



*Mayor and Town Council
Town of Friendsville
Founded 1765*

P.O Box 9,
Friendsville MD 21531
Ph: 301-746-5919
town@friendsvillemd.gov
www.friendsville.org

Friendsville Mayor & Town Council Minutes
December 1, 2025

Attendance:

Spencer R. Schlosnagle, Mayor

Wanda Guard, Administrative Assistant, Clerk-Treasurer

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

Citizens/Guests: Deputy Andrew Kyle, Ami Jaramillo, Jen Uphold, Lynn Aycock, Terry Spear, Ken Jasko and Jen Resh.

Call to Order: Pamela Humberson, Council President, convened the general meeting of the Mayor and Town Council on December 1, 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 – December 1, 2025

Motion #1: (Council member Sines/Council member Kelley) Motion to approve accepting the December 1, 2025, agenda. 4 in favor/0 opposed/0 abstention. Motion carries.

Approval of the General Meeting Minutes – November 17, 2025

Motion #2: (Council member Bittinger/Council member Kelley) Approval of accepting the general meeting minutes for November 17, 2025, with no corrections.

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

To The Floor

Garrett County Sheriff's Department

Deputy Kyle of the Garrett County Sheriff's Department presented the Town of Friendsville's November incident report. During the month, there were 14 town patrols conducted and one call for service. Councilmember Bittinger emphasized the need for increased patrol at the intersection between Maple Street and Third Avenue due to speeding concerns as vehicles travel toward Bear Creek Road. Mayor Schlosnagle also requested additional support during the Winter Market event this Friday, from 3:00 p.m. to 7:00 p.m. since there will be lots of activities in town.

Greater Friendsville Business Association (GFBA) – Lynn Aycock & Jen Uphold

Lynn requested that the Mayor and Town Council consider taking ownership of the wooden structure located at the corner of Maple Street and First Avenue. The structure is currently owned by John Croskey but sits on Town property, and he is willing to transfer ownership to the Town for one dollar.

The GFBA would assist its member businesses with signage by covering the cost of the signs and ensuring they meet the requirements of the Town's sign ordinance.

If the wooden structure is beyond repair, it may need to be replaced with a new one, as it is presently an eyesore. If this location is not feasible, alternative locations—potentially including a site along Route 42—should be considered. Lynn emphasized the need for a clear plan outlining

responsibilities before moving forward. The primary question is determining who will be responsible for the signs and the structure. The simplest approach would be for John to transfer ownership to the Town so the Town can assume responsibility. Lynn requested that a roadmap be created to identify the primary responsible party and that all partners formally agree to it. Councilmember Bittinger suggested that the Town purchase the structure and rent it to the GFBA. The Mayor and Town Council have tabled the discussion for now and will continue to review the matter, keeping communication open.

Ken Jasko

Mr. Jasko gave an update on the person who is trespassing on his property and the court case. He shared that a note was left on his vehicle, "I have cleared out so you don't have to go to court today."

Jennifer Uphold, Greater Friendsville Business Association

Jen requested if it would be possible to get an electronic event sign for Friday. Mayor Schlosnagle will contact Dave Cannon.

Unfinished Business

Softball Restroom/Utility/Storage Room Update

Mayor Schlosnagle shared an email dated 11/26/2025 that we received from Jeremy Gordon with the following updates:

- "A crew scheduled to be onsite Monday to get facility completed. Once electricity is switched over the building demo can be completed. Once we get completed, we will do a walk through with you and any other town council members and address any issues that you have. Depending on the inspection and hook up of electricity we plan to be completed in 2 weeks."
- "Electrical status
 - New service install: Panels mounted and wired. I should be scheduling a service inspection with MEGCO on Friday and then scheduling a power transfer with first energy.
 - Building lights, receptacles, and equipment: roughly 60% including conduit and wiring. Need access to the ceiling to complete wiring. I am going to try and get first energy to pull power from the old building as soon as the new service inspection is complete to allow for demo and completing our underground conduits as well as completing the building wiring. This will allow us to continue work while waiting for the new service power transfer.
 - Underground conduits and trenching: Trenching from the new building to the quazite boxes is complete. We will be replacing the cracked quazite box next week and begin rerouting the existing field conduits to the new quazite boxes. We will complete the grit pump installation as well as the fiber installation once the power is pulled and can dig over the existing service."

The mayor also shared that Tyler Friend has been in contact with Nick Bailey, who works with Jeremy Gordon – "Plans are for us to install a 2" conduit from our quazite box to a location a few feet off the wall and intercept the existing 2" conduit coming into the existing building. Once we have power in the new building, we will pull back the wire and splice the conduits together, pulling the existing cable into the quazite box where Chips Network will splice and extend to the new building. We will assist with relocating the rack and camera."

Community Legacy Grant – Friend Family Museum/Library

Mayor Schlosnagle shared that the Friend Family Association board members submitted several suggestions to him; however, the cost of those proposals exceeds the available funding. Any suggestions that may be done in the Spring.

Alley 14 Tree Removal

Arbor Tech Tree Care LLC, with Derek Buckel, performed the work on Monday, November 24, 2025. The tree was removed, and the work is completed.

245 Maple Street DNR Update

Arbor Tech Tree Care LLC, with Derek Buckel, pruned the two maples on Monday, November 24, 2025.

Paugh Property – 125 Walnut Street

Mayor Schlosnagle explained that the property had been sold at a tax sale and that nothing further can be done. He contacted the assessment office, the register of wills office, and the attorney, but none could provide an explanation as to why the court proceeded despite the property having been sold at a tax sale in 2024.

Town of Friendsville Property

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

Mr. Spear is working with his attorney, Craig Ingram, to prepare a quitclaim deed for the Town of Friendsville. Once it is completed, he will email it to the Town for review and forward it to the Town’s attorney.

PACE Funders Meeting

1 – Ton Maintenance Vehicle

Enhancing Sidewalks and Addressing Drainage

Wanda is in the process of obtaining quotes for the 1-ton maintenance vehicle. The mayor is working with Paul Harvey from the Garrett County Roads Department regarding the stormwater drains. We will need to collaborate to secure funding and will need to meet with the Garrett County Commissioners.

Community Park Rental Deposit Update

Wanda reviewed the security deposit details that was added to the “Community Park Rental Agreement” for the whole park rental.

Whole Park: \$500.00 per day

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.

DNR Tree Grant Update

Council member Bittering shared that no additional information has been received at this time.

New Business

Public Hearing Docket VR 2025-05 December 10, 2025, 6:00 p.m. Council Chambers

An application submitted by TABAR, LLC, has applied for a variance to the stream's buffers found in Section 512 of the Friendsville Zoning Ordinance. The property is located at 100 – 115 Bear Creek Court, Friendsville, MD 21531. A copy of the notice was mailed to the adjacent landowners, posted in the Friendsville Post Office, and advertised in The Republican for two weeks, 11/25/2025 & 12/1/2025.

Petition of Office

The following members of the current Town Government are eligible to seek reelection: Mayor Spencer R. Schlosnagle and Council Members Pamela S. Humberson, Edward B. Kelley, and Michael E. Artice. Their current two-year terms will expire on the first Monday of March 2026. Petition of Office are due no later than 12:00 noon on Monday, January 12, 2026.

Community Park Rental Agreement

Wanda shared the agreement she drafted with the Mayor and Town Council and asked them to review the document and provide suggestions at the next meeting, noting the highlighted items.

Clerk's Report

Motion #3: (Council member Bittinger/Council member Sines) Approval to accept the clerk's report, payables, receivables, salary summary for the month of November.

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

Mayor's Report

Mayor Schlosnagle shared his monthly report covering November 18 – December 1, 2025.

(Appendix A)

Ongoing Projects:

- The leaf box was removed from the truck, and the anti-skid box was installed.
- Mike Diehl will assist the Town with plugging in the Christmas decorations on Wednesday, December 3, 2025.
- Xerox copier is not working very well; will obtain quotes on a new copier.
- 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:** Council member Kelley is still working on getting information for painting the tank.
- **Trees & Shrub:** Nothing
- **Economic Development:** There will be 15 vendors at the "Winter Market. Ami Jaramillo will open her antique store on Friday, December 5, 2025.

Concerns of Council Members

Council member Bittinger requested that Recreational Parking Lot committee be created in order to

have a master plan for the area, and he would be willing to act as the chair for the committee. Mayor Schlosnagle will put together the committee.

Cancellation of the "Sleigh photo" opportunity on Friday, December 5th was due to lack of assistance and cooperation of our team.

Important Date(s)

- 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.
- VR-2025-05 Public Hearing – December 10, 2025, 6:00 p.m., Council Chambers.
- Mayor & Town Council Meeting – January 12, 2026, 6:00 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 #3 (Council member Bittinger/Council member Sines): Approval of adjourning the meeting. 4 in favor/0 opposed/0 abstention. Motion carries.

The meeting was adjourned for 7:05 p.m.

At 7:05 p.m., the meeting was closed to the public to discuss employee bonuses. Wanda was asked to leave, and Mayor Schlosnagle and the Council President will document the Executive Session. The authority to close the session is provided by Section 3-305(b)(1)(i) of the General Provisions Article of the Annotated Code of Maryland.

Respectfully Submitted,

Wanda M. Guard

Wanda M. Guard,
Administrative Assistant, Clerk-Treasurer

Approved:

Jana R. Schlosnagle
Mayor

01/12/2026

Mayor's Report

November 18, 2025 through December 1, 2025

- On Thursday, October 23, 2025 SHA brought in large mowers and cut all the high brush at the off ramp and in front of the Dollar General Store. It was blocking the site lines for traffic coming out of the store. Our maintenance men brought up several cones so customers would not park along the roadway towards the ditch. Sometimes chips fly and the SHA employees were concerned about customers parking there. I stayed there until they were finished. SHA employees also cleaned the ditch out through there so the water could flow better and not come out into the roadway. We sent a letter to Dave Cannon thanking the SHA employees for doing this.
- Correction on my report from November 4, 2025 through November 17, 2025. The PACE funders meeting will be on Wednesday afternoon, January 21st and the reception on Thursday, January 22nd and breakfast on Friday, January 23rd, 2026. Not the previous week as I had originally listed.
- I met with Chris Adams from the Eastern Shore here at Town Hall on Thursday, November 20, 2025. He is interested in a purchasing a property and was inquiring about any concerns the town may have with it and about possible expansion on a parcel of land next to it.
- BFS has had their maintenance man working to remove the vine off of the "Old Mill" in the center of town. I spoke with the gentleman on Friday, November 21, 2025 and he explained that they are bringing a lift to reach the high part on the back side of it. They then will bring a dumpster to have it hauled away. He hopes to have it completed in the next couple weeks.
- I attended the Heritage Area Advisory Board meeting on Monday, November 24, 2025. We discussed the mini grants for the upcoming year, training on the portable kiosk and planning to assist with the 250th anniversary to be held on July 18, 2026.
- Dred, Clint and I met with Paul Harvey and Craig Margroff from the Garrett County Roads Department on Monday afternoon, November 24, 2025. They looked at the various drains that we are having issues with on Maple Street, from Third Avenue out to the corner of Walnut Street. The county is going to bring down cameras and grinders to see if they can see what is blocking them. Some of the drains are made with the old terracotta pipe and are in very bad shape.
- I met with Derek from Arbor Tech Tree Care late in the afternoon on Monday, November 24, 2025. He cut down the pine tree and trimmed the two maple trees here in town. I showed him where to dump the bark chips after they were finished with their jobs.

- Wanda and I had a phone conversation with the Library Contractor Rick, on Tuesday, November 25, 2025 to see about the road that is partially closed on Chestnut Street. He requested that we keep it closed due to the fact that they will be bringing the medal roof and they need to roll it out and cut it on site. They also have their storage trailer and gravel pile that they need to use. I ask him about plowing and he said they will take care of it in their work area.
- I arranged to get another car that was not licensed removed from our town street this past weekend, Sunday, November 30, 2025. It was located on Walnut Street. It is very difficult when we need to plow for snow and vehicles cannot be moved.
- I contacted Craig Margroff at the Accident Roads Garage to arrange for them to bring us anti-skid. They delivered it to us Monday morning, December 1, 2025.