



*Mayor and Town Council
Town of Friendsville
Founded 1765*

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Friendsville Mayor & Town Council Minutes
February 16, 2026

Attendance:

Wanda Guard, Administrative Assistant, Clerk-Treasurer

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

Absent: Mayor Spencer R. Schlosnagle & Council Member Chad Bittinger.

Citizens/Guests: Latsha Friend, Jamie Friend, Ami Jaramillo, Jen Uphold, Marty McCabe, Lynn Aycock, Corporal Joshua Guy, Garrett County Sheriff's Department, & Terry Spear.

Call to Order: Pamela Humberson, Council President, convened the general meeting of the Mayor and Town Council on February 16, 2026, 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 – February 16, 2026

Motion #1: (Council member Hook/Council member Sines) Motion to approve accepting the February 16, 2026, agenda. 5 in favor/0 opposed/0 abstention. Motion carries.

Approval of the General Meeting Minutes – January 12, 2026

Motion #2: (Council member Hook/Council member Kelley) Approval of accepting the general meeting minutes for January 12, 2026, with no corrections. 5 in favor/0 opposed/0 abstention. Motion carries.

Closed Executive Summary

The Mayor and Town Council of the Town of Friendsville met in closed session on January 26, 2026, at 5:00 p.m., pursuant to Section 3-305(b)(1)(i) of the General Provisions Article of the Annotated Code of Maryland, to review applications for a full-time maintenance position and discuss a personnel handbook addendum. Council reviewed eight applications and selected six candidates to move forward for interviews, which the mayor plans to schedule with the goal of filling the position by late February or early March; salary will be determined at the time of offer. The Council also reviewed proposed revisions to the personnel handbook, including policies on contractual employees, holiday work and pay and separation from employment. Additional discussion included the termination of a contractual agreement by Dred Lowdermilk on 01/21/2026, an update on an employee's medical limitations, and the possible need for an additional part-time position. The meeting adjourned at 6:00 p.m. following a unanimous vote.

To The Floor

Garrett County Sheriff's Department

Corporal Joshua Guy of the Garrett County Sheriff's Department presented the Town of Friendsville's January incident report. During the month of January there were a total of 20 incidents:

1 animal complaint, 1 assistance with another agency, 1 eviction, 14 patrol 2 process served and 1 special assignment.

Jamie Friend – Friendsville Elementary School

Jamie Friend shared that the Friendsville Elementary School’s 4th and 5th grade students are collaborating with Adam Lewis from Frostburg State University to explore and research the Friend Cemetery as part of their LEGO archaeology project. Their focus is on Revolutionary War soldiers buried in the area and the land grants that were awarded to them. The project also incorporates drone technology with light Lidar to assist in their research and site exploration. Jamie shared this exciting collaboration and the innovative use of technology to help students better understand local history and asked for permission to explore the Friend Cemetery.

Motion #3: (Council member Artice/Council member Hook) Approval for Friendsville Elementary School (4th & 5th Grade) with collaboration with Adam Lewis from Frostburg State University to explore and research the Friend Cemetery for their LEGO archaeology project regarding the revolution war soldiers and land grants given to them in our area.

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

Unfinished Business

Community Park Use Agreement

Council Member Kelley reported that he and the mayor met with Ryan Savage, President of Central Garrett Baseball, on Wednesday, February 11, 2026, to review the agreement. During the review, Ryan inquired whether the Town would be willing to assist with mowing the ballfields. After discussion, Council voted to help under the following stipulations. Wanda will incorporate these details into the agreement.

Motion #4: (Council member Kelley/Council member Hook) Approval is granted for the town to assist with mowing the ballfields up to five times between April and June, subject to our workload. Requests must be made by the organization’s president with a 24–48 hours’ notice.

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

Recreational Parking Lot Committee

No information provided from the Mayor Schlosnagle – tabled to next meeting.

Softball Restroom/Utility/Storage Room Update

Wanda shared that she received the initial bill for a meter. She had the maintenance team verify that the old meter had been removed and confirmed that this was a replacement. At that time, Beitzel informed Clint that they are nearing completion, will conduct their inspection, and will return once the water is turned on to complete the remaining items and our building inspection.

Community Legacy Grant – Friend Family Museum/Library (Appendix A)

Motion #5: (Council member Sines/Council member Artice) Approval was granted to proceed with the written estimate and service agreement from AB Enhancements, LLC, represented by Jose Benitez, in the amount of \$4,750.00, utilizing Community Legacy Grant funding.

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

Community Legacy Grant – Open Air Market

Council President Humberson shared an email dated February 6, 2026, from Chad Bittinger regarding Northern High School constructing the buildings for the Open-Air Market. Wanda

explained that the Town has only received an email notification and not a formal grant agreement. She noted that no commitment or signed agreement can be made until the grant agreement is executed. Therefore, the item was tabled at this time.

New Business

Zoning Board of Appeals

President Humberson shared that Mayor Schlosnagle received an email dated February 12, 2026, from Jennifer Filsinger Resh that she will need to resign from the Zoning Board of Appeals committee. In the meantime, he has spoken to Nate Sorber, and he has agreed to serve on the committee.

Motion #6: (Council member Hook/Council member Kelley) Approval was granted to appoint Nate Sorber to the Zoning Board of Appeals committee for the Town of Friendsville.

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

National Police Bloodhound Association

Motion #7: (Councilmember Artice/Councilmember Hook): Approval of the National Police Bloodhound Association to use the Town of Friendsville for their annual 40-hour training in Garrett County, Sunday April 26th through Thursday, April 30, 2026.

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

Personnel Handbook Addendum (Appendix B)

Motion #8: (Councilmember Hook/Councilmember Kelley): Approval of the personnel handbook addendum.

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

Pye Barker FPP Complete Fire Protection Invoice

Wanda shared she received notification on 2/12/2026 that the Friendsville Volunteer Fire & Rescue Department paid the invoice.

Local Jurisdiction & State Hazard Mitigation Planning Coordination Virtual Session

Council President Humberson shared that the virtual session will be held on Thursday, February 19, 2026, and if anyone is interested in participating Wanda will send the email with the registration link.

USPS P O Box Letter

On 2/16/2026 Town of Friendsville received a letter from the USPS that the mailing address will be serviced by street delivery effective 03/16/2026. Due to the transition, the PO Box will no longer be eligible for Group E Free P O Box service.

Motion #9: (Councilmember Hook/Councilmember Kelley): Approval of the purchase of a mailbox and installation of the box at 945 Community Drive.

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

Our Town Theatre "Into the Woods Jr." Practice & Performance

Motion #10: (Councilmember Artice/Councilmember Hook): Approval was granted for Our Town Theatre to use the stage at the large pavilion, along with the bleachers, for rehearsals during May and June and for performances on June 18–20, 2026, at a fee of \$275.00.

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

MML Summer Conference – June 14-16, 2026, Ocean City, MD

MML Summer Conference offers education unique to the needs of local government leaders and staff June 14-17, 2026, at Ocean City, MD. Early bird registration opens March 2, 2026, and the deadline is March 31st.

MML AL/GAR Chapter Dinner Meeting – March 11, 2026, 5:30 p.m. Town of Barton

The next meeting of the Allegany and Garrett County Chapter of the Maryland Municipal League will be held on Wednesday, March 11, 2026, at the Town of Barton. Kristin Clear Mielcarek with Environmental Finance at the University of Maryland will serve as the guest speaker and will provide technical assistance to cities and towns. The RSVP deadline is March 2, 2026

Amendment FY26 Budget (7/1/2025-06/30/2026)

Tabled for the next meeting.

Clerk’s Report

Motion #11: (Council member Hook/Council member Sines) Approval of accepting the clerk’s report, payables, receivables, salary summary for the month of January.

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

Mayor’s Report

Tabled for the next meeting.

Committee’s Reports

- **Buildings:** nothing
- **Safety:** Nothing
- **Streets & Sidewalks:** Nothing
- **Community Park:** Jennifer Uphold inquired about replacing the memorial at the softball park. As no additional information was available at the time, the matter will be researched and brought back for discussion at the next meeting.
- **Trees & Shrub:** Council member Artice shared that he received a letter dated January 30, 2026, for the Town of Friendsville to receive grant funds from Maryland Urban Community Forest Committee in the amount of \$757.00. A copy of the letter was given to Wanda for the office files.
- **Economic Development:** The next Greater Friendsville Business Association meeting is scheduled for Thursday, February 26, 2026, at 6:00 p.m. at The Root Café. They are in the process of creating a new rack card.

Concerns of Council Members

Nothing

Important Date(s)

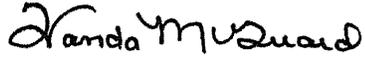
- Zoning Ordinance Revision Work Session – February 19, 2026, 5:30 p.m.
- Mayor & Town Council Meeting – March 2, 2026, 6:00 p.m.
- MML AL/GAR Chapter Dinner/Meeting – March 11, 2026, 5:30 p.m.

Adjournment

Motion #12 (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 7:20 p.m.

Respectfully Submitted,



Wanda M. Guard,
Administrative Assistant, Clerk-Treasurer

Approved:



Mayor

03/02/2026

WRITTEN ESTIMATE & SERVICE AGREEMENT

AB Enhancements, LLC

Jose Benitez
Phone: 301-501-8372
Date: 02/07/2026
Client: Mayor Spencer
Project Location: Friendsville, MD

Scope of Work:

- Removal of existing railing at one entrance
- Installation of aluminum railings at both entrances
- Four (4) level sections – 6' x 36"
- Two (2) stair sections – 6' x 36"
- Eight (8) posts with required brackets and supports
- Removal of the existing toilet
- Installation of new 19" height toilet
- Installation of handicap support rails
- Final adjustments and operational testing

Total Cost (Materials and Labor Included): \$4,750.00

Payment Terms:

A deposit of 50% (\$2,375.00) is required before work begins. The remaining balance of \$2,375.00 is due upon completion.

This updated price reflects the upgraded, higher-quality materials requested by the client. No additional labor has been added.

Additional Work Clause:

Any additional work not listed in this agreement will be considered extra and will be added to the total price only after client approval.

Estimated completion time: 1–2 working days depending on site conditions and weather.

Client Signature: Spencer R. Schlemmer, Mayor Date: 2/18/2026

Contractor Signature: _____ Date: _____

Contractual Employees

Contractual employees are individuals hired to perform services in a non-permanent, temporary, or project-based capacity. Contractual employees shall work no more than twenty (20) hours per week and shall not exceed one thousand forty (1,040) total hours within a calendar year. Work hours will vary based on the operational needs of the Town and may include evenings, weekends, and emergency situations. The Employee shall be available on an on-call basis as directed by the Mayor, Town Council, or their designee.

Contractual employees are not eligible for employee benefits.

Holiday Work and Pay

Full-time employees may be required to work on designated holidays. Any full-time employee required to work on a major holiday will receive double (2x) their regular rate of pay for all hours **actually** worked. In addition, the holiday will be converted to a flex holiday, which must be used prior to the next major holiday.

Leaving the Organization/Retirement

1. Voluntary Resignation

Employees who wish to voluntarily resign from their position are asked to provide written notice to the Mayor & Town Council as early as possible, and no less than two weeks prior to their intended last day of work.

The written notice should include:

- The intended final date of employment
- A brief statement of resignation

After notice is received, the mayor will work with employees to create a transition plan that ensures appropriate handoff of duties, files, and organizational knowledge.

2. Involuntary Separation

In certain circumstances, the organization may determine it necessary to end an employee's employment. Involuntary separation may occur for reasons including, but not limited to, performance issues, policy violations, restructuring, or loss of funding. All involuntary separations will follow established procedures and comply with applicable laws and organizational policies.

Employees subject to involuntary separation will be notified in writing and may be eligible for severance or separation benefits as defined by organizational policy or state and federal law.

3. Retirement

Employees planning to retire should notify the Mayor & Town Council in writing as early as possible, preferably 60–90 days in advance. This allows adequate time for transition planning and for the Town Clerk to provide information regarding exit procedures.

Town Clerk will assist retiring employees with:

- Final pay
- Unused leave payout
- Retirement recognition procedures

4. Exit Procedures

All employees leaving the organization, whether through resignation, retirement, or separation, must complete the exit process, which may include:

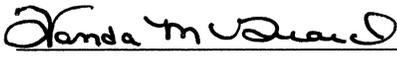
- Return of all organization property (keys, ID badges, equipment, documents, etc.)
- Completion of required forms
- Exit interview
- Review of final paycheck timing and unused leave with Town Clerk.
- Employees are responsible for ensuring all property belonging to the organization is returned before their final day. Failure to return items may result in deductions as permitted by law.

5. Final Pay and Benefits

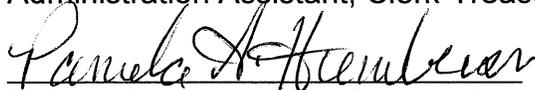
Final pay will be issued in accordance with state and federal law. Any eligible payment for unused vacation will be processed.

DULY ADOPTED BY A MAJORITY VOTE OF THE MAYOR AND TOWN COUNCIL OF FRIENDSVILLE, MARYLAND, THIS 2nd DAY OF FEBRUARY 2026.

ATTEST/WITNESS:

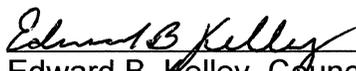


Wanda M. Guard,
Administration Assistant, Clerk-Treasurer



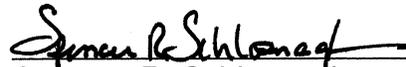
Pamela S. Humberson, Council President

Chad E. Bittinger, Council Member



Edward B. Kelley, Council Member

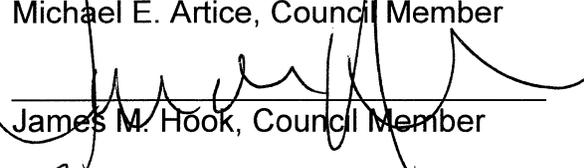
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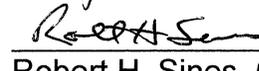
Spencer R. Schlosnagle
Mayor



Michael E. Artice, Council Member



James M. Hook, Council Member



Robert H. Sines, Council Member