

**TOWN OF WILLIAMSPORT**  
**MAYOR AND COUNCIL MEETING MINUTES**  
**April 11, 2016**

A regular meeting of the Williamsport Mayor and Council was held on April 11, 2016, 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  
Councilman Bill Green  
Councilman Dustin Byers  
Councilman Alan Redding  
Councilman Jim Kalbfleisch  
Councilman Scott Bragunier  
Town Attorney Ed Kuczynski

Also present was Town Clerk Donnie Stotemyer

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. Mayor McCleaf reminded all in attendance that today was the anniversary of the Rockville Tragedy and to keep all of the families involved in that accident in your thoughts during the moment of silence. Mayor McCleaf recognized Boy Scout Troup 58 members who were present as a part of a merit badge they were working on. Mayor McCleaf welcomed them to the meeting.

A motion was made by Councilman Scott Bragunier to accept the Regular Council Meeting Minutes from March 14<sup>th</sup>, 2016, Special Meeting Minutes from March 21<sup>st</sup>, 2016, and Workshop Meeting Minutes from April 4<sup>th</sup>, 2016. This motion was seconded by Councilman Jim Kalbfleisch. With all voting in favor, motion carried.

**Financial Report**

Town Clerk Donnie Stotemyer gave the financial report for March 2016. Councilman Dustin Byers 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 McCleaf introduced the current unit director of the Williamsport Boys and Girls Club who was present to accept a donation from the town in the amount of \$2,600 from funds raised at this year's Williamsport Polar Bear Plunge. Chief Will Ball from the Williamsport Volunteer Fire & EMS Company was unable to make it to the meeting to accept their check, but they will also be awarded \$2,600.

**Correspondence**

Mayor James G. McCleaf shared a letter to the Town notifying us we once again qualified as a Tree City USA City for 2015.

Mayor James G. McCleaf shared a letter from Faith Christian Fellowship Pastor Mike McNamee. Pastor McNamee wrote a letter inviting the Mayor and Council to a luncheon at Shindle-Rohrer above 28 South Restaurant in downtown Hagerstown. The luncheon is to honor local government representatives on the National Day of Prayer, May 5<sup>th</sup>, 2016 at 12:00pm.

**Reports:**

**Board of Elections Supervisor**

No report.

**Board of Zoning and Appeals**

No report.

**History and Museum Board**

Mr. Jerry Knode reported they are just waiting for the repairs to be completed so they can open for the season.

**Planning Commission**

**March 30, 2016**

**To: Williamsport Mayor and Council**

**Subject: Planning and Zoning Activities Update for March, 2016**

There were (5) **Five permits submitted** in March, and a total of (6) **Six approved**. There are ten (10) permits under review.

**Permits Approved:**

2015-032	44-46 W.Salisbury Street	Construct Duplex	Approved 03/07/2016
2016-05	147 S. Conococheague St	Add Church Steeple	Approved 03/7/2016
2016-06	13 N Clifton Drive	Above Ground Pool	No Town Ordinance
3/7/2016			
2016-07	203 S Vermont Street	Reconstruct burnt dwelling	Approved 03/07/2016
2016-08	241 Maplehurst Avenue	Erect Privacy Fence	Approved 03/07/2016
2016-09	334 E Sunset Avenue	Construct Bi-level Deck	Approved 03/21/2016

**Permits Being Reviewed:**

2012-36	15940 Lockwood Rd	Business Usage (Road Chg. Required)	First
	Energy Rd Ownership M&C		
2014-20	124 E. Potomac Street	Sidewalk and ADA replacement	Priority 1
	/Sched. Spring 2016 WC		

2014-21/26	14-26 E Salisbury Street	Remove & replace front sidewalks	Councilman Green
2014-44	104 E Potomac Street	Bus Shelter (County)	Financing Fed
2014-45	5 N. Commerce Street	Construct Visitor Center (Town)	Project on Hold
– Town Council			

**Planning Follow-up**

9/15/2014	Town Clock Reclamation	Town Council Approved Project	Bid
Submission pending – Donnie			
1/18/2015	Sidewalk Usage Standards:	Town Council Approved	Formal
Document – Mr. Kuczynski			

**Zoning Review for Proposed Business:**  
**No New Applications**

**Respectfully Submitted,**  
*Charles Stumbaugh*  
**Chairman**  
**Planning and Zoning Commission**

**Legal Council**  
 No report.

**Sheriff’s Report**  
 Mayor McCleaf gave the March Sheriff’s Report.

**Council report**

Asst. Mayor Joan Knode gave the following report:

- Set up the Barn for Easter Sunrise Service
- Buildings report: Hitching Post RoundUp Sale was a success with 10 recent brides and several wedding service providers set up for meet and greet.
- Weddings started last Saturday-family complimented the Town on such a nice event venue.
- Our town employees worked to make sure the barn was ready:
  - New soft light LED lights have been installed at the barn-should last 5-10 years without any problems.
  - Newer GE stove, refrigerator, microwave; new 7.4 cubic ft freezer
  - Round Tables were checked and repairs are being made
  - Archway in barnyard was repaired after it was blown over by 55 mph winds this was confirmed by Steve, JC, Randy and Carl after viewing the Barn security camera noting that the wind swirled around the barn yard and then knocked over

the archway. The only problem was enough room in the closet for all of the guys to view the footage!

- Museum is repaired and floors cleaned. In May, we hope to get a crew to set display cases around and start one container at a time replacing displays.
- JC has installed a new door from museum to stable where all the containers with museum items are stored. This will make the work of setting the museum back up much easier, than having everything packed in and no room to really set up interesting displays.
- We will be adding some drift roses at the flag pole and to some of the smaller gardens at the Barn. If needed for the Adopt a Planter Program the planters at the Barn can be used. If not needed, we will plant again at the barn.
- Tenant House: work has stopped until later in the Spring, ground works to be done, top soil will be added at the old road site and grass planted soon.
- Town Hall: all wood at Town Hall, windows, doors, pillars, etc need to be scraped and painted with quality paint.
- Town Clock: no update on clock, weathervane is being repaired and restored by Keith Slick.
- Community Building: some damage to floors was reported.
- Pump Station Buildings: were repaired and painted
- Pavilion: will be cleaned, tables set up and ready for rental season starting in May.
- Attended Canal Town meeting, next meeting will be May 20<sup>th</sup> at 10:00am at Brunswick Town Hall
- Made updates to Williamsport section of Canal Town Partnership Brochure, now available for distribution.

Councilman Jim Kalbfleisch reported on the proposed access road for Spirit Services that was discussed at the Workshop Meeting. He said the construction of this road will help with the truck traffic off of Lockwood Road. Councilman Kalbfleisch reported he has noticed an increase in kids riding recklessly on their bicycles. He has almost been hit by a juvenile on a bicycle twice and he said to be cautious because these kids just don't care.

Councilman Scott Bragunier reported crews have already begun cutting grass in the park and it seems there are already a lot of people using and in the parks. Councilman Bragunier reported a complaint of hypodermic needles being found at River Bottom Park. Town employees went down to collect and dispose of these needles properly. Councilman Bragunier reported the RFP for the Second Phase of the Fitness Trail is out to bid. Bids are due by Monday, May 2<sup>nd</sup>, 2016.

Councilman Dustin Byers had no report.

Councilman Alan Redding reported we are getting ready to open the pool and getting the staff all together. This year, the new pool manager will be Alexis Evans. Councilman Redding reported the Early Swim Lesson signups will be on Saturday, May 21<sup>st</sup>, 2016 and they are getting ready for that. Councilman Redding reported he has been working with a small group to organize a monthly program to promote local businesses which would be held on the second Sundays of each month. He said they hope to have music and vendors in the streets. Councilman Bragunier asked if we would be raising the pool admission rates this year. Councilman Redding said they

discussed raising the rates this year, but in the end, decided to keep them the same. However, they have raised the Swim Lesson rates from \$55 to \$60 per person.

Councilman Bill Green reported the town employees are fixing pot holes throughout town. Some of the curbs need addressed and the crews will start working on that soon. The curb in front of the new Williamsport Hardware and Bait Shop needs addressed.

### **Mayor's Report**

Mayor McCleaf reported we are working on the 2016-2017 Fiscal Budget. If anyone has requests for items to be included in the budget, please submit them to Town Clerk, Donnie Stotelmyer as soon as possible.

### **Unfinished Business**

Mayor McCleaf reviewed from last month that there was an offer from McCleaf Bus Lines out of Waynesboro, PA to donate a 24 passenger bus to the Town. Councilman Bill Green made a motion to accept the donation of the 24 passenger van presented as an emergency ordinance. This motion was seconded by Councilman Scott Bragunier. With all voting in favor, motion carried.

Mayor McCleaf asked for a motion to approve the ordinance outlining an agreement with Zion Lutheran Church to utilize their auxiliary parking lot as a municipal lot for the downtown area. Councilman Alan Redding asked if in making this agreement, is the town responsible for maintaining the parking lot? Councilman Scott Bragunier said yes, the town would be required to maintain the lot such as snow removal, etc. Town Attorney, Ed Kuczynski said the Town's use of the parking lot is contingent on the church approving the lease. Councilman Scott Bragunier made a motion to approve the ordinance to make an agreement with Zion Lutheran Church for the use of their parking lot. This motion was seconded by Councilman Bill Green. With all voting in favor, motion carried.

Mayor McCleaf reviewed with the council the application for the "Adopt a Planter" Program. Councilman Alan Redding said he still feels the \$10 registration fee should not be charged because of the other costs in purchasing plants and maintaining them throughout the season. It was explained that this fee would go towards the cost of the signs the Town will purchase to put in the pot recognizing each business or group that adopted a planter. Councilman Bill Green made a motion to accept the "Adopt a Planter" application as presented. This motion was seconded by Assistant Mayor Joan Knode. With all voting in favor, motion carried.

Mayor McCleaf reminded everyone the Annual Spring Clean Up event will be on Saturday, April 23<sup>rd</sup>, 2016 with tree planting at 9:00am.

Mayor McCleaf asked for a motion to approve renewing Town of Williamsport CD with M&T Bank. Assistant Mayor Joan Knode made a motion to renew the Town of Williamsport CD with M&T Bank. This motion was seconded by Councilman Alan Redding. With all voting in favor, motion carried.

Mayor McCleaf asked for a motion to keep the Town of Williamsport property tax rate at 48.5 cents per \$100 of assessed value. Councilman Jim Kalbfleisch made a motion to keep the property tax rate at 48.5. This motion was seconded by Councilman Scott Bragunier. With all voting in favor, motion carried.

### **New Business**

#### **Citizen Participation**

Mayor McCleaf recognized town resident, Ken Lafferty. Mr. Lafferty raised concerns about the book of Town Ordinances to be given to the Washington County Sherriff's Department. He said this process has gone on way too long. Town Attorney, Ed Kuczynski said they have met with Sherriff Mullendore and he has requested that some of the Town Ordinances be updated even though they do not need to be updated. Mr. Lafferty said this process has taken too long. Mayor McCleaf asked Town Clerk, Donnie Stotelmyer to please follow up on this to ensure it gets resolved in the near future.

Mayor asked for a motion to move into Executive Session.

Councilman Dustin Byers made a motion to move into Executive Session. This motion was seconded by Councilman Bill Green. With all voting in favor, meeting adjourned.

Respectfully submitted,

Donnie Stotelmyer  
Town Clerk  
Town of Williamsport