



*Mayor and Town Council  
Town of Friendsville  
Founded 1765*

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**Friendsville Mayor & Town Council Minutes**  
**November 17, 2025**

**Attendance:**

Spencer R. Schlosnagle, Mayor

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

**Citizens/Guests:** Deputy Brandon Lucas, Terry Spear, Jennifer Uphold, Amy Jaramillo, Lynn Aycock, R. Jo Sheffield, Jamie Spano and Ken Jasko.

**Call to Order:** Pamela Humberson, Council President, convened the general meeting of the Mayor and Town Council on November 17, 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 – November 17, 2025***

**Motion #1:** (Council member Bittinger/Council member Kelley) Motion to approve accepting the November 17, 2025, agenda with the correction of the date of the General Meeting Minutes date should be November 3, 2025, not November 13, 2025.

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

***Approval of the General Meeting Minutes – November 3, 2025***

**Motion #2:** (Council member Sines/Council member Bittinger) Approval of accepting the general meeting minutes for November 3, 2025, with no corrections.

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

**To The Floor**

***Deputy Brandon Lucas***

Deputy Lucas of the Garrett County Sheriff's Department shared the Town of Friendsville's incident report for October. During the month, there were a total of seven occurrences, four processes served, one fraud, one eviction and one animal complaint. Mayor Schlosnagle emphasized the importance of continued patrols at the Community Park.

***Jamie Spano, GCHD Community Health Outreach Worker***

Monthly message "This Thanksgiving, Give the Gift of Safety" lock up medication. Protect your family's health, the greatest gift to be thankful for. Dispose of medication safely. Clear out what you do not need and make space for what matters. Talk openly about medication safety. Show gratitude by starting honest conversation with loved ones.

***Jo Sheffield, CPA - FY2025 (7/1/2024-6/30/2025) Financial Audit***

Jo Sheffield, CPA attended the meeting to go over her annual audit and financial statement for FY2025. Ms. Sheffield has issued a clean opinion in her report. There were no concerns from council members.

***Jennifer Uphold, Greater Friendsville Business Association***

The Greater Friendsville Business Association (GFBA) will host a "Winter Market" on the streets of Friendsville on December 5th from 3:00 PM to 7:00 PM. Jennifer shared that the garland was on back order and they will continue working on putting up the garland this week on the bridge.

***Ken Jasko***

Mr. Jasko shared that he proceeded with the police to post his property with a "No Trespassing" order.

**Unfinished Business**

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

The Mayor spoke with Jeremy Gordon with Beitzel Corporation and confirmed that it is necessary for the electrical panel to be on the outside per code; and they will proceed with working with Chips Network & Tyler Friend with moving the network internet cable from the old building to the new building. Afterwards, the old building then will be taken down.

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

Friend Family Association is working on obtaining proposals for new signage for the side of the building and they have additional items that could be considered.

***Alley 14 Tree Removal***

Arbor Tech Tree Care LLC, with Derek Buckel, is scheduled to perform the work by the end of November.

***245 Maple Street DNR Update & Proposal***

Council member Bittinger shared that Katherine Phillips confirmed that as long as the Town of Friendsville is using a **DNR Certified Tree Expert** the work will be done to DNR expectations and standards.

**Motion #3:** (Council member Sines/Council member Kelley) Approval accept the estimate #197 \$800.00 from Arbor Tech Tree Care for general pruning of the two maple trees.

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

***MD 742: Intersection of Maple Street & First Avenue Update***

Mayor Schlosnagle shared an email dated November 7, 2025, from Andrew Suter, "I wanted to provide an update on the status of the MD 742 intersection of Maple St. and First Ave. We have received the most recent crash data and have discussed the current and existing conditions with the Office of Traffic and Safety. At this time, it has been decided that the existing 2-way stop condition will remain and it will not be changed to a 4-way stop condition. The traffic will continue to be monitored and if a change in pattern should arise, it will be studied to see if a condition change is merited."

***Paugh Property – 125 Walnut Street***

Mayor Schlosnagle had not obtained any additional information to determine how and why the property was sold.

***Town of Friendsville Property***

**(Account No: 02018519, Map: 0300 Grid: 0023 Parcel 0080, 0.35 acres)**

Mr. Spear provided the town with a copy of the deed currently on file for the property.

**Motion #4:** (Council member Kelley/Council member Bittinger) Approval to move forward with Terry Spear, along with his attorney, Craig Ingram, to prepare a quick claim deed for the Town of Friendsville property. 5 in favor/0 opposed/0 abstention. Motion Carries.

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

Representing the Town of Friendsville Mayor Schlosnagle, Councilmember Kelley, and guest Kim Thomas attended the dinner chapter meeting.

**PACE Funders Meeting**

**1 – Ton Maintenance Vehicle**

**Enhancing Sidewalks and Addressing Drainage**

Mayor Schlosnagle shared that he had received requests for restroom facilities to be located at the recreational parking lot. After discussion, it was decided not to move forward with this at this time.

**New Business**

**Bobby Wilt Plumbing & Electric Invoice (Concession Stand)**

**Motion #5:** (Council member Hook/Council member Bittinger) Approval of sending an invoice to FVFRD for reimbursement of the Bobby Wilt invoice that the Town of Friendsville paid. 5 in favor/0 opposed/0 abstention. Motion carries.

**Whole Park Rental Fee & Deposit**

**Motion #6:** (Council member Bittinger/Council member Hook) Approval for all whole-park event rentals, the renter shall provide two separate checks at the time of reservation. The first check, in the amount of \$250, shall serve as a refundable security deposit and will be held until the conclusion of the event. The deposit will be returned to the Renter provided that all park facilities are left in satisfactory condition and no damage, violations, or additional cleanup requirements are identified. The second check shall be for the full rental fee for use of the park. 4 in favor/1 opposed/0 abstention. Motion carries.

**Community Park Contract**

**Motion #7:** (Council member Bittinger/Council member Sines) Approval of writing up a contract for the use of the Community Park, including utilities, and a clause that the Renter will be responsible for all park facilities and that they are left in satisfactory condition and no damage, violations, or additional cleanup requirements are identified at the end of the season. 5 in favor/1 opposed/0 abstention. Motion carries.

**Purchase Order Request**

**Motion #8:** (Council member Sines/Council member Hook) Approval to purchase DeWalt 20 V max Cordless Drell and Impact Driver, Power Tool Combo Kit with 2 Batteries and Charger and 49 pcs screwdriver bit set totaling \$173.69. 5 in favor/0 opposed/0 abstention. Motion carries.

**Motion #9:** (Council member Sines/Council member Hook) Approval to purchase 2 8ft ADA metal picnic tables and 2 concrete Trash Receptacles 30 gal with push door plastic top from the Program Open Space Funds. 5 in favor/0 opposed/0 abstention. Motion carries.

**Motion #10:** (Council member Hook/Council member Bittinger) Approval to purchase 4 - \$25.00 gift cards for the judges and the driver of the Holiday Decoration Contest to be held on December 5<sup>th</sup>. 5 in favor/0 opposed/0 abstention. Motion carries.

## Mayor's Report

Mayor Schlosnagle shared his monthly report covering November 4 - 17, 2025 (**Appendix A**).

### Ongoing Projects:

- POS Recreational Pavilion funds.
- Coordinating with Siera Wigfield to obtain speed-limit electronic signs for Friendsville.

### Committee's Reports

- **Buildings:** Nothing
- **Safety:** Nothing
- **Streets & Sidewalks:** Nothing
- **Community Park:** Nothing
- **Trees & Shrub:** Councilmember Bittinger provided a report on the Tree Committee meeting held on Monday, November 10, 2025. Attending the meeting were committee members Melissa Custer, Dred Lowdermilk, Chad Bittinger, and Katherine Phillips from DNR. Katherine noted that DNR offers two \$1,000 grants twice a year for tree purchases. The committee recommended placing trees in the following locations:
  1. Recreational Park area
  2. Around the tennis courts
  3. Community Park loopMayor Schlosnagle asked about Mary Ann's tree request form and any decisions made regarding it. Councilmember Bittinger will do an audit of the trees and will have the committee review her request.
- **Economic Development:** The next meeting of the GFBA will be Thursday, November 20, 2025, at 6:00 p.m. at the church conference room.

### Concerns of Council Members None

### Important Date(s)

- Mayor & Town Council Meeting – December 1, 2025, 6:00 p.m.
- 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.
- Zoning Ordinance Revision Work Session – December 9, 2025, 5:30 p.m.
- 2026 Election – February 10, 2026
  - Notice of Voter Registration – December 8, 2025, 6:00 p.m. – 8:00 p.m.
  - Petition of Office – Monday, January 12, 2026, due no later than 12:00 noon.
  - Notice of Voter Registration – January 26, 2026, 6:00 p.m. – 8:00 p.m.

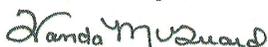
### Adjournment

**Motion #11** (Council member Hook/Council member Kelley): Approval of adjourning the meeting.

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

The meeting was adjourned for 8:00 p.m.

Respectfully Submitted,



Wanda M. Guard,  
Administrative Assistant, Clerk-Treasurer

Approved:   
12/01/2025 Mayor

## Mayor's Report

November 4, 2025 through November 17, 2025

- On Wednesday, November 5, 2025 I attended the Garrett County Municipality's (GCM) meeting in Oakland. I serve as President of the group and we discussed the upcoming Positive Attitudes Change Everything (PACE) funders meeting which will be held at the Westin Hotel in Annapolis. The funders meeting will be on Wednesday, January 14<sup>th</sup> with the reception on Thursday evening, January 15<sup>th</sup> and the breakfast on Friday morning, January 16, 2026.
- I emailed Howard Goodstein again of BFS, on Thursday, November 6, 2025 about the vine on the "Old Mill" in the center of town. I explained that I have not heard back from him and per our most recent conversation they were going to schedule to have it removed. I explained that several citizens offered to help remove it if there was a problem for them. BFS has had contractors this past week working to remove the vine on the building.
- On Thursday evening, November 6, 2025 I attended the Work Session for the Zoning Ordinance Revisions that we are meeting monthly to review and to present to the public the first part of the new year.
- I met with Wendy Moore a senior at the University of Pitt on Saturday, November 8, 2025. Two of her classmates were with her and assisted in videoing and recording her capstone film and documentary that she is doing. It is on Garrett County but mostly pertaining to the Town of Friendsville. She interviewed Jennifer from the Pharmacy, Mike at the Café, Jason of Herbal Earth Apothecary, Kelsey at Mountain Peak Soap and then me. We closed out the day with a late lunch at the Public House.
- I along with Council President Humberson and Councilman Kelley attended the Friendsville Elementary School's Veterans Day Breakfast and Program on Tuesday, November 11, 2025.
- On Wednesday, November 12, 2025 Councilman Kelley, Zoning Board member Thomas and I went to Cumberland to the AL/GAR Chapter dinner meeting. Senator McKay, Delegates Buckel and Hinebaugh were our guest speakers and they spoke on the financial picture of the State of Maryland and the upcoming General Assembly Session in January.