0 opposed/0 abstention. Motion carries.

***Approval of the General Meeting Minutes – September 15, 2025***

**Motion #2:** (Council member Bittinger/Council member Kelley) Approval of accepting the general meeting minutes for September 15, 2025, with no corrections. 6 in favor/0 opposed/0 abstention. Motion carries.

**To The Floor**

***Garrett County Sherriff's Department***

Deputy Dakota Pritt, Garrett County Sheriff's Department shared the Town of Friendsville's incident report for the month of September. There was a total of 18 incidents during the month, 1 animal, 12 community patrols, 1 school safety check, 2 process served, 1 paper served and 1 special assignment. Mayor Schlosnagle reiterated the importance of continuing to patrol the Community Park and that the Town of Friendsville will have Trick or Treat on October 31, 2025, 5:30 p.m. – 7:00 p.m. request patrol that evening.

***Greater Friendsville Business Association***

Jennifer Uphold shared the following events:

- **Light Up the Town** – Sunday, November 16<sup>th</sup> 2:00 p.m. Meeting place: The Root Café Please join the Greater Friendsville Business Association in lighting up the town for the holidays! They will be focusing on decorating the bridge, but they would love to see all businesses and homes take part in the decorating for the holidays.
- **Winter Market** – December 5<sup>th</sup> 3:00 p.m. – 7:00 p.m. Arts – Crafts – Food Join us for an exciting Winter Market where you will find unique gifts, a magical atmosphere, and a festive spirit!

**Unfinished Business**

***Softball Restroom/Utility/Storage Room Update***

The mayor spoke with Jeremy Gordon with Beitzel Corporation today. The doors are here and ready to be installed; there were some items that were on back order which delayed the work on the building. The construction should be completed in the next two weeks. They will be able to install the water bottle filling station on the building.

***Community Legacy Grant – Friend Family Museum/Library Honor Roll***

Rick Beal has removed the old “Honor Roll” glass plate and prepared the monument for the installation of the new granite that was purchased from Johnson Memorial. The installation of the granite will be done in the next week or so with weather permitting.

***Alley 14 Tree Removal Proposals***

Three proposals were received:

- 1. Skyline Excavating & Tree Service LLC      \$2,000.00
- 2. Garrett Tree Removal                              \$2,800.00
- 3. Arbor Tech Tree Care LLC                         \$1,425.00

**Motion #3:** (Council member Bittinger/Council member Artice) Approval to accept the proposal from Arbor Tech Tree Care LLC for \$1,425.00.                         5 in favor/1 opposed/0 abstention. Motion carries

Council concurred that a register certified letter be mailed to the property owner of the notification that Arbor Tech Tree Care will be removing the Norway Spruce along alley 14.

***Potomac Edison Streetlights***

Lights were installed by Potomac Edison. Arrangements have been made with Doug Ringer to work on the electric box that was damaged during the storm.

***DNR Roadside Tree Care Expert Class***

Material presentations will be on Wednesday, November 5<sup>th</sup> 8:30 a.m. – 4:00 p.m. and the exam will be held on Wednesday, November 12<sup>th</sup> 9:00 a.m. – 12:00 p.m.

**Motion #4:** (Council member Bittinger/Council member Hook) Approval to request Clint to take the DNR Roadside Tree Care Expert Class.                         6 in favor/0 opposed/0 abstention. Motion carries.

***Fall Leaf Pick Up***

Pick up date was extended to Tuesday, November 25, 2025.

**New Business**

***Closed Session Summary***

Mayor Schlosnagle shared the closed session summary regarding the continuation of the seasonal worker position that was held at 5:00 p.m. today.

***DNR Tree Assessment – 245 Maple Street (Appendix A)***

Council tabled any decision regarding the pruning of the two trees until Mayor Schlosnagle obtains more information is received regarding the two sugar maple trees.

### ***AL/GAR MML Dinner Chapter Meeting – November 12, 2025***

The fall AL/GAR MML dinner chapter meeting will be hosted by the City of Cumberland. Guest speakers will be Senator Mike McKay, Delegates Jason Buckel and Jim Hinebaugh. They will speak on the upcoming session in Annapolis. RSVP to Wanda no later than Monday November 3, 2025.

### ***Payment Request – Accrued Annual Leave***

**Motion #5:** (Council member Sines/Council member Bittinger) Approval to pay Clint Suter 40 hours of unused accrued vacation leave hours from 2025 calendar year.

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

### **Clerk's Report - September Summary & QuickBooks Income, & Salary Reports**

**Motion #6:** (Council member Hook/Council member Sines) Approval to accept the clerk's report, payables, receivables, and salary summary for the month of September.

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

### **Mayor's Report**

Mayor Schlosnagle presented his monthly report covering September 16, 2025, through October 20, 2025 (**Appendix B**).

A thank-you note from Cameron Friend of the Tri-State Truck Show, was shared with the Council.

The mayor noted that Thomas Vose, Director of the Ruth Enlow Library, was unable to attend the meeting and provided the following email today:

"Hello, folks – here is the most updated information that I have on the Friendsville project as of this writing, and I wanted to give my apologies for not being present in person tonight. I am happy to answer any questions you might have, though, as best as I am able.

As you know, while working on the Friendsville Library, our contractors (Fairchance Construction) hit what turned out to be a sewer line coming off of the Demaree building that runs through the library property and is not recorded on any plans. Research found no recorded easement through the property for this line. Fairchance provided port-a-potties for staff there while the line could be traced. A camera was sent into it, and the approximate direction determined. As of this morning, dye testing was being done from the Demaree building's pipes – I have not yet heard results. In the meantime, a stop work order has been issued by the County on the site pending the resolution of this issue. I have been coordinating with the Planning and Utilities departments at the County level and with the Town to resolve any permitting issues that might hold up repairing the line. In the meantime, the issue has been referred to legal counsel to determine financial liability for the repairs. And to follow up – dye testing was completed this morning, and they confirmed that it is the sewer line coming off the Demaree building. They are working up cost estimates now, is my understanding."

#### Ongoing Projects:

- Sending a thank-you note to Warren Wik
- Coordinating with Siera Wigfield to obtain speed-limit electronic signs for Friendsville
- Securing topsoil through the Community Legacy Grant and FFA funding
- Request for Proposal – Snow Removal Services for the Town of Friendsville

- Kevin Savage
- Josh Fratz
- Will Gallagher

**Committee's Reports**

- **Buildings:** Nothing
- **Safety:** Nothing
- **Streets & Sidewalks:** Nothing
- **Community Park:** FFA & Community Park water meters will be turned off this week; nets will be taken down soon after they are dry.
- **Trees & Shrub:** Five planting recommendation google forms were received; the tree committee should review them and make a recommendation of moving forward with them; additional funding has not been secured for them.
- **Economic Development:** Greater Friendsville Business Association next meeting is October 30, 2025.

**Concerns of Council Members**

**Important Dates**

- Ribbon Cutting Ceremony Mountain Peak Soap Company – October 27, 2025, 4:00 p.m.
- Mayor & Town Council Meeting – November 3, 2025, 6:00 p.m.
- Zoning Ordinance Revision Work Session – November 6, 2025, 5:30 p.m.
- AL/GAR MML Dinner Meeting – November 12, 2025, City of Cumberland, MD
- Mayor & Town Council Meeting – November 17, 2025, 6:00 p.m.
  - FY2025 Audit Presentation R. Jo Sheffield – November 17, 2025
- Annual Holiday Decorating Contest (Independent judging) – December 5, 2025, 5:30 p.m.
- Winter Market – December 5, 2025, 3:00 p.m. – 7:00 p.m.

**Adjournment**

**Motion #7** (Council member Bittinger/Council member Kelley): Approval of adjourning the meeting.  
5 in favor/0 opposed/0 abstention. Motion carries.

The meeting was adjourned for 7:30 p.m.

Respectfully Submitted,

*Wanda M. Guard*

Wanda M. Guard,  
Administrative Assistant, Clerk-Treasurer

Approved:  
*Sam R. Schlaner*  
Mayor

11/03/2025



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

## Tree Assessment Report: September 19, 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: Tuesday, September 16, 2025

Location: 245 Maple Street, Friendsville, Maryland.

Purpose: Perform arboricultural tree risk assessment of two Sugar Maples 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: Two Sugar Maple (*Acer saccharum*)

Description: Location: within the right-of-way of Third Avenue.  
Size: Approximately 15 DBH Height: Approximately 45 to 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](http://www.dnr.maryland.gov) • TTY users call via Maryland Relay

### Recommendations:

**Tree 1:** The tree has visible die back within the top of the crown. Die back could be due to drought stress. Crown vigor was low with sparse foliage. After conversations with the landowners, the tree has had sparse foliage for the last couple of years. The roots and trunk appeared healthy, with no signs of decay.

Based on the likelihood of failure and potential impacts to surrounding targets, this tree poses a low risk. Due to the proximity to the surrounding residence and garage, and hazard risk of the tree, it is recommended that the tree be **pruned and monitored**. The tree should be monitored after pruning to determine its response to the pruning. If decline continues, the tree may need to be removed and replaced.

**Tree 2:** The tree has visible die back within the top of the crown. Die back could be due to drought stress. Crown vigor was low with sparse foliage. One limb recently broke off from the tree. After conversations with the landowners, the tree has had sparse foliage for the last couple of years. The landowner also mentioned that there was a hollow within a formerly pruned limb going into the secondary leader.

Based on the likelihood of failure and potential impacts to surrounding targets, this tree poses a low risk. Due to the proximity to the surrounding residence and garage, and hazard risk of the tree, it is recommended that the tree be **pruned and monitored**. The tree should be monitored after pruning to determine its response to the pruning. If decline continues, the tree may need to 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.

Removals within the roadside right-of-way require a Roadside Tree Permit

(<https://dnr.maryland.gov/forests/Pages/programapps/roadsidetrees.aspx>).

**Mayor's Report**

From Tuesday, September 16, 2025 to Monday, October 20, 2025

- Worked with Maryland State Police to remove two vehicles that had expired tags and were sitting on our street on First Avenue.
- Attended the Garrett County Public Schools Foundation Board meeting at Garrett College on Monday, September 22<sup>nd</sup>. Eleven mini grants were awarded and four went to Friendsville Elementary School teachers who applied for these grants.
- I met with representatives on Wednesday, September 24<sup>th</sup> from Willdan lighting. They are working with Garrett County Community Action to put new LED lighting in the Community Center as well as new Exit lights. This is being paid for through Garrett County Community Action with a grant through Empower Maryland.
- Emailed Howard Goodstein from BFS and sent him pictures of the creeper vine that is all over the "Old Feed Mill" on Tuesday, September 30<sup>th</sup>. It is located at the corner of Maple Street and First Avenue. He is trying to find someone to remove it from the building.
- I attended the Appalachian Regional Commission conference that was held in Mt. Savage on Sunday evening, October 5<sup>th</sup>, for an event and Monday and Tuesday, October 6<sup>th</sup> and 7<sup>th</sup> at Frostburg State University. Governor Wes Moore is the State Co-Chair and Gayle Manchin is the Federal Co-Chair.
- Attended the Garrett Chamber's Autumn Glory kick off dinner, on Wednesday, October 8<sup>th</sup> at Wisp Lodge representing the town.
- I attended the Autumn Glory Grand Feature Parade on Saturday, October 11<sup>th</sup>. The Town of Oakland sat out bleachers for Maryland Municipal League attendee who were coming for the Fall Conference being held in Garrett County.
- On Sunday, October 12<sup>th</sup> was the beginning of the Maryland Municipal Leagues Fall Conference which was held at Wisp Resort. This is the first time that the Fall Conference was ever held in Garrett County and was the largest number of attendees. I traveled behind the trolley from Mountain Lake Park as they took folks on a tour of Oakland's Transportation Museum and then onto Mountain Lake Park to see some of their Victorian style homes. We then traveled to Simon Pearce for a demonstration of the glass blowing.
- On Monday, October 13<sup>th</sup> I along with Council President Humberson and Council members Artice and Kelley attended the Opening Ceremonies and attended various classes throughout the day. Later that evening we all attended a reception that the eight municipalities of Garrett County hosted at Garrett Colleges Performing Arts Center.