

**Town of Loch Lynn Heights
COUNCIL MEETING
January 6, 2026**

Mayor Friend called the meeting to order at 5:33 pm and Bryce Canfield 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.

Mayor Friend administered the oath of office to Council members Hill and Canfield for two-year terms.

December 2025 Minutes – M. Hill moved to approve, forgoing reading; second by J. Groves, unanimous vote.
December 2025 Financial Report – Forestry Grant balance is incorrect – deposit was improperly coded. Tentatively accepted with motion by J. Groves, second by B. Rexroad, unanimous.

ACTIVITY REPORTS

Sheriff's Office – Deputy Lewis reported 13 town patrol hours, 52 total incidents.

Code Enforcement – There were 2 noise complaints; a tenant's unlicensed vehicle was towed by Community Action. Code Officer reports that town's attorney will be moving on the Mustang issue in the upcoming week.

GCM – Jan. meeting was cancelled.

Grants – Final reimbursement for Community Parks and Playgrounds grant has been received. The Chesapeake Fund grant that was applied for was denied - for upgrades to the Villa. Remaining funds from MUCFC grant may be used in the spring for plantings in the park. Melissa Avery completed the required report. Street Tree program is moving forward with 7 trees to be planted. Tree City and PLANT awards applications completed.

Mayor's Report

Streets & Sewer – A town tree fell during a wind storm, bringing down power lines and blocking Roanoke Ave. Maintenance cleared the debris. Another tree nearby is leaning and will need to be removed. Bed of older dump truck was repaired and painted. Mayor stated that the men need another chain saw with longer bar.

Council approved.

Correspondence / Meetings – Meeting was held with Ted Hoxie from DNR regarding tree grants.

Maintenance Report – New tires were purchased for the skid steer and plow shoes were replaced on snowplows. Needed tools were also purchased for maintenance. Running boards for the Ford truck will make easier access. New ceiling tiles are being installed in the Town office; the old ones will be used in the garage.

LEGISLATIVE ACTION

Ordinance 2025-03 - 2nd Reading and Adoption - Town Mayor & Council Salary Increase. Public hearing held prior to this meeting, without objection. Motion to approve made by J. Groves, second by B. Canfield, adopted with unanimous vote. Ordinance will be effective Feb 1, 2026.

Ordinance 2026-01 – Purchasing and Contracts - Introduction and first reading. Motion by J. Groves, second by B. Canfield to forgo reading and proceed with advertisement and public hearing. Unanimous approval.

OLD BUSINESS:

A. Park Cameras expansion and upgrades proposal – Council approved \$4,478.00 contract with CHIPS to install 3 surveillance cameras and lighting on pole at new playground and new recording device; motion by B. Rexroad, second by M. Hill, unanimous vote.

B. Timed door access (lock) for park restroom was also approved – motion by J. Groves, second by B. Canfield. Will be completed by CHIPS at cost of \$1,325.00

C. Mustang Property Updates – Attorney is to take action on this matter in the coming week. Will also speak with him regarding continued violations at excavation site on Seneca.

D. Credit Card / Money Market / CD Investment changes – Clerk was informed by the auditor that it is illegal in Maryland for government funds to be deposited in credit unions. This was confirmed by MML, so the funds being held at WEPCO in a money market account have been transferred to a money market account at Truist Bank. The credit card change that was planned has been postponed as a trial of payments made on line may eliminate the slow mail delivery and late payment issues. A mature CD has been renewed for a 5-month term. Council had voted to continue Positive Pay monitoring of checking account until January 1. At that time a decision would be made as to whether to continue monitoring or change accounts. J. Groves moved to continue monitoring service until most of the current checks are used up. Second by B. Rexroad, approved unanimously.

New Business

A. Mountain Maryland PACE requests for funding projects January 21, 2026 – Packets are being prepared for presentation at the PACE Conference. Loch Lynn Heights will seek funding for 4 projects: design for Community Center, traffic speed detectors, stump grinder for skid steer, and installation of a small furnace for town office.

B. 2024 – 2025 Audit Update. All information for annual audit has been submitted to the auditor. A second extension was approved – audit report must be provided to the state by January 31.

Announcements

Clerk will be sending out a newsletter, as few residents are accessing the website. Considering having a promotional program where website viewers may win a gift card. Will include trash reminders and state income tax information in newsletter.

Next Regularly Scheduled Council Meeting – February 3, 2026

Public Comment - none

Meeting was adjourned at 7:06 pm.


Rebecca C. Friend, Clerk / Treasurer
February 3, 2026


Larry F. Friend, Mayor