

TOWN OF WILLIAMSPORT
MAYOR AND COUNCIL MEETING MINUTES
July 11, 2016

A regular meeting of the Williamsport Mayor and Council was held on July 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 Dustin Byers
Councilman Jim Kalbfleisch
Councilman Alan Redding

Also present was Town Clerk Donnie Stotemyer

Mayor James G. McCleaf II called the meeting to order.

A motion was made by Councilman Dustin Byers to accept the Regular Council Meeting Minutes from June 13, 2016, and Public Hearing Minutes from June 13, 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 June 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 members from the Junior Fire Fighters Company 2 in Williamsport. Mayor McCleaf called on Chief Will Ball. Chief Ball introduced the Junior Fire Fighter program. He said the program has received the state award for the last 3 consecutive years at the state-wide completion. The Junior Fire Fighters are judged based on their activities, strengths, the goals they set, and their accomplishments in the community. Chief Ball said the age range for this program is 10-16 years of age and they have about 15-17 active members. They allow up to 20 members to participate in their Junior Fire Fighters program. Chief Ball said there are 4 cadets who transitioned from the Junior Fire Fighters. The cadet program is for 16-18 year olds. Hayden Lovell is the adult advisor for the group. Mayor McCleaf said Mr. Lovell should get a lot of credit in the program's success for being so passionate and dedicated to this program. Mayor McCleaf said it is evident Mr. Lovell is having a positive impact in the lives of these youth. Chief Ball said Atlantic Coast Charter mostly sponsored a day trip to Ocean City for the Junior Fire Fighters to attend the award ceremony. Mayor McCleaf told Mr. Lovell to let us know when their next meeting is scheduled and the Mayor and Council would like to provide pizza or dinner at their next meeting.

Correspondence

Mayor James G. McCleaf shared an invitation to the next MML Washington County Chapter Meeting on Monday, July 25th at the Springfield Barn here in Williamsport. It is our Annual Crab Feed dinner. Social hour starts at 6:00pm, with the meal at 6:45pm.

Mayor James G. McCleaf shared a thank you card from the family of Wayne Bitner for the sympathy card that was send to them.

Mayor James G. McCleaf shared a thank you card from Wendy Dozier for working with her on an advertisement package for our upcoming C&O Canal Days Festival. Ms. Dozier works for 95.9 radio station.

Mayor James G. McCleaf shared a thank you card from Autumn Weyent, this year's recipient of the Ruby M. Seymour scholarship. Ms. Weyent will be attending Princeton University in the fall.

Reports:

Board of Elections Supervisor

No report.

Board of Zoning and Appeals

No report.

History and Museum Board

Mr. Jerry Knode reported the repairs at the Museum are really coming along.

Planning Commission

June 30, 2016

To: Williamsport Mayor and Council

Subject: Planning and Zoning Activities Update for June, 2016

There were **(4) four permits submitted** in June, and a total of **(4) four approved**. Nine (9) permits remain under review.

Permits Approved:

2016-17 06/2016	129 S Vermont Street	Detached structure	Approved
2016-18 06/2016	210 N Conococheague Street	Construct attach patio roof	Approved
2016-19 06/2016	5 S Conococheague Street	Construct pads for Generator	Approved
2016-20	142 W. Potomac Street	Erect 5' x 8' Sign	Approved 06/2016

Permits Being Reviewed:

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
Approval–Wash Co			
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 June Sheriff’s Report.

Council report

Asst. Mayor Joan Knode reported she attended the Eagle Scout Ceremony for Eagle Scout Funk. She said the barn is being rented. The fireworks on July 5th were well attended. Assistant Mayor Knode also reported the Second Sunday event went well.

Councilman Jim Kalbfleisch reported he recently attended the MML Conference in Ocean City, MD. One of the things he learned about was that they are now making plastic water containers for street sweepers because they do not rust. He said it might be something we want to consider for our street sweeper.

Councilman Scott Bragunier was not present. In his absence, Councilman Byers read the following report:

I would like to advise you that it was a pleasure and greatly appreciated that the town could provide me with the opportunity to attend the Maryland Municipal League Conference in Ocean City. There, I was able to learn how other communities are dealing with issues and concerns that are similar to Williamsport. It was also nice to see that we're doing a great job in attempting to turn our town around. What are small bumps in the road for us are mountains for other communities so I would like to commend the Mayor, Donnie, Council, and office staff for a job "obviously" well done.

In regards to the parks, In the month of July we will begin the installation process of the new fitness equipment granted to us by Community Parks and Playgrounds. We will also be maintaining a watchful eye on the equipment as it's about the middle of the "play" season in the parks.

In regards to the EDC, I will be working soon to gather the troops and get back to work on some initiatives we've pursued such as the Façade Grant Program, Municipal Parking Area, and downtown improvements and recruitment.

The Sheetz RFP has been sent out to many people and realtors in the hopes of getting returns for our process. I hope we get a good return but if we don't, don't let that make you think it doesn't have value. I encourage the Mayor and Council to task Ed to begin the process if he hasn't already to outline the next in many steps to make the building usable for rent or public sale. We know there's many steps but it shouldn't be new to us when the time comes. We are on the verge of potentially finding a use for the building so it's my hopes that we quit working one month at a time on the "next step". I'm sorry I'm not there to encourage or make a motion to do this but we must stop letting our legal steps stop slowing us down in this process. I also know it's never smart to rush but at this point I think "rushing" is the last thing we've been doing.

Councilman Dustin Byers had no report.

Councilman Alan Redding reported on the Second Sunday event. He estimated about 300 people came through the event. He said all of the vendors seemed happy and plan to come back next month. Councilman Redding reported he's been spending a lot of time at the pool and overseeing operations there. He missed a few meetings recently because of the passing of his father, but now he is back.

Councilman Bill Green reported he has a list of pot holes that need repaired. As they have time, the town employees are working on completing the repairs on that list.

Mayor's Report

Mayor McCleaf reported on the MML Convention in Ocean City, MD. He said we made a lot of great contacts and the event went really well. He reported he and Mr. Stotemyer attended the Secretary's Round Table discussion and it was a very successful meeting. Mayor McCleaf reported Mr. and Mrs. Kramer were recently in a serious car accident, but they are doing better now.

Unfinished Business

Mayor McCleaf asked for approval to award the bid for the Town of Williamsport Software Package to Tyler Technologies. Councilman Alan Redding made a motion to award the software package to Tyler Technologies. This motion was seconded by Assistant Mayor Knode. With all voting in favor, motion carried. Town accountant, Sue Harrison was present and she introduced Mr. Dan Walsh from Tyler Technologies who is based out of Texas. Mr. Walsh said the program will help address billing and accounting issues. It will provide a better reporting system; it will be more interactive with resident and can even send them weather advisories.

Mayor McCleaf called on Mr. Stotemyer who reviewed a request from The Journey of Life Church to utilize a Pavilion in the Park for either no charge or at a reduced rate. No action was taken on this item.

New Business

Councilman Alan Redding asked the Council to consider a reduction of pool party fees for town employees. Councilman Redding said we should look at what the minimum cost would be to cover the lifeguards fees on duty. Councilman Redding made a motion to approve a reduced rate for Pool Parties for Council members and staff. This motion was seconded by Assistant Mayor Knode. With all voting in favor, motion carried.

Mayor McCleaf reviewed a request from Head Start to utilize a pavilion in the park at no charge on July 22, 2016 from 10am-12pm. Assistant Mayor Knode made a motion to approve this request. This motion was seconded by Councilman Redding. With all voting in favor, motion carried.

Mayor McCleaf reviewed a request to consider a reduction of water bill at 227 Maplehurst Avenue due to a water leak. Mayor McCleaf asked Mr. Stotemyer to contact the residents and have them document what happened to cause the leak and we can review it further at the next meeting.

Citizen Participation

Mayor McCleaf recognized town resident, Don Munson. Mr. Munson raised concerns about the electric bills. He asked when are they read and why do the billing periods vary so much. Some months the billing period may be 25 days and other months it is 32 days. Mayor McCleaf said we try to read the electric meters as close to the 30 day mark as we can, but sometimes there are mitigating circumstances that prevent the meters from getting read on time like if an employee is out sick or if the 30 day mark falls on a weekend. Mr. Munson replied that many residents operate on a budget and it is hard to budget their electric payments when they vary so much.

Assistant Mayor Knode pointed out the weather vane has recently been restored. She pointed to where it was displayed in the corner of the room. We hope to have it put back up on the clock tower once it is restored.

Assistant Mayor Joan Knode made a motion to adjourn. This motion was seconded by Councilman Dustin Byers. With all voting in favor, meeting adjourned.

Respectfully submitted,

Donnie Stotelmyer
Town Clerk
Town of Williamsport