



*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**  
**May 26, 2026**

**Attendance:**

Spencer R. Schlosnagle, Mayor

Wanda Guard, Administrative Assistant, Clerk-Treasurer

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

**Absent:** Council Member Artice

**Call to Order:** The May 26, 2026, the general meeting of the Mayor and Town Council was to order at 6:00 p.m. by President, Pamela Humberson.

**Citizens/Guests:** Jennifer Uphold, Lynn Aycok, Carol McMahon, and Terry Spear.

**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 – May 26, 2026***

**Motion #1:** (Council member Hook/Council member Bittinger) Motion to approve accepting May 26, 2026, agenda. 5 in favor/0 opposed/0 abstention. Motion carries.

***Approval of the General Meeting Minutes – May 4, 2026***

**Motion #2:** (Council member Hook/Council member Kelley) Approval of accepting the general meeting minutes for May 4, 2026, with no corrections.

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

**To The Floor**

***Carol McMahon-Calhoun – Birds of Prey Program***

**Motion #3:** (Council member Sines/Council member Hook) Approval was granted for the Birds of Prey program to be held weekly on Wednesdays at the Community Park, using Pavilion #2, from July 1, 2026, to August 26, 2026. The fee for this event will be waived.

4 in favor/1 opposed/0 abstention. Motion carries.

***Terry Spear – Internet Installation FVFRD Concession Stand***

Terry shared that he has spoken with Cheryl DeBerry and Dave Kordyban regarding the possibility of installing an internet line into the building, as their point-of-sale machine does not function reliably using the wireless internet connection. If the internet service is provided by Maryland One, the installation will not be possible; however, if the service is through Garrett County Government internet, the project can move forward.

The Fire Department will oversee the installation and provide the necessary switch, with the work to be completed by Scott Cannon. The installation will require running a line from the green box outside the building into the building. They would like the project to begin by June 1.

**Motion #4:** (Council Member Sines/Council Member Kelley) Approval was granted to move forward with the installation of internet wiring, contingent upon Wanda coordinating with Dave at the County regarding approval of the installation and use of the internet service.

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

### ***Jennifer Uphold – Greater Friendsville Business Association***

Makers Market was a success on May 23, 2026. They are moving forward with their next one on July 18, 2026. She will let council know if they would like to have Maple Street closed for that event. The Greater Friendsville Business Association meeting scheduled for this Thursday, May 28, 2026, has been canceled. If any members have questions, concerns, or topics they would like to bring up or discuss, please email [GFBAinfo@gmail.com](mailto:GFBAinfo@gmail.com) Their next scheduled meeting will be on Thursday, June 25<sup>th</sup>.

### ***Lynn Aycock – Still Water Haven***

Lynn requested that a letter be obtained from the State Highway Administration outlining its plans and intentions for 2027 so she can plan future bookings for her business.

## **Unfinished Business**

### ***250<sup>th</sup> Garrett County Birthday Bash – Committee Update***

Wanda reported that the committee met on Tuesday, May 5, 2026. She shared that she spoke with Melissa Gralish, who encouraged the use of patriotic decorations and suggested that participants consider wearing period attire to enhance the overall experience. The Town has been approved to staff three tables from 12:00 p.m. to 4:00 p.m., after which the display may transition to a self-guided setup. The Town's location will be in the AG Heritage Hall alongside other towns and non-profit organizations, with the DAR table located adjacent to the Town's display. Set-up is scheduled for Friday, July 17, from 12:00 noon to 9:30 p.m. The committee agreed to meet at noon to begin set-up.

The schedule for Saturday, July 18, 2026, is as follows:

12:00 p.m. – Past: Honoring Our Heritage

1:30 p.m. – Present: Celebrating Today

2:30 p.m. – Future: Inspiring Tomorrow

Wanda encouraged Town Council members to save the date and plan to attend the event. She also asked whether the Council would approve approximately 3–4 hours of overtime for the maintenance team to assist with set-up on Friday and clean-up on Sunday.

**Motion #5:** (Council Member Bittinger/Council Member Hook) Approval was granted to approve approximately three to four (3–4) hours of overtime for the maintenance team to assist with event set-up on Friday, July 17, 2026, and clean-up on Sunday, July 19, 2026, in support of the Town's participation in the event. 5 in favor/0 opposed/0 abstention. Motion carries.

### ***Softball Restroom/Utility/Storage Room***

Mayor Schlosnagle reported that the building has been completed and is now open and in use. He requested a walkthrough meeting on Friday to review the project and approve moving forward with the final payment to Beitzel Corporation. He also shared that he is in the process of securing a contractor for the monument stonework.

### ***MD42 Bridge MDOT-SHA Update***

Mayor Schlosnagle shared that he has had numerous conversations with several personnels at the Maryland State Highway Administration regarding the contract doing the work on the bridge and the mess.

***Draft Zoning Ordinance – Open for Public Comment April 20, 2026 – May 20, 2026***

Mayor Schlosnagle shared that the public comment period for the draft zoning ordinance has closed. Several comments were received and Dan Bowling will be present at the public hearing scheduled for June 4, 2026. Due to the approaching grant deadline, permission was obtained to extend the grant for an additional six months in the event the ordinance is not approved.

***Program Open Space FY2027 Grant – Due 5/21***

Wanda shared that the Community Park Sun Sails, Recreational Parking Lot Dog Park, and Recreational Parking Lot Sun Sails projects were submitted on Tuesday, May 19, 2026. I received confirmation on Friday May 22, 2026, that Siera Wigfield had received all three projects and that she will be presenting the projects to the Garrett County Commissioners on June 1, 2026.

***Land and Water Conservation Fund Grant – Due 6/24***

Mayor Schlosnagle shared that a River Steps site visit meeting with the Maryland Department of Natural Resources representatives Lisa and Jillian has been scheduled by Jesse Shrimrock for Thursday, June 4, 2026, at 10:30 a.m.

***DNR Forestry Grant – Due 7/15***

Mayor Schlosnagle shared an email from Michael Artice dated Tuesday, May 26, 2026, 2:15 p.m. “As chair of the tree committee, I would like to recommend that we hold off on any further tree planting for this year. We have already successfully completed tree planting from the DNR forestry grant, not to mention the surprise offer of several fruit trees we planted at the town park. I will be meeting with the tree committee on Monday June 1st before the council meeting as well.”

***ALGAR MML Chapter Dinner Meeting***

Mayor Schlosnagle announced that the date has been changed from May 13, 2026, to May 27, 2026. He will follow up regarding the RSVP date.

***FY27 CPP Friendsville Elementary School Inclusive Playground Project***

Mayor Schlosnagle shared that a meeting with Bobby, Witt, Ashley Glotfelty, Siera Wigfield, Wanda, and himself has been scheduled for Thursday, June 2, 2026, at 1:00 p.m. in the Town Hall Council Chambers to discuss the logistics of the project.

***U.S. Army Corps of Engineers (USACE) Lease***

Following the last meeting, Mayor Schlosnagle again spoke with Cathy regarding the lease with the U.S. Army Corps of Engineers for the Community Park property. The lease is for a 25-year term with an option to renew for an additional 10–15 years. Initial expectations included administrative costs and an environmental study. He explained that the Town has not historically been responsible for these costs and discussing the possibility of reducing the lease footprint. The original lease covered 9.16 acres; this has now been reduced to 5.5 acres. Updated maps reflecting these changes were reviewed. Mayor Schlosnagle confirmed that both the administrative and environmental study costs will be waived.

**Motion #6:** (Council Member Hook/Council Member Bittinger) Approval was granted to reduce the lease coverage from 9.16 acres to 5.5 acres.

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

***New Business***

### **Mobile Market Certificate of Agreement July 2026 - June 2027**

**Motion #7:** (Council Member Bittinger/Council Member Hook) Approval was granted to move forward with the Mobile Market Certificate of Agreement for July 2026 through June 2027.  
5 in favor/0 opposed/0 abstention. Motion carries.

### **Ordinance No. O-2026-01 FY2027 (7/1/2026-6/30/2027) Budget – 1<sup>st</sup> Reading (Appendix A)**

### **Town Project Priority Spreadsheet (Appendix B)**

Mayor Schlosnagle reviewed the spreadsheet and requested that council return to the next meeting on June 1, 2026, with their thoughts and suggestions.

### **Mayor's Report**

- On Tuesday, May 5, 2026, I participated in a Zoom meeting of the Maryland Municipal League Summer Conference Planning Committee, where we finalized details for the upcoming conference next month. I serve as Co-Chair of this committee.
- On Wednesday, May 6, 2026, I attended the Garrett County Municipalities meeting in Oakland in my role as President of the group. We reviewed and discussed budget matters related to the Circuit Rider and Code Enforcement Officer positions serving our municipalities.
- On Thursday, May 21, 2026, Wanda, Melissa, and I held a Zoom call with Chris and Robert regarding the Mobile Market that visits town monthly. Volunteers are requested to assist with the market.
- Friendsville Elementary School Time Capsule opening event on May 27, 2026, 2:00 p.m. is postponed due to the weather.
- Street sweeping by the Town of Oakland is tentatively scheduled for next week, weather permitting.
- The 4th grade award ceremony will be held on June 1st at 1:30 p.m.
- The 5th grade graduation and award program will be held on June 3rd at 1:30 p.m.
- Brandon Griffith with Garrett County Public Utilities notified the Mayor that crews are currently flushing and repairing fire hydrants within the town.

### **Committee's Reports**

- **Buildings:** Nothing
- **Safety:** Nothing
- **Streets & Sidewalks:** Council member Sines gave the Mayor a list of street signs that need to be replaced within the Town.
- **Community Park:** Nothing
- **Trees & Shrub:** Nothing
- **Economic Development:** Nothing
- **Recreational Parking Lot:** Nothing

### **Concerns of Council Members**

**Motion #8:** (Council member Kelley/Council member Bittinger) Approval to waive the fee for the alcohol permits totaling \$105.00 since we will be using the firehall for public hearing on June 4, 2026.  
5 in favor/0 opposed/0 abstention. Motion carries.

### **Important Date(s)**

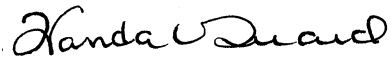
- ALGAR MML Chapter Dinner Meeting – May 27, 2026, starting at 5:00 p.m.
- FY2027 Budget Public Hearing – May 28, 2026, starting at 6:00 p.m.
- Mayor & Town Council Meeting – June 1, 2026, 6:00 p.m.
- Zoning Ordinance Public Hearing – June 4, 2026, FVFRD 7:00 p.m.

**Adjournment**

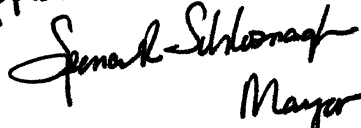
**Motion #9** (Council member Bittinger/Council member Kelley): Approval of adjourning the meeting.  
5 in favor/0 opposed/0 abstention. Motion carries.

The meeting was adjourned for 7:35 p.m.

Respectfully Submitted,



Wanda M. Guard,  
Administrative Assistant, Clerk-Treasurer

Approved:  
  
Mayor  
6/01/2026



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**Ordinance No: O-2026-01**  
**Fiscal Year 2027 Budget Ordinance**

**An ordinance of the Mayor and Town Council of Friendsville setting forth the guidelines for the proposed budget and setting the tax rate for the upcoming fiscal year.**

**BE IT ORDAINED**, by the Mayor and Town Council of Friendsville that the proposed budget for fiscal year 2026-2027 as attached hereto, is hereby adopted as the budget for the Town of Friendsville with the following:

General Receipts/Expenditures	\$ 392,000.00
Grant Receipts/Expenditures	\$ .00
Total Receipts/Expenditures	\$ 392,000.00

**BE IT FURTHER ORDAINED**, that in adopting this budget the Mayor and Town Council of Friendsville keeps constant the real estate property tax rate at \$.41 per \$100 assessed valuation: The Personal Property (Unincorporated), Certification (Incorporated) at \$.50 per \$100 assessed valuation: and Utility Tax rate at \$1.64/100 assessed value.

**BE IT FURTHER RESOLVED**, this ordinance amendment shall be duly advertised in accordance with the Policy for the Adoption of Ordinances by the Mayor and Town Council of Friendsville. A public hearing on the Fiscal Year 2027 budget ordinance shall be held on the 28<sup>th</sup> day of May 2026 at 6:00 p.m. at the Town Hall located at 945 Community Drive Friendsville, Maryland 21531.

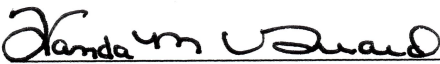
**INTRODUCED** this 26<sup>th</sup> day of May 2026.


**SECOND READING AND ADOPTION** this 28<sup>th</sup> day of May 2026.

**AND BE IT FURTHER ORDAINED AND RESOLVED**, this ordinance shall be effective the 1<sup>st</sup> day of July 2026.

ATTEST:

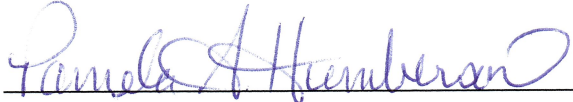
Approved:

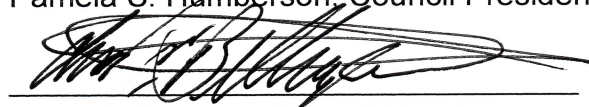
  
Wanda M. Guard,  
Administrative Assistant, Clerk-Treasurer


  
Spencer R. Schlosnagle, Mayor

**Ordinance No: O-2026-01  
Fiscal Year 2027 Budget Ordinance**

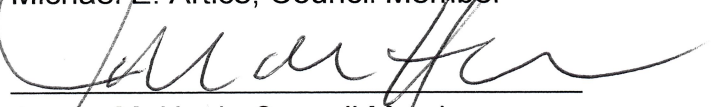
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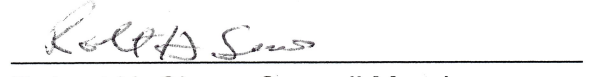
  
Pamela S. Humberson, Council President

  
Chad E. Bittinger, Council Member

  
Edward B. Kelley, Council Member

  
Michael E. Artice, Council Member

  
James M. Hook, Council Member

  
Robert H. Sines, Council Member

**GARRETT COUNTY MUNICIPALITIES  
Sustainable Communities Town Strategies  
Town of Friendsville Project Priority List - July 2026 - June 2027**

<b>PROJECT CATEGORY</b>	<b>PROJECT DESCRIPTION</b>	<b>PRIORITY (Tier 1 / 2 / 3)</b>	<b>PROJECT STATUS (Idea / Planning / Ready / In Progress)</b>	<b>TIMEFRAME (Short / Medium / Long)</b>
<b>Business &amp; Economic Development</b>	Explore the possibility of a business park			
	Expand Friendsville Days			
	Create New River Event			
	Create business association			
	Business recruitment & retention			
	Buy local program/store			
	Loan program			
	Manufacturing buildings			
	Entrepreneurial training			
	Commercial District Revitalization			
	Zoning ordinance			
	Continue to support the Business Associations			
<b>Infrastructure &amp; Capital Improvements</b>	Sidwalks 1st Ave			
	Adopt annual transportation priority project list to include in County Transportation Plan			
	Provide Sustainable Communities input for the Garrett Transit Development Plan			
	Sewer improvements			
	Infill construction guidelines			
	Purchase a one-ton maintenance vehicle			
	Purchase on-ton maintenance vehicle			
	Enhance sidewalks and address drainage problems			
<b>Community Development</b>	Update museum windows and façade			
	develop a parking lot for hikers, bikers, and boaters - Phase II			
	Preserve the elementary school			

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	Rehab blighted vacant properties for housing use (Hometown Housing)			
	Parking facilities for rafters/kayakers			
	Develop a plan to replace library, town hall and museum			
Streetscape	Develop a Water Street streetscape improvement plan and implement the plan			
	Enhancing sidewalks and addressing drainage problems			
Façade				
Parks & Recreation	Develop trail connection to Greater Allegheny Passage			
	Suspension bridge over Yough River			
	Trailhead at Morris Street			
	Improve Kendall Trail			
Historic Preservation	Support the restoration of Mill			
	Develop and construct a Verterans Memorial			
	Oral histories and tours			
	National Register nomination			
	Design guidelines			
	Develop and construct a Verteran's Memorial			
Tourism Enhancement	Develop packages of attractions for tourists			
	Improve exposure in State tourism marketing materials			
	Work with County Buisness Office and Chamber to improve exposure			
	Promote museums in Friendsville			

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	Tourism Marketing			
	Information Kiosk			
	Events calendar			
	Produce Town brochure			
	Tourism Showcase			
	Package attractions			
	Improve exposure in state tourism marketing materials			
	Hospitality training			
	Website			
<b>Environment</b>	Connect residents with GCCAC solar energy project			
	Promote GCCAC Weatherization program with town residents			
<b>Housing</b>	Support County infrastructure fund to promote development of affordable owner-occupied housing in Sustainable Communities			
	Support county down payment assistance funding for homebuyers			
	Increase utilization of MMPP and USDA home purchase loans			
	Support CDBG First Time Homebuyers Program			
	Refer residents with code issues to GCCAC home repair program			