



*Mayor and Town Council
Town of Friendsville
Founded 1765*

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

Friendsville Mayor & Town Council Minutes

August 17, 2026

Attendance:

Wanda Guard, Administrative Assistant, Clerk-Treasurer

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

Absent: Spencer R. Schlosnagle, Mayor

Call to Order: The August 17, 2026, the general meeting of the Mayor and Town Council was to order at 6:02 p.m. by President, Pamela Humberson.

Citizens/Guests: Andrea K. Croskey, Ami Jaramillo, Jen Uphold, Melissa Custer, Rob Smith, Lynn Aycock, Todd Baker, Matt Fithian, Ana Sines, & Brittany Ratliff

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 – August 17, 2026

Motion #1: (Council member Artice/Council member Kelley) Motion to approve accepting August 17, 2026, agenda. 6 in favor/0 opposed/0 abstention. Motion carries.

Approval of the General Meeting Minutes – August 3, 2026

Motion #2: (Council member Bittinger/Council member Hook) Approval of accepting the general meeting minutes for August 3, 2026, with no corrections.

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

To The Floor

Friendsville Elementary PTO – Trunk or Treat Event ~ October 2, 2026

Brittany Ratliff, a teacher at Friendsville Elementary School, shared that the Friendsville PTO would like to host a **Trunk or Treat event** at the Community Park on **Friday, October 2, 2026, from 5:30 p.m. to 7:30 p.m.** The PTO plans to begin setting up around **12:00 noon** and will complete cleanup by approximately **7:30 p.m.** The event will include **food sales, vendors, and amplified sound.**

Friendsville PTO is also requesting that the **park rental fee be waived** for this community event.

Motion #3: (Council member Bittinger/Council member Sines) Approval was granted for the Friendsville PTO to hold the Trunk or Treat event on Friday, October 2, 2026, with the fee for the community park waived.

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

Garrett County Ad Hoc Appreciation Committee – Rob Smith

Rob Smith, representing the Garrett County Ad Hoc Appreciation Committee, requested that the Mayor and Town Council join the other municipalities and the Garrett County Commissioners in collectively recognizing and thanking the county's election workers. The committee plans to present a resolution honoring the election workers on September 12, 2026, during the Election Judge Training at Garrett College Education Center in Accident, MD. All mayors and commissioners are being invited to participate in this special recognition.

Council President, Pamela Humberson read the 2026-02 Resolution Mayor & Town Council of Friendsville Thanking Our Election Workers (**Appendix A**)

Motion #4: (Council member Kelley/Council member Artice) Approval was granted to accept the 2026-02 Resolution Mayor & Town Council of Friendsville Thanking Our Election Workers.

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

Unfinished Business

Replacement Town Road Signs

Wanda followed up with Theresa Miller from the Roads Department regarding the Town's signs. Theresa advised that she is hoping to have the signs completed by September or October. The department is currently behind schedule due to having to produce replacement signs that were stolen, as well as required Garrett County Board of Education signs. The department also had to order additional metal. She confirmed that the Town is on her list and apologized for the delay.

Friendsville Outdoor Adventure Facilities Team

Matt Fithian provided an update on the project. The committee attended the Greater Friendsville Business Association meeting, where the project was well received. With the assistance of a friend, Matt built two models, he teamed up with Friendsville Outpost at Friendsville Days which generated significant interest showing the slides of the presentation and allowing youth to play with finger skateboards and bikes. It was a positive engagement. An additional 79 signatures were collected, bringing the total to 267.

It was also noted that ADA accessibility will need to be considered as part of the project and open up additional opportunities for youth and funding. The committee discussed whether the project should be sponsored by a nonprofit organization rather than the Town. The project is anticipated to take two to five years to complete, with engineering costs incorporated into the overall project budget. Continuing to research as needed. Looking for guidance on what you would like from the committee. Wanda shared the importance of his group attending the September 23rd meeting and completing the survey.

Council President inquired about the cost of each phase, initial phase, engineering phase, construction phase etc. Council Bittinger confirmed that we would like them to attend the Mayor & Town Council meeting only monthly with updates. They do not need to attend every meeting. Wanda and Councilmember Kelley explained that seed money would be needed before moving forward with any grant applications to cover initial project invoices. Grant funding typically requires the applicant to pay the invoices upfront and then seek reimbursement from the grant funds which can take 6-8 weeks.

FY2025 Community Park & Playground Grant – Restroom/Utility/Storage Facility

The current grant balance is \$1,584.50. Mayor Schlosnagle advised that Keith Tomblin does not handle the installation of rain gutters and downspouts. Wanda followed up with Mike Kepple of Outhouse Gutters & Downspouts and received a quote of \$600.00 for a 26-foot rain gutter with one downspout. Council agreed to move forward by obtaining an estimate for gutters and downspouts on both sides of the building. Wanda will contact Mike Kepple to request an updated quote.

Clint shared that both bathroom (men's & women's) lights are being left on and he recommends changing the switches to motion sensory switches. Wanda spoke with Doug Ringer, and it will cost approximately \$65.00 per switch plus labor. Council agreed that this would be acceptable to move forward with; Wanda will notify Doug Ringer.

FY2026 DHCD Community Legacy Grant – Open Air Market

The Town received the grant agreement on July 24, 2026, allowing the project to move forward. The awarded grant amount is \$60,000. The advertisement was sent to The Republican Newspaper for the public hearing on Monday, September 14, 2026, at 5:30 p.m. in the council chambers prior to September's Mayor & Town Council meeting and also posted in the pharmacy, library, and post office. If you are unable to attend, they can email comments the town@friendsvillemd.gov.

Lynn Aycock expressed concern that residents on Water Street may not be aware of the proposed projects for the recreational parking lot area near their homes. She noted that, given what has occurred with the area in the past, she felt it would be courteous & respect to communicate with the residents directly.

Council President Humberson explained that all residents are welcome to attend Town Council meetings and review the Mayor and Town Council meeting minutes. Council Member Bittinger reiterated that the residents are welcome to attend and participate in the discussion at the public hearing or at council meeting.

FY2027 POS Application – Friendsville Community Park Stage Placemaking

The proposal that was requested from Jose Benitez of AB Enhancement, LLC, for the design for the construction of the structure is to be received tomorrow.

FY2028 Waterway Improvement Fund Grant Application – Steps to Yough River

The grant was submitted to Jillian Seagraves on August 5, 2026. The grant would cover the planning, site design, permits, and final engineering plans.

FY2028 Community Parks & Playground Grant – Friendsville River Recreation Gateway

This grant is due on August 19th; letters of support and estimates were submitted to Siera Wigfield so she can finalize the grant and prepare the package for us to submit. Wanda explained that the proposed projects are still in the discussion stage and encouraged them to complete the survey and to attend the September 23, 2026, meeting. 66 surveys have been completed to date. Wanda shared that Jesse Shimrock pushed out a survey regarding boating. If they have issues or questions regarding this survey, they need to reach out to Jesse.

FY2028 DHCD SRP Grant Application – Façade Improvement

Mayor Schlosnagle and Wanda will be meeting with Robin Bernard on Monday, August 31, 2026, to review the process for the application and requirements. Mayor Schlosnagle shared that this grant would be helping business within the town.

Heritage Area Mini Grants

The FY2027 \$10,000.00 grants are now available, August 1 – August 31, 2026, and grant guidelines, application and budget spreadsheet can be found at the <https://www.garrettheritage.com/mini-grants> Council had no suggestions for the grant for submission. The grant is to support used to preserve historical, cultural, and natural resources and boost local heritage tourism.

Resident Andrea Croskey inquired about the status of Garrett County's economic development's potential purchase of the "Old Mill" building. Council member Bittinger agreed that the mayor should look into the matter and provide an update for the group.

New Business

Ordinance O-2026-03 Town of Friendsville Procurement Policy (Appendix B)

Council President Pamela Humberson conducted the first reading of Ordinance O-2026-03, Town of Friendsville Procurement Policy. The second reading and adoption of the ordinance will take place on September 14, 2026, at the Town Council meeting.

Mayor's Report

No Mayor's report given.

Committee's Reports

- ***Buildings:*** Nothing
- ***Safety:*** Nothing
- ***Streets & Sidewalks:*** Nothing
- ***Community Park:*** Nothing
- ***Trees & Shrub:*** Council Member Artice reported that the Tree Committee met prior to the meeting. Town of Friendsville received an award of \$357.00 from the Maryland Urban and Community Forest Committee (MUCFC) for the Community Park phase 1 tree planting. The committee is waiting to hear from Ted Hoxie, DNR to schedule a date for planting at the Community Park which will be no later than October 15th. The committee will plant six trees. Andrea Crosky inquired if the camera could be moved to monitor the trees since they are being damaged. Wanda shared that all the cameras are working and she will verify if any show the trees or if one of them can be readjust the

angle of the camera slightly to film the area of where the trees are planted.

- **Economic Development:** Jennifer requested they would like to close a section of Maple Street again for the Greater Friendsville Business Association's Maker's Market on Saturday, September 19th. They would like two detour signs to help with direct traffic during the event and close the section of Maple Street from First Avenue to Second Avenue. Motorists will travel north to Walnut Street and use Walnut Street to travel east and west around the closure. Additionally, could there be place an event sign along Maple Street, just before Walnut Street, to encourage motorists to slow down and make them aware of the event as they enter the Town of Friendsville.
- **Recreational Parking Lot:** Nothing

Concerns of Council Members

- Wanda shared with the group that the Army Corp of Engineers will be inspecting the Bear Creek project section on Thursday, August 20, 2026, at 12:00 p.m. Since Mayor Schlosnagle may not be able to attend, he is asking that someone from council attend along with Clint & Brandon.

Important Date(s)

- Public Hearing Open Air Market – September 14, 2026, 5:30 p.m., Council Chambers
- Mayor & Town Council Meeting – September 14, 2026, 6:00 p.m., Council Chambers
- Makers Market – September 19, 2026, 10:00 a.m. – 3:00 p.m.
- Siera Wigfield/Survey & Outreach for Garrett County's Five-Year Parks and Recreation Plan – September 23, 2026, 5:30 p.m. – 7:00 p.m. Friendsville Community Park, Pavilion #1 & #2
- Ruth Enlow Library – Friendsville Branch Grand Opening – October 9, 2026, 2:00 p.m.

Adjournment

Motion #5 (Council member Artice/Council member Hook): Approval of adjourning the meeting.
5 in favor/0 opposed/0 abstention. Motion carries.

The meeting adjourned for 7:00 p.m.

Respectfully Submitted,

Wanda M. Guard

Wanda M. Guard,
Administrative Assistant, Clerk-Treasurer

Approved: *Serna K. Schlosnagle*
9/14/2026 Mayor



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**RESOLUTION 2026 – 02
MAYOR AND TOWN COUNCIL OF FRIENDSVILLE
THANKING OUR ELECTION WORKERS**

THIS IS A RESOLUTION of the Mayor and Town Council of Friendsville recognizing and thanking election workers and officials.

WHEREAS, free and fair elections are a cornerstone of our nation's democracy and are essential to preserving the rights and freedoms of our citizens; and

WHEREAS, voting is a fundamental civic responsibility and an important means by which citizens participate in and strengthen our democratic process; and

WHEREAS, the Town of Friendsville recognizes the essential role that election workers and officials play in ensuring that elections are conducted fairly, efficiently, and in accordance with applicable laws; and

WHEREAS, the Garrett County Board of Elections and its dedicated staff have demonstrated an ongoing commitment to excellence, integrity, and public service in carrying out this vital responsibility; and

WHEREAS, these dedicated individuals generously give their time, effort, and service to support the electoral process and help ensure that every eligible voter has the opportunity to exercise their right to vote; and

WHEREAS, the Town of Friendsville wishes to acknowledge and express its sincere appreciation for the commitment, professionalism, and dedication demonstrated by all election workers and officials;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Town Council of the Town of Friendsville hereby recognize and express their sincere appreciation to the Garrett County Board of Elections, its staff, election judges, and all election workers and volunteers for their dedication, professionalism, and commitment to conducting fair and accurate elections.

BE IT FURTHER RESOLVED, that the Town of Friendsville extends its heartfelt thanks to all those who give their time and service to ensure that every eligible voter has the opportunity to participate in our democratic process.

READ AND PASSED THIS 17 DAY OF August, 2026.

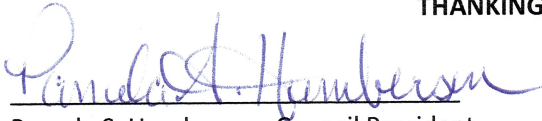
ATTEST/WITNESS:

APPROVED:

Wanda M. Guard,
Administration Assistant, Clerk-Treasurer

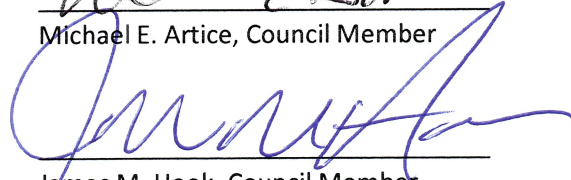
Spencer R. Schlosnagle
Mayor

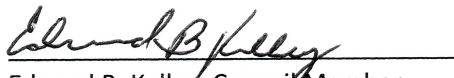
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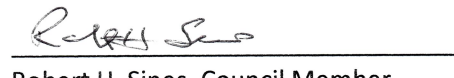

Pamela S. Humberson, Council President


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 17th day of August 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. Article, 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



Mayor and Town Council
Town of Friendsville
Founded 1765

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Ordinance No: O-2026-03
Procurement Policy

WHEREAS the Town of Friendsville charter empowers the Mayor and the Town Council of Friendsville to establish guidelines for the purchasing of goods and services for the Town; and

WHEREAS the Town of Friendsville is desirous of providing written policies governing the expenditure of funds; and

WHEREAS the Mayor and Town Council find it to be in the public interest to establish a fair, consistent, and transparent procurement policy governing the expenditure of public funds; and

WHEREAS the Town desires to ensure responsible stewardship of taxpayer funds through appropriate purchasing procedures based on the value of the purchase.

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

SECTION 1. Procurement Thresholds

Purchases of \$500.00 or Less

All purchases of supplies, maintenance/repair, contracts, professional service contracts, or equipment totaling \$500.00 or less may be made by the Mayor or the Town Clerk/Treasurer without prior approval of the Mayor and Town Council of Friendsville, provided that the purchase is within the approved budget and serves a legitimate municipal purpose. Receipts, invoices, and other supporting documentation shall be retained for all purchases.

Purchases of \$501.00 to \$40,000.00

All purchases for supplies, maintenance and repairs, contracts, professional services, or equipment totaling \$501.00 through \$40,000.00 shall require prior approval by the Mayor and Town Council of Friendsville at a duly advertised public meeting. Purchases may be made based on a single written quote or proposal and to be authorized by the Mayor or the Town Council.

Purchases Over \$40,000.00 (See Ordinance O-2025-01)

Purchases require bidding. All purchases of supplies, maintenance/repair contracts, professional service contracts or equipment, the purchase price of which exceeds forty thousand dollars (\$40,000.00), shall be made only after competitive bidding or written

quotations have been invited. Purchases exceeding forty thousand dollars (\$40,000.00) are subject to the final approval of the Mayor and Town Council of Friendsville.

SECTION 2. Exceptions and Emergencies.

Emergency purchases necessary to protect public health, safety, or welfare may be made by the Mayor without prior approval, provided that the purchase is reported to the Mayor and Town Council at the next regular public meeting and documentation is maintained.

SECTION 3. Documentation and Records.

The Town shall maintain records supporting purchases made under this Ordinance, including receipts, invoices, proposals, bids, written quotations, approvals, and any applicable meeting minutes.

SECTION 4. Budget Compliance.

All purchases shall be made only when funds are available in the approved budget or when otherwise authorized by the Mayor and Town Council.

SECTION 5. Conflicts of Interest.

Town officials and employees involved in procurement decisions shall avoid conflicts of interest and shall comply with applicable ethics requirements.

SECTION 6. Effective Date

This Ordinance shall take effect on the 14 day of September 2026, following its adoption by the Mayor and Town Council of the Town of Friendsville and as otherwise provided by law.

INTRODUCED this 17th day of August 2026.

SECOND READING AND ADOPTION this 14th day of September 2026.

AND BE FURTHER ORDAINED AND RESOLVED, this ordinance shall be effective the 14th day of September, 2026.

ATTEST:

Approved:

Wanda M. Guard,
Administrative Assistant, Clerk-Treasurer

Spencer R. Schlosnagle, Mayor

Ordinance No: O-2026-03
Procurement Policy

Approved:

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

CERTIFICATION

I hereby certify that the foregoing Ordinance No: O-2026-03 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 _____, 2026.

ATTEST:

(SEAL)

Wanda M. Guard,
Administrative Assistant, Clerk-Treasurer