

TOWN OF WILLIAMSPORT
MAYOR AND COUNCIL MEETING MINUTES
April 10, 2017

A regular meeting of the Williamsport Mayor and Council was held on April 10, 2017, at the Williamsport Town Hall Williamsport, MD at 7:00 p.m.

In attendance were:

Mayor William Green
Asst Mayor Joan Knode
Councilman Dustin Byers
Councilman Charles Brown
Councilman Dennis Grove
Councilman Jim Braswell

Town Clerk, Donnie Stotemyer
Also present, Town Attorney, Ed Kuczynski.

Mayor William Green called the meeting to order.

A motion was made by Councilman Dustin Byers to accept the Regular Council Meeting Minutes from March 13, 2017, Special Meeting Minutes from March 20, 2017, Special Meeting Minutes from March 28, 2017 and Workshop Meeting Minutes from April 3, 2017. This motion was seconded by Councilman Jim Braswell. With all voting in favor, motion carried.

Financial Report

Donnie Stotemyer presented the financial report for March. Councilman Dennis Grove made a motion to accept the February financial report. This motion was seconded by Councilman Charles Brown.

Guests

Mayor Green introduced Wally Tracy with the Downsville Ruritan. Mr. Tracy was present to discuss the Downsville Ruritan hosting a carnival in Williamsport not this year, but next year. Councilman Brown had asked him to come to tonight to address any concerns or questions the Mayor and Council may have looking ahead to next year. Councilman Byers said he recalled at the last Workshop Meeting they had asked the Downsville Ruritan to go to a carnival company and bring back a proposal that outlines what the carnival would include. Mr. Tracy said that is correct and they will do that, but he wanted to know from the Mayor and Council if there were specific things the Mayor and Council were looking for to be included in the next carnival. Assistant Mayor Knode thought the Council had voted to not sponsor a carnival in Byron Memorial Park. Councilman Byers said he also remembered this action. Councilman Byers asked Mr. Tracy if he was looking to have the carnival in the Park. Mr. Tracy said yes they would like to try again at a carnival in the park. Mr. Tracy agreed the last carnival that was hosted in the park was terrible because the carnival company they contracted with was going bankrupt. Mr. Tracy said they sold 1,100 wristbands and they were promised there would be 17

rides, but the company was only able to supply 7 rides. Councilman Byers said if they do host another carnival, Mr. Tracy should make sure there are provisions in the contract to make sure this type of scenario doesn't happen again. Assistant Mayor Knode said people do not realize it is the Downsville Ruritan hosting the carnival, the people think it is hosted by the Town of Williamsport and it is a direct reflection on the Town. Mr. Tracy said they will look at a cancellation policy in a new contract. Councilman Byers suggested Mr. Tracy talk with the organizers of the Boonsboro Carnival to see how they run their operation. Councilman Byers said he didn't think the Town wanted to host another carnival in Byron Memorial Park. Councilman Brown said he feels like we need to host a carnival and other events for our kids. Assistant Mayor Knode said if we are going to have a carnival, then we need to have a high quality carnival. Councilman Grove asked if we are going to aim at having a carnival next year. Mayor Green asked that the Council all submit their concerns regarding hosting a carnival in Byron Memorial Park next year. These concerns will be given to Mr. Tracy for when he reaches out to carnival companies to acquire a proposal. This way the concerns can all be addressed moving forward.

Correspondence

Mayor Green acknowledged that the Town recently received a PLANT Award from the Maryland PLANT Community Awards Program. PLANT is an acronym for People Loving and Nurturing Trees. We received the Green Award for our efforts to plant and care for trees in our community. Assistant Mayor Knode mentioned that in the recent edition of MML Magazine there was an article about Tremendous on page 13 that relates to this award.

Mayor Green shared information about an upcoming 5K Race in support of the Williamsport American Legion WWII Project. The race will be held on Saturday, May 27, 2017. Registration is at 7:30am and the race starts at 8:30am. The race will begin and end at the Williamsport American Legion Outdoor Pavilion. Registration forms are available at Town Hall or you can register online.

Reports:

Board of Elections Supervisor

No report.

Board of Zoning and Appeals

No report.

History and Museum Board

Mr. Jerry Knode reported they are getting the museum ready to open in the Spring. They are once again hosting a Sunrise Service on April 16th, 2017.

Planning Commission

See attached.

Legal Council

No Report.

Sheriff's Report

Mayor Green gave the March Sheriff's Report.

Council report

Asst. Mayor Joan Knode reported on the recent Hitching Post event on April 1st, 2017. The event is an opportunity for past brides to sell their wedding decorations. There are also wedding vendors at the event promoting their services and products. The event went very well. Assistant Mayor Knode talked about an updated brochure for the Canal Towns that will be coming out soon. Assistant Mayor Knode talked about the new restaurant Smokin' Toad who will be hosting a Grand Opening Ceremony on May 4th, 2017 at 11am. Assistant Mayor Knode reported they recently met about rehabilitating the clock tower. The gentleman who they met with to consult on the work needed to be done to the clock tower also looked at the weather vane on top of Town Hall, which needs repaired as well. Assistant Mayor Knode reported the Maryland Community Band Festival will be hosted at the Springfield Barn on Saturday and Sunday, June 10th and 11th. Williamsport High School Blue Band will offer concessions for sale and the Williamsport Bus will offer tours around the Town. Assistant Mayor Knode reported there will be a special exhibit at the museum about the Daughters of the American Revolution. She talked about wanting to have a bluegrass band play on the porch of the Tenant House on the weekends for visitors. Assistant Mayor Knode reported the Rehoboth Learning Center will once again plant vegetables in the raised garden beds by the Tenant House. She said they are getting ready to place a brick order to add to the Remembrance Garden.

Councilman Jim Kalbfleisch was not present. No report.

Councilman Dustin Byers reported the electric in Town is still expensive. He asked for direction from the Mayor and Council about designing a new website. Mayor Green asked Councilman Byers to follow up with our current web designer, Eddie French to talk with him about what he would like to change or update on the website and he will make sure it gets done.

Councilman Jim Braswell reported the public works employees have started repairing pot holes throughout Town. Councilman Braswell reported the street sweeper will start running again and they will start ticketing for sweep violations on April 20th and 21st, 2017. Councilman Braswell commended town employee, Anthony Shaffer for how well he works with the people and communicates with them about parking meters and ticketing procedures. Councilman Braswell reported he attended a meeting at the Washington County Parks Board at Hagerstown Community College to present an idea for the Town to acquire the Wolf's property through a DNR Project Open Space Land Acquisition Grant to create a pocket park. The Parks Board was very receptive to the idea. They asked what the current asking price is for that property. The asking price is \$140,000. Assistant Mayor Knode added that the Town would like to acquire that property for a pocket park. There are currently no public restroom facilities for bikers. They would like to add these as well as benches, bike washing stations and other amenities.

Councilman Charles Brown reported the Opening Day for the Conococheague Little League went well. He received complaints that the traffic was bad at Billy Doub Field on Opening Day with people turning around and parking in the wrong place. Town Attorney, Ed Kuczynski said

we receive complaints from the residents who live across from the field every year. Councilman Brown said he plans on talking with the owners at Wetsuit Wearhouse to see if they would give us permission to use part of their parking lot for overflow parking. Councilman Brown reported the Sidewalk Project Phase 3 and 4 in Byron Memorial Park are going out to bid. He said he has requested for town employees to fix the basketball hoops and replace with new nets in Byron Memorial Park. Councilman Brown said Pavilion #1 and #2 need repainted and he will work with Town staff to get this done. He talked about the Williamsport Volunteer Fire & EMS Company will host their Annual Easter Egg Hunt in Byron Memorial Park on April 15th at 11am.

Councilman Dennis Grove reported he recently met with the pool staff. He has scheduled a meeting with all of the pool staff on Wednesday, May 17 at 6pm at the Springfield Farm Barn.

Mayor's Report

Mayor Green reported he recently met with the National Park Service and they updated him on the status of the various projects underway at the Cushwa Basin. Mayor Green reminded everyone there will be a Groundbreaking Ceremony for the Reconstruction of the Conococheague Aqueduct on Friday, May 5th at 11am. Mayor Green reported he has met with each town employee individually to talk about this transition period and to get a better understanding of everyone's roles. Mayor Green reported he recently volunteered with the Williamsport Rotary to host a Shepherd's Table at the Williamsport United Methodist Church. He reported we recently turned in the completed applications for the "If I Were a Mayor..." contest. He asked for a motion from the Council to recognize town resident, Larry Jessop as the Town of Williamsport ambassador. Councilman Brown made a motion. This motion was seconded by Assistant Mayor Joan Knode. With all voting in favor, motion carried. Mayor Green presented Mr. Jessop with a certificate acknowledging him as a Town ambassador. Mayor Green reported town employee, Crystal Danfelt created a complaint form for town residents to complete when they have a complaint or a concern. He feels this will help better accountability because the complaint and the way in which it was addressed will be in writing. Mayor Green presented Mr. Ken Lafferty a letter giving him permission to observe projects related to water and sewer issues as a representative of the Town. Mayor Green reminded the Council he is working with Town Clerk, Donnie Stotelmyer and town accountant Sue Harrison on the upcoming budget. He reported that the accountant would like to meet with the Council to discuss each of their responsibilities and their budgets. If the Council has any budget requests, please submit them as soon as possible. Mayor Green reported he had Mr. Scott Draper, CPA review the town financials and Mr. Draper reported the financials were in good order. The general fund is \$269,000 in deficit from subsidizing the water and sewer fund from the general fund and this is something we will have to work to correct.

Unfinished Business

Mayor Green asked for approval for Mr. Don Munson to be designated as a coordinator for the veteran board in front of Town Hall. Mr. Munson will work to update the board in memory of local town veterans. Councilman Dustin Byers made a motion to approve this designation. This motion was seconded by Assistant Mayor Joan Knode. With all voting in favor, motion carried.

Mayor Green asked for approval for Rehoboth United Methodist Church to close W. Salisbury Street for their Annual Street Fair on Saturday, June 3, 2017 from 8am-3pm. Councilman Brown

made a motion to approve this request. This motion was seconded by Councilman Dustin Byers. With all voting in favor, motion carried.

Mayor Green reviewed a request for a water bill reduction at 210 East Sunset Avenue for a water leak. No action taken. The Mayor and Council asked Town Clerk, Donnie Stotemyer to contact the Washington County Sewer Department and ask them if the Town reduces a bill for a water leak, will the County then reduce our charges. Mr. Stotemyer will report back at the next meeting.

New Business

Mayor Green asked for approval to renew the Town CD with M&T Bank. A motion was made to approve this action by Assistant Mayor Knode, seconded by Councilman Dustin Byers. With all voting in favor, motion carried.

Mayor Green informed the Council he is recommending a 3% increase of the water rate and a 4% increase of the sewer rate. Public hearings have been scheduled on June 12, 2017 at 6:30pm for the proposed sewer rate increase, 6:40pm for the proposed water rate increase, and 6:50pm for the proposed 2018 Fiscal Budget.

Mayor Green reviewed a request for a water bill reduction at 125 East Potomac Street for a water leak. No action taken. The Mayor and Council asked Town Clerk, Donnie Stotemyer to contact the Washington County Sewer Department and ask them if the Town reduces a bill for a water leak, will the County then reduce our charges. Mr. Stotemyer will report back at the next meeting.

Mayor Green asked for approval to schedule a Public Hearing regarding the Old Sheetz Building declaring it no longer needed for public use. Town Attorney, Ed Kuczynski said at this public hearing the Mayor and Council would hear testimony related to this topic. The public hearing has been scheduled for Wednesday, May 10th, 2017 at 7:30pm.

Mayor Green asked for approval of proposal to rehabilitate the Town Clock Tower at a price of \$9,600 which would include labor and supplies. Councilman Brown made a motion to accept the proposal as presented. This motion was seconded by Assistant Mayor Knode. With all voting in favor, motion carried. Town Attorney, Ed Kuczynski asked if the proposal did indeed include all associated costs related to this project. He reminded the Mayor and Council that because the proposal was less than \$10,000 they could move forward with the project. If it had been at a cost greater than \$10,000 the project would have had to undergo a competitive bidding process.

Mayor Green asked for approval to sponsor a bus trip to Sight and Sound Theatre to see Jonah on June 13, 2017. The Town will arrange for two buses to take participants to the show and lunch. Tickets are \$95 per person. Councilman Byers made a motion to approve this action. This motion was seconded by Assistant Mayor Knode. With all voting in favor, motion carried.

Citizen Participation

Mayor Green introduced town resident, Karen Hendrickson who was present to suggest we host a memory walk in honor the old timers. Ms. Hendrickson asked if there were dates where the

park is available to host such an event. She would be willing to help find sponsors and organize the event. She asked the Mayor and Council to consider it. She said she remembers we did a similar event in the past. Ms. Hendrickson also wanted to report there are people throughout the neighborhood that are burning in their backyards. She has spoken with Ed Ernest at the State Fire Marshall's office who told her that people are not supposed to throw logs on the fire, but they can burn small brush piles. Her neighbors have been burning fires in a fire pit and the smoke affects her because she has asthma. Mr. Ernest said fire pits have to be at least 15 feet from a structure.

Mayor Green introduced Debbie Groff who was present to represent her parents who live in town. Ms. Groff reported their street sign is incorrectly marked when compared to their deed. If there is a fire at the house, then they may not be able to find their house. Mayor Green said the street markings are consistent with Google Maps, a tool the fire company uses to locate houses. He assured Ms. Groff we would look into this concern.

Mayor Green introduced Mr. George Groff who was present to express concerns about the roads throughout Town. Namely routes 11, 63 and 68. Mayor Green responded the Town is well aware of the poor condition of these roads and are working diligently to try and raise funds for overlay. The Town is pursuing grant opportunities to try and work on these roads.

Mayor Green introduced Meredith Leach who said she loves living in Williamsport, but we have a major drug problem. She has young children and there is drug activity in their building. She said she has found 2 hypodermic needles right by her building. Councilman Grove said the landlord could be held accountable for illegal activity being conducted in the building. Councilman Byers said maybe should consider reactivating the Neighborhood Watch group.

Mayor Green introduced town resident, Chris Grimes who asked the Mayor and Council to explain further about the \$269,000 debt in the water and sewer department. Mayor Green explained past administrations have subsidized the water and sewer fund out of the general fund. Town Attorney Kuczysnki said the town has always operated with a water sewer fund deficit. This is a burden on the tax payers and this is why we pass on rate increases when they are enacted at the County level.

Mayor Green introduced town resident, Connie Byers who asked if copies of town minutes can be left at the front desk of Town Hall for residents to pick up because not everyone has access to the internet to view them on the website.

Mayor Green introduced Gary Grimes who asked about the pocket park discussed in Assistant Mayor Knode's report. Mr. Grimes asked why the Town would try to acquire the property to create a park instead of building a structure at that site to build tax revenue. Councilman Byers talked about the Canal Towns Partnership and how this proposed activity fits in with the growing trend to better accommodate visitors especially visitors coming off the canal. Councilman Grove said the current property owner wanted to put in storage bins on that lot, but the Planning and Zoning Committee would not allow that. Mayor Green said there is no real way to control the property unless we own it. It has been suggested that we acquire the property to create more parking in town. However, Councilman Grove reported there are 80 parking spaces that are now

available for town use at Zion Lutheran Church. Residents raised concerns about increased vandalism at the proposed park because we have so many issues at the other parks with vandals.

Mayor Green recognized Mr. Groff who asked about code enforcement in Town. There are properties with trash on back porches and other issues. Mayor Green reported this is already on the town's radar and they will be addressing issues related to blight on the Town. He also reported they will be discussing the creation of a nuisance ordinance at the May Workshop Meeting.

Mayor Green introduced Mr. Walter Williams who talked about the doctor on N. Conococheague Street who is dispensing pain medication on the weekends out of a store front. Mr. Williams reported the doctor was being investigated for the activity, but nothing resulted from the investigation. Mayor Green reported the Planning and Zoning Commission looked at the property zoning restrictions, but there was nothing they could do to prevent the doctor from operating out of that store front. He said the best they can do is wait for the lease agreement to expire and hope the landlord doesn't renew the lease.

Mayor Green recognized Connie Byers. She asked if the Town was aware of people throughout town who benefit from the trash pick-up services, but do not pay for them. Mayor Green assured her the Town is aware and working to correct these issues.

Councilman Charles Brown asked the Council if they can come together on Saturdays to help our elderly in Williamsport like with yard work and other tasks around the house.

Councilman Dustin Byers made a motion to adjourn. This motion was seconded by Councilman Jim Braswell. With all voting in favor, meeting adjourned.

Respectfully submitted,

Donnie Stotelmyer
Town Clerk of Williamsport
Town of Williamsport