



*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
October 5, 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 October 5, 2026, the general meeting of the Mayor and Town Council was to order at 6:00 p.m. by President, Pamela Humberson.

Citizens/Guests: Lynn Aycock, Andrea Crosky, Ami Jamarillo, & Jamie Spano.

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 – October 5, 2026

Motion #1: (Council member Bittinger/Council member Hook) Motion to approve accepting October 5, 2026, agenda. 6 in favor/0 opposed/0 abstention. Motion carries.

Approval of the General Meeting Minutes – September 14, 2026

Motion #2: (Council member Kelley/Council member Bittinger) Approval of accepting the general meeting minutes for September 14, 2026, with no corrections. 6 in favor/0 opposed/0 abstention. Motion carries.

To The Floor

Garrett County Sheriff Department

Deputy Andrew Kyle of the Garrett County Sheriff's Department presented the Town of Friendsville's activity reports for August and September. The August report included a total of 25 incidents, consisting of 1 theft, 20 town patrols, 1 traffic arrest, 2 K-9 assists, and 1 special assignment. The September report included 18 town patrols.

Wanda shared that Town Hall received an inquiry regarding RV parking in Community Park and advised that the Garrett County Sheriff's Department will be patrolling the park. Council Member Humberson reported receiving a complaint from a resident regarding noise.

Council Member Bittinger requested that, with school back in session, the Garrett County Sheriff's Department monitor Bear Creek Road, Maple Street, and First Avenue for speeding.

Upcoming community events were also noted, including Door-to-Door Trick-or-Treating on Saturday, October 31, 2026, from 5:30 p.m. to 7:00 p.m., and the Makers Market on December 4, 2026, from 4:00 p.m. to 8:00 p.m., along with the Friendsville Volunteer Fire & Rescue Department (FVFRD) ATV Parade.

Lynn Aycock

I received a text from Shelley Miller with the Maryland State Highway Administration regarding the surface work on Rt. 42 bridge.

Shelley advised that they have scheduled a contractor to complete grinding surface work beginning Monday, October 19, 2026. The work is expected to take approximately 3–5 days to complete (weather depending). The grinding work should provide a more uniform ride on the roadway. Shelley noted that the work may be noisy, dusty, and dirty while it is being completed.

Mayor Schlosnagle shared that we also received the notification from Shelley Miller.

Andrea Croskey – Old Mill (BFS)

Andrea will email BFS to inquire about their interest in selling the property. She asked how the Town would proceed if BFS is willing to sell. Mayor and Town Council advised Andrea that, if BFS is interested in selling, at this point the Town would need to explore the possibility of obtaining grant funding for the purchase with the circuit rider. She also advised that all correspondence should be copied to the Town of Friendsville at town@friendsvillemd.gov.

Jamie Spano – Garrett County Health Department Outreach Worker

The message this month is “Street Drugs Are Unpredictable.”

Flu Clinic will be held at the Friendsville Senior Center on 10/07/2026 11:00 a.m. – 1:00 p.m. and at Grantsville on 10/14/2026 11:00 a.m. – 1:00 p.m.

Unfinished Business

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

Motion #3: (Council member Bittinger/Council member Kelley) Approval of purchasing up to 4 yards of topsoil from Mosser Meadow Nurseries and Rush Services estimate #50365 \$940.00 for a urinal auto flush and labor to install. 6 in favor/0 opposed/0 abstention. Motion carries.

FY2026 DHCD Community Legacy Grant – Open Air Market

Mayor Schlosnagle shared Robin Bernard September 19, 2026 email (**Appendix A**) with the council.

Motion #4: (Council member Sines/Council member Artice) Approval not to proceed with the existing grant agreement and to void the agreement and return the \$60,000 to the State.

The motion resulted in a 3-3 tie vote among the Council. Mayor Schlosnagle cast the deciding vote in favor of the motion. 4 in favor/3 opposed/0 abstention Motion carries.

FY2027 POS Application – Friendsville Community Park Stage Placemaking

Motion #5: (Council member Bittinger/Council member Sines) Approval to proceed with the grant process. 6 in favor/0 opposed/0 abstention. Motion carries.

Motion was subsequently rescinded.

Mayor Schlosnagle will reach out to the contractor for more specific design information regarding the structure and the posts.

FY2028 Waterway Improvement Fund Grant Application – Steps to Yough River

Mayor & Town Council tabled the grant process, pending the September 23, 2026, open house data.

FY2028 Community Parks & Playground Grant – Friendsville River Recreation Gateway

Mayor & Town Council tabled the grant process, pending the September 23, 2026, open house data.

FY2028 DHCD SRP Grant Application – Façade Improvement

Robin Bernard was unable to meet at this time and will schedule an appointment for a later date. The application for grant is due in March 2027.

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

Second reading of the ordinance O-2026-03.

Motion #6: (Council member Hook/Council member Artice) Approval of adoption of Ordinance O-2026-03 Town of Friendsville Procurement Policy.

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

Bear Creek Local Protection Project

Mayor Schlosnagle telephoned and left a message with Pinera Gerard, Francisco J CIV USARMY CELRL (USA) so they can discuss the site visit report and funding assistance.

Annual Decorating Contest

Motion #7: (Council member Hook/Council member Artice) Approval to cancel the annual decorating contest.

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

Garrett County Public Works - Utilities Division

Mayor Schlosnagle shared the correspondence dated 09/23/2026 from Kevin Null, County Administrator of Garrett County Government **(Appendix C)**

Mayor Schlosnagle shared the September 21, 2026, email from Diane regarding the fire hydrant. Council Members inquired about the statement that, "This repair would take an insertion valve project, and that hasn't yet been approved." The issue has been ongoing since January, and the fire hydrant located on First Avenue remains unrepaired. Mayor Schlosnagle and the Town Council requested that Wanda contact Diane to obtain an update on the status of the repair and clarification regarding what is meant by an "insertion valve project," including what approval is required for the project to proceed. They also requested that Kevin Null, Garrett County Administrator, be copied on all correspondences so that he is aware of the continued delay in having the First Avenue fire hydrant repaired. Mayor Schlosnagle emphasized that the hydrant has been out of service for several years and expressed the Town's concern regarding the continued delay in addressing this matter.

New Business

MD FAMILI (Appendix D)

Motion #8: (Council member Bittinger/Council member Hook) Approval of the Town of Friendsville to remit 0.45% to the State FAMILI plan.

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

Rush Services Invoice 162927 (Appendix E)

Motion #9: (Council member Sines/Council member Hook) Approval to pay Rush Service invoice #162927 in the amount of \$2,055.80.

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

MD DOT SHA – Friendsville Bicycle & Pedestrian Priority Area Grant

Motion #10: (Council member Hook/Council member Bittinger) Approval to submit the Friendsville BPPA grant application and concurrence letter to Shane Sarver with MD DOT.

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

DOT Protect Planning Grant (GRRIT Initiative)

Motion #11: (Council member Hook/Council member Bittinger) Approval to submit letter of support for the DOT Protect Planning Grant (GRRIT Initiative) to Molly Ramsey and Siera Wigfield.
6 in favor/0 opposed/0 abstention. Motion carries.

Maryland State Arts Council ~ Arts & Entertainment Districts Designation Application Mayor Schlosnagle and Wanda met with Kathy Beachler, Garrett County Arts Council regarding submitting an Arts & Entertainment District Designation application for the Town of Friendsville.

Motion #12: (Council member Hook/Council member Artice) Approval to move forward with submitting an Arts & Entertainment District Designation application for the Town of Friendsville.
6 in favor/0 opposed/0 abstention. Motion carries.

Clerk's Report

Motion #13: (Council member Bittinger/Council member Hook) Approval to accept the clerk's report, payables, receivables, and salary summary for the month of September.
6 in favor/0 opposed/0 abstention. Motion carries

Mayor's Report (Appendix F)

- Mobile Market - Starting in **November**, the Mobile Market will be managed by the **Ruth Enlow Library** and will be located at the end of Chestnut Street near the church.

Committee's Reports

- **Buildings:** Nothing
- **Streets & Sidewalks:** Nothing
- **Community Park:** Nothing
- **Safety & Trees:** Tree Committee met this evening; Ashley Bodkins, UME will be coming to look at the trees and Tex Hoxie will be scheduling the fall tree planting prior to October 26th.
- **Economic Development:** GFBA Makers Market 12/4/2026 request road closed like before; Council member Kelley will check about the FVFRD event that day.
- **Recreational Parking Lot:** Nothing

Concerns of Council Members

- Nothing

Important Date(s)

- Town of Friendsville Fall Leaf Pick-Up Monday, September 28, 2026, through Monday, November 23, 2026 (Collection dates are weather permitting)
- Ruth Enlow Library – Friendsville Branch Grand Opening – October 9, 2026, 2:00 p.m.
- Greater Friendsville Business Association – Fall Driving Tour – October 17, 2026
- Mayor & Town Council Meeting – October 19, 2026, starting at 6:00 p.m.
- Town of Friendsville Door to Door Trick or Trick, October 31, 2026, 5:30 p.m. – 7:00 p.m.

Adjournment

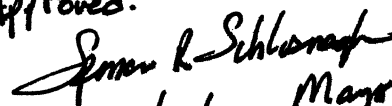
Motion #14 (Council member Kelley/Council member Artice): Approval of adjourning the meeting.
6 in favor/0 opposed/0 abstention. Motion carries.

The meeting adjourned for 8:30 p.m.

Respectfully Submitted,



Wanda M. Guard,
Administrative Assistant, Clerk-Treasurer

Approved:

Mayor
10/19/2026

Appendix A

From: [Robin Bernard](#)
To: [Town of Friendsville](#)
Cc: [Spencer R. Schlosnagle](#); [Bittinger, Chad](#); [Ed Kelley](#); humbersonrandy@gmail.com; [James Hook](#); [Michael Artice](#); [Robert Sines](#); [Christopher P. Mullett](#)
Subject: RE: Community Legacy Grant CL-2026-GCCAC-00396 – Request for Guidance on Project Options
Date: Wednesday, September 16, 2026 1:51:53 PM

Good afternoon, Wanda,

I am following up regarding the \$60,000 community Legacy Grant for the Friendsville Open Air Market, CL-2026-GCCAC-00396 project. As indicated in my previous response, I reached out to Sara Jackson, Project Manager with the Maryland Department of Housing and Community Development, for guidance regarding the Town's request. Based on that guidance, the option for the Town to move forward under the existing project is to relocate the approved Open-Air Market to a different vacant, Town-owned location within Friendsville. This would maintain the original project while modifying the proposed site. A formal modification request will be required.

If the Town of Friendsville wishes to pursue this option, please complete the following:

1. Identify a new vacant, Town-Owned location for the Open-Air Market.
2. Advertise a Town Council meeting to discuss the proposed relocation.
3. Present the proposed change to the Town Council and conduct a formal vote approving the relocation.
4. Prepare a new Resolution formally approving the new location and supporting the requested modification.
5. Prepare a letter of support for the change and new location.
6. Provide documented proof of Town ownership of the proposed new location, such as a deed or other appropriate property documentation.
7. Provide the complete physical address of the proposed new location.
8. Provide a color map with relocation drawn and noted
9. Provide a brief written statement explaining what prompted the request for the change in location, since the Town previously adopted a Resolution approving the original location.

10. Forward all the above documentation to me so that I can coordinate the formal modification request with DHCD.

The intent of this approach is to keep the Friendsville Open-Air Market as the funded project while requesting approval to relocate it from the originally proposed recreational parking lot at 279 Maple Street to another appropriate vacant lot owned by the Town. Based on the guidance received from DHCD and the requirements associated with modifying the current grant, relocating the existing project provides the most practical path forward for retaining the current \$60,000 Community Legacy award. Therefore, the modification being considered under the current grant will be limited to a change in the project location.

If the Town does not wish to move forward with relocating the Open-Air Market to another vacant, Town-owned location, please let me know as soon as possible. In that case, we will need to proceed with having the existing Grant Agreement, as currently written, voided and the \$60,000 award returned to the State.

Should the Town determine that relocating the Open-Air Market is not the best option, this will not prevent the Town from pursuing Community Legacy funding in the future. The Town could develop a new project concept and apply for Community Legacy funding during the next available funding round. This would provide the Mayor and Town Council with additional time to identify and develop a project that has community support and meets the goals and eligibility requirements of the Community Legacy Program.

Community Legacy funding is limited, and there were other project applications that could not be awarded due to funding constraints. Returning the funds would allow the State the opportunity to redirect those funds to other eligible projects that could benefit from the available funding.

Please discuss this option with the Mayor and Town Council and let me know how the Town would like to proceed.. If the Town elects to pursue the relocation, please forward the requested information and documentation to me once the required actions have been completed so that we can move forward with the formal modification request.

Let me know if you have any questions.

Thank you,
Robin L. Bernard
Community Development Director
Garrett County Community Action Committee, Inc.

104 E Center St., Oakland, MD 21550
(301) 334-9431 ext. 6104
(301) 501-3194 – Cell
rbernard@garrettcac.org
www.garrettcac.org

From: Robin Bernard <rbernard@garrettcac.org>
Sent: Tuesday, September 15, 2026 9:23 AM
To: Town of Friendsville <town@friendsvillemd.gov>
Cc: mayor <mayor@friendsvillemd.gov>; Bitteringer, Chad <chadbitteringer@protonmail.com>; Ed Kelley <sgtmajored@gmail.com>; humbersonrandy@gmail.com; James Hook <James.hook.sns@gmail.com>; Michael Artice <mikoru@gmail.com>; Robert Sines <Sugar_721mama@yahoo.com>
Subject: Re: Community Legacy Grant CL-2026-GCCAC-00396 – Request for Guidance on Project Options

Good morning, Wanda,

Thank you for the update and for providing the background regarding the Town's decision to place the Friendsville Open Air Market project on hold.

I will review the questions you have outlined and check with the appropriate Community Legacy Program representatives regarding what options may be available under the existing grant award, including any requirements for modifying the project location or scope.

Once I have additional guidance, I will follow up with you regarding the available options and any required process for requesting a modification to the grant.

Thank you,
Robin L. Bernard
Community Development Director
Garrett County Community Action Committee, Inc.
104 E Center St., Oakland, MD 21550
(301) 334-9431 ext. 6104
(301) 501-3194 – Cell
rbernard@garrettcac.org
www.garrettcac.org

From: Town of Friendsville <town@friendsvillemd.gov>
Sent: Tuesday, September 15, 2026 9:10 AM
To: Robin Bernard <rbernard@garrettcac.org>

Cc: mayor <mayor@friendsvillemd.gov>; Bittinger, Chad <chadbittinger@protonmail.com>; Ed Kelley <sgtmajored@gmail.com>; humbersonrandy@gmail.com <humbersonrandy@gmail.com>; James Hook <James.hook.sns@gmail.com>; Michael Artice <mikoru@gmail.com>; Robert Sines <Sugar_721mama@yahoo.com>

Subject: Community Legacy Grant CL-2026-GCCAC-00396 – Request for Guidance on Project Options

Hi Robin,

I am reaching out regarding the **\$60,000 Community Legacy Grant, CL-2026-GCCAC-00396, Friendsville Open Air Market.**

At last night's public hearing, the consensus among the residents who attended was that they did not want the proposed open-air market to be located at the recreational parking lot (279 Maple Street). As a result, the Mayor and Town Council are placing the project on hold while we explore alternative options that may better align with the community's needs and goals.

We would like to ask whether the grant funds could potentially be **transferred to another location within the Town of Friendsville or redirected toward a different economic development project** that would still meet the intent and requirements of the Community Legacy Program.

We would greatly appreciate your guidance on what options may be available to us. Could you advise us on:

- Whether the \$60,000 could be used at a different location for the open-air market.
- Whether an alternative building or vacant commercial space could be incorporated into the project.
- Whether the scope of the grant could be amended to support a different economic development project within Friendsville.
- What types of alternative projects might be eligible under the existing grant award; and
- What process would be required to request an amendment or modification to

the grant.

The Mayor and Town Council want to be good stewards of the grant funding while also respecting the concerns expressed by the community. We are hopeful that there may be a way to retain these funds for Friendsville and use them for a project that provides a meaningful economic development benefit to the Town.

If you have any suggestions or examples of other eligible projects that we should consider, we would certainly appreciate your recommendations.

Thank you for your assistance and guidance. We look forward to working with you to find the best path forward for Friendsville.

Best regards, Wanda

Wanda M. Guard

Administrative Assistant, Clerk-Treasurer

Town of Friendsville
945 Community Drive
Friendsville, MD 21531

Town Hall Hours: Monday – Thursday 9:00 a.m. – 3:00 p.m.

Town Hall Phone Number: 301.746.5919

Email: town@friendsvillemd.gov



Mayor and Town Council
Town of Friendsville
Founded 1765

Appendix B

945 Community Drive,
Friendsville MD 21531
town@friendsvillemd.gov
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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

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.

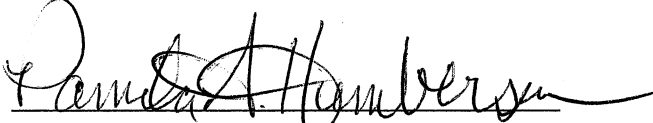
All purchases shall be made only when funds are available in the approved budget or when otherwise authorized by the Mayor and Town Council.

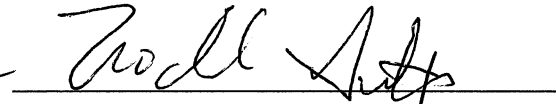
SECTION 5. Procurement Splitting.

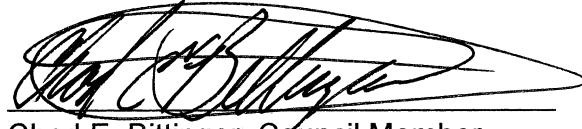
- A **Aggregation of Value.** For purposes of this Ordinance, the value of a purchase or contract shall be the total amount reasonably anticipated to be paid by the Town for the same or substantially related supplies, services, construction, maintenance, repair, equipment, or professional services. The 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.

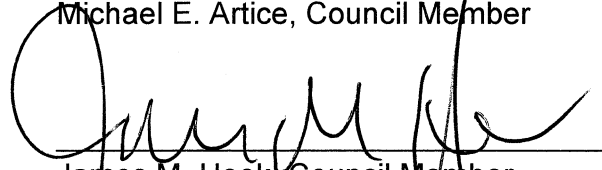
Ordinance No: O-2026-03
Procurement Policy

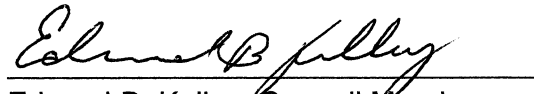
Approved:

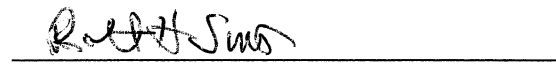

Pamela S. Humberson, Council President


Michael E. Artice, Council Member


Chad E. Bittinger, Council Member


James M. Hook, Council Member


Edward B. Kelley, Council Member

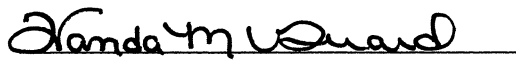

Robert H. Sines, Council Member

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 Oct 5, 2026.

ATTEST:

(SEAL)


Wanda M. Guard,
Administrative Assistant, Clerk-Treasurer

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.

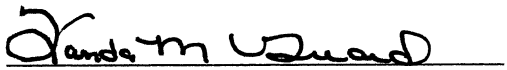
INTRODUCED this 14th day of September 2026.

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

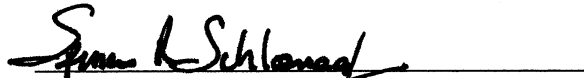
AND BE FURTHER ORDAINED AND RESOLVED, this ordinance shall be effective the 5th day of October 2026.

ATTEST:

Approved:



Wanda M. Guard,
Administrative Assistant, Clerk-Treasurer



Spencer R. Schlosnagle, Mayor

THE BOARD OF GARRETT COUNTY COMMISSIONERS

203 South Fourth Street - Courthouse - Room 207 Oakland, Maryland 21550

www.garrettcountry.org countycommissioners@garrettcountry.org

301-334-8970

301-895-3188

FAX 301-334-5000

Board of Commissioners

Paul C. Edwards

Ryan S. Savage

S. Larry Tichnell

County Administrator

Kevin G. Null

County Attorney

Gorman E. Getty III

September 23, 2026

Mayor and Town Council
Town of Friendsville
945 Community Drive
Friendsville, Maryland 21531

REFERENCE: FOLLOW-UP REGARDING WATER SYSTEM COMMUNICATION CONCERNS

Dear Mayor and Town Council:

As a follow-up to your letter dated September 12, 2026, concerning notifications to Public Utilities water/wastewater customers in Friendsville, below are the answers to your specific questions in red:

1. Was a letter or written notification mailed directly to all Town of Friendsville water/wastewater customers? **Yes, notifications were mailed to all customers.**
2. If so, when was the mailing sent? **Notices were mailed on May 7, 2026.**
3. What Address/customer list was used for the mailing? **Notices were sent to the billing addresses on file. We also provided a copy of the notice to the Town.**
4. Could the County provide the Town with a copy of the letter that was mailed? **Copy of the letter and notice are attached.**
5. If a mailing was not sent, could you please clarify how the County ultimately communicated this information directly to its Friendsville customers? **A notice was sent.**

If you have further questions, please let me know.

Respectfully,



Kevin G. Null

County Administrator



Garrett County Government Department of Public Works Utilities Division

2008 Maryland Highway, Suite 2, Mountain Lake Park, Maryland 21550
garrettcounty.md.gov/public-works/utilities -
Phone 301-334-6983 - Fax 301-334-6984
utilities@garrettcounty.md.gov

May 6, 2026

Garrett County Government manages the Town of Friendsville's water system. Thus, we routinely monitor the presence of drinking water contaminants. This notification is to inform and share the link below of the current situation and plans to resolve the elevated levels.

Recent testing results show that our system exceeded the standard for Haloacetic Acids (HAA5). The level(s) of HAA5 were slightly higher than the recommended threshold which is 60 parts per billion. There is nothing you need to do. You do not need to boil your water or take other corrective actions. For more details, please visit <https://www.garrettcounty.md.gov/public-works/utilities/friendsville-water-system>.

Should a situation ever arise where the water is not safe to drink, you will be notified immediately.

QUESTIONS AND ANSWERS RELATED TO HALOACETIC ACIDS (HAA5) IN YOUR DRINKING WATER

The Friendsville water system recently exceeded a maximum contaminant level (MCL), for HAA5. Although this incident was not an emergency, as our customers, you have a right to know what happened and what we did (are doing) to correct this situation. The MCL for HAA5 is 60 parts per billion. The level(s) of HAA5 at the sampling location was 63 parts per billion (ppb).

There is nothing you need to do. You do not need to boil your water or take other corrective actions. Should a situation ever arise where the water is not safe to drink, you will be notified immediately.

QUESTION: WHAT ARE HALOACETIC ACIDS (HAA5) AND WHY DO I NEED TO BE NOTIFIED WHEN THEY ARE PRESENT IN THE DRINKING WATER?

ANSWER: Haloacetic acids are disinfection byproducts formed when chlorine reacts with natural organic matter in drinking water. Consuming large quantities of MCL Haa5 water over a lifetime may increase health risks. Federal and state regulations require notification whenever the locational running annual average (LRAA) exceeds the (MCL) of 60 ppb.

QUESTION: HAVE I BEEN PUT AT RISK BECAUSE I DRANK WATER WITH HAA5 ABOVE THE STANDARD?

ANSWER: No immediate health effects occur from short-term exposure. Health concerns are associated with long-term exposure over many years. Even if an exceedance occurred for part of a year, this does not equal long-term exposure. The risk of not disinfecting drinking water—and exposing people to microorganisms that can cause illnesses—outweighs the long-term, low-level risk of DBPs. Maryland Department of the Environment requires the use of chlorine disinfection in the Friendsville water system.

QUESTION: IF THE WATER IS SAFE TO DRINK, WHY AM I GETTING THIS NOTICE?

ANSWER: MDE regulations require public notice when the MCL is exceeded. This ensures you are informed of water quality changes.

QUESTION: WHAT IS BEING DONE TO CORRECT THE EXCEEDANCE?

ANSWER: Water systems use several approaches to reduce HAA5 formation, including flushing areas of low circulation, optimizing disinfection processes, and improving treatment to remove natural organic matter.

The County has taken the following actions to reduce HAA5 levels in the water system.

- replaced filter media
- adjusted chlorine levels
- installing an additional source water screen
- Initiated design of a Granulated Activated Carbon GAC filtration system

Monitoring chlorine levels and filters are ongoing. The additional source water screen will be installed within the next 30 days, and a new charcoal filtering system will be installed within the next 90 days.

QUESTION: WILL THESE STEPS ELIMINATE THE HALOACETIC ACID PROBLEM?

ANSWER: They will significantly reduce HAA levels, but complete elimination depends on source water quality, seasonal conditions, and treatment dynamics.

QUESTION: WHY DID THIS NOTICE COME WEEKS AFTER THE TESTING PERIOD?

ANSWER: Laboratory analysis of HAA samples requires several weeks. After results confirm an exceedance, state regulators review the findings, and the utility must prepare, approve, and distribute the notice within the required 30-day timeframe.

QUESTION: WHAT ASSURANCE CAN YOU GIVE ME THAT THIS WILL NOT CONTINUE?

ANSWER: While no water system can guarantee that DBPs will never form, continuous monitoring, operational evaluations, system improvements, and increased Consumer Confidence Report (CCR) transparency help ensure compliance and improvement over time.

All about Family and Medical Leave Insurance (FAMLI)

Starting January 1, 2028, eligible employees will be able to take up to 12 weeks of paid, job-protected leave. Employees will be able to take time off to welcome a new child, tend to a serious health condition, care for a loved one, or manage urgent family needs related to deployment—while still being paid up to \$1,000 per week.

FAMLI is an insurance program. Employers will remit contributions into a fund administered by the State on a quarterly basis. Alternatively, employers may apply to use a commercial or self-insured private plan. When an employee needs to take leave, either the State Plan or a private plan will pay the employee a portion of their salary.

Contributions come from both employers and employees

FAMLI is funded through contributions that employers will remit to the State on a quarterly basis. The contribution rate is 0.9%, split equally between employers and employees.

Employers with fewer than 15 employees (counting both Maryland and out-of-state employees) are only responsible for remitting 50% of the contribution rate and may withhold that amount from the employees pay.

While MD Labor sets the contribution rate for the State Plan, private plans will set their own rates. Employees cannot be charged more in a private plan than they would be through the State Plan.

Employees will be able to use FAMLI for major life events

- **To care for themselves**, if they have a serious health condition
- **To welcome a child**, including through adoption and foster care
- **To care for a family** member's serious health condition
- **To prepare for a family** member's military or uniformed service deployment

Employees with a qualifying event whose work is localized in Maryland and who worked at least 680 hours over the previous four calendar quarters will be eligible for benefits.



Key dates

Right now: Register online at paidleave.maryland.gov.

All employers with at least one employee in Maryland are required to register. There are no exemptions. After registration, employers are automatically enrolled in the State Plan.

- **September 1- November 15, 2026:** Employers who know they want to use a private plan should submit a Declaration of Intent.
- **January 1, 2027:** Employers begin withholding from employees' pay.
- **April 2027:** All employers must submit first Quarterly Wage and Hour Report. Employers in the State Plan remit contributions.
- **Summer 2027:** Maryland Insurance Administration approves commercial insurance products; and FAML I opens up private plan applications (deadline to submit is October 1, 2027 for a January 1, 2028 effective date.)
- **January 1, 2028:** Benefits begin.

Understanding plan options

All employers have a choice: use the State Plan or apply to use a commercial or self-insured plan. Private plans must provide the same level of benefits as the State Plan, or better. They also must be approved by the FAML I Division.

After registration, all employers are automatically enrolled in the **State Plan**.

Commercial plans are purchased from an insurance company. The insurance company processes and pays employees' claims. Any employer can purchase a commercial plan.

Self-insured plans are insured directly by the employer. The employer (or a Third-Party Agent) handles and pays employees' claims. Employers with 50 or more employees can apply for a self-insured private plan.

Who should register

Initial registration must be completed by an **Authorized Officer**. This can include roles like owner or partner, executive director, CEO, CFO, COO, president, secretary, household employer or another designated individual with equivalent legal authority as specified by the employer's bylaws.

*If you are a Third-Party Agent, including a Certified Public Accountant (CPAs) or a business that provides payroll, HR and/or benefits administration, you should register so you can invite your clients to connect with you after you register. **You cannot register your clients.***

Employers and TPAs can act now

- Register as an employer or TPA at paidleave.maryland.gov.
- Consider whether the State Plan or a private plan works best.
- Discuss payroll and administrative adjustments with your team.

Contact the FAML I Division

Email paid.leave@maryland.gov, visit paidleave.maryland.gov, or call the Customer Care line at 410-525-4010 for more information.



Rush Services Inc
McHenry, Md. 21541
1251 Mosser Road

Appendix E

Invoice

DATE	INVOICE NO.
9/18/2026	162927

BILL TO

TOWN OF FRIENDSVILLE
945 COMMUNITY DRIVE
FRIENDSVILLE, MD 21531

TERMS

Net 30

DESCRIPTION	QTY	RATE	AMOUNT
945 COMMUNITY DRIVE			
40 GALLON GAS HOT WATER HEATER; S/N: ZK52214363	1	1,274.05	1,274.05
3/4" BRASS TEE	1	19.51	19.51
3/4" BRASS ELBOW	1	17.32	17.32
3/4" X 6" BRASS NIPPLE	1	34.87	34.87
3/4" MALE COPPER ADAPTER	2	10.74	21.48
3/4" F ADPT COPPER	1	11.64	11.64
3/4" COPPER COUPLING	3	5.50	16.50
3/4" COPPER 90 ELL	1	5.22	5.22
3/4" TYPE L COPPER PIPE	6	14.33	85.98
2 GALLON EXPANSION TANK	1	128.63	128.63
VIBRATION ISOLATORS	4	2.50	10.00
3' 26 GAUGE PIPE	1	17.12	17.12
BEE SPRAY	1	13.48	13.48
TOTAL MATERIALS			1,655.80
DISPOSAL OF OLD TANK	1	20.00	20.00
LABOR CHARGE ON WATER HEATER LEAKING - DRAINED	1	110.00	110.00
TANK FOR REPLACEMENT- BARRY - 9/15			
LABOR CHARGE TO REPLACE WATER HEATER - JOSH M - 9/15	3	90.00	270.00
		Sales Tax (0.0%)	\$0.00

Total \$2,055.80

Payments Applied \$0.00

Balance Due \$2,055.80

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

September 15, 2026, through October 5, 2026

- Tuesday, September 15, 2026 Wanda and I participated in webinar with Local Government Insurance Trust (LGIT). It was about the new Maryland FAMI Program for employees.
- Wednesday, September 16, 2026 Wanda and I had a virtual meeting with Siera Wigfield and Molly Ramsey to finalize plans for our Wednesday, September 23, 2026 informational meeting in the Community Park.
- Thursday, September 17, 2026 Wanda, Councilman Bittinger and I were here at the Town Hall. We were here for the Pre-Bid meeting that was originally scheduled for the steps going down to the Yough River.
- Saturday, September 19, 2026 Josh our maintenance worker and I set up cones and barricades with detour signs. This was for the Maker's Market that was being held on Maple Street, between First and Second Avenue.
- Monday morning, September 21, 2026 I attended the Garrett County Heritage Board Meeting at the Garrett Chamber of Commerce. I represent the eight municipalities in Garrett County.
- Monday afternoon, September 21, 2026 I attended the Garrett County Public Schools Foundation Board. This meeting was held at Garrett College in the Board Room.
- Wednesday, September 23, 2026 I along with Wanda and Councilmembers Bittinger, Humberson, Kelley and Sines attended Informational Meeting in the Community Park. Siera Wigfield and Molly Ramsey had various boards for everyone in attendance to give their input.
- Monday, September 28, 2026 Kathy Beachler, Executive Director of the Garrett County Arts Council came and met me and Wanda here at the Town Hall. I then took her to several businesses and did a tour of the town afterwards.
- Tuesday, September 29, 2026 I went to Northern Garrett High School to congratulate the four teachers who applied for and were awarded the mini grants through the Garrett County Public Schools Foundation.