



*Mayor and Town Council
Town of Friendsville
Founded 1765*

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www.friendsville.org

Friendsville Mayor & Town Council Minutes
September 14, 2026

Attendance:

Spencer R. Schlosnagle, Mayor

Wanda Guard, Administrative Assistant, Clerk-Treasurer

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

Absent: James Hook

Call to Order: The September 14, 2026, the general meeting of the Mayor and Town Council was to order at 6:09 p.m. by President, Pamela Humberson.

Citizens/Guests: Lynn Aycok, Andrea Croskey, Jen Uphold, Ami Jaramillo, and Mary DeWitt.

Todd Baker, Jen Stoner, and Terry Spear signed in but left the general meeting following the public meeting session.

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 – September 14, 2026

Motion #1: (Council member Bittinger/Council member Kelley) Motion to approve accepting September 14, 2026, agenda. 5 in favor/0 opposed/0 abstention. Motion carries.

Approval of the General Meeting Minutes – August 17, 2026

Motion #2: (Council member Kelley/Council member Sines) Approval of accepting the general meeting minutes for August 17, 2026, with no corrections. 5 in favor/0 opposed/0 abstention. Motion carries.

To The Floor

Andrea Croskey – Old Mill

Inquired about the status of the potential purchase of the "Old Mill." Mayor Schlosnagle shared that BFS is not interested in selling the building at this time. Andrea shared that there is interest in the Town purchasing the building for use in future economic development projects. Andrea stated that she will personally pursue discussions with BFS regarding the potential purchase and will do whatever she can to help move the process forward. Mayor Schlosnagle will work with Andrea.

Jen Uphold – Greater Friendsville Business Association

Jen shared that 23 vendors are registered for the Makers Market on Saturday, September 19th. She also inquired about the status of obtaining electronic radar speed signs for the Town. Mayor Schlosnagle shared that Siera Wigfield has included the speed signs in her grant application and will be meeting with MDOT during the Annual Tour in Garrett County on Friday, September 18th, to discuss the proposed projects.

Mary DeWitt

Inquired who is responsible for the overgrown trees when pulling out of First Avenue onto Route 42. It is the Maryland State Department of Highway, and the phone number is 301.746.8141.

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

Mayor Schlosnagle shared that approximately \$1,500.00 remains in the budget. There was a misunderstanding regarding the requirement for spouting; however, the building does have gutters/spouting. Doug Ringer replaced the light switches, and we requested that Rush Services provide an estimate for installing an automatic flusher on the urinal. The grant expiration date is September 4, 2029. Mayor Schlosnagle asked Council if there were any additional suggestions or recommendations.

FY2026 DHCD Community Legacy Grant – Open Air Market

Council Member Bittinger suggested reviewing the grant restrictions and then reevaluating the project and determining how to move forward. Wanda will email Robin Bernard to inform her that, as a result of the public hearing, the Mayor and Town Council have tabled the project while they explore alternative options that may better align with the community's needs and goals.

FY2027 POS Application – Friendsville Community Park Stage Placemaking

The grant is in the working process; a proposal was received for \$63,000.00. The grant is \$60,000.00. After the Friendsville Recreational Outreach meeting on September 23rd, council will decide if they want to move forward with the project.

FY2028 Waterway Improvement Fund Grant Application – Steps to Yough River

Grant was submitted to DNR on 8/5/2026; on 8/18/2026 Jillian Seagrave asked us to proceed with soliciting bids for this phase of the project; news release submitted to The Republican, posted in Friendsville Post Office, Pharmacy and Library. Pre-Bid meeting: September 17, 2026, 10:00 a.m.; bid submission deadline: Thursday October 1, 2026, by 12 noon; bid open & review meeting: Monday, October 5, 2026, 6:00 p.m. Council Bittinger suggested that we postpone the pre-bid meeting at this time. He will be here at the Town Hall on Thursday, September 17, 2026, if any contractors would come for the meeting. Table the process until after September 23rd.

After considerable discussion, it was the consensus of the Mayor and Town Council that an annual vision meeting should be held to discuss potential projects for the Town of Friendsville and provide residents with an opportunity to offer public input prior to submitting grant applications. This meeting would be similar to the meeting scheduled for September 23rd at the Community Park.

The Mayor and Town Council emphasized that all meetings are open to the public and available online. Wanda also shared concerns about the potential liability and precedent that could be established by going door-to-door to provide information to residents. It was noted that residents have the responsibility to take the initiative to stay informed about Town matters and attend public meetings when they wish to provide input.

FY2028 Community Parks & Playground Grant – Friendsville River Recreation Gateway

Mayor & Town Council tabled the grant process.

FY2028 DHCD SRP Grant Application – Façade Improvement

Mayor Schlosnagle & Wanda will be meeting with Robin Bernard on Tuesday, September 22, 2026, at 10:00 a.m.

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

On August 25, 2026, Mike Llewellyn reviewed the proposed Ordinance O-2026-03, Town of Friendsville Procurement Policy, and made substantial revisions. Therefore, the first reading of the revised ordinance will take place tonight. Mayor Schlosnagle highlighted the revisions and reviewed Sections 1 and 5 with Council.

New Business

Bear Creek Local Protection Project

On August 20, 2026, Francisco Pinera of the U.S. Army Corps of Engineers, Louisville District, inspected the section between Old Selbysport Road and Second Avenue. The findings from the inspection were emailed on September 8, 2026, along with a request for Mayor Schlosnagle to provide a date of availability to discuss the key items identified in the site visit report, as well as any additional concerns. Mayor Schlosnagle will reach out to Francisco within the next week or so to schedule a discussion.

FY2026 Audit – Inquiries Regarding Risks of Fraud Questionnaire

Questionnaire was distributed to Mayor & Town Council to complete and return to Wanda by the next meeting, October 9th.

Town of Friendsville Fall Leaf Pick Up

Scheduled for Monday, September 28, 2026, through Monday, November 23, 2026.

- All leaves must be placed at the edge of your property along the roadway for collection in a pile not a row.
- Please ensure that leaves are free of sticks, branches, flowers and other debris.
- Collection dates are weather permitting.

Friendsville Door to Door Trick or Treat

The Mayor & Town Council will be having Door to Door Trick or Treat on October 31, 2026, from 5:30 p.m. – 7:00 p.m.

- Only visit homes that have their porch light on!
- Children must be accompanied by an adult.

Annual Decorating Contest

Mayor Schlosnagle suggested discontinuing the annual decorating contest and using the funds instead to purchase additional garland and bows for the Town's holiday decorations. The Greater Friendsville Business Association will evaluate what additional decorations are needed and provide an update at the next meeting. The Mayor and Town Council tabled the decision regarding the decorating contest at this time.

Payment Request – Unused Accrued Annual Leave

Motion #3: (Council member Kelley/Council member Artice) Approval of payment of accrued annual leave for Clint Suter. 5 in favor/0 opposed/0 abstention. Motion carries.

Clerk's Report

Motion #4: (Council member Bittinger/Council member Artice) Approval to accept the clerk's report, payables, receivables, and salary summary for the month of August.

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

Mayor's Report

- 8/27/2026 Wanda, Pam, Ed and Spencer met with Jeff Rhodes, MML field Service Representative. He will be attending the ALGAR meetings.
- 9/2/2026 Wanda and Spencer held a virtual meeting with Siera Wigfield to discuss SHA projects, including radar signs and stormwater drainage issues. Lynn Aycok requested that,

if there are any additional projects or work needed within the Town, they be completed during the contractor's downtime. It was also discussed that the Town of Friendsville should consider imposing a fine if the work is not completed within the agreed-upon timeframe for which the Town has paid.

- A "Missing Man Table" was set up in the lobby of the Town Hall
- Welding Rod will be down this week to work on the playground equipment
- Garrett County Roads Department did quite a bit of patching in the town.
- Wanda emailed Diane regarding the status of the fire hydrants
- Invitation to attend the Sustainability in Alleghenies City of Frostburg on October 17, 10:00 a.m. - Noon

Motion #5: (Council President Humberson/Council member Sines) Approval to send a letter to Garrett County Commissioners & Kevin Null regarding the Town of Friendsville residents never received a letter from Garrett County Public Utilities of what they were going to do to fix the issue of the water. 5 in favor/0 opposed/0 abstention. Motion carries

Motion #6: (Council member Bittinger/ Council member Sines) approval to give a donation of \$1,500.00 for the energy efficient work by Rush Services on 07/07/2026 to the Concession Stand. 5 in favor/0 opposed/0 abstention. Motion carries.

- Received an email from Alicia Garza on August 21, 2026, regarding the success of the 2nd Annual Friendsville Days Pickleball Tournament. The tournament had 94 registered participants. After expenses, including upgraded medals, \$50 cash thank-you gifts for Clint and Brandon from the Maintenance Team, and a 10% donation of profits to the Friendsville Days Committee, the tournament organizers have \$1,000 available to donate toward the purchase of the fourth and final heavy-duty portable net for the Friendsville courts. Alicia requested that the Town notify her when the remaining funds for the net can be budgeted so that the \$1,000 donation can be provided. The matter was tabled.

Committee's Reports

- **Buildings:** Nothing
- **Streets & Sidewalks:** Nothing
- **Community Park:** Burn pile is open; nets to be taken down should be on the maintenance men's calendars.
- **Safety & Trees:** Council member Artice shared that Ted was not able to determine the cause. Wanda suggested contacting Garrett County Extension Office. The tree planting project at Community Park is scheduled to move forward in October. Mayor Schlosnagle will work with Brandon on purchasing the necessary supplies.
- **Economic Development:** Nothing
- **Recreational Parking Lot:** Nothing

Mayor Schlosnagle asked Council Members to remain informed and proactive in their assigned committee responsibilities.

Concerns of Council Members

- Nothing

Important Date(s)

- Youghiogheny River Access Steps Project Pre-Bid Meeting – September 17, 2026, 10:00 a.m.
- Makers Market – September 19, 2026, 10:00 a.m. – 3:00 p.m.

- Siera Wigfield/Survey & Outreach for Recreation Plan – September 23, 2026, 5:30 p.m. – 7:00 p.m. Friendsville Community Park, Pavilion #1 & #2
- Friendsville Elementary School PTO – Trunk or Treat Event – October 2, 2026, 5:30 p.m.
- Mayor & Town Council Meeting – October 5, 2026, 6:00 p.m.
- Ruth Enlow Library – Friendsville Branch Grand Opening – October 9, 2026, 2:00 p.m.

Adjournment

Motion #7 (Council member Sine/Council member Bittinger): Approval of adjourning the meeting.
5 in favor/0 opposed/0 abstention. Motion carries.

The meeting adjourned for 7:50 p.m.

Respectfully Submitted,

Wanda M. Guard

Wanda M. Guard,
Administrative Assistant, Clerk-Treasurer

Approved by:
Samuel Schlanach
Mayor
10/05/2026



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Appendix A

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

The Mayor is authorized to make individual purchases and execute contracts up to Five Hundred Dollars (\$500.00) in cost so long as the duration of the purchases or contract is one year or less without prior approval of the Mayor and Town Council, if such contracts or purchases are within the approved budget and serves a legitimate municipal purpose.

Purchases of \$501.00 to \$40,000.00

All purchases or contracts totaling Five Hundred and One Dollars (\$501.00) through Forty Thousand Dollars (\$40,000.00) shall require prior approval by the Mayor and Town Council of Friendsville at a duly advertised public meeting. If feasible, the Mayor or Town Clerk/Treasurer shall seek three or more written or oral offers or quotations. However, the Mayor or the Town Council may approve a purchase or contract based on a single offer or quotation.

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

- A All purchases and contracts for more than Forty Thousand Dollars (\$40,000.00) and purchases and contracts for more than one (1) year shall be submitted to the Mayor and Town Council for approval only after the taking of competitive bids.

- B Public notice of all required bidding shall be given in one issue of a newspaper having general circulation within the Town and such other newspapers, trade publications or other media, electronic or otherwise, as may be considered appropriate for notifying a sufficient number of vendors to ensure effective competition. Such public notice shall be published not less than 15 days' prior to the opening of bids. Copies of the notice may be mailed to qualified vendors by the Town Clerk/Treasurer. The list of vendors shall include all responsible prospective suppliers who have requested their names to be placed on the list of bidders. Special attention shall be given to notifying vendors having offices or residing within the Town Friendsville, Garrett County, or which have qualified with the federal government, state or county as a minority-owned business enterprise. The notice required herein shall include a general description of the articles to be purchased or sold, or work to be performed, and shall state where bid specifications may be secured, and the time and place for opening of the bids.
- C The closing date and time for receiving bids shall be during normal business hours at the Town Hall or at the time of a meeting of the Mayor and Town Council. Bids shall be identified as bids on the sealed envelope. Bids shall be opened and evaluated by the Town Clerk/Treasurer following the Closing Date. In the event that the Town Clerk/Treasurer would not be available for the opening of bids/proposals, the Mayor shall serve as an alternate for said opening. All bids received shall be tabulated and evaluated by the Town Clerk/Treasurer. The Town Clerk/Treasurer shall provide an analysis and tabulation together with the actual submitted bids to the Mayor and Town Council at the next public meeting following the opening of the bids for the Mayor and Town Council's consideration and action.
- D The Mayor and Town Council, in an open meeting, shall consider the bids and then award, by a majority vote upon a Motion, the proposed contract, if they deem advisable within their discretion, to the lowest, responsible bidder in accordance with the provisions of this chapter. An award of a contract solicited through a request for proposals (RFP) process shall not be controlled solely on price.
- E The Mayor and Town Council shall have the right to accept or reject any and all bids or proposals, either in whole or in part, within their absolute discretion and readvertise.

- F The Town Clerk/Treasurer shall not accept the bid of a contractor who is in default on the payment of any taxes, licenses, fees or other monies due to the Town.
- G In determining the best available bid and/or proposal, the Town Clerk/Treasurer shall consider and advise the Mayor and Council, for their determination and consideration of the following matters:
 - 1. The ability, capacity and skill of the bidder/proposer to perform the contract or provide the service required; and
 - 2. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.

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. Procurement Splitting.

- A **Aggregation of Value.** For purposes of this Ordinance, the value of a purchase or contract shall be the total amount reasonably anticipated to be paid by the Town for the same or substantially related supplies, services, construction, maintenance, repair, equipment, or professional services. The total amount includes all renewal terms, extension options, amendments, change orders, and other amounts reasonably anticipated at the time the procurement is initiated.
- B **Prohibition on Splitting.** No Town official, employee, or agent may divide, fragment, or otherwise structure a purchase, contract, project, or series of related purchases or contracts for the purpose of avoiding a procurement threshold, competitive-bidding requirement, Council approval requirement, or other requirement of this Ordinance.
- C **Related Procurements.** Purchases or contracts shall be treated as related when they concern the same project, purpose, vendor relationship, or substantially similar supplies or services and could reasonably have been procured together.

SECTION 6. Conflicts of Interest.

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

SECTION 7. Effective Date

This Ordinance shall take effect on the 5th day of October 2026, following its adoption by the Mayor and Town Council of the Town of Friendsville and as otherwise provided by law.

INTRODUCED this 14th day of September 2026.

SECOND READING AND ADOPTION this 5th day of October 2026.

AND BE FURTHER ORDAINED AND RESOLVED, this ordinance shall be effective the 5th day of October 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