

**Town of Loch Lynn Heights
COUNCIL MEETING
November 4, 2025**

Mayor Friend called the meeting to order at 5:30 pm and led the Pledge of Allegiance. In attendance were Council members Max Hill, Bryce Canfield, Barbara Rexroad and John Groves, and Clerk Rebecca Friend. Agenda was approved with additions.

Dan Duggan – Candidate for House of Delegates, District 1-A introduced himself and his wife Susan.

October 2025 Minutes – B Canfield moved to approve, forgoing reading; second by M. Hill, unanimous vote.

October 2025 Financial Report – Some numbers seem to reflect incorrect coding of expenses. Clerk will address this with the accountant. Tentatively accepted with motion by B. Rexroad, second by J. Groves, unanimous.

ACTIVITY REPORTS

Sheriff's Office – Deputy Lewis reported 13 town patrol hours, 24 total incidents. Council discussed with him some concerns regarding trespassing on Mustang property.

Code Enforcement – Officer's report indicates 5 cases. Fines have been issued to Mr. Fultz for violations at the Mustang property. Follow-up needed on the excavation on Seneca.

GCM – October meeting was cancelled. Next meeting November 5.

Grants – There were only 2 responses to the Street Tree Grant questionnaire. Will need to offer a tree to additional residents to take advantage of possibly receiving 16 trees. Playground Project update – Phase 2 of the playground installation is complete. Some more wood carpet is needed in the preschool area and around the fence. Council discussed whether to order it now or wait, and decided to wait till spring. Wiring and installation of lighting and cameras are still to be completed. Clerk reported on expenses and explained how costs are being divided among funding sources. Payments to Playground Specialists (\$74,205, motion – M. Hill, second – B. Canfield, unanimous) and American Industrial Fencing (\$23,360, Motion - B. Rexroad, second – J. Groves, unanimous) were approved. Funds will be transferred from the Money Market account to cover these payments. Reimbursements have been requested for Phase 1.

Mayor's Report

Streets & Sewer – Maintenance has completed manhole inspections. Section of Dundee Street has been repaired and paved. Council approved \$3,335.60 payment to County Roads Dept for the paving. M. Hill moved, B. Canfield seconded, unanimous.

Correspondence / Meetings –

Maintenance Report – The men have been preparing equipment for winter. Larry Bernard will attend DNR Tree Expert class on Nov. 5 and do testing on Nov. 12. Town is providing overnight stays for both days, and he will use the town pickup for travel. Mayor provided a summary of other October maintenance items to Council.

OLD BUSINESS:

A. Town Mayor & Council Salary Increase Ordinance – Mayor Friend distributed a sample ordinance from Friendsville. Council is in agreement with doubling the salary rates as they have remained the same for 39 years. This will require an Ordinance, and a clearer definition of what constitutes a meeting will be developed. The document will be prepared for introduction at the December meeting.

B. 600 Block Seneca Avenue Zoning Ordinance Violation – will seek further assistance from County Land Development Office and State officials.

C. Mustang Property Updates – Code Enforcement Officer has issued 2 fines of \$250 each for abandoned vehicles and debris, trash and rubbish, with 30 days to respond. Show of Cause Hearing has been postponed in order to complete deed search.

D. Leaf Pickup – County Roads Dept is collecting leaves – will do the final run on November 17.

New Business

- A. Credit Card / Money Market Changes** – Clerk described difficulties with present First United Visa credit card, including payment being lost in the mail and no way to pay locally. She has met with representative of M and T Bank who can offer an in-house credit card where payments may be made at the local branch, or balance can be transferred on-line from an account. This could be used to make sewer loan payments as well, and would be more convenient. The Money Market account they offer does not pay as much interest as the present one, so it would not be wise to transfer the entire amount.
- B. Rexroad** made motion to transfer between \$20,000 and \$50,000 – based on minimum balance requirements, to M and T account with a credit card and on-line banking. Second by M. Hill, unanimous vote.
- B. Procurement Ordinance** – Council will review Friendsville's Ordinance, tabled until next meeting.
- C. GIS / Phone Purchase** – Councilman Groves reported that GIS license has been purchased by the Town that will allow mapping of street signs, utility poles and street lights. DNR has given us coordinates for town trees on the Tree Inventory that can also be added. Town will work with Sierra Wigfield at County Planning and Zoning on this, and may want to purchase a dedicated cell phone in the spring for use with the GIS program.

Councilwoman Rexroad asked about the possibility of purchasing a leaf collection device - maybe one that could be pulled behind a truck. She had discussed this with the Deer Park mayor. They are seeking a grant to fund this. Council mentioned pros and cons, decided that if the County will do it for free, no purchase is needed.

Announcements

ALGAR dinner meeting will be held in Cumberland on Nov. 12. Reservations due 11/5.

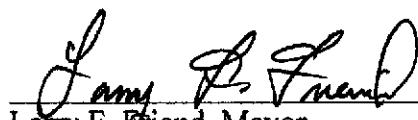
Next Regularly Scheduled Council Meeting – December 2, 2025

Public Comment - none

Meeting was adjourned at 7:35 pm.



Rebecca C. Friend, Clerk / Treasurer
December 2, 2025



Larry F. Friend, Mayor