

**TOWN OF WILLIAMSPORT
MAYOR AND COUNCIL MEETING MINUTES
March 10, 2014**

A regular meeting of the Williamsport Mayor and Council was held on March 10, 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 Alan Redding
Councilman Scott Bragunier
Councilman Jim Kalbfleisch

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.

A motion was made by Councilman Scott Bragunier to accept the regular meeting minutes held on February 10, 2014. This motion was seconded by Councilwoman Maya Haines. With all voting in favor, motion carried.

Financial Report

Town Clerk Donnie Stotemyer gave the financial report for February 2014. Councilman Alan Redding made a motion to accept the financial report as presented. This motion was seconded by Councilwoman Maya Haines. With all voting in favor, motion carried.

Guests

Mayor James G McCleaf introduced Phillip Powell and Jen Carbaugh with the Washington County Boys and Girls Club. Town Clerk Donnie Stotemyer presented them with a check from proceeds raised by the annual New Year's Day Polar Bear Plunge.

Mayor James G McCleaf introduced Tim Ammons and Chief Will Ball representing the Williamsport Fire and EMS Company 2. Town Clerk Donnie Stotemyer presented them with a check from proceeds raised by the annual New Year's Day Polar Bear Plunge.

Correspondence

Mayor James G. McCleaf informed the Council Rehoboth Learning Center raised \$169.00 from an art sale held at Desert Rose Café in January. They donated these proceeds to the lighting of the park during the Christmas holiday.

Mayor James G. McCleaf informed the Council the next Washington County Municipal League meeting will be held on Monday, March 24, 2014 at the Williamsport Redman. Social hour begins at 6:00pm.

Reports:

Board of Elections Supervisor

No report.

Board of Zoning and Appeals

No report.

History and Museum Board

Jerry Knode reported the Museum is open for the season. They have vintage postcards from 1906 for sale at the museum.

Planning Commission

February 25, 2014

To: Williamsport Mayor and Council

From: Williamsport Planning and Zoning Commission

Subject: Activities Report for January, 2014

- There were (6) new permits submitted in February, and a total of six (6) approved. There are a total of four (4) permits under review.
- Welcome Center Plans are progressing, FEMA permit applications should be in system within six weeks, grant paperwork being finalized
- Sidewalk Usage Standards are written and available for Council review. Now scheduled for discussion 3/4/2014.

Permits Reviewed and Disposition Made:

2014.03 415 S Conococheague Street Proposed new business Approved

2014-07	1 South Clifton Drive	Vestibule change	Approved
2014-08	13 W Sunset Ave	ADA modification to bath	Approved
2014-09	140 N. Artizan Street	Demolition of structure	Approved
2014-11	23 E Salisbury Street	Demo old shed & erect new	Approved
2014-12	E. Sunset Avenue	Window and Door Updates	Approved

Permits Under Reviewed:

2014-02	24 N. Conococheague Street	Conversion to (2) appt	Requires Appeal Rev
2014-05	22 N. Conococheague Street	Temporary facility Usage	Under review
2014-06	39 / 41 E. Frederick Street	Front Porch	Awaiting site plan
	15940 Lockwood Rd	Business Change	Meeting in March

2012-36

Code Administration:

None

New Business:

Rt. 11 / N. Potomac Street Development – March meeting for South side proposal
Municipal Parking (pending)
Sidewalk usage guidelines prepared and awaiting Council review.

Respectfully Submitted,

Charles Stumbaugh

Planning and Zoning Commission

Legal Council

No Report.

Sheriff’s Report

Mayor James McCleaf gave the February 2014 sheriff’s report.

Council report

Asst. Mayor Joan Knode reported Douglas the town mule has been repaired and will shortly be re-mounted in his place in front of Town Hall. She also reported there are postcards of Douglas, which will be for sale for \$1.00 at Town Hall and at the Town Museum.

She reported that she and Donnie Stotemyer did a walk through the Springfield Farm Barn and there are some minor issues that need to be addressed before the barn is open to renters in the second week of April. She also said she wants to schedule a walk through to inspect the other town buildings such as the Community Building, the pavilions in the park, the gazebo, town hall, and the town maintenance garage, to see what issues may need to be addressed at these facilities.

Assistant Mayor Joan Knode reported on a tree planting event on March 29th, 2014. The town is collaborating with the Journey Through Hallowed Ground to dedicate some of the trees that are being planted in memory of fallen soldiers during the Civil War. The Journey Through Hallowed

Ground Project will tag each tree with a geo-tag to provide an interactive historical experience for visitors. Each tree will have a unique code on the geo-tag. People enter this code on the organization's website and it will provide them with information about the soldier the tree was dedicated in memory of and it will provide information about the tree itself. The trees will be dedicated to soldiers who died in or around Williamsport, soldiers who died in the war that were from Williamsport, and some unknown fallen soldiers. We will be planting 120 trees by the fence to the Springfield Barn and throughout the Byron Memorial Park. Volunteers are welcome to come and help plant these trees.

Councilman Jim Kalbfleisch reported the town has submitted for their construction permit for the water tower project to the Maryland Department of the Environment. Once we receive the construction permit from them, we will be able to bid out the water tower project.

Councilman Scott Bragunier

Scott Bragunier's March 10, 2014 Council Report

Projects Report

- The Department of Natural Resources is going to donate 12 Maple and Oak trees to be planted at the top and bottom playgrounds of Byron Memorial Park to help in providing future shading of the play equipment.
- Unfortunately we will not be hosting any military bands in the park this summer. They are focusing on events closer to D.C. and this year coming out of tough budget cuts they're trying to get more "Bang for their Buck" and feel that our projected attendance numbers weren't high enough to commit to Williamsport.
- I'm starting the process of getting permissions to create primitive campsites at Riverbottom Park. My goal is to encourage the many hikers, bikers, and boaters to stay overnight in Williamsport so that they might solicit the many restaurants and businesses we have to offer. I am not requesting any funds before I get permissions by First Energy.
- I would like to request funding for the purchase of 4 park grills to include chain, scoop, and metal trash cans. Three of these grills will be mounted near the three small pavilions outside of the playground area in Byron Memorial Park and the other one will be mounted in the picnic grounds of Riverbottom Park. My goal is to encourage more people to offer family outings or cookouts utilizing the town parks so we can show how great of an asset these parks are. In the past there was concerns about waste and disposal. By providing a scoop and metal can we will encourage proper disposal and our employees will have a better receptacle to use during their daily park clean ups. Each grill with ancillary equipment should cost around \$225 so I'm requesting a budget up to \$1000. I'm currently \$5,639 under budget in the supplies portion of the budget from the original \$10,000. Copy attached.

- Three offers have been made in regards to the sealing and striping of the future parking lot area at Billy Doub Field. They were from Antietam Paving, Jeter Paving, and Rafferty Paving. We are planning on removing the fence and tennis nets then crack fill, seal, and stripe the parking area that was formally an unused tennis court. This project will help in solving the annual parking problems that occur at Billy Doub fields from April to July that typically results in unwanted phone calls, tension between the residents and council, and other issues. We will now be able to offer ample parking for up to 70 plus vehicles. On a typical night there are 4 teams playing with an average of 50 to 60 players. If each player's family only brought one car that's 50 to 60 cars and our existing parking lot only provides about 40 spaces. You can do the math and see how this could really help. The bids were, Antietam: \$8150 Rafferty: \$5700 Jeter: \$5500. It is my opinion that we go with Rafferty Paving because they are a locally run small business and he was very nice to work with. His goal is to show Williamsport that he is dependable and worthy of working on future projects for the town.

Events Report

- I'm working with Joan and Donnie on the March 29th tree planting at Springfield Farm. Volunteers are needed to help plant over 80 trees that will be dedicated to soldiers who died during the Civil War that were from Williamsport or from the Williamsport area.
- May 30 – June 1 will be “Doubledays”. We will have Civil War living historians camping at and around Doubleday Hill along with having actual artillery units atop the hill doing firing demonstrations for the weekend. Expert speakers are also scheduled to give informative talks about Williamsport during the war. The other half of the event focuses on town and cemetery pride. I will be offering tours of the cemetery discussing past prominent citizens along with symbolism in cemeteries. I'm urging through social media that if you have any family or friends buried there to come back, clean up the grave, lay some fresh flowers, and hopefully reinstall some pride in your hometown. Hopeful sponsors will be Cemetery Association, Rosemary's, and others. Budget has been submitted.
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- The Kelley Miller Circus will be at Riverbottom Park on June 4, 2014 for two shows at 4:30 and 7:30. Advance tickets will be \$6 for kids under 12 and \$10 for adults. 9 A.M. elephant tent raising will be open to the public and will be attended by local preschools. Tickets will be sold at various locations starting in May. Funds will support the Billy Doub Field project.
- July 11-13 5th Annual Retreat through Williamsport commemorating the 151st anniversary of the event. Very similar to past years with bus tours, living history, music, encampments, barn dance, etc. Still scheduling speakers but will continue to offer the best in the field of study. 2 reenactments will take place. Saturday July 12 11 A.M. “Battle of Hagerstown” using East Salisbury / N. Conococheague Street. This is my first attempt to bring the “Retreat” activities to downtown to hopefully draw enthusiasm to the event and more people to the downtown. It is my goal to have a musical performance on Town Hall steps prior to the battle. 2nd battle will be Sunday afternoon in the area of Milestone Garden Apartments. Currently working with Donnie on budget, expenses, and income.

Future Goals

- Façade Grants, Small Business Loans, Elderly Assistance Programs.
- Provide streaming video of our workshops and meetings on the town website.
- Work to fund and purchase a video camera surveillance system for Riverview Cemetery.
- Research the possibility of getting a small Tran/Bus service to provide loop transport for tourists from Cushwa Basin and back stopping in places like Downtown, Sandhole, Springfield Barn, Byron Memorial Park, Doubleday Hill, etc. This service would be offered on weekends during peak hours.
- Consider zoning change to make all of Potomac Street residential/commercial.

Respectfully submitted
Scott Bragunier, Councilman Town of Williamsport

Councilman Alan Redding reported he has been working on preparations for the opening of the pool. He reported interviews for pool employees are scheduled for Thursday, March 13, 2014 at 6:00pm. He is also making arrangements for the swim lesson sign-ups, which are scheduled for Saturday, May 17th, 2014 at 9:00am at Pavilion #1 in the park.

Councilman Bill Green no report, not present

Councilwoman Maya Haines reported that the Town of Williamsport has to go before the Public Service Commission regarding Case #9507 (h) in the matter of the continuing investigation of the electric fuel rate and purchased power cost adjustment charges of Williamsport. The hearing will take place on Thursday, July 24, 2014 at 2:00pm.

Councilwoman Maya Haines also reported she would like to continue the conversation regarding making Byron Memorial Park a smoke free environment. She said the city of Hagerstown and the Berkley County government have both implemented a smoke free environment in their parks. This year is the 50th anniversary of the first time the surgeon general released a statement that smoking has a negative effect on your health. Therefore, she feels this year would be a good time to implement a smoke free environment in our park. Making the park smoke free would cut down on litter from discarded cigarette butts, would cut down on teen loitering because they cannot smoke in park, and would help preserve the aesthetics of the park community. She reported on the negative effects of second hand smoke. Councilman Scott Bragunier asked how we are going to enforce this smoke free environment. He agrees this would be a good thing to do, but he wanted to know how she plans to enforce it. Councilwoman Maya Haines said this is something she is still working on. She said she will research how the City of Hagerstown and the Berkley government are currently enforcing it in their parks to get suggestions.

Mayor's Report

Mayor James McCleaf reported he and Town Clerk, Donnie Stotemyer were planning on going to Annapolis to testify on House Bill 1331, which is being sponsored by Delegate Neil Parrott. The bill is to restore funding to 100% highway user revenue.

Mayor James McCleaf wanted to thank the town employees for an excellent job with the snow removal this winter.

He also reported Donnie Stotemyer and Sue Harrison were working on the 2015 fiscal year budget. He reminded the council that if they had any requests for the next budget year, those requests need to be sent to Donnie to see if they can be included.

Mayor James McCleaf informed the council that he and Event Coordinator, Cyndi Powell visited Springfield Middle School to talk with Mrs. Hines fourth grade class about the “If I Were a Mayor...” essay contest.

Unfinished Business

At the last council meeting, Leigh Ann Stotemyer, coordinator of the Williamsport Food Bank, spoke to the Mayor and Council to request the use of Byron Memorial Park for a 30 hour famine event to be held on May 16th and May 17th, 2014. The objective of the event is to educate local youths about poverty and famine in our area. Donnie Stotemyer explained to the Mayor and Council that he met with Leigh Ann Stotemyer to pick a camping location in Byron Memorial Park. Councilman Scott Bragunier made a motion to allow them to host the 30 hour famine event in the Byron Memorial park. This motion was seconded by Assistant Mayor Joan Knode. With all voting in favor, motion carried.

Mayor James McCleaf discussed an Application for Temporary Use of the Public Right-of-Way for Sidewalk Cafes Along Williamsport Town Center that was given to him by the Chairperson of the Planning and Zoning Commission. The Mayor and Council reviewed and discussed the corrected document. Town Attorney Ed Kuczynski explained that if this was adopted, it would be adopted as a resolution. It would be adopted in a uniformed way and the town would not be showing in favoritism to certain businesses, because all businesses would have to come to the Town for the use of public right of way for sidewalk cafes. The resolution also gives the Mayor and Council the right to revoke or deny a business’ request for public right of way for sidewalk cafes. The Mayor and Council discussed this application, but no action was taken.

Assistant Mayor Joan Knode made a motion to award painting of Springfield Barn structure surfaces and entrance to the Town Museum entrance to Ryan Wenger Construction at a price of \$9,180.00. Councilwoman Maya Haines seconded this motion. With all voting in favor, motion carried.

Councilman Scott Bragunier questioned the Mayor on the progress of the Town’s gateway signs. The Mayor explained the signs have been ordered, but he has some work to do to pre-fab some pieces for the sign. Hopefully, it will be finished soon.

Councilwoman Maya Haines informed the Mayor and Council there is a street sign on S. Vermont Street that is mislabeled as Canal Street. She would like to have this sign fixed/replaced. She said many of her neighbors have complained about problems with receiving deliveries. She asked that this be addressed as soon as possible.

New Business

Councilman Scott Bragunier wanted to remind the Mayor and Council about the tree planting event in Byron Memorial park on March 29th, 2014. He mentioned how the trees will be dedicated as a part of the Journey Through Hallowed Ground Living Legacy project. They are planting 120 trees along the fence to the Springfield barn. These will be dedicated to fallen soldiers who died during the Civil War. Some of the soldiers being honored either died in Williamsport during the war, or they were from Williamsport and died during the Civil War. Some of the trees will also be dedicated to unknown fallen soldiers. 12 additional trees will be planted at a later date in Byron Memorial park by the play grounds. Councilman Alan Redding asked if we would have extra trees that we could dedicate in memory of a previous town resident/town employee. Mayor James McCleaf said he would like to see a tree planted in memory of Bill Shank a previous town employee. Councilman Alan Redding would like to see a tree planted in memory of Jeanie Houser, previous business owner and town resident. Councilman Scott Bragunier thought we could do this with the 12 extra trees being planted in Byron Memorial Park.

Councilman Scott Bragunier made a motion to pave the tennis courts at Billy Doub Park field. He also made a motion to award that project to Rafferty Paving Company out of Hagerstown, MD for a price of \$5,700.00. This motion was seconded by Assistant Mayor Joan Knode. With all voting in favor, motion carried.

Councilman Scott Bragunier discussed an upcoming event on May 31st and June 1st, 2014. The event is called Double Days; it is a living history event to tour the Double Day Hill area and to tour and clean the Riverview Cemetery.

Councilman Scott Bragunier reminded the Mayor and Council of the Kelly Miller Circus coming to Riverbottom Park on June 4th, 2014. He encouraged everyone to purchase tickets and support this event.

Councilman Alan Redding asked the Mayor and Council if they have ever considered creating a nuisance ordinance. Mayor McCleaf stated the Town has looked at doing this in the past. Councilman Alan Redding said he would like to see the town create an ordinance where basically three strikes against your record, and you're out. If we created an ordinance like this, it would make land lords more accountable for their tenants. Other towns have adopted similar ordinances and if we adopt an ordinance, it may help to eliminate certain trouble individuals. Town Attorney discussed the issues and concerns with creating an ordinance of this type. The Mayor and Council held discussion on this issue. No action was taken.

Mayor McCleaf notified the Council of the Nick Adenhard 5K run in Williamsport on June 14, 2014 at 8:30am. Proceeds raised from this run benefit the Nick Adenhard Memorial Fund and the Williamsport High School Athletic Boosters.

Mayor McCleaf notified the Council the Ragnar Relay Series 200 mile running relay is scheduled to come through Williamsport on September 12-13, 2014. They will be making a stop at the American Legion.

Mayor James McCleaf informed the Council that the Washington County Department of Planning and Zoning is updating their Water and Sewerage Plan. The planned updates include updating statistical information, tying in new plans and policies such as the Water Resource Elements of the county and local municipalities, and changes to municipalities and service providers operations and future plans. They are asking for help and information from our municipality to support these plans.

Mayor James McCleaf notified the Council regarding this year's Constant Yield Tax Rate, for which the Town of Williamsport is exempt. According to Section 2-205 (d):

“The Director shall exempt a municipal corporation from the constant yield tax rate provisions of 6-308 of this article if a difference of less than \$25,000 exists between:

- (1) The property tax revenue that is provided by applying the municipal corporation real property tax rate for the preceding taxable year to the estimated assessment of all real property in the municipal corporation; and
- (2) The property tax revenue that is provided by applying the constant yield tax rate for the next taxable year to the estimated assessment of all real property in the municipal corporation.”

Town employee Charles Brown raised concerns about town residents parking on a grassy area on the corner of S. Artizan and Church Street. This is tearing up the grassy region and people should not be allowed to park there. Assistant Mayor Joan Knode made a motion to place no parking signs on that side of the street. Councilwoman Maya Haines seconded this motion on the condition that the area in question is in the Town's right of way. With all voting in favor, motion carried.

Mayor James McCleaf held discussion on the owners of apartment complexes who are evicting residents. The Mayor stated the town's contract with Republic Waste Services does not include commercial businesses to have their trash picked up. The Mayor then stated, if a tenant is being evicted and the Town picks up their trash, then we should charge the landlord/owner for the trash pick up.

Citizen Participation

Town resident, Ken Lafferty has noticed a lot of youth unattended in the parking lot of the M&T Bank riding their bikes and skate boards. He feels the Town should let the Sherriff's office know about this issue, so they can monitor it more closely.

Chief Will Ball of Williamsport Fire & EMS thanked the Mayor and Council for hosting their meeting at the Fire Hall and for listening to their discussion about the new Fire Plan. He stated we were the first municipality to write a letter of support for the new fire plan. He thanked us for that.

Mayor James McCleaf suggested that the Council move into Executive Session. Councilman Alan Redding made a motion to move into Executive Session. This motion was seconded by Councilwoman Maya Haines. With all voting in favor, motion carried.

Meeting adjourned.

Respectfully submitted,

Donnie Stotelmyer
Town Clerk
Town of Williamsport