



*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
June 29, 2026

Attendance:

Spencer R. Schlosnagle, Mayor

Wanda Guard, Administrative Assistant, Clerk-Treasurer

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

Call to Order: The June 29, 2026, the general meeting of the Mayor and Town Council was to order at 6:00 p.m. by President, Pamela Humberson.

Citizens/Guests: Lou Ann Sines, Doug Sines, Michael S. Wolf, Ami Jaramillo, Robin Sines, Jen Uphold, Sgt. Bryan Ridder, Terry Spear, Carol McMahon Calhoun, & Kevin Sessler.

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 – June 29, 2026

Motion #1: (Council member Artice/Council member Hook) Motion to approve accepting June 29, 2026, agenda. 6 in favor/0 opposed/0 abstention. Motion carries.

Approval of the General Meeting Minutes – June 1, 2026

Motion #2: (Council member Bittinger/Council member Hook) Approval of accepting the general meeting minutes for June 1, 2026, with no corrections. 6 in favor/0 opposed/0 abstention. Motion carries.

Public Hearing Summary – June 4, 2026

The Dan Bowling's summary of June 4, 2026, public hearing was shared that it is located on the Town of Friendsville website, no action was taken regarding the summary.

To The Floor

Garrett County Sherriff's Department

Sgt. Bryan Ridder of the Garrett County Sheriff's Department presented the Town of Friendsville's activity report for the month of May. The report included 1 agency assistance, 12 patrols, 1 incident, 2 park checks, and 1 process served. Mayor Schlosnagle also expressed concerns about ATVs and dirt bikes being operated in the town park and on the streets of Friendsville, noting the ongoing safety issues they present.

Terry Spear – Concession Stand Ventilation System

Terry informed the group that the Friendsville Fire & Rescue Department had Rush Service install a ventilation system in the concession stand building in June to help reduce overheating and improve airflow for the appliances. The system includes a central air vent and an exhaust fan to improve ventilation throughout the building.

Terry asked why the American flag had been replaced with the Tree City USA flag. Mayor Schlosnagle explained that the Tree City USA flag was temporarily displayed during a visit from the Maryland Department of Natural Resources (DNR). He stated that the American flag would be returned to its usual position following the visit.

Jennifer Uphold – Greater Friendsville Business Association

Jennifer requested permission to place rack cards and flyers in the Town of Friendsville's two kiosks. Wanda advised bringing the materials to Town Hall, and the maintenance team will ensure they are placed in the kiosks. She also indicated that they would like to move forward with the request to close Maple Street for the next "Makers Market," scheduled for July 18, 2026. They presently have 9 vendors registered for the event. Mayor Schlosnagle will contact Paul Harvey regarding the street closure request.

Unfinished Business

Ordinance No. O-2026-02 Zoning Ordinance (Appendix A)

Mayor Schlosnagle read the 2nd reading of the zoning ordinance and Council President asked that the ordinance be brought to a vote.

Motion #3: (Council member Hook/Council member Bittinger) Approval of accepting Ordinance O-2026-02 Town of Friendsville Zoning Ordinance. 6 in favor/0 opposed/0 abstention. Motion carries.

GFBA – July 18 MDOT SHA Closure of Maple Street

Mayor Schlosnagle confirmed that the MDOT SHA closure of the maple Street; county Road and what time they would like to have it closed and open back up.

MDOT-SHA Project Letter – Shelley Miller

Mayor Schlosnagle shared that he will send the letter this week inquiring regarding planned road & bridge construction projects for 2027–2028. (Appendix B)

DNR Forestry Grant – Due 7/15

Council Member Artice met with Theodore Hoxie, Tree Planting Specialist, Maryland Forest Service Maryland Department of Natural Resources and the plan is to plant 6 trees this fall to provide shade in the Community Park. (Appendix C)

Town Project Priority Spreadsheet

Mayor Schlosnagle reported that Wanda compiled the information submitted by each elected official and prepared a spreadsheet identifying the top and second priority for each category. The spreadsheet will be shared with Robin Bernard at Wednesday's meeting. This is a working draft, and Robin will review, finalize the information, and provide the Town with an updated version.

Replacement –Town Street Signs

Mayor Schlosnagle reported that Council Member Sines provided a list of 12 street signs that need to be replaced. Matt Kisner with the County Roads Department is able to make the replacement signs. Mayor Schlosnagle asked Council members to notify him by next week if there are any additional street signs that need to be replaced.

FFA Building Roof/Shingles

Mayor Schlosnagle will be meeting with Keith Tomblin regarding the replacement of the shingles. Contractor will have to do the work since we do not have any shingles.

Community Park Steps (Sharp Edges)

Mayor Schlosnagle shared photos of the steps and stated that he plans to contact Welding Rod and a playground equipment company to obtain information on replacing them. He will report back to the Council with additional information once it is available.

New Business

MML Conference & Banner City USA

The Town of Friendsville was recognized as a Banner City/Town USA recipient, one of only 36 municipalities across the state to receive this designation. Mayor Schlosnagle, Council Member Kelley, and Wanda Guard, Administrative Assistant/Clerk-Treasurer, attended the conference and awards ceremony. Wanda also participated in the Academy for Excellence in Local Governance, where sessions covered a variety of topics related to municipal government, including ethics, budgeting, risk management, conducting effective meetings, the structure of local government, and avoiding legal pitfalls in public purchasing. Because the conference was primarily designed for elected officials, Wanda shared the presentation materials, PowerPoint slides, and handouts with the Mayor and Council via email for their reference.

Risk Management Manual Amendment

On June 20, 2026, the Local Government Insurance Trust (LGIT) notified the Town of Friendsville that it had earned a Primary Liability Program Loss Control Credit toward its fiscal year 2027 primary liability insurance premium as a result of the completed Loss Control Credit Survey. LGIT also provided recommendations to further strengthen the Town's Risk Management Manual. The recommendations included adding Preventive Maintenance (Vehicles) Policy and a Cell Phone Use in Vehicles/Personal Use Policy. **(Appendix D)**

Motion #4: (Council member Kelley/Council member Artice) Approval to accept the amendments to the Risk Management Manual, including the Preventive Maintenance (Vehicles) policy and the Cell Phone Use in Vehicle/Personal Use policy. 6 in favor/0 opposed/0 abstention. Motion carries.

Garrett Timber Rattlers Baseball Tournament – July 17-19, 2026

Ryan Savage contacted Town Hall to confirm that the tournament was scheduled for the Town calendar. He initially spoke with the mayor; however, Wanda advised him that future scheduling requests should be directed to staff so they can be properly placed on the calendar.

Rush Service Invoice (Appendix E)

The Mayor informed Council regarding the installation invoice for a dishwasher at the Community "Senior" Center. Community Action was contacted regarding replacement of the dishwasher; however, the board members indicated it was not considered a priority item, noting that not all Senior Centers are equipped with dishwashers. As a result, a fundraiser was held, and approximately \$4,000 was raised to purchase a new dishwasher. The Mayor requested that Council consider covering the cost of the installation invoice.

Motion #5: (Council member Kelley/Council member Artice) Approval to pay the Rush Service invoice in the amount of \$277.98 for the installation of dishwasher.

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

Tree Committee Appointments

Motion #5: (Council member Bittinger/Council member Artice) Approval to accept the Tree Committee members through 6/30/2027.

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

Planning Commission & Board of Appeals Committee Appointments

Motion #6: (Council member Kelley/Council member Artice) Approval to appoint, as listed, Jennifer Uphold to the Planning Commission for a term ending June 30, 2031, and to appoint the listed members to the Zoning Board of Appeals. 6 in favor/0 opposed/0 abstention. Motion carries.

Mayor's Report (Appendix F)

- Garrett County Solid Waste & Recycling and Naylor's Ace Hardware are partnering with PaintCare, a nonprofit organization created by paint companies to manage leftover paint in states with paint stewardship laws.
Households and businesses can drop off their leftover paint at the following location(s):
Garrett County Landfill and Naylor's Ace Hardware.
- Meeting with Keith Tomblin regarding restoring the Rugg Memorial at the Softball Field.
- Working with State Surplus regarding getting a plow truck for the Town of Friendsville.

Committee's Reports

- **Buildings:** Nothing
- **Safety:** Nothing
- **Streets & Sidewalks:** Nothing
- **Community Park:** Nothing
- **Trees & Shrub:** Nothing
- **Economic Development:** Council member Bittinger inquired about additional traffic going to and from the park would affect the Makers Market event. He also inquired about whether we collect a fee for the use of the fields. He felt that there is a process for the use of the park and they should pay and who is responsible regarding liability.
- **Recreational Parking Lot:** Council member Bittinger inquired about the status of the grants for the recreational parking lot; at this time, we have not received any updates.

Concerns of Council Members

- Council Bittinger raised a concern about trash at a property located on Maple Street. The next step will be to contact the code enforcement officer.

Important Date(s)

- Town Hall Office Closed – Friday, July 4, 2026 – 4th of July Holiday
- Mayor & Town Council Meeting – July 6, 2026, 6:00 p.m.
- Garrett 250th Celebration – July 18, 2026, Garrett County Fairgrounds

Adjournment

Motion #7 (Council member Artice/Council member Hook): Approval of adjourning the meeting.
6 in favor/0 opposed/0 abstention. Motion carries.

The meeting adjourned for 7:33 p.m.

Respectfully Submitted,

Wanda M. Guard

Wanda M. Guard,
Administrative Assistant, Clerk-Treasurer

Approved:
Spencer Schlenger
Mayor
7/06/2026



Mayor and Town Council
Town of Friendsville
Founded 1765

945 Community Drive,
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Ordinance No: O-2026-02
The Town of Friendsville Zoning Ordinance

WHEREAS, the Mayor and Town Council of the Town of Friendsville are authorized pursuant to the laws of the State of Maryland, including the Land Use Article of the Annotated Code of Maryland, to regulate and restrict the use of land and structures within the municipal boundaries of the Town; and

WHEREAS, the Town of Friendsville has prepared and reviewed a comprehensive Zoning Ordinance for the purpose of promoting the public health, safety, morals, and general welfare of the community; and

WHEREAS, the proposed Zoning Ordinance is intended to implement the goals and objectives of the Town's Comprehensive Plan and to guide the orderly growth and development of the Town; and

WHEREAS, the Planning Commission and the Zoning Board of Appeals have reviewed the proposed Zoning Ordinance and have provided recommendations to the Mayor and Town Council; and

WHEREAS, the Mayor and Town Council have conducted the required public hearings and provided public notice in accordance with applicable law, allowing interested persons the opportunity to be heard regarding the proposed Zoning Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Town Council of the Town of Friendsville, Maryland, as follows:

SECTION 1. ADOPTION

The Town of Friendsville hereby repeals the May 21, 2018, Friendsville Zoning Ordinance and adopts the document entitled 'Town of Friendsville Zoning Ordinance,' dated June 29, 2026, including all articles, sections, maps, appendices, and amendments contained therein, as the official Zoning Ordinance of the Town.

SECTION 2. ZONING MAP

The Official Zoning Map accompanying the Town of Friendsville Zoning Ordinance, dated June 29, 2026, is hereby adopted and incorporated by reference as though fully set forth herein. The Official Zoning Map shall be maintained in the office of the Town Clerk and shall constitute the official zoning districts of the Town.

SECTION 3. ADMINISTRATION AND ENFORCEMENT

The provisions of the Town of Friendsville Zoning Ordinance shall be administered and enforced by the Zoning Administrator or such other official as may be designated by the Mayor and Town Council.

SECTION 4. REPEAL OF CONFLICTING ORDINANCES

All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 5. SEVERABILITY

If any section, subsection, sentence, clause, phrase, or provision of this Ordinance or the adopted Zoning Ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such determination shall not affect the validity of the remaining portions thereof.

SECTION 6. EFFECTIVE DATE

This Ordinance shall take effect on the 29th day of June 2026, following its adoption by the Mayor and Town Council of the Town of Friendsville and as otherwise provided by law.

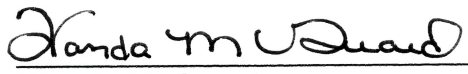
INTRODUCED this 4th day of June 2026.

SECOND READING AND ADOPTION this 29th day of June 2026.

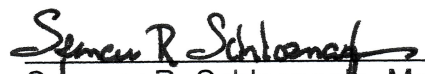
AND BE IT FURTHER ORDAINED AND RESOLVED, this ordinance shall be effective the 29th day of June 2026.

ATTEST:

Approved:



Wanda M. Guard,
Administrative Assistant, Clerk-Treasurer



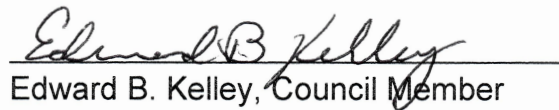
Spencer R. Schlosnagle, Mayor

Ordinance No: O-2026-02
The Town of Friendsville Zoning Ordinance

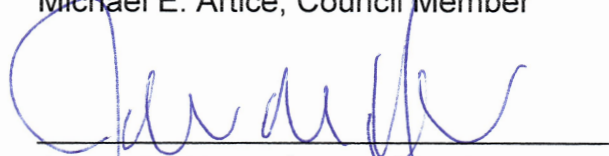
Approved:

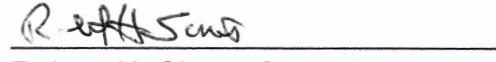

Pamela S. Humberson, Council President


Chad E. Bittinger, Council Member


Edward B. Kelley, Council Member


Michael E. Artice, Council Member


James M. Hook, Council Member

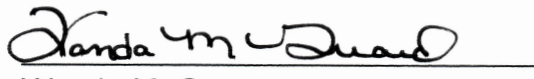

Robert H. Sines, Council Member

CERTIFICATION

I hereby certify that the foregoing Ordinance No: O-2026-02 was duly introduced, advertised, publicly heard, and adopted by the Mayor and Town Council of the Town of Friendsville, Maryland, at a meeting held on June 29, 2026.

ATTEST:

(SEAL)


Wanda M. Guard,
Administrative Assistant, Clerk-Treasurer



Planned Maintenance and Construction Activities in the Friendsville Area

This is an overview of **anticipated** maintenance and construction activities planned over the next two years, along with expected traffic impacts and preliminary timelines.

Current Construction Project

MDOT SHA is currently replacing several culvert pipes along MD 42 between US 219 and Bishoff Road. Work is expected to be completed by mid-July 2026. Construction activities will be performed during weekday daylight hours utilizing temporary flagging operations. No detours are anticipated, and traffic delays are expected to remain under 15 minutes.

Anticipated Highway Construction

At this time, the only scheduled construction activity anticipated in the area over the next two years is pavement patching on Interstate 68, primarily near bridge approaches and other locations as needed. This work will be scheduled as conditions warrant. Traffic control measures may include temporary lane closures, but no significant long-term detours are anticipated.

Bridge and Structure Projects

No major bridge rehabilitation or replacement projects are currently expected to be advertised within the next two years in this portion of Garrett County.

Several minor structure maintenance projects remain under consideration and may be completed depending on available funding and priorities. This is a possible project but currently is not scheduled and has no funding.

- US 40 Alternate over the Casselman River (Bridge No. 1100700) – Structural repair work.

Routine Maintenance Activities

Throughout the year, MDOT SHA maintenance crews will continue routine operations, including:

- Roadside mowing on state routes, park-and-ride facilities, and other SHA maintained properties, with a goal of completing three mowing cycles per season. These mobile operations are expected to cause little to no traffic delays.
- Snow and ice removal operations during winter weather events. Motorists should anticipate slow-moving equipment and occasional short delays, particularly in the Friendsville and Deep Creek areas where drifting snow is common.
- Ditch and drainage maintenance, brush cutting, and roadway drop-off and shoulder repairs as needed. These activities are expected to occur during daylight hours using temporary flagging operations. Traffic delays are expected to be minimal and generally limited to 15 minutes or less.



Legend

-  Streams
-  TaxParcels
-  red Maple
-  silver maple
-  Sycamore

0 70 140 280 420 560 Feet

Scale: 1:2,500

1 inch = 2,500 feet

Tree Planting Map
for
Town of Friendsville
Garrett County
6 Trees
Prepared by: Ted Hoxie
Date: 6/15/26

This map is not a boundary survey.
This map is for planning purposes only.





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Appendix D

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**Risk Management Manual
Amendments**

Preventative Maintenance (Vehicles)

1. Preventative maintenance of vehicles and equipment should occur in accordance with manufacturers' guidelines based on miles or hours of use.
2. A diary and follow-up system should be in place to ensure compliance with those guidelines.
3. Maintenance files for each vehicle and piece of equipment should reflect scheduled and non-scheduled maintenance performed.

Appendix H – Vehicle Maintenance Record

Cell Phone in Vehicle/Personal Use Policy

To promote safety and responsible use of Town resources, employees operating Town of Friendsville vehicles are strongly discouraged from using cell phones while driving. When communication is necessary, employees should utilize hands-free devices whenever possible or safely pull over to an appropriate location before making or receiving calls, sending messages, or otherwise using a mobile device.

Additionally, Town vehicles are intended primarily for official municipal business. Any authorized personal use of Town vehicles must be specifically approved and limited in scope. The Town shall establish guidelines defining permissible personal use, including, but not limited to, travel for family-related purposes, vacation use, commuting, and whether family members or other non-employees may operate Town-owned vehicles. All personal use must comply with applicable laws, insurance requirements, and Town regulations.

Introduced & adopted this 29th day of June 2026 at the Mayor & Town Council Meeting.

VEHICLE INSPECTION, REPAIR, AND MAINTENANCE RECORD

MAKE	VIN
MODEL YEAR	TIRE SIZE
COMPANY NUMBER	OWNER (If leased)

[illegible]

I = inspection; R = repair; M = maintenance



Rush Services Inc
1251 Mosser Road
PO Box 577
McHenry, Md. 21541

Appendix E

Invoice

DATE	INVOICE NO.
6/15/2026	160426

BILL TO

TOWN OF FRIENDSVILLE
945 COMMUNITY DRIVE
FRIENDSVILLE, MD 21531

TERMS

Net 30

DESCRIPTION	QTY	RATE	AMOUNT
FRIENDSVILLE SENIOR CENTER			
3/4 x 1/2 BRASS REDUCING BUSHING	1	7.98	7.98
LABOR CHARGE TO INSTALL A COMMERCIAL DISHWASHER - CALEB	2	90.00	180.00
LABOR CHARGE - COLTEN	2	45.00	90.00
		Sales Tax (0.0%)	\$0.00
		Total	\$277.98
		Payments Applied	\$0.00
		Balance Due	\$277.98

Bills unpaid 30 days after invoice date are subject to a finance charge equal to 18% annual interest. Payments made with debit or credit card will be subject to a 3% handling charge.

Phone

301 387 6481

Website

www.rushservicesinc.com

Mayor's Report

June 2, 2026, through June 29, 2026

- Tuesday, June 2, 2026 I drove ahead of our Street Sweepers as they cleaned our streets throughout town. They had a total of eight hours for the street sweeping.
- On Wednesday, June 3, 2026 I participated in a zoom call with our Maryland Municipal Leagues Conference Speaker Jody Urquhart. I served as a Vice Chair of the Conference Planning Committee along with another Past President from College Park. Also on our zoom meeting was our MML President and CEO of the Maryland Municipal League.
- Thursday, June 4, 2026 I, along with members of the Recreational Committee, Lynn, Jesse and Dave met Lisa Gutierrez and Jillian Seagraves from the Maryland Department of Natural Resources that morning. We did a walk through along the Yough and where we would like to put some steps in along the retaining wall.
- On Thursday, June 4, 2026 that evening I attended the Garrett County Chamber of Commerce Membership Meeting & Dinner. I serve on the Garrett County Heritage Board and we gave our Heritage Preservation Award that evening to Terry Helbig.
- Sunday, June 14, 2026 I traveled to the Maryland Municipal League's Summer Conference and was there until Wednesday, June 17, 2026. I attended the conference along with Councilman Ed Kelley and Administrative Assistant/ Clerk Wanda Guard. I served as Vice Chair of Conference Planning Committee (CPC). I participated in the ribbon cutting of the Exhibit Hall on Sunday afternoon. Monday, we had the Opening Session, followed by numerous classes that we attended. I attended the Maryland Mayor's Luncheon and then I met with our Keynote Speaker Jody Urquhart. Tuesday morning we heard from Governor Wes Moore followed by various classes that we all attended. Then I attended the Past President's Luncheon followed by more classes and the closing session where we received our Banner City Recognition and witnessed the exchanging of the Presidency from Todd Nock, 2025 to Takisha James, 2026. We attended several classes on Wednesday during the day as well.
- I have been appointed as the Chair of the Conference Planning Committee for 2026-2027 under our new Maryland Municipal Leagues President Takisha James.