



*Mayor and Town Council*  
*Town of Friendsville*  
*Founded 1765*

P.O Box 9,  
Friendsville MD 21531  
Ph: 301-746-5919  
info@friendsville.org  
www.friendsville.org

---

**Friendsville Mayor & Town Council Minutes**  
**February 3, 2025**

**Attendance:**

Spencer R. Schlosnagle, Mayor

Wanda Guard, Administrative Assistant, Clerk-Treasurer

Council Members: Michael Artice, James Hook, Edward Kelley, Sheryl MacLane & Robert Sines

**Citizens/Guests:** Kenneth Hinebaugh, Lynn Aycock, Jennifer Resh, Fred Fox, Jen Uphold, Brian Homberg, Melissa Custer & Ashley Bittinger, GC Sherriff Department

**Call to Order:** With the absence of the Council President Humberson, Wanda Guard, Administrative Assistant, Treasurer-Clerk called February 3, 2025, the general meeting of the Mayor and Town Council to order at 6:03 p.m. and requested for a motion to select Council President pro tem.

**Motion #1:** (Council member MacLane/Council member Artice): Ed Kelley was nominated to serve as Council President pro tem. 5 in favor/0 opposed/0 abstention. Motion carries.

**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 – February 3, 2025***

**Motion #2:** (Council member MacLane/Council member Artice) Approval to accept the February 3, 2025, agenda with no additions.

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

***Approval of the General Meeting Minutes – January 13, 2025***

**Motion #3:** (Council member Hook/Council member Sines) Approval to accept the general meeting minutes for January 13, 2025, with no corrections.

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

**To The Floor:**

***Ken Hinebaugh, Veterans Memorial***

Ken Hinebaugh provided an update on the Veterans Memorial project. He reported that the centerpiece is under contract and could be delivered anytime from June to December. Additionally, DTS has updated their system which has been updated to an electronic/automatic system, and assistance will be needed with the new process. At the next meeting, a contractor will be selected from the three bids received. Volunteers are needed to support various aspects of the project.

***Deputy Ashley Bittinger, Garrett County Sheriff's Department***

Deputy Bittinger, Garrett County Sheriff's Department shared the Town of Friendsville's incident report for the month of January. There was a total of twelve (12) incidents, 8 community patrols, 1 MVA incident, 1 residence incident, 1 paper served, and 1 court violation.

***Fred Fox, Garrett County Celtic Festival***

Fred Fox shared that the **Garrett County Celtic Festival** is scheduled for **June 7, 2025**. The festival organizers are requesting approval for the following:

- **Placement of a Portable Storage Unit** – A request was made to place a portable storage unit in the Community Park to facilitate event logistics and equipment storage.
- **Use of Council Chambers** – Due to the unavailability of the library this year, the festival requests the use of the Council Chambers for small festival activities during the event.

***Brian Homberg***

Brian presented a request to set up a hot dog vending cart at the Town of Friendsville’s recreational parking lot. The cart would offer hot dogs, chips, and drinks throughout the summer season, catering to the boaters as they come off the river. Wanda informed Brian that a certificate of liability, a Health Department SERV Safe certificate, and a hold harmless agreement will be required. She will also need to check with the Town’s insurance company to determine if there are any additional requirements.

**Motion #4:** (Council member Hook/Council member Sines) Approval to allow Brian Homberg to set up “Hot Dog Cart” & sell in the Town of Friendsville recreational parking lot pending LIGIT requirements.

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

***Melissa Custer, Ruth Enlow Library-Friendsville Branch***

The demolition of the old library began last week. If you drive by, you will notice the progress underway.

**Unfinished Business**

***Town of Friendsville Sale of Property***

No additional information currently from Terry Spear regarding the quick claim deed on the property.

***MD State Parks Recreation Guides 2025 AD – Evan Hayek***

Mayor Schlosnagle presented the proof from the design team to the group and shared his feedback on necessary changes. After extensive discussion, the council agreed that Mayor Schlosnagle should contact the design team to express dissatisfaction with the initial version and request a revised draft before moving forward. It was suggested that Wanda create a draft for consideration. Council Member MacLane recommended including the phrase “Wild & Scenic Adventure Capital of Maryland!” while Mayor Schlosnagle also preferred the statement “Come Visit, Come Stay!” be added to the advertisement.

***Paugh Property Update***

Mayor Schlosnagle shared that Michael Llewellyn publish a Notice of Judicial Probate in the February 6, 2025, An announcement in The Republican newspaper stated to all persons interested in the Estate of Herbert B Paugh Estate No. 15232. The hearing will be held at the courthouse, room 107B 313 E Alder Street Oakland, MD 21550 on February 25, 2025, at 10:30 a.m.

**New Business**

***CDBG Grant – Zoning Ordinance***

Mayor Schlosnagle shared that while at PACE special funding was able to be secured from Community Development Block Grant (CDBG) for Town of Friendsville zoning ordinance update. A public hearing has been scheduled for Monday, February 17, 2025, at 6:00 p.m. at the Town Hall Council Chambers. The notice has been published in The Republican newspaper for February 6, 2025, and February 13, 2025. Notices of the public hearing have been posted at the Town Hall, United States Post Office, Friendsville Pharmacy and Ruth Enlow Library, Friendsville Branch. The draft application will be available for the public

to review on February 6, 2025, until February 17, 2025, at Friendsville Town Hall during normal business hours.

**Ordinance O-2025-01 1<sup>st</sup> Reading**

Mayor Schlosnagle read the ordinance O-2025-01. The public hearing for Ordinance No. O-2025-01, amending Ordinance 2005-07 regarding competitive bidding requirements, is scheduled for Monday, February 17, 2025, at 6:30 p.m. This ordinance ensures the procurement and delivery of goods and services for the benefit of the Town and its residents. To secure these at the lowest, most reasonable cost, the Friendsville Mayor and Town Council require that any expenditure exceeding \$40,000 be authorized only with a written contract, duly executed, and approved by both the Mayor and Town Council, as well as the provider of the goods or services. A copy of Ordinance No: O-2025-01 is available for review at the Ruth Enlow Library, Friendsville Branch, on the bulletin board in the Friendsville Post Office or at the Friendsville Town Hall during regular business hours. The second reading will be February 17, 2025.

**Our Town Theatre – Jennifer Virts Email**

**Motion #5:** (Council member MacLane/Council member Sines) Approval for Our Town Theatre (OTT) to hold practice and production, Finding Nemo Jr., at Stage/Pavilion #1 in the Community Park on dates that can be coordinated with Ms. Virts. 5 in favor/0 opposed/0 abstention. Motion carries

**The Friend Family Association of America – Letter of Agreement (July 1, 2025, to June 30, 2026)**

**Motion #6:** (Council member MacLane/Council member Artice) Approval for letter of agreement and fee to remain the same as in the past for The Friend Family Association of America. 5 in favor/0 opposed/0 abstention. Motion carries

**Arbor Day Poster Contest & Arbor Day Celebration – Tree Committee Update**

Council member MacLane announced that the tree committee will not be holding the Maryland Day Poster Contest this year. Instead, they will be collaborating with Melissa Custer to organize the National Arbor Day Celebration on April 26, 2025, with the 5th grade class at Friendsville Elementary. Melissa will meet with the 5th graders on March 17, and the poster contest deadline will be in April. The awards will be presented during the end-of-year school awards ceremony.

**Zoning Board of Appeals – Public Hearing – February 12, 2025, 6:30 p.m.**

Mayor Schlosnagle shared that the Friendsville Board of Zoning Appeals will conduct a public hearing on Wednesday, February 12, 2025, starting at 6:30 p.m. in the Friendsville Town Hall in the council chambers. The Board will review the following docketed case: SE-2025-01: An application submitted by 2 Springs Property Management LLC, Jason Donahue to allow “Special Exception” in the Town Residential zone, Pursuant to section 408.B.8. of the Friendsville Zoning Ordinance. The property is located at 253 Maple Street, Friendsville, MD 21531. Any Interested individuals are invited to attend.

**Garrett County Celtic Festival Portable Storage Unit & Council Chamber Use on June 7, 2025**

**Motion #7:** (Council member Sines/Council member Hook) Approval of the placement of a portable storage unit behind the maintenance building in the community park. This approval is contingent upon your group handling the purchase and placement of the unit, as well as ensuring it is properly leveled and has adequate drainage, including gravel and plastic placement. These measures will facilitate easier mowing and trimming around the area. Additionally, according to our insurance company, LIGIT, a certificate of insurance is required, covering property and liability for the unit and listing the Town of Friendsville as an additional insured. Once the details regarding the structure are finalized, a contract will be prepared. 5 in favor/0 opposed/0 abstention. Motion carries.

**Motion #8:** (Council member Hook/Council member MacLane) Approval to use the Town Hall Council Chambers during the Garrett County Celtic Festival event on June 7, 2025.

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

**Clerk’s Report – January**

**Motion #9:** (Council member MacLane/Council member Artice) Approval to accept the clerk’s report, payables, receivables, and salary summary for the month of January.

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

**Mayor’s Report:**

- PACE – Mayor shared that the funders meeting was successful, 28 funders attended.
  - Friendsville is eligible:
    - USDA grant 75/25 – 1 Ton Plow Truck – Can apply anytime.
    - CDBG grant \$35,000 – Update Zoning Ordinance
    - Community Legacy – Stormwater drainage – Can apply in May.
    - Siera Wigfield working with State Highway Administration for funding for Sidewalk – “Safe Walks for Schools”/ Walkability Community”
- Potomac Edison Utility Bill (Lower & Upper Ballfields) – Working with Dave Kline; read/test the meters; they are thinking now that it could be the grinder pump; public utilities are scheduled to check the pump to see if it is the problem.
- Garrett County Government Fire Hydrants Update – working with Brandon Griffin; they are waiting on parts; should be received by the first of February.
- 2025 Mayors Essay Contest – Mrs. Patterson 4<sup>th</sup> Grade class is scheduled to come to the Town Hall on Friday, February 7, 2025. The essay submissions are due on March 7<sup>th</sup>.
- Committee - June 21, 2025 – [Boat parade on Deep Creek Lake](#) – Put on by the Deep Creek Lake Lions Club, the parade will feature entries from all towns, various businesses, individuals and organizations. [Facebook event page](#)
- MML Annual Summer Conference – June 22 – 25, 2025 at the Roland E. Powell Convention Center, Ocean City, MD 21842
- The mayor shared that he received confirmation and the process of prepayment for the Restroom/Electrical Room Grant from Tiffany Depaoli. The process will start in March.
- Served on the Salary Review Board for Garrett County and interviews were done last Friday, January 31, 2025, recommendations were given to the Garrett County Commissioners.
- Reviewed the Code Enforcement Updated from Jarrett Mahoney dated 2/3/2025.

**Motion #10:** (Council member MacLane/Council member Hook) Approval to proceed with the process, including fines and court actions, based on the recommendations of the code enforcement officer.

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

**Committee’s Reports:**

- **Buildings:** Nothing
- **Safety:** Nothing
- **Streets & Sidewalks:** A citizen shared concern that the vehicle was blocking the view at the intersection of the alley; Wanda will notify the Code Enforcement Officer of the concern.
- **Community Park:** Nothing
- **Trees & Shrub:** Nothing
- **Economic Development:** Nothing

**Concerns of Council Members:** None

The next Mayor & Town Council meeting will be on March 17, 2025, starting at 6:00 p.m.

**Adjournment:**

**Motion #11** (Council member MacLane/Council member Hook): Approval to adjourn the meeting.

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

The meeting was adjourned at 7:55 p.m.

Respectfully Submitted,

*Wanda M. Guard*

Wanda M. Guard,  
Administrative Assistant, Clerk-Treasurer

Approved:

*Spencer R. Schlorbach, Mayor*

*3/17/2025*