

TOWN OF WILLIAMSPORT
MAYOR AND COUNCIL MEETING MINUTES
May 12, 2014

A regular meeting of the Williamsport Mayor and Council was held on May 12, 2014, at the Williamsport Town hall in Williamsport, MD at 7:00 p.m.

In attendance were:

Mayor James G. McCleaf II
Asst Mayor Joan Knode
Councilwoman Maya Haines
Councilman Bill Green
Councilman Scott Bragunier
Councilman Jim Kalbfleisch
Councilman Alan Redding

Also present was Town Clerk Donnie Stotelmyer

Mayor James G. McCleaf II called the meeting to order. Mayor McCleaf asked all in attendance to stand for a moment of silence followed by the pledge of allegiance.

A motion was made by Councilman Bill Green to accept the regular meeting minutes held on April 14, 2014, and the Workshop meeting minutes held on May 5, 2014. This motion was seconded by Councilwoman Maya Haines. With all voting in favor, motion carried.

Financial Report

Town Clerk Donnie Stotelmyer gave the financial report for April 2014. Councilman Scott Bragunier made a motion to accept the financial report as presented. This motion was seconded by Assistant Mayor Joan Knode. With all voting in favor, motion carried.

Guests

Mayor James McCleaf introduced Jimmy Black representing the C&O Canal Days Committee. He was present at the meeting to ask permission regarding several items:

1. The Canal Days Committee would like to seek permission from the Mayor and Council to allocate \$750.00 from their budget to contribute to monetary prizes for Christmas Decorating Contest in 2014. They suggest the following prize amounts:
 - a. For businesses, \$125.00 for 1st prize, \$75.00 for 2nd prize, \$50.00 for 3rd prize
 - b. For homes, \$125.00 for 1st prize, \$75.00 for 2nd prize, \$50.00 for 3rd prize
 - c. For entry ways, \$125.00 for 1st prize, \$75.00 for 2nd prize, \$50.00 for 3rd prize

Assistant Mayor Joan Knode made a motion to grant the Canal Days Committee permission to award monetary prizes for this year's Christmas Decorating Contest. Assistant Mayor Joan Knode suggested they set up guidelines for how they will judge the contest and who would judge

the contest. This motion was seconded by Bill Green. Everyone voted in favor except Councilwoman Maya Haines who voted no.

2. The C&O Canal Days Committee is also asking permission from the Mayor and Council to eliminate setting up vendors along Potomac Street, and instead, would like to set up along N. Conococheague and East and West Salisbury Streets. The vendors would only go up as far as Tony's Pizzeria and not up to the alleyway due to safety concerns.

Councilman Bill Green made a motion to allow the Canal Days to set up along N. Conococheague, East and West Salisbury Streets this year. This motion was seconded by Maya Haines. With all voting in favor, motion carried.

3. The C&O Canal Days Committee is asking permission from the Mayor and Council to purchase a plaque to commemorate the Boys Scouts' 100th Anniversary. They would like this plaque to be displayed in front of the Scout building.

The Council was all in agreement to allow them to make this contribution.

Jimmy Black also informed the Mayor and Council they would be doing a benefit cruise-in for the Holly Place organization in Hagerstown on August 15th, 2014. He suggested to the Mayor and Council that they ban smoking in Byron Memorial Park. Mayor James McCleaf explained they have already discussed and are working towards making our park smoke free.

Correspondence

Mayor James G. McCleaf informed the Council we received a thank you letter the Western MD Chapter of the Association for the Education of the Young Child for participating in the proclamation of the Week of the Young Child in Williamsport, MD.

Mayor James G. McCleaf informed the Council we received a thank you letter from the Washington County Boys and Girls Club for the donation of \$845.46 from the Polar Bear Plunge this past year.

Mayor James G McCleaf informed the Council we received an invitation to the next Washington County Municipal League meeting on Monday, May 19th, 2014 hosted by the Town of Boonsboro. The social hour begins at 6:00pm, and the meal will be served at 6:45pm. It will be held at the Boonsboro American Legion. The cost of the meal is \$14.00.

Reports:

Board of Elections Supervisor

No report.

Board of Zoning and Appeals

No report.

History and Museum Board

Jerry Knode reported the Museum Ramble would be going on for two more weeks and so far it was going very well.

Planning Commission

**April 30,
2014**

To: Williamsport Mayor and Council
From: Williamsport Planning and Zoning Commission

Subject: Activities Report for April, 2014

- There were (5) new permits submitted in April, and a total of two (2) approved. There are a total of four (5) permits under review.
- Welcome Center Plans are progressing, FEMA permit applications should be in system within six weeks, grant paperwork finalization pending.
- Sidewalk Usage Standards are written and available for Council review. Awaiting Council finalizing. Tentative approval in May.

Permits Reviewed and Disposition Made:

2014-02	24 N. Conococheague Street	Conversion to (2) appt	Permit withdrawn
2014-15	131 N. Artizan Street	Add ADA ramp	Approved
2014-17	237 E Potomac Street	Replace porch deck	Approved

Permits Under Reviewed:

2014-18	22-24 N. Conococheague St.	Studio Type Business	Permit incomplete
2014-19	22-24 N. Conococheague St.	Advertising sign	Permit incomplete
2014-15	17 E Frederick Street	Construct semi attaché dwell.	Set back requires exception
2014-05	22 N. Conococheague Street	Temporary facility Usage	Fire Marshal Report
2012-36	15940 Lockwood Rd	Business Change	Connecting road Approvals

Code Administration:

There was No Code Violation in April

New Business:

East Potomac GC District Development (South) – Traffic Study to be conducted by June
Concept drawing of intersection @ Milestone
Sidewalk usage guidelines prepared and awaiting Council review, still pending

Sub-station discussion w/1st energy held March 24th.

Respectfully Submitted,
Charles Stumbaugh
Planning and Zoning Commission

Legal Council

No Report.

Sheriff's Report

Mayor James McCleaf gave the April 2014 sheriff's report.

Council report

Asst. Mayor Joan Knode reported the Williamsport High School had their prom at the Springfield Barn recently and that all went well. She said the new floor was just installed in the kitchen area of the Community Building. She spoke about how Ryan Wenger has begun construction of power washing the barn roof. Once this step is complete, they will paint the barn roof and the rest of the barn. Assistant Mayor Joan Knode attended the Williamsport Community Band's Spring Concert in honor of Harry Kight on May 11th, 2014 and she said it was a wonderful concert.

Councilman Jim Kalbfleisch reported on the water tower project.

Councilman Scott Bragunier reported on a \$40,000 grant from Community Parks and Playgrounds to install a new playground at Billy Doub Field. He reported about the Kelly Miller Circus coming to town on Wednesday, June 4th, 2014. Advanced tickets are on sale now. Councilman Scott Bragunier also reported on an upcoming event he has planned called Double Days on May 31st, 2014 and June 1st, 2014. He also reported the planting of more trees around the playground area of Byron Memorial Park to provide shade. Councilman Scott Bragunier also reported on some canoe travel group traveling through Williamsport and how the group thought Williamsport was a nice town.

Councilman Alan Redding reported the swim lessons would take place on May 17th, 2014 in Pavilion #1 from 9-12pm, so they are preparing for that. He also reported how he has been working with event coordinator, Cyndi Powell to open the new Visitor's Center Art Gallery.

Councilman Bill Green reported the town has been working on repairing pot holes throughout the town and this repair work will continue as it is an on-going process.

Councilwoman Maya Haines reported she said the signs are up at S. Vermont and Canal Streets. She wanted to thank the town employees for getting those up. She talked about a dirt pile sitting on S. Vermont Street beside the cemetery that was dumped there. Town Clerk, Donnie

Stotelmeyer explained the dirt pile was dumped there to help reset some of the tombstones in the cemetery.

Mayor's Report

Mayor James McCleaf reported on the Williamsport Community Band's Spring Concert in honor of Harry Kight. He said it was a wonderful concert and a lot of people came out. He talked about Harry Kight and that he founded the Blue Band. He reported himself and Town Clerk Donnie Stotelmeyer were working with the town accountant on the making the budget for Fiscal Year 2015.

Unfinished Business

Mayor James McCleaf discussed the adoption of the Application for Temporary Use of the Public Right-A-Way for Sidewalk Cafes in Town Center. Mayor James McCleaf stated he needed a motion to adopt this application. Councilman Bill Green made a motion to adopt the Application for Temporary Use of the Public Right-A-Way for Sidewalk Cafes. This motion was seconded by Councilman Alan Redding. With all voting in favor, motion carried.

Mayor James McCleaf discussed he bid openings of the fitness trail in Byron Memorial Park. Town Clerk Donnie Stotelmeyer asked the Mayor and Council to reject the bids based on the fact that the bids submitted were using a variety of fitness equipment at the fitness stops. He suggested we re-bid the project with specifications about the type of equipment being used for each fitness station along the fitness trail, and that each bid quote for the same type of equipment. Town Attorney Ed Kuczynski agreed that was a good suggestion. Councilman Scott Bragunier made a motion to reject all bids. This motion was seconded by Maya Haines. With all voting in favor, motion carried. Councilman Scott Bragunier made a motion to re-bid the project and specify in the project that the same type of equipment be used with each bid. This motion was seconded by Maya Haines. With all voting in favor, motion carried.

Mayor James McCleaf reviewed the Artist Gallery Consignment Agreement as presented and requested a motion to adopt the agreement. Councilwoman Maya Haines made a motion to adopt the Artist Galler Consignment Agreement as presented. This motion was seconded by Councilman Bill Green. With all voting in favor, motion carried.

Mayor James McCleaf requested the Council make a motion to approve the purchase of a 2014 Ford F-250 vehicle at the cost of \$34,200.00, which will come out of the Fiscal budget for 2015. Councilwoman Maya Haines made a motion to approve the purchase of this vehicle for the Town. This motion was seconded by Councilman Jim Kalbfleisch. With all voting in favor, motion carried.

Mayor James McCleaf requested a motion to maintain the current property tax rate at 0.485. Councilman Scott Bragunier made a motion to approve keeping the current property tax rate the same at 0.485. This motion was seconded by Councilman Bill Green. With all voting in favor, motion carried.

Mayor James McCleaf explained the town would like to create two additional parking spaces adjacent to the alleyway behind town hall. Councilman Bill Green made a motion to approve the creation of two additional town employee parking spaces. This motion was seconded by Maya Haines. With all voting in favor, motion carried.

Mayor James McCleaf explained the town would like to eliminate two parking spaces adjacent to W. Sunset and S. Conococheague St. and MD Rt 68 due to safety concerns. Councilman Bill Green made a motion to approve the elimination of these two parking spaces. This motion was seconded by Councilman Scott Bragunier. With all voting in favor, motion carried.

Mayor James McCleaf asked for approval for a grant of \$500 from the Cigarette Restitution Fund. Councilwoman Maya Haines made a motion to accept this grant. This motion was seconded by Councilman Scott Bragunier. With all voting in favor, motion carried.

New Business

Mayor James McCleaf discussed the 2015 budget. He asked the Council to discuss with Town Clerk Donnie Stotelmyer any items they wanted to add or change before the budget is presented.

Town Donnie Stotelmyer discussed a correspondence from a program called “Rock Your Mic” an anti-bullying campaign wanting to utilize the park for a summer block party. The council discussed this request and decided it was too late notice to try and find a time to accommodate this program. They said they wish this group had contacted us sooner. No action was taken regarding this matter.

Citizen Participation

Town resident Jim Jewells, member of the C&O Canal Committee, presented the town with two framed picture collages of the Ida Grimes concert that was held in Byron Memorial Park, a part of the C&O Canal Days celebration last year. He also presented her parking sign, she was the oldest citizen in the Town of Williamsport. He donated these items to the Town Museum.

Councilman Bill Green made a motion to adjourn this meeting. This motion was seconded by Councilman Alan Redding. Meeting adjourned.

Respectfully submitted,

Donnie Stotelmyer
Town Clerk
Town of Williamsport