



Mayor and Town Council
Town of Friendsville
Founded 1765

945 Community Drive,
Friendsville MD 21531
Ph: 301-746-5919
town@friendsvillemd.gov
www.friendsville.org

Friendsville Mayor & Town Council Minutes
April 6, 2026

Attendance:

Spencer R. Schlosnagle, Mayor

Wanda Guard, Administrative Assistant, Clerk-Treasurer

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

Citizens/Guests: Heather Roth, Jen Uphold, Terry Spear, & Melissa Custer

Call to Order: Pamela Humberson, Council President, called the meeting for April 6, 2026, at 6:00 p.m. to order.

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 – April 6, 2026

Motion #1: (Council member Hook/Council member Artice) Motion to approve accepting the April 6, 2026, agenda. 6 in favor/0 opposed/0 abstention. Motion carries.

Approval of the General Meeting Minutes – March 16, 2026

Motion #2: (Council member Hook/Council member Kelley) Approval of accepting the general meeting minutes for March 16, 2026, with no corrections.

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

To The Floor

Heather Roth – Friendsville Elementary School

Ms. Roth shared that the Friendsville Elementary School will kick off their "Soaring Together" Fundraiser. It is a special initiative and a joint effort between the school and Cindy's Fund. Each student will receive a fundraising sheet. As students sell puzzle pieces, they can color them in. Colored eagles will be proudly displayed in their hallway! Their students and staff will come together on Tuesday, April 28, (Rain Date April 30) for a Walk for Cindy's Fund to celebrate their efforts and support this meaningful cause and would like to use the Friendsville Community Park trail.

Motion #3: (Council member Artice/Council member Bittinger) Approval of granting permission for the Friendsville Elementary School to use the Community Park trail on April 28th (rain date April 30th) for a "Walk for Cindy's Fund to celebrate the student's efforts with their fundraiser.

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

Jennifer Uphold – Greater Friendsville Business Association

On behalf of the Greater Friendsville Business Association Jennifer requested if it would be possible to close the street between First Avenue and Second Avenue along Maple Street for their Makers Markets on May 16th, July 18th, September 19th 10:00 am – 3:00 pm and the Winter Market on December 4th time to be determined. This would allow the vendors to be located along Maple Street and not be spread out through the town. The mayor will bring this request to the traffic advisory

committee and will coordinate with the roads department. While Maple Street is closed, traffic will travel Walnut Street & Oak Street to go through the town.

Terry Spear

Terry raised the following concerns:

- Asked whether the water has been turned on in the community park. Mayor Schlosnagle confirmed that the water is currently on.
- Asked how the new Zoning Ordinance will be reviewed and approved by the Mayor and Town Council. Terry was informed that the ordinance is still being developed. The next work session is scheduled for April 14. Once finalized, the ordinance will be presented at a public hearing, followed by a 30-day public comment period. After that, the Mayor and Town Council will vote on its approval.
- Asked what actions are being taken regarding the town's water violation notices. The Council agreed that a formal letter and request for a meeting should be submitted to the Garrett County Commissioners.
- Asked what paperwork is required for concession stand events. Wanda will confirm with LGIT whether a hold harmless agreement is needed for each event or if a blanket agreement will suffice.

Unfinished Business

Softball Restroom/Utility/Storage Room

Mayor Schlosnagle verified this morning with Jeremy that the project and landscaping need to be cleanup, and the project needs to be finished. Jeremy stated that Beitzel still needs to coordinate with MEGCO to complete inspections of the electrical and plumbing systems. Following these inspections, a walkthrough will be scheduled with Council for final approval.

Mayor Schlosnagle shared that the lock box was purchased for the building and he needs to know from the council member where it needs to be located on the building.

Motion #4: (Council member Hook/Council member Kelly) Approval of placing the lock box beside the utility door on the building. 6 in favor/0 opposed/0 abstention. Motion carries.

Council members discussed how to manage distribution and control of the keys. Mayor Schlosnagle shared that he had consulted with Key Lock regarding the possibility of issuing keys that can only be duplicated by Key Lock. After discussion, Council decided not to issue any additional keys.

Wanda will have all key holders sign a "Key Responsibility Form," which includes a \$50 replacement fee for any lost keys. The keys will remain the responsibility of the Central Garrett Baseball President.

Community Legacy Grant – Friend Family Museum/Library

Jose has completed the work at the Friend Family Association Museum/Library, installing the light, putting the sign bracket and sign and the railing installation at the front and back entrances.

Seasonal Maintenance Worker Announcement

Mayor Schlosnagle shared that one application, and one resume was received for the seasonal maintenance position. He also shared that Josh Frederick confirmed that he is available to work.

The discussion was tabled and will be discussed in closed session immediately after the open sessions tonight.

250th Garrett County Birthday Celebration – July 18, 2026

Wanda reported that the 250th GC Birthday Celebration Committee held its first planning meeting on Monday, March 31, 2026, in the Town Hall Council Chambers. The committee members include Carol Calhoun, Carol Squires, Melissa Custer, Heather Umbel, Tristen DeValle, Jamie Friend, Louise Lawrence, Susan Johnston, and Spencer Schlosnagle.

The purpose of the event is to create an engaging, interactive experience that celebrates Friendsville's history, highlights current leadership and the community, and showcases the voices of future generations.

The next meeting is scheduled for May 5, 2026, at 4:00 p.m. at Town Hall. Wanda encouraged Town Council members to become involved and assist with the event.

New Business

Proclamation – Honoring Arbor Day April 24, 2026

Mayor Schlosnagle read the proclamation and will present and sign the proclamation at the tree planting event with the Friendsville Elementary School youth on Thursday, April 16, 2026.

Pickleball Sign Request/Quote

Wanda shared that Alicia Paradise Garza requested that the council approve the purchase to order a matching sign to the existing tennis court signs so they can communicate and encourage others to participate in pickleball.

Adult Pickleball

Open Play

Tues / Thurs / Sat

Spring, Fall: 10am - 12pm

Summer: 9am - 11am

Council reviewed the quote from Jesse Signs & Designs for the proposed sign. Council concurred not to proceed with installation, as the park is designated as a Community Park and the Town will not be assuming management of the courts. The courts will remain open for public play.

Town Wide Yard Sale

Motion #5: (Council member Artice/Council member Hook) Approval to have Town Wide Yard Sale on Saturday, May 23, 2026.

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

Ruth Enlow Library – Melissa Custer

Melissa shared that Thomas Vose and herself attended an onsite meeting and the proposed date of completion at the end of June 2026. Another meeting is scheduled for next week.

Clerk's Report

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

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

Mayor's Report

- Spring Clean-Up flyers will be distributed. Larger disposal containers have been scheduled with Sunrise Sanitation, and pickup has been arranged with Deep Creek Refuse.
- Information was obtained from Key Lock regarding keys.
- Christmas decorations and brackets have been painted, and additional supplies were picked up from Green Acres for the maintenance team. Several Christmas brackets are deteriorating and will need to be replaced.
- The FFA sign and bracket were picked up from Jesse's Signs & Designs in Oakland.
- Oil and parts for the tractors were picked up from Manor Home Center.
- Shingles blew off the Community Center roof; Jose and his brother completed the repairs.
- Attended the 250th Celebration Committee meeting.
- The toilet in the middle bathroom at the park will be replaced.
- Park bathrooms have been cleaned and opened. Mayor asked council members whether the maintenance team should open and close them daily; it was decided they will remain open.
- One toilet is currently broken and will be replaced with an available spare in the near future.
- Jett McCormick won the "If I Were Mayor" contest. He, along with his family and the Mayor, will travel to Annapolis to attend the awards presentation on Friday, April 10, 2026.
- Central Garrett Baseball requested that the maintenance team mow the ball field this week. The Council President reminded them that mowing is limited to five times.
- Regarding the bridge project, Lynn Aycock provided information to Spencer indicating that work on Rt. 42 Bridge could begin as early as May 1, 2026. The project will not impact Memorial Day. Work will include power washing in addition to painting. The Mayor has contacted Paul Nicols and requested periodic updates. Lynn Aycock shared details obtained from the State Highway Administration.

Resolution # 2026-01 Support for Garrett County Circuit Rider Town Manager Program (**Appendix A**)

Mayor Schlosnagle conducted the reading of the resolution.

Motion #7: (Council member Bittinger/Council member Hook) Approval of adopting Resolution. #2026-01 Support for Garrett County Circuit Rider Town Manager Program.

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

Committee's Reports

- **Buildings:** Nothing
- **Safety:** Nothing
- **Streets & Sidewalks:** Council decided that the Veteran's banner should be put up sometime during the first week of May.
- **Community Park:** Nothing; reminder to inspect the playground equipment.
- **Trees & Shrub:** The Tree Committee met today at 5:30 p.m. They were awarded a DNR Forestry Grant and have purchased 14 trees to date. The committee is planning to plant the trees on Thursday, April 16th with participation from 5th grade students and high school youth. Wanda will contact Miss Utility. Necessary supplies will be purchased, with Mayor Schlosnagle coordinating their acquisition. The next application for grant is due July 15th.
- **Economic Development:** The next Greater Friendsville Business Association meeting is scheduled for Thursday, April 30, 2026, at 6:00 p.m. at The Root Café. The first Makers Market will be held on May 16th 10:00 a.m. – 3:00 p.m. They will be holding three Makers Markets this year. It was shared that there will be possible to open florist shop and nail

salon in the town.

- **Recreational Parking Lot:** The committee held its initial meeting a few weeks ago, during which members discussed their overall vision of the area. Plans include planting trees for shade, designating a section for additional parking, utilizing the far end for rafting access and parking, and reserving the opposite end for pop-up shops and a veterans' memorial area. The long-term goal is to develop a comprehensive master plan for the next 20 years, including considerations such as water, electricity, solar shade structures, and restroom facilities. The committee will meet on the second Wednesday of each month at either the Town Hall or the recreational parking lot area.

Concerns of Council Members

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Important Date(s)

- Zoning Ordinance Revision Work Session – April 14, 2026, 5:30 p.m.
- Mayor & Town Council Meeting – April 20, 2026, 6:00 p.m.

Adjournment

Motion #8 (Council member Hook/Council member Artice): Approval of adjourning the meeting.
6 in favor/0 opposed/0 abstention. Motion carries.

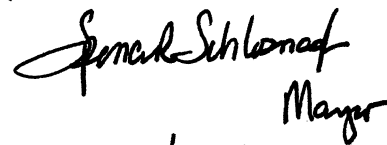
The meeting was adjourned for 8:15 p.m.

Respectfully Submitted,



Wanda M. Guard,
Administrative Assistant, Clerk-Treasurer

Approved:



Mayor

4/20/2026



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Founded 1765*

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**RESOLUTION 2026 – 01
MAYOR AND TOWN COUNCIL OF FRIENDSVILLE, MARYLAND SUPPORT FOR THE GARRETT COUNTY
CIRCUIT RIDER TOWN MANAGER PROGRAM**

THIS IS A RESOLUTION of the Mayor and Town Council of Friendsville approving the application by Garrett County Community Action Committee, Inc. (GCCAC) and receipt of financing for the Maryland Circuit Rider program administered by the Maryland Department of Housing and Community Development (DHCD) Division of Neighborhood Revitalization.

WHEREAS, the Mayor and Town Council of Friendsville recognizes that there is a significant need for services provided by the Municipal Circuit Rider to the municipalities of Garrett County; and,

WHEREAS, GCCAC is willing and able to prepare and submit the application and accept funds from DHCD for the purpose of operating a Municipal Circuit Rider program; and,

WHEREAS, the towns of Accident, Deer Park, Friendsville, Grantsville, Kitzmiller, Loch Lynn Heights, Mountain Lake Park, and Oakland all support the program either through direct financial assistance based on the percentage of the total in relation to town population or in-kind contributions in an amount not to exceed the total from all towns of **\$11,330.00 for FY 2027**,


WHEREAS, DHCD may provide some of the financing for the Municipal Circuit Rider program in order to assist in making it financially feasible; and,

WHEREAS, the applicable laws, regulations, and DHCD requirements necessitate approval of a resolution authorizing participation in the Municipal Circuit Rider program by each participating municipality.

NOW, THEREFORE BE IT RESOLVED, this **6th** day of **April 2026**, by the Mayor and Town Council of Friendsville that we are hereby providing formal notification of our continuing support for, and intent to participate in, the Garrett County Circuit Rider Program for State Fiscal Years **2027**.

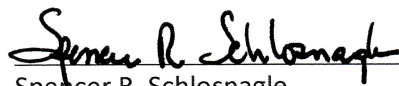
READ AND PASSED THIS 6th DAY OF April, 2026.

ATTEST/WITNESS:



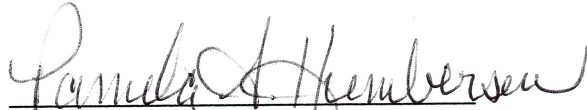
Wanda M. Guard,
Administration Assistant, Clerk-Treasurer

APPROVED:



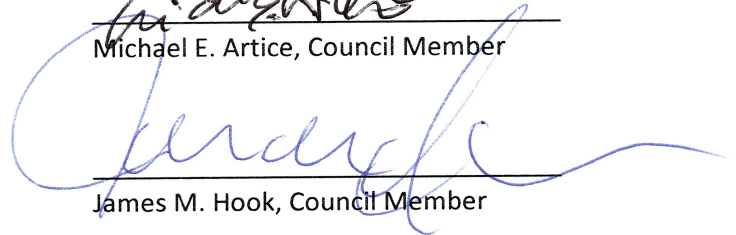
Spencer R. Schlosnagle
Mayor

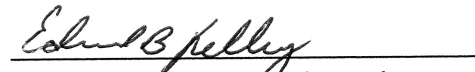
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MAYOR AND TOWN COUNCIL OF FRIENDSVILLE, MARYLAND SUPPORT FOR THE GARRETT COUNTY
CIRCUIT RIDER TOWN MANAGER PROGRAM



Pamela S. Humberson, Council President


Michael E. Artice, Council Member

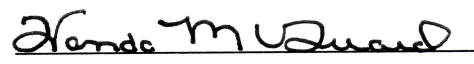

Chad E. Bittinger, Council Member


James M. Hook, Council Member


Edward B. Kelley, Council Member


Robert H. Sines, Council Member

I certify the foregoing resolution was duly passed and adopted by the Mayor and Town Council at a regular meeting held this 6th day of April 2026; I further certify this reproduction is an accurate facsimile of the said resolution; and I further certify I am the Clerk of the said Mayor and Town Council charged with the responsibility of keeping and recording all minutes, records and acts of the Mayor and Town Council; and I further certify Spencer R. Schlosnagle, Mayor, Pamela S. Humberson, Council President, Michael E. Artice, Council Member, Chad E. Bittinger, Council Member, James M. Hook, Council Member, Edward Kelley, Council Member, and Robert H. Sines, Council Member to be the appropriate officials to sign the said resolution.


Wanda Guard
Administrative Assistant, Clerk-Treasurer



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April 7, 2026

Chris Mullett, President
Garrett County Community Action Committee, Inc.
104 East Center St.
Oakland, MD. 21550

Dear Mr. Mullett, *Chris*

This letter is to inform you that the Town of Friendsville will continue to participate in the Garrett County Circuit Rider program for the fiscal year 2027. The Town of Friendsville is committed to this program, which has benefited our community over the years.

We passed a formal resolution at our April 6, 2026, Mayor & Town Council meeting and will contribute an amount not to exceed \$810.10, for fiscal year 2027 for the Circuit Rider program.

Thank you for your assistance in making this program available to the Garrett County municipalities. Please contact me on 301-746-5919 if I can be of any further assistance.

Sincerely,

Spencer R. Schlosnagle,
Mayor